

**CORPORATION OF THE CITY OF COURTENAY  
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 18, 2019  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt November 4<sup>th</sup>, 2019 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) CAO and Legislative Services**

- 9 1. Asset Management Bylaw No. 2981, 2019

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 17 1. Climate Caucus - Letter to Prime Minister Trudeau Re: Climate Change Policy

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 21 1. Briefing Note - Outcomes of Strategic Priorities 2019-2022 Check-in  
October 15/16, 2019

- 25 2. Parks and Recreation Advisory Commission Meeting Minutes - September 12,  
2019

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING  
REPORTS FROM COMMITTEES**

- Councillor Cole-Hamilton
- Councillor Frisch
- Councillor Hillian
- Councillor McCollum
- Councillor Morin
- Councillor Theos
- Mayor Wells

**8.00 RESOLUTIONS OF COUNCIL**

**1. In Camera Meeting**

That notice is hereby given that a Special In-Camera meeting closed to the public will be held November 18<sup>th</sup>, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

**9.00 UNFINISHED BUSINESS**

**1. Verbal Update - November 22, 2019 Provincial Child Care Grant Application Intake**

Local Government Childcare Planning Subcommittee of the Early Years Collaborative, in partnership with Comox Valley Regional District, Town of Comox and City of Courtenay

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For First, Second and Third Reading**

- 27 1. “Asset Management Bylaw No. 2981, 2019”  
(A bylaw to provide for an asset management program aimed at sustainable service delivery)

**13.00 ADJOURNMENT**

**NOTE:** There is a Public Hearing scheduled for 5:00 p.m. in relation to:

Bylaw No. 2963 - Amendment to Official Community Plan Bylaw No. 2387, 2005 to change the land use designation from Commercial to Multi Residential to allow for a 94 unit multi residential development (2600 Mission Road)

Bylaw No. 2964 - Zoning Amendment to rezone from Multiple Use Four Zone (MU-4) to Residential Four A Zone (R-4A) to allow for a 94 unit multi residential development (2600 Mission Road)

Bylaw No. 2971 - Zoning Amendment to rezone to Rural Residential Five Zone (RR-5) to facilitate subdivision with a text amendment to allow a secondary suite or secondary residence or carriage house (2940 Comox Logging Road/Arden Road)

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay, B.C., on Monday, November 04, 2019 at 4:00 p.m.

**Attending:**

**Mayor:** B. Wells  
**Councillors:** W. Cole-Hamilton  
D. Frisch  
D. Hillian  
M. McCollum  
W. Morin  
M. Theos

**Staff:**

D. Allen, CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO  
W. Sorichta, Manager of Legislative & Corporate Administrative Services  
I. Buck, Director of Development Services  
T. Kushner, Director of Public Works Services/Assistant CAO  
J. Nelson, Director of Financial Services  
A. Guillo, Manager of Communications  
M. Fitzgerald, Manager of Development Planning  
R. Matthews, Executive Assistant  
T. Sweeney, Manager of Building and Administrative Services

**1.00 ADOPTION OF MINUTES**

**.01** Moved by McCollum and seconded by Cole-Hamilton that the  
MINUTES October 21<sup>st</sup>, 2019 Regular Council meeting minutes be adopted.  
0570-03 **Carried**

Moved by McCollum and seconded by Cole-Hamilton that the  
October 28<sup>th</sup>, 2019 Committee of the Whole meeting minutes be adopted.  
**Carried**

**2.00 INTRODUCTION OF LATE ITEMS**

**.01** Councillor Hillian requested the topic of fireworks and firecrackers be  
FUTURE COUNCIL considered for discussion at a future Council meeting in response to  
DISCUSSION - community concerns expressed about the use, discharge and exploding of  
USE, DISCHARGE & fireworks and firecrackers in the City of Courtenay over the recent  
EXPLODING OF October 31<sup>st</sup> Halloween celebration period.  
FIREWORKS &

FIRECRACKERS IN Council unanimously agreed to add “Fireworks and Firecrackers” to a  
THE CITY OF future Council agenda for discussion; and, that staff invite representatives  
COURTENAY from the Comox Valley RCMP, Courtenay Fire Department and any  
other applicable administrative staff of Fire Protective Service Bylaw No.  
2556, 2008 to attend the meeting tentatively proposed for the November  
25, 2019 Committee of the Whole meeting, pending staff and RCMP  
availability.

**3.00 DELEGATIONS**

**Steven Hurst, Woodsmere Holdings**, presented information to Council regarding their development application to construct two, four-storey 47 unit apartment buildings with caretaker unit at 2600 Mission Road.

Dylan Ridsdale, WATT Consulting Group, traffic engineer for the proposed development at 2600 Mission Road, provided information related to the traffic impact study and site access options for the property in response to concerns expressed by area residents about increased traffic volumes and the Mission Road access to the site property.

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01**  
OFFICIAL  
COMMUNITY PLAN  
(OCP) AMENDMENT  
BYLAW NO. 2963  
AND ZONING  
AMENDMENT BYLAW  
NO. 2964 - 2600  
MISSION ROAD  
6480-20-1901  
& 3360-20-1908

Moved by McCollum and seconded by Morin that based on the November 4<sup>th</sup>, 2019 staff report, “Official Community Plan (OCP) Amendment Bylaw No. 2963 and Zoning Amendment Bylaw No. 2964 - 2600 Mission Road” Council approve OPTION 1 and complete the following steps:

1. That OCP Amendment Bylaw No. 2963, 2019 proceed to First and Second Readings; and
2. That Zoning Amendment Bylaw No. 2964, 2019 proceed to First and Second Readings; and
3. That Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaws on November 18<sup>th</sup>, 2019 at 5:00 p.m. in City Hall Council Chambers; and
4. That Final Reading of proposed Zoning Amendment Bylaw No. 2964, 2019 be withheld until Covenant FB138686 is discharged or modified to permit the proposed development; and
5. That Final Reading of proposed Zoning Amendment Bylaw No. 2964, 2019 be withheld until a Section 219 covenant is registered on the subject property outlining the required amenity contributions.

**Carried**

**.02**  
BRITISH COLUMBIA  
ENERGY STEP CODE  
IMPLEMENTATION  
3800-00

Moved by Frisch and seconded by McCollum that based on the November 4<sup>th</sup>, staff report “British Columbia Energy Step Code Implementation”, Council approve OPTION 1 and direct staff to proceed with the provincially recommended industry consultation process; and,

That Council direct staff to include the BC Energy Step Code requirements for simple and complex buildings in the upcoming revised building bylaw.

**Carried**

**R20/2019 - November 04, 2019**

**.03**  
DEVELOPMENT  
PERMIT WITH  
VARIANCES  
NO. 1911 -  
1020 CUMBERLAND  
ROAD  
3060-20-1911

Moved by McCollum and seconded by Frisch that based on the November 4<sup>th</sup>, 2019 staff report “Development Permit with Variances No. 1911 - 1020 Cumberland Road”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1911.  
**Carried**

**.04**  
ZONING AMENDMENT  
BYLAW NO. 2971 TO  
ALLOW FOR A  
SUBDIVISION OF  
2940 COMOX  
LOGGING ROAD  
3060-20-1910

Moved by Cole-Hamilton and seconded by Hillian that based on the November 4<sup>th</sup>, 2019 staff report, “Zoning Amendment Bylaw No. 2971 to Allow for a Subdivision of 2940 Comox Logging Road” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2971, 2019; and,

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2971, 2019 on November 18<sup>th</sup>, 2019 at 5:00 p.m. in the City Hall Council Chambers.

**Carried**

**.05**  
GLOBAL COVENANT  
OF MAYORS FOR  
CLIMATE AND  
ENERGY  
6480-01

Moved by Cole-Hamilton and seconded by Frisch that based on the November 4<sup>th</sup>, 2019 staff report “Global Covenant of Mayors for Climate and Energy”, Council authorize the Mayor to sign the Global Covenant of Mayors for Climate and Energy Commitment Letter to participate in the Showcase pilot project.

**Carried**

**.06**  
2020 GREENWOOD  
SEWER TRUNK  
CONNECTION -  
SANITARY SEWER  
CAPITAL LOAN  
AUTHORIZATION  
BYLAW  
1760-02

Moved by Hillian and seconded by McCollum that based on the November 4<sup>th</sup>, 2019 staff report “2020 Greenwood Trunk Connection Sanitary Sewer Capital Borrowing”, Council approve OPTION 1 and endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019; that Bylaw No. 2985 proceed to First, Second and Third reading; and,

That Council approve the Alternative Approval Process (AAP) to gain approval of the electors.

**Carried**

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01**  
CORRESPONDENCE  
LETTER OF  
APPRECIATION -  
MINISTER SELINA  
ROBINSON, MINISTRY  
OF MUNICIPAL  
AFFAIRS AND  
HOUSING - RE: 2019  
UBCM CONVENTION  
0220-01

Moved by Frisch and seconded by Cole-Hamilton that the correspondence dated October 21<sup>st</sup>, 2019 from Minister Selina Robinson, Ministry of Municipal Affairs and Housing, thanking Mayor and Council for their delegation presentation and meeting with Minister Robinson and staff at the 2019 UBCM Annual Convention be received for information.

**Carried**

**.02** Moved by Hillian and seconded by Frisch that the correspondence dated October 18<sup>th</sup>, 2019 from MLA Ronna-Rae Leonard, advising Mayor and Council that the second intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant Program is open and encouraging local governments to work with the Provincial government to bring childcare funds to Courtenay, be received for information  
CORRESPONDENCE -  
PROVINCIAL CHILD  
CARE GRANT  
PROGRAM -  
MLA RONNA-RAE  
LEONARD  
0410-20  
**Carried**

**Councillor Theos left Council Chambers at 5:48 p.m.**

**Councillor Theos returned to Council Chambers and took his seat at 5:50 p.m.**

**Councillor McCollum left Council Chambers at 5:53 p.m.**

**Councillor McCollum returned to Council Chambers and took her seat at 5:56 p.m.**

**.03** The correspondence dated October 28<sup>th</sup>, 2019 from Mr. Seva Ganga, Director, Inner Smile Montessori, requesting a letter of support for their application to the provincial government Child Care Grant Program to create additional child care space for their leased property at 343 - 3<sup>rd</sup> Street was received for information  
CORRESPONDENCE -  
INNER SMILE  
MONTESSORI -  
REQUEST FOR LETTER  
OF SUPPORT RE:  
PROVINCIAL CHILD  
CARE GRANT  
FUNDING  
APPLICATION  
0400-20  
Moved by Frisch and seconded by Morin that Council provide a letter to Mr. Seva Ganga, Director, Inner Smile Montessori, in support of their provincial government Child Care grant application to create additional child care space for their leased property at 343 - 3<sup>rd</sup> Street by the grant intake deadline of November 22, 2019.  
**Carried**

## **6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01** Moved by Theos and seconded by Cole-Hamilton that that the Heritage Advisory Commission meeting minutes for September 25<sup>th</sup>, 2019 be received for information.  
HERITAGE ADVISORY  
COMMISSION  
MEETING MINUTES  
SEPTEMBER 25, 2019  
0360-20  
**Carried**

## **7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

COUNCILLOR  
COLE-HAMILTON  
Councillor Cole-Hamilton reviewed his attendance at the following events:  
➤ Comox Valley Overdose Working Group Community Action Team meeting  
➤ Official Community Plan (OCP) Lunch & Learn with staff and OCP consultants  
➤ Climate Caucus Coordinating Committee meeting  
➤ Clever Raven Aboriginal Head Start Daycare opening ceremony  
➤ City of Courtenay Finance Select Committee Inaugural meeting

**R20/2019 - November 04, 2019**

COUNCILLOR  
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- CVRD Board meeting
- Comox Valley Water Treatment Plant Project construction ground breaking event
- Co-operative Housing Elected Official Leaders' meeting
- Official Community Plan (OCP) Lunch & Learn with staff and OCP consultants
- Clever Raven Aboriginal Head Start Daycare opening ceremony
- City of Courtenay Finance Select Committee Inaugural meeting

COUNCILLOR  
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Lewis Park Ball Diamond #1 Plaza Opening and Memorial event
- City of Courtenay Finance Select Committee Inaugural meeting
- Kus-kus-sum Liaison Committee meeting
- BC Housing meeting re: local community housing issues
- CVRD Board meeting
- Comox Valley Water Treatment Plant Project construction ground breaking event
- Comox Valley Resource Fair
- Official Community Plan (OCP) Lunch & Learn with staff and OCP consultants
- 2019 Poppy Fund Campaign kick-off and Poppy Flag raising ceremony at City Hall
- Clever Raven Aboriginal Head Start Daycare opening ceremony

COUNCILLOR  
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:

- Comox Valley Economic Development Society Board meeting
- City of Courtenay Finance Select Committee Inaugural meeting
- Official Community Plan (OCP) Lunch & Learn with staff and OCP consultants

**Councillor Cole-Hamilton left Council Chambers at 6:04 p.m.**

**Councillor Cole-Hamilton returned to Council Chambers and took his seat at 6:06 p.m.**

COUNCILLOR  
MORIN

Councillor Morin reviewed her attendance at the following events:

- Lewis Park Ball Diamond #1 Plaza Opening and Memorial event
- Urban Forests and Sustainable Cities Conference
- CVRD Board meeting
- CVRD Committee of the Whole meeting
- Comox Valley Water Treatment Plant Project construction ground breaking event
- Official Community Plan (OCP) Lunch & Learn with staff and OCP consultants

COUNCILLOR  
THEOS

Councillor Theos reviewed his attendance at the following event:

- Vancouver Island Regional Library Board meeting

MAYOR  
WELLS

Mayor Wells reviewed his attendance at the following events:

- Liquid Waste Management Plan Working Group meeting
- Lewis Park Ball Diamond #1 Plaza Opening and Memorial event
- City of Courtenay Finance Select Committee Inaugural meeting
- 2019 Poppy Fund Campaign kick-off and Poppy Flag raising ceremony at City Hall
- BC Shellfish Growers Association AGM
- Comox Valley Chamber of Commerce Tradeshow event
- CVRD Board meeting; Mayor Wells mentioned this was his last meeting as Board Chair
- Comox Valley Water Treatment Plant Project construction ground breaking event
- Meeting with Inspector Mike Kurvers, Comox Valley RCMP and Sean Sullivan, Chief Superintendent, RCMP Island Division
- Annual Courtenay Halloween Party downtown walk hosted by Courtenay Recreation and the Downtown Courtenay Business Improvement Association
- Official Community Plan (OCP) Lunch & Learn with staff and OCP consultants and evening workshop
- 44<sup>th</sup> Annual Comox Valley Child Development Association Telethon
- Clever Raven Aboriginal Head Start Daycare opening ceremony

Mayor Wells expressed his appreciation to Councillor Cole-Hamilton for drafting and delivering a speech on behalf of Mayor and Council at the recent Urban Forest and Sustainable Cities Conference hosted in Courtenay

Mayor Wells wished members of Council a happy anniversary in acknowledgement of the one year anniversary of Courtenay Council's Oath of Office and November 5<sup>th</sup>, 2018 Inaugural meeting

## **8.00 RESOLUTIONS OF COUNCIL**

**.01**  
IN CAMERA  
MEETING

Moved by Hillian and seconded by Theos that a Special In-Camera meeting closed to the public will be held November 4<sup>th</sup>, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Carried**

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**.01**

OFFICIAL  
COMMUNITY PLAN  
AMENDMENT BYLAW  
NO. 2963, 2019 TO  
CHANGE THE LAND  
USE DESIGNATION  
FROM COMMERCIAL  
TO MULTI  
RESIDENTIAL  
(2600 MISSION  
ROAD)

Moved by Frisch and seconded by McCollum that “Official Community Plan Amendment Bylaw No. 2963, 2019” pass first and second reading.

**Carried**

**.02**

ZONING AMENDMENT  
BYLAW NO. 2964,  
2019 TO REZONE  
FROM MULTI USE  
FOUR ZONE TO  
RESIDENTIAL FOUR A  
ZONE & AMEND  
SCHEDULE 8 ZONING  
MAP (2600 MISSION  
ROAD)

Moved by Frisch and seconded by McCollum that “Zoning Amendment Bylaw No. 2964, 2019” pass first and second reading.

**Carried**

**.03**

ZONING AMENDMENT  
BYLAW NO. 2971,  
2019 TO ALLOW FOR  
A SECONDARY SUITE,  
SECONDARY  
RESIDENCE OR  
CARRIAGE HOUSE AS  
PERMITTED USE  
(2940 COMOX  
LOGGING ROAD)

Moved by Hillian and seconded by McCollum that “Zoning Amendment Bylaw No. 2971, 2019” pass first and second reading.

**Carried**

**.04**  
2020 GREENWOOD  
SEWER TRUNK  
CONNECTION  
SANITARY SEWER  
CAPITAL LOAN  
AUTHORIZATION  
BYLAW NO. 2985,  
2019 TO ALLOW THE  
BORROWING OF THE  
ESTIMATED COST TO  
CONSTRUCT THE  
GREENWOOD SEWER  
TRUNK CONNECTION

Moved by Hillian and seconded by Theos that “2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019” pass first, second and third reading.

**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Frisch and seconded by Cole-Hamilton that the meeting now adjourn at 6:20 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 18<sup>th</sup> day of November, 2019**

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**Mayor**



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 1670-01/3900-20-2981

**From:** Chief Administrative Officer

**Date:** November 18, 2019

**Subject:** Asset Management Bylaw No. 2981, 2019 for Adoption

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### **PURPOSE:**

To meet Council's direction outlined below to provide an Asset Management Bylaw for their consideration and adoption.

### **POLICY ANALYSIS:**

This will be one of the few local government Asset Management Bylaws adopted in Canada and the first in British Columbia. Therefore, it has been critical to carefully draft the content so it will: rest upon a solid legal foundation; stay within Council's authority; be readily understood and ensure it will be consistent with existing legislation and other City bylaws and policies.

### **CAO RECOMMENDATIONS:**

THAT based on the November 18<sup>th</sup>, 2019 staff report, "Asset Management Bylaw No. 2981, 2019 for Adoption" Council approve OPTION 1 and proceed to First, Second and Third Readings of the attached Asset Management Bylaw No. 2981, 2019; and

THAT Council direct staff to bring Asset Management Bylaw No, 2981, 2019 back to Council for Final Adoption prior to its consideration of the 2020-2024 Five-Year Financial Plan.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

At its Regular Meeting of March 2, 2019 Council carried the following motion:

Moved by Cole-Hamilton and seconded by Morin that

“Whereas the City of Courtenay practices Asset Management in order to ensure that it provides services in a financially sustainable manner; and,

Whereas a Bylaw which requires consideration of the full life-cycle costs of all asset renewals, upgrades and acquisitions would serve to consolidate and strengthen the City’s Asset Management policy and practice;

Therefore be it resolved that Council direct staff to draft an Asset Management Bylaw which incorporates the existing Asset Management Policy and which would require taking into account full life-cycle costs when making decisions regarding renewal, upgrade and acquisition of Tangible Capital Assets; and,

That full life-cycle costs are considered to include the planning, procurement, creation, operation, maintenance, renewal and decommissioning of Tangible Capital Assets.”

**DISCUSSION:**

The first step in research to meet the Resolution was to identify the distinction between a policy and a bylaw. This was particularly important because there is little experience across Canada<sup>1</sup>, and none in BC, at writing an Asset Management bylaw.

A policy is a general statement of objectives to guide decisions on a particular matter. A policy may be readily altered by Resolution or at Council’s discretion, and disregarded in decision-making with little or no legal consequence.<sup>2</sup> However, a bylaw is a “regulation” enacted in execution of a power conferred under an Act (such as the *Community Charter*). It has the same effect on persons to whom it is directed as both a federal or provincial statute has on such persons<sup>3</sup>. A bylaw is *not* discretionary. It must only be altered following the correct statutory procedures (including public debate, multiple readings and final adoption).

In consultation with the City legal advisors, staff proposed various means to satisfy Council’s intent. After much discussion, the legal foundation and scope of Council’s authority were identified and are provided in Attachment 1 to this report. The outcomes may be paraphrased as follows:

1. The purposes of a municipality include providing for stewardship of its public assets;
2. Council is responsible for asset stewardship, except as otherwise statutorily provided;
3. Every council member is responsible to contribute to meeting this purpose; and
4. The CAO is responsible for overall operations, ensuring Council’s directions are implemented plus advising and informing Council on the operation and affairs of the municipality.

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<sup>1</sup> The City of Selkirk MB adopted an Asset Management Bylaw in April 2017, but it was written in compliance with Manitoba provincial legislation and has not yet been tested by the courts. Selkirk is generally accepted as the only Canadian Community that has as yet adopted such a bylaw.

<sup>2</sup> This is not the case for policies contained in the Official Community Plan which is adopted by bylaw. See: *Local Government Act* R.S.B.C. 2015, s. 478.

<sup>3</sup> *Interpretation Act* R.S.B.C. 1996, c. 238 [Re *Tenenbaum and Local Board of Health for Toronto* [1955] O.R. 622-633 (Ont.C.A.); *Kovinic v. Niagara Falls (City)* (1999), 3 M.P.L.R. (3d) 285 (On. Sup. Ct.)].

Unfortunately, the aim of achieving bylaw simplicity was partially confounded because certain concepts either contained within the existing Policy or others newly desired, have not been defined in existing law<sup>4</sup>. This included Council's direction to require consideration of full life-cycle costs in its decision-making, the notion of using natural assets where possible as an alternative to constructed assets, or practicing "Asset Management for Sustainable Service Delivery" (The BC Framework)<sup>5</sup> as set out in Council's 2015 AM Policy. These issues were overcome by defining the terms within the bylaw – thus adding minimal complexity to its understanding – and assigning appropriate responsibility to meet them within the Bylaw.

Overall, this bylaw assigns the *practice* of Asset Management principles and advice related to Council decision-making to the CAO and staff (internally, staff operational responsibilities are assigned via CAO Directives). The Council role is to receive and consider the information and advice, then express their collective decisions via adoption of strategic priorities and approval of the five-year financial plan.

**FINANCIAL IMPLICATIONS:**

Potentially far reaching, but not specific to adoption of this bylaw.

**ADMINISTRATIVE IMPLICATIONS:**

Development of appropriate CAO Directives to meet responsibilities assigned by the bylaw.

**ASSET MANAGEMENT IMPLICATIONS:**

Minimal because the principles contained within the proposed bylaw are already present practice.

**STRATEGIC PRIORITIES REFERENCE:**

- Support and encourage initiatives to improve efficiencies
- Responsibly provide services at levels which the people we serve are willing to pay
- Focus on asset management for sustainable service delivery
- ▲ Support social, economic and environmental sustainability solutions
- ▲■ Advocate and cooperate with local and senior governments on regional issues affecting our community

- **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 that are outside Council's jurisdictional authority to act

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Nil

**REGIONAL GROWTH STRATEGY REFERENCE:**

Nil.

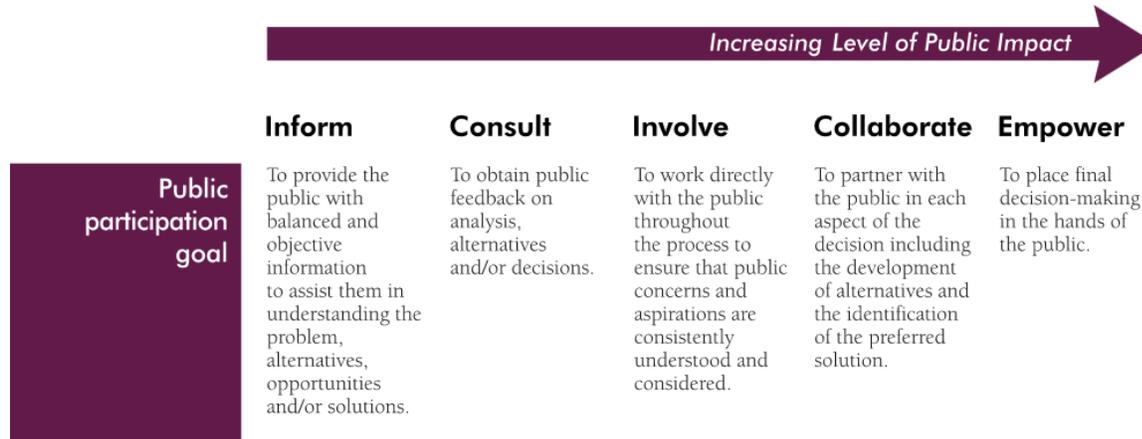
<sup>4</sup> BC Interpretation Act [RSBC 1996] CHAPTER 238

<sup>5</sup> <https://www.assetmanagementbc.ca/>

**CITIZEN/PUBLIC ENGAGEMENT:**

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



**OPTION 1: (Recommended)**

THAT Council proceed to First, Second and Third Readings of Asset Management Bylaw No. 2981, 2019; and,

THAT Council direct staff to bring Asset Management Bylaw No, 2981, 2019 back to Council for Final Adoption prior to its consideration of the 2020-2024 Five-Year Financial Plan.

**OPTION 2:** Return Bylaw No. 2981, 2019 to staff as amended for further legal review and reconsideration.

**OPTION 3:** Defer Bylaw No. 2981, 2019 for future consideration.

Prepared by:

David W. Love, CD, BA, LGM(Dip), MM, PE, PCAMP  
Senior Advisor, Strategic Initiatives

**Attachments:**

1. *Legal Rationale for Asset Management Bylaw 2981, 2019 - Community Charter*
2. *Asset Management Bylaw 2981, 2019*

### **Municipal purposes**

- 7** The purposes of a municipality include
- (b) providing for services, laws and other matters for community benefit,
  - (c) providing for stewardship of the public assets of its community, and
  - (d) fostering the economic, social and environmental well-being of its community.

### **Council as governing body**

- 114** (1) The members of a municipal council are the mayor and the councillors.
- (3) The powers, duties and functions of a municipality are to be exercised and performed by its council, except as otherwise provided under this or another Act, and a council, in exercising or performing its powers, duties and functions, is acting as the governing body of the municipality.

### **Responsibilities of council members**

- 115** Every council member has the following responsibilities:
- (b) to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;

### **Responsibilities of mayor**

- 116** (1) The mayor is the head and chief executive officer of the municipality.
- (2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:
- (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;

### **Chief administrative officer**

- 147** A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:
- (a) overall management of the operations of the municipality;
  - (b) ensuring that the policies, programs and other directions of the council are implemented;
  - (c) advising and informing the council on the operation and affairs of the municipality.

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2981**

**A bylaw to provide for an asset management program aimed at sustainable service delivery**

WHEREAS Council wishes to promote best practices in asset management at the local government level, including by supporting the work of Asset Management BC and the standards set by NAMS Canada;

WHEREAS the City of Courtenay is a host community for a pilot project of the Municipal Natural Assets Initiative;

AND WHEREAS Council has previously provided for asset management within the Corporation of the City of Courtenay by means of Council Policy 1670.00.02;

NOW THEREFORE the Council of the City of Courtenay enacts as follows:

**Citation**

1. This bylaw may be cited for all purposes as *“Asset Management Bylaw No. 2981, 2019”*.

**Definitions**

2. In this bylaw:
  - (a) **“Asset Management”** means the systematic and coordinated activities and practices of an organization to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of Tangible Capital Assets;
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  - (c) **“Asset Management Program”** means a corporation-wide program for the management of the City’s Tangible Capital Assets aimed at achieving Sustainable Service Delivery;
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#### **Asset Management Program**

- 3. The Chief Administrative Officer will establish and maintain an Asset Management Program.
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  - (a) establish and maintain Asset Management Plans, directives, practices, and procedures in accordance with best practices;
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#### **Lifecycle Costing**

- 5. The Chief Administrative Officer will endeavour to provide or to coordinate the provision to Council of all available information and advice pertaining to Lifecycle Costs to facilitate decision-making related to the renewal, upgrade, and acquisition of Tangible Capital Assets.

- Council will consider Lifecycle Costs in all decisions related to the renewal, upgrade, and acquisition of Tangible Capital Assets and in doing so will consider information provided to Council under section 5.

**Severability**

- If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

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Finally passed and adopted time this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



October 23, 2019

Dear Mr. Trudeau,

Please accept our heartfelt congratulations on being elected to Parliament to represent the people of Canada. Your leadership is crucial. We are writing this letter on behalf of the non-partisan, nationwide Climate Caucus. Climate Caucus is made up of mayors and councillors from cities and towns throughout the country who look forward to working with you over the coming years.

Climate change is one of the most pressing threats to our country and its people. It is also a tremendous opportunity. We are committed to working with you to take action in our home communities to reduce carbon emissions and increase resilience to enable residents and municipalities to better deal with the escalating impacts.

We are asking you to:

**Support these high-level principles and policy objectives:**

- **Listen to the scientists** and strengthen Canada's current 2030 climate target to align with the IPCC 1.5 C scenario recommendations.
- **Pursue economic development and diversification:** Your government must advance an economic development strategy that focuses on renewable energy and diversifies the economy away from carbon-intensive industries and employment.
- **Ensure we're on track to meet our targets,** legislate nearer-term emissions reductions targets in five-year intervals and provide transparent climate accountability reports to Canadians annually.
- **Work with Indigenous governments** as full partners in developing and delivering Canada's climate mitigation and adaptation plans, including decisions on revenues from carbon pricing and implementation of the

Greenhouse Gas Pollution Pricing Act.

- **Count forest emissions** and establish a plan to preserve old-growth forests, improve forest health, and begin establishing new forests.
- **Clean our electricity supply** by striving toward 90 percent non-emitting by 2030, and 100 percent by 2050, and **create an electrification strategy** to enable electricity to become Canada's largest energy source by 2050.
- **Deliver a just transition for communities and impacted workers** by providing retraining, support and investing in new forms of employment for affected workers and ensure low- and modest-income households and vulnerable communities are not negatively impacted and share in the opportunities that come with the transition.
- **Implement the Climate Emergency: Urban Opportunity report recommendations** (<https://urbantransitions.global/en/publication/climate-emergency-urban-opportunity/>)

*Refine governance and decision-making:*

- **Appoint a Minister of Climate Change and Communities** with a mandate to implement a just transition for communities and workers in the resource sector, and implement the Climate Emergency: Urban Opportunity recommendations in urban areas, and support communities – rural and urban – in adapting to climate change and creating local resilience.
- **Create a cross-partisan climate caucus** that reports directly to cabinet and is responsible for advising cabinet on bold, achievable climate action and a just transition for the most vulnerable.
- **Map out a transparent climate action vision** that shows how each order of government can assist the federal government in meeting its 2025 and 2030 climate targets and ensure funding and capacity-building is in place to enable local governments to undertake necessary action to meet these expectations.

*Support FCM policy recommendations:*

- **Permanently double the Gas Tax Fund** transfer to renew roads, bridges and water systems and address green infrastructure deficits to better support Canadians' quality of life. Then boost its annual growth to 3.5 percent to keep up with escalating costs.
- **Rapidly scale up dedicated federal funding for critical disaster mitigation and climate adaptation projects.**
  - Immediately top up the Disaster Mitigation and Adaptation Fund to unlock ready-to-go projects, with \$2 billion in new funding available from 2020-21 to 2023-24.
  - Commit to developing an ambitious, long-term investment plan for disaster mitigation and adaptation, with a new minimum 20-year time frame and at least \$1 billion in new annual funding starting in 2024-25.
  - Urgently engage municipal, provincial, territorial and Indigenous partners to assess the state of adaptation efforts and the scale of investment needed to make cities and communities in Canada resilient over the long term.
- **Launch a permanent, direct federal funding mechanism for 21<sup>st</sup> century public transit.** Maintain existing funding commitments through 2027-28, then commit \$34 billion until 2037-38.
- **Accelerate the mass adoption of low- to zero-emission transit and municipal fleet vehicles** by investing \$300 million annually for 10 years, starting in 2020-21, enabling replacement of half the diesel buses on the road today with fully electric models by 2030.
- **Create a targeted program to update Canada's flood plain maps** – investing \$500 million over five years to support municipal and provincial/territorial partners in updating, assessing, mapping and mitigating flooding risks.

- **Create a market rental preservation program** in collaboration with municipalities, with incentives to repair/retrofit lower-cost properties. (\$250 million/year)

Thank you for your time and consideration of these recommendations. We look forward to the opportunity to meet with you and work with you over the coming years to help reduce climate risk for all people in Canada. We know that countries that lead on developing and implementing climate solutions will reap rewards in terms of job creation, a stronger sustainable economy and a more stable climate.

On behalf of our members,

Lisa Helps, Mayor, Victoria, BC / [LHelps@victoria.ca](mailto:LHelps@victoria.ca)

Rik Logtenberg, Councillor, Nelson, BC / [rlogtenberg@nelson.ca](mailto:rlogtenberg@nelson.ca)

Andrew Stevens, Councillor, Regina, SK / [astevens@regina.ca](mailto:astevens@regina.ca)

Robert Kiley, Councillor, Kingston, ON / [rkiley@cityofkingston.ca](mailto:rkiley@cityofkingston.ca)

Ben Henderson, Councillor, Edmonton, AB / [ben.henderson@edmonton.ca](mailto:ben.henderson@edmonton.ca)



## BRIEFING NOTE

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**To:** Council

**File No.:** 0620-20

**From:** Chief Administrative Officer

**Date:** November 18, 2019

**Subject:** Outcomes of Strategic Priorities 2019-2022 Check-in - October 15/16 2019

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### ISSUE:

The purpose of this Briefing Note is to provide council members with the outcomes of the recent workshop to review and add project detail to Council's existing Strategic Priorities.

### BACKGROUND:

Earlier in 2019 the Mayor expressed an interest in engaging Dr. Gordon McIntosh to, using his particular methodology, lead a workshop for council members and senior staff to check-in on the adopted Strategic Priorities 2019-2022.

One aim was to add a NOW and NEXT sequencing to Council's priorities as well as identify their Advocacy and/or Partnerships that represent their interests generally outside their Area of Concern (The policy, works and programming matters that fall within Council's jurisdictional authority to act). Another aim was to include more detail plus intended completion dates at the Project-level for staff.

### KEY CONSIDERATIONS:

All flipcharts from the workshop were photographed and support staff took scrupulous notes. The attached document is the result. The front-side contains the existing thematic strategic priorities while the reverse-side provides the new information gathered live at the workshop which is more dynamic. The intent is to update the reverse-side information as applicable and provide subsequent versions to Council as part of quarterly periodic reporting then accumulated for eventual inclusion in the Annual Report.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### *Attachments:*

1. *Double-sided "Strategic Priorities 2019-2022 and Strategic Priorities Chart November 18, 2019 Version 1".*

# STRATEGIC PRIORITIES 2019 – 2022

We focus on organizational & governance excellence	We proactively plan & invest in our natural & built environment	We actively pursue vibrant economic development	We plan & invest in methods of multi-modal transportation	We support diversity in housing & reasoned land use planning	We continually invest in our key relationships
<ul style="list-style-type: none"> <li>● Support and encourage initiatives to improve efficiencies</li> <li>● Recognize staff capacity is a finite resource and support staff training and development</li> <li>● Communicate appropriately with our community in all decisions we make</li> <li>● Responsibly provide services at levels which the people we serve are willing to pay</li> <li>● Value community safety and support our protective services</li> </ul>	<ul style="list-style-type: none"> <li>● Focus on asset management for sustainable service delivery</li> <li>▲ Look for regional infrastructure solutions for shared services</li> <li>▲ Support actions to address Climate</li> <li>■ Change mitigation &amp; adaptation</li> <li>● Make progress on the objectives of the BC Climate Action Charter</li> <li>● Advocate, collaborate and act to reduce air quality contaminants</li> <li>▲ Support social, economic &amp; environmental sustainability solutions</li> </ul>	<ul style="list-style-type: none"> <li>● Engage with businesses and the public to continue revitalizing our downtown</li> <li>▲ Continue to support Arts and Culture</li> <li>● Work with the business and development sectors to mutually improve efficiencies</li> <li>▲ Continue to explore innovative and effective economic development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>● Move forward with implementing the City's Transportation Master Plan</li> <li>▲ Collaborate with regional and senior government partners to provide cost-effective transportation solutions</li> <li>● Explore opportunities for Electric Vehicle Charging Stations</li> </ul>	<ul style="list-style-type: none"> <li>● Complete an update of the City's OCP and Zoning Bylaws</li> <li>● Assess how city-owned lands can support our strategic land purchases and sales</li> <li>▲ Identify and support opportunities for lower cost housing and advocate for senior government support</li> <li>● Encourage and support housing diversity</li> <li>● Continue to develop and revisit all infrastructure master plans</li> </ul>	<ul style="list-style-type: none"> <li>● Build on our good relations with</li> <li>■ K'ómoks First Nation and practice Reconciliation</li> <li>● Value and recognize the importance of our volunteers</li> <li>● Consider effective ways to engage with and partner for the health and safety of the community</li> <li>▲ Advocate and cooperate with</li> <li>■ local and senior governments on regional issues affecting our community</li> <li>● Support improving accessibility to all City services</li> </ul>



## 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



CITY OF  
**COURTENAY**

# STRATEGIC PRIORITIES CHART

Nov. 2019 Version 1

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY / PARTNERSHIPS
<ol style="list-style-type: none"> <li>1. OCP – Consultation Process (public input/consult report) ●</li> <li>2. Short Term Rental Policy: Research ●</li> <li>3. Finance Select Committee: Report ●</li> <li>4. 5th St./6th St. Bridges: Open House in November ●</li> <li>5. Borrowing Bylaw: Process ●</li> </ol>	<ul style="list-style-type: none"> <li>● Organics Facility Decision (CVRD) ▲■</li> <li>● Property Tax Allocation: Waste Man ■</li> <li>● North Connector – Signage (MoTI) ▲■</li> <li>● Truck Route Designation (MoTI) ▲■</li> <li>● Reconciliation Ideas: KFN ■</li> <li>● IR2 Services: KFN ■</li> <li>● Kus Kus Sum Site: KFN ■</li> <li>● 6<sup>th</sup> Street Bridge: Grant Application ■</li> <li>● Liquid Waste Management Plan (CVRD) ▲</li> <li>● Small Business Tax Options (UBCM) ■</li> <li>● RCMP Annual Review ▲■</li> <li>● Air Shed Quality Report (CVRD) ●▲</li> <li>● Housing Need Assessment: Report ●▲</li> </ul>
NEXT	
<ul style="list-style-type: none"> <li>● Liquid Waste Management Plan ●</li> <li>● Greenway Connectivity Study ●▲</li> <li>● Economic Development Contract ●▲</li> <li>● Financial Policies: Debt/Surplus Reserves ●</li> <li>● City Land Strategy/Acquisition ●</li> <li>● Housing Need Assessment ●</li> </ul>	

## OPERATIONAL STRATEGIES (CAO/Staff)

<p><b>CHIEF ADMINISTRATIVE OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Finance Select Committee – Report Dec '19</li> <li>2. Kus Kus Sum – MOU Extension Dec '19</li> <li>3. Work Plan/Budget: Schedule Apr '20                             <ul style="list-style-type: none"> <li>● Regulatory Services/Government Report</li> <li>● Business Performance Pilot Project – 6 mo. review</li> <li>● Economic Development Contract</li> </ul> </li> </ol>	<p><b>DIRECTOR LEGISLATIVE &amp; CORPORATE SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Air Quality Initiative (Dep. on CVRD): Report Dec '19</li> <li>2. New Smoking/Nuisance Bylaws: Draft Dec '19</li> <li>3. Borrowing Bylaw: Approval Process Jan '20                             <ul style="list-style-type: none"> <li>● CoW Agenda Format/Report</li> </ul> </li> </ol>
<p><b>DIRECTOR FINANCIAL SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Grant-in-Aid Policy: Draft Dec '19</li> <li>2. Draft Borrowing Bylaws: Prepare Jan '20</li> <li>3. Budget Process Schedule Dec '19                             <ul style="list-style-type: none"> <li>● Financial Policies</li> <li>● Asset Retirement Obligations (PSAB)</li> </ul> </li> </ol>	<p><b>DIRECTOR DEVELOPMENT SERVICES</b></p> <ol style="list-style-type: none"> <li>1. OCP Background Report Jan '20</li> <li>2. Short Term Rental: Research Jan '20</li> <li>3. Downtown Playbook: Update Feb '20                             <ul style="list-style-type: none"> <li>● Building Bylaw</li> <li>● SDS Bylaw: Update</li> </ul> </li> </ol>
<p><b>DIRECTOR ENGINEERING SERVICES</b></p> <ol style="list-style-type: none"> <li>1. 5<sup>th</sup> St. Bridge/6<sup>th</sup> St. Bridge: Open House Nov '19</li> <li>2. Greenwood Sewer Trunk: Approval Nov '19</li> <li>3. S. Courtenay Servicing: Process Approval Nov '19                             <ul style="list-style-type: none"> <li>● Willemar Culvert: Update</li> <li>● Liquid Waste Management Plan</li> <li>● Integrated Rainwater Management Plan</li> </ul> </li> </ol>	<p><b>DIRECTOR PUBLIC WORKS SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Collection Contract Nov '19</li> <li>2. Water/Sewer Master Plans: Adoption Dec '19</li> <li>3. Public Works Building: Business Case Nov '19                             <ul style="list-style-type: none"> <li>● Downtown Parking Study</li> <li>● Bike Lane/SOS Update</li> <li>● Asset Management Plan 20 Year: Draft</li> </ul> </li> </ol>
<p><b>DIRECTOR RECREATION &amp; CULTURAL SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Cultural Space: Assessment Feb '20</li> <li>2. Parks and Rec M. Plan: Implementation Plan Mar '20</li> <li>3. Greenspace Connectivity Plan: ToR Feb '20                             <ul style="list-style-type: none"> <li>● Pool Analysis: Scope</li> <li>● Sponsorship Program</li> </ul> </li> </ol>	<p><b>PROTECTIVE SERVICES</b></p> <ol style="list-style-type: none"> <li>1. East Courtenay Fire Hall: Approval Mar '20</li> <li>2. RCMP Contract: Review Mar '20</li> </ol>



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**Minutes of a Parks & Recreation Advisory Commission Meeting  
Held at The LINC – Multipurpose Room, September 12<sup>th</sup>, 2019 at 6:30 p.m.**

**Call to Order**

The meeting was called to order at 6:35 p.m.

**Adoption of Previous Meeting Minutes**

**MINUTES** Moved by Tom and seconded by Iris that the minutes of the Parks & Recreation Advisory Commission meeting on Thursday, June 6, 2019, to be adopted as read.  
**Carried**

**Agenda Items**

**PRAC APPOINTMENTS** Bill Green and Erik Eriksson were officially appointed to PRAC by Council on July 15<sup>th</sup>, 2019.

**RANDY WIWCHAR  
ACKNOWLEDGEMENT** Update was given on the Randy Wiwchar acknowledgement.

**CAPITAL PROGRAM** Update was given on current capital program projects.

**COURTHOUSE TABLES** Staff to asses options for tables in front of courthouse and to report back to Commission.

**PHYSICAL LITERACY** Update was given on the Physical Literacy for Communities grant.

**REGIONAL RECREATION PASS  
UPDATE** The regional recreation pass is to be designed for low income residents. Sports Commission sent a letter to City of Courtenay, Town of Comox, and Village of Cumberland describing the intent.

**New Business**

**SECRETARY ROLE** Carolyn stepped down as Secretary, and Bill was appointed as the new Secretary.

**LAWRENCE BURNS PARK** Commission asked staff to develop and design Lawrence Burns park. Staff to report back to Commission.

**Next Meeting**

Thursday, November 7, 2019 at 6:30 p.m.

**Adjournment**

The meeting was adjourned at 8:30 p.m.



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2981

**A bylaw to provide for an asset management program aimed at sustainable service delivery**

WHEREAS Council wishes to promote best practices in asset management at the local government level, including by supporting the work of Asset Management BC and the standards set by NAMS Canada;

WHEREAS the City of Courtenay is a host community for a pilot project of the Municipal Natural Assets Initiative;

AND WHEREAS Council has previously provided for asset management within the Corporation of the City of Courtenay by means of Council Policy 1670.00.02;

NOW THEREFORE the Council of the City of Courtenay enacts as follows:

**Citation**

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\_\_\_\_\_  
Mayor

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