

**CORPORATION OF THE CITY OF COURTENAY
COMMITTEE OF THE WHOLE MEETING AGENDA**

Date: January 25, 2021
Time: 4:00 p.m.
Location: City Hall Council Chambers

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

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M192 Local Government Meetings & Bylaw Process (COVID-19) Order No. 3 implemented changes to its open Council meetings.

In the interest of public health and safety, and in accordance with section 3(1) of Ministerial Order No. 3 M192, in-person attendance by members of the public at Council meetings will not be permitted until further notice. Council meetings are presided over by the Mayor or Acting Mayor with electronic participation by Council and staff via live web streaming.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

Pages

1. STAFF REPORTS/PRESENTATIONS

1.1. CAO and Legislative Services

1.1.1. Inspector Mike Kurvers, Comox Valley RCMP - 2020 Third Quarter Report Presentation

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- 1.2. Financial Services
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2. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 2.1. Comox Valley Regional District (CVRD) - Regional Parks Service Proposal 23
- 2.2. City of North Vancouver - Letter to Minister of Environment and Climate Change Strategy - Province-wide Ban on Anticoagulant Rodenticides 25

3. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 3.1. Finance Select Committee (Council Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options) - Meeting Minutes - February 10, 2020 27

Suggested Resolution:

"THAT the Finance Select Committee (Council Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options) meeting minutes for February 10, 2020, be received for information."

4. RESOLUTIONS OF COUNCIL

- 4.1. Finance Select Committee (Council Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options)

Suggested Resolution:

"THAT Council support the recommendation made by the Finance Select Committee (Council Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options) at its January 15th, 2021 meeting and amend the timeline identified in Section 6 Reporting, of the committee's Terms of Reference to read:

*"...the Committee will submit its findings and recommendations in a written report to Council no later than **January 31st, 2022.**"*

4.2. In Camera Meeting

THAT a Special In-Camera meeting closed to the public will be held January 25th, 2021 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

5. ADJOURNMENT



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Mayor Bob Wells
830 Cliffe Avenue
Courtenay B.C. V9N 2J7

OIC RCMP
Comox Valley Detachment
800 Ryan Road
Courtenay, B.C. V9N 7T1

Dear Mayor Wells

Re: City of Courtenay Quarterly Report

October 1st to December 31st, 2020

The Comox Valley Royal Canadian Mounted Police (RCMP) will be providing quarterly updates on policing in the community. This will include Calls for Service (CFS), crime types and Traffic statistics. Quarterly reporting reports will coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community priorities.

First Quarter: April 1st to June 30th
Second Quarter: July 1st to September 30th
Third Quarter: October 1st to December 31st
Fourth Quarter: January 1st to March 31st

2020 3RD QUARTER COMMUNITY REPORT - COURTENAY

CALLS FOR SERVICE

Relative to 2019, there was a 6 percent increase in the number of Calls for Service in the third quarter of the current year for Courtenay.

Canada

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RCMP GRC 2823 (2002-11) WPT

Year	Oct	Nov	Dec	Grand Total
2019	1071	1067	1198	3336
2020	1310	1180	1055	3545
Percent Change	22%	11%	-12%	6%

TRAFFIC

Relative to 2019, there were 70 more Traffic files in the third quarter of the current year for Courtenay. This increase in files was driven in large part due to proactive policing by the Bike Unit.

Year	Oct	Nov	Dec	Grand Total
2019	107	85	88	280
2020	143	105	102	350
Percent Change	34%	24%	16%	25%

PROPERTY CRIME

Relative to 2019, there were 28 fewer Break and Enter files in the third quarter of the current year for Courtenay.

Year	Oct	Nov	Dec	Grand Total
2019	20	20	33	73
2020	13	12	20	45
Percent Change	-35%	-40%	-39%	38%

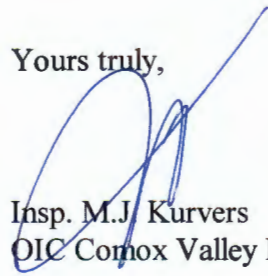
Relative to 2019, there 35 more Theft from Motor Vehicle files in the third quarter of the current year for Courtenay.

Year	Oct	Nov	Dec	Grand Total
2019	15	11	24	50
2020	33	21	31	85
Percent Change	120%	90%	29%	70%

CRIME REDUCTION – PROLIFIC OFFENDERS

In Courtenay, there were three individuals who were each negatively linked to more than 20 files in the second quarter of 2020. Mental health issues were known to contribute to their contact with police. Two of these individuals had transient lifestyles and one was a youth.

Yours truly,



Insp. M.J. Kurvers
 OIC Comox Valley Detachment



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Mayor Bob Wells
830 Cliffe Avenue
Courtenay B.C. V9N 2J7

OIC RCMP
Comox Valley Detachment
800 Ryan Road
Courtenay, B.C. V9N 7T1

Dear Mayor Wells

Re: City of Courtenay Quarterly Report

July 1st to September 30th, 2020

The Comox Valley Royal Canadian Mounted Police (RCMP) will be providing quarterly updates on policing in the community. This will include Calls for Service (CFS), crime types and Traffic statistics. Quarterly reporting reports will coincide with the Comox Valley RCMP Annual Performance reporting time lines in conjunction with Community priorities.

First Quarter: April 1st to June 30th
Second Quarter: July 1st to September 30th
Third Quarter: October 1st to December 31st
Fourth Quarter: January 1st to March 31st

2020 2ND QUARTER COMMUNITY REPORT - COURTENAY

CALLS FOR SERVICE

Relative to 2019, there was an 8 percent increase in the number of Calls for Service in the second quarter of 2020 for Courtenay.

Canada

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RCMP GRC 2823 (2002-11) WPT

Year	Jul	Aug	Sep	Grand Total
2019	1296	1313	1143	3752
2020	1466	1341	1234	4041

TRAFFIC

For Courtenay, there were 13 more Traffic Offences in the second quarter 2020 as in the same months of the previous year.

Year	Jul	Aug	Sep	Grand Total
2019	131	104	97	332
2020	121	95	129	345

PROPERTY CRIME

For Courtenay, there were 11 fewer Break and Enter files in the second quarter of 2020 relative to the same months of the previous year.

Year	Jul	Aug	Sep	Grand Total
2019	24	17	19	60
2020	22	20	7	49

For Courtenay, there was a 22 percent increase in Theft from Motor Vehicle files in the second quarter of 2020 relative to the same months of the previous year.

Year	Jul	Aug	Sep	Grand Total
2019	32	23	42	97
2020	52	40	26	118

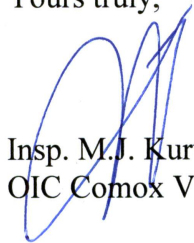
CRIME REDUCTION – PROLIFIC OFFENDERS

In Courtenay, there were four individuals who were each negatively linked to more than 20 files in the second quarter of 2020. These individuals are known to be dealing with issues such as addictions, mental health, and homelessness.

POLICE AND COMMUNITY RELATIONS

Comox Valley RCMP continues to maintain open lines of communication with all of their partnering agencies. Liaison positions have been established in a number of community groups to ensure that timely information and attention is given to important issues arising in our communities. Comox Valley detachment has embraced reaching out and receiving information from our communities through social media. Comox Valley also maintains a close relationship with School District 71 to encourage and establish relationships with our youth.

Yours truly,



Insp. M.J. Kurvers
OIC Comox Valley Detachment



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT TO COUNCIL

To: Council
From: Interim Chief Administrative Officer
Subject: COVID-19 Safe Restart Grants for Local Governments

File No.: 1970-02
Date: January 25, 2021

PURPOSE:

The purpose of this report is to provide Council with a recommended use of the **\$4,149,000** received under the COVID-19 Safe Restart Grant for Local Governments funding stream.

POLICY ANALYSIS:

Under Section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by the Minister of Municipal Affairs and Housing.

Annual auditing and reporting under Section 167 of the *Community Charter* will apply to the use of these funds.

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan adopted annually by May 15 each year.

EXECUTIVE SUMMARY:

The COVID-19 pandemic continues to impact the City's financial situation and staff have been carefully monitoring the City's financial position as the situation evolves. There have been several changes to the legislation that governs local government finance issued by the Province during the pandemic and staff have informed Council of these changes and impacts to the City through previous updates. In November, 2020 Mayor and Council were notified that the City would be receiving \$4,149,000 of COVID-19 Safe Restart funding to assist with the increased operating costs and lower revenue as a result of the pandemic. This report will focus on providing Council with a recommended use of these funds in 2020 and the upcoming 2021-2025 Financial Plan.

CAO RECOMMENDATIONS:

That based on the January 25th, 2021 staff report "COVID 19 – Safe Restart Grants for Local Governments" that Council direct staff to incorporate the attached 2020-2022 Proposed use of COVID-19 Safe Restart Grant for Local Governments in the 2020 year end and 2021-2025 Financial Plan; and

That Staff be directed to pay back the gaming fund \$725,000 for the 2020 fiscal year to recognize the lost revenue in the fund and use the COVID-19 Safe Restart Grant to fund Policing and the Infrastructure Reserve contribution in 2020.

Respectfully submitted,



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

As a result of the COVID-19 outbreak, the City of Courtenay continues to experience negative financial impacts and expects this to continue into 2021 and potentially beyond. Other sources of revenue that the City relies on besides taxation have been impacted, such as recreation revenue, gaming funds, and interest earnings. The City is also impacted by additional cost pressures related to modifying facilities, providing additional sanitation, signage, etc. to comply with health and safety requirements.

Since the pandemic began Council and staff have made every effort to maintain operations within the current 2020 operating budget which has been extremely challenging.

On November 2, 2020 the City of Courtenay received notification from the Ministry of Municipal Affairs and Housing that Courtenay will be receiving a **\$4,149,000** grant under the COVID-19 Safe Restart Grant for Local Governments funding Stream.

This funding stream is part of the joint Federal/Provincial funding to support local government and will provide up to \$425 Million for local government operations impacted by COVID-19. This funding will support local governments facing increased operating costs and lower revenues due to COVID-19.

DISCUSSION:

The letter from the Deputy Minister (Attachment #1) outlines the eligible costs for funding will include:

- Addressing revenue shortfalls;
- Facility reopening and operating costs;
- Emergency planning and response costs;
- Bylaw enforcement and protective services like fire protection and police;
- Computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- Services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- Other related costs

In addition, the City will be required to report on the use of the funds in a schedule in the annual audited financial statements.

There has been no other formal communication from the Province on the reporting requirements and use of these funds to date. However, the Government Finance Officers Association of BC has formed a committee and is liaising with the Ministry to compile questions from Finance Officers and relaying the collective responses back to local governments through an online forum setting. To date there are some responses that Council should consider:

- The primary use of this grant is for operation impacts.
- Grant cannot be used to reduce 2021 taxes (or keep taxes artificially low)
- This grant can only be used for capital in limited circumstances, including building restart, upgrade and retrofit costs to address COVID-19.
- Can be used for repayment of funds borrowed from reserves or repay outstanding revenue anticipation borrowing to address COVID-19.
- This grant will not impact other funding programs.
- Local Governments must indicate how much funding is earmarked for lost revenue.
- The Province anticipates local governments will use this money through 2020, 2021 and maybe 2022
- Local Governments need to be careful about the prohibition on assistance to business

Staff have prepared a recommendation for the use of these funds (Attachment #2) based on the information provided by the Province and taking into account the reporting requirements. The Finance Select Committee has reviewed and supports this funding strategy.

Gaming Fund

Staff estimate a total loss of approximately \$1.5M of gaming revenue between 2020 and 2021. Council's past practice is to only spend revenue received from the previous year, which has allowed most of the 2020 funding strategy to proceed as planned this year. However, 2021 and future years will be impacted and Council's current approved funding strategy cannot be maintained into the future if not replenished. Staff are recommending that \$725,000 in 2020 and another \$725,000 in 2021 of the restart grant be used to fund the annual policing contract and infrastructure reserve contribution that would otherwise be sourced from gaming. This will allow the gaming fund to remain at the adequate level to maintain Council's funding strategy and continue with the practice of utilizing only previous year revenues.

Other Revenue Shortfalls

Staff are currently working on the 2020 fiscal year end and financial statements. The final figures are not available yet, however it is estimated that the City will experience a total loss in recreation revenue in 2020 of \$1.5M and \$65,000 in investment income. These are both eligible areas to use this funding in 2020. During the pandemic staff made every effort to stay within the 2020 operating budget without taking into account any new grant funding. Any surplus resulting from utilizing these funds in 2020 would ultimately end up in the City's prior year surplus and become available for use in the 2021-2025 financial plan at Council's discretion. Staff also recommend setting aside another \$550,000 for use in 2021 to offset further potential lost recreation revenue.

2021 Budget Items

The 2021-2025 Financial Plan preparations are underway and it is recommended that the following items utilize the restart grant as a funding source instead of general taxation revenue:

- City Hall Renovations to allow for safe reopening - \$100,000
- Bylaw Enforcement, Additional Support - \$84,000
- Downtown Washroom for Public and Vulnerable - \$200,000

Other Remaining Funds

Staff recommend leaving the remaining balance of \$200,000 available for other unexpected costs, revenue losses, or use at Council's discretion that are within the eligible funding categories outlined by the Province.

ADMINISTRATIVE IMPLICATIONS:

Once the use of these funds are approved, staff will incorporate the adjustments in the 2020 yearend financial statements and 2021-2025 Financial Plan. Staff continue to monitor the financial impacts of COVID-19 and stay abreast of any changing municipal financial legislation. Staff will report back to Council as necessary with any new information affecting the City's financial situation and continue to work on budget preparations for Council consideration in the coming weeks.

ASSET MANAGEMENT IMPLICATIONS:

Not Applicable

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

We actively pursue vibrant economic development

- ▲ Engage with businesses and the public to continue revitalizing our downtown

We continually invest in our key relationships

- Consider effective ways to engage with and partner for the health and safety of the community
- ▲ Support improving accessibility to all City services

- **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:

N/A

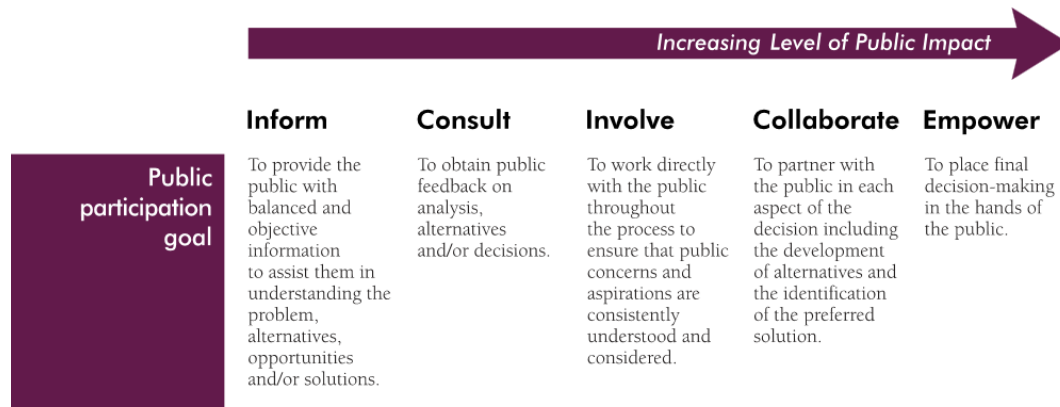
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** 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 direct staff to incorporate the attached 2020-2022 Proposed use of COVID-19 Safe Restart Grant for Local Governments in the 2020 year end and 2021-2025 Financial Plan; and

That Staff be directed to pay back the gaming fund \$725,000 for the 2020 fiscal year to recognize the lost revenue in the fund and use the COVID-19 Safe Restart Grant to fund Policing and the Infrastructure Reserve contribution in.

OPTION 2: That Council amends the 2020-2022 Proposed use of COVID-19 Safe Restart Grant for Local Governments.

OPTION 3: That Council defer the endorsement of the 2020-2022 Proposed use of COVID-19 Safe Restart Grant for Local Governments for further discussion at a later Council meeting.

It should be noted that deferring endorsement may affect preparations of the 2020 year end audited financial statements and 2021-2025 Financial Plan.

Prepared by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

- Attachments: #1 Correspondence from Deputy Minister, Ministry of Municipal Affairs and Housing
#2 2020-2022 Proposed Use of COVID-19 Safe Restart Grant for Local Governments



November 2, 2020

Ref: 257671

David Allen
Chief Administrative Officer
City of Courtenay
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear David Allen:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams (“Development Services” for \$15 million and “Strengthening Communities” for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the “COVID-19 Safe Restart Grants for Local Governments” and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Courtenay** is the recipient of a **\$4,149,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an “adjusted per-capita” amount. The flat amount is \$169,000, and the “adjusted per-capita” amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **27,533** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Jennifer Nelson, Chief Financial Officer, City of Courtenay

Attachment: Example Calculation for a Municipality with 43,000 People

City of Rockridge

Population	43,000
Adjusted Per Capita Funding	\$308.34 per adjusted population
Flat Funding Amount	\$169,000

Funding model

A		B	E = C (up tp 43,000)			
Population Range		C=B-A	D	Rockridge Pop	F = E x D	F
From	to	Range	Adjustment Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 G=ΣF
				Per capita funding		\$308.34 H
				Funding per Adjusted Pop		4,840,938 I=GxH
				Flat Funding Amount		169,000 J
				Total Funding Amount		5,009,938 K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

Funds Received - November, 2020	\$	4,149,000
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Eligible Cost Categories		2020 Actual Forecast	2021 Proposed	2022 Proposed
Revenue Shortfalls	Investment Income	65,000		
	Community Services Revenue (Recreation, Parks, Rental)	1,500,000	550,000	
	Gaming- Police Contract Funding	405,000	405,000	
	Gaming - Infrastructure Reserve Contribution Funding	320,000	320,000	
		2,290,000	1,275,000	-
Facility Reopening and Operating Costs	City Hall Renovations - To allow for reopening		100,000	
		-	100,000	-
Bylaw Enforcement and Protective Services	RCMP Contract Funding - (<i>Gaming Revenue Shortfall above</i>) Additional Bylaw Enforcement Support		84,000	
		-	84,000	-
Services to Vulnerable Persons/Other Related Costs	Downtown Washroom for Public and Vulnerable Other unexpected reopen costs/revenue losses		200,000	
		-	400,000	-
Total Annual Distribution		2,290,000	1,859,000	-
Projected Grant Balance		1,859,000	-	-

January 5, 2021

Sent via email only: wsorichta@courtenay.ca

Mayor and Council
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor and Council:

Re: Regional Parks Service

The Comox Valley Regional District (CVRD) Board at its meeting of December 15, 2020, directed staff to undertake a background study respecting the potential establishment of a regional parks service. In anticipation of this background study and possible service establishment, I am writing to seek any initial feedback from our partner municipalities and gather feedback on the timing of the proposed service initiation process.

As you are likely aware, the CVRD currently operates a rural community parks service, which is similar to a municipal parks service in that it is operated primarily for the benefit of a local community and is funded exclusively by this community. A 'regional' parks service would be a separate and distinct function that would supplement the region's current local government parks services and would provide the ability to collectively work together to acquire, develop and operate significant and specific parkland that would benefit the region as a whole.

While there are many possible roles a regional service could serve, it would be up to the service participants to eventually define what the objectives, priorities and targeted outcomes would be. These could include connecting our core communities through greenways, enabling the acquisition of larger tracts of land, contributing to the conservation and protection of some of our more significant regional natural assets, or others.

The general process that has been proposed respecting the possible establishment of a regional parks service can be summarized as follows:

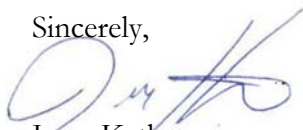
1. **Background Study:** conducted in collaboration with regional partners, this work will review current best practices in other regions offering a regional parks service including governance, service delivery and funding. The study work would also include a review of local parks and greenways plans to identify values, possible projects and existing parks and greenways that may be aligned with a regional service.
2. **Service Establishment:** following the completion of the background study and subject to its findings and the feedback received, the board would then consider initiating the legislative process required to establish the regional parks service. This would require readings being given to a service establishment bylaw followed by written consent being received from each municipal council and electoral area director as well as provincial approval.

3. **Strategic Planning:** once the service has been established staff would embark on the development of a strategic planning process which would specify the objectives, priorities and targeted outcomes for the service, including policy to define the CVRD's role, the role of partnerships and the community, and to guide acquisition, design, development, operations, renewal, use and programming.

As you can appreciate, each step in the above process may take several months to complete. In recognition of this and the current interest and opportunities for a regional parks function, the CVRD Board is requesting your council's feedback on expediting this process by initiating the establishment of the service in advance of completing the collaborative background study. Such an approach could enable the service to be functional within a shortened timeframe and therefore potentially allow any findings of the background study or current opportunities to be acted on sooner. Your feedback on this concept, the general process and any others regarding a regional park service are appreciated.

CVRD staff are available to attend a meeting of your Council to provide any further clarity and respond to questions. If this is desired please contact Mark Harrison, Manager of Parks, Tel: 250-334-6067 or via Email: mharrison@comoxvalleyrd.ca.

Sincerely,



Jesse Ketler
Chair

cc Russell Dyson, Chief Administrative Officer
Trevor Kushner, Interim Chief Administrative Officer, City of Courtenay
Marc Harrison, Manager of Parks



January 11, 2021

Hon. George Heyman, Minister of Environment and Climate Change Strategy and
Minister responsible for Translink

Sent VIA email ENV.Minister@gov.bc.ca

Dear Minister Heyman:

Re: Implementing a Province-wide Ban on Anticoagulant Rodenticides

As Mayor of the City of North Vancouver and on behalf of Council, I want to congratulate you on your recent re-election and appointment to the Executive Council.

Despite the ongoing pandemic resulting from the novel coronavirus, we cannot slow down on our response to the climate emergency. I'm encouraged by your background in solutions-oriented negotiations and policy. Now more than ever we need bold, progressive action.

On the North Shore we have had several owls consume rat poison and become dangerously ill. The use of anticoagulant rodenticides poses serious threats to B.C. wildlife and ecosystems through primary and secondary poisoning of non-target species, and have the potential to harm children and pets. To address this issue locally, Council passed a motion just prior to the 2020 Provincial election to ban the use of anticoagulant rodenticides within the City of North Vancouver.

The motion contained the following active clause:

THEREFORE BE IT RESOLVED THAT the City of North Vancouver create a formal ban on the use of anticoagulant rodenticides on all municipal property and take advantage of opportunities to communicate alternative pest control methods to residents and businesses;

AND THAT Council request that the Mayor write, on behalf of Council, to the Province of BC requesting that the Province ban anticoagulant rodenticides, and that letter be shared with all other local governments in BC.

I therefore humbly request that the Province consider a B.C.-wide ban and find new ways to address the rodent population that does not threaten the wellbeing of other animals dwelling within urban areas.

I appreciate your consideration. Please contact my staff at mayor@cnv.org if you require any additional information.

Yours truly,

Mayor Linda Buchanan

c.c. Bowinn Ma, MLA North Vancouver-Lonsdale
All municipal Councils across B.C. via Clerks Departments

Minutes of a Finance Select Committee (Council Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options) Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, February 10, 2020 at 2:00 p.m.

Attending:

Chair: D. Hillian
Councillors: W. Cole-Hamilton
D. Frisch
M. McCollum

Staff:

D. Allen, CAO
T. Kushner, Deputy CAO - Interim
D. Love, Senior Advisor Strategic Initiatives
J. Nelson, Director of Financial Services
R. Matthews, Executive Assistant
W. Sorichta, Manager of Legislative & Corporate Administrative Services

Regrets:

Mayor: B. Wells

1.00 ADOPTION OF MINUTES

.01 Moved by Cole-Hamilton and seconded by McCollum that the
MINUTES November 15th, 2019 Finance Select Committee meeting minutes be
adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01
BRIEFING NOTE -
DRAFT FINANCE
SELECT COMMITTEE
FINAL REPORT TO
COUNCIL
0550-20

Moved by McCollum and seconded by Cole-Hamilton that the February 10th, 2020 briefing note, “Draft Finance Select Committee Final Report to Council”, be received for information.

Carried

New motion:

Moved by McCollum and seconded by Cole-Hamilton that based on the February 10th, 2020 briefing note, “Draft Finance Select Committee Final Report to Council”, the Finance Select Committee recommends:

That Council support the proposal to extend the mandate of the Finance Select Committee to include the following subjects in an updated Terms of Reference:

- Land Strategy - Disposition: consider policy/process on designating surplus City property to support housing projects (i.e. Co-operative Housing, Habitat for Humanity, Supportive Housing, etc.) versus using proceeds of land sales to support strategic land acquisitions, and/or to fund other City projects (i.e. East Courtenay Fire Hall, new Operations Building, etc.)
- Review Business Cases for significant future capital projects (i.e. related to capital renewal and growth, etc.)
- Review and update financial policies on surpluses and reserves
- Other opportunities

That the mandate for the Finance Select Committee be extended to **January 31st, 2021**; and,

That the briefing note be included as amended on the February 18th, 2020 regular Council agenda.

Carried

7.00 UNFINISHED BUSINESS

8.00 NEW BUSINESS

9.00 ROUND TABLE/COMMITTEE INITIATIVES

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FINANCE SELECT
COMMITTEE
ROUND TABLE &
FUTURE INITIATIVES

The committee members participated in a round table discussion regarding the functions of the committee, participant engagement, future initiatives and next committee meeting date (tentative April 2020 - date to be determined).

10.00 ADJOURNMENT

.01 The meeting adjourned at 3:17 p.m.

CERTIFIED CORRECT

**Chairperson - Alternative Asset Management Funding Sources and
Levels of Service Options Council Select Committee (Finance Select
Committee)**

Adopted this 15th day of January, 2021

Corporate Officer/Deputy Corporate Officer

