



THE CORPORATION OF THE CITY OF COURTENAY

PARKS & RECREATION ADVISORY COMMISSION AGENDA

PRAC1/2025

February 6, 2025

6:30 pm

Lewis Centre – Craft Room A, 489 Old Island Hwy, Courtenay

489 Old Island Hwy, Courtenay, BC V9N 3P5

We respectfully acknowledge that the land we gather on is Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

	Pages
1. ACCEPTANCE OF AGENDA	1
Acceptance of Agenda for February 6, 2025.	
2. ADOPTION OF MINUTES	
2.1 Parks and Recreation Advisory Commission (PRAC) Minutes – November 21, 2024	2
3. NEW BUSINESS	
3.1 PRAC Meeting Procedural Recommendations & Best Practices	7
Guest: Kate O'Connell, Director of Corporate Services / Legislative Services, City of Courtenay.	
Review of the <i>Council Procedure Bylaw No. 2730</i> which establishes the rules and procedures for Council and Committee meetings in the City of Courtenay.	
3.2 2025-2029 Financial Plan: Recreation, Culture and Community Services	32
Presentation by Susie Saunders, Director Recreation, Culture and Community Services, City of Courtenay.	
4. UNFINISHED BUSINESS	45
Courtenay & District Memorial Pool: PRAC Recommendation - Continuation of Free Public Swim by Susie Saunders, Director Recreation, Culture and Community Services, City of Courtenay.	

5. NEXT MEETING

To be held **Thursday April 3, 2025 6:30pm** at the Lewis Centre – Craft Room A.

6. ADJOURNMENT

Parks and Recreation Advisory Commission Meeting

Date: Thursday February 6, 2025 at 6:30pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Agenda

Adoption of Minutes

- Adopt November 21, 2024 meeting minutes (*DRAFT attached*)

New Business

- 2025-2029 Financial Plan: Recreation, Culture and Community Services overview and budget spreadsheets (Susie Saunders, City) (*attached*)
- Procedural recommendations from Legislative Services (Guest attendee: Kate O'Connell, Director of Corporate Services, City)

Old Business

- Courtenay & District Memorial Pool: PRAC Recommendation - Continuation of Free Public Swim (Susie Saunders, City) (*attached*)

Next Meeting

- To be held Thursday April 3, 2025 6:30pm at the Lewis Centre – Craft Room A
- Note: All 2025 PRAC Meetings to be held at the Lewis Centre – Craft Room A

Parks and Recreation Advisory Commission Meeting

Date: Thursday November 21, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Michael Lynch
Mary Crowley
Erik Eriksson
Allan Douglas
Susie Saunders (Ex Officio)

Regrets: Carolyn Janes
Irish Churchill
Bill Green
Melanie McCollum (Council Representative)

Minutes

Adoption of Minutes

- September 5, 2024 meeting minutes adopted. Motioned by Erik Eriksson, seconded by Michael Lynch.

Acceptance of Agenda

- Agenda accepted. Motioned by Michael Lynch, seconded by Erik Eriksson.

New Business

1) Summer Camp 2024 Review (attached)

Overview presented by Susie Saunders -number of camps (largest offering in the valley), number of participants, number of participants on waitlist/unaccommodated, volunteers, highlights and challenges. See attached for more information. Discussion by attendees- more funding needed for leisure buddies & adapted programs; possible conversations with regional district and Comox re: offering more inclusion/supported camps and programs; request more funding from Ministry for 1-1 support with inclusion workers.

2) Courtenay & District Memorial Outdoor Pool 2024 Season Review (attached)

Overview presented by Susie Saunders- number of returning staff and acknowledge the years of leadership by Aquatic Supervisor, Sydney Kuhnert (9 years); Swim admissions were free to mark 75 year anniversary & notable increase in swim admissions- length, adapted, aquafit, family & open and 200 more registrations for swim lessons.

Motion-The PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024. Motion by Allan Douglas, seconded by Erik Eriksson. Motion carried.

Old Business

- 1) Community and Social Development Framework** (Joanne Bays, City)
Susie Saunders will follow-up with Joanne and invite her to share with us an update when she is ready to.
- 2) Recreation Code of Conduct** (Susie Saunders, City)
Susie advised this is continuing and is in progress.
- 3) PRAC Terms of Reference** (Susie Saunders, City)
Susie advised this is continuing and is in progress.

Addition to Agenda

Meeting Dates for 2025

PRAC meetings are scheduled for 6:30 pm on the following Thursdays in 2025:

- Feb 6, 2025
- April 3, 2025
- June 5, 2025
- Oct 2, 2025
- Dec 4, 2025

Meeting adjourned at 7:35pm

Summer Camps 2024 - Overview

Camps

- 18 Early Years camps (ages 5 & under)
- 67 Children ages camps (ages K – 11)
- 14 Youth camps (including 4 weeks of Teen Odyssey) (12 – 16 years)
- 10 contracted camps (Taekwondo, Kayak & Circus Arts)
- 104 different participants accessed KidsPlay before or after camp care

Participants

Registered:

- 193 Early Years participants
- 1282 Children participants
- 253 Youth participants (includes Teen Odyssey participants)
- 57 Inclusion participants
- 1723 participants total

Waitlisted/unaccommodated:

- 195 On waitlists and unable to be accommodated into camps
- 13 Leisure Buddy requests unable to accommodate (would have been 23 – if we had not scheduled floating staff)
- 5 Inclusion requests unable to accommodate

Volunteers

- 35 volunteers
- 1732 hours of volunteer time in camp programs

Highlights

- First combined rec guide (spring and summer) with separate registration date for summer camps only. Camps filled up immediately
- Largest offering of camps in the valley
- Largest staffing compliment we have seen
- Courtenay Recreation provided a diverse collection of summer programs that were very well received by the public. There were no cancellations in the Early Years camps, only one cancellation of a child camp due to low registration and one cancellation of youth camps due to lack of staffing.
- Special activities were very well received by participants and staff (ex. Barn yard animal visit, talent show, nickel carnival, and bouncy houses/dunk tank)
- Youth programs included two engaged cohorts for the Fire Fighter Basic Training Camp that is run in partnership with the Courtenay Fire Department.
- Participants had lots of fun and we received lots of positive feedback from caregivers.

- Caregivers of participants in the volunteer program noticed a positive increase in confidence, initiative and social engagement in their youth who volunteered.
- We had a great staff team this summer (under a new staffing structure AL, AL2 and AL3), they worked well together and went above and beyond to ensure participants had great camp experiences. It was exciting to have younger staff gain confidence in their leadership skills and take on bigger responsibilities as the summer progressed.

Challenges

- We were not able to meet the demands for programming from the community. We had long waitlists and we were able to accommodate many participants on waitlists but at the end of the summer there were still 192 participants we were unable to accommodate.
- Lack of indoor/shade options when offering camps during weeks of extreme heat was a logistical challenge. For the upcoming summer we need to explore other location possibilities that provide proper shade or cool spaces around the City of Courtenay.
- Each week there were several participants who would have benefited from inclusion support but registered without communicating with Adapted Program Supervisor.
- Seeing an increased demand for Leisure Buddy program, and change in behavioral/social patterns of children.
- There were challenges in the staff understanding behaviour management vs. the need for inclusion support. We are in the process of exploring different training opportunities for staff to give them more tools to use for behaviour management.
- Being the only Municipality offering Inclusion support/programs in the Valley we were not able to accommodate all the needs in addition to the behavioral increases in camps, or there is risk that too many children requiring support are in any given camp.
- Staff rotating through Early Years camps created some challenges. Having the same staff for the entire summer would create more consistency for the parents and kiddos.



City of Courtenay

Courtenay & District Memorial Pool 2024 Season Highlights



AQUATIC TEAM

Fortunate to have an experienced team with 13 of our 18 staff returning from previous years.

- Aquatic Supervisor, Sydney Kuhnert (“retiring” after 9 years)
- Team Leaders (3 FT & 2 Relief)
- Lifeguard/Instructors (14 PT & Casual)

Wages	2024	2023	Change
Aquatic Supervisor	\$32.00	\$26.00	↑ 23%
Team Leader	\$26.00	\$22.00	↑ 18%
Lifeguard/Instructor	\$24.00	\$19.25	↑ 25%

Wage increase result of Living Wage & comparables
5475 Aquatic Staff hours = \$174,541 in wages/benefits

SWIM ADMISSIONS

SWIM	2024	2023	Change
Length	1,476	1,168	↑ 26%
Adapted	506	308	↑ 64%
Aquafit	619	437	↑ 42%
Family	392	134	↑ 193%
Open	12,293	8,058	↑ 53%
TOTAL	15,286	10,105	51%

SCHOOL BOOKINGS

# of sessions	2024	2023	2022
	41	32	31

In 2024, we had 16 different schools & 1,566 students participate!

SWIM FOR LIFE – LIFESAVING SOCIETY SWIM LESSONS

300+
Group & private lessons

858
Total registrations

↑10%
Compared to 2023

80%
of full capacity

\$53K
lesson revenue



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

A bylaw establishing rules of procedures for the Council and Committees of the City of Courtenay

(Consolidated for convenience with Bylaw Nos. 2846, 2918, 3102, and 3132).

WHEREAS the *Community Charter* requires that a council must, by bylaw, establish the general procedures to be followed by council and committees in conducting their business.

NOW THEREFORE the Council of the City of Courtenay in open meeting assembled enacts as follows:

1. This Bylaw shall be cited for all purposes as "**Council Procedure Bylaw No. 2730, 2013**".

2. In this Bylaw:

"Acting Mayor" means the person designated to act in place of the Mayor pursuant to section 4(1) of this bylaw;

"Closed Meeting" means a regular or special Council meeting, Committee of the Whole meeting, or Committee meeting, or portion thereof, closed to the public pursuant to section 90 of the *Community Charter*;

"Corporate Officer" means the Corporate Officer appointed pursuant to Section 148 of the *Community Charter* and includes their Deputy or Delegate;

"Commission" means a municipal commission established under Section 143 of the *Community Charter*;

"Committee" means a standing, select, or other Committee of Council, but does not include Committee of the Whole;

"Delegation" means an address to Council or Committee at the request of the person wishing to speak and which is generally related, but not limited to, an item of business on the agenda of the Meeting at which the person wishes to appear;

"Inaugural Meeting" means the first Council meeting following a General Local Election;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

“Member” means any member of Council and includes the Mayor;

“Notice Board” means the notice board located at City Hall, 830 Cliffe Avenue, Courtenay, B.C.

“Public Notice Posting Place” means the notice board located at City Hall and the City of Courtenay Website;

“Robert’s Rules of Order” means the text, Robert’s Rules of Order, Newly Revised, 12th Edition by Henry M. Robert (Public Affairs, 2020), or the most recent subsequent edition.

Application of Rules of Procedure (BYLAW 3102)

3. (1) The provisions of this Bylaw govern the proceedings of Council and all Committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, *Robert's Rules of Order* apply to the proceedings of regular Council, standing Committees, select Committees, and Committee of the Whole to the extent those rules are:
 - a) applicable to the circumstances;
 - b) not inconsistent with provisions of this Bylaw; and
 - c) not inconsistent with the *Community Charter* or other applicable enactments.

PART 2 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

4. (1) At the Inaugural Meeting, Council must from amongst its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor (Acting Mayor) when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) Deleted (BYLAW 3102)

PART 3 - COUNCIL PROCEEDINGS



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Inaugural Meeting (BYLAW 3102)

5. Following a general local election, the first regular Council meeting will be held on the first Monday in November.

Notice Requirements for Regular Council Meeting Schedule (BYLAW 3102)

6.
 - (1) Prior to December 31st each year, the Corporate Officer must provide to Council, for approval, an annual schedule of all regular meetings including dates, times and places and give notice of the availability of the schedule in accordance with the *Community Charter*.
 - (2) At least 48 hours before a regular meeting of Council, the Corporate Officer will give public notice of the time, place, and date of the meeting by posting a notice and a copy of the agenda, except for those meetings closed to the public, at the Public Notice Posting Place.
 - (3) Where revisions to the annual schedule of regular Council meetings are made as a result of a cancellation or change to the date, time, and/or place of a regular Council meeting, the Corporate Officer will post a notice at the Public Notice Posting Place.

Regular and Special Council Meetings (BYLAW 3102)

7.
 - (1) Unless Council otherwise resolves, regular and special Council meetings will take place in the Civic Room located at 770 Harmston Avenue, Courtenay or at Courtenay City Hall located at 830 Cliffe Avenue, Courtenay.
 - (2) Notwithstanding Subsection (1), and subject to Subsections (3) and (4), Council may meet at a place other than City Hall, or outside the boundaries of the City.
 - (3) Where a Council meeting is to be held at a place other than the Civic Room or at Courtenay City Hall, the Corporate Officer will post a notice as to the alternate location at the Public Notice Posting Place.
 - (4) Regular Council meetings will:
 - (a) be held in accordance with the schedule of Council meetings, as approved by Council; and
 - (b) begin at 4:00 p.m., unless preceded by a Closed Meeting, or a public



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

hearing.

- (5) Notwithstanding Subsection (4), the Corporate Officer may, in consultation with the Mayor and City Manager, cancel, postpone or reschedule a regular Council meeting, and establish a different day, time or place for that meeting.

Notice of Special Council Meetings (BYLAW 3102)

8. (1) Except where notice of a special meeting is waived by a unanimous vote of all Council members, at least 24 hours before a special meeting of Council, the Corporate Officer will give notice of the time, place and date of the special meeting by posting a notice, and a copy of the agenda, except for those meetings closed to the public, in the Public Notice Posting Place.

Electronic Meetings (BYLAW 3102)

9. (1) Subject to Section 128 of the *Community Charter*, regular Council meetings may be conducted by means of electronic or other communication facilities.
- (2) Subject to Section 128.1(1) of the *Community Charter*, special meetings of Council may be conducted by means of electronic or other communication facilities.
- (3) Subject to Section 128.2(1) of the *Community Charter*, Committee meetings may be conducted by means of electronic or other communication facilities.
- (4) At least 48 hours before an electronic regular Council meeting, special meeting of Council, or Committee meeting, the Corporate Officer will give advanced public notice in the same manner as provided in Section 6(2) of the way in which the meeting is to be conducted by means of electronic or other communication facilities.
- (5) A member of Council or a Committee who is unable to attend in person at a regular Council meeting, a special meeting of Council or a Committee meeting may participate in the meeting by means of electronic or other communication facilities if the requirements of Subsection (5) are met.
- (6) The following rules apply in relation to a meeting referred to in Subsection (5):
 - a) the meeting must be conducted in accordance with this bylaw;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member of Council or a Committee; and
 - c) Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member of Council or a Committee.
 - d) When participating electronically, members must make best efforts to participate using facilities that enable participants and the public to clearly watch and hear the member's participation. Added (BYLAW 3132)
- (7) Members of Council or a Committee who are participating under this Section in a meeting conducted in accordance with this Section are deemed to be present at the meeting.

Order of Business at Regular Meetings (BYLAW 3102)

10. (1) Prior to each:

- a) Regular Council meeting;
- b) Regular Council public hearing; and
- c) Special Council meeting;

the Corporate Officer, in consultation with the Mayor and City Manager, must prepare an agenda of all items to be considered by Council at such meeting, and Council must proceed in the order set out, unless that order is varied by Council.

- (2) The agenda for a regular Council meeting may consist of any items of interest to Council or requiring Council action or direction.
- (3) Late items not included on the agenda may be considered at a regular Council meeting if the introduction of the late item is approved by a majority vote of Council.
- (4) The agenda for a regular Council public hearing may consist of any items referred to a public hearing by Council motion or for which a public hearing is required by legislation, or other Council policy.
- (5) The agenda for a special Council meeting shall include only those items which are identified in the notice of such meeting.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (6) Council may add a late item of an urgent nature to a special Council meeting that was not stated on the notice with a 2/3 majority vote of those present.

Council Meeting Agendas

11. Deleted (BYLAW 3102)

Additional Agenda Items

12. Deleted (BYLAW 3102)

Delegations to Council Meetings (BYLAW 3102)

13. (1) The Mayor and or the Corporate Officer is responsible for considering Delegation requests, having the authority to approve or deny based on the criteria contained in Section 13(3) and 13(4).
- (2) The Corporate Officer is responsible for determining:
- a) the meeting type the Delegation will be presenting to including regular or special Council meeting, Closed Meeting, standing or select Committee; and the meeting date of the Delegation's presentation.
- (3) Delegation requests must include:
- a) the full particulars of the subject matter;
 - b) the proposed action which is within the jurisdiction of Council;
 - c) the name and department or division of the city staff that the Delegation has consulted with;
 - d) the names and addresses of the person(s) or the organization comprising the Delegation; and
 - e) the name, address, email address and telephone number of the designated speaker(s).
- (4) Except otherwise permitted by Council, Delegations must not be heard to address the following:



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- a) a bylaw in respect of which a public hearing has been or will be held where the public hearing is required under an enactment as a pre-requisite to the adoption of a bylaw;
 - b) an issue which is before the courts or on which Council has authorized legal action;
 - c) a matter in respect of which a city-led public consultation process is planned or in progress;
 - d) the promotion of commercial projects and services;
 - e) the promotion of a political party or of a candidate for elected office;
 - f) publicly tendered contracts or proposal calls for the provision of goods or services for the city, between the time that such contract or proposal call has been authorized and the time that such a contract or proposal call has been awarded, either by Council or city staff;
 - g) a Delegation having appeared before Council within the previous twelve (12) months on the same topic or request; or
 - h) a purpose or subject that is beyond the jurisdiction of Council.
- (5) Only two (2) Delegations are permitted at each meeting of Council unless by resolution Council permits additional Delegations at a meeting.
- (6) The maximum time for appearance of a Delegation before Council is ten (10) minutes, with an additional allowance to respond to Council's questions, if any.
- (7) A presentation by a Delegation at a Council or Committee meeting shall be confined to the subject which was indicated in the application.
- (8) Questions of members of Council shall be limited to seeking clarification or additional details and not engage in a debate on the merits of the issue.
- (9) Council may waive strict compliance with Section 13(6) by resolution passed by a majority of Members present.
- (10) Deleted (BYLAW 3132)



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Public Attendance at Meetings (BYLAW 3102)

14. (1) Unless a meeting or part of a meeting is authorized to be closed to the public in accordance with Section 90 of the *Community Charter*, all meetings shall be open to the public.
- (2) Before closing a meeting or part of a meeting to the public, Council must pass a resolution in accordance with Section 92 of the *Community Charter*.

Minutes of Council Meetings (BYLAW 3102)

15. (1) Minutes of the proceedings of Council meetings must be:
 - a) legibly recorded with decisions and action items;
 - b) adopted by resolution of Council;
 - c) certified as correct by the Corporate Officer; and
 - d) signed by the Chair of the meeting.
- (2) The Corporate Officer must record in the minutes:
 - e) the text of every motion;
 - f) the names of any Members who voted in the negative regarding a motion;
 - g) the name of any Member absent from the meeting at a vote.
- (3) Discussion may be recorded in the minutes at the discretion of the Corporate Officer.

Minutes of Committee, Commission and Board Meetings (BYLAW 3102)

16. (1) Minutes of the proceedings of Committee, Commission and board Meetings must be:
 - a) legibly recorded with decisions and action items;
 - b) adopted by the Committee, Commission or board by resolution;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- c) certified as correct by the Committee Secretary; and
 - d) signed by the chair of the meeting; and
 - e) meet the minute standards established by the Corporate Officer.
- (2) Draft or amended minutes must be provided to Council for information.
- (3) The Committee Secretary must record in the minutes:
- a) The text of every motion;
 - b) The names of any Members who voted in the negative regarding a motion;
 - c) The name of any Member absent from the meeting at a vote.
- (4) Discussion may be recorded in the minutes at the discretion of the Committee Secretary.

Adjournment (BYLAW 3102)

- 17.** (1) If there is no quorum of Council present within fifteen (15) minutes of the scheduled time for a Council Meeting, the Corporate Officer must:
- a) record the names of the Members present;
 - b) record the names of the Members absent; and
 - c) adjourn the meeting until the next scheduled Council meeting.
- (2) A Council meeting may continue after 9 p.m. only by an affirmative vote of two-thirds (2/3) of the Council members present.
- (3) A motion for continuation under Section 17(2) must establish a specific time for the adjournment of the Council meeting.

Calling Meeting to Order

- 18.** (1) In the event the Mayor does not attend within 15 minutes after the time



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

appointed for a meeting, the Acting Mayor must take the chair.

- (2) In the absence of the Acting Mayor the Corporate Officer must call the members to order and if a quorum is present, the members must appoint a member to preside during the meeting or until the arrival of the Mayor or Acting Mayor.
- (3) In the event the Mayor is required to leave a meeting, the Acting Mayor must take the chair; or in the absence of the Acting Mayor the members must appoint a member to preside during the meeting until the return of the Mayor.
- (4) The member appointed under section 18 (2) and 18 (3) has the same powers and duties as the Mayor in relation to the particular matter.

Quorum

19. Should there be no quorum present within 15 minutes after the time appointed for the meeting, the Corporate Officer must record the names of the members present at the expiration of the 15 minutes and the meeting of Council is deemed to have been cancelled.

Proposed Bylaws

20.
 - (1) Before Council considers any proposed bylaw, the Corporate Officer must provide each member with a copy of the proposed bylaw.
 - (2) Council is deemed to have passed a proposed bylaw when all approvals and procedures required by statute prior to adoption have been followed and Council has given the following readings to the bylaw:
 - (a) first reading, which is by title only;
 - (b) second reading, which is by title only unless Council resolved to read the proposed bylaw;
 - (c) third reading, which is by title only; and
 - (d) final adoption.
 - (3) A bylaw may be read one, two, or three times at a meeting of Council unless otherwise required by an enactment.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (4) A zoning or official community plan bylaw or amendment bylaw may be adopted at the same meeting at which third reading was given.
- (5) Council may reconsider any clause of a proposed bylaw before the bylaw is adopted, subject to section 894 of the *Local Government Act* regarding Public Hearings.
- (6) Deleted (BYLAW 3132)
- (7) Every bylaw adopted by Council must be signed by the Mayor or other member of Council presiding at the meeting at which the bylaw has been adopted, and must be signed by the Corporate Officer.
- (8) The Corporate Officer must affix to every bylaw adopted by Council the Corporate Seal of the Corporation of the City of Courtenay.

PART 4 - RESOLUTIONS

Copies of Resolutions to Council Members

21. A resolution not included on a Council meeting agenda may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or if all Council members unanimously agree to waive this requirement at a Council meeting.

Form of Resolution

22. (1) A resolution introduced at a Council meeting must be in printed form.
- (2) The presiding member may
 - (a) have the Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

PART 5 - MEETING RULES OF CONDUCT AND DEBATE

Recognition

23. (1) A member may speak in a meeting after
- (a) the member has raised his or her hand; and
 - (b) the member has been recognized by the presiding member.

Presiding Member Powers

24. (1) The presiding member must preserve order and decide all points of order which may arise, subject to an appeal by other members of Council present.
- (2) If an appeal is taken by a member from the decision of the presiding member, the question "*Shall the Chair be sustained?*" must be immediately put and decided without debate and the presiding member will be governed by the majority of the votes of the members then present (exclusive of the presiding member), and in the event of the votes being equal the question will pass in the affirmative.
- (3) If the presiding member refuses to put the question "*Shall the Chair be sustained?*" Council must appoint the Acting Mayor, or if absent, one of the members to preside temporarily in lieu of the presiding member, and the Acting Mayor or member so temporarily appointed must proceed in accordance with the previous section.

Title of Members

25. Members must address the Mayor as "Mr. Mayor" or "Madam Mayor", whichever is appropriate, or as "Your Worship", and must refer to another member as "Councillor".

Conduct of Speaker

26. (1) A member may not speak
- (a) unless in relation to the matter in debate;



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (b) to a matter already decided upon at the meeting;
- (a) for more than five (5) minutes at a time.
- (2) A member may not speak more than once to the same matter, except with the permission of the majority of Council; or to
 - (a) explain a material part of the member's speech which may have been misconceived, but then only to correct the matter; or
 - (b) ask a question for purposes of clarification.

General Conduct

- 27.** (1) A member must not interrupt a member who is speaking except to raise a point of order and must not make any disturbance during the meeting.
- (2) When two or more members desire to speak, the presiding member must name the member who is to have the floor.
- (3) A member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a member when speaking.
- (4) After a question is finally put by the presiding member, no member may speak to the question, nor may any other motion be made until after the result of the vote has been declared; and the decision of the presiding member as to whether the question has been finally put will be conclusive and not open to challenge.
- (5) Council must vote separately on each distinct part of a question that is under consideration if requested by a member.

Improper Conduct

- 28.** (1) If the presiding member considers that another person at a meeting is acting improperly, the presiding member may order that the person be expelled from the meeting.
- (2) If the person who is expelled does not leave the meeting, a peace officer may enforce the order under as if it were a court order.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Matter Open to Debate

29. Deleted (BYLAW 3132)

Verbal Enquiries by the Public

30. A verbal enquiry by a member of the public may only relate to an item on the agenda and may only be heard when Council so resolves.

Privilege

31. (1) Every member may:
- (a) at any time during the debate require that the matter under discussion be read for the member's information, but must not exercise this right in order to interrupt a member speaking without the acquiescence of that member;
 - (b) require the presiding member to state the rule applicable to a point of practice or order and the presiding member must then state the rule without argument or comment but subject to appeal to a vote of the members present; or
 - (a) by means of a question to the presiding member, seek information relating to any matter connected with the business of Council or the affairs of the municipality and the question must be in writing if so required by the presiding member.

PART 6 - MOTIONS AND AMENDMENTS

Motions Generally

32. (1) All resolutions and bylaw readings must be by motion duly moved and seconded by members.
- (2) A motion other than a motion to adopt minutes, to receive reports, to refer to a committee or staff, to introduce or pass a bylaw or to adjourn must, if required by the presiding member, be put in writing before being debated or put from the Chair.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (3) Deleted (BYLAW 3132)
- (4) Deleted (BYLAW 3132)
- (5) Deleted (BYLAW 3132)
- (6) The Corporate Officer must record any motion other than a procedural motion in writing and, after a member has seconded a motion, the Corporate Officer may read it aloud prior to the members debating it or the presiding member putting it.
- (7) Once the Corporate Officer has read aloud a motion, no member may withdraw it without permission of the members and no member may withdraw a motion once passed.

Motion to Adjourn

- 33.** A member at any time may make a motion to adjourn and if seconded, the members must promptly decide the motion without debate and no member may make a second adjournment motion if the first is defeated unless other proceedings intervene.

Motion to Lay on the Table

- 34.** Except when a motion to adjourn has been made, a member may make a motion to lay a pending question(s) on the table, and this motion is not debatable or amendable.

Motion to Put Question

- 35.** (1) If a member moves to put the main question, or the main question as amended to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question.
- (2) If the motion for the main question, or for the main question as amended is decided in the negative, Council may again debate the question or proceed to other business.

Notice of Motion (BYLAW 3102)

- 35.1.** (1) A Council member who wishes to bring before Council a motion resulting from a ~~Delegation~~ Deleted (BYLAW 3132), presentation, agenda item or other



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

business that is not listed as Council action on the meeting agenda may do so by way of notice of motion.

- (2) A Council member making a notice of motion must provide written notice and the motion as it is to appear on the agenda to the Mayor, City Manager and Corporate Officer on or before 4:30 p.m. on the Monday of the week preceding the week of the meeting at which the motion is to be considered.
- (3) Upon receipt of the written notice and motion, the Corporate officer will circulate a copy of the motion to Council as soon as practicable.
- (4) The notice of motion must be read aloud at the meeting preceding the meeting at which the motion is to be considered.
- (5) Council may waive strict compliance with this Section 35.1 and present such a motion for immediate consideration by a 2/3 majority vote of all the members present.

Inadmissible Motion

- 36.** When the presiding member is of the opinion that a motion offered is contrary to this bylaw or relates to matters beyond the powers of the members, the presiding member may inform the members immediately, giving reasons for his or her opinion, and may refuse to put the question.

Amendment of a Motion

- 37.** (1) No member may move any motion to amend that negates the purpose of the main motion.
- (2) Members must withdraw or decide any amendment to a motion before the main question is put to a vote.
- (3) If an amendment to a motion is:
- (a) carried, the previous motion is then voted on as amended; or
 - (b) defeated, the previous motion is again before the members.



Bylaw No. 2730

Defeated Resolution

- 38.** Unless specifically provided by statute or bylaw, a defeated resolution or a substantially similar resolution must not be considered within 12 months of the date of the defeat of the resolution. This time limit may be waived by an affirmative vote of at least two thirds of the Council members eligible to vote on the resolution.

Reconsideration of Matter by Mayor

- 39.** (1) The Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote at the same council meeting as the vote took place, or within the 30 days following that meeting.
- (2) A matter may not be reconsidered under section 39 (1) if
- (a) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council; or
 - (b) there has already been a reconsideration in relation to the matter.

Reconsideration of Matter by Council Member

- 40.** (1) Subject to subsection (5) a member may, at the next Council meeting
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw (with the exception of a land use bylaw) after an interval of at least 24 hours following its adoption.
- (2) A member who voted in the affirmative for a resolution adopted by Council may at any time move to rescind that resolution. In order to be passed, a motion to rescind requires
- (a) a two-thirds affirmative vote; or
 - (b) a majority affirmative vote when notice of motion has been given at the previous meeting or the call to order of the present meeting.
- (3) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter has been adopted.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not:
 - (a) received the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or section 39;
 - (c) been acted on by an officer, employee or agent of the City.
- (6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 39 is as valid and has the same effect as it had before reconsideration.

PART 7 - VOTING

Putting of the Question

41. (1) When debate on a question is closed the presiding member must immediately put the question to a vote.
- (2) Members must signify their votes on every question openly and individually by the raising of hands and members must not vote by ballot or any method of secret voting.

Recording of Votes

42. (1) Any member may call for his or her vote on any issue to be recorded and each time this request is made, the Corporate Officer must record in the minutes the name of the members and the way in which the member voted.
- (2) Immediately upon the announcement of the result of a vote by the presiding member, any member may call for a division whereupon each member present must orally announce his or her vote.
- (3) Should any member not indicate his or her vote when any question is put, the member will be regarded as having voted in the affirmative and his or her vote must be counted accordingly.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

- (4) The Corporate Officer must record in the minutes of a meeting the name of any member who voted in the negative on any question.

PART 8 - COMMITTEES OF COUNCIL

Committee of the Whole

43. Meetings of the Committee of the Whole must be held in City Hall Council Chambers on the last Monday of each month, with the exception of December, at 4:00 p.m. unless the meeting day falls on a holiday, in which case the meeting would be held the following day.

Presiding Members at Committee of the Whole

44. (1) The Mayor must preside at Committee of the Whole meetings if he or she is in attendance.
- (2) The presiding member of the Committee of the Whole must maintain order in the committee and subject to appeal from the members present, decide points of order that may arise and must attest to the correctness of the proceedings thereof.

Notice of Committee of the Whole Meetings

45. (1) At least 72 hours before a meeting of the Committee of the Whole, the Corporate Officer must give public notice of the time, place and date of the meeting by
 - (a) posting a copy of the agenda on the notice board;
 - (c) leaving copies of the agenda at the reception counter at City Hall for the purpose of making them available to members of the public; and
 - (c) delivering a copy of the agenda to each member of Council at the place to which the Council member has directed notices to be sent.
- (2) At any time during a Council meeting, Council may by resolution go into Committee of the Whole.

Minutes of Meetings



Bylaw No. 2730

- 46.** (1) Minutes of Committee of the Whole meetings must be
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting or at the next meeting at which the minutes are adopted; and
 - (c) open for public inspection at City Hall during regular office hours.

Rules of Procedure

- 47.** (1) The Committee of the Whole members must observe the rules of procedure of Council in any meeting, except:
- (a) the number of times members are permitted to speak is at the discretion of the presiding Member;
 - (b) Members may hear a verbal enquiry from a member of the public on any matter taken up at the meeting whenever a majority of the members present so wish.

Select Committees

- 48.** (1) Council may from time to time appoint a Select Committee to enquire into any matter and to report its findings and opinions to Council.
- (2) A Select Committee may report to Council at any regular meeting or must report if directed by Council.
- (3) The Chairman and the Deputy Chairman of a Select Committee must be appointed from the members of the Select Committee by resolution of Council.
- (4) A meeting of a Select Committee must be called by a resolution of the Select Committee which specifies the day, hour and place of the meeting, except for the first meeting which must be called by resolution of Council which specifies the day, hour and place of the meeting.
- (5) A Select Committee must, on completion of its assignment or on submitting its report to Council, dissolve.



Bylaw No. 2730

Procedure for Committees

49. Members of Council may attend the meetings and participate in the discussion of committees of which they are not members but only those members of Council who are members of the committee may vote on deliberations of that committee.
50. (1) The committee members must observe the rules of procedure of Council in any meeting, except that in a Select Committee
- (a) the number of times members are permitted to speak is at the discretion of the presiding Member;
 - (b) members may hear a verbal enquiry from a member of the public on any matter taken up at the meeting whenever a majority of the members present so wish;
 - (c) a request to present a petition or to appear before the committee as a delegation is handled in the same manner as delegations or petitions to Council;
 - (d) a delegation is allowed one speaker and a maximum of ten minutes to make its presentation to the committee;
 - (e) the Mayor is a member of all committees and is entitled to vote at all committee meetings;
 - (f) each committee may meet at the discretion of its presiding member and must also meet when directed to do so by council, the Mayor, or a majority of the members of that committee;
 - (g) the Corporate Officer must convene a meeting of a committee when requested in writing to do so by the Mayor, the presiding member of the committee or majority of the members of that committee;
 - (h) when a committee desires to submit a written report to Council, the presiding member of the committee must deliver the report to the Corporate Officer not later than 4 working days prior to the date of the next regular meeting of Council and the Corporate Officer must have the report delivered to each member of Council not less than 72 hours prior to the convening of the regular meeting of Council which next follows the committee meeting from which the written report arose.



Bylaw No. 2730

Standing Committees

51. (1) In his/her address at the Inaugural Meeting, the Mayor must appoint the Chairman and members of Standing Committees of Council.
- (2) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor
- (3) Standing committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the committee's meetings;
 - (b) on matters that are assigned by Council or the Mayor
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if the Council or Mayor does not specify a time.

Minutes of Committee Meetings

52. (1) Minutes of Committee meetings must be
- (a) legibly recorded;
 - (b) signed by the chair or member presiding at the meeting; and
 - (c) open for public inspection at City Hall during regular office hours.

Quorum

53. The quorum for a committee is a majority of all its members.



Bylaw No. 2730

Schedule of Committee Meetings

54. (1) At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- (2) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee Meetings

55. (1) Subject to section 54 (2), after the committee has established the regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule on the notice board; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must as soon as possible post a notice on the notice board which indicates any revisions to the date, time, and place or cancellation of a committee meeting.
- (3) The Chair of a committee must cause a notice of the day, time and place of a meeting called under section 54 (2) to be given to all members of the committee at least 24 hours before the time of the meeting.

PART 9 - COMMISSIONS

Schedule of Commission Meetings

56. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
- (2) The Chair of a commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission Meetings



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

57. (1) Subject to subsection (2), after the commission has established the regular schedule of commission meetings, including the times, dates and places of the commission meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule on the notice board at City Hall; and
 - (b) providing a copy of the schedule to each member of the commission.
- (2) Where revisions are necessary to the annual schedule of the commission meetings, the Corporate Officer must, as soon as possible, post a notice on the notice board at City Hall which indicates any revisions to the date, time and place or cancellation of a commission meeting.
- (3) The Chair of a commission must cause a notice of the day, time and place of a meeting called under section 56 (2) to be given to all members of the commission at least 24 hours before the time of the meeting.

Minutes of Commission Meetings

58. (1) Minutes of the proceedings of a commission must be
- (a) legibly recorded;
 - (b) certified by the Corporate Officer; and
 - (c) open for public inspection at City Hall during regular office hours.

Quorum

59. The quorum for a commission is a majority of all its members.

PART 10 - GENERAL

60. If any section or subsection of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
61. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.
62. "Procedure Bylaw No. 2492, 2007" and amendments thereto is hereby repealed.



The Corporation of the City of Courtenay

UNOFFICIAL CONSOLIDATED VERSION

Bylaw No. 2730

Read a first time this 2nd day of December, 2013

Read a second time this 2nd day of December, 2013

Read a third time this 2nd day of December, 2013

Notice published pursuant to section 94 of the *Community Charter* on the 6th and 10th of December, 2013

Finally passed and adopted this 16th day of December, 2013

Mayor

Director of Legislative Services

Recreation, Culture, and Community Services

Overview

RCCS is responsible for:

- Recreation services (programs, partnerships, events, indoor & outdoor facility use, and facility operations)
- Strategic, long range, and project planning for parks, recreation, culture, and community services
- Cultural Services & Administration
- Community & Social Development

Division Composition:

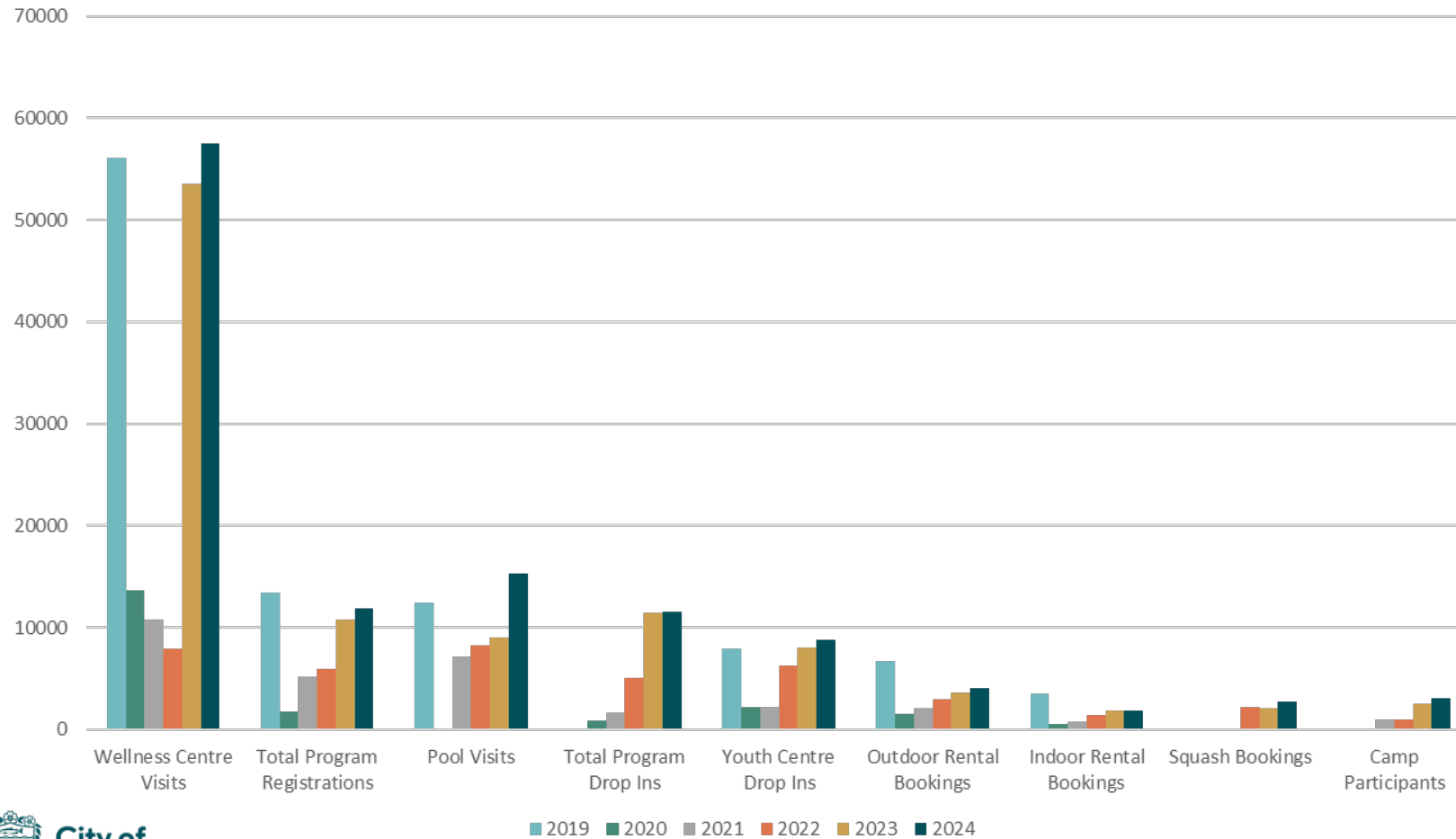
- 5 service divisions
- 29 Full time employees
- 8 Part time employees
- ~175 casual or seasonal employees
- 2025 Operating Budget \$4.8M
 - Revenue \$2.5M
 - Expenses \$7.3M
 - Special Projects \$589,000
- Capital Budget \$939,500



Recreation, Culture, and Community Services

Recreation Overview

Recreation Usage Statistics 2019-2024



~209,000 Recreation Visits



69% more pool visitors in 2024

200 more kids in swimming lessons



~\$70,000 in Financial Assistance

Recreation, Culture, and Community Services

2025 Strategic Priorities

Recreation	Cultural Services	Community Services	Parks
Recreation Strategic Plan	Cultural Strategic Plan - Implementation	Community & Social Development Framework (Social Infrastructure)	Park & Open Spaces Land Acquisition Strategy
Filberg Feasibility Study	Cultural Facilities Feasibility Studies	Winter Shelter Strategy	Implementation of Parks & Recreation Master Plan
Sport Field Allocation Policy & Implementation		Gender & Menstrual Equity in Washrooms	Memorial Bench Program
Risk Management Policy Development (Child Protection, Code of Conduct, Program Guidelines)			Parks & Recreation Advisory Committee TOR Review
Facility Rental Policy (Safe & Inclusive Spaces & Access)			Regional Parks Strategic Plan (CVRD)

Recreation, Culture, and Community Services

Budget Cost Drivers

Inflation

- Wages & Benefits
- *Revenue:* Fee Increases

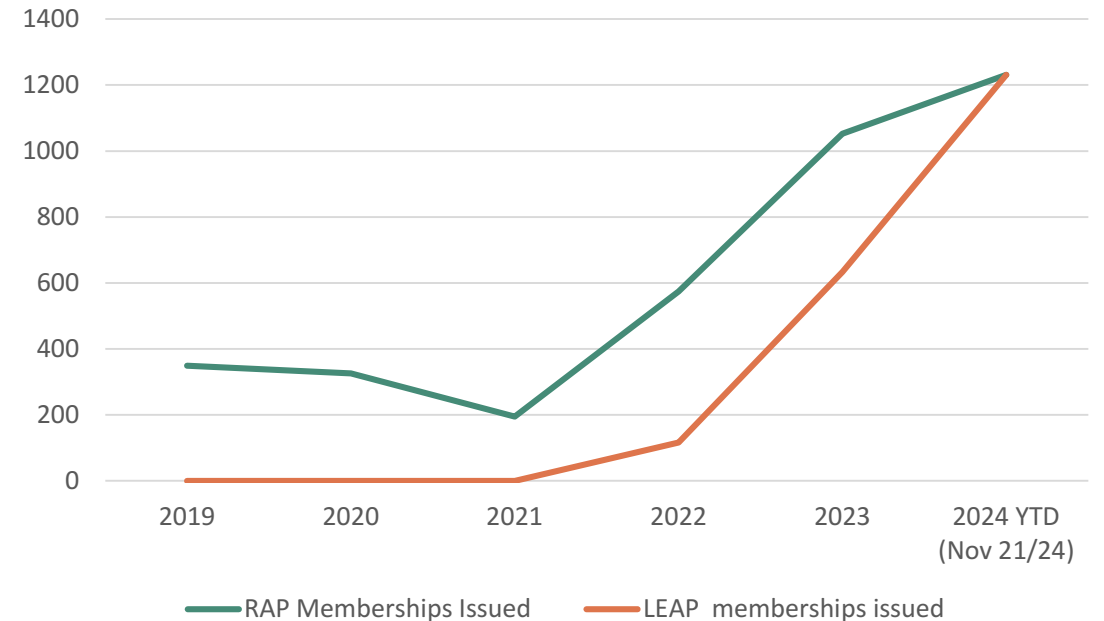
Service Level

- Culture and Events Coordinator
- Adapted Programs
- Community & Social Development
- *Revenue:* Pool Admissions

Growth

- Health & Wellness Supervisor
- Instructor costs to meet program demand
- Janitorial coverage and supplies
- Summer Camps
- *Revenue:* Program registration & participation, and Grants

Recreation Financial Assistance Statistics



Recreation, Culture, and Community Services

Operating Budget Summary

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
RCCS REVENUE															
Recreation Administration Revenue	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Recreation Programs Revenue	(1,555,500)	(1,555,500)	30,600		(134,000)					(1,658,900)	(103,400)	(1,695,300)	(1,729,200)	(1,764,000)	(1,798,000)
Recreation Operations Revenue	(694,000)	(694,000)	(48,600)	(53,600)	(34,300)					(830,500)	(136,500)	(830,800)	(851,700)	(873,000)	(893,100)
Total RCCS REVENUE	(2,275,500)	(2,275,500)	(10,000)	(43,600)	(168,300)				(5,000)	(2,502,400)	(226,900)	(2,544,100)	(2,594,400)	(2,651,000)	(2,705,600)
RCCS EXPENSES															
Recreation Administration Expenses	2,013,800	2,019,300	147,700	68,800	(5,500)			35,000		2,265,300	251,500	2,386,100	2,463,100	2,543,400	2,621,500
Recreation Programs Expenses	2,165,600	2,165,600	79,200	41,900	35,700					2,322,400	156,800	2,347,700	2,396,200	2,442,700	2,490,100
Recreation Operations Expenses	2,450,300	2,450,300	208,400	7,500	73,800					2,740,000	289,700	2,827,900	2,901,800	2,972,800	3,048,700
Total RCCS EXPENSES	6,629,700	6,635,200	435,300	118,200	104,000			35,000		7,327,700	698,000	7,561,700	7,761,100	7,958,900	8,160,300
Total Recreation, Culture & Community Services	4,354,200	4,359,700	425,300	74,600	(64,300)			35,000	(5,000)	4,825,300	471,100	5,017,600	5,166,700	5,307,900	5,454,700

Recreation, Culture, and Community Services

Operating Budget Revenues

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Recreation Administration Revenue															
Recreation Admin	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Total Recreation Administration Revenue	(26,000)	(26,000)	8,000	10,000					(5,000)	(13,000)	13,000	(18,000)	(13,500)	(14,000)	(14,500)
Recreation Programs Revenue															
Adult Programs	(393,500)	(393,500)	(1,600)							(395,100)	(1,600)	(405,400)	(413,600)	(421,900)	(430,300)
Childrens Programs	(306,500)	(306,500)	(53,000)		3,500					(356,000)	(49,500)	(363,400)	(370,600)	(378,000)	(385,600)
Adapted Programs	(231,700)	(231,700)	(5,800)		(25,600)					(263,100)	(31,400)	(268,400)	(273,800)	(279,200)	(284,800)
Summer Programs	(235,000)	(235,000)			(50,000)					(285,000)	(50,000)	(290,600)	(296,400)	(302,600)	(308,200)
Preschool Programs	(261,100)	(261,100)	91,200		(63,000)					(232,900)	28,200	(237,700)	(242,400)	(247,200)	(252,200)
Youth Programs	(127,700)	(127,700)	(200)		1,100					(126,800)	900	(129,800)	(132,400)	(135,100)	(136,900)
Total Recreation Programs Revenue	(1,555,500)	(1,555,500)	30,600		(134,000)					(1,658,900)	(103,400)	(1,695,300)	(1,729,200)	(1,764,000)	(1,798,000)
Recreation Operations Revenue															
Lewis Centre	(96,100)	(96,100)	(3,900)	300	(1,000)					(100,700)	(4,600)	(103,300)	(105,500)	(107,600)	(109,100)
Wellness Centre	(222,500)	(222,500)	(26,700)		(20,800)					(270,000)	(47,500)	(275,400)	(280,900)	(286,500)	(292,300)
Total Responsibility Reporting	(136,200)	(136,200)			(1,000)					(137,200)	(1,000)	(142,400)	(145,800)	(149,400)	(153,200)
Native Sons Hall	(53,700)	(53,700)	(12,700)		(7,500)					(73,900)	(20,200)	(75,400)	(76,900)	(78,400)	(78,900)
Youth Services Centre	(1,000)	(1,000)								(1,000)		(1,100)	(1,200)	(1,300)	(1,500)
Special Events & July 1	(10,000)	(10,000)			(2,500)					(12,500)	(2,500)	(13,700)	(14,200)	(14,500)	(14,500)
Pool Operations	(174,500)	(174,500)	(5,300)	(53,900)	(1,500)					(235,200)	(60,700)	(219,500)	(227,200)	(235,300)	(243,600)
Total Recreation Operations Revenue	(694,000)	(694,000)	(48,600)	(53,600)	(34,300)					(830,500)	(136,500)	(830,800)	(851,700)	(873,000)	(893,100)
Total RCCS REVENUE	(2,275,500)	(2,275,500)	(10,000)	(43,600)	(168,300)				(5,000)	(2,502,400)	(226,900)	(2,544,100)	(2,594,400)	(2,651,000)	(2,705,600)

Recreation, Culture, and Community Services

Operating Budget Expenses

	2024	2025	2025	2025	2025	2025	2025	2024	2025	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	INFLATION	SERVICE LEVEL	GROWTH	ONE-TIME	CAPITAL	CARRY	REALLOCATION	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET		IMPACTS		ITEMS	IMPACTS	FORWARD			(DECREASE)				
Recreation Administration Expenses															
RCCS Admin	1,433,300	1,438,800	130,600	43,800	(5,500)			35,000	(2,500)	1,640,200	206,900	1,752,100	1,817,400	1,886,700	1,956,400
Community Substance Use Strategy	15,000	15,000								15,000		15,000	15,000	15,000	15,000
Community Services / Strategic Services				25,000						25,000	25,000	25,000	25,000	25,000	25,000
Cultural Consulting / Strategic Services	25,000	25,000							2,500	27,500	2,500	27,500	27,500	27,500	27,500
Cultural Services - Sid Williams Theatre	257,300	257,300	7,100							264,400	7,100	269,200	275,300	280,800	285,900
Cultural Services - Museum	165,500	165,500	4,800							170,300	4,800	172,100	175,300	178,500	181,700
Cultural Services - CV Art Gallery	59,300	59,300	4,000							63,300	4,000	64,400	65,500	66,600	66,700
Cultural Services - Comox Valley Arts Coun	58,400	58,400	1,200							59,600	1,200	60,800	62,100	63,300	63,300
Total Recreation Administration Expenses	2,013,800	2,019,300	147,700	68,800	(5,500)			35,000		2,265,300	251,500	2,386,100	2,463,100	2,543,400	2,621,500
Recreation Programs Expenses															
Adults Programs	432,500	432,500			35,300				(8,800)	459,000	26,500	470,100	480,100	490,100	500,300
Childrens Programs	538,900	538,900	12,000		(1,000)				28,600	578,500	39,600	566,700	578,600	590,600	600,100
Youth Programs	306,400	306,400	6,600		(50,500)				(23,300)	239,200	(67,200)	244,000	249,200	254,100	258,600
Adapted Programs	284,100	284,100	10,900	41,900	10,600				4,400	351,900	67,800	358,700	365,500	373,300	380,800
Summer Programs	280,500	280,500	26,100		40,800				27,500	374,900	94,400	382,300	390,200	395,000	405,500
Preschool Programs	307,400	307,400	23,600		500				(28,400)	303,100	(4,300)	308,800	315,000	321,300	326,500
Programs Special Events	15,800	15,800								15,800		17,100	17,600	18,300	18,300
Total Recreation Programs Expenses	2,165,600	2,165,600	79,200	41,900	35,700					2,322,400	156,800	2,347,700	2,396,200	2,442,700	2,490,100
Recreation Operations Expenses															
Lewis Centre Operations	1,296,600	1,296,600	116,900	4,500	37,500					1,455,500	158,900	1,496,500	1,528,800	1,559,100	1,595,100
Wellness Centre	112,200	112,200	8,000							120,200	8,000	130,200	132,900	135,600	137,700
Filberg Operations	629,100	629,100	38,600	3,000	33,000					703,700	74,600	730,500	758,500	785,500	813,200
Pool Operations	194,600	194,600	28,600		2,000					225,200	30,600	230,300	235,500	240,300	244,600
Youth Centre Operations	43,200	43,200	700							43,900	700	44,900	46,000	47,000	48,100
Native Sons Operations	26,000	26,000	5,400		300					31,700	5,700	32,300	33,000	33,700	36,500
July 1 Special Event	100,300	100,300	8,500							108,800	8,500	110,600	113,100	116,000	117,800
Operations Special Events	48,300	48,300	1,700		1,000					51,000	2,700	52,600	54,000	55,600	55,700
Total Recreation Operations Expenses	2,450,300	2,450,300	208,400	7,500	73,800					2,740,000	289,700	2,827,900	2,901,800	2,972,800	3,048,700
Total RCCS EXPENSES	6,629,700	6,635,200	435,300	118,200	104,000			35,000		7,327,700	698,000	7,561,700	7,761,100	7,958,900	8,160,300

Recreation, Culture, and Community Services

Special Projects

	2024		2025	2024	2025	BUDGET	2026	2027	2028	2029
	AMENDED	BASE	ONE-TIME	CARRY	BUDGET	INCREASE	BUDGET	BUDGET	BUDGET	BUDGET
ACCT	BUDGET	BUDGET	ITEMS	FORWARD		(DECREASE)				
Community Services Development Framework	110,000			110,000	110,000					
Cultural Facility Feasibility Study	75,000			75,000	75,000					
Filberg Feasibility Study	75,000			75,000	75,000					
Lewis Feasibility Study							100,000			
Recreation Strategic Cultural Plan			175,000		175,000	175,000				
Cozy Corner Carpet Replacement	20,000			20,000	20,000					
Community Garden Policy							75,000			
Public Art Policy							50,000			
Community Youth Development Strategy								75,000		
Skateboard Strategy									50,000	
Gender Equity & Menstrual Products			50,000		50,000	50,000				
Winter Shelter Strategy				84,000	84,000	84,000				
Total RCCS Admin - Special Projects	280,000		225,000	364,000	589,000	309,000	225,000	75,000	50,000	

Recreation, Culture, and Community Services

Staff Resource Request

Culture & Events Coordinator (1.0 FTE)

- Required to address growth in Cultural Services
- Key work program: Special Events, Cultural Partnerships & oversight, Funding strategies, Public Art, Relationship Development & Cultural Facilities.

Supervisor, Health and Wellness (0.5 FTE)

- Required to meet program demands, risk management requirements, and align with best practices.
- Conversion from PT Programmer to FT Supervisor



Recreation, Culture, and Community Services

Capital Projects

Implementation of Parks and Recreation Master Plan

2025 Major Projects (Growing Communities Fund)

- Harmston Park Plan & Design
 - Coordinating park planning with DLAP process
- Bill Moore Park Plan
- Pickleball Design & Construction
 - Feasibility study 2025, with IaEE leading construction
- Playground Developments (i.e. Woodcote)
 - Budgets in OPS



Recreation, Culture, and Community Services

Capital Projects

	Carried	2025	2025	2025	2026	2027	2028	2029	
	Forward	Budget	New Capital	Proposed	Proposed	Proposed	Proposed	Proposed	
	From 2024	2024 FP	Request	Budget	Budget	Budget	Budget	Budget	Funding
PARKS									
Harmston Park - Park Plan and Development	50,000	750,000	(700,000)	100,000	650,000				Growing Communities Reserve
Partners in Parks program		50,000		50,000	50,000	50,000	50,000	50,000	2025 - Reserve for Future Expenditure 2026 - 2029 - General Operating Fund
Park Master Plan - Placeholder							500,000	500,000	General Operating Fund
Puntledge Park - Park Plan and Development							100,000	500,000	2028 - General Operating Fund 2029 - DCC - Park Contribution
Park Plan for Air Park, Rotary Park, Marina								100,000	\$50K General Operating Fund & \$50K Park Amenity Reserve
Lewis Park - Park Plan & Development						150,000	1,000,000		2027 - General Operating Fund 2028 - \$250K Gen. Op. Fund, \$250K DCC Reserve & \$500K Asset Mgmt
Dog parks (x2, one on each side of town)					75,000	75,000			General Operating Fund
Bill Moore - Park Plan & Development	75,000		75,000	150,000		1,000,000			2025 - Growing Communities Reserve 2027 - \$250K Gen. Op. Fund & \$750K Growing Communities Reserve
Totem Pole Installation at the Airpark	12,700			12,700					\$3.1K Rec & Culture Prov. Grant & \$9.6K Reserve for Future Exp.
Park Improvements	100,000			100,000					Growing Communities Reserve
Total PARKS	237,700	800,000	(625,000)	412,700	775,000	1,275,000	1,650,000	1,150,000	
RECREATION & CULTURE									
LEWIS CENTRE - Equipments		50,000		50,000	55,000	55,000	60,000	65,000	New Works Reserve - Recreation Equipment
Pickle Ball Courts	350,000			350,000					\$100K DCC - Park Con. & \$250K Growing Communities Reserve
SID THEATRE - Future year estimation	20,000	20,000	60,000	100,000	20,000	25,000	25,000	25,000	2025 - \$67.7K Gen. Op. Fund & \$32.3K New Works Res. - Theatre Equip.
YOUTH CENTRE - Freestanding Sign & Exterior Sign	26,814			26,814					Reserve for Future Expenditure
Total RECREATION & CULTURE	396,814	70,000	60,000	526,814	75,000	80,000	85,000	90,000	
Total RECREATION, CULTURE AND COMMUNITY SERVICES	634,514	870,000	(565,000)	939,514	850,000	1,355,000	1,735,000	1,240,000	

Recreation, Culture, and Community Services

Proposed Capital Projects

	2025	2026	2027	2028	2029	
	Proposed	Proposed	Proposed	Proposed	Proposed	
	Budget	Budget	Budget	Budget	Budget	Funding
Recreation, Culture & Community Services						
Recreation Facility Improvements	100,000	100,000	100,000	100,000	100,000	Asset Management Reserve
Riverside Park Plan & Development		75,000				General Operating Fund
Total Recreation, Culture & Community Services	100,000	175,000	100,000	100,000	100,000	



Recreation, Culture, and Community Services

Questions?

Up next Corporate Services



The Corporation of the City of Courtenay

Council Agenda

Meeting #: R2/2025
Date: January 29, 2025
Time: 4:00 p.m.
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

We respectfully acknowledge that the land we gather on is Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

	Pages
1. CALL TO ORDER	
2. INTRODUCTION OF LATE ITEMS	
3. MINUTES	
3.1 Regular Council Minutes - January 15, 2025	4
3.2 Parks & Recreation Advisory Commission (PRAC) Minutes - September 5, 2024	10
3.3 Parks & Recreation Advisory Commission (PRAC) Minutes - November 21, 2024 (Draft)	12
4. STAFF REPORTS	
4.1 Recreation, Culture, and Community Services	
4.1.1 Parks & Recreation Advisory Commission (PRAC) Recommendation - Continuation of Free Public Swim	14
4.2 Infrastructure and Environmental Engineering	
4.2.1 Anderton Dike Remediation – Disaster Resilience and Innovation Funding (DRIF) Grant Funding	17
5. EXTERNAL REPORTS AND CORRESPONDENCE	
5.1 2025 Association of Vancouver Island and Coastal Communities (AVICC) AGM & Convention - 1st call for Resolutions and Convention Information	21
6. NOTICE OF MOTION	
6.1 Public Substance Use Education and Awareness Event (Councillor Morin) WHEREAS there is a pressing need to address the significant impacts of substance use-related harms on our community's health and wellbeing, exacerbated by the unregulated toxic drug crisis; and WHEREAS the City of Courtenay prioritizes fostering social infrastructure in alignment with the Official Community Plan's objective of promoting	

coordinated and evidence-based responses to complex social issues and collaborating with regional partners to address homelessness, mental health, and addiction; and

WHEREAS a community event is consistent with the recommendations outlined in the Comox Valley Substance Use Strategy, which emphasizes the importance of decreasing stigma associated with addiction, reducing the harms of substance use through community education that frames substance use as a health issue, promotes understanding of brain development and addiction science, encourages collaboration across all levels of government, and strives to eliminate stigma within various systems.

WHEREAS the Community Action Initiative has committed \$10,000 in funding from the Community Action Team Funding Stream towards a public substance use education and awareness event.

THEREFORE, BE IT RESOLVED THAT Council direct staff to work in partnership with the Indigenous Women’s Sharing Society, Comox Valley Substance Use Collaborative, Comox Valley Community Action Team and the Community Action Initiative to provide support for the coordination of a public Substance Use Education and Awareness event, proposed for Spring 2025; and

BE IT FURTHER RESOLVED THAT Council provide up to \$7,500 from the Council Initiatives Fund to the Indigenous Women’s Sharing Society as fiscal host, to support event related costs including costs associated with the use of City facilities; and

BE IT FURTHER RESOLVED THAT the Mayor write letters to the Town of Comox, Village of Cumberland, and Comox Valley Regional District requesting that they consider a financial contribution to the event in the amount of \$2500.

7. 2025-2029 FINANCIAL PLAN

7.1	Budget Engagement 2025	37
7.2	2025-2029 Financial Plan	47
7.3	Financial Plan Bylaws - For First, Second and Third Reading:	
7.3.1	2025-2029 Financial Plan Bylaw No. 3165, 2025	209
7.3.2	Fees and Charges Amendment Bylaw No. 3167, 2025 (water)	214
7.3.3	Water Service Frontage Tax Amendment Bylaw No. 3168, 2025	219
7.3.4	Fees and Charges Amendment Bylaw No. 3169, 2025 (sewer)	220
7.3.5	Sewer Service Frontage Tax Amendment Bylaw No. 3170, 2025	225

8. COUNCIL REPORTS

8.1	Councillor Cole-Hamilton	
8.2	Councillor Frisch	

- 8.3 Councillor Hillian
- 8.4 Councillor Jolicoeur
- 8.5 Councillor Morin
- 8.6 Councillor McCollum
- 8.7 Mayor Wells

9. ADJOURNMENT



Council Minutes

Meeting #: R1/2025
Date: January 15, 2025
Time: 4:00 pm
Location: CVRD Civic Room, 770 Harmston Ave, Courtenay

Council Present: B. Wells (Mayor)
W. Cole-Hamilton
D. Frisch
D. Hillian
E. Jolicoeur
M. McCollum
W. Morin

Staff Present: G. Garbutt, City Manager (CAO)
C. Davidson, Director of Infrastructure & Environmental Engineering
A. Langenmaier, Director of Financial Services
K. O'Connell, Director of Corporate Services
S. Saunders, Director of Recreation, Culture & Community Services
K. Shaw, Director of Public Works Services
M. Wade, Director of Development Services
E. Chow, Manager of Legislative Services
J. Tazzioli, Manager of Environmental Engineering
C. Thompson, Manager of Operational Services
L. Bourgeois, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Wells called the meeting to order at 4:00 pm and respectfully acknowledged that the meeting was conducted on the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

2. INTRODUCTION OF LATE ITEMS

Without any late items or objections, Council proceeded with the agenda as presented.

3. ADOPTION OF MINUTES

3.1 Regular Council Minutes - December 11, 2024

3.2 Regular Council Minutes - December 18, 2024

Moved By Cole-Hamilton

Seconded By McCollum

THAT Council adopt the December 11, 2024 Regular Council minutes, and the December 18, 2024 Regular Council minutes.

CARRIED

4. PRESENTATION

4.1 Resident Survey, Your Courtenay, Your Voice – 2024 Results

Presenters:

- Methodology & Results: Lorne Bozinoff, President of Forum Research
- Operational Analysis: Kate O’Connell, Director of Corporate Services

Katelyn Cheeseman, from Forum Research, was also present and available to answer Council's questions.

Moved By Hillian

Seconded By Morin

THAT Council receive the “Resident Survey, Your Courtenay, Your Voice – 2024 Results” briefing note.

CARRIED

5. STAFF REPORTS

5.1 Infrastructure and Environmental Engineering

5.1.1 Youth Climate Corps Pilot Program

Jeanniene Tazzioli, Manager of Environmental Engineering, provided an overview of the proposed partnership.

Ben Simoni, Executive Director of the Youth Climate Corps, highlighted the program's accomplishments and benefits, including:

- Active presence in 10 communities across British Columbia.

- Completion of 10,000 working hours to date.
- Receipt of a \$3 million provincial grant to support ongoing initiatives.
- Creation of tangible pathways for youth, offering opportunities for meaningful careers and impactful community contributions.

Moved By Frisch

Seconded By Hillian

THAT Council direct staff to collaborate with Youth Climate Corps BC to establish a pilot program in 2025 to support climate action in the community and empower local youth.

CARRIED

5.2 Operational Services

5.2.1 CleanBC Organics Funding Program

Moved By Frisch

Seconded By Hillian

THAT based on the January 15, 2025 staff report “Clean BC Organics Funding Program”, Council direct staff to submit an application for the City of Courtenay Curbside Organics Carts through the February 2025 intake of the CleanBC – Organics Funding Program, and

THAT City of Courtenay Council supports the project and commits its one-third share of eligible project costs of \$1.5M including any ineligible costs and cost overages of the project, from the 2023/2024 launch of the program. The source of one-third share of eligible project costs will be from fees collected.

CARRIED

6. INTERNAL REPORTS AND CORRESPONDENCE

6.1 Sports Field Allocation Policy Project Update

Moved By McCollum

Seconded By Hillian

THAT Council receive the “Sports Field Allocation Policy Project Update” briefing note.

CARRIED

7. UNFINISHED BUSINESS

7.1 Delegation Follow up - Comox Valley Masters Soccer Club - Timberframe Pavilion Partnership Proposal

Moved By Hillian

Seconded By Frisch

THAT Council direct staff to consider the location for the proposed Timberframe Pavilion through the Woodcote Park Playground Upgrade design process; and

THAT Council delegate authority to the Director of Recreation, Culture and Community Services to determine the terms and conditions of the agreements to be entered into for the project; and

THAT the Director of Recreation Culture, and Community Services be authorized to execute the agreement(s) on behalf of the City; and

THAT the City contribute up to \$30,000 towards the project through Partners In Parks funding, subject to the Comox Valley Masters Soccer Club agreeing to the location of the proposed Timberframe pavilion through the Woodcote Park Playground Replacement Design process.

CARRIED

8. COUNCIL REPORTS

8.1 Councillor Cole-Hamilton

No report provided.

8.2 Councillor Frisch

No report provided.

8.3 Councillor Hillian

Councillor Hillian submitted a report of activities, see agenda.

8.4 Councillor Jolicoeur

No report provided.

8.5 Councillor McCollum

No report provided.

8.6 Councillor Morin

No report provided.

8.7 Mayor Wells

Mayor Wells provided an overview of his attendance at the Comox Valley Regional District's (CVRD) Alternative Approval Process (AAP) Open House held on January 9, 2025.

9. IN CAMERA RESOLUTION

Moved By Hillian

Seconded By Cole-Hamilton

THAT Council close the meeting to the public pursuant to the following subsections of the *Community Charter*:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and

(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.

CARRIED

Mayor Wells called a recess at 5:47 pm. The Council meeting resumed in camera at 6:03 pm.

10. ADJOURNMENT

Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 6:43 pm.

CERTIFIED CORRECT

Adopted by Council [MONTH] [DAY], 2025

Mayor Bob Wells

Corporate Officer

Parks and Recreation Advisory Commission Meeting

Date: Thursday September 5, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Michael Lynch
Mary Crowley
Carolyn Janes
Erik Eriksson
Susie Saunders (Ex Officio)
Melanie McCollum (Council Representative)
Allan Douglas
Irish Churchill
Joanne Bays (Guest)

Regrets: Bill Green

Minutes

Adoption of Minutes

- June 6, 2024 meeting minutes adopted

New Business

- 1. Community and Social Development Framework** (Joanne Bays, City)
 - a. Joanne Bays, Community Development Coordinator for City of Courtenay, provided an overview of the Community and Social Development Framework.
 - b. Committee shared experiences and feedback related to neighbourhoods & community, changing demographics and trends, community organizations and associations, and potential opportunities for neighbourhood activation.
- 2. Recreation Code of Conduct** – Verbal update (Susie Saunders, City)
 - a. Susie provided an overview of current work underway to develop a patron Code of Conduct and accompanying Access Restriction Policy for recreation facilities and programs.
 - b. Goal is to complete policies and procedures with clear expectations to ensure safe and welcoming facilities for staff, participants, and the public.

Old Business

- 1. PRAC Terms of Reference**
 - a. Committee discussion on updating the PRAC Terms of Reference.

- b. Next steps are for staff to bring forward recommendations and options to Council for consideration.

Next Meeting

- Thursday November 21, 2024: Location TBD

Parks and Recreation Advisory Commission Meeting

Date: Thursday November 21, 2024 at 6:30 pm

Location: Lewis Centre – Craft Room A

We respectfully acknowledge that the land on which we gather is the Unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

Attending: Michael Lynch
Mary Crowley
Erik Eriksson
Allan Douglas
Susie Saunders (Ex Officio)

Regrets: Carolyn Janes
Irish Churchill
Bill Green
Melanie McCollum (Council Representative)

Minutes

Adoption of Minutes

- September 5, 2024 meeting minutes adopted. Motioned by Erik Eriksson, seconded by Michael Lynch.

Acceptance of Agenda

- Agenda accepted. Motioned by Michael Lynch, seconded by Erik Eriksson.

New Business

1) Summer Camp 2024 Review

- PRAC reviewed Summer Camp 2024 Overview report provided by staff.
- Overview highlighted number of camps (largest offering in the valley), number of participants, number of participants on waitlist/unaccommodated, volunteers, highlights and challenges.
- Discussion regarding more funding needed for leisure buddies & adapted programs; possible conversations with regional district and Comox re: offering more inclusion/supported camps and programs; requesting more funding from Ministry for 1-1 support with inclusion workers.

2) Courtenay & District Memorial Outdoor Pool 2024 Season Review (attached)

- PRAC reviewed Courtenay & District Memorial Outdoor Pool 2024 Season Review report provided by staff.
- Overview highlighted number of returning staff and acknowledge the years of leadership by Aquatic Supervisor.

- Swim admissions were free to mark 75th year anniversary of pool and resulted in notable increase in swim admissions (length, adapted, aquafit, family & open swim), as well as 200 more registrations for swim lessons.

Moved By Allan Douglas

Seconded By Erik Eriksson

THAT the PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024.

CARRIED

Old Business

- 1) Community and Social Development Framework** (Joanne Bays, City)
Susie Saunders will follow-up with Joanne and invite her to share with us an update when she is ready to.
- 2) Recreation Code of Conduct** (Susie Saunders, City)
Susie advised this is continuing and is in progress.
- 3) PRAC Terms of Reference** (Susie Saunders, City)
Susie advised this is continuing and is in progress.

Addition to Agenda

Meeting Dates for 2025

PRAC meetings are scheduled for 6:30 pm on the following Thursdays in 2025:

- Feb 6, 2025
- April 3, 2025
- June 5, 2025
- Oct 2, 2025
- Dec 4, 2025

Meeting adjourned at 7:35pm



The Corporation of the City of Courtenay

Staff Report

To: Council

File No.: 0550-20 & 7710-05

From: Director of Recreation, Culture, and Community Services

Date: January 29, 2025

Subject: PRAC Recommendation - Continuation of Free Public Swim

PURPOSE:

To present a recommendation from the Parks and Recreation Advisory Commission (PRAC) to Council for consideration.

BACKGROUND:

The Parks and Recreation Advisory Commission (PRAC), at its meeting held November 21, 2024, considered the Courtenay and District Memorial Pool 2024 Season Highlights info sheet (Attachment 1). Following discussion, the PRAC approved the following motion:

THAT the PRAC recommends the City of Courtenay continue with free swim admissions in 2025 as was implemented in 2024.

DISCUSSION:

The recommendation of the PRAC has not been previously considered by Council, and is therefore not reflected in the proposed 2025-2029 Financial Plan (to be considered at the January 29th, 2025 Council meeting). Based on current revenue projections, the financial impact of the PRAC's recommendation to continue with free swim admissions for the 2025 season is estimated at \$30,000.

It is not possible to amend the 2025-2029 Financial Plan at this stage in the budget process without deferring the plan in its entirety, which would potentially impact business operations. Therefore, should Council approve the PRAC recommendation an amendment to the 2025-2029 Financial Plan would be brought before Council at a later date, prior to the May 15, 2025 statutory deadline.

FINANCIAL IMPLICATIONS:

Free public swim for the 2025 season could be funded through gaming funds.

OPTIONS:

1. THAT upon consideration of a recommendation from the Parks and Recreation Advisory Commission, Council approve free swim admissions at the Courtenay and District Memorial Pool for the 2025 season (as implemented in 2024) and allocate \$30,000 from gaming funds to offset projected revenue impacts.
2. THAT Council not approve the recommendation of the Parks and Recreation Advisory Commission to provide free outdoor swim admission at the Courtenay and District Memorial Pool for the 2025 season.
3. THAT Council provide alternative direction to staff.

ATTACHMENTS:

1. Attachment 1: Courtenay and District Memorial Pool 2024 Season Highlights Info Sheet

Prepared by: Susie Saunders, Director of Recreation, Culture, and Community Services
Reviewed by: Adam Langenmaier, Director of Financial Services
Kate O'Connell, Director of Corporate Services (CO)
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)



City of Courtenay

Courtenay & District Memorial Pool 2024 Season Highlights



AQUATIC TEAM

Fortunate to have an experienced team with 13 of our 18 staff returning from previous years.

- Aquatic Supervisor, ('retiring' after 9 years)
- Team Leaders (3 FT & 2 Relief)
- Lifeguard/Instructors (14 PT & Casual)

Wages	2024	2023	Change
Aquatic Supervisor	\$32.00	\$26.00	↑ 23%
Team Leader	\$26.00	\$22.00	↑ 18%
Lifeguard/Instructor	\$24.00	\$19.25	↑ 25%

Wage increase result of Living Wage & comparables
5475 Aquatic Staff hours = \$174,541 in wages/benefits

SWIM ADMISSIONS

SWIM	2024	2023	Change
Length	1,476	1,168	↑ 26%
Adapted	506	308	↑ 64%
Aquafit	619	437	↑ 42%
Family	392	134	↑ 193%
Open	12,293	8,058	↑ 53%
TOTAL	15,286	10,105	51%

SCHOOL BOOKINGS

# of sessions	2024	2023	2022
	41	32	31

In 2024, we had 16 different schools & 1,566 students participate!

SWIM FOR LIFE – LIFESAVING SOCIETY SWIM LESSONS

300+ Group & private lessons **858** Total registrations **↑10%** Compared to 2023 **80%** of full capacity **\$53K** lesson revenue