

**Minutes of a Committee of the Whole meeting held Monday, November 25, 2019 at 4:00 p.m. in the City Hall Council Chambers.**

**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  
T. Kushner, Director of Public Works Services/Assistant CAO  
I. Buck, Director of Development Services  
J. Nelson, Director of Financial Services  
D. Snider, Director of Recreation and Cultural Services  
N. Gothard, Policy Planner  
R. Matthews, Executive Assistant  
A. Guillo, Manager of Communications

**VARY AGENDA**

**.01** Moved by Hillian and seconded by Theos that Council vary the  
VARY AGENDA November 25<sup>th</sup>, 2019 Committee of the Whole agenda and move item  
SECTION 2.00 2.00 *Internal Reports and Correspondence for Information* ahead on the  
INTERNAL REPORTS agenda to be addressed before item 1.00 *Staff Reports/Presentations*.  
& CORRESPONDENCE **Carried**

**2.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01** Moved by Frisch and seconded by McCollum that the November  
CITY AND 25<sup>th</sup>, 2019 Briefing Note “City and Downtown Business Improvement  
DOWNTOWN Association (BIA) wayfinding proposal” and presentation, be received  
COURTENAY for information.  
BUSINESS **Carried**  
IMPROVEMENT  
ASSOCIATION (BIA)  
WAYFINDING  
PROPOSAL  
6950-04

**.02**  
FINANCE SELECT  
COMMITTEE INTERIM  
REPORT  
NO. 1 - 2019-11-21  
(COUNCIL SELECT  
COMMITTEE ON  
ALTERNATIVE ASSET  
MANAGEMENT  
FUNDING SOURCES  
AND LEVELS OF  
SERVICE OPTIONS)  
0360-20

Moved by Frisch and seconded by Cole-Hamilton that the November 21<sup>st</sup>, 2019 Briefing Note “Finance Select Committee Interim Report No. 1 - 2019-11-21” be received for information.

**Carried**

**New motion:**

Moved by Hillian and seconded by McCollum 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) in the November 21<sup>st</sup>, 2019 briefing note “Finance Select Committee Interim Report No. 1 - 2019-11-21” 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 31<sup>st</sup>, 2020.**”*

**Carried**

## **1.00 STAFF REPORTS/PRESENTATIONS**

**.01**  
GRANT-IN-AID AND  
OTHER FORMS OF  
FINANCIAL SUPPORT  
POLICY 1850.00.04  
REVISION  
1850-01

Moved by Frisch and seconded by Hillian that based on the November 25<sup>th</sup>, 2019 staff report, “Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04 Revision”, Council support OPTION 1 to approve the Provision of Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04 as presented; and

That staff be directed to update the City website and advertise for the 2020 Grant-in-aid applications as soon as possible; and,

That staff be directed to pursue the “Flow-Through Funds” opportunity with the Comox Valley Community Foundation for the 2021 grant year.

**Carried**

**.02**  
RECREATION FEES  
AND CHARGES  
REVIEW  
CONSULTANT  
WORKSHOP -  
BRIAN JOHNSON,  
PERC  
7900-01

Brian Johnson, PERC, presented information to Council following a review of the City of Courtenay recreation fees and charges with funding model options to ensure a practical, transparent, consistent and fair approach to setting fees for recreation facilities, programs and services. The report discussed strategies to develop policies and processes that align fees and subsidy levels with the amount of benefit the community and individuals receive.

Moved by Cole-Hamilton and seconded by Frisch that the City of Courtenay Recreation Fees and Charges Review presentation and hand-out materials be received for information.

**Carried**

**Councillor Cole-Hamilton left Council Chambers at 5:30 p.m.**

**Councillor Cole-Hamilton returned to Council Chambers and took his seat at 5:32 p.m.**

**.03**  
CULTURAL SERVICES  
REPORT AND  
CONSULTANT  
PRESENTATION -  
PATRICIA  
HUNTSMAN,  
PATRICIA HUNTSMAN  
CULTURE +  
COMMUNICATION  
7800-01

Patricia Huntsman, Patricia Huntsman Culture + Communication, presented information to Council related to the City of Courtenay Cultural Services Report, highlighting key strategies, considerations and next steps for cultural service delivery within our community and support the development of an inter-municipal cultural working group and cultural planning process.

The City of Courtenay Cultural Services Report presentation was received for information.

**Councillor McCollum left Council Chambers at 6:04 p.m.**  
**Councillor McCollum returned to Council Chambers and took her seat at 6:06 p.m.**

**Councillor Frisch left Council Chambers at 6:07 p.m.**  
**Councillor Frisch returned to Council Chambers and took his seat at 6:09 p.m.**

Moved by Hillian and seconded by McCollum that based on the November 25<sup>th</sup>, 2019 staff report “Cultural Service Report”, Council adopt OPTION 1 and direct staff to consider the strategies and recommendations contained in the report as part of the annual budget and Five Year Financial Plan process.

**Carried**

### **3.00 RESOLUTIONS OF COUNCIL**

**.01**  
FINANCE SELECT  
COMMITTEE TERMS  
OF REFERENCE  
0360-20

Addressed under item **2.2 *Internal Reports and Correspondence for Information*** of the November 25<sup>th</sup>, 2019 Committee of the Whole agenda.

### **4.00 ADJOURNMENT**

**.01**  
Moved by Hillian and seconded by Frisch that the meeting now adjourn at 6:12 p.m.  
**Carried**

**CERTIFIED CORRECT**

---

**Corporate Officer**

**Adopted this 2<sup>nd</sup> day of December, 2019**

---

**Mayor**