

THE CORPORATION OF THE CITY OF COURTENAY

NOTICE OF COMMITTEE OF THE WHOLE MEETING

DATE: Monday, October 29, 2012
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

AGENDA

1.00 STAFF REPORTS

1. Sign Bylaw Update
2. Integrated Flood Management Study
3. Sidewalk Request – 2265 Valleyview Drive
4. Projected Timetable – 2013-2017 Financial Plan
5. 2013 Citizen Survey Options

2.00 ADJOURNMENT

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

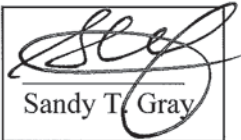
FROM: Development Services Department

FILE #: 3900-01
DATE: October 24, 2012

SUBJECT: Sign Bylaw Update

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That the report from the Development Services Department outlining the proposed Sign Bylaw review process be received for information.

PURPOSE:

To inform Council of the proposed process and timeline for updating the sign bylaw.

BACKGROUND:

The current City of Courtenay Sign Bylaw was adopted in 1998. Since that time advertising technologies have advanced with new sign styles, products, materials and lighting methods available. These new advances were not anticipated in the current bylaw making interpretation of the bylaw difficult in some circumstances.

Several large format retail stores have been constructed since the Sign Bylaw has been adopted representing different signage needs than traditional retail outlets. Adherence to the current bylaw requirements results in signage that is out of scale with the large facades of these buildings. As a result, the City receives numerous requests to increase the height, area and number of permitted signs.

The sign bylaw helps to regulate and control signage; however, signs that are thoughtfully and creatively designed can make a significant positive impact on the character of an area or even serve as a landmark within a community. The current bylaw has several restrictions which can discourage creative sign shapes or materials. Greater flexibility within certain areas of the City, such as the downtown, may help to promote the character of the area.

For reasons such as those stated above, and with the direction of Council, staff are undertaking a review of the current Sign Bylaw. It is anticipated that this project will result in a new Sign Bylaw being adopted and changes to the Commercial and Industrial Development Permit Area Guidelines contained in the Official Community Plan. One of the goals of the new bylaw is to be very visual in nature with clear examples of sign requirements and preferred signage design. Changes to the sign bylaw will provide better guidance to both staff and applicants improving the consistency in the application of the bylaw and improving the effectiveness and efficiency of the sign permitting process.

DISCUSSION:

The following table presents the proposed process for updating the sign bylaw. Built into the process is the opportunity to consult with stakeholders such as local sign companies, the Chamber of Commerce, the Downtown BIA, and the Heritage Advisory Commission on two occasions prior to the bylaw going to Council.

The first opportunity to provide input into the sign bylaw review will be at a stakeholders meeting. The second opportunity will be at a public open house where participants will have the opportunity to comment on the draft bylaw. Stakeholders will be notified directly of the public open house in addition to general notifications on the City website and in the local newspaper.

Stage/Activity	Timeframe
Flag Issues with Current Bylaw	Nov 5
Review other Municipalities' Bylaws	Nov 5
Review Industry Guides and Position Papers	Nov 9
Explore Cost Implications of Different Sign Styles	November 9
Perform Analysis/Prepare Options	November 23
Council Update	November 26
Stakeholder Meeting or Workshop	First Week of Dec
Produce Draft Bylaw	Dec/Jan
Public Open House <i>*invite stakeholders</i>	Mid/late January
Refine Draft Bylaw	Jan/Feb
Go to Council for 1 st and 2nd	Feb/March

FINANCIAL IMPLICATIONS:

Financial implications are expected to be quite minimal. There will be staff resources needed for the review however it is expected that once the new bylaw is adopted it will require less staff time to administer.

STRATEGIC PLAN REFERENCE:

Council has listed a review of the Sign Bylaw as one of their key goals for the 2012-2014 Council Term.


OCP SUSTAINABILITY REFERENCE:

Not Applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not Applicable.

Respectfully submitted,


Erin Ferguson, B.Sc, MCP
Planning Technician


Peter Crawford, MCIP
Director of Development Services

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THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Peter Crawford, MCIP
Director of Development Services


FILE: 5225-04-Integrated Flood Management Study

DATE: October 24, 2012

SUBJECT: Integrated Flood Management Study (IFMS)

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation from the Director of Development Services and Acting Director of Operational Services regarding the update of the Integrated Flood Management Study be accepted.



Sandy T. Gray

RECOMMENDATION:

That Council receive the report on the update for the Integrated Flood Management Study for information.

PURPOSE:

To provide Council with an update on the Integrated Flood Management Study and present a simulation of the 2009 flood event.

BACKGROUND:

At the January 4th, 2011 Council Meeting a resolution was carried to support the application for funding to B.C Emergency Management through the B.C Flood Protection Program.

In January of 2012, the City received notification that the application for funding was approved and that the province would provide two-thirds funding to a maximum of \$471,000 towards the project entitled "Tsolum River Flood Wall".

In March of 2012, the City solicited proposals to undertake consulting services for the Tsolum River Flood Wall project which includes an update of the City's Flood Plain Mapping and the development of an Integrated Flood Management Study. McElhanney Consulting Services, Ltd., in partnership with Kerr Wood Leidal, submitted the successful proposal.

DISCUSSION:

The Tsolum River Flood Wall project is broken into three phases:

Phase 1 – Flood Plain Mapping and Modelling – estimated completion: December 2012

Phase 2 – Approvals and Design – estimated completion: March 2013

Phase 3 – Tendering and Construction – estimated completion – December 2013

Phase 1 is nearing completion and a working model has been developed. McElhanney Consulting Services will provide a presentation demonstrating the working model. Having an accurate model illustrating flooding extents is critical to ensuring that the Tsolum River Flood Wall is constructed in the right location and at the correct elevation. The model will also help identify immediate flood risks.

Information gathered throughout the project will be used to establish new Flood Construction Levels, which define the minimum elevations for which a structure can be built. As required by provincial policy, the work will consider gradual sea level rise, reviewing conceptual

changes in sea levels at year 2100 and 2200. Given the slow pace of sea level rise, these longer term adaptations would likely be incorporated at the end of a building lifespan – giving guidance to the appropriate redevelopment of land within the floodplain.

Before moving forward with the design and implementation of the Tsolum River Flood Wall, additional public consultation will be undertaken. Once preliminary results of flood modelling are known, a workshop will introduce the approximate flood extents and general options for flood mitigation to community stakeholders. This workshop will be focussed on providing information about current flood risks, as well as the trends towards increased risks related to climate change and sea level rise. Early ideas on how to adapt to these evolving risks will be presented, including examples of what other communities have considered in similar circumstances. Respondents will be asked to provide input on options that warrant further study and to express values that would be relevant to selection of preferred options.

FINANCIAL IMPLICATIONS:

The Tsolum River Flood Protection Project is included in the 2012 Capital Budget with a budget of \$707,163.00.

STRATEGIC PLAN REFERENCE:

N/A

OCP SUSTAINABILITY REFERENCE:

N/A

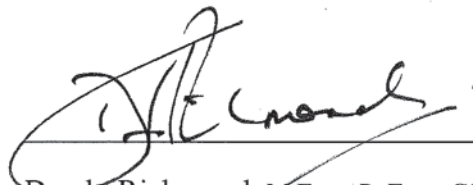
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,



Peter Crawford, MCIP
Director of Development Services
and Acting Director of Operational Services



Derek Richmond, M.Eng., P. Eng., CSci., C.WEM
Manager of Engineering.



Courtenay Integrated Flood Management Study

Project Update
City Council Meeting October 29, 2012

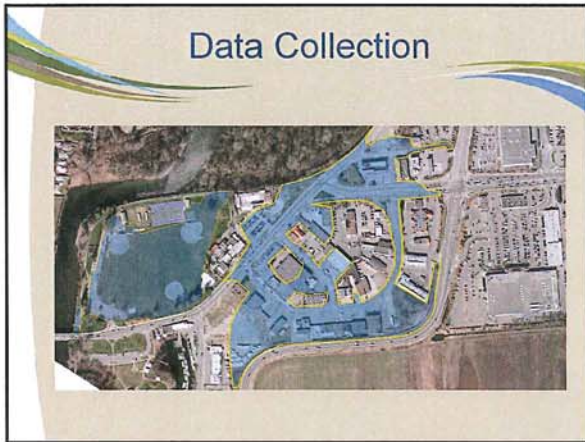
Study Components

- "Tsolum River Flood Wall" – (a concept)
- Aerial Photography / LiDAR
- Floodplain mapping – update
- Flood forecast simulations
- Mitigation options – long & short-term
- Design & implementation

Data Collection

The Project was initiated in May and June with a start-up meeting and background data review.
Physical Surveys included:

- The Digital Ortho Photographs and LiDAR surveys were completed
- Convention Survey of River Cross-Sections
- Bathymetric Survey was delayed to the End of June to coincide with a reasonably high tide event



Public Meetings

- On June 28th, 2012 Government & Public Stakeholder Workshops were held in Courtenay
 - Government Stakeholders included Federal and Provincial Agency Representatives and a representative from the Comox First Nation.
 - Focus concerns on Sea Level Rise (2100 & 2200) and the Environmental Values in the Floodplain and Estuary
 - About a dozen Public Stakeholders provided written comments with values focused on perceived increased frequency of flooding
 - Most respondents suggested that they would tolerate flooding of roads, residences and businesses every 200 years.

Flood Modelling

- flood animation video will be presented at this slide

Next Steps

- Simulate flooding for the 1:200 year flood, establish FCL
- Public Meeting
- Simulate and assess effects of mitigation strategies
- Public Meeting
- Final Report by end of Dec 2012

REPORT TO COUNCIL

FROM: Peter Crawford, MCIP Director of Development Services FILE#: 5420-20-2265 Valley View Drive DATE: October 26th, 2012

SUBJECT: Sidewalk request for 2265 Valley View Drive

C.A.O. COMMENTS/RECOMMENDATIONS:

Sandy T. Gray

That the recommendation of the Director of Development Services be accepted regarding the construction of a sidewalk in front of 2265 Valley View Drive.

Should Council wish to proceed staff will action a tender for the project.

RECOMMENDATION

That the report from the Director of Development Services regarding the request for a sidewalk at 2265 Valley View Dr be received for information.

PURPOSE

To respond to the Council resolution passed on October 15, 2012 requesting staff to outline the total cost of the requested sidewalk and an estimated completion date on Valley View Drive.

BACKGROUND:

At the October 15th, 2012 Council meeting, Council received a letter from Ms. Vosberg regarding the construction of a sidewalk on Valley View Drive. A motion was carried to have staff prepare a report to Council for the October 29th, 2012 Committee of the Whole meeting outlining the total cost of the requested sidewalk and an estimated completion date.

DISCUSSION:

The letter presented to Council raises concerns with respect to the safe crossing of children on Valley View Drive immediately south of the Valley View Elementary School access.

The request for consideration of sidewalk by Ms. Vosberg is only to provide connection from her property to the existing sidewalk to the east. This would cross the frontage of the adjacent property, # 2295 Valleyview Drive. The estimated cost of construction for this section of sidewalk is \$8,000.00 based on current construction practice.

If the sidewalk extension was to be limited to only the frontage of #2295, there is a potential to increase safety concerns by encouraging pedestrians to 'short-cut' to the school access, directly opposite, hence the reason for the original off-set location of the crosswalk and the truncated sidewalk.

The only likely beneficiaries of this section of sidewalk would be the occupants of #2265. For benefit to be obtained by all users in the vicinity, the sidewalk would need to be extended further west to Mallard for a total cost of approximately \$40,000 - \$45,000.00 based on current construction practice.

If given direction to proceed with the sidewalk installation this year, the project would be put out to tender to arrive at a final cost and timeframe.

The construction of the proposed sidewalk has not been approved as a 2012 budget item.

FINANCIAL IMPLICATIONS:

The proposed Valley View sidewalk project was not included in the 2012 capital projects funded and approved by Council via the 2012-2016 Financial Plan Bylaw. Should Council wish to proceed with construction in 2012, consideration could be given to sourcing funds for this project from the City's Traffic Fine Revenue Share Grant funds.

Attached is a schedule outlining the planned use of the funds from 2012 to 2014. The City's current agreement with the Province for traffic fine revenue sharing ends in 2014.

STRATEGIC PLAN REFERENCE:

N/A

OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,



Peter Crawford, MCIP
Director of Development Services

NEW BUSINESS

9:32am
CA

September 24, 2012

John Ward
Manager of Corporate Administration
City of Courtenay
830 Cliffe Avenue
Courtenay, B.C. V9N 2J7



Dear Mr. Ward:

My name is Suzanne Vosberg and I am a resident at 2265 Valley View Drive in Courtenay. I would like to address council about serious safety issues my children face while walking to school.

The three concerns are – no sidewalk, an unsafe passing lane on the approach to the crosswalk and excessive speeds in the school zone.

I have expressed my concerns to both the City of Courtenay Engineering Department and the RCMP. The City of Courtenay has put the sidewalk on their "to do" list but no plans have been made to complete the sidewalk project. They have no plans to remove the passing lane. As for the speeding issue the RCMP has responded by explaining they have too few cars and no safe place to put a car in the area if they did have one.

Please let me explain how dangerous this situation is. In order to get to school my children walk with their backs to traffic across our neighbour's lawn to the crosswalk. Along this 25m route there is a passing lane where cars can pass cars turning into the school. I have witnessed cars go up on the grass and come within inches of hitting my children while passing the cars in the turning lane. Moreover the passing cars, buses and other commercial vehicles speed past the turning vehicle and there is very little time to stop before the crosswalk. This is very dangerous for all children in the crosswalk.

This passing lane is dangerous and ineffective.

A sidewalk would provide a safe route to the crosswalk for my children. Removing the passing lane and perhaps installing a median in the crosswalk and/or narrowing the lane to prevent cars from passing, I believe, would increase safety for our children walking to school.

I would appreciate any suggestions you might have for speeding vehicles.

Thank you for your time and attention to this matter.

Sincerely,

Suzanne Vosberg
2265 Valley View Drive
Courtenay, BC V9N 8S5
250-871-6058

Copy: Mayor Larry Jangula ✓

ENCLOSURES (4)



MALLARD TO PED CROSSING
 TOTAL COST BASED ON \$270 PER LM X 144 LM= \$38,880
 INCLUDES A \$10,000 LANDSCAPE /SAW CUT/REMOVALS &
 TRAFFIC CONTROL CONTINGENCY
 1.5 WIDE X 125mm CONCRETE SIDEWALK
 (CONTINUOUS THRU DRIVEWAYS)

TOTAL COST BASED ON \$270 PER LM X 99 LM= \$26,730
 INCLUDES A \$7,000 LANDSCAPE /SAW CUT/REMOVALS & TRAFFIC
 CONTROL CONTINGENCY
 1.5 WIDE X 125mm CONCRETE SIDEWALK (NON
 CONTINUOUS THRU DRIVEWAYS)

VOSBERG RESIDENCE TO PED
 CROSSING ONLY
 \$220 PER LM X 25 LM = \$5,500
 1.5 WIDE X 125mm CONCRETE SIDEWALK
 (NON CONTINUOUS THRU D/WAY AREAS)

VOSBERG SECTION = 25 LM

MALLARD SECTION = 119 LM

VALLEY VIEW DR. - SIDEWALK ESTIMATED COSTS

THE CORPORATION OF THE CITY OF COURTENAY

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REPORT TO COUNCIL

FILE #: 1700-01

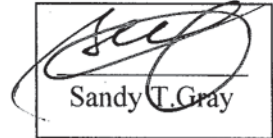
FROM: Director of Financial Services/Deputy CAO

DATE: October 25, 2012

RE: Projected Timetable for the 2013-2017 Financial Plan

C.A.O.'S COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.


Sandy T. Gray

RECOMMENDATION:

That Council receive the attached projected timetable in regards to the development of the 2013 - 2017 financial plan for information.

PURPOSE:

To provide Council with information in regards to the financial planning process for 2013-2017.

BACKGROUND:

Section 165 of the *Community Charter* requires a municipality to have a financial plan that is adopted annually, by bylaw, before the property tax bylaw is adopted. The five-year financial plan and the current year tax rates bylaws must both be adopted by Council before May 15th each year.

DISCUSSION:

The attached projected budget timetable for the 2013 – 2017 financial planning process is provided for Council's information. The timetable provides a guide in regards to the various stages of the financial planning process which lead up to final adoption of the 2013 -2017 Financial Plan and 2013 Tax Rates Bylaws, both of which must be finally adopted by Council no later than May 15th.

FINANCIAL IMPLICATIONS:

The 2013-2017 Financial Plan will set the budget allocation for the City's 2013 fiscal year, as well as project the budget allocations for 2014-2017. Financial impacts will be discussed by Council during the planning process.

STRATEGIC PLAN REFERENCE:

The value statements and goals/actions outlined in Council's 2012-2014 Strategic Plan will guide the development of the 2013-2017 Financial Plan.

Respectfully submitted,



Tillie Manthey, BA, CGA
Director of Financial Services

City of Courtenay
Projected Budget Timetable
Financial Planning 2013 - 2017

Date	Description
2012 September 30	Budget Worksheets on common drive Instructions to Departments
Oct 1 – Nov 15	Departments prepare budget submissions and budget notes
October 29	Discuss Citizen Survey option with Council
November 12 November 16	Deadline for Grant requests to the CVRD - pool, special needs, Rescue 71, cemetery Budget submissions due from departments
Nov 19 – Nov 30	Budgets reviewed and compiled, overall impact analyzed/discussed; preliminary budget "balanced"
	Analyze reserves
	Prepare yearend forecasts, determine carry forward capital funds
November /December	Review and determine 2013 user fees for water, sewer and garbage services Set rates for January 1 st 2013
December	Provide Survey results to Council if survey carried out in November Council discussion around results of survey, budget priorities
2013 January	Download Preliminary Assessment Roll Calculate estimated new construction revenue based on preliminary assessment roll
January /February	Budget discussions with Council
January / February	Public attendance at budget discussion meetings, solicit feedback
March	Prepare/Adopt Financial Plan Bylaws
April	Download final assessment roll – for tax rate calculations Discuss multiplier options with Council Prepare Tax calculations and tax rates bylaws, final adoption must be by May 15th

THE CORPORATION OF THE CITY OF COURTENAY

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REPORT TO COUNCIL

FILE #: 1425-20 [CITIZEN SURVEYS]

FROM: Director of Financial Services/Deputy CAO

DATE: October 23, 2012

2013 Citizen Survey Options

C.A.O COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.

[Signature] Sandy T. Gray

RECOMMENDATION:

That Council consider carrying out a citizen survey to inform the 2013-2017 financial planning discussions; and

That Council provide staff with instruction on:

- 1. The type of survey to conduct,
2. The desired survey target recipients,
3. Use of internal or external resources to carry out the survey.

PURPOSE:

To consider carrying out a citizen survey.

BACKGROUND:

During the latter part of the 2012 budget discussions, Council expressed the wish to survey the citizens of Courtenay. This action was deferred, and it was requested that staff provide information in regards to citizen survey options for the 2013 budget process.

DISCUSSION:

One of the goals of surveying citizens is to determine what the "silent majority" thinks. Generally, survey objectives include determining satisfaction with current services and infrastructure offered by the City, obtaining feedback on service levels and improvements needed in customer service, and gathering resident opinions and comments on current issues as well as future priorities the City should focus on. The results of a survey will assist Council in its discussions during the 2013 to 2017 financial planning process.

In moving forward with a survey, council will need to determine:

- 1. Who the survey should target - should only property owners be surveyed? or should the survey be open to all citizens of Courtenay?
2. Whether the survey should be telephone based or a mail out paper based form.

3. Whether the survey be prepared and administered by internal or external resources. An external resource would ensure that the survey carried out is statistically valid and is conducted with the intended target group. Initial research indicates that utilization of an external resource could range from \$14,000 to \$15,000, depending on the size of the survey sample group and the length of the survey questionnaire.

If Council wishes to create the survey internally and sample just property owners, a mailing list can be generated from the property tax roll and mailed out by staff. However, a mail out survey may not be successful in eliciting response as it is less convenient for citizens to respond by mail. In addition, a mail out to just property owners would exclude renters. Based on 2006 census information, approximately 30% of the population in Courtenay are renters and not property owners.

If a broader citizen survey audience is preferred, it would be valuable to engage the services of an external firm to carry out the survey, as it will likely take the form of a telephone survey. Using an external resource will assure Council that not only is the survey statistically valid, but that feedback recorded is only from residents who reside within the City of Courtenay.

Finally, Council will need to consider what questions the survey should cover. Ideally, feedback should be solicited on topics that range from current levels of service, improvements desired, to comments on specific issues of interest to Council. Once the survey method is selected, Council can work with either staff or the external resource to finalize the survey content.

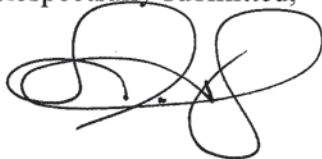
FINANCIAL IMPLICATIONS:

Costs will vary depending on the type of survey carried out.

STRATEGIC PLAN REFERENCE:

Value No. 3 – An open, inclusive and vibrant community.

Respectfully submitted,



Tillie Manthey, BA, CGA
Director of Financial Services