

**INAUGURAL COUNCIL MEETING AGENDA**

**MONDAY, DECEMBER 5, 2011 - 6:00 P.M.**

**OATHS OF OFFICE**

Mayor-Elect C Burger  
Councillor-Elect A. Greir  
Councillor-Elect M. Lefebvre  
Councillor-Elect P. Morrison  
Councillor-Elect W. Neufeld  
Councillor-Elect S. Powell  
Councillor-Elect C. Powell-Davidson

1. **CALL TO ORDER**

2. **ADOPTION OF MINUTES**

a) of the regular meeting of Council held November 21, 2011 - Pages 1 to 5

***Recommendation: THAT the minutes of the regular meeting of Council held November 21, 2011 be adopted.***

3. **APPROVAL OF AGENDA**

4. **INAUGURAL ADDRESS - Mayor Burger**

5. **APPOINTMENT OF ACTING MAYOR**

**THAT** Councillor S. Powell be appointed Acting Mayor for the period December 5, 2011 to June 4, 2012 inclusive;

**AND THAT** Councillor M. Lefebvre be appointed Acting Mayor for the period June 5, 2012 to December 3, 2012 inclusive;

**AND THAT** Councillor A. Greir be appointed Acting Mayor for the period December 4, 2012 to June 3, 2013 inclusive

**AND THAT** Councillor C. Powell-Davidson be appointed Acting Mayor for the period June 4, 2013 to December 2, 2013 inclusive;

**AND THAT** Councillor W. Neufeld be appointed Acting Mayor for the period December 3, 2013 to June 2, 2014 inclusive;

**AND THAT** Councillor P. Morrison be appointed Acting Mayor for the period June 3, 2014 to December 1, 2014 inclusive.

6. **2012 COMMITTEE APPOINTMENTS**

**Mayor - 2012 Committee Appointments - Pages 6 to 7**

*Each year at the first Council meeting in December the Mayor recommends annual voting and liaison appointments to Boards, Commissions and Associations, and required appointments to the Parcel Tax Review Panel.*

**7. COUNCIL APPOINTMENTS (by Mayor)**

**THAT** Mayor C. Burger, Councillor S. Powell and Councillor M. Lefebvre be appointed to the Audit Committee for the period of December 5, 2011 to and including December 3, 2012 inclusive.

**8. PARCEL TAX REVIEW PANEL**

**THAT** Mayor C. Burger and Councillors A. Greir, M. Lefebvre, P. Morrison, W. Neufeld, S. Powell, and C. Powell-Davidson be appointed to the 2012 Parcel Tax Roll Review Panel.

**9. APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (VOTING)**

**THAT** the following Council voting appointments be made to Boards, Commissions and Associations for the period of December 5, 2011 to and including December 3, 2012 inclusive:

- a) **THAT** Mayor C. Burger and Councillor M. Lefebvre be appointed to the Arrowsmith Water Service Management Committee.
- b) **THAT** Mayor C. Burger and Councillor M. Lefebvre be appointed to the Englishman River Water Service Management Committee.
- c) **THAT** Councillor P. Morrison be appointed to the District #69 Recreation Commission.
- d) **THAT** Mayor C. Burger be appointed to the Municipal Insurance Association.
- e) **THAT** Councillor M. Lefebvre be appointed to the Regional District of Nanaimo Board of Directors;  
**AND THAT** Councillor C. Burger be appointed alternate.
- f) **THAT** Councillor S. Powell be appointed to the Vancouver Island Regional Library Board;  
**AND THAT** Councillor C. Powell-Davidson be appointed alternate.

**10. APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (LIAISONS)**

**THAT** the following Council liaison appointments be made to Boards, Commissions and Associations for the period December 5, 2011 to and including December 3, 2012 inclusive;  
**AND THAT** the role of liaison be to facilitate cooperation and communications between the City and the Boards, Commissions and Associations:

- a) **THAT** Councillor P. Morrison be appointed to the Advisory Planning Commission.
- b) **THAT** Mayor C. Burger be appointed to the Communities in Bloom Committee.
- c) **THAT** Mayor C. Burger be appointed to the Mount Arrowsmith Biosphere Reserve.
- d) **THAT** Councillor C. Powell-Davidson be appointed to the Nature Trust Brant Festival.
- e) **THAT** Councillor W. Neufeld be appointed to the Oceanside Community Arts Council.
- f) **THAT** Councillor A. Greir be appointed to the Oceanside Development and Construction Association.

- g) **THAT** Councillor M. Lefebvre be appointed to the Oceanside Healthy Aging Initiative Committee.
- h) **THAT** Councillor W. Neufeld be appointed to the Oceanside Tourism Association.
- i) **THAT** Councillor C. Powell-Davidson be appointed to the Old Age Pensioners Association.
- j) **THAT** Councillor A. Greir be appointed to the Parksville Beach Festival Society.
- k) **THAT** Councillor C. Powell-Davidson be appointed to the Parksville Community and Conference Centre Society.
- l) **THAT** Councillor S. Powell be appointed to the Parksville & District Chamber of Commerce.
- m) **THAT** Councillor W. Neufeld be appointed to the Parksville and District Historical Society.
- n) **THAT** Councillor P. Morrison be appointed to the Parksville Downtown Business Association.
- o) **THAT** Mayor C. Burger be appointed to the Parksville Garden and Parkland Society.
- p) **THAT** Councillor A. Greir be appointed to the Ripple Effect Program (GJJS);  
**AND THAT** Councillor S. Powell be appointed alternate.
- q) **THAT** Councillor S. Powell be appointed to the Oceanside Task Force on Homelessness;  
**AND THAT** Councillor C. Powell-Davidson be appointed alternate.

**11. 2012 MEETING DATES**

- a) Director of Administrative Services - 2012 Meeting Dates - Pages 8 to 10  
*Under the provisions of the Community Charter, once a year a meeting schedule must be made available to the public. Council Procedure Bylaw No. 1386 requires that this be done prior to January 1, 2012.*

***Recommendation: THAT the report from the Director of Administrative Services dated November 28, 2011 entitled "2012 Meeting Dates" be adopted;  
AND THAT the Council meetings scheduled for January 4, 2012, June 4, 2012 be cancelled.***

**12. INVITATION**

All guests in attendance are welcome to join members of Council for light refreshments

**13. ADJOURNMENT**

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# TO BE ADOPTED

CITY OF PARKSVILLE

November 21, 2011

Minutes of the Council meeting held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Monday, November 21, 2011 at 6:00 p.m.

**PRESENT:** His Worship A/Mayor C. Burger

Councillors: A. Greir  
M. Lefebvre  
T. Patterson  
S. Powell  
C. Powell-Davidson

Staff: F. Manson, Chief Administrative Officer  
D. Comis, Director of Administrative Services  
L. Kitchen, Deputy Corporate Administrator  
L. Butterworth, Director of Finance  
R. Harary, Director of Engineering & Operations  
G. Jackson, Director of Community Planning  
D. Tardiff, Communications Officer

The Mayor expressed Council's sincere appreciation, on behalf of the residents of Parksville, for Councillor Teresa Patterson's service, particularly to the youth, to our community during her term on Council and presented her with a bouquet of flowers.

1. **ADOPTION OF MINUTES**

11-231 Lefebvre - Patterson  
THAT the minutes of the Council meeting held November 7, 2011 be adopted.  
CARRIED.

2. **APPROVAL OF AGENDA**

11-232 Powell-Davidson - Powell  
THAT the November 21, 2011 Council meeting agenda be approved. CARRIED.

3. **PRESENTATIONS** - Nil

4. **DELEGATION**

a) Margaret Spruit, representing the Parksville Community and Conference Centre, presented the Centre's 2012 Budget and 5 year projected budget.

5. **CORRESPONDENCE** - Nil

6. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE**

a) **Parksville Community and Conference Centre - 2012 Budget**

11-233 Powell-Davidson - Patterson  
THAT the 2012 budget and 5 year projected budget for the Parksville Community and Conference Centre be approved. CARRIED.

**7. UNFINISHED BUSINESS – Nil**

**8. REPORTS**

**a) Committee of the Whole - November 7, 2011**

11-234 THAT the report from the Committee of the Whole meeting held November 7, 2011 be received and the following recommendations considered:

**(1) Director of Community Planning - Consideration of Council Resolution #11-214 Pertaining to "Deer"**

Powell - Lefebvre

THAT staff be directed to prepare a bylaw which prohibits the feeding of deer within the City boundaries for Council's consideration. CARRIED.

**(2) Parksville Curling Club - Request for Funding**

Greir - Patterson

THAT the City of Parksville contribute \$500 in funding to the Parksville Curling Club for the 2012 Canadian Direct Insurance BC Mens Curling Championship they are hosting from February 7 to 12, 2012;  
AND THAT funding be provided from Council Contingency. CARRIED.

**b) Director of Community Planning - Formal City Position Regarding the Regional District of Nanaimo Regional Growth Strategy**

Lefebvre - Powell

11-235 THAT the report from the Director of Community Planning dated October 20, 2010 entitled "Formal City Position regarding the Regional District of Nanaimo (RDN) Regional Growth Strategy" be received;  
AND THAT the Council of the City of Parksville advise the Regional District of Nanaimo (RDN) that it accepts the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, No. 2011 as presented. CARRIED.

**c) Manager of Human Resources, Occupational Health & Safety - New Personnel Policy - Dealing with Threatening, Abusive, Violent or Potentially Violent Customers**

Greir - Powell

11-236 THAT the report from the Manager of Human Resources, Occupational Health & Safety dated November 15, 2011 entitled "New Personnel Policy – Dealing with Threatening, Abusive, Violent or Potentially Violent Customers" be deferred to the December 19, 2011 meeting of Council. CARRIED.

**d) Chief Administrative Officer - Grant Application - Community Recreation Program Proposed Rathrevor Greenway**

Lefebvre - Greir

11-237 THAT the report from the Chief Administrative Officer dated November 9, 2011 entitled "Grant Application – Community Recreation Program Proposed Rathrevor Greenway" be received;  
AND THAT staff be directed to submit an application under the Community Recreation Program for funding toward construction of the "Rathrevor Greenway" as described in this report;

AND FURTHER THAT staff be authorized to pursue a partnership agreement with the Regional District of Nanaimo for the purposes of funding and construction of the proposed Rathtreavor Greenway. CARRIED.

e) **Chief Administrative Officer - Arrowsmith Water Service 2011 Final Budget and 2012 to 2016 Financial Plan**

11-238 Greir - Lefebvre  
THAT the report from the Chief Administrative Officer dated November 17, 2011 entitled "Arrowsmith Water Service 2011 Final Budget and 2012 - 2016 Financial Plan" be received;  
AND THAT Council approve the 2011 Arrowsmith Water Service (AWS) Final Budget as outlined on Table 1 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated October 20, 2011 from the AWS Management Committee to the AWS Management Board;  
AND THAT Council approve the 2012 – 2016 AWS Financial Plan as outlined on Table 2 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated October 20, 2011 from the AWS Management Committee to the AWS Management Board;  
AND THAT staff be directed to include the 2011 AWS Final Budget changes in the City's 2011 – 2015 revised Financial Plan for Councils consideration;  
AND FURTHER THAT staff be directed to include the AWS 2012 – 2016 Financial Plan amounts in the City's 2012 – 2016 Financial Plan for Council's consideration. CARRIED.

f) **Chief Administrative Officer - Englishman River Water Service 2011 Final Budget and 2012 to 2016 Financial Plan**

11-239 Powell – Powell-Davidson  
THAT the report from the Chief Administrative Officer dated November 17, 2011 entitled "Englishman River Water Service 2011 Final Budget and 2012 - 2016 Financial Plan" be received;  
AND THAT Council approve the 2011 ERS Final Budget as outlined on Table 1 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated November 9, 2011 from the ERWS Management Committee to the ERWS Management Board;  
AND THAT Council approve the 2012 – 2016 ERWS Financial Plan as outlined on Table 2 attached to the 2011 Final Budget and 2012 – 2016 Financial Plan report dated November 9, 2011 from the ERWS Management Committee to the ERWS Management Board;  
AND THAT staff be directed to include the 2011 ERWS Final Budget changes in the City's 2011 – 2015 revised Financial Plan for Councils consideration;  
AND FURTHER THAT staff be directed to include the ERWS 2012 – 2016 Financial Plan amounts in the City's 2012 – 2016 Financial Plan for Councils consideration. CARRIED.

g) **Chief Election Officer - 2011 Municipal Election Results**

11-240 Powell – Powell-Davidson  
THAT the determination of Election Results and the Declaration of Official Election Results by the Chief Election Officer for the 2011 General Local Elections, be received. CARRIED.

9. **BYLAWS** - Nil

10. NOTICE OF MOTION

a) Councillor Powell - Permissive Taxation Exemption

11-241 Powell – Powell-Davidson  
WHERE AS Section 15 (1) of the Health Authority Act provides an exemption from property taxation if the property is being used for the "purposes" of the Health Authority Act;  
AND WHERE AS the "purposes" of the Health Authority Act has been broadly determined to include:

- The establishment and maintenance of minimum provincial healthcare standards through provincial government mandate,
- The co-ordination of regional healthcare service planning and delivery (including providing housing for low-income citizens, seniors, and mentally and physically handicapped persons) through regional health authorities, and
- Providing a municipal tax exemption for property owned by regional health authorities that is being used for, or to support, the delivery of regional healthcare services;

AND WHERE AS the Property Assessment Appeal Board and the Supreme Court of British Columbia have determined that privately operated congregate care facilities located on Health Authority Land and privately held doctor offices located in hospitals are exempt from property taxation as those properties were determined to be being used for the "purposes" of the Health Authority Act;  
AND WHERE AS the Provincial Government has since amended the Health Authority Act to further require that before an exemption is granted the Health Authority property is also being used "by or on behalf of the Health Authority" for the purposes of the Health Authority Act;  
AND WHERE AS this amendment does not take effect to limit existing exemptions until the 2016 taxation year;  
THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island and Coastal Communities lobby the Provincial Government to further amend the Health Authority Act to immediately exclude from property tax exemption any for profit congregate care facilities located on Health Authority properties.  
CARRIED.

b) Councillor Lefebvre – Private Members Bill

Councillor Lefebvre advised he will be bringing forward a motion at a future meeting of Council regarding Council's support for a Private Members Bill, put forward by Member of Parliament Olivia Chow, for a National Public Transit Strategy to be developed with the support of the Federal Government.

11. NEW BUSINESS - Nil

12. SPECIAL BUSINESS - Nil

13. ADJOURNMENT

It was moved by Councillor Patterson and seconded by Councillor Powell-Davidson that the meeting adjourn. CARRIED.

The meeting adjourned at 7:01 p.m.

Certified Correct.

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A/Mayor



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Corporate Officer



## **COUNCIL APPOINTMENTS**

### **DECEMBER 5, 2011 - DECEMBER 3, 2012**

#### **ACTING MAYOR APPOINTMENTS**

December 5, 2011 to June 4, 2012 (inclusive)	Councillor S.E. Powell
June 5, 2012 to December 3, 2012 (inclusive)	Councillor M. Lefebvre
December 4, 2012 to June, 3, 2013 (inclusive)	Councillor A.R. Greir
June 4, 2013 to December 2, 2013 (inclusive)	Councillor C.J. Powell-Davidson
December 3, 2013 to June 2, 2014 (inclusive)	Councillor W.J. Neufeld
June 3, 2014 to December 1, 2014 (inclusive)	Councillor P. Morrison

#### **AUDIT COMMITTEE**

Audit Committee	Mayor C.R. Burger Councillor S.E. Powell Councillor M. Lefebvre
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#### **PARCEL TAX ROLL REVIEW PANEL**

Community Charter Section 203 (1)	All Members of Council
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#### **APPOINTMENTS TO BOARDS, COMMISSIONS AND ASSOCIATIONS (VOTING)**

Arrowsmith Water Service Management Committee	Mayor C.R. Burger Councillor M. Lefebvre
Englishman River Water Service Management Committee	Mayor C.R. Burger Councillor M. Lefebvre
District #69 Recreation Commission	Councillor P. Morrison
Municipal Insurance Association of BC	Mayor C.R. Burger
Regional District of Nanaimo Board of Directors Alternate:	Councillor M. Lefebvre Mayor C.R. Burger
Vancouver Island Regional Library Board Alternate:	Councillor S.E. Powell Councillor C.J. Powell-Davidson

**APPOINTMENTS TO BOARDS, COMMISSIONS AND ASSOCIATIONS (LIAISONS)**

Role of liaison is to keep lines of communication open between Council and the respective committees, societies and groups. Liaison is not a voting member.

Advisory Planning Commission	Councillor P. Morrison
Communities in Bloom Committee	Mayor C.R. Burger
Mount Arrowsmith Biosphere Reserve	Mayor C.R. Burger
Nature Trust Brant Festival	Councillor C.J. Powell-Davidson
Oceanside Community Arts Council	Councillor W.J. Neufeld
Oceanside Development & Construction Association	Councillor A.R. Greir
Oceanside Healthy Aging Initiative Committee	Councillor M. Lefebvre
Oceanside Tourism Association	Councillor W.J. Neufeld
Old Age Pensioners Association	Councillor C.J. Powell-Davidson
Parksville Beach Festival Society	Councillor A.R. Greir
Parksville Community & Conference Centre Society	Councillor C.J. Powell-Davidson
Parksville and District Chamber of Commerce	Councillor S.E. Powell
Parksville and District Historical Society	Councillor W.J. Neufeld
Parksville Downtown Business Association	Councillor P. Morrison
Parksville Garden and Parkland Society	Mayor C.R. Burger
Ripple Effect Program (GJJS) Alternate:	Councillor A.R. Greir Councillor S.E. Powell
Oceanside Task Force on Homelessness Alternate:	Councillor S.E. Powell Councillor C.J. Powell-Davidson

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**REPORT TO COUNCIL**

November 30, 2011

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**FROM: DEBBIE COMIS, DIRECTOR OF ADMINISTRATIVE SERVICES**

**SUBJECT: 2012 MEETING DATES**

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**ISSUE:**

Council and Committee of the Whole meeting dates for 2012.

**EXECUTIVE SUMMARY:**

Under the provisions of the *Community Charter*, once a year a meeting schedule must be made available to the public. Council Procedure Bylaw No. 1386 requires that this be done prior to January 1, 2012.

**REFERENCES:**

*Community Charter s. 127*  
Council Procedure Bylaw, 2003, No. 1386

**BACKGROUND:**

Under the provisions of the *Community Charter* the Council meeting schedule for the upcoming year must be made available to the public prior to January 1<sup>st</sup>. To satisfy the publication requirement the schedule must be published at least once a year in a weekly newspaper for two consecutive weeks. This publication is done in December of each year. As well the notice is placed on the City's website and posted on the Parksville Civic and Technology Centre meeting bulletin board.

The City's Council Procedure Bylaw sets the Council meetings as the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month at 6:00 p.m. except if a meeting falls on a statutory holiday then it is held on the Wednesday of the same week. The procedure bylaw does not set the schedule for Committee of the Whole meetings but does set the notice required of meetings.

Meeting dates staff recommend be cancelled in 2012 are as follows:

- 1) **Wednesday, January 4, 2012** (due to traditional holiday season and anticipated Council members and City staff absences);
- 2) **Monday, June 4, 2012** (due to FCM convention dates).

Attached is a list of meeting dates proposed for 2012.

**RECOMMENDATION:**

THAT the report from the Director of Administrative Services dated November 30, 2011 entitled "2012 Meeting Dates" be adopted;

AND THAT the Council meetings scheduled for Wednesday, January 4, 2012 and Monday, June 4, 2012 be cancelled.



**DEBBIE COMIS**  
Director of Administrative Services

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



**FRED C. MANSON, CGA**  
Chief Administrative Officer

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**2012 Committee of the Whole (*if required*) and Council Meeting Dates**

All meetings start at 6:00 p.m.

All meetings held in the Forum at the Parksville Civic & Technology Centre  
100 Jensen Avenue East, Parksville, BC unless posted otherwise.

Monday, January 16, 2012  
Monday, February 6, 2012  
Monday, February 20, 2012  
Monday, March 5, 2012  
Monday, March 19, 2012  
Monday, April 2, 2012  
Monday, April 16, 2012  
Monday, May 7, 2012  
Wednesday, May 23, 2012  
Monday, June 18, 2012  
Wednesday, July 4, 2012  
Monday, July 16, 2012  
Wednesday, August 8, 2012  
Monday, August 20, 2012  
Wednesday, September 5, 2012  
Monday, September 17, 2012  
Monday, October 1, 2012  
Monday, October 15, 2012  
Monday, November 5, 2012  
Monday, November 19, 2012  
Monday, December 3, 2012  
Monday, December 17, 2012