

File: 530.01

September 25, 2023

Sent via email only: [aproton@courtenay.ca](mailto:aproton@courtenay.ca)

Adriana Proton  
Manager of Legislative Services  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Ms. Proton:

**Re: Notice of Inaugural Meeting**

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Tuesday, November 7, 2023

Time: 4:00 pm

Location: CVRD Civic Room, 770 Harmston Avenue, Courtenay, BC

This correspondence serves as a reminder that the City of Courtenay Council must make the following appointments:

- Four directors and alternate directors from its mayor and council to the CVRD Board;
- three members and at least three alternate members from its mayor and council to the CVRD Sewage Commission; and,
- three members and at least three alternate members to the Regional Parks and Trails Committee.

Please bring this matter forward to your council in advance of the inaugural meeting with an effective date for such appointments being November 7, 2023.

As directors to the CVRD Board, the City of Courtenay appointments are automatically members of the Comox Strathcona Waste Management Board, the Comox Strathcona Regional Hospital District Board, the Comox Valley Water Committee and the Comox Valley Recreation Commission (note: Sewage Commission and Regional Parks and Trails Committee appointments are made separately as identified above). Further, the council appointments to the board may also be named to any standing or select committees, such as the Committee of the Whole.

## **Weighted Voting**

Under the *Local Government Act*, regional districts follow Part 6 - Regional Districts: Governance and Procedures to determine voting entitlements and procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on the 2021 census, one City of Courtenay director has four votes on weighted matters, and three have five votes on weighted matters (see Appendix A). Please ensure your council appointments identify which directors have four votes and five votes

In addition, voting at the Water Committee follows CVRD Bylaw No. 1783 being the "Water Local Service Establishment Bylaw, 1995" and related committee policy statements. The City of Courtenay currently has seven votes, split amongst four directors; that is three directors with two votes and one director with one vote.

Please confirm the assignment of directors and weighted votes for the Water Committee effective November 7, 2023 to ensure the committee meeting in December can be conducted in accordance with the above-mentioned bylaw and policies.

Weighted voting for the Water Committee in 2024 will be determined early in the new year based on the previous year's consumption values. A follow-up letter will be sent to the city advising if any further action is required to assign weighted votes to committee members.

Please forward this information to your mayor and council as you see fit. I have attached a suggested resolution for your consideration (Appendix B). I would appreciate a response by November 1, 2023 in order for us to prepare for our inaugural meeting.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

***L. Dennis***

Lisa Dennis  
Manager of Legislative Services

Encl. Appendix A – 2021 Census figures for voting strength  
Appendix B – Sample resolution

cc: J. Warren, Acting Chief Administrative Officer  
J. Martens, General Manager of Corporate Services

## APPENDIX A – 2021 CENSUS FIGURES FOR VOTING STRENGTH

**Comox Valley Regional District**  
(incorporated February 15, 2008)  
Voting Unit: 1,500 population

	2021 Census including subsequent population changes certified by the Minister <sup>1</sup>	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
<b>City:</b>			
Courtenay	28,420	4	19
<b>Town:</b>			
Comox	14,806	2	10
<b>Village:</b>			
Cumberland	4,447	1	3
<b>Electoral Areas:</b>			
A (Baynes Sound / Denman Island )	7,926	1	6
B (Lazo North)	7,683	1	6
C (Puntledge-Black Creek)	9,163	1	7
<b>Totals:</b>	72,445	10	51

Populations certified as necessary by the Minister of Municipal Affairs under sections 196 and 197 of the *Local Government Act* as per the definition in the Schedule to the *Community Charter*.

Effective November 1, 2022.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves and boundary extensions to December 31, 2021.

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**APPENDIX B**
**SAMPLE Resolution**

THAT the following appointments be made to the Comox Valley Regional District effective November 7, 2023:

**Comox Valley Regional District Board of Directors and Comox Valley Water Committee:**

<b>Name</b>	<b>CVRD Board Votes</b>	<b>Water Committee Votes</b>
	5 votes	2 votes
	5 votes	2 votes
	5 votes	2 votes
	4 votes	1 vote

**Alternate Regional District Directors:**

Councillors \_\_\_\_\_

**Sewage Commission:**

Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_;

Alternates: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

**Regional Parks and Trails Committee:**

Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_;

Alternates: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.