

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

*We respectfully acknowledge that the land on which we gather is the
unceded traditional territory of the K'ómoks First Nation*

DATE: November 05, 2018
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

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

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 INAUGURAL ADDRESS

1. Inaugural Address by Mayor Bob Wells

2.00 CALL MEETING TO ORDER

3.00 MOTION TO ADOPT APPOINTMENTS

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

Suggested motion: that Council make the following City of Courtenay
appointments for the period November 5, 2018 to November 2019:

Comox Valley Regional District

Regional District Board of Directors:

Mayor Bob Wells
Councillor David Frisch
Councillor Wendy Morin
Councillor Doug Hillian

Alternate Regional District Directors:

Councillor Will Cole-Hamilton
Councillor MannoTheos
Councillor Melanie McCollum

Staff Note: As per the Council resolution made April 2, 2012, the Mayor identifies alternate Director, confirms the alternate's availability to attend and advises the Director of Legislative & Corporate Services or designate who will advise the Comox Valley Regional District (CVRD) which alternate Director will be attending.

Suggested resolution: that when a Regional District Director is to be absent from a Regional District meeting, the Director identifies an alternate Director to attend, confirms the alternate's availability and advises the Mayor, the Director of Legislative & Corporate Services and his designate who will advise the Comox Valley Regional District (CVRD) which alternate Director will be attending.

Voting Strength for City Directors on Regional District Board (City has eighteen votes):

| | |
|-------------------------|---------|
| Mayor Bob Wells | 4 votes |
| Councillor Doug Hillian | 5 votes |
| Councillor David Frisch | 5 votes |
| Councillor Wendy Morin | 4 votes |

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

Councillor David Frisch
Councillor Wendy Morin
Councillor Doug Hillian

Alternates: Mayor Bob Wells, Councillor Will Cole Hamilton, Councillor Melanie McCollum and Councillor Manno Theos

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

| | |
|-------------------------|---------|
| Mayor Bob Wells | 1 vote |
| Councillor Doug Hillian | 2 votes |
| Councillor Wendy Morin | 2 votes |
| Councillor David Frisch | 2 votes |

Alternates: Councillor Will Cole-Hamilton, Councillor Melanie McCollum and Councillor Manno Theos

Comox Strathcona Regional Hospital District Board

Mayor Bob Wells
Councillor David Frisch
Councillor Doug Hillian
Councillor Will Cole-Hamilton

Alternates: Councillor Melanie McCollum, Councillor Wendy Morin and
Councillor Manno Theos

Comox Strathcona Waste Management Board

Mayor Bob Wells
Councillor David Frisch
Councillor Doug Hillian
Councillor Will Cole-Hamilton

Alternates: Councillor Melanie McCollum, Councillor Wendy Morin and
Councillor Manno Theos

Court of Revision (Frontage Taxes):

Councillor Wendy Morin
Councillor Will Cole-Hamilton
Councillor Melanie McCollum

Alternate: Councillor Manno Theos

Board of Variance: *On Hold - Requires Staff Report*

Comox Valley Economic Development Society:

Councillor Melanie McCollum

Alternate: Councillor David Frisch

Comox Valley Community Justice Society:

Councillor Doug Hillian

Alternate: Councillor Melanie McCollum

Downtown Courtenay Business Improvement Association:

Councillor Will Cole-Hamilton

Alternate: Councillor Wendy Morin

Community Drug Strategy Committee (Overdose Working Group):

Councillor Will Cole-Hamilton

Alternate: Councillor Hillian

Comox Valley Social Planning Society:

Councillor Wendy Morin

Alternate: Councillor Doug Hillian

Comox Valley Harbour Authority:

John Ward, Director of Legislative and Corporate Services/Deputy CAO

Comox Valley Liquid Waste Management Plan Public Advisory Committee (PAC):

Councillor Will Cole-Hamilton

(Staff Note: Councillor David Frisch appointed as alternate for the duration of the LWMP planning process) per July 16, 2018 Council resolution)

Development Industry Working Group:

Mayor Bob Wells

(Staff Note: Councillor David Frisch appointed for a 1 year term) per June 18, 2018 Council resolution)

Integrated Transportation Advisory Committee:

Councillor David Frisch

Alternate: Councillor Melanie McCollum

Parks and Recreation Advisory Commission:

Councillor Manno Theos

Alternate: Councillor Wendy Morin

Agricultural Land Review Committee: *On Hold - Requires Research, (Committee has not met in 8 yrs)*

Heritage Advisory Commission:

Lawrence Burns, Ross Dingwall, Julie Fortin, Linda Grant, Deb Griffiths, Judy Hagen, Andrew Ireson, Cliff Piercy

Sid Williams Theatre Society:

Darryl Calnan, Heather McFetridge, Marty Douglas, Neil Havers, Tansy Pauls, Bill Anglin, Brian Mather, Naz Dizai

AD HOC COMMITTEES:

Comox Valley Coalition to End Homelessness

Councillor Doug Hillian

Alternate: Councillor Will-Cole Hamilton

Kus-kus-sum Restoration Project

Councillor Doug Hillian

Alternate: Councillor Wendy Morin

Comox Valley Accessibility Committee

Councillor David Frisch

Alternate: Councillor Doug Hillian

Comox Valley Early Years Collaborative

Councillor Melanie McCollum

Alternate: Councillor David Frisch

July 1st Organizing Team

Councillor Manno Theos

4.00 VANCOUVER ISLAND REGIONAL LIBRARY BOARD

Recommendation:

That Councillor Manno Theos be appointed to the Vancouver Island Regional Library Board for a one year appointment January 1 to December 31, 2019 with Councillor Melanie McCollum as alternate.

5.00 SCHEDULE OF ACTING MAYORS

Recommendation:

That Council adopt the following monthly schedule of Acting Mayors for the period November 05, 2018 to November 30, 2020 pursuant to *Council Procedure Bylaw No. 2730, 2013*:

| | |
|---------------------|-------------------------------|
| June and December | Councillor Manno Theos |
| May and November | Councillor David Frisch |
| March and September | Councillor Doug Hillian |
| April and October | Councillor Will Cole-Hamilton |
| February and August | Councillor Melanie McCollum |
| January and July | Councillor Wendy Morin |

6.00 SIGNING AUTHORITIES

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

- Robert Wells - Mayor
- William Cole-Hamilton - Councillor
- David Frisch - Councillor
- Douglas Hillian - Councillor
- Melanie McCollum - Councillor
- Wendy Morin - Councillor
- Emmanuel Theos- Councillor

- David Allen - Chief Administrative Officer
- John Ward - Director of Legislative & Corporate Services/Deputy CAO
- Jennifer Nelson - Acting Director of Finance
- Renata Wyka - Manager of Finance

7.00 STAFF REPORTS/PRESENTATIONS

(A) CAO and Legislative Services

- 1 1. 2018 Election Results
- 3 2. Code of Conduct

Recommendation:

That Council proceed with signing the Council Code of Conduct

8.00 EXTERNAL COMMUNICATION FOR INFORMATION

- 9 1. Notice of Inaugural CVRD Board Meeting and Board Orientation

9.00 ADJOURNMENT



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2018 Election Results

File No.: 4200-07
Date: November 5th, 2018

PURPOSE:

The purpose of this report is to report the results of the 2018 General Local Election as required by section 158 of the *Local Government Act*.

CAO RECOMMENDATIONS:

That based on the November 5th, 2018 staff report "Election Results", Council approve OPTION 1 and receive the Election Results report from the Chief Election Officer for information.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Section 158 of the *Local Government Act* requires that the Chief Election Officer submit a report of the election results to Council within 30 days after the declaration of the official election results.

FINANCIAL IMPLICATIONS:

There are no financial implications to the City.

ADMINISTRATIVE IMPLICATIONS:

Election administration is included in the Work Plan for the Legislative Services Department.

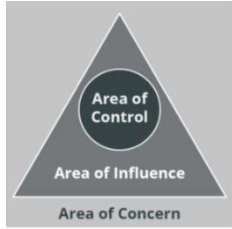
ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

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:

No references.

REGIONAL GROWTH STRATEGY REFERENCE:

No references.

CITIZEN/PUBLIC ENGAGEMENT:

No citizen or public engagement is required.

Prepared by:

A handwritten signature in black ink, appearing to read "John Ward".

John Ward, CMC
Director of Legislative and Corporate Services/Deputy CAO
Chief Election Officer

Attachment:

1. *Report of Election Results.*



THE CORPORATION OF THE CITY OF COURTENAY

CODE OF CONDUCT FOR COUNCIL MEMBERS

PREAMBLE

The purpose of the code of conduct is as follows:

- To provide guidance to Council and City staff to ensure that everyone is accorded reasonable and fair treatment;
- To assist Council members in avoiding potential problems relating to role clarity and behaviour;
- To preserve the integrity of the Council and City staff;
- To protect the individual rights of Council members and City staff as normal citizens.

PRIMARY FOCUS

Both Council and City staff recognize that their allegiance and loyalties are to the community as a whole and not to any individual (s), group (s), or association (s).

RELATIONSHIP TO COUNCIL MEMBERS AND/OR CITY STAFF

Each Council member will ensure that their behaviour prior to, during, or following a meeting or hearing, towards other Council members, members of City staff, and members of the public is at all times:

- courteous, professional, fair and unbiased;
- contributes to the preservation of orderly decorum;
- avoids sarcasm, derogatory comments or questions designed to embarrass;
- respectful of the rulings of Council as a whole;
- in conformance with any applicable City Respectful Workplace policies.

FAIR TREATMENT

Each Council member has a responsibility to ensure that all persons are:

- treated fairly regardless of race, gender, religion, age, disability, occupation, or sexual orientation;
- dealt with in good faith;
- dealt with without bias and in a respectful manner;
- given an adequate opportunity to state their opinion.

As Chairperson of Council meetings and Public Hearings, the Chairperson should not tolerate:

- discourtesy by one person to another;
- rudeness to members of staff or the public;
- disruptive behaviour.

AUTHORITIES AND POWERS

Each member of Council will respect the legislation which accords to Council as a whole the authority to make decisions which guide the action of the administration. This authority is vested in Council when it is convened as a body at a duly constituted meeting.

Council members will therefore refrain from attempting to guide or influence individual members of staff.

REQUESTS FOR INFORMATION

Council members will direct their requests for information or action to the office of the Chief Administrative Officer (CAO) or to the appropriate department head. If the matter is subject to a current Council policy, the administration will respond as quickly as possible in filling the request. If the request is not covered by a current policy or Council resolution, it will be forwarded to the CAO who will place the matter before Council to receive its direction.

CONFLICT OF INTEREST

Neither Council members nor members of the administration will act in such a way as to constitute a conflict of interest. In this, as in all matters, applicable legislation will prevail.

ACCEPTANCE OF GIFTS

A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office, other than a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office, or compensation authorized by law.

If a council member receives a lawful gift or personal benefit that exceeds \$250 in value, or the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250, the Council member must file with the Corporate Officer, as soon as reasonably practicable, a disclosure statement indicating

- the nature of the gift or benefit;
- its source, including, if it is from a corporation, the full names and addresses of at least two individuals who are directors of the corporation;
- when it was received, and
- the circumstances under which it was given and accepted.

CONFIDENTIALITY

A council member or former Council member must, unless specifically authorized otherwise by council

- keep in confidence any record held in confidence by the municipality, until the record is released to the public as lawfully authorized or required; and
- keep in confidence information considered in any part of a Council meeting or Council Committee meeting that was lawfully closed to the public, until the Council or Committee discusses the information at a meeting that is open to the public or releases the information to the public.

ADHERENCE TO THE CODE, ACTS AND COUNCIL PROCEDURES

Each Council member will:

- adhere to all aspects of this Code of Conduct;
- adhere to the requirements of local government legislation; and
- adhere to the requirements of Council policies and resolutions.

If a Council member has a concern regarding a potential breach of the Code of Conduct, the issue should be raised at the next available Council meeting. Potential breaches of the Code of Conduct may be considered in-camera if Council so resolves provided that the subject matter relates to those matters listed in section 90 of the *Community Charter*.

COUNCIL SPOKESPERSON

The official decisions of Council will be conveyed to the public and all others by way of Council resolutions, bylaws and policies. These decisions will be conveyed by the Mayor (or his/her designate), or through the office of the Director of Legislative Services, to the media as directed by the official Council decision or the CAO.

Any comments regarding Council positions by any other member of Council which are not consistent with the official position of Council should be prefaced as personal opinion only.

PUBLIC STATEMENTS

Council members are not restricted in any public statement they choose to make; however as a member of the Council they are expected to:

- support the role of the Council and its administration;
- support the current policies of the Council; and
- support the decisions of the Council as a whole.

Any requests by the media to the administration for comment or information pertaining to a matter within the jurisdiction of the Council and not yet subject to an approved policy or resolution should be immediately referred to the CAO and subsequently to the Mayor or designate.

SIGNATURES

Mayor Bob Wells _____ Date: _____

Councillor Will Cole-Hamilton _____ Date: _____

Councillor David Frisch _____ Date: _____

Councillor Doug Hillian _____ Date: _____

Councillor Melanie McCollum _____ Date: _____

Councillor Wendy Morin _____ Date: _____

Councillor Manno Theos _____ Date: _____

ACKNOWLEDGEMENTS

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George B. Cuff & Associates Ltd.

October 2, 2018

Sent via email only: jward@courtenay.ca

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

Dear John:

Re: Notice of Inaugural CVRD Board Meeting and Orientation

Inaugural Comox Valley Regional District Board Meeting – November 20, 2018

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

Date: Tuesday, November 20, 2018

Time: 4:00 pm

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

Comox Valley Regional District Board Orientation Meeting – November 27, 2018

An orientation session for the CVRD Board of Directors, alternates and any other interested municipal councillors will occur as follows:

Date: Tuesday, November 27, 2018

Time: 2:00 pm

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

Mr. Colin Stewart from Stewart, McDannold, Stuart Barristers and Solicitors and Ms. Allison Habkirk will provide presentations for all elected officials on governance, leadership and legal obligations. We plan to provide dinner for elected officials as part of this event and would therefore appreciate confirmation on your expected attendance as the date approaches.

CSWM and CSRHD Board Governance and Education Session – November 29, 2018

A meeting of the Comox Valley Regional District (Comox Strathcona Waste Management) (CSWM) Board and a joint governance and education session for CSWM Board of Directors and the Comox Strathcona Regional Hospital District Board of Directors will take place as follows:

Date: Thursday, November 29, 2018

Time: 9:30 am to 4:00 pm

Location: Campbell River Maritime Heritage Centre, 621 Island Highway, Campbell River, BC

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

Please note that the Chief Administrative Officers for each member municipality are also invited to attend the inaugural CVRD Board meeting on November 20th and the orientation and education sessions noted above on November 27th and 29th.

Comox Valley Regional District Standing Committee Meetings – December 4, 2018

The first regular meetings of the Sewage Commission, Water Committee and Sports Commission will be held as follows:

Date: Tuesday, December 4, 2018

Time: times to be confirmed – likely starting in the afternoon

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

Comox Valley Regional District Board Strategic Planning Meeting – December 19, 2018

A strategic planning session for the Comox Valley Regional District Board is also planned as follows:

Date: Wednesday, December 19, 2018

Time: 9:00 am to 4:00 pm

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

Council Appointments

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

- Four directors and alternate directors from its mayor and council to the CVRD Board; and
- Three members and at least three alternate members from its mayor and council to the CVRD Sewage Commission.

As directors to the CVRD Board, the City of Courtenay appointments are automatically made members of the CVRD (Comox Strathcona Waste Management) Board, the Comox Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Sports Centre Commission.

If the City of Courtenay appoints more than one alternate director, you must confirm the arrangement established by your council to determine which alternate director is to act in the place of the absent director.

Further, the council appointments to the board may also be named to any standing or select committees, such as the Committee of the Whole. Please note that two select committees have been established by the Comox Valley Regional District Board, that being the South Sewer Select Committee (SSSC) and the Integrated Regional Transportation Select Committee (IRTSC). As the IRTSC includes one voting position and the SSSC includes one liaison position from the City of Courtenay, please also make these appointments with the others noted above at your inaugural meeting.

Weighted Voting

Under the *Local Government Act*, regional districts follow part 6, division 3 to determine voting procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on population, two City of Courtenay directors have four votes on weighted matters and the two other City of Courtenay directors have five votes on weighted matters. Please ensure your council appointments identify which directors have four votes and five votes. Below is a table showing weighted

Comox Valley Regional District

voting assignments as certified by the Minister of Community, Sport and Cultural Development following the 2016 census:

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

| | 2016 Census including subsequent population changes certified by the Minister ¹ | Number of Directors (voting strength/5) | Voting Strength (population/ voting unit) |
|-----------------------------------|--|--|--|
| City: | | | |
| Courtenay | 25,599 | 4 | 18 |
| Town: | | | |
| Comox | 14,028 | 2 | 10 |
| Village: | | | |
| Cumberland | 3,753 | 1 | 3 |
| Electoral Areas: | | | |
| A (Baynes Sound / Denman Island) | 7,213 | 1 | 5 |
| B (Lazo North) | 7,317 | 1 | 5 |
| C (Puntledge-Black Creek) | 8,617 | 1 | 6 |
| Totals: | 66,527 | 10 | 47 |

In addition, voting at the Water Committee follows section 14 of the CVRD Bylaw No. 1783 being the "Water Local Service Establishment Bylaw, 1995" and related committee policy statements. The City of Courtenay is required to assign whole votes for the water committee to your regional district directors. That is, three City of Courtenay directors must be assigned two water committee votes and the other City of Courtenay director must be assigned one water committee vote. Please ensure your council appointments identify which directors have such assignments for the remaining meetings in 2018.

Weighted voting for the Water Committee in 2019 will be determined early in the new year based on the previous year's consumption values. A follow-up letter will be sent to the City advising if any further action is required to assign weighted votes to committee members.

Liquid Waste Management Plan – Public Advisory Committee

The City of Courtenay Council are also requested to appoint a councillor to the Comox Valley Sewerage System (CVSS) Liquid Waste Management Plan Public Advisory Committee (LWMP PAC) at your inaugural meeting. The committee's terms of reference can be found on our website at the following link: <https://bit.ly/2xSpN4j>.

The dates of the first LWMP PAC meetings have been set for the following dates, times to be determined:

- November 13, 2018
- November 23, 2018
- December 11, 2018

City of Courtenay Inaugural Council Meeting

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

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

Sincerely,

J. Martens

Jake Martens
Manager of Legislative Services

cc: Russell Dyson, Chief Administrative Officer, Comox Valley Regional District
David Allen, Chief Administrative Officer, City of Courtenay