

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

DATE: November 21, 2016
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt November 7, 2016 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg #

1. Paul Kingan, BC Seniors Games Certificates of Appreciation
2. Lindsay McGinn, Community Impact Officer re: United Way Vital Signs Report

4.00 STAFF REPORTS/PRESENTATIONS

(a) CAO and Legislative Services

- 1 1. RCMP Inspector Tim Walton to present first half of 2016 report
- 3 2. Council Communications and Related Policies

(b) Recreation and Cultural Services

- 21 3. CRA – Letter of Understanding for CRA Services
- 31 4. Sid Williams Theatre Society – New Works Capital Funds
- 41 5. Skypark Washroom – Sunrise Rotary Club Expression of Interest

(c) Development Services

- 45 6. Chances Courtenay Structural Change Application
- 59 7. Zoning Amendment – 1235 Hornby Place

(d) Financial Services

(e) Engineering Services

(f) Public Works Services

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 83 1. Briefing Note: Utility Collaboration
- 87 2. Briefing Note: CVRD Water Servicing Options Report for Royston

7.00 REPORTS FROM COUNCIL MEMBERS REGARDING CITY RELATED ACTIVITIES INCLUDING REPORTS FROM COUNCIL AND EXTERNAL COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

In Camera Meeting:

That notice is hereby given that a Special In-Camera meeting closed to the public will be held November 21, 2016 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.

9.00 UNFINISHED BUSINESS

Delegation from November 7, 2016 Council Meeting

- 89 1. Speeding vehicles on Royal Vista Way

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 91 1. Appoint Council Representative and alternate to the Vancouver Island Regional Library

12.00 BYLAWS

For First and Second Reading

- 93 1. "Zoning Amendment Bylaw No. 2862, 2016"
(rezone 1235 Hornby Place from R-1 to R-1S)

13.00 ADJOURNMENT

NOTE: there will be a Public Hearing scheduled at 5:00 p.m. in relation to Zoning Amendment Bylaw No. 2860 for 560 Pidcock Avenue and Zoning Amendment Bylaw No. 2861 for 2945 Muir Road

City of Courtenay 1st Half Report: Year over Year Comparison

	Assaults	Harassment	Robbery	Utter Threats	Auto Theft	Bike Theft	B&E Business	B&E Other	B&E Residence	Frauds	Other Theft Under	Shoplifting	Theft from Vehicle	Total Calls for Service
Apr 1 - Sept 30 2016	92	45	7	43	20	67	12	10	23	35	97	143	119	5243
Apr 1 - Sept 30 2015	137	44	7	56	26	43	7	11	31	36	80	111	144	5239

Comox Valley Detachment 1st Quarter Report: Year over Year Comparison

	Assaults	Harassment	Robbery	Utter Threats	Auto Theft	Bike Theft	B&E Business	B&E Other	B&E Residence	Frauds	Other Theft Under	Shoplifting	Theft from Vehicle	Total Calls for Service
Apr 1 - Sept 30 2016	162	78	9	69	50	83	24	22	55	63	213	143	203	8910
Apr 1 - Sept 30 2015	219	78	9	73	46	62	14	18	53	58	153	114	244	8950

Delegation

For information purposes only. Subject to change as per scoring policy.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 610-02

From: Chief Administrative Officer

Date: November 21, 2016

Subject: Council Communications and Related Policies

PURPOSE:

The purpose of the report is to provide draft Council communications related policies for approval.

CAO RECOMMENDATIONS:

That, based on the November 21, 2016 staff report, "Council Communications and Related Policies", Council approve Communications Policy # 540.00.01; Incoming Correspondence Policy #0610.00.02 (Revision 2); and Social Media Policy #1310.00.03.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In late 2015, Council and staff attended a communications and media training workshop facilitated through Jan Enns Communications. One of the outcomes of the training was the creation of a draft communications policy several months later.

DISCUSSION:

With communications staff now in place, staff have been fine tuning the draft policy as well as developing a communications system throughout the organization. Staff believe that the City has made significant strides in communications in recent years; however there are a number of opportunities for improvement and current best practices that have been incorporated into the new draft Communications Policy.

Communications Policy

The communications policy is intended to be a high level document, providing the policy level direction from Council to staff. As outlined in the policy, detailed communications plans for various projects will be developed at the staff level and presented to Council for approval through staff reports.

Incoming Correspondence Policy

In order to provide improved and consistent communications with the public, staff are recommending changes to the current incoming mail policy which was adopted in 2002. The revised policy recognizes the changing methods (i.e. social media, etc.) used by the public when communicating with Council, and provides a consistent framework for dealing with incoming correspondence.

Social Media Policy

The City now has a significant presence on social media, and this has become an integral part of our daily communications. Although social media is extremely effective and timely, it presents real challenges from a staff resource point of view. The public expectations for information and responses are quite high, and often communication occurs after working hours and on weekends, particularly during emergency situations such as flooding. In a sense, the advent of social media has driven up the level of service of communications at the City, as staff and Council react to the rapid changes in technology and time-sensitive demand for information.

Staff are recommending the adoption of a social media policy to set the general regulations for City social media and network sites.

FINANCIAL IMPLICATIONS:

There are no financial implications relating to adoption of the policies. As mentioned above, staff resources will become an issue as the City's level of engagement with the public rises and expectations increase.

ADMINISTRATIVE IMPLICATIONS:

Administration of the communications and related policies is included in the general duties of the Communications Department, Legislative Services work plan.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations
- 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



● **Area of Control**
The policy, works and programming matters that fall within Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

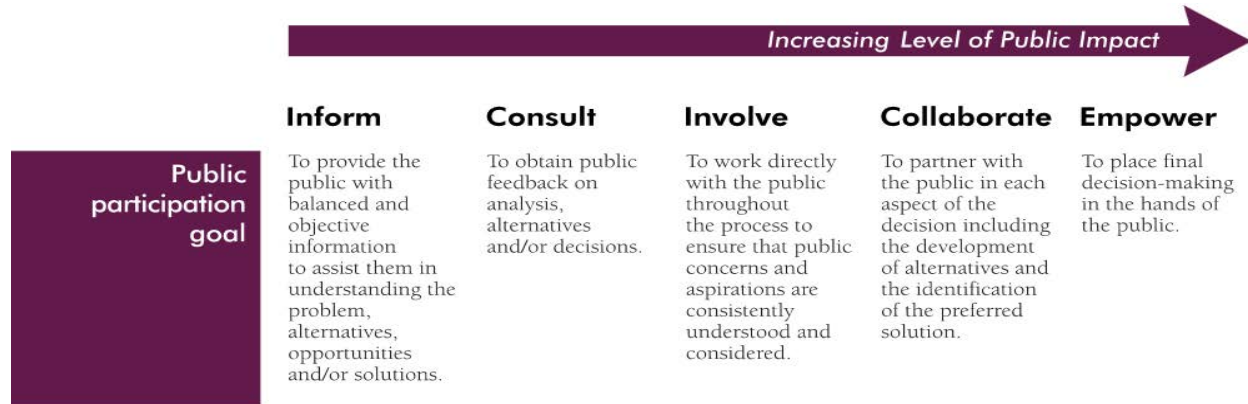
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

By way of this report, Council would inform the public based on 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 approve Communications Policy # 540.00.01; Incoming Correspondence Policy #0610.00.02 (Revision 2); and Social Media Policy #1310.00.03 (recommended).
- Option 2: That Council not approve the communications related policies.
- Option 3: That Council refer one or more of the communications related policies back to staff for revisions.

Prepared by:

John Ward, CMC
Director of Legislative Services

Attachments:

1. Draft Communications Policy 0540.00.01
2. Draft Incoming Mail Policy 0610.00.02 (R2)
3. Current Incoming Mail Policy 0610.00.02 (R1)
4. Draft Social Media Policy 1310.00.03

Section: Administration	Policy # 540.00.01
Subject: Communications	Revision #

PURPOSE:

The City of Courtenay recognizes that both external and internal communications are an important part of good governance.

Through the strategic delivery of external and internal communications, the City of Courtenay can increase the effectiveness of its decision-making by informing and engaging the public clearly and consistently with timely and relevant information; thereby reducing misinformation and ultimately saving time and resources and improving outcomes.

This communications policy is intended to provide guidance and direction for both Council members and staff on external and internal communications to ensure a consistent, coordinated, responsive and respectful approach to communications. In addition, it will provide the foundation for companion procedures documents for staff to use for implementation.

SCOPE:

This policy applies to the City of Courtenay Mayor and Councillors, all officers and employees, and any third parties doing work on behalf of the City of Courtenay including service providers.

RESPONSIBILITY:

Council is responsible for adopting policy and ensuring that sufficient resources are applied to manage the City's communications.

The Chief Administrative Officer (CAO) has responsibility for communications and consultation plans and procedures as well as reporting to Council on the effectiveness of communication and media relations practices and their outcomes as required.

Communications and media relations activities may be assigned or delegated internally at the discretion of the CAO.

The CAO is expected to make recommendations for any changes to this policy necessary to achieve Council's goals and objectives for communications.

AUTHORIZATION:	DATE:
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Section: Administration	Policy # 540.00.01
Subject: Communications	Revision #

POLICY:**Guiding Principles**

The City will:

- Ensure City of Courtenay information is communicated in a clear, relevant, responsive and proactive manner that is consistent throughout the organization.
- Seek to provide clear, accurate, timely, and accessible information in plain language that can be readily understood by the intended audience.
- Be proactive in providing opportunities for ongoing and two-way communications to build trust, increase understanding and reduce misinformation, including during times of emergencies or crises.
- Strive to ensure that key audiences that may be directly impacted or need to be informed, such as Council and staff, or residents immediately affected, are informed in a timely manner, prior to release to a broader, public audience.
- Consider a wide range of communication strategies and tactics to meet the needs of the audience including developing communications and or consultation plans as identified.
- Proactively seek positive media coverage to increase awareness and/or action.
- Ensure all communications, both internal and external, are respectful, recognizing and seeking to understand different perspectives.
- Allocate the adequate and/or necessary resources, both financial and human, to implement communications as identified and approved in the City's financial plan.
- Ensure that all communications are compliant with applicable laws and regulations such as human rights legislation and the Freedom of Information and Protection of Privacy Act (FOIPPA).

Communication and Consultation**Communication and Consultation Planning**

Communication planning will be incorporated by staff into annual work and/or project plans in order to inform and engage:

- external key stakeholders and audiences such as residents, businesses, opinion leaders, community groups, service clubs and the media;

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Subject: Communications	Revision #

- internal audiences such as Council members and other staff; or
- partner stakeholders such as neighbouring local government, First Nations and other levels of government.

The scope of communication and engagement plans will vary according to the program, project or service. For example:

- Communication required during an emergency or disaster is carried out in accordance with the Comox Valley Emergency Program (CVEP) Local Authority Emergency Plan as identified. The direction provided in the Comox Valley Regional District's Emergency Program Plan supersedes any terms, conditions or requirements for communications pursuant to this policy.

Communication plans may identify the level of desired consultation using levels of engagement identified by the International Association of Public Participation Spectrum (i.e. inform, consult, involve, collaborate, and empower) for key target audiences and projects (www.iap2canada.ca).

Council Reports identify which level of engagement is being proposed using the IAP2 Spectrum of Public Engagement (www.iap2canada.ca).

A variety of communication channels, tools and tactics will be used to meet the needs of the City of Courtenay's growing and diverse audience, and may include a mix of earned media, paid advertising, personal contact at meetings and events, promotional materials, and digital or online opportunities such as the City of Courtenay's website, social media channels, and email distribution lists.

Council Reports with recommendations for communications and consultation plans will include an overview of the communication and engagement plan for that project, as well as an estimate of the human and financial resources required.

Staff training in communication and engagement planning will be provided as needed to better improve implementation of Council's policy and procedures.

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Audiences

Communication plans will identify audiences in order to ensure the right messages and the right channels, tools and tactics are used to inform and engage these groups. The following lists may be prioritized as primary and secondary audiences as well as influencers and intermediaries as identified in any communication and or consultation plans. They will vary according to project and level of impact.

Key external audiences for the City of Courtenay may include, but are not limited to:

- Service recipients as identified
- Residents
- Businesses
- Business groups (e.g., local Chambers of Commerce)
- Community groups
- Service clubs
- Schools
- Post-secondary institutions
- Other Council committees
- Member municipalities
- Provincial government
- Federal government
- First Nations
- AVICC, UBCM, LGMA
- Other provincial or federal ministries or departments
- Other key audiences as identified

Key internal audiences for the City of Courtenay may include, but are not limited to:

- Mayor and Council
- Senior staff
- Managers
- Supervisors
- Department staff
- City staff – inside
- City staff – outside
- Casual instructors
- Volunteer firefighters
- Service Providers

Message Content

When representing the City of Courtenay, Council and staff will provide a consistent message about the City of Courtenay’s projects, programs, services and decisions in order to reduce misinformation and the resources required for correction.

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For example, at a minimum, messaging should provide information about:

- What is being done or what is happening;
- Why this is better and / or necessary;
- What the ‘call-to-action’ is for the audience; and
- Any other relevant information.

The Director of Legislative Services/Deputy CAO or designate is responsible to approve all materials (online and hardcopy).

Internal Notification

Information and key messages needs to be shared with internal contacts in a timely manner to ensure it is consistent and responsive to the needs of the intended audiences. It is important to ensure that internal contacts are informed and prepared to help deliver the message and / or respond as necessary.

Briefing notes and / or project updates including key points will be used and shared with internal audiences as needed for consistent message delivery. (See related Procedures # 0540-00 on Internal and External Communications.)

In addition, this may also include providing information and links for Council members to share via their own personal social media sites to increase consistency of message and delivery (use of personal social media sites for business purposes may be subject to the application of FOIPPA).

For larger projects, orientation sessions for Council members and staff may be held to further ensure that messaging is accurate, relevant, addresses key issues and can be shared consistently across the organization.

Internal notification documents (for example, Memorandums or Briefing Notes), will be sent as emails, and if necessary, a hardcopy may also be provided.

For staff not directly involved with a project, internal notification tools may include intranet, staff meetings, emails, and bulletin boards.

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Media Spokesperson(s)

Delivery of a consistent, prompt, accurate message via the media improves communications and reduces misinformation. Communications related to Social Media are covered in the City’s Social Media Policy.

For Council members communicating with the public via individual social media accounts, disclaimers are recommended. For example *“the opinions and thoughts expressed are the Council member’s own, and not the official position of the City.”*

Ongoing Media Communications

The Mayor or their designate will be the official spokesperson for the City of Courtenay on matters relating to decisions and outcomes of Council.

The CAO or their designate is the official spokesperson for matters relating to administration.

The CAO or their designate may assign staff as the spokesperson for specific programs, projects or services.

Council Media Communications

Decisions of Council are made using a fair, open and inclusive democratic process. In general, statements by individual Council members represent the voice of council and are considered statements of the organization. Care should be taken to ensure consistency in the information and respect for the democratic process even when individual Council members disagree with the final decision.

Council members may speak externally about Council decisions and outcomes, provided their statements do not undermine the City’s reputation or the integrity of Council’s decision making process, such as opinions on proposals yet to be considered by Council a whole.

Emergency Media Communications

Ensuring accurate, timely and responsive information during an emergency or crisis is critical. Dissemination of incorrect, confusing or inappropriately timed information can have severe public safety consequences as well as potential for legal ramifications.

In the cases when the Emergency Operations Centre (EOC) is activated, the role of the spokesperson will be identified in accordance with the Comox Valley Emergency Program Local Authority Emergency Plan.

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Subject: Communications	Revision #

Where there are media requests generated from an emergency incident such as flooding, fires, landslides or other natural disasters incident where the Emergency Operations Centre has not been activated, all calls are to be forwarded to the CAO (CAO) or designate responsible for managing the incident.

The Mayor or acting Mayor would act as the Chair and spokesperson for the Policy Group (in an EOC) or as a designated spokespersons on matters of policy, to provide reassurance about the process and other information as provided by the EOC Director.

The CAO or their designate will act as the spokesperson for technical aspects of the emergency in order to ensure accuracy.

The CAO and or their designate will brief Mayor and Council as soon as possible once decisions are made in addition to including them in media briefings as the situation requires.

Mayor and Council and all staff are encouraged to direct inquiries to established communication channels of published information such as the website and social media sites or phone lines. Specific inquiries may also be directed to the designated Public Information Officer for that incident.

Communications Channels, Tools and Tactics

The following provides an overview of the main communications channels, tools and tactics that can be used to inform and or engage the community and key audiences. The use of these will vary according to the initiative.

Media Relations and Earned Media

The City of Courtenay seeks to proactively engage the media to reinforce a positive reputation and increase the publication of accurate, timely and relevant information, striving for balanced representation in the media on any issue. The City of Courtenay will also leverage earned media coverage as a way to reach the broader community.

The City of Courtenay will endeavour to respond promptly and accurately to media requests to increase coverage, build stronger relationships and be able to act as “experts” on City of Courtenay projects.

The City of Courtenay will seek to respond to published misinformation in a timely manner by providing the correct facts with a focus on the specific issue.

If Council members or staff are approached for comment on an issue by the media, they should inform the CAO to ensure consistent message delivery.

AUTHORIZATION:	DATE:
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Section: Administration	Policy # 540.00.01
Subject: Communications	Revision #

Paid Advertising

The City of Courtenay recognizes that ensuring a consistent source of information is a key component to communicating with its citizens.

Paid advertising will be used to promote decisions of the Council, statutory requirements and ongoing programs, projects and services as necessary.

Design of ads should be in accordance with the City of Courtenay’s Brand Standards Guide with the exception of online and social media ads where ad design may be dictated by the medium.

Personal and Community Contact

The City of Courtenay strives to provide a high level of customer-centered service that recognizes the importance of personal contact with its citizens.

The City of Courtenay seeks to engage community members through a variety of strategies, including personal contact of both Council members and staff at community events, open houses, meetings, presentations and / or visits.

Where necessary, briefing notes will be prepared to ensure consistency of message content and delivery.

Care should be taken to protect the citizen’s personal information that may be obtained through this type of contact, in accordance with FOIPPA. If there are any concerns about the protection of privacy or personal information, contact the Information and Privacy Coordinator.

Promotional and Informational Materials

Ensuring clear and consistent visual representation of the City of Courtenay’s message in a variety of formats is important to creating a positive and proactive message. Materials should be of high quality, appealing and appropriately written / produced to match the content.

The City of Courtenay’s logo is the official symbol of the community and is to be used on all City of Courtenay materials. It is to be used for official business only and not for personal or political purposes.

All uses should be in accordance with the City’s of Courtenay’s Brand Standards Guide.

AUTHORIZATION:	DATE:
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Section: Administration	Policy # 540.00.01
Subject: Communications	Revision #

Online: Website and Social Media

Meeting the needs of a diverse and growing population requires the use of a wide range of communications channels, tools and tactics. The City of Courtenay supports the use of the website and social media for informing citizens as well as encouraging dialogue and input. Social media policies will be updated to govern the use of social media as required.

In keeping with the Guiding Principles and the [pending] Social Media Policy, online communications are to be respectful. Hateful, inappropriate, or discriminatory remarks or comments which violate the law will not be tolerated.

Comments made by members of Council and or staff on behalf of City programs and services need to be accurate and consistent, and in keeping with the City's policy regarding spokespersons.

Social media discussion will be used to monitor public perception of communications messaging and track emerging issues that may require a response.

Resources

While communications takes time and energy up front, it can greatly benefit the City of Courtenay and its citizens by ensuring people have the opportunity to become informed, to provide input and take action as needed.

Annual and / or project plans and / or action plans will identify the resources, financial and human, required to implement communications.

Evaluation

Ensuring the best uses of communications resources is part of sustainable and prudent governance.

Project plans will include evaluation indicators to determine the success of various programs, projects and services.

From time to time, the City of Courtenay may also seek to better understand the impact of various programs, projects and services and may engage in research such as an annual citizen survey or a specific communication survey.

AUTHORIZATION:	DATE:
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Section 1 - Administration	Policy #	0610.00.02
Subject: Incoming Correspondence	Revision #	R2

SCOPE:

This statement outlines the policy regarding the disposition of incoming mail and other correspondence addressed to the City.

POLICY:

- All incoming mail shall be delivered unopened to the Executive Assistant or designate.
- All mail addressed to the City or staff members shall be opened, date stamped and distributed accordingly.
- All mail addressed to the Mayor shall be opened, date stamped and forwarded to the CAO, Director of Legislative Services or Mayor’s Secretary, depending on the contents.
- All mail addressed to specific Councillors shall be distributed unopened to the Councillor’s mailbox.
- All mail addressed to specific staff members or the Mayor and marked “Personal and Confidential” shall be distributed to the addressee unopened.
- Correspondence (including electronic) addressed to Mayor and Council as a group shall be distributed by the Director of Legislative Services or designate as follows depending on the nature of the correspondence:
 - Copied to Mayor and Council and circulated with a notation indicating referrals to staff, response or other action required; or
 - Placed on a Council agenda if required.
- For correspondence received by staff requesting Council take action on a matter, staff will endeavour to acknowledge receipt of this correspondence in a timely manner.
- For correspondence received by individual Council members requesting Council take action on a matter, (including email), it is recommended that Councillors forward the correspondence to the Director of Legislative Services for investigation distribution to all members of Council and acknowledgement.
- Correspondence addressed to Mayor and Councillors deemed to be of a general information nature and not requiring action will be emailed to Council.
- Unsigned (anonymous) correspondence will not be circulated and any correspondence received by the Mayor or Councillors dealing with staff or other confidential matters may only be dealt with at a Special In-camera meeting.

AUTHORIZATION:	DATE: November 21, 2016
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City of Courtenay Policy

Section 1 - Administration	Policy #	0610.00.02
Subject: Incoming Mail	Revision #	R1

SCOPE:

This statement outlines the policy regarding the disposition of incoming mail addressed to the City.

POLICY:

- All incoming mail shall be delivered unopened to the Executive Assistant or designate.
- All mail addressed to the City or staff members shall be opened, date stamped and distributed accordingly.
- All mail addressed to the Mayor shall be opened, date stamped and forwarded to the Administrator, Clerk or Mayor’s Secretary, depending on the contents.
- All mail addressed to specific Councillors shall be distributed unopened to the Councillor’s mailbox.
- All mail addressed to specific staff members or the Mayor and marked “Personal and Confidential” shall be distributed to the addressee unopened.
- All mail addressed to Mayor and Councillors shall be copied and circulated with notation from the Administrator *or Clerk* for referrals, response or other action required.
- Mail addressed to Mayor and Councillors deemed to be of a general information nature and not requiring action may be placed in an information binder available to Council at all times for viewing.
- Unsigned (anonymous) letters will not be circulated and any such letters received by the Mayor or Councillors dealing with staff or other confidential matters may only be dealt with at a Special In-camera meeting.

AUTHORIZATION: R15 3.02	DATE: October 7, 2002
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Section 5 – Information Systems and Services	Policy # 1310.00.03
Subject: Social Media Policy	Revision #

PURPOSE:

This Social Media Policy regulates the official use of City of Courtenay social media and social network sites. The objective is to enhance communication with the community and various stakeholder organizations on City issues, operations and services, while protecting and promoting the image of the City.

SCOPE:

This Directive applies to all employees, consultants, students, and volunteers. It does not apply to personal use of social media on personal equipment.

Social media includes, but is not limited to:

- Facebook
- Twitter
- Google+
- LinkedIn
- YouTube
- Pinterest
- Flickr
- MySpace
- Blogs
- Instagram
- Tumblr

POLICY:

All City of Courtenay social media sites shall be:

- Approved by the Director of Legislative Services;
- Published using approved City social networking platform tools; and
- Administered by the Manager of Communications or designate. Designate may be any employee or volunteer designated by the applicable Director who possesses a complete understanding of this policy and has appropriate communication and technical experience.

All City of Courtenay social networking sites shall adhere to federal, provincial, and local laws, regulations and policies, including all applicable City of Courtenay policies and directives. Social media content is covered by Freedom of Information and Protection of Privacy Act.

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City of Courtenay Policy

Section 5 – Information Systems and Services	Policy # 1310.00.03
Subject: Social Media Policy	Revision #

Each City of Courtenay social networking site shall include an introductory statement which clearly specifies its purpose and scope. Social network sites should link back to the official City of Courtenay website www.courtenay.ca whenever possible.

The primary goals of the City’s use of social media are to:

- Increase awareness of City programs and services
- Rapidly share time-sensitive information
- Correct misinformation and learn about areas for improvement
- Develop trust and build stronger relationships with community members
- Provide additional opportunities for engagement and two-way communication

City of Courtenay social media pages shall foster an atmosphere of mutual respect. Content and comments containing any of the following shall not be permitted:

- Irrelevant posts or external links, including spam
- Profane language or content
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, religious beliefs, colour, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, age, ancestry, place of origin, place of residence, socioeconomic background or linguistic background
- Abusive or hurtful comments directed toward another individual or City staff
- Sexual content, comments, or links to sexual content
- Solicitations of commerce
- Conduct or encouragement of illegal activity
- Information that could compromise the safety or security of the public or public systems
- Content that reveals personal or private information about any particular person, or that is otherwise protected by the Freedom of Information and Protection of Privacy Act or any other applicable privacy legislation
- Content for the purposes of promoting a candidate for municipal, provincial, or federal election, or for Council appointments
- Content that violates any City policy. Employees are responsible for educating themselves of all city policies that may impact their posts
- Any other content deemed inappropriate by the Director of Legislative Services or designate

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City of Courtenay Policy

Section 5 – Information Systems and Services	Policy # 1310.00.03
Subject: Social Media Policy	Revision #

The City may ask users to refrain from posting inappropriate comments, and may mute, block or ban users for violating these social media commenting guidelines.

All City of Courtenay social networking moderators shall be trained regarding the terms of this City of Courtenay policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.

City IT security policies shall apply to all social networking sites and articles. This includes Technology Use and Confidentiality Directive 1310.00.01(d)

Employees representing the City of Courtenay via social media outlets must conduct themselves at all times as a representative of the City and in accordance with all City policies.

DRAFT

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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council

File No.: 2240-20 CRA

From: Chief Administrative Officer

Date: November 21, 2016

Subject: Courtenay Recreational Association - Letter of Understanding for CRA Services

PURPOSE:

The purpose of the report is for Council to consider approving the agreement for the services currently provided by the Courtenay Recreational Association on behalf of the City.

CAO RECOMMENDATIONS:

Based on the November 21, 2016 staff report, "Courtenay Recreational Association Letter of Understanding for CRA Services", that Council approve Option 1 and the attached Agreement between the City and the Courtenay Recreational Association.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On October 25, 1995 the Courtenay Recreational Association (C.R.A.) was authorized by Council to be the advisory board of the former Community Services Department and the operational aspects of the C.R.A. be transferred to the City of Courtenay effective January 1, 1996. A committee was struck to guide the absorption of program offerings under the former Community Service Department. However, the committee deemed that some programs would be best offered through the C.R.A. as an autonomous non-profit on behalf of the City.

DISCUSSION:

The Recreation and Cultural Services Department has initiated a review of the City and C.R.A. service relationship and has found that there is no existing agreement between the C.R.A. and the City for the provision of services. Further, the C.R.A. lacks the necessary insurance to cover both its board and program activities. To ensure service levels are maintained, a letter of understanding should be signed to clarify the responsibilities of each party. This agreement will enable the City to extend coverage under the Municipal Insurance Association of BC as an associate member in the interim.

FINANCIAL IMPLICATIONS:

The Municipal Insurance Association of BC requires resolution of Council for the increase in liability insurance by extending coverage to the service provider.

The additional cost to the City will be \$250 annually for the duration of the agreement.

The City will be reimbursed by the C.R.A. for all deductible amounts relating to claims as a result of C.R.A activities.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this proposal.

ADMINISTRATIVE IMPLICATIONS:

There will be minimal implications to the use of staff time. The agreement will be administered by the Recreation and Cultural Services Department.

STRATEGIC PLAN & PRIORITIES REFERENCE:

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.

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

OFFICIAL COMMUNITY PLAN REFERENCE:

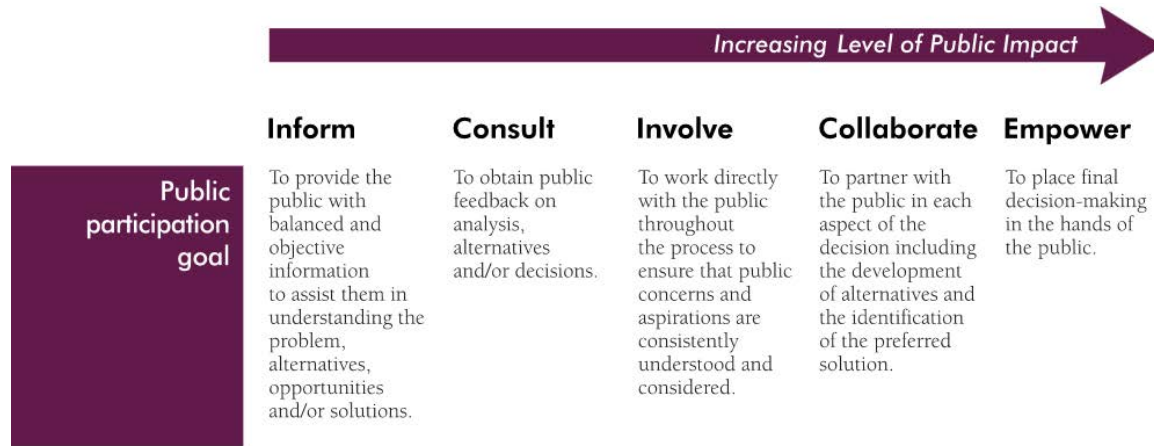
Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

During the process staff will consult with the C.R.A. as a partnering organization as identified in the *IAP2 Spectrum of Public Participation*.



OPTIONS:

1. That Council approve the attached Service Provider Agreement between the City of Courtenay and the Courtenay Recreational Association with the date set out in the Agreement.
2. That Council refer this item back to staff for further consideration.
3. Council takes no action on this matter at this time.

Prepared by:

Dave Snider

Director of Recreation and Cultural Services

Attachments:

1. *Letter of Understanding – Service Provider Agreement between the City of Courtenay and the Courtenay Recreational Association.*

LETTER OF UNDERSTANDING
SERVICE PROVIDER AGREEMENT

Made on this ___ day of _____, 2016

BETWEEN THE
COURTENAY RECREATIONAL ASSOCIATION

(hereinafter called “the CRA”)

AND THE
CORPORATION OF THE CITY OF COURTENAY

(hereinafter called “the City”)

RE: CRA AND CRA EVERGREEN CLUB RECREATION PROGRAM SERVICES

INTRODUCTION

The CRA and the City have jointly agreed that the CRA staff will provide CRA Program Services and raise funds for the following programs and activities on behalf of the City of Courtenay: Summer camps for children, Special Needs clients, Seniors (through the CRA Evergreen Club), Youth and such programs as deemed necessary by the CRA Board of Directors. In addition the CRA Board of Directors will provide advice to the City of Courtenay on the City’s parks and recreation facilities and programs.

GENERAL RESPONSIBILITIES

The CRA staff will plan and utilize the resources of the City’s recreational facilities for the provision of leisure-recreation program services offered through the Recreation and Cultural Services Department. Program planning and operation will occur in concert with and complement the services offered by the City of Courtenay.

The staff in the positions identified as CRA staff will be employees of CRA as listed in Schedule “A” and Schedule “B”.

Preparation of job descriptions, interviewing of candidates and review of the work performed by the staff will be the joint responsibility of the CRA and the City. The City will consult with the CRA board when making the final decisions about the engagement, transfer or termination of CRA employees.

While providing the agreed service, the CRA agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the City of Courtenay; and any special instructions given to the CRA by the City of Courtenay.

PROGRAM SERVICES AND ACTIVITIES

The CRA staff will coordinate and offer the following program and service activities as described in Schedule "A". CRA programs will be operated within the City's recreation facilities and City parks with exception of group trips or excursions. The CRA Lewis Centre program staff will coordinate CRA programs and activities through the Manager of Recreation Programming.

The CRA Evergreen Club Coordinator will be responsible for the coordination, planning and day to day operations of the CRA Evergreen Club programs and activities as identified in Schedule "B" and will be operated within the Florence Filberg Centre with the exception of group trips and excursions. The CRA Evergreen Club staff will report to the Evergreen Club Coordinator.

IN KIND ADMINISTRATIVE AND OPERATIONAL SUPPORT SERVICES

The City will hire and supervise the support staff necessary for the operation of CRA programs and activities which includes receptionists, administrative clerks, and custodial staff. The City shall also provide the following support services: advertising, computer support services, bookkeeping and financial reporting.

The City will recover direct costs and indirect associated with any programs offered through the CRA and CRA Evergreen Club programs and activities which may include but will not be limited to: direct program costs, administration, advertising and printing costs, postage and courier, office supplies, telephone, wages, general office overhead, insurance and custodial recovery.

The City will reimburse the CRA for the following CRA positions: The CRA Evergreen Volunteer Coordinator.

INSURANCE

The City shall obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the CRA as an additional named insured entitled to full coverage in the amount of five million dollars (\$5,000,000.00) with respect to third party liability claims arising from the provision of the agreed service including directors and officers liability coverage for the CRA board of directors.

The CRA agrees to indemnify, defend and hold harmless the City, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the City may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the City arising out of, during, or as a result of the provision of services outlined in the Letter of Understanding except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the City or that is covered by the MIABC liability insurance policy. The City agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments. Notwithstanding the foregoing, the City will be reimbursed by the CRA for all deductible amounts relating to claims originating from CRA activities as described in this Letter of Understanding. The City reserves the right to terminate this Letter of Understanding and the associated commercial general liability insurance coverage provided to the CRA by the MIABC at any time upon providing ninety (90) days' advance written notification to the CRA of the termination.

DURATION

The parties will meet so often as they deem necessary to review this arrangement and to consider any changes thereto that the operating experience may prove to be necessary. Any changes to this arrangement shall be made only with the approval of the parties.

The CRA or City may terminate this arrangement at any time by giving to the other ninety (90) days' advanced notice in writing at any time to that effect and at the expiration of the notice; this arrangement shall terminate and have no further force nor effect.

CITY OF COURTENAY by its authorized signatories:

The Courtenay Recreational Association was here unto affixed in the presence of its authorized signatories:

Name: Larry Jangula, Mayor

Name: Hans Petersen, Chair

Date : _____, 2016.

Date : _____, 2016.

Name: John Ward, Director of Legislative Services

Name:

Date : _____, 2016.

Date : _____, 2016.

Schedule "A"

Courtenay Recreational Association Programs and Activities List 2016

Building Friendships

Transporting individuals in vehicles.

Participating in recreational and social activities which may include: arts, crafts, light sporting activities, music, small group activities, reading clubs.

Providing public information and support regarding inclusion and special needs.

Special Needs Recreation

Special Interest: Cooking

Sports: Golf, Martial Arts, Bowling

Social Activities: Bingo, Dances

Arts & Crafts: Arts Cards,

Wellness & Fitness programs: Yoga, Zumba,

Regional referrals to supports and services

Fundraising

Summer Daycamp Programs/Inclusion

Water activities: Canoeing, Kayaking, swimming

Overnights & out trips: Camping, Horne lake caves, high ropes course

Sports & Activities: Dodgeball, hockey, relay races, hiking, cooking

Transportation: Variety bus and rented school bus, walking trips

Arts & crafts

Volunteer program

Screening and placing volunteers into summer programs to assist with supervision and running of activities.

Rec 'N' Read (partnership with SD 71)

Reading and recreation in Lake Trail Gymnasium

Sports activities

Out trips to pool and walking trip to book store and library

Exploration Art Camp (partnership with NIC)

High quality art experience runs out of NIC art studio: Clay, photography, screen printing and more.

Swimming, out trips on public transportation.

Courtenay Recreation Association Staff

Building Friendship Coordinator

Special Needs Recreation Coordinator

Summer Inclusion Coordinator

Summer Volunteer Coordinator

Inclusion Workers

Day camp Staff

Youth Interns

Rec 'n' read staff

Exploration Art Camp staff

Schedule "B"

CRA Evergreen Club Programs and Activities

The Evergreen Club is supported by Courtenay Recreational Association and provides leisure activities for those 55 years of age or better. Membership fees are paid annually and are required to participate in most Evergreen activities.

Clubs The Evergreen Club has the following clubs (subject to change)

Music & Dancing

- Choristers
- Friday Night Dances
- Valley Echoes Band
- Gospel Sing Along
- Ukulele Club
- Recorder
- Heartstrings
- Happy Gang
- Karaoke
- Bingo
- Darts
- Whist
- Table Tennis
- Snooker
- Pickleball
- Badminton

Sports & Fitness

- Carpet Bowling
- Floor Curling
- Par 3 Golf
- Cycling

Crafts & Hobbies

- Computer Club
- Quilting
- Fabric Painting
- Android Tablet Group
- Genealogy Club

Computer Lab

- P.C.'s with printers
- Internet

Cards & Games

- Cribbage
- Bridge
- Mahjong
- Texas Hold'em
- Mexican Train
- Canasta
- Chess
- Scrabble

- Camera Club
- Book Club
- Knit & Crochet
- Brazilian Embroidery
- Meet & Greet (Singles) Group
- Art Club
- Drama Club
- At the Movies
- Stamp Club

Evergreen Club Travel & Trips (Members may bring a guest)

- Day and multiday bus trip in Canada and the United States organized by the Evergreen Club.
- The Evergreen Club advertises and takes bookings for Evergreen members on trips put on by travel agencies that are also open to the public
- Provides a volunteer escort(s) on Evergreen Trips

Evergreen Food Services /Kitchen (Open to members and the general public)

- The kitchen provides food service weekdays 8 am to 3 pm and occasional weekends for special events.
- Volunteers work in the kitchen doing food prep, cooking, baking, counter service, cash handling and clean up.
- One part time staff is responsible for inventory, ordering, shopping, food prep, cooking, baking, cash handling, and supporting volunteers. Hours vary up to 20 hours per week at this time.
- Volunteers provide catering for club events.
- One volunteer per shift has food safe

Evergreen Special Events (Open to members and the general public)

- Dinner/Dances
- Bazaars and garage sales
- Armchair Travel
- Luncheons
- Fashion Show
- Pancake Breakfasts
- Educational Lectures
- Theatrical shows and concerts

Current CRA Staff positions overseeing Evergreen Club activities

Club Coordinator - full time

Volunteer Coordinator - part time

Kitchen Support Worker - part time



STAFF REPORT

To: Council

File No.: 2240-20 SID

From: Chief Administrative Officer

Date: November 21, 2016

Subject: Sid Williams Theatre Society – Request to Access Sid Williams New Works Capital Funds

PURPOSE:

The purpose of this report is to request approval for a Sid Williams Theatre Society's request to draw \$30,000 from the Sid Williams Theatre New Works Capital Reserve under Bylaw No. 2604, 2010 for the purchase of replacement theatrical lighting equipment.

CAO RECOMMENDATIONS:

Based on the November 21, 2016 staff report, "Sid Williams Theatre Society - Request to Access the Sid Williams Theatre New Works Capital Reserve", that Council approve the Sid Williams Theatre Society's request to draw \$30,000 from the Sid Williams Theatre New Works Capital Reserve to fund the theatre lighting equipment expenditure.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Based on the inventory conducted in 2016 (attached in Schedule "A"), the existing theatrical lighting is approaching the end of its useful life. The Sid Williams Theatre has been keeping the theatrical lighting functional by constant and costly repairs. However, the inventory of theatrical lighting will need to be fully replaced over the next three to five years.

DISCUSSION:

The Sid Williams Theatre Society in consultation with the City has requested the replacement of a portion of the theatrical lighting. The instruments proposed to be replaced this year were purchased in 1990 and will be replaced with a much more efficient and cost-effective LED lighting equipment. In order to continue to run its scheduled events and programming for the 2016/2017 season, the Sid Williams Theatre will need to proceed with the initial phase of replacement this year.

The Society has access to funds for this expenditure through the Sid Williams Theatre New Works Capital Reserve. This capital reserve is funded exclusively from the theatre’s ticket surcharge fee which is \$0.75 per ticket sold and is held by the City to fund capital equipment for the theatre.

Under the existing Agreement, the City pays the utility costs for the Sid Williams Theatre and would benefit from the energy savings provided by the switch over from conventional lighting to LED theatrical lighting. The estimated energy savings from the initial switch over to LED technology will be approximately 193 kW per year, which equates to \$1,174 savings in electrical costs, or 0.27 metric tons of greenhouse gases per year.

The new theatrical lighting will be owned by the City as capital assets in accordance with the License to Occupy and Operating Agreement the City has with the theatre.

As required by Bylaw No. 2604, 2010, the Sid Williams Theatre Society Board of Directors passed a resolution to access the Sid Williams Theatre New Works Capital Reserve Fund for the purpose for purchasing LED lighting equipment at their board meeting on September 27, 2016.

FINANCIAL IMPLICATIONS:

\$30,000 will be drawn from the Sid Williams Theatre New Works Capital Reserve. Annual operating costs are estimated to be reduced by approximately \$1,175.

ADMINISTRATIVE IMPLICATIONS:

The expenditure will be capitalized under the Tangible Capital Asset Registry administered by the Department of Finance in accordance with Directive 1670.00.01 (d).

ASSET MANAGEMENT IMPLICATIONS:

The fixtures renewed through this proposal will become City assets as per the Licence to Operate with the Sid Williams Theatre. The current fixtures are beyond their useful life. The replacement fixtures will reduce the annual operating costs.

STRATEGIC PRIORITIES REFERENCE:

The following section of the City of Courtenay 2016-2018 Strategic Priorities applies .

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:

Not referenced.

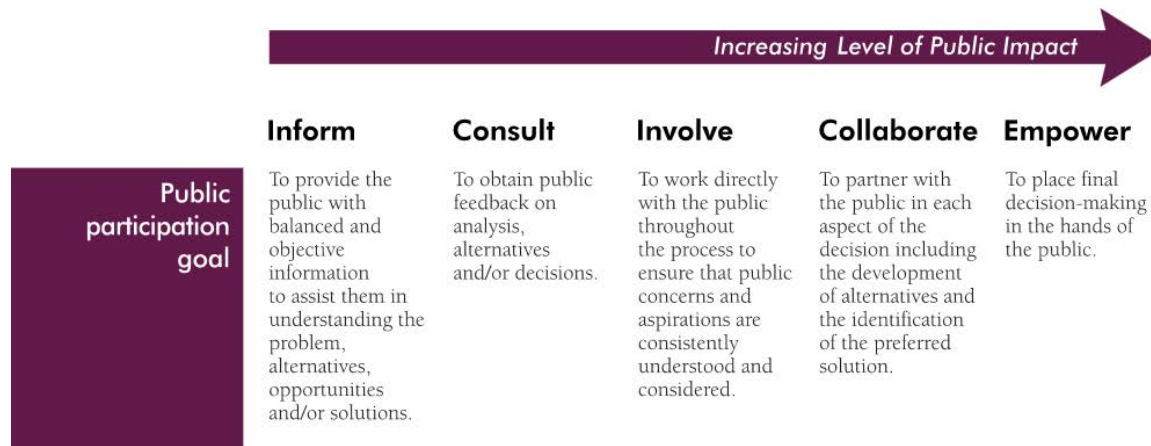
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

The City will **consult** with the Sid Williams Theatre Society as a partnering organization as identified in 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 approve the Sid Williams Theatre Society’s request to draw \$30,000 from the SWT NW Capital Reserve to fund the theatrical lighting equipment expenditure.

OPTION 2: That Council refer this item back to staff for further consideration.

OPTION 3: Council deny the request from the Sid Williams Theatre Society

Prepared by:

Dave Snider MBCSLA
Director of Recreation and Cultural Services

Attachments:

1. *Sid Williams Theatre Theatrical Lighting Inventory*
2. *Sid Williams Theatre Society minutes of the meeting of the directors dated September 27, 2016.*

Schedule “A”**Sid Williams Theatrical Lighting Inventory**

- 17 ETC Source 4 ellipsoidals (in good shape, last to be replaced) 750watt
- 36 Strand 2200 series ellipsoidals (older, first priority) 1000watt
- 36 6” Strand fresnels 1000watt
- 3 3 cells Strand Iris cyc strips (9 circuits/dimmers) 1000watt per circuit, (2nd priority)
- 18 LED parcans
- 12 1000 watt Par64s
- 5 Selecon Zoom ellipsoidals
- 1 Nocturn blacklight
- 6 2” Par Minis
- 12 2’ LED bars

**Minutes of a meeting of the directors of the
Sid Williams Theatre Society (the "Society")
held at 2230 Cliffe Ave Unit A, Courtenay, B.C.
on September 27, 2016, at 4:00pm.**

Present: Darryl Calnan, Marty Douglas, Heather McFetridge, Wayne Anderson, Suzanne Linnell, Brian Mather,

Absent: Neil Havers, Tansy Pauls, Bill Anglin,

being a quorum of the directors of the Society.

Also in attendance: Deborah Renz, General Manager of the theatre.

Darryl Calnan, President of the Society, acted as chair of the meeting.
Wayne Anderson, Secretary of the Society, acted as secretary of the meeting.

Minutes of the meeting of the directors held on July 26, 2016, were approved as printed.

The following matters were approved as constituting the agenda of the meeting:

1. Finance Report

Heather McFetridge delivered a verbal report in respect of the quarterly financial statements for the period ended June, 2016.

UPON MOTION BY SUZANNE LINNELL, SECONDED BY BRIAN MATHER, IT WAS RESOLVED to approve the financial report.

Deborah Renz delivered the Finance Report which has been entered into the Director's Meetings records. Matters arising from the Finance Report were:

UPON MOTION BY HEATHER MCFETRIDGE, SECONDED BY SUZANNE LINNELL, IT WAS RESOLVED to authorize Deborah Renz to request access from the City of Courtenay to a maximum of \$30,000 from the theatre surcharge Capital Reserve Fund for the purchase of LED lighting equipment for theatrical use; and

UPON MOTION BY MARTY DOUGLAS, SECONDED BY SUZANNE LINNELL, IT WAS RESOLVED to accept the Finance Report.

2. General Manager's Report

Deborah Renz delivered the General Manager's Report which has been appended to these minutes of the Director's Meeting. There were no matters arising from the General Manager's Report.

3. Committee Reports

a. Executive Committee Report

Deborah Renz delivered a verbal Executive Committee Report. There were no matters arising from the Executive Committee Report.

b. Policies Committee Report

Heather McFetridge delivered a verbal Policies Committee Report. There were no matters arising from the Policies Committee Report.

c. Human Resources Committee

Suzanne Linnell delivered the verbal Human Resources Committee Report. There were no matters arising from the Human Resources Committee Report.

d. Occupational Health & Safety Committee

Deborah Renz delivered the verbal Occupational Health & Safety Committee Report. There were no matters arising from the Occupational Health & Safety Committee Report.

e. Marketing Committee

Deborah Renz delivered the Marketing Committee Report on behalf of Tansy Pauls which has been appended to these minutes of the Director's Meeting. There were no matters arising from the Marketing Committee Report.

f. Fund Raising Committee

There was no Fund Raising Committee report.

g. Nominations Committee

Heather McFetridge and Deborah Renz tabled a draft suggested protocol for attraction and selection of Sid Williams Theatre Society Board Members which has been appended to these minutes of the Director's Meeting. Discussion took place in respect of the draft protocol and it was determined that amendments would be made to it and it would be brought forward for further discussion and possible motions at future Director's Meetings.

h. Bursary Committee

There was no Bursary Committee report.

4. New Business

a. City Management Agreement

Deborah Renz tabled a draft letter to the City of Courtenay requesting the inclusion of certain clauses in the anticipated draft City Management Agreement in respect of the operation of the theatre. Wayne Anderson recommended minor changes to the letter. The draft letter has been appended to these minutes of the Director's Meeting.

UPON MOTION BY WAYNE ANDERSON, SECONDED BY MARTY DOUGLAS, IT WAS RESOLVED to amend the letter in accordance with the recommendations of Wayne Anderson and, thereafter, forward the letter to the City of Courtenay.

b. Sponsorship Protocol

Heather McFetridge advised the directors that she is reviewing a draft Sponsorship Protocol document previous prepared by Wayne Anderson and would table the draft protocol and her recommendations for its amendment at a future meeting of the board of directors.

c. Recreation and Cultural Services Master Plan update.

Deborah Renz delivered a report on the anticipated City of Courtenay Recreation and Cultural Services Master Plan which was included in the General Manager's Report which has been appended to these minutes of the meeting of directors.

d. Critical Incidence Response Protocol

Deborah Renz reminded the board of directors that they had, at a previous meeting of directors, agreed that the Society would be a signatory of a Critical Incidence Response Protocol prepared by the Community Justice Centre. A Witnessing Ceremony in respect of the signing of the protocol by 120 signatories is to take place Friday, September 30, 2016, in the "Big House" on the K'omoks First Nation Reservation on Comox Road. President Darryl Calnan and Secretary Wayne Anderson have agreed to attend the ceremony as representatives of the Society.

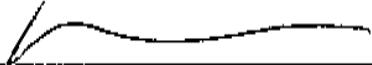
5. Correspondence

There was no correspondence table at this meeting.

6. Next Meeting Date, Time & Location

The next meeting of the board of directors is to take place on October 25, 2016, at the ReMax Ocean Pacific offices commencing at 4:00pm in the Sid Williams Theatre unless directors are notified by Deborah Renz otherwise.

UPON MOTION the meeting terminated.



Minute prepared by Secretary, Wayne Anderson



Minutes approved by Chair, Darryl Calnan



STAFF REPORT

To: Council

File No.: 6140-219 Sky

From: Chief Administrative Officer

Date: November 21, 2016

Subject: Skypark Washroom – Sunrise Rotary Club Expression of Interest

PURPOSE:

The purpose of the report is for Council to consider approving the use of staff time to further develop a proposal for a permanent washroom at the Skypark.

CAO RECOMMENDATIONS:

Based on the November 21, 2016 staff report, "Skypark Washroom – Sunrise Rotary Club Expression of Interest", that Council approve option 1 for the use of 6 additional hours of staff time to develop a Skypark washroom proposal in partnership with the Sunrise Rotary Club.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Sunrise Rotary Club has been instrumental in the creation of the Skypark accessible playground along the Courtenay Riverway. Most recently they've installed an 'Expression Swing' at the playground with help from the City of Courtenay.

The club would like to install a permanent block washroom on the same site as their 2016/2017 project. The style of the building would be similar to the washrooms they install in Mexico and will serve as a demonstration of the work they do internationally.

DISCUSSION:

During the development of the swing project, the need for a permanent washroom was identified by users through the Rotary Club. The environmental study and staff review used to identify an appropriate swing location applies to the selection of a washroom location. During the initial investigation it was determined that a connection to the sanitary sewer on Mansfield Drive is not viable since this is a force main and the connection of an individual unit would be cost prohibitive. If the project were to proceed, an alternative would need to be developed. This may include a pumped tank, compostable or chemical toilet options. The City of Courtenay currently provides a portable toilet near the Skypark at a cost of \$195 per month. If the permanent washroom is constructed it would replace the portable toilet.

To date 4 hours of staff time have been used in this project. It's estimated that another 6 hours would be needed to further develop the project and bring a proposal for Council consideration.

FINANCIAL IMPLICATIONS:

This report is to address the use of existing staff time in the annual work plan. No additional expenses or consulting fees would be incurred in the development of a proposal.

ADMINISTRATIVE IMPLICATIONS:

It is estimated that 6 hours of staff time would be required to bring a proposal to Council.

ASSET MANAGEMENT IMPLICATIONS:

The resulting proposal will identify detailed costs associated with operation, maintenance and replacement costs of the washroom. The creation of this asset would result in increases in the levels of service required of staff since the existing portable washroom is maintained through contracted services.

STRATEGIC PRIORITIES REFERENCE:

We will continue to engage and partner with service organizations for community benefit. We also recognize staff capacity as a finite resource.

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

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource

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:

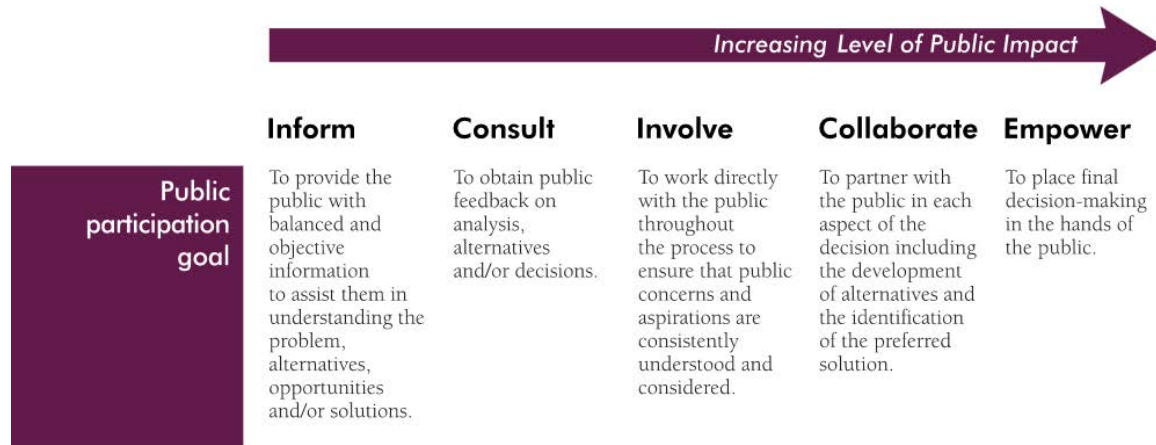
Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

During the process staff will **consult** with the Sunrise Rotary Club as a partnering organization as identified in the *IAP2 Spectrum of Public Participation*.



OPTIONS:

OPTION 1: That Council approves the use of staff time to develop a Skypark washroom proposal in partnership with the Sunrise Rotary Club.

OPTION 2: That Council refers this item back to staff for further consideration.

OPTION 3: Council does not approve the use of additional staff time.

Prepared by:

Dave Snider MBCSLA

Director of Recreation and Cultural Services

Attachments: Letter from Mike Collins, Sunrise Rotary Club, October 4th 2016



Box 3576
Courtenay, BC
V9N 6Z8

Tuesday, October 04, 2016

Larry Jangula
Mayor
City of Courtenay

Dear Mayor Jangula,

Over the past several years our Rotary Club has been pleased to help the City in the provision of parks and recreation services by assisting in the construction of playgrounds and other facilities.

Our most recent playground project added an Expression Swing to the Rotary Skypark on Mansfield Drive, which we had built in 2010.

We would now like to add a toilet block to the Skypark so that children who use the playground, as well as the many passers-by, will not have to leave the area to find suitable facilities.

We respectfully request your support in this endeavour.

Yours in Rotary Service

Mike Collins
President



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Chances Courtenay Structural Change Application

File No.: 4320-20
Date: November 21, 2016

PURPOSE:

The purpose of this report is to respond to the application made by Gateway Casino and Entertainment Limited for a structural change to allow for an increase in liquor licence occupancy load within the existing Chances Casino building.

CAO RECOMMENDATIONS:

That, based on the November 21, 2016 staff report, "Chances Courtenay Structural Change Application", Council approve Option 1 and direct staff to post a notice on the City's website requesting input on the proposed structural change for Council consideration at the regular meeting scheduled on December 5th, 2016.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located at 361 Hunt Road, where Chances Courtenay is currently being operated. Gateway Casino and Entertainment Limited, the owner of the business, has recently applied to the the Liquor Control and Licencing Branch (LCLB) for a structural change to their current liquor license. The proposed change is to increase their occupant load as shown on Appendix No. 1.

Pursuant to section 11.3 (2) (c) of the *Liquor Control and Licensing Act*, the local government must gather the views of residents when a licensee wishes to amend the existing approved licensed area. In order to gather the views of residents, the City will post notice of the application on the City's main website for two weeks. Council will send a resolution to the LCLB Victoria Head Office for the final decision.

DISCUSSION:

With respect to the requirement in section 11.1 (2) (c) of the *Liquor Control and Licensing Act*, staff is of the opinion that a notice on the City's website will satisfy the requirements of the LCLB.

The Liquor Primary and Liquor Primary Club Structural Change application form outlines items that must be addressed in the resolution as indicated below in order for the resolution to comply with section 53 of the *Liquor Control and Licensing Regulations*. Any report presented by an advisory body or sub-committee to the council or board may also be referenced in and attached to the resolution. The items to consider are:

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2) (c) of the Act.
 - If the local government or first nation gathered the views of residents, they must provide:
 - (i) the views of the residents
 - (ii) the method used to gather the views of the residents, and
 - (iii) its comments and recommendations respecting the views of the residents.
(Residents includes residents and business owners)
 - If the views of residents were not gathered, provide reasons.
- (d) Its recommendation with respect to whether the amendment should be approved.

Once Council receives public input on the application, a resolution addressing the points will be forwarded to the LCLB for final consideration. A proposed resolution in the correct format will be presented to Council for consideration at the regular meeting scheduled on November 21, 2016.

The proposed increase in occupant load will bring the liquor license occupant load up to the maximum building occupant load of 735 persons. In discussion with LCLB staff, City staff understand this is a commonly approved request for casinos. Because the increase will occur within the existing building there is no anticipated increase in noise or further impacts on the community as a result of the change. 250 parking stalls are currently provided, which will be sufficient after the proposed changes are made.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing amendments is included in the City's general statutory duties. The Development Services Department has recently taken over the function from Legislative Services. To date, staff has spent six hours to liaise with the applicant and process the application.

ASSET MANAGEMENT IMPLICATIONS:

There is no **direct** asset management implications related to this application.

STRATEGIC PRIORITIES REFERENCE:

<p>We actively pursue vibrant economic growth</p> <ul style="list-style-type: none"> ● Revitalizing our downtown is critical to our economic future ● Continue to improve our relationship with business in our community 	<p>We focus on organizational and governance excellence</p> <ul style="list-style-type: none"> ● We support and encourage initiatives to improve efficiencies ● We support meeting the fundamental corporate and statutory obligations 		<p>● Area of Control</p> <p>The policy, works and programming matters that fall within Council's jurisdictional authority to act.</p>
--	---	--	--

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference related to this application.

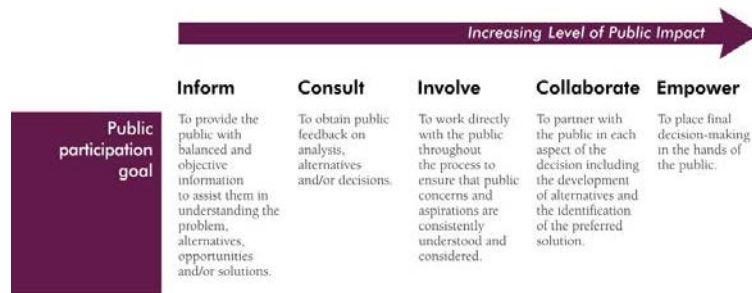
REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Public notice is required if Council wishes to comment on the application. Staff will **consult** the members of the public based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

- Option 1: Direct staff to publish notice on the City's website requiring public input on the Structural Change for Council consideration at the regular meeting scheduled on November 21, 2016 (recommended); and
- Option 2: Direct staff to obtain public input through an alternative method
- Option 3: Opt out of the process and advise the LCLB

Prepared by:



Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Approved by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments

1. Appendix No. 1: Structural Change Application Form
2. Appendix No. 2: The proposed interior floor plan

Appendix No. 1



**BRITISH
COLUMBIA**

Liquor Primary and Liquor Primary Club

Structural Change Application

Liquor Control and Licensing Form LCLB 012a

What is a Structural Change?

It is defined as a change to the existing approved licensed area(s), including but not limited to:

- a change in the position of a wall or partial height divider (pony wall) or fixed planters used as separation between/within a licensed area
- new construction
- the removal or addition of permanent display cabinets, stages or dance floors
- a change to the food and liquor service bar location or size
- in the position of access and exit points leading to or from a licensed area
- the removal of a licensed area from the liquor licence
- addition of a new outdoor patio or the removal or expansion of an existing patio
- increase to capacity (occupant load) of a licensed establishment with or without changes to the licensed area(s)
- such other construction or changes the general manager considers may affect patron routing, capacity, or the line of sight between a staff control point and the licensed area of the establishment.

If you are making changes to the current approved floor plan, other than cosmetic changes, a structural alteration application is required.

Note: This does not include cosmetic changes such as changes to existing flooring, wallpaper, reconfiguring tables and chairs, countertops, painting, or changing the type of material used in the perimeter bounding of an outdoor patio.

If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: **1 866 209-2111**

Licence Information

Please check if licence is currently dormant.

Licence # affected: 138146

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location? Food Primary _____ (Licence #)

Liquor Primary _____ (Licence #) Licensee Retail Store _____ (Licence #) UBrew/UVin _____ (Licence #) or Other

Licencee name [as shown on licence]: Chances Courtenay

Establishment name [as shown on licence]: Chances Courtenay

Establishment

Location address: 361 Hunt Road

(as shown on licence)

Street

Courtenay

City

BC

Province

V9N 9B8

Postal Code

Business Tel with area code: 250-334-4531

Business Fax with area code: 250-338-6164

Business e-mail:

Business

Mailing address:

(if different from above)

Street

City

Province

Postal Code

Contact Name: Osborne / Jarrod

last / first / middle

Title/Position: Facility Manager

Type of Change Requested

Sub- Job Number

Office Use ONLY

Please check appropriate box(es) below:

Part 1	<input type="checkbox"/> Addition of a New Outdoor Patio	Outdoor Patio (C3-LIC) _____
Part 2	<input checked="" type="checkbox"/> Alteration/Renovation	Structural - capacity change (C3-LIC) _____
	<input type="checkbox"/> Removal of an existing licensed area	Structural - no capacity change (C4-LIC) _____
	<input type="checkbox"/> Other	_____

Application Contact Information

This applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Phone number:
Fax number: E-mail address:

PART 1: Addition of New Outdoor Patio

Fee: \$440 C3 - LIC

Provide the following information:

1. Attach one 11" x 17" copy of the proposed patio floor plan that shows furniture layout, entrance, exits, and abutting areas that may be licensed and/or unlicensed areas.

The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated ON the plan you submit. Do **not** submit this application if you do not have the occupant load calculation stamped on your patio plans.

Note: The occupant load calculation is generally provided by local building or fire authorities in your area. If you are advised that local building or fire authorities do not have jurisdiction or opt out of providing this calculation, provide written confirmation from that authority. You may then take your plan to an alternate qualified architect or design professional who will authorize the calculation.

2. What is the occupant load calculation for the new patio(s)?

Patio #1: Patio #2: Patio #3:

3. If the patio(s) is already constructed, **attach a photo**

4. Provide the height and composition of the patio perimeter or bounding that is designed to control patron entry/exit (i.e., railings, fencing, planters, hedging, etc.):

5. Describe the location of the patio in relationship to the licensed interior. The patio should be immediately adjacent or contiguous to the interior licensed area so that it does not appear to be a standalone patio.

6. Describe how patrons will access the patio.

7. Will servers have to carry liquor through any unlicensed areas to get to the patio? No Yes **If yes, please explain:**

8. Describe how staff will manage and control the patio from the interior licensed area.

9. Is the patio located on: (a) grass, (b) earth, (c) gravel, (d) finished flooring, (e) cement sidewalk or (f) other (please specify below). If located on grass, earth or gravel, please make sure that you have local health authority approval.

10. Will the patio have a fixed or portable liquor service bar? Yes No

11. If "No", will liquor be served from the interior service bar? Yes No

Note: A resolution from your local government or First Nation commenting on the application is required. Please see Parts 3 and 4 for an explanation of what the local government or First Nation is required to consider.

PART 2: Structural Changes (Excluding construction of new patios)

Fee: \$440 C3 - Cap Ch.
C4 - No Cap Ch.

Provide the following information:

1. Describe in full detail the reason for this application and what the changes are that you want considered.

The restaurant area will be fully renovated into a Match Patio & Public House. The gaming floor will be fully renovated that will include: the removal of Shift Manager and Security office area; creation of a new Bingo area, removal of bistro and lounge areas, an increase and reconfiguration of slot machines; creation of a Player's Club/Greeting Desk; and a single access point to the casino floor staffed by Security.

2. Attach one 11" x 17" updated floor plan of the establishment which shows the changes proposed and has the determined occupant load calculations stamped on the plan. The floor plan is a view of the establishment as seen if you were to remove the roof or ceiling.

Floor plans must:

- Show acceptable levels of detail
- Show the dimensions of rooms and provide labels for each room as well as identify unlicensed areas, partial height walls, full height walls, planters, doors and windows, stairs showing direction of travel and all entrances and exits, washrooms, kitchens, bar, patio(s), and furniture layout must be marked on the plan you submit

Note: The occupant load calculation is generally provided by local building or fire authorities in your area. If you are advised that local building or fire authorities do not have jurisdiction or opt out of providing this calculation, provide written confirmation from that authority. You may then take your plan to an alternate qualified architect or design professional who will authorize the calculation. Do not submit this application if you do not have updated floor plans with updated current occupant load.

3. Current total of all licensed areas (as shown on the liquor licence): 419

4. By making these alterations, the total occupant load will:

- Decrease to: [] (patrons plus staff)
- Stay the same: [] (patrons plus staff)
- Increase to: 735 (patrons plus staff)

If there is an increase, a resolution from your local government or First Nation commenting on the application is required. Please see Parts 3 and 4 for an explanation of what the local government or First Nation is required to consider.

PART 3: Local Government/First Nation Resolutions: Information for the Applicant

A resolution from your local government or First Nation commenting on the application is required for the following change types:

- Part 1: Addition of a new patio
- Part 2: Any alteration/addition, when the proposed change increases the occupant load calculation.

Licensee responsibilities:

1. Fill out applicable sections of this form.
2. Attach floor plan showing the proposed changes and stamped with an updated and current occupant load calculation.
3. **Take your completed application, updated floor plan with updated occupancy load calculation to your local government/First Nation office. They will photocopy all of the documents and complete Part 4.**
4. Request that a resolution be provided within 90 days and sent via email or post directly to the Liquor Control and Licensing Branch, Victoria.
5. Send the completed original form, floor plan and application fees to the branch.
6. The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution or letter stating this decision and submit it directly to the Liquor Control and Licensing Branch.

PART 4: Local Government/First Nation Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office in relation to Parts 1 and 2. Applies to Liquor Primary and Liquor Primary Club licences.

Local government/First Nation (name): City of Courtenay
Name of Official: WARD, JOHN W. Title/Position: CORPORATE OFFICER
(last / first / middle)
Email: JOHN@COURTENAY.CA Phone: 250-703-4853
Signature of Official: [Signature] Date of receipt of application: 08/09/2016
(day / month / year)

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for a permanent change to a liquor licence is being made within your community. LCLB requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution or letter indicating this decision must be provided to the branch.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2)(c) of the Act.
 - o If the local government or first nation gathered the views of residents, they must provide:
 - (i) the views of the residents
 - (ii) the method used to gather the views of the residents, and
 - (iii) its comments and recommendations respecting the views of the residents.(Residents includes residents and business owners)
 - o If the views of residents were not gathered, provide reasons.
- (d) Its recommendation with respect to whether the amendment should be approved.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb> under "Publications, Legislation & Resources".

PART 5: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the establishment:

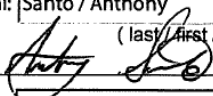
- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
 - If the applicant owns the property, a Certificate of Title in the applicant's name.
 - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
 - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

I solemnly declare that the statements in this declaration are true.

(Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below):

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Name of Official: Santo / Anthony Position: Chief Executive Officer Date: 14/09/2016
(last / first / middle) (Day/Month/Year)

Signature: 

Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____

Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence".

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

PART 6: Application Fees - Payment Options

TOTAL FEE Submitted: \$ 440

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check one):

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card: VISA MasterCard AMEX
- I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
- I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

Note: To ensure legibility, do not submit by fax.

Contact Information

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Web: www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066

LCLB012a

5 of 5

Application for Structural Change

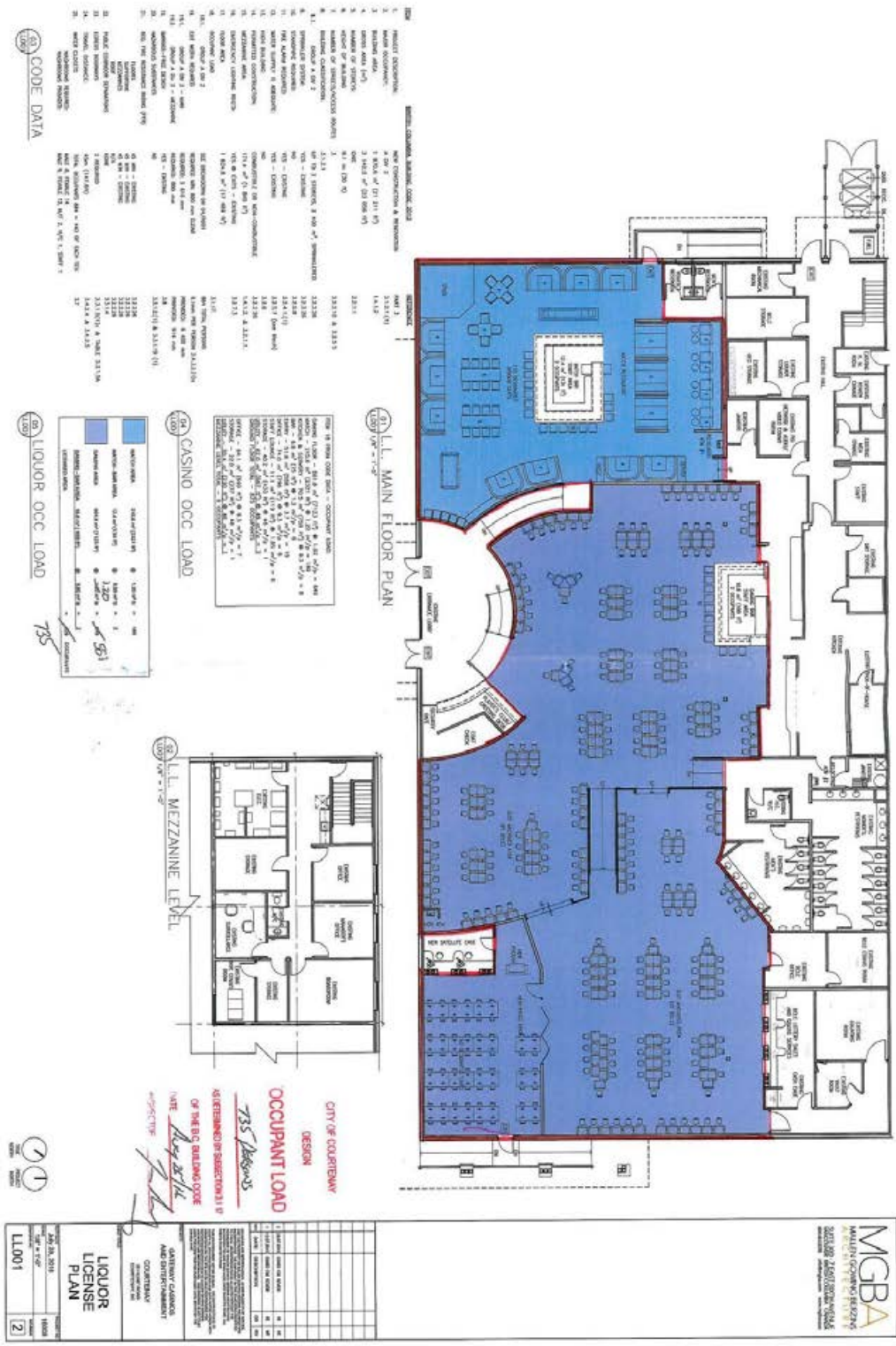
Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): _____

Credit card number: _____ Expiry date: _____ / _____
(Month) (Year)

Signature: _____

Appendix No. 2





RECEIVED
SEP 28 2016
CITY OF COURTENAY

September 23, 2016

City of Courtenay
Development Services
City Hall - 830 Cliffe Avenue
Courtenay, BC, V9N 2J7

Letter of Intent

RE: **Gateway Casinos & Entertainment Limited – Liquor Primary Licence – Structural Change – #138146**

Business Identification Information

Chances Playtime Courtenay
361 Hunt Road
Courtenay B.C. V9N 9B8
Phone: 250-334-4531
Email: info@playtimegaming.com

General Manager

Kent Hockley
Office: 250-334-4531 ext. 108
Email: khockley@playtimegaming.com

Gateway Casinos & Entertainment Casino's Mission Statement

Gateway Casinos & Entertainment Limited's mission is to enhance our market leadership in Canadian gaming by providing exceptional entertainment and service to our guests and contributing time, commitment and caring to our local communities. By improving Gateway Casinos & Entertainment Limited ("Gateway") properties and products, we are making our facilities the preferred choice for customers who seek the best possible entertainment experience every time they visit.

Meaningful Commitment

At Gateway, we understand our responsibility as a good community partner and take it seriously. We are actively involved with local and regional non-profit organizations and events. We are one of the largest businesses in the Province and donate charitable contributions to a wide range of community interests. We also encourage employees to volunteer for the sheer joy of helping others – and to make their communities better places

to live. We know that when we help improve the quality of life for our communities, we all reap the benefits.

Overview

Gateway is increasing the food and beverage and entertainment offerings at our properties to enhance our customers' overall experience. As part of our new offerings, we are introducing a new sports bar concept under the Match Eatery & Public House brand that we are rolling out at many Gateway properties. The new offerings are designed to attract a broader demographic, drive foot traffic and increase total patron hours at our facilities to not only enhance the food and beverage environment but also enhance the gaming environment.

Through targeted capital investment in our properties, we strive to ensure our properties are attractive, best-in-class and cater to our customers' unique tastes and demands.

Facility Description

Courtenay is located on the East Coast of Vancouver Island in the Comox Valley region. The site is approximately 4 km west of the city center. Since 2012 Courtenay has had two separate facility upgrades around adding Slot Machine product as well as adding RED 21, a fast casual tap and grill concept.

The décor has a West Coast feel with a warm neighbourhood feel to colour and furnishings.

Total site Square footage is 20,000 feet

Parking is ample with 250 stalls all situated at the front of the building.

Scope of Current Project

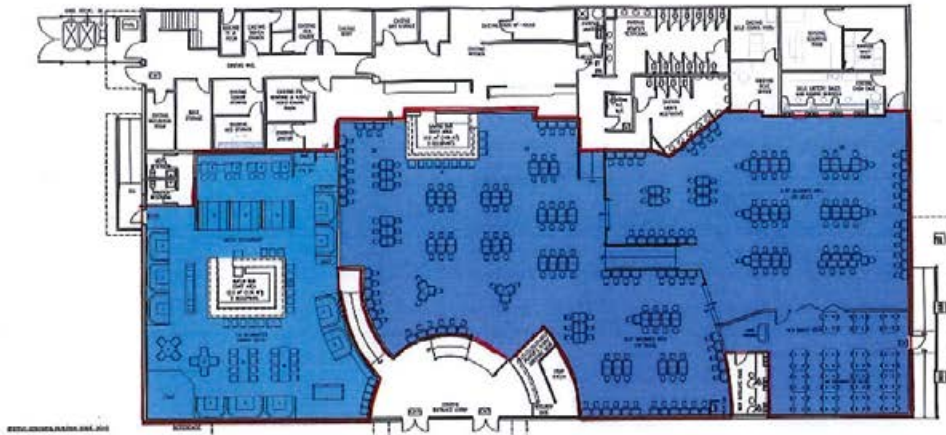
The scope of the project, which forms the basis of our Liquor Licence Structural Change Application (attached):

includes the deconstruction of the following:

1. Shift Manager Office (half circle at front)
2. Security Office (half circle at front)
3. Vestibule (half circle at front)
4. Bistro
5. Food Service Counter
6. Bar
7. Restaurant
8. Bingo
9. Ramps to slots
10. Administration & Food & Beverage Office

and includes the addition of the following:

1. Match Eatery & Public House
 - a. +2 Washrooms
 - b. Centre Bar
 - c. 132 interior seats
2. Bingo (60 spots)
3. Slots floor reconfiguration
4. Service Bar
5. Renovate areas to create offices for Shift Manager/ Security/ Food & Beverage Manager



Current and Anticipated Daily Operation Schedule

Current Gaming Centre Operating Hours

Slot floor:

Sun-Thurs 9:30am - 12:00am
Fri-Sat 9:30am - 1:30am

Kitchen Food Service - RED 21 Tap and Grill

Sun - Mon 9:30am - 10:00pm
Tues - Sat 9:30am - 11:00pm

Anticipated

Gaming Centre:

Sunday to Thursday 9:30am to 12:00am

Friday and Saturday 9:30am to 1:30am

Match Eatery and Public House

Sunday to Thursday 11:00am to 12:00am

Friday and Saturday 10:00am to 1:00am

Bingo Operations

Mon and Wed Evening Session Only 6:00pm – 9:00pm

Sun-Tues-Fri-Sat Daytime and Evening 12:00pm – 3:00pm & 6:00pm – 9:00pm

Closed Thursday

Noise

The potential noise arising from increased traffic to the facility is not expected to change.

Parking

Regular Stalls	236
Disabled	12
Motorcycle	2
Total	250

Serving It Right Training

All staff of Match and other food and beverage employees, gaming employees, Security Officers, and facility management complete BC's Serving It Right Certification.

Gateway Liquor Service Policies

Gateway has well-established house liquor service policies which all Gateway employees are mandated to follow (provided previously to LCLB and available upon request).

If you have any questions or require additional information, please contact me directly at (604) 296-5020 or by email at gatchison@gatewaycasinos.com.

Regards,



Glenn Atchison, CPA, CGA
Manager of Compliance
Gateway Casinos & Entertainment Limited
4331 Dominion Street
Burnaby, BC V5G 1C7
gatchison@gatewaycasinos.com



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Zoning Amendment of 1235 Hornby Place

File No.: 3360-20-1608
Date: November 21, 2016

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the subject property from Residential One Zone (R-1) to Residential One S Zone (R-1S) to allow a secondary suite within an existing single residential dwelling.

CAO RECOMMENDATIONS:

THAT based on the November 21st 2016 Staff report, "Zoning Amendment of 1235 Hornby Place", Council support approving OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2862, 2016; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2862, 2016 on December 5, 2016 at 5:00 pm in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located near the intersection of Galloway Crescent and Hornby Place. The property is an 815 m² developed lot with a two storey house that includes an unfinished basement. There is a large driveway in the front yard of the property and the remainder of the lot is fenced and landscaped with lawn, trees and shrubs. The surrounding land use is predominantly residential with the exception of Galloway park to the east and trail corridors to the west and south of the property.

The applicants purchased the property intending to renovate the basement to accommodate a secondary suite. The secondary suite is proposed to be 79 m² and will include two bedrooms, one bathroom, a living room and a kitchen. The suite will also contain a small amount of storage space and its future tenants will have access to parking. The current R-1 zone does not permit a secondary suite so the applicants are applying to rezone the property from the Residential One Zone (R-1) to the Residential One S Zone (R-1S) to permit a secondary suite.



Figure 1. Context map. The subject property is shown in red outline.



Figure 2. Photo of house from Hornby Place (top)

DISCUSSION:

In the fall of 2016 Mark and Tanya Persson applied to rezone their property to permit a secondary suite within their single family dwelling. The applicants intend for the suite to be a rental suite suited for a single income earner, a single parent or a student. From a policy perspective the Official Community Plan (OCP) supports secondary suites as a form of infill development as long as the development is in keeping with the character and scale of the neighbourhood.

Secondary suites contained within single family residences are a common form of infill housing. The intent of infill housing is to make more efficient use of land that is already serviced and to provide greater housing options for residents in the community. By focusing growth in areas with existing infrastructure (e.g. roads, schools, parks, transit etc) it is possible not only to mitigate the impacts of sprawl, but also to build resilient neighbourhoods with access to services, transit and a wider variety of housing types. Additionally, secondary suites increase a neighborhoods housing stock without significantly changing the neighbourhood's form and character.

Regarding design, secondary suites are ground-orientated, market-based units with a limited floor space that includes a separate entrance, allocated parking and contains some form of private outdoor space for the tenants use.

Throughout the Comox Valley secondary suites are permitted in both rural and urban areas. For example, secondary suites are permitted in all of the Comox Valley Regional District's residential zones with the exception of Manufactured Home Parks as well as in Comox's more dense urban neighbourhoods. The Village of Cumberland also permits secondary suites within a majority of their residential zones.

Council's practice to-date has been to consider secondary suite rezoning applications on a case-by-case basis taking into account land use planning policy, design and neighbourhood interests.

A review of historical rezoning applications indicates that four properties located within 2 km of the subject property (Piercy Avenue, Dogwood Drive, Fitzgerald Street) have been rezoned to accommodate a secondary suite within a principal dwelling.

Zoning Review

The secondary suite requirements have been incorporated into many of the residential zones within Zoning Bylaw No. 2500 including the: R-1S, R-1D, R-2, R-2B, R-3, R-4B and the RR-2S zone. The proposed suite is consistent with the secondary suite requirements in the Zoning Bylaw.

Requirement	Proposal
Total Floor Area Not more than 90.0 m ²	79 m ² (includes 2 bedrooms,1 bathroom, kitchen living room and storage space)
Floor Area Less than 40% of the habitable floor space of the building	33.5%
Located within a building of residential occupancy containing only one other dwelling unit	Yes.
Located within a building which is a single real estate entity	Yes
Three Parking Spaces (2 for the principal dwelling unit and 1 for the suite)	3 +

Official Community Plan Review

The City’s OCP includes a housing policy objective to “lead in creating inclusive neighbourhoods for housing” and states that “secondary suites will be considered as part of a principal single-family residence subject to zoning approval”. Secondary suites are also supported in Part 10 of the OCP Planning for Climate Change to encourage infill development within existing single family residential neighbourhoods.

Many single family neighbourhoods are in close proximity to community services and amenities including park space, trail networks, schools, shops, and health services. The subject property is centrally located and is within 2 km of destinations such as Driftwood Mall, Anfield Shopping Centre, Bill Moore Memorial Park, Galloway Park and the Courtenay Airpark. This property is approximately 3.5 km to Courtenay’s downtown and the Lewis Recreation Centre. These destinations are most easily accessible by car or transit however some residents may choose to cycle from this location using the Rotary Trail.

Affordable Housing Policy

The City of Courtenay adopted its affordable housing policy in November 2007. Through adoption of this policy the City recognizes its role in enabling housing diversity and affordability for existing and new residents.

The City also recognizes that the provision of affordable housing plays an important role in stimulating economic growth by: promoting the retention of working families within the community; promoting spending within the local economy and stimulating employment opportunities within the construction industry and related trades.

An examination of the City’s affordable housing strategy suggests that the City encourages infill development in the form of secondary suites and supports the expansion of secondary suites throughout the City specifically in neighbourhoods seeking single residential lot zoning. The City also supports the

provision of affordable housing through the Local Area Planning Process and through examining infrastructure requirements in all new development to determine the feasibility of accommodating additional suites.

With an average price of a single family home at \$385,000 home ownership is not attainable for many households including families, independent seniors, lone parent families and single income households. Allowing secondary suites assists new homebuyers in entering the housing market because they offset mortgage costs. Suites also enable existing residents to remain in their homes for longer periods of time because of the additional income and security they receive from the rental suite. Additionally, secondary suites provide housing options for residents who wish to live in particular neighbourhoods that have a limited supply of rental housing.

Courtenay is currently experiencing a shortage of rental housing. The most recent vacancy rate information available from Canada Housing and Mortgage Corporation, which was released in Fall 2015, is 0.5% for private purpose built rental housing and is even lower for 2 or 3 bedroom apartments or town homes. These statistics do not include the secondary market such as private homes or condominiums, or secondary suites and there may be an increasing reliance on the secondary market if the current housing market trends continue.

FINANCIAL IMPLICATIONS:

Consistent with the Affordable Housing Policy, the rezoning application fee for secondary suite applications was reduced from \$3,000 to \$500 and the Fees and Charges Bylaw was amended accordingly. Should this application be successful, a building permit is required. Building Permit Fees are calculated at rates set out in the bylaw. At present it is \$7.50 for every \$1,000 of construction value with a minimum fee of \$50.

Properties with secondary suites are currently charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Secondary suites are exempt from paying Development Cost Charges to the City and the Regional District.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the work plan. Staff has spent approximately 15 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional 2 hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development utilizes existing infrastructure and is connected to City Water and City sewer. There are no direct asset management implications identified with this application.

¹ Statistics Canada. NHS Profile, Courtenay, CA, BC, 2011. <http://www12.statcan.gc.ca/nhs-enm/2011/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CMA&Code1=943&Data=Count&SearchText=Courtenay&SearchType=Begins&SearchPR=01&A1=All&B1=All&TABID=1>

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council’s area of control and specifically align with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City. This application also meets the goal to support densification aligned with the regional growth strategy.

We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and regional growth strategy

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



● Area of Control
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Policies in section 4.4 of the Official Community Plan (OCP) refer to residential land uses including secondary suites as ways of increasing density or providing a range of housing choice. It also suggests that a careful attention needs to be paid to maintain the character and scale of an existing neighbourhood.

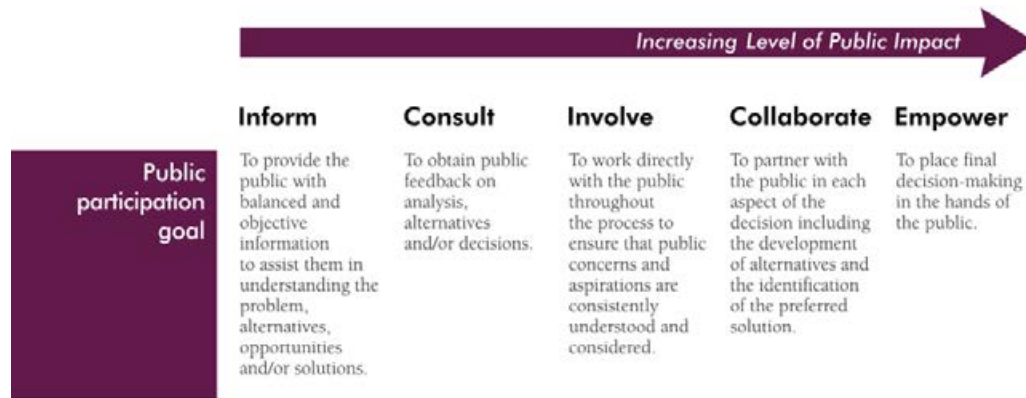
REGIONAL GROWTH STRATEGY REFERENCE:

The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

- Objective 1-A: Locate housing close to existing services; and
- Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “**Consult**” the public based on the IAP2 Spectrum of Public Participation:
http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



Should Zoning Amendment Bylaw No. 2862, 2016 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on October 18, 2016. A summary of the public information meeting has been included as Attachment No. 3. According to the meeting summary report one person attended the meeting. The attendee had concerns that the entire property would become a rental property and as a result the property would not be properly taken care of. The owners assured the resident that they were remaining in the home and only renting out the proposed suite. Two additional residents filled out a comment sheet and provided them to the applicants; these have been included with the meeting summary report.

OPTIONS:

OPTION 1 (Recommended): Give Bylaw No. 2862 First and Second Readings and proceed to Public Hearing.

OPTION 2: Defer consideration of Bylaw No. 2862 with a request for more information.

OPTION 3: Do not approve Bylaw No. 2862.

Prepared by:

Dana Leitch, MCIP, RPP
Land Use Planner

Approved by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Attachment No. 1: Applicant's Rationale and Written Submissions

2. *Attachment No. 2: Site Plan & Floor Plans*
3. *Attachment No. : Parking and Elevation Plans*
4. *Attachment No. 4: Public Information Meeting Summary and Public Feedback*

Attachment No. 1
Written Submissions

Description of Proposed Development

To : City of Courtenay

Date: September 29, 2016

In reference to : 1235 Hornby Place, Courtenay B.C

The application is for a rezoning R1 to R1S to make it possible to accommodate a legal sweet. The proposed development is a basement suite. The suite will be 79m² in size. It will not affect the appearance of the house or the neighborhood. Entrance to the sweet will be through the back. Lot has a large driveway with ample parking. The basement of the house is not being used and would be a great space for lower income person, student or couple.

Applicant : Mark Persson



Affordable Housing Policy

To: City of Courtenay

Date: September 29, 2016

Attn: Planning Department

In reference to : 1235 Hornby Place, Courtenay B.C

My intention for this application is to add a secondary 79m² legal suite in the basement of the above single family home. Suite would be ideal for single, small family or students with limited funds. There is more than enough parking space as driveway and garage could accommodate up to 7 vehicles. The house is located close to driftwood mall and transit stops. Property also borders walking trails and green space.

Applicant : Mark Persson



Sustainability Evaluation Checklist

To: City of Courtenay

Date : September 29, 2016

Attn: Planning Department

In reference to: 1235 Hornby Place, Courtenay B.C

Land Use

- Provides a mix of housing types and sizes
- Complements neighboring uses and site topography
- supports a range of incomes
- preservation and provision of green space trails and landscaping

Building Design

- Currently home is single family home with an unfinished basement
- Off street parking exists for up to 7 vehicles
- Entrance for secondary sweet is in the back of the home, home will keep the appearance of single family home.

Transportation

- Home is close to Driftwood Mall and transit stops servicing the Comox Valley
- Home is beside walking trails and backs on to green space
- Neighborhood has a playground
- Home is located at the top of quite crescent

Infrastructure

- Easement runs through property
- Basement will be insulated, spray foamed to increase energy efficiency
- Is serviceable to city

Character and Identity

- House tremendous character already looking to preserve that integrity

Environmental protection and enhancement

- Landscaping will be maintained by current owners

- No mechanical repair work to be carried out on premises
- No derelict vehicles will be permitted
- Garbage will not be allowed to accumulate

Attachment No. 2
Site Plan & Floor Plan

BRUCE LEWIS B. C. LAND SURVEYING INC.

811 HIGHRIDGE CRT
COMOX B. C. V9M 3R4
BUS: 890-0334
FAX: 890-0334

**B. C. LAND SURVEYOR'S CERTIFICATE OF LOCATION OF:
LOT 15, DISTRICT LOT 231, COMOX DISTRICT, PLAN VIP81438**

Parcel Identifier: 026-760-622
In the City of Courtenay

Purchaser: KOSTER
Solicitor:
Mortgagee:

I have inspected the new house foundation shown at 1235 Hornby Place and hereby certify that the said structures are situate with respect to nearby boundaries as shown on the sketch below. This document is prepared for mortgage or municipal inspection purposes only. There are no encroachments.

Field survey the 3rd day of October, 2006.
Dated this 5th day of October, 2006.

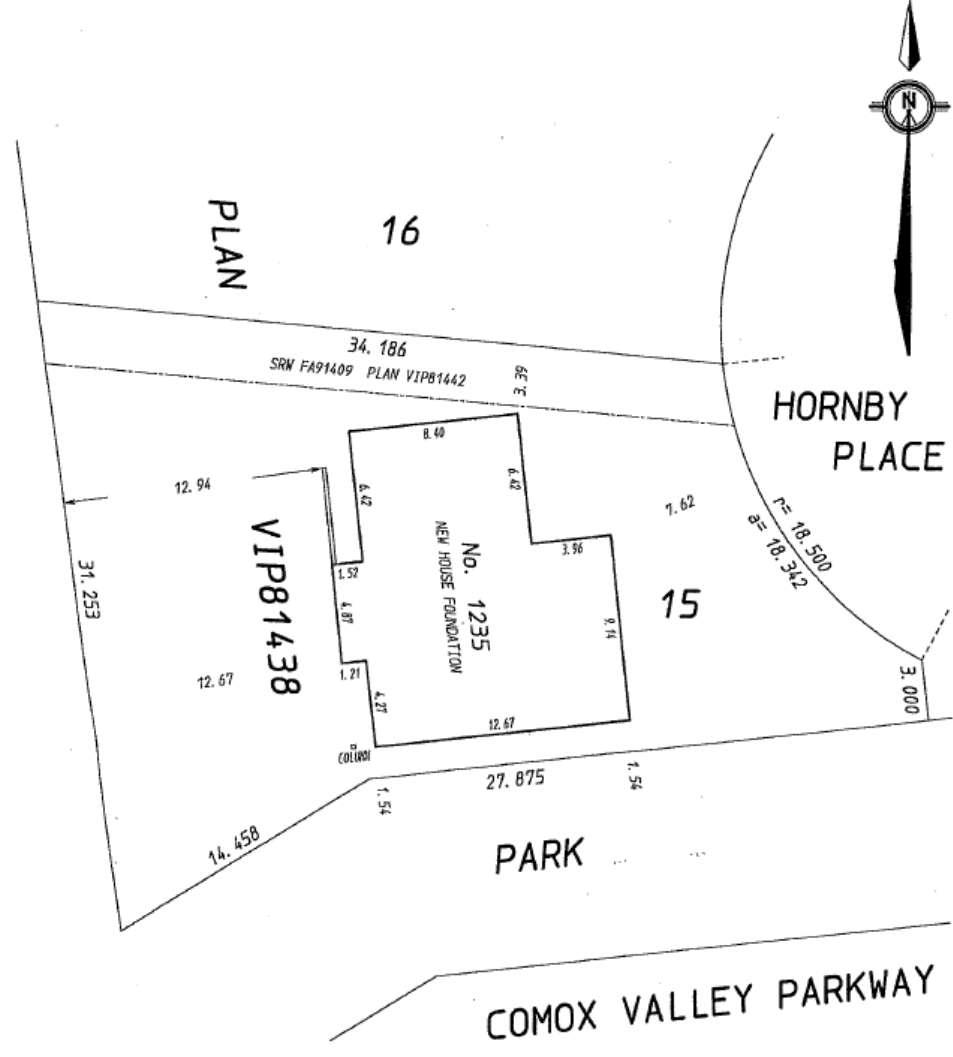
[Signature]
Bruce Lewis, B.C.L.S.

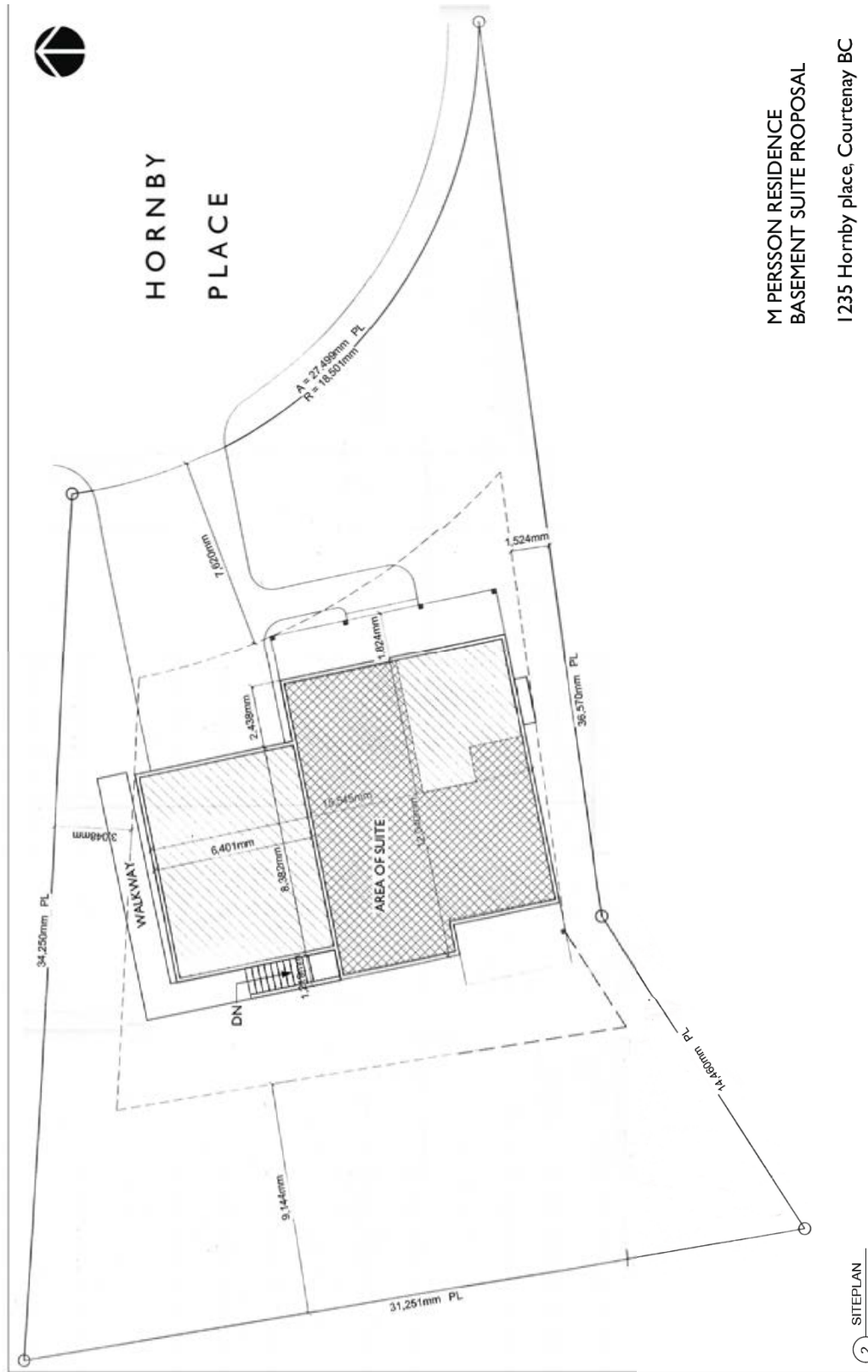
Not a true copy unless originally signed and sealed

SCALE = 1 : 250

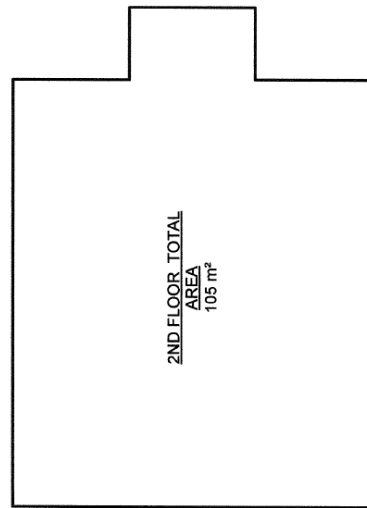


All distances are in metres and decimals thereof unless otherwise stated

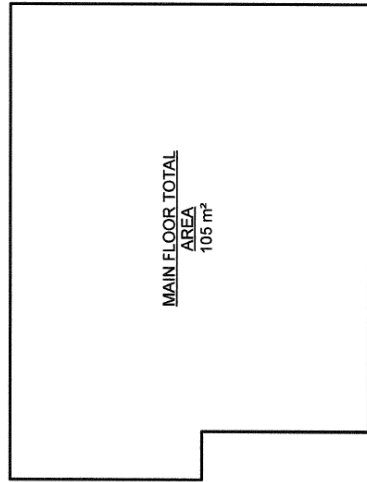




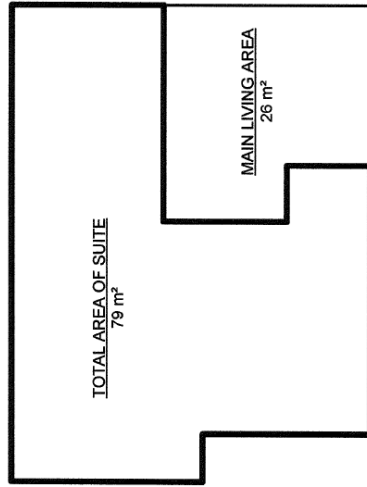
M. PERSON RESIDENCE
BASEMENT SUITE PROPOSAL
1235 Hornby place, Courtenay BC



8.1 2ND FLOOR TOTAL AREA
1 : 100



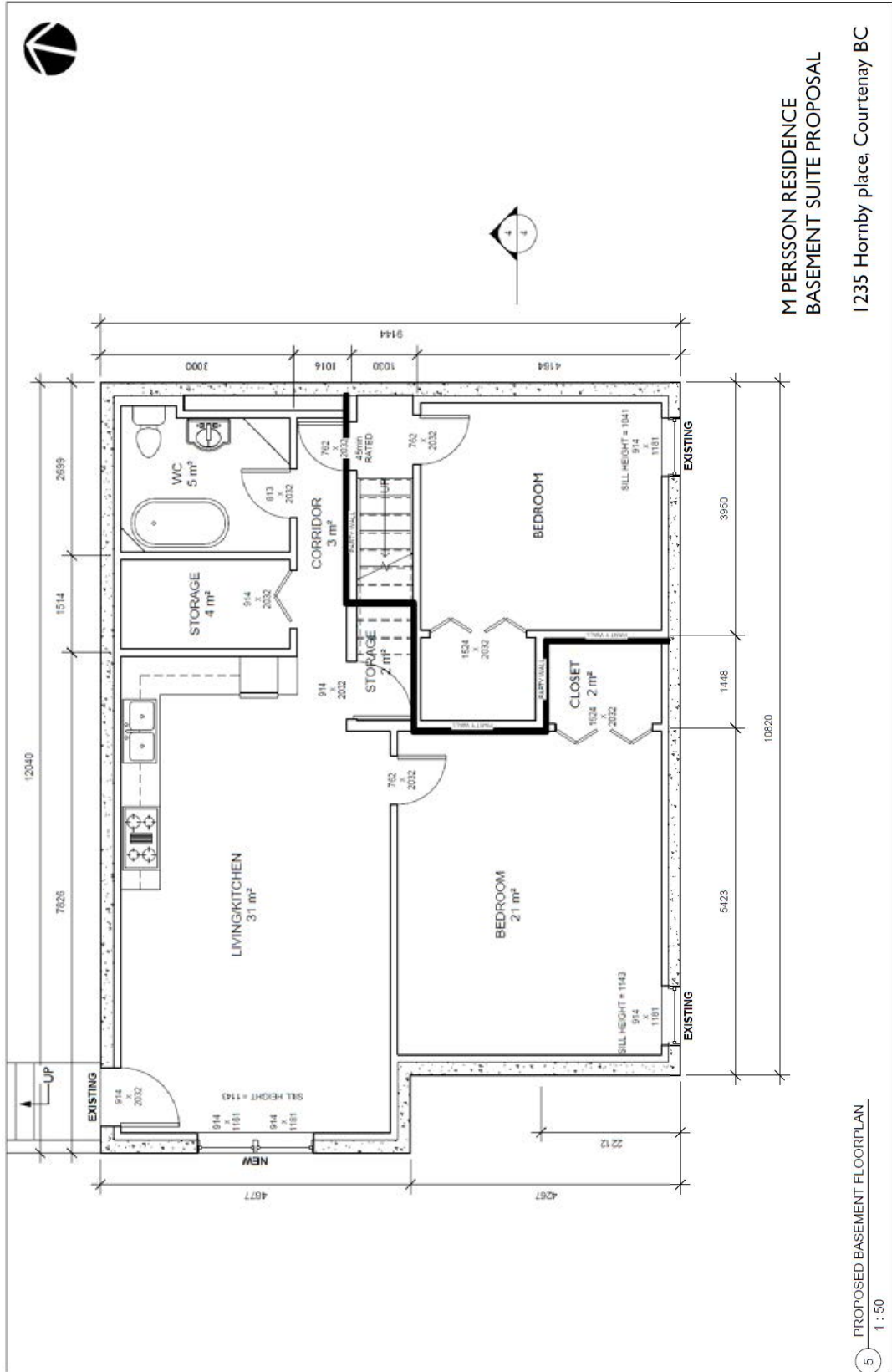
8.2 MAIN FLOOR TOTAL AREA
1 : 100

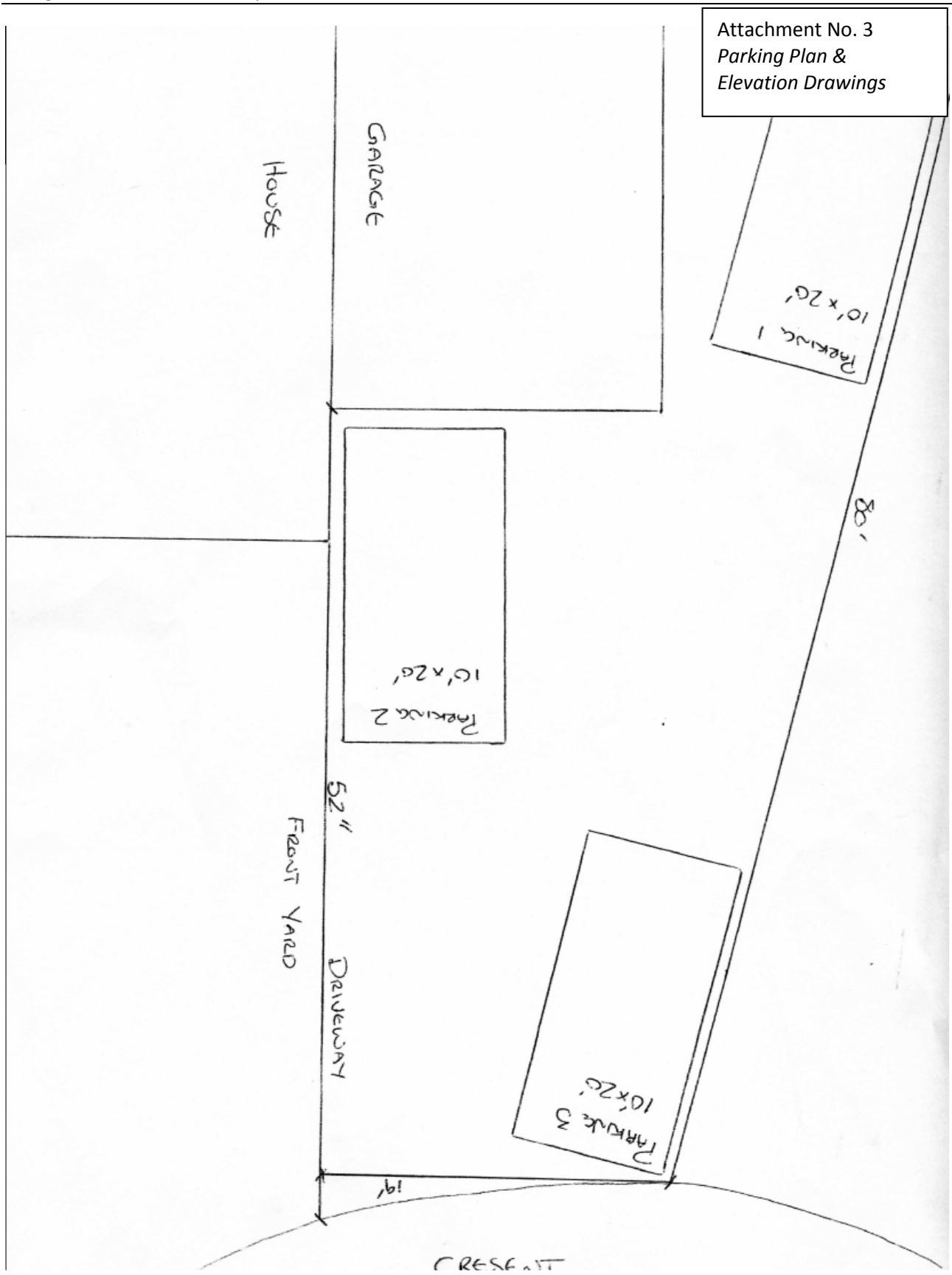


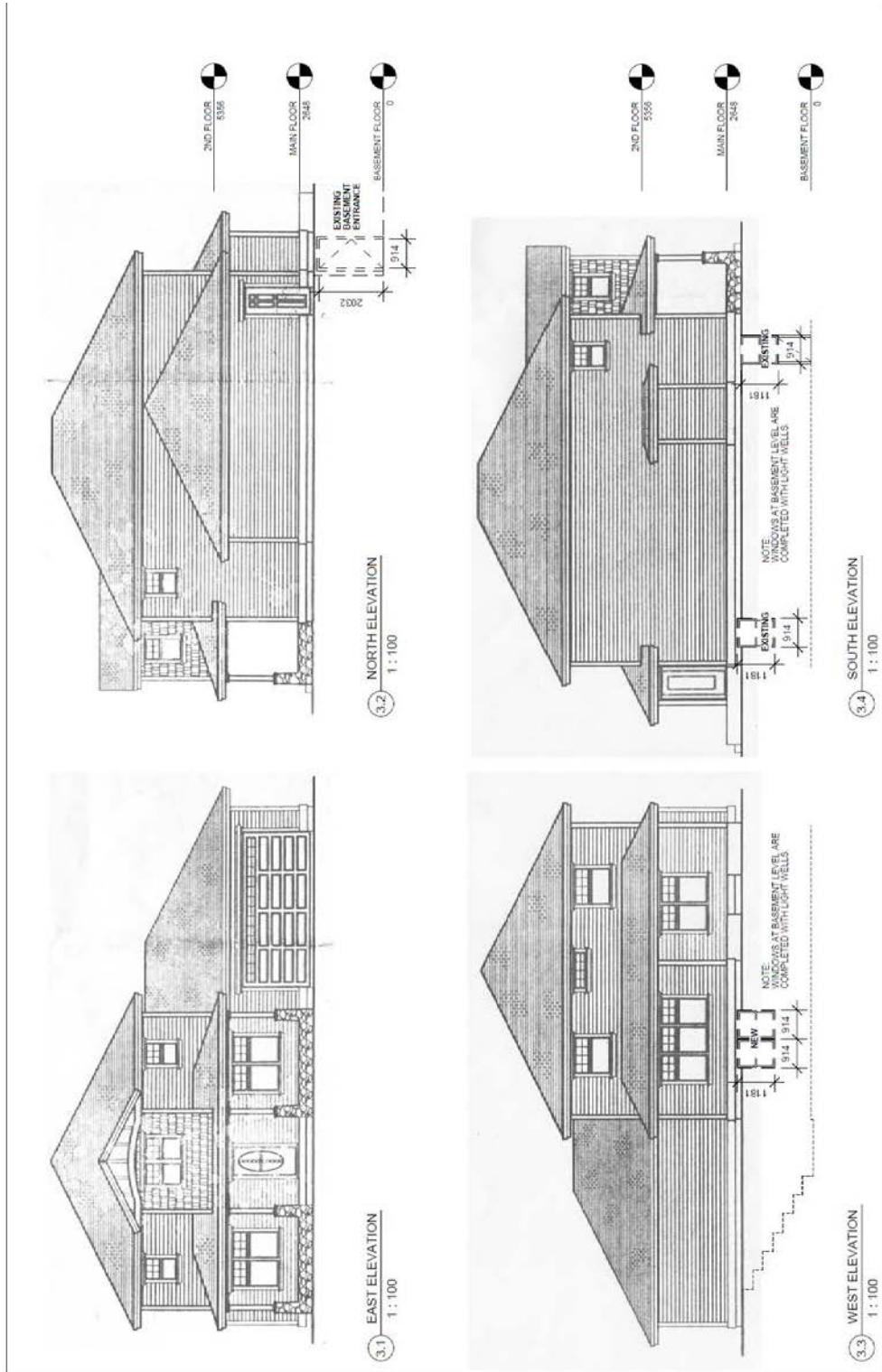
8.3 BASEMENT FLOOR TOTAL AREA
1 : 100

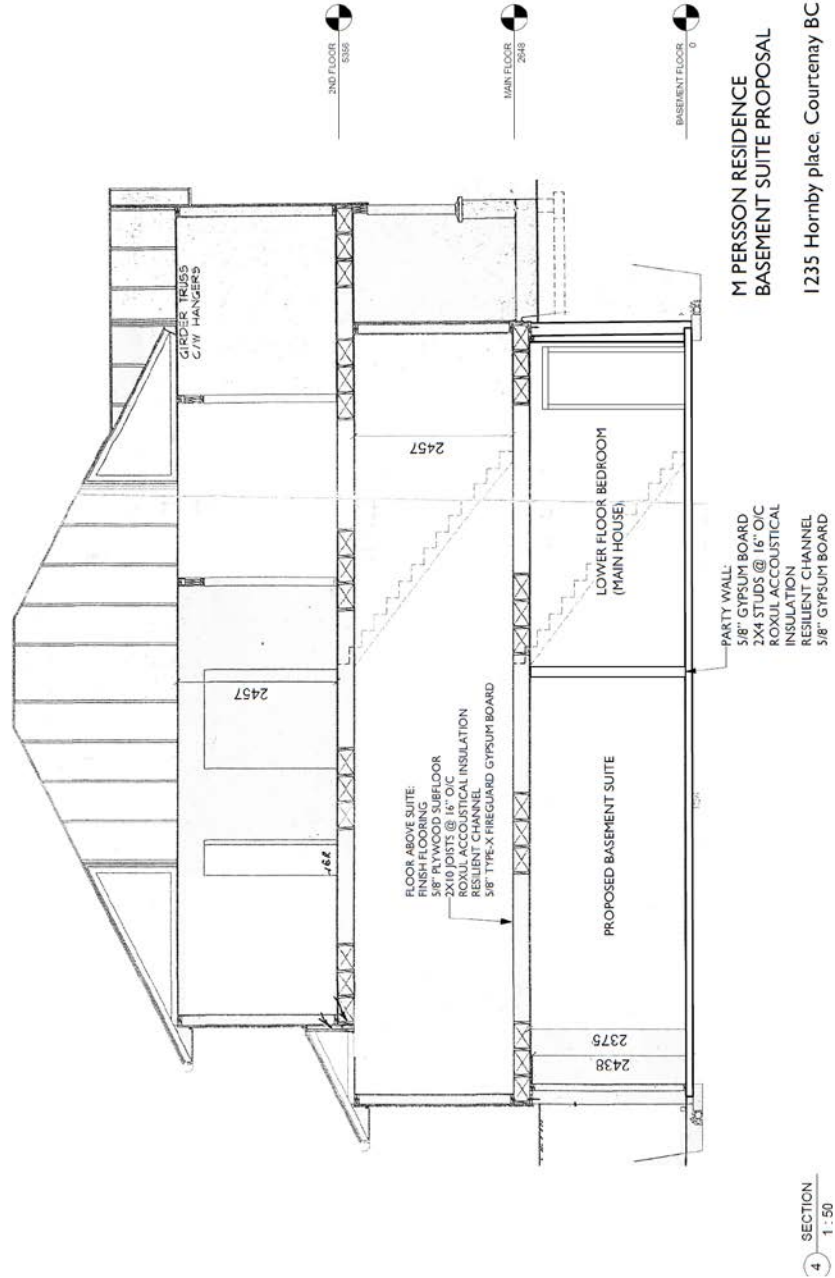


**M PERSON RESIDENCE
BASEMENT SUITE PROPOSAL**









Attachment No. 4
*Public Information
Meeting Summary Report
& Comments*

Summary Report

November 2, 2016

File No: 3360-20-1608

Name: Mark Persson

Address: 1235 Hornby Place, Courtenay, BC

Subject: Application for Zoning Amendment

Public Information Meeting Details

The meeting was held on October 18, 2016 from 6:00pm-7:00pm at the Salvation Army Community Church located at 1580 Fitzgerald Avenue, Courtenay, BC. We notified all property owners that were on the list provided to us by directly delivering the information to each house. Information that was available and provided at the meeting included sign in sheet, additional comment sheets, site plan and floor plans. We had one attendee that came and picked up information listed above and signed in. Question asked by attendee was if we were planning on renting our entire house out. In regards to the question was a concern that if we were not living at the address that the property would potentially not be taken care of. Our reply was that we were remaining at the address and would only be renting out the suite. All property owners contacted and invited had until October 25th to submit their comment sheet if not at the meeting by email or our address. We received one comment sheet. The individual provided positive feedback including she thought it was a great idea and that Courtenay is extremely short on rental units and she was 100% behind the plan for a secondary suite in our home.

Please see attached sign in sheet and comment sheets.

RECEIVED
NOV 03 2016
CITY OF COURTENAY

**PUBLIC INFORMATION MEETING
DATE OF MTG
SIGN IN SHEET
FOR
APPLICATION NAME AND ADDRESS**

NAME (Please Print)	ADDRESS
<i>Cassandra Findlater</i>	<i>1175 Hornby Place.</i>

6:45 PM

PUBLIC INFORMATION MEETING

Date: October 18, 2016

Time: 6:00pm-7:00pm

Location: Salvation Army Community Church, 1580 Fitzgerald Ave, Courtenay, BC

Subject Property: Mark & Tanya Persson 1235 Hornby Place, Courtenay, BC

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]

Address: 2698 B Willemar Ave

Mark and Tanya Persson has applied to the City of Courtenay for an Zoning Amendment. The application is for a R2 zoning change to accommodate a secondary suite at the same residence. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

This is a great idea. Courtenay is extremely short on rental units - this will help someone in need.

Having hand lends on site makes for great supervision of the tenants, ie. loud parties etc.

I am 100% behind Mark & Tanya's plan for a secondary suite in their home.

RECEIVED
OCT 20 2016
CITY OF COURTENAY

PUBLIC INFORMATION MEETING

Date: October 18, 2016

Time: 6:00pm-7:00pm

Location: Salvation Army Community Church, 1580 Fitzgerald Ave, Courtenay, BC

Subject Property: Mark & Tanya Persson 1235 Hornby Place, Courtenay, BC

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED] @ [REDACTED] .net
Address: 1170 HORNBY PLACE Phone: [REDACTED]

Mark and Tanya Persson has applied to the City of Courtenay for an Zoning Amendment. The application is for a R2 zoning change to accommodate a secondary suite at the same residence. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

~~[REDACTED]~~
We agree with Cassandra Finlater!
With two rentals in between her and the Persson's brings more traffic into our little Cul-de-sac.
This past summer was a nightmare of traffic congestion! There is not enough parking for more renters!
[REDACTED]

PUBLIC INFORMATION MEETING

RECEIVED
OCT 20 2016

CITY OF COURTENAY

Date: October 18, 2016

Time: 6:00pm-7:00pm

Location: Salvation Army Community Church, 1580 Fitzgerald Ave, Courtenay, BC

Subject Property: Mark & Tanya Persson 1235 Hornby Place, Courtenay, BC

COMMENT SHEET

Name: [REDACTED]

Email: [REDACTED]

Address: 1175 Hornby Place

Mark and Tanya Persson has applied to the City of Courtenay for an Zoning Amendment. The application is for a R2 zoning change to accommodate a secondary suite at the same residence. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

I attended the information meeting on the 18th of October and expressed the following concerns with Mark. My husband and I bought in this neighbourhood because it is quiet and filled with single family dwellings. The two houses in between Mark's and ours are already rental properties. The properties are not maintained by the renters they just don't care. If Mark and Tanya were to move out but keep the house as a rental

property there would be twice as much traffic, and the property wouldn't be maintained by the renters. ~~that~~^{this} would also result in all three houses at the end of Hornby place being rental properties. This is my biggest concern. That eventually this property becomes a double rental property that isn't maintained. I'm worried that the curb appeal of this beautiful neighbourhood could be ruined by potentially poor maintained rental properties.

I have expressed this concern with mark and whether it is true or not that they plan to live there for awhile and keep the property maintained. My concern is for what happens after. We did not purchase and invest in our home and landscaping for the surrounding homes to bring down our property values.



BRIEFING NOTE

To: Council

File No.: 470-20

From: Chief Administrative Officer

Date: November 14, 2016

Subject: Request for comments on CVRD staff report on “Utility Collaboration”

ISSUE:

The purpose of this Briefing Note is to provide council members with feedback to a request from the CVRD Board on a suggestion to create a Regional Standing Committee on potable water, wastewater, rainwater and drainage prior to consideration of the matter at the next CVRD Committee of the Whole Meeting.

BACKGROUND:

At its April 26, 2016 meeting, the CVRD board deferred to a future meeting consideration of the following resolution by the Director of Electoral Area ‘B’:

THAT staff prepare a report on the creation of a standing committee to consider matters relating to potable water, wastewater, rainwater and drainage across the entire Comox Valley with the objective to coordinate servicing needs and collaborate on long term solutions;
AND FURTHER THAT the membership include a representative from the City of Courtenay, Town of Comox, Village of Cumberland, K’ómoks First Nation, and Electoral Area ‘A’ (Baynes Sound – Denman/Hornby Islands), Electoral Area ‘B’ (Lazo North) and Electoral Area ‘C’ (Puntledge – Black Creek).

The CAOs of Courtenay, Comox and Cumberland [and the K’ómoks First Nation (KFN)] subsequently received a request from the CVRD Board (via the CVRD CAO) for comments and constructive input at both operational and policy levels.

KEY CONSIDERATIONS:

Respectfully, creating such a body would violate the adopted governance and voting structures of the existing water and sewer shared services. Also, the suggested new regional committee form to oversee rainwater and drainage matters across the entire Comox Valley would not be in the best interests of Courtenay ratepayers.

The regional water and sewer shared services were created by *establishment bylaws* consistent with the requirements and authority of the *Local Government Act* and each includes an agreed voting structure based upon usage and representation. They may only be altered with concurrence of at least two-thirds of the existing participants and would require approval of the Inspector of Municipalities prior to adoption. If a participant requests a formal review or withdrawal from a shared service, the procedures proscribed by the Act include ministerial oversight to resolve disputes by progressive use of facilitation, mediation and/or arbitration to identify and impose equitable settlements. A CVRD Standing Committee cannot circumvent the establishment bylaws or the requirements and processes of the Act.

Additionally, the Resolution to create this standing committee proposes coordination of servicing and planning of “rainwater and drainage across the entire Comox Valley”. This would unilaterally create two new regional shared services without the requisite establishing bylaws, concurrence of the proposed participants or the approval of the Inspector. Such an arrangement would be improper as it would have, among other difficulties, no statutorily-based representative structure and no authority to charge taxes or fees or expend revenues. It could not, therefore, make decisions that would bind other jurisdictions or enter into financial obligations on their behalf.

Implicit in this Resolution is the need for long-term administrative, financial and technical support to meet the proposed objective. As a body of the CVRD, the preponderance of staff support should come from CVRD. However, the CVRD CAO has noted in a previous Staff Report that the suggested model (standing committee) is not referenced in the CVRD strategic priorities or workplan. It is unlikely the other proposed participants can or should absorb the shortfall. The City already provides rainwater and drainage services internally, so to ensure the best interests of the City are represented, and despite the redundancy, City staff would be compelled to participate in the activities of the proposed committee and this is not part of Council’s Strategic Priorities or part of the City Workplan.

Comox does not support the suggestion (see Attached). Cumberland saw value in the spring 2016 water governance meetings and prefers that structure for utility collaborations rather than creation of a standing committee (see Attached). K’ómoks First Nation has not yet shared an opinion with the City.

SUMMARY AND POSSIBLE ALTERNATIVE FOR DISCUSSION:

Overall, therefore, the proposal as made is not workable from either operational or policy perspectives.

However, if broad support exists among elected officials and the public to expand the scope of regional shared services, a ‘Regional Utilities’ model with the existing and other shared services operated by one or more regional Commissions is plausible. This approach is potentially consistent with the RGS and the applicable OCPs as written and is a model consistent with the *Local Government Act* and the *Community Charter*. It is also an established, well-proven approach, if correctly designed and administered, to provide equitable governance and take advantage of regional economies of scale. Terms of Reference for a CVRD Select Committee to investigate and report on this alternative might prove beneficial on a very large scale.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachments:

1. *Letter from Town of Comox re Utility Collaboration Report/Establishment of Standing Committee, October 20, 2016*
2. *Letter from Village of Cumberland re Utility Collaboration Report – standing committee on potable water, wastewater, rainwater and drainage, September 27, 2016*



TOWN OF COMOX

OFFICE OF THE MAYOR

Comox Valley Regional District

RECEIVED

File: 0540.01

OCT 24 2016

To: D. OAKMAN
S. WATKINSON
cc: K. KENNEDY

October 20, 2016

Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

Attn: Debra Oakman, Chief Administrative Officer

Dear Ms. Oakman

RE: Utility Collaboration Report /Establishment of Standing Committee

Further to your letter dated July 27, 2016 regarding the possible creation of a standing committee to consider matters relating to potable water, wastewater, rainwater and drainage across the entire Comox Valley, please be advised that Council at their Regular Meeting on October 19, 2016 passed the following motion:

that the suggestion of the Comox Valley Regional District to establish a standing committee to consider matters relating to potable water, wastewater, rainwater and drainage across the entire Comox Valley, not be supported.

Should you require further information, please contact R. Kanigan, Chief Administrative Officer at 250.339.2202 or email rkhanigan@comox.ca.

Yours truly,

Paul Ives, Q.C.
Mayor

File: 0400-60-CVRD
C: R. Kanigan, CAO
S. Ashfield, Director of Engineering

K: Admin\Council\Corr\RCM\RCM2016_10_19\CVRD_Standing_Committee_Utility_Collaboration_2016_10_20



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0400-61

September 27, 2016

Rec'd 2160927
0540.01
DOakman
JWarren

By email: doakman@comoxvalleyrd.ca
ismith@comoxvalleyrd.ca

Debra Oakman
Chief Administrative Officer
Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

Dear Ms. Oakman,

Re: Utility collaboration report – standing committee on potable water, wastewater, rainwater and drainage

Thank you for your July 27, 2016 letter regarding the potential creation of a utility standing committee in the Comox Valley Regional District (CVRD). Village of Cumberland Council considered it at the regular meeting of Council on September 19, 2016, and passed the following motion:

THAT Council provide feedback to the Comox Valley Regional District that it saw value in the spring 2016 water governance meetings, and would prefer that kind of structure for future discussions involving utility collaborations, rather than a decision-making body such as a standing committee.

Council would like to remain informed about this initiative, and about any further opportunities for utility collaboration in the CVRD.

Yours sincerely,

Adriana Proton
Deputy Corporate Officer



BRIEFING NOTE

To: Council

File No.: 0400-50 (CVRD Wtr)

From: Chief Administrative Officer

Date: November 16, 2016

Subject: CVRD Water Servicing Options Report for Royston

ISSUE:

This Briefing Note is to provide Council with an overview of a report completed by the Comox Valley Regional District (CVRD) with respect to alternate water supply strategies for the Royston local water service area. This is being done to identify issues not captured in the CVRD report that may affect the interests of the City.

BACKGROUND:

The CVRD administers an agreement for the supply water to the residents of the Village of Royston through the Royston Water Local Service Area. This agreement permits the Village of Cumberland to supply the source water and the CVRD to maintain the infrastructure with all costs flowing through to the benefitting residents. When the agreement was last renewed in February of 2015, Cumberland expressed concerns regarding their long term ability to continue to supply source water to Royston and as a result the CVRD committed to investigating alternate supply solutions prior to the expiration of the agreement in 2017.

In 2016, the CVRD engaged a consulting firm to review the water systems and develop options for the Electoral Areas Services Committee (EASC) to consider. In September 2016, this options report was presented to the EASC and subsequently circulated to staff of the Town of Comox and the City of Courtenay for comment.

KEY CONSIDERATIONS:

The options study considered six alternate potential solutions for the supply of source water to Royston and estimated the cost for each:

Option No.	Description	Cost Estimate
1	Connect to a new regional water supply main from the new water treatment plant(600mm diameter)	>\$7.6 million
2	Extension of regional watermain (3.6km) from Marsden Road to Royston Road (250mm diameter)	\$3.65 million
3	Connect to City watermain on Highway 19A	\$1.3 million
4	Extension of a City watermain (1.2km) from the Ridge Development to Livingstone Road	\$1.45 million
5	Connect to Union Bay Improvement District (UBID)	>\$3.4 million
6	Establish a new groundwater source	Unknown

Options 1, 2, 3, and 4 would also be subject to the CVRD Capital Improvement Cost Charges (CICC) bylaw which imparts a cost of approximately \$3,700 per new service added to the Comox Valley Water System to support system-wide improvements. This additional cost would add approximately \$3.0 million to each of these option cost estimates.

Options 1 and 2 present the extension of the Comox Valley Water Service (CVWS) to Royston via dedicated transmission mains. Both have merit in that the city's water distribution system is not the mechanism for the supply of the water to lands beyond its jurisdiction and provides for the possibility of extending the CVWS to Cumberland and Union Bay in the future. Given the Health Authority requirements for potable water treatment, both systems could face future challenges in this regard and these mains would potentially provide a benefitting opportunity.

Option 1 is more robust than option 2, in that it is a much larger pipe size anticipating future demand. Option 2 may be considered more of a short term supply with a focus solely on the needs of Royston in the near term.

The study focused on the least cost solutions (i.e. options 3 and 4) as the most viable alternatives. Both of these options place the city in a position of having to supply water beyond its borders, which is inconsistent with the policies of the city's Official Community Plan [General statements in 3.1.1, 3.1.3 (5) and 3.2.2 Goal ; Water – 6.2.2(3) and (4), and; Sanitary – 6.3(3)].

Elements that weren't explored in the study or CVRD staff report, but are of interest to the city in better understanding options 3 and 4 include:

1. Risks:
 - Ensuring potability of water (Drink Water Protection Act and Standards).
 - Contamination liability.
 - Continuous supply obligations (business disruption).
2. Costs:
 - Annual maintenance of water distribution piping network to convey water supply.
 - Future timing of capital upgrades to system to ensure adequate supply.
 - Increased demand (peak flows) which may trigger capital infrastructure improvements.

Recently, City Council has approved a servicing agreement with Komox First Nation for the provision of water and sewer to lands outside of the city based on an established fee structure that includes cost recovery for the additional risk the City undertakes for facilitating that supply and collection. All necessary policy updates at the city and regional level were completed to support this process. Council may wish to consider employing this same methodology in supporting the supply of water to Royston via the city water distribution network.

In considering options 1 through 4, further analysis is required to understand the CVWS's ability to sustain water capacity in the system given the additional users of Royston. Consideration should be given to clarifying the viability of the CVWS for the future growth of the current system users and the addition of Royston (or other jurisdictions). Water licensing and volume allocations from Comox Lake will be considered through the water treatment plant permitting process. It would be prudent to understand if the CVRD request for water allocation should be increased to support supply to Royston (and others) at this time.

Options 5 (UBID) is not favourable as long term source supply is also questioned.

Option 6 (new well) is not favoured given the potential cost involved to find the source water, treat the water and the uncertainty of sustainability.

Prepared by,



Lesley Hatch
Director of Engineering Services

Mayor Jangula and Councilors:

As residents of Royal Vista Way in Crown Isle, we are deeply concerned and troubled with the ongoing problem of speeding vehicles on our street.

Several residents have complained to the RCMP on many occasions with no noticeable resolution.

As noted below, a traffic count was carried out by the City between July 20 and 28 of this year. This study confirms that there is a problem with speeding vehicles in our neighbourhood.

July 20 to 28, 2016

Total number of vehicles: 15,686

85th percentile: 54 kph

95th percentile: 58.3 kph

Max speed: 103.3 kph

35.62% of vehicles are exceeding 50 kph

Speed bins:

Speeds	Number of vehicles
10 – 20 kph	198
20 – 30 kph	401
30 – 40 kph	1713
40 – 50 kph	7787
50 – 60 kph	5076
60 – 70 kph	489
70 – 80 kph	20
80 – 90 kph	1
90 – 100 kph	0
100 – 110 kph	1

The speed LIMIT on Royal Vista Way is 50 kph. As noted, more than 50% of vehicles travelling along our street exceed this limit and a large number travel at speeds greater than 60 kph.

Further, we are aware of three fairly major motor vehicle accidents on our street within the past year. A fourth accident occurred on Majestic Drive, just beyond the intersection with Royal Vista Way this summer.

Ours is an active community, with folks walking, jogging and cycling throughout the day and evening hours. Further, there are golf cart crossings on our street. Vehicles travelling at the speeds noted above present a danger to pedestrians, cyclists and carts.

It is our understanding that speed bumps are not an option, and would request that traffic calming in the form of road narrowing similar to that utilized on some streets in Courtenay as well as Campbell River and close to schools be considered as an effective method to control the problem of speeding vehicles on Royal Vista Way.

We respectfully request that consideration be given in the upcoming budget to undertake whatever measures are necessary to control the problem of speeding vehicles on our street. We are aware that police resources are limited and believe that a permanent solution is necessary to deal with this problem.

Thank you for your consideration. We look forward to your response and assistance.

Dear Mayor Jangula,

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, “each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity...”

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2016. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2017 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member. Also attached is a nominations form, should your appointed Board member be interested in running for a position on the VIRL Executive Committee.

Please complete the attached forms and return with a copy of the certified resolution by December 15, 2016 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email or fax (250.758.2482).

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA MLS
Executive Director

Sent on behalf of Rosemary Bonanno, Executive Director

Heather Mink Zuvich

Executive Assistant



VANCOUVER ISLAND REGIONAL LIBRARY
Administration

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2862

A bylaw to amend Zoning Bylaw No. 2500, 2007

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 **“Zoning Amendment Bylaw No. 2862, 2016”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 15, District Lot 231, Comox District, Plan VIP81438 (1235 Hornby Place), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this day of , 2016

Read a second time this day of , 2016

Considered at a Public Hearing this day of , 2016

Read a third time this day of , 2016

Finally passed and adopted this day of , 2016

Mayor

Director of Legislative Services

