

**CORPORATION OF THE CITY OF COURTENAY
COUNCIL MEETING AGENDA**

DATE: Monday, February 4, 2013
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt January 21, 2013 Regular Council Meeting Minutes and January 28, 2013 Committee of the Whole Meeting Minutes

Honourable Don McRae, MLA Comox Valley
Presentation of Queen Elizabeth II Diamond Jubilee Medal to Sandy Gray, CAO

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Dawn to Dawn Action on Homelessness Society – Update
2. Jason Hess – Architect for DP 1206 - Home Depot site (See page # 3)
2. Costco Wholesale – Noise Mitigation Update

4.00 COMMITTEE/STAFF REPORTS

(a) Community Services

1. Blair Pettis and Randy Wiwchar – Update on Lewis Centre Construction

(b) Development Services

3. 2. Development Permit No. 1206 – 388 Lerwick Road

(c) Operational Services

19. 3. Subdivision Servicing Agreement – Buckstone Development
31. 4. Temporary Road Closure – February 14, 2013 “One Billion Rising” Event
37. 5. Temporary Road Closure – March 24, 2013 Comox Valley Half Marathon

(d) Financial Services

43. 6. Letter of Support – Project Watershed
45. 7. Water and Sewer Financial Plan and Proposed Rates

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 REPORTS FROM COUNCIL REPRESENTATIVES

7.00 RESOLUTIONS OF COUNCIL

- 57 1. Councillor Leonard re: Raven Coal Mine Proposed Resolution (previous related resolution from May 17, 2010 attached for Council reference)

WHEREAS the operations of the proposed Raven Underground Coal Mine could impact the aquifers used by the surrounding communities for their potable water;

AND WHEREAS the operation of this mine could impact the fin fish, shellfish, and other fisheries in Baynes Sound and the considerable economic value derived from these fisheries;

AND WHEREAS the City of Courtenay previously passed a resolution requesting the Province of British Columbia conduct a comprehensive mapping of the aquifers in the areas that could be affected by the Raven Underground Coal Mine Project proposed by Compliance Coal Corporation and such mapping has not been completed as a requirement of the Environmental Review process;

AND WHEREAS the Comox Valley Regional District supported a letter sent to the BC Ministry of Environment requesting a baseline study of the Baynes Sound intertidal and subtidal benthic infauna community adjacent to the proposed mine;

AND WHEREAS our additional request that the Federal Government conduct an independent Environmental Assessment of the project has gone unheeded;

THEREFORE BE IT RESOLVED THAT the City of Courtenay advise the elected representatives and the appropriate agencies of the Federal and Provincial government that it is opposed to the further processing of this application until the Province of British Columbia conduct a comprehensive aquifer mapping of the aquifers that could be affected by the Raven Underground Coal Mine Project; and

THAT the Province of British Columbia conduct an independent baseline study of the Baynes Sound intertidal and subtidal benthic infauna community adjacent to the proposed Raven Underground Coal Mine Project; and

THAT the Federal Minister of the Environment refer the environment assessment of the Raven Underground Coal Mine Project to an independent review panel with public hearings.

8.00 UNFINISHED BUSINESS

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

11.00 BYLAWS

For Final Adoption

- 59 1. “Zoning Amendment Bylaw No. 2731, 2013”
(to allow a secondary suite within an existing single residential dwelling on Mallard Drive)

For Third Reading After Public Hearing

- 61 2. “Official Community Plan Amendment Bylaw No. 2722, 2013”
(land use designation change from Industrial to Commercial Uses – 2525 Mission Road)
- 63 3. “Zoning Amendment Bylaw No. 2723, 2013”
(CD-24 Zone – 2525 Mission Road)

12.00 COUNCIL MEMBER ROUND TABLE

13.00 ADJOURNMENT

Please note that there is a Public Hearing scheduled for 5:00 p.m. in relation to Official Community Plan Amendment Bylaw No. 2722 and Zoning Amendment Bylaw No. 2723



VISION:

Dawn to Dawn envisions a community where everyone has a place to call home.

MISSION:

To advocate, initiate, collaborate and support efforts to ensure the availability of housing and support programs for the homeless and those at risk of being homeless in the Comox Valley.

MANDATE:

To provide transition housing and support services either directly or indirectly to the homeless and those at risk of being homeless.

CORE VALUES:

Dawn to Dawn is guided in its actions by a set of core values.

Respect and Dignity

We believe that everyone has the right to be met with compassion, accepted without discrimination, and treated with respect and dignity.

Self-Determination

Every person has the right to self-determination. The people we serve establish the direction of their lives. We provide, support or collaborate with services that help them reach their goals.

Diversity and Inclusion

We embrace diversity and inclusion, encouraging everyone to contribute to solutions to homelessness in positive and meaningful ways.

Partnership and Collaboration

We believe that we can accomplish more when we work in partnership and collaboration, sharing knowledge, expertise and resources.

Innovation

We are responsive to the needs of the people we serve and to our community. We invest in new and creative ways to achieve our vision, mission and mandate.

Integrity and Accountability

We are ethical and accountable in our decision-making, open and honest in our communications and in all financial transactions. We set goals, evaluate our results and measure our effectiveness and impact

THE CORPORATION OF THE CITY OF COURTENAY

2

REPORT TO COUNCIL

FILE #: 3060-20-1206

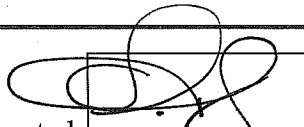
FROM: Development Services Department

DATE: January 30th, 2013

SUBJECT: Application for Development Permit No. 1206
388 Lerwick Road
Lots 1 and 2, Section 78 Comox District, Plan EPP27505 and the remainder
of Lot A, Section 78, Comox District, Plan VIP75241.

C.A.O. COMMENTS/RECOMMENDATIONS:

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


For: Sandy T. Gray

RECOMMENDATION:

That Development Permit No. 1206, to allow construction of an approximately 395m² restaurant and 757 m² commercial building on the property legally described as Lots 1 and 2, Section 78, Comox District, Plan EPP27505 and the remainder of Lot A, Section 78, Comox District, Plan VIP75241 (388 Lerwick Road) be issued subject to the following conditions;

- a. Development in conformance with the plans and elevations contained in *Attachment No. 2*;
- b. Submission of landscape security in the amount of (125% x \$32,521.33) \$40,651.66;
- c. Submission of an irrigation plan prior to issuance of building permit;
- d. Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- e. The following minimum depth of topsoil or amended organic soil is required on all landscaped areas of the property: shrubs - 450mm; groundcover and grass – 300mm; trees – 300mm around and below the root ball.
- f. Issuance of a sign permit in compliance with the *City of Courtenay Sign Bylaw No. 2042, 1998* or the bylaw in effect at the time of application and the Commercial Development Permit Guidelines is required for all signage. Signage must not be internally illuminated unless otherwise permitted by the sign bylaw in effect at the time of application;
- g. All building, site and sign lighting must be full cut off, flat lens in accordance with the City's Dark Skies Policy. Submission of a lighting plan and specifications is required prior to issuance of a building permit and all lighting must be approved by the City prior to installation;
- h. Submission of a sediment and erosion control plan prior to any site disturbance;
- i. If the permit holder has not substantially commenced any construction to which the permit was issued within twelve (12) months after the date it was issued, the permit lapses.

PURPOSE:

To consider the issuance of a development permit to authorise construction of two commercial buildings.

BACKGROUND:

The subject properties were recently subdivided from a portion of the Home Depot parking lot adjacent to Lerwick Road. The lots are zoned Commercial Two (C-2) and at its regular meeting on January 21st, 2013 Council adopted a zoning amendment to facilitate the proposed development. The development permit building design is consistent with the design presented to Council during the rezoning process.

DISCUSSION:

The proposed development falls within the Commercial development permit area which is intended for areas with high visibility throughout the City. The objective of this designation is to ensure a high quality of architectural design with aesthetically pleasing landscaping.

Official Community Plan Review

Key Form and Character Guidelines for the proposed development include: the buildings should be compatible in scale, form, materials and character of neighbouring developments; the buildings shall relate to the pedestrian scale; and stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character.

With regard to these guidelines the buildings complement the contemporary west coast design elements of the Thrifty Foods development across Ryan Road. The design includes variation in height and massing and the buildings are clad with hardiplank and corrugated metal siding highlighted with stone and heavy rough sawn trim to create visual interest. The buildings relate to the pedestrian scale with the use of canopies, decorative trellises and large storefront windows.

It is also the opinion of Staff that the proposed buildings meet guidelines requiring screening of roof top equipment; architectural design and the use of building materials of a high standard that indicates quality, stability and permanence; and commonality of architectural features between the two buildings. The applicant has provided a design rationale which is attached for information (**Attachment No. 3**).

The *Signage Guidelines* state that the use of indirect lighting to illuminate signage is required. The proposed building elevations indicate the typical location and size of signage, however, until tenants are secured detailed signage plans are unavailable. All fascia and freestanding signage for the proposed development must be in conformance with the Commercial development permit guidelines and the *City of Courtenay Sign Bylaw No. 2042, 1998* or the bylaw in effect at the time of sign permit application. In accordance with Section 6.6.6 of *Sign Bylaw No. 2042, 1998* the new development must share the existing freestanding signs with Home Depot.

With regard to the *Siting, Landscaping and Screening Guidelines* the Home Depot site has well established landscaping on both the Ryan Road and Lerwick Road frontages. The landscape plan for the proposed new development shows pockets of enhancements to the existing landscape treatment and the addition of a pedestrian connection from Lerwick Road into the new site. Landscaping is proposed within the medians separating the Home Depot parking area from the new site. Landscape security will be secured at the time of building permit in the amount of

\$40,651.66 to ensure works are completed.

In accordance with the *Lighting Guidelines*, all exterior lighting is required to be full cut off/flat lens parking lot luminaires and wall sconces that meet the City's Dark Skies policy. A lighting plan and specifications must be provided to the City's satisfaction prior to issuance of the building permit. This is stated as a condition of the Development Permit.

The *Parking Guidelines* state that parking areas shall be screened, and that parking areas shall include landscaped areas. These guidelines also state that pedestrian sidewalks connecting building entrances to and through parking areas and sidewalks of the adjacent streets shall be provided. The existing and proposed additions to the landscape beds adjacent Ryan and Lerwick provide adequate screening. As discussed above a new pedestrian link has been added to Lerwick Road and suitable internal pedestrian links have been provided.

It is staff's opinion that the plans and elevations submitted substantially conform to the Commercial Development Permit Area Guidelines.

Zoning Analysis

As noted in the 'Background' section above the property is zoned Commercial Two (C-2) and permits the proposed development. Staff is of the opinion that the proposal complies with *Zoning Bylaw No. 2500, 2007* with respect to building height, setbacks, lot coverage and parking.

As part of the rezoning process a statutory right of way was secured over the Home Depot property for an emergency access route should a new fire hall be constructed on the adjacent City owned lands.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

N/A

OCP SUSTAINABILITY REFERENCE:

Section 4.2.2 Goals

1. Utilize existing services and designated lands prior to consideration of new commercial areas;
2. Encourage infill of highway commercial services to serve automobile oriented commercial uses on major roads.

Section 4.2.3 Policies

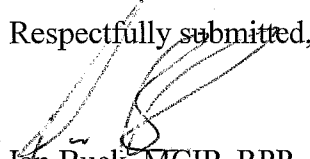
The City supports more intensive utilization of existing serviced land and existing commercial space prior to outward expansion.

REGIONAL GROWTH STRATEGY REFERENCE:


The City of Courtenay is the largest urban area in the Comox Valley and, as such, is home to a number of major businesses, commercial/retail areas and cultural facilities. It is also the location for the North Island College Comox Valley campus and the majority of recreation facilities including the

Comox Valley Sports Centre and exhibition grounds. The City of Courtenay should develop and grow consistent with its function as the Comox Valley's largest urban area.

Respectfully submitted,

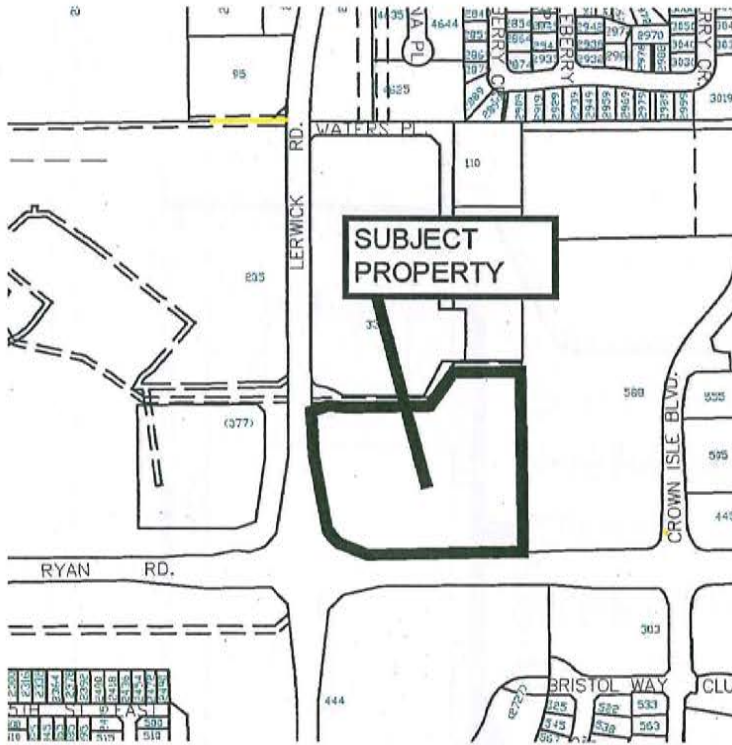


Ian Buck, MCIP, RPP
Manager of Planning



Peter Crawford, MCIP, RPP
Director of Development Services

REFERENCE INFORMATION:



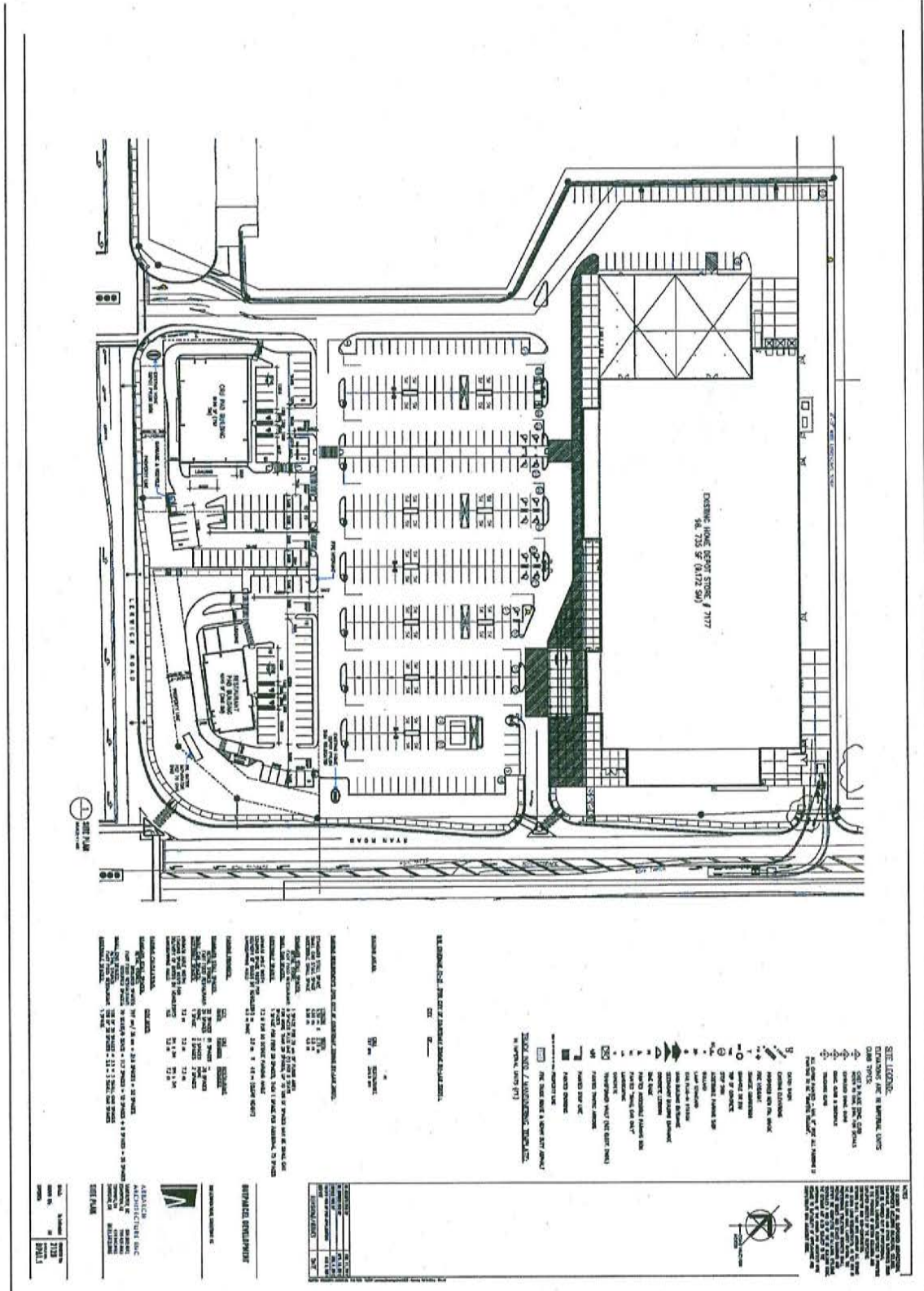
Applicant: Jeff Wren, Staburn Property Group
Owner: Home Depot Holdings Inc. Inc. NO. A45874
Location: 388 Lerwick Road
Legal Description: Lots 1 and 2, Section 78, Comox District, Plan EPP27505 and Lot A, Section 78, Comox District, Plan VIP75241. except part in plan EPP27505

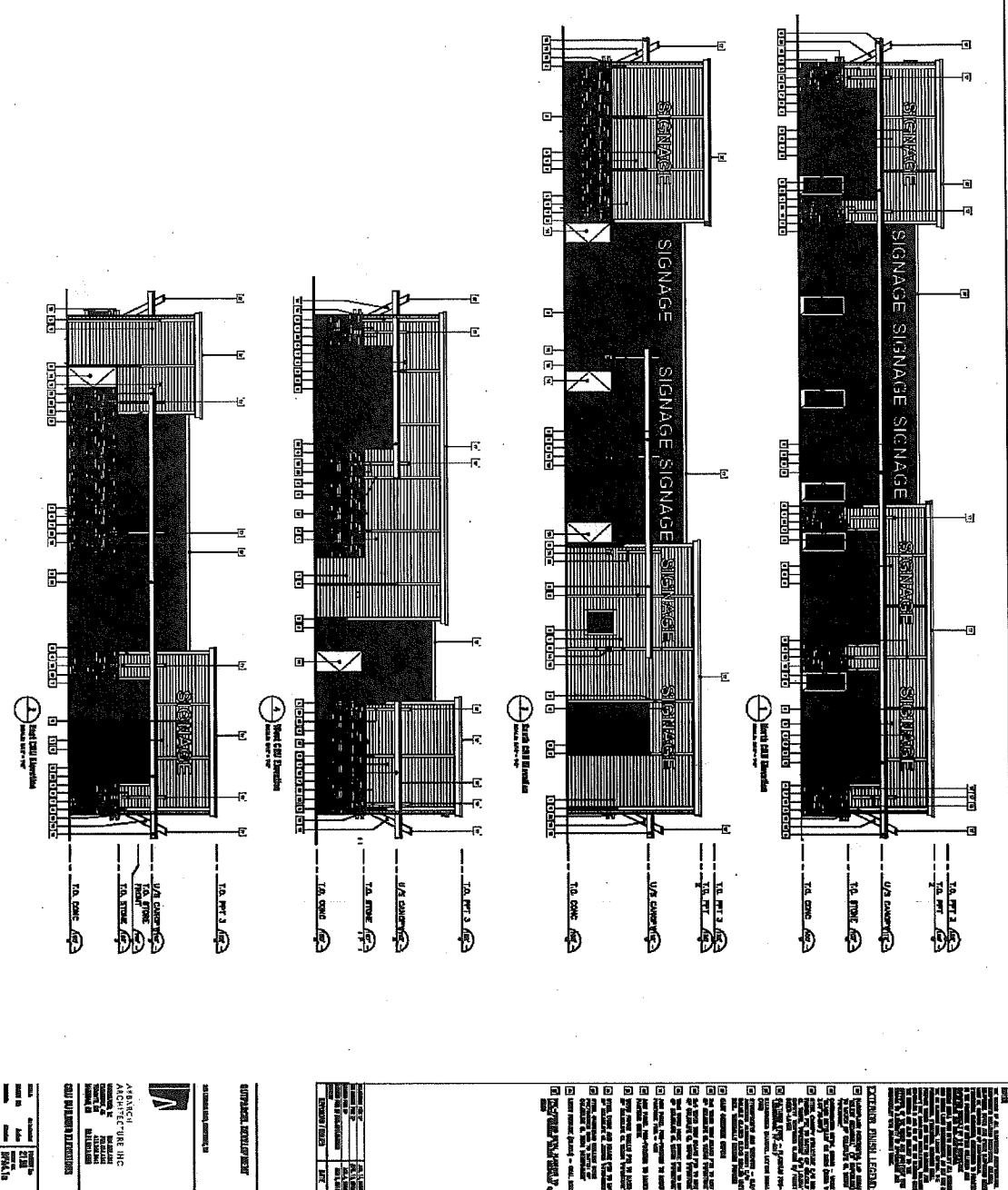
Zoning Bylaw: Commercial Two Zone (C-2)

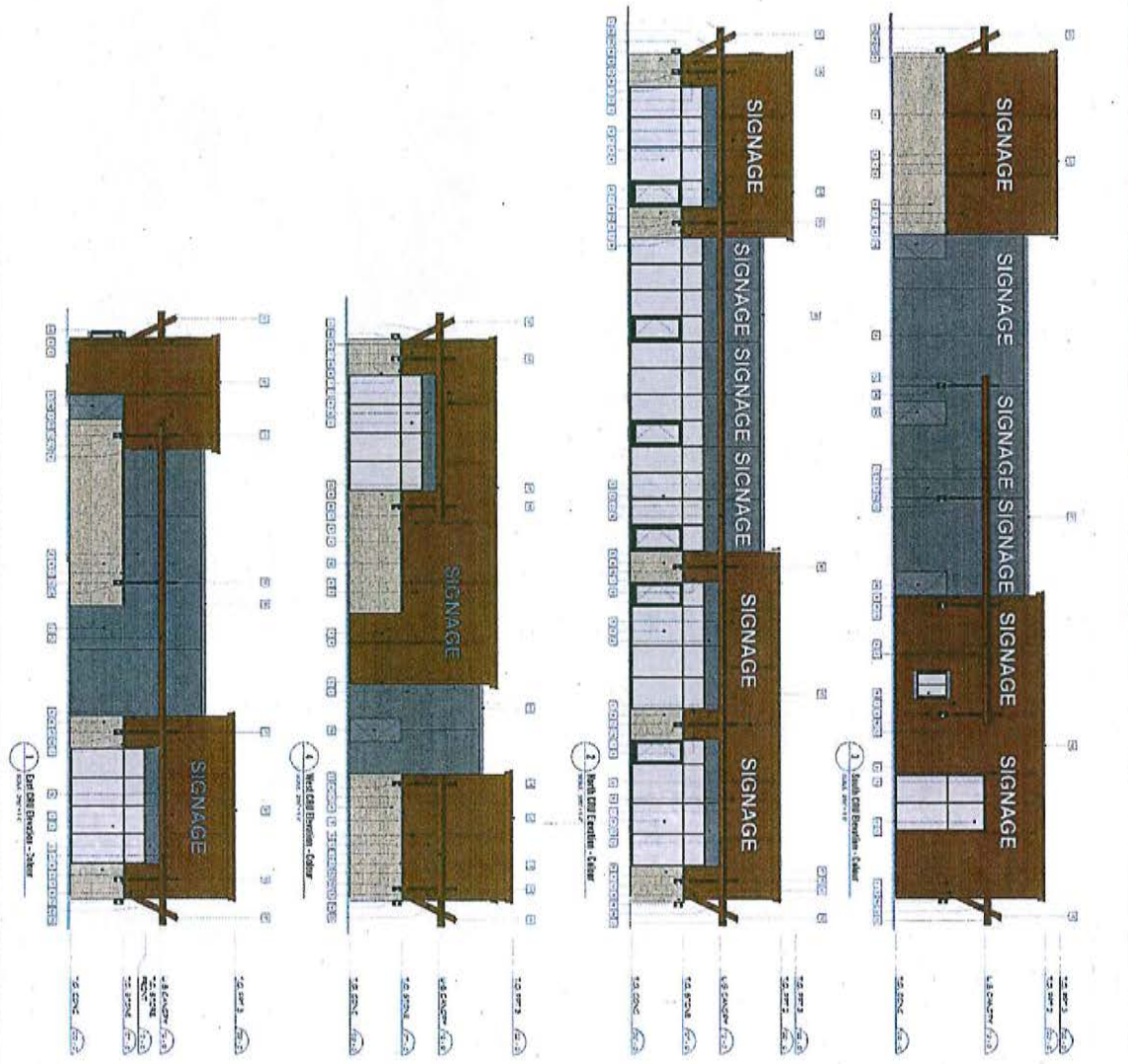
	<i>Permitted</i>	<i>Proposed</i>
Max Lot Coverage:	50%	23%/11%
Max. Height:	9.5m	6.7m/7.2m
Min. Parking:	42 spaces	99 spaces
Min. Landscaped Area:	7.5m	7.5m

Adjacent Land Uses:

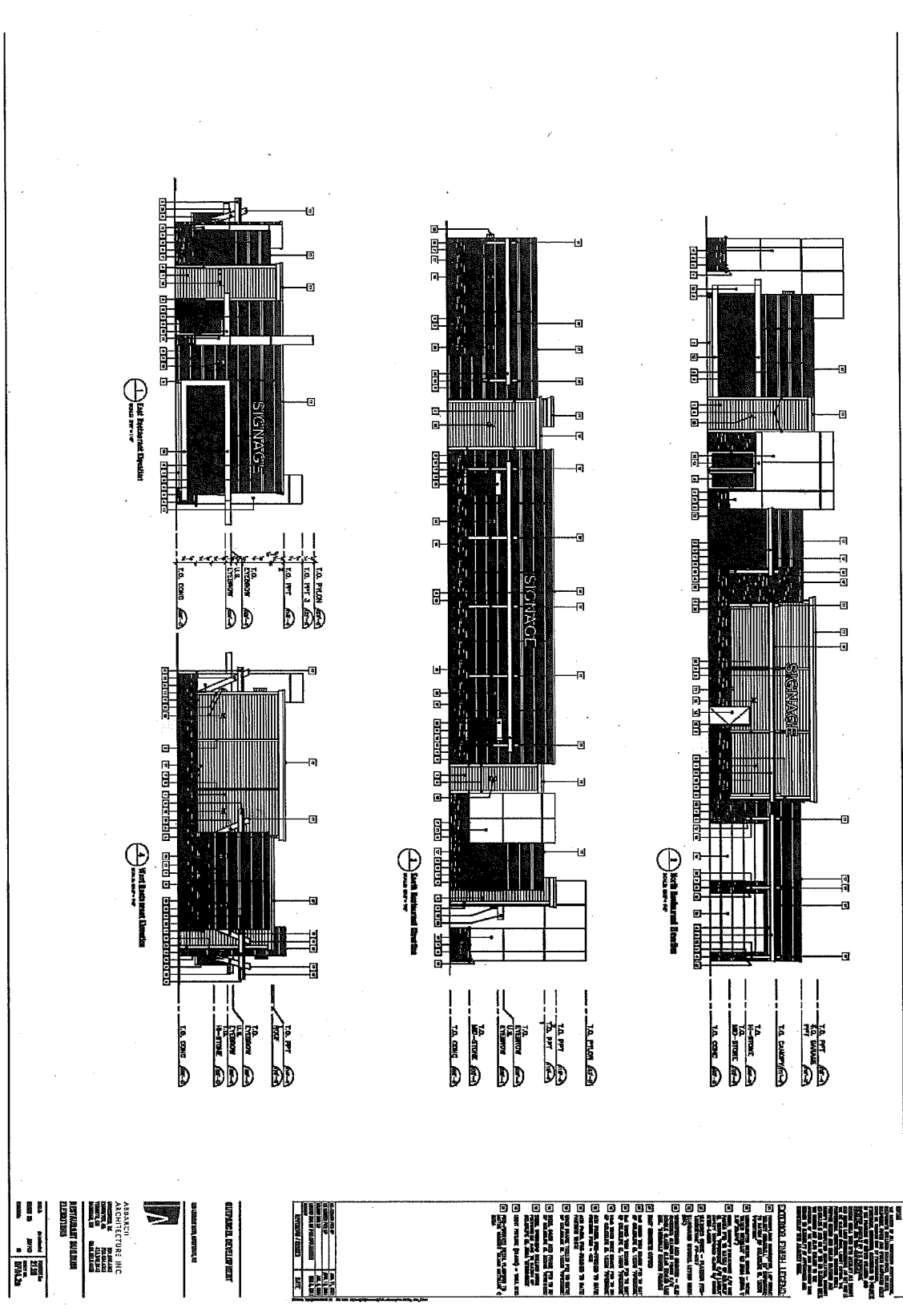
- Commercial to south and east.
- Institutional to north and west.







NO.	DESCRIPTION	DATE	BY	CHKD.
1	REVISION			
2	REVISION			
3	REVISION			
4	REVISION			
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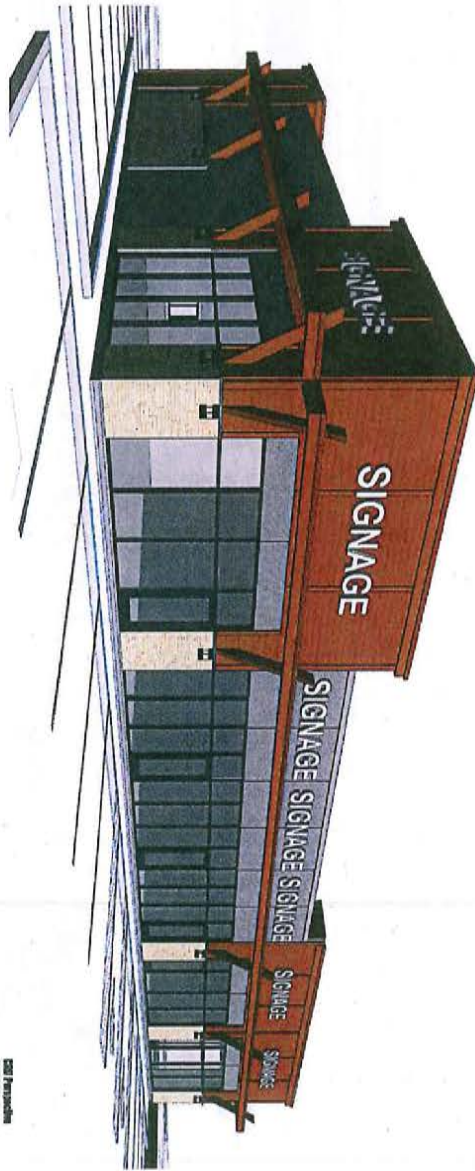
GENERAL NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND THE INTERNATIONAL RESIDENTIAL CODE (IRC).
2. ALL MATERIALS SHALL BE APPROVED BY THE ARCHITECT AND THE LOCAL BUILDING DEPARTMENT.
3. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
4. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED BUDGET.
5. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED QUALITY STANDARDS.
6. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED SAFETY STANDARDS.
7. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED ENVIRONMENTAL STANDARDS.
8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED ACCESSIBILITY STANDARDS.
9. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED ENERGY EFFICIENCY STANDARDS.
10. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED SUSTAINABILITY STANDARDS.

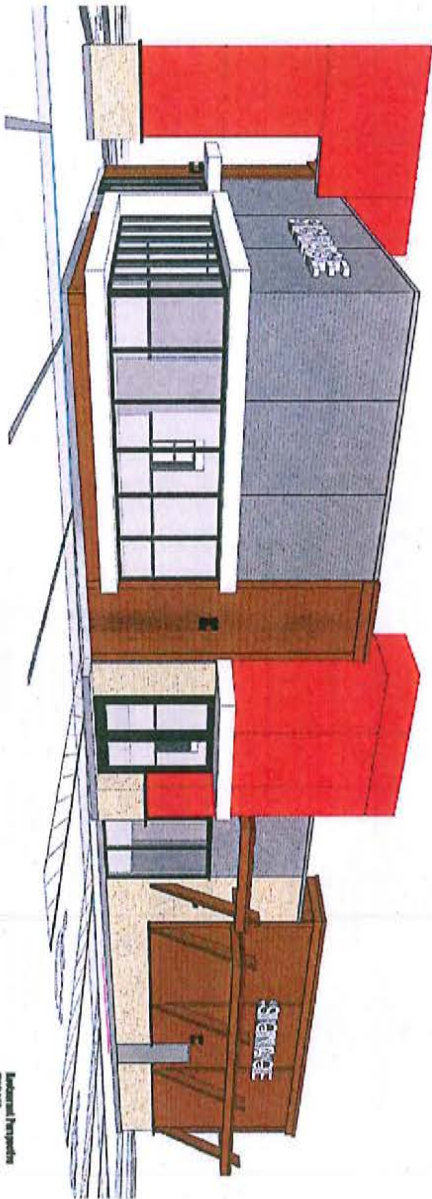
ARCHITECT: [Firm Name]

DATE: [Date]

SCALE: [Scale]



001 Perspective



002 Perspective

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMITTING	11/11/11	AL
2	ISSUED FOR CONSTRUCTION	11/11/11	AL
3	ISSUED FOR AS-BUILT	11/11/11	AL

REVISIONS

DATE: 11/11/11



ALLIANCE
ARCHITECTURE, INC.
 10000 W. CENTRAL EXPRESSWAY
 SUITE 100
 DALLAS, TEXAS 75243
 TEL: 972.412.1111
 WWW.ALIARCH.COM

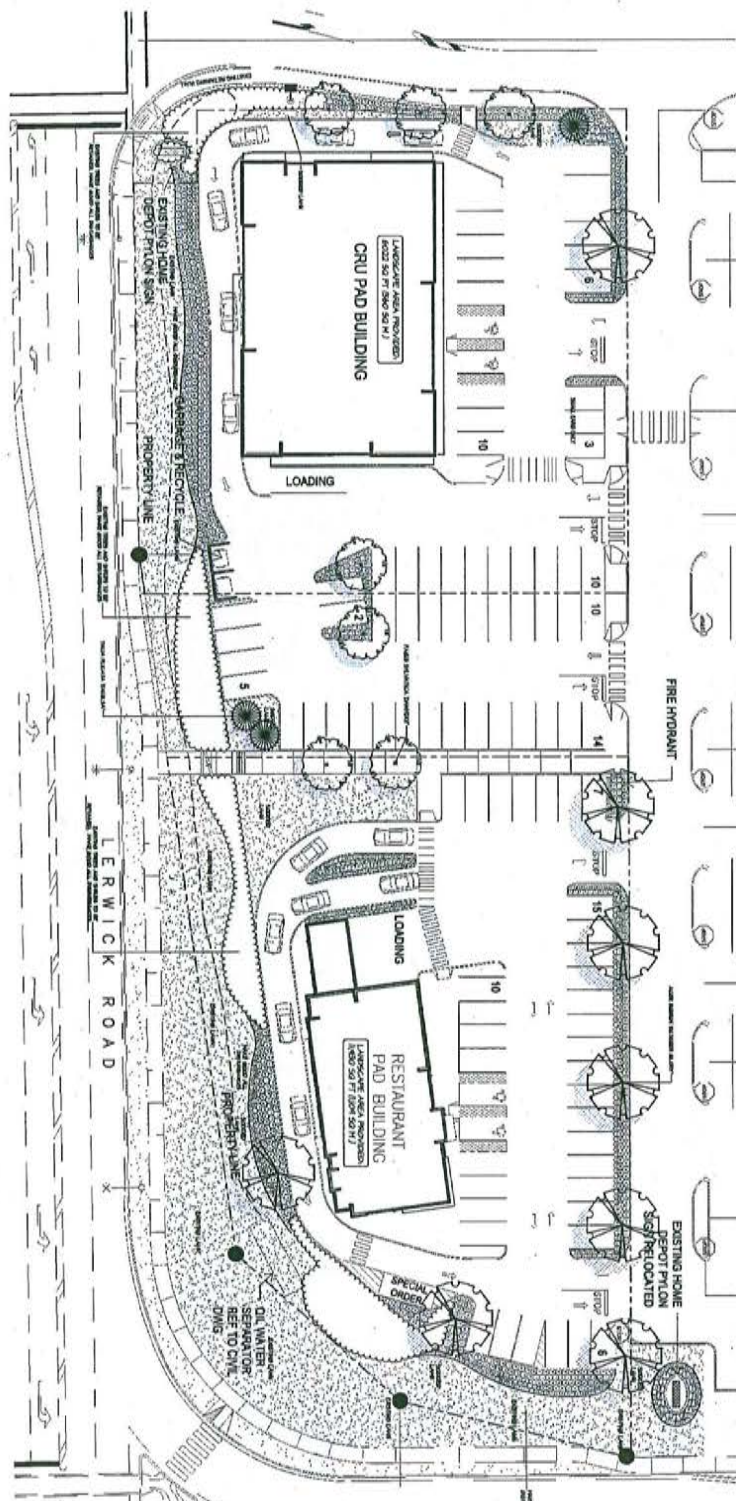
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2	11/11/11	AL	AL

DATE: 11/11/11
 DRAWN BY: J. B. BROWN
 CHECKED BY: J. B. BROWN
 PROJECT NO: 12100
 SHEET NO: 11.01

LANDSCAPE PLAN

OUT-PARCEL DRV.
 34 LERWICK ROAD
 GARDNERVILLE, VA

NO.	DESCRIPTION	QUANTITY	REMARKS
1	PLANT SCHEDULE	SEE SCHEDULE	
2	LANDSCAPE AREA (SQUARE FEET)	6000 SQ FT (200' X 30')	
3	RESTAURANT PAD BUILDING	1	100' X 50' (5000 SQ FT)
4	CRU PAD BUILDING	1	6000 SQ FT (200' X 30')
5	EXISTING HOME	1	RELOCATED
6	EXISTING DRIVE	1	RELOCATED
7	EXISTING DRIVE	1	RELOCATED
8	EXISTING DRIVE	1	RELOCATED
9	EXISTING DRIVE	1	RELOCATED
10	EXISTING DRIVE	1	RELOCATED
11	EXISTING DRIVE	1	RELOCATED
12	EXISTING DRIVE	1	RELOCATED
13	EXISTING DRIVE	1	RELOCATED
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17	EXISTING DRIVE	1	RELOCATED
18	EXISTING DRIVE	1	RELOCATED
19	EXISTING DRIVE	1	RELOCATED
20	EXISTING DRIVE	1	RELOCATED



PLANT SCHEDULE

NO.	DESCRIPTION	QUANTITY	REMARKS
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19	EXISTING DRIVE	1	RELOCATED
20	EXISTING DRIVE	1	RELOCATED

pmg
 PROFESSIONAL LANDSCAPE ARCHITECTS
 1000 W. 10TH STREET, SUITE 100
 GARDNERVILLE, VA 22424
 (540) 426-1111



Design Rationale

04Jan12

DESIGN RATIONALE

Courtenay Out Parcel development 388 Lerwick Rd, Courtenay, BC.

The proposed development is located in C-2 zoning district. The existing Home Depot property is proposed to be subdivided into 2 parcels fronting Lerwick Rd, one for a 757 SM commercial retail building and the other for a 395SM Restaurant pad building. The planning department and design guidelines were consulted and implemented. The development meets the location and design criteria ensuring a reasonable compatibility with adjacent uses as follows:

Contextual Considerations

Effort has been made at the suggestion of Planning department to adopt architectural vernacular similar to Crown Isle Shopping Centre development across the road at 444 Lerwick Rd. The two buildings are placed to maximize view corridors to Home Depot.

Form and Character

The buildings are designed to reflect a high standard of architecture compatible with neighboring developments. The massing of the 2 buildings is appropriately smaller in relation to the existing Home Depot building. Placement of canopies and decorative trellises work in combination to achieve pedestrian scale while providing needed presence and visibility from the roads.

The form and character reflects a contemporary West Coast vernacular, with simple clean lines utilizing cultured stone, hardie plank, galvalume corrugated metal, aluminum composite panel, and heavy wood trim accents. These materials and their colors are arranged in a palette sympathetic to the form to soften the scale and to visually break up the required rectangular forms. In addition the form incorporates slight undulations creating natural points for entries and storefront fenestrations.

The bulk of the building is clad with hardiplank horizontal lap siding painted a rich wood color interplaying with horizontal silver metallic corrugated metal siding appearing predominantly on the facade adjacent to the non pedestrian drive through areas. Highlight areas of stone are strategically placed to ground the buildings and enhance the interplay of the forms. Aluminum composite metal panels are employed at the 'eyebrows' and entry features on the Restaurant pad building.

On the Restaurant pad building, aluminum composite 'eyebrows' over the windows and doors serve to define these fenestrations and cast interesting shadows while serving a practical use, that of shading the windows.

Glazed canopies on steel canopy structure protect the walkways adjacent to storefront facades and entrances at the same time providing translucency to light thus brightening up the storefronts to be welcoming. Canopy steel structure is rimmed with heavy rough sawn wood trim accents to soften the canopy appearance. Adjacent to facades not generally accessible by pedestrians, wall mounted trellis structures continue the canopy lines reinforcing orientation to street.

Files/2129/Corresp/3A/Dec2011

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Architects
Engaging Design

VANCOUVER EDMONTON TORONTO SHANGHAI

Members of: The Architectural Institute of British Columbia, The Alberta Association of Architects, The Saskatchewan Association of Architects, The Manitoba Association of Architects, The Ontario Association of Architects, The Nova Scotia Association of Architects, The Newfoundland and Labrador Association of Architects



Design Rationale

Signage

The development proposes to utilize illuminated channel letter fascia signage and strategically placed pylon and monument signage. See site plan.

Circulation and Access

The development proposes to utilize existing Home Depot accesses off Lerwick Rd and Ryan Rd.

Parking

Onsite parking for the 2 parcels consist of 35 regular parking spaces plus 2 accessible stalls for the CRU pad building and 37 regular parking spaces plus 2 accessible stalls for the Restaurant pad building. The total required parking spaces are 20 spaces for the CRU parcel and 22 spaces for the Restaurant parcel. See site plan for determination of required parking spaces.

Parking is screened and landscaped and sectioned to reduce massive parking areas. Parking is organized to encourage safe movement of people and vehicles.

Landscaping

Continuous landscape buffer as required by zoning by-law have been incorporated for each parcel. See DMG landscaping plan.

CPTED considerations

Much of the buildings are continuous storefront allowing for max surveillance. Windows for casual surveillance are located strategically around the building including at the rear drive through lanes. Entrances have generous storefront glazing complete with full vision glass doors for full visibility. Care was taken in designing the form of the building to avoid nooks and alcoves.

Wall mounted lights fixtures are proposed all around the building including adjacent to the garbage enclosures.

Landscaping is specified and placed so as to discourage anyone from hiding behind.

Sustainability

The following approach toward a sustainable development is to be implemented by the project:

Location is within an existing urban environment and does not occupy, nor impact, agricultural, park or forest lands; endangered species habitats; wetlands; nor is it located within the 200 year flood level boundaries.

Location is within reasonable walking distance to rapid transit and bus lines.



Design Rationale

The number of parking stalls is above the minimum requirement.

The allowable building footprint is less than the maximum allowable, increasing open space and landscaped areas.

Erosion and sedimentation control plan is to be implemented.

Storm water will be managed by means of landscaped and grass areas.

Selection of exterior lighting fixtures will reduce and control night light pollution.

Building water use is minimized by using dual-flush toilets, reduced flow urinal flush valves, reduced flow lavatory taps and shower heads.

Paper, corrugated cardboard, glass, plastics and metals will be collected and stored for recycling.

Use of 20% certified wood and regionally produced building materials.

No smoking is permitted in the building and on the property.

Adhesives, sealants, paints and coatings will be low emitting VOC. Carpets will meet the CRI Green Label Plus Program.

Direct line of sight to exterior vision glazing will be achieved for 90% of occupants.

Conclusion

Our aim apart from meeting the needs of the end users has been to create buildings whose massing and scale is a good fit for the surrounding context. The resulting form and character of the buildings will enhance the Lerwick and Ryan Rd intersection.

Michael Burton-Brown, Principal
MAIBC, MAAA, SAA, MAA, OAA, FRAIC

THE CORPORATION OF THE CITY OF COURTENAY

3

REPORT TO COUNCIL

FROM: Kevin Lagan, P.Eng.
Approving Officer

FILE: 3320-20-11634

DATE: January 31, 2013

SUBJECT: Proposed Subdivision of Lot A, District Lot 153, Comox District, Plan EPP19353.

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Approving Officer be accepted.

Sandy T.Gray

RECOMMENDATION:

That Council approve the Subdivision Servicing Agreement for the subdivision of Lot A, District Lot 153, Comox District, Plan EPP19353;

That the required security be provided to the City prior to subdivision approval; and

That the Mayor and Director of Legislative Services be authorized to sign all documentation relating to this development.

PURPOSE:

To approve the Subdivision Servicing Agreement between the City and Buckstone Investments Ltd., and to authorize the Mayor and Director of Legislative Services to sign the Subdivision Servicing Agreement pertaining to the Subdivision of Part of Lot A, District Lot 153, Comox District, Plan EPP19353, for the first phase of The Ridge development located off Buckstone Road, south of Fraser Road.

BACKGROUND:

All Subdivision Servicing Agreements are to be presented, on an individual basis, to Council, and the Mayor and Director of Legislative Services authorized to sign the Agreements. Subsequently, the Approving Officer can then sign the subdivision plan.

This phase of The Ridge development consists of a 69-lot; single-family residential (60), single-family carriage house (5) and duplex (4), subdivision located on the northern side of Buckstone Road. All of the onsite works for this subdivision have been constructed and the remaining offsite works will be secured by a Letter of Credit. The City has agreed with the developer that the DCC's City Water will be credited toward the construction of a new watermain. This DCC Project consists of the second phase of an offsite City watermain upgrade work on Piercy Avenue south of 26th Street. This watermain upgrade is required to provide the required flows upon completion of the first phase of the development.

DISCUSSION:

Prior to subdivision approval, Buckstone Developments Ltd., must enter into a Subdivision Servicing Agreement and provide the required security. The Cash Deposit or Letter of Credit representing the security for the Subdivision Service Agreement must be presented to the City, prior to the Mayor and Director of Legislative Services signing the Subdivision Servicing Agreement, Covenants and Statutory Rights of Way and the Approving Officer signing the subdivision plan.

The upgrading of Piercy Avenue watermain is a project listed in the DCC Bylaw – Water.

A copy of the Subdivision Servicing Agreement and a site reference plan are attached.

FINANCIAL IMPLICATIONS:

The Piercy Avenue Water main project south of 26th Street is listed in the Provisional 2013 Capital Budget, subject to Council approval.

STRATEGIC PLAN REFERENCE:

At this time there are no strategic plan references.

OCP SUSTAINABILITY REFERENCE:

The subdivision is consistent with the OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

No references.

Respectfully submitted,



Kevin Lagan, P.Eng.
Approving Officer

LAD/ld

SUBDIVISION SERVICING AGREEMENT

THIS AGREEMENT is dated, January 31, 2013 and is between

Buckstone Investments Ltd. (Inc. No. BC0822663)
7 – 145 19th Street
Courtenay, B.C.
V9N 9G2
(the "Developer")

AND

THE CORPORATION OF THE CITY OF COURTENAY, a municipal corporation
having an office at 830 Cliffe Avenue, Courtenay, British Columbia V9N 2J7
(the "City")

WHEREAS

- A. The Developer wishes to develop the Land which is within the City.
- B. The Developer has applied to subdivide the Land according to the Subdivision Plan.
- C. The Subdivision Control Bylaw requires that the Developer construct and install the Works on the Land to the standards prescribed in that bylaw prior to the approval of the Subdivision Plan.
- D. The Developer has requested approval of the subdivision of the Land prior to the construction and installation of the Works and has agreed to enter into this Agreement with the City pursuant to Section 940 of the Local Government Act and to deposit the Letter of Credit or Funds specified by this Agreement.

In consideration of the City accepting the Letter of Credit or Funds and entering into this Agreement with the Developer prior to the construction and installation of the Works, the parties agree as follows:

DEFINITIONS

1. In this Agreement

"Land" means the subdivision of Lot A, District Lot 153, Comox District, Plan EPP19353

"Letter of Credit" means an irrevocable letter of credit in the amount of \$1,137,778.67 and in the form attached to this Agreement as Schedule "A";

"Funds" means in the amount of in a form acceptable to the City;

"Municipal Engineer" means the City Engineer;

"Subdivision Control Bylaw" means bylaw No. 1401, 1986 and amendments thereto;

"Subdivision Plan" means the plan of subdivision of the Land which is attached to this Agreement as Schedule "B"; and

"Works" means the works and services described in Schedule "C" to this Agreement which are required to be constructed and installed by the Developer in accordance with the Subdivision Control Bylaw and as a condition precedent to the approval of the subdivision of the Land, as shown on the Subdivision Plan, under Section 940 of the Local Government Act.

TIME FOR COMPLETION OF WORKS

2. The Developer will complete the construction and installation of the Works to the satisfaction of the Municipal Engineer by January 31, 2014.

SECURITY

3. As security for the Developer's performance of all of its covenants and agreements contained in this Agreement, the Developer has deposited the Letter of Credit or Funds with the City.
4. If the Developer does not complete the Works as required by section 2 of the Agreement, the City may complete the Works at the cost of the Developer and for that purpose the City may draw down upon the Letter of Credit the full amount of the Letter of Credit or use all of the Funds deposited.
5. If the Letter of Credit or Funds are insufficient to pay the full cost of completing the Works in accordance with section 4 of this Agreement, the Developer will pay to the City the balance of the cost of completing the Works immediately upon demand by the City.
6. The City and the Developer agree that the DCC's (City Water) collected for this subdivision will be applied to the construction of offsite works on Piercy Avenue pursuant to Section 933(8)(a) of the Local Government Act.

7. If
 - (a) the Developer completes the Works as required by section 2 of this Agreement, or
 - (b) the City completes the Works in accordance with section 4 of this Agreement at a cost which is less than the amount of the Letter of Credit or Funds depositedthen the Letter of Credit or a proportional amount of it, as the case may be, or the unused portion of Funds will be returned to the Developer by the City.
8. The cost of completing the Works includes the actual cost of the construction and installation of them, together with engineering, supervision and legal survey costs.

STANDARD OF THE WORKS

9. The Developer will construct and install the Works to the standard required by the Subdivision Control Bylaw and to the satisfaction of the Municipal Engineer.
10. Upon completion of the Works to the satisfaction of the Municipal Engineer, a certificate of substantial completion, signed by the Municipal Engineer, will be issued by the City.

MISCELLANEOUS

11. Where the singular or masculine is used in this Agreement it will be construed as the plural or feminine or neuter, as the case may be, and vice versa where the context or the parties so require.
12. This Agreement will be binding upon and will enure to the benefit of the parties, their successors and assigns.
13. The headings in this Agreement are for convenience of reference only and do not define or limit the scope or intent of this Agreement.
14. The Schedules to this Agreement form part of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

SIGNED by an authorized)
signatory of)
Buckstone Investments Ltd.)
Inc. No. BC0822663)
in the presence of)
Les Doty, A.Sc.T.)
% 830 Cliffe Avenue)
Courtenay, B.C., V9N 2J7)



Authorized Signatory

SIGNED by the authorized)
signatories of THE)
CORPORATION OF THE CITY)
OF COURTENAY)
)
)
)
)

Mayor

Manager of Corporate Administration

SCHEDULE "A"

Letter of Credit

SCHEDULE "B"

Reduced Copy of Subdivision Plan

**SUBDIVISION PLAN OF LOT A,
DISTRICT LOT 153, COMOX
DISTRICT, PLAN EPP19353**

PLAN EPP22329

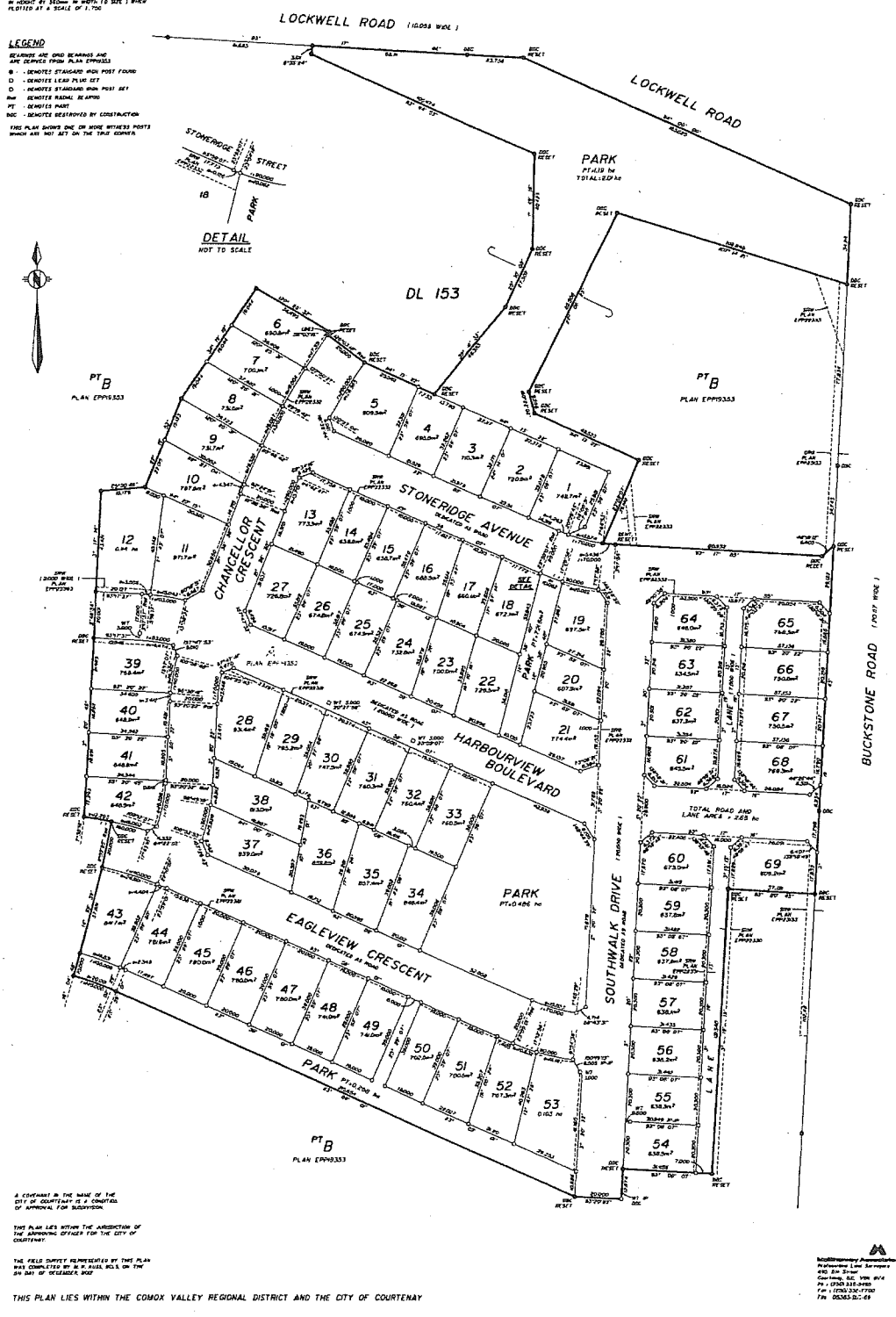
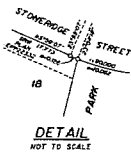
BCGS 92F.066

SCALE 1:750

ALL DISTANCES ARE SHOWN IN METRES
THE METERS PLAT SIZE OF THIS PLAN IS APPROX
IN METERS OF 1:2000 IN NORTH 10 SITE VIEW
PLOTTED AT A SCALE OF 1:750

LEGEND

BOUNDARIES AND DIMENSIONS ARE
AS SHOWN FROM PLAN EPP19353
B - DENOTES STANDARD HIGH POST FOUND
D - DENOTES LEAN PLANT SET
O - DENOTES STANDARD HIGH POST SET
R - DENOTES RADIAL BEARINGS
PT - DENOTES POINT
D.C. - DENOTES DESTROYED BY CONSTRUCTION
THIS PLAN SHOWS ONE OR MORE BENCH MARKS
WHICH ARE NOT SET ON THE TRAIL CORNER



A CONTRACT IN THE NAME OF THE
CITY OF COURTAYNEY IS A CONDITION
OF APPROVAL FOR SUBDIVISION

THIS PLAN LIES WITHIN THE JURISDICTION OF
THE ADMINISTRATION OFFICE FOR THE CITY OF
COURTAYNEY

THE FIELD SURVEY REFERENCED BY THIS PLAN
WAS COMPLETED BY M. H. ASSEL BOSS ON THE
26th DAY OF OCTOBER, 1967

THIS PLAN LIES WITHIN THE COMOX VALLEY REGIONAL DISTRICT AND THE CITY OF COURTAYNEY

Professional Association
Professional Land Surveyors
405 St. James
Courtenay, BC V9M 8V4
Ph: (250) 338-8888
Fax: (250) 338-7700
Toll: (250) 338-48

SCHEDULE "C"

Letter of Credit Calculation

Description	Amount
Subdivision Services (onsite)*	\$56,000.00
Maintenance Bond (onsite)*	\$217,185.00
Subdivision Services (offsite)*	\$231,000.00
Maintenance Bond (offsite)*	\$35,000.00
Street Trees [?? @ (\$400 incl 15% Admin)]	\$0.00
DCC's by Instalments	\$598,593.67
Total	\$1,137,778.67

* As determined by the certified Engineer's Cost estimate attached

Developer Name: Buckstone Investments
Development Name: The Ridge - Phase 1 (Onsite)
Engineering Firm: McElhanney Consulting Services Ltd.
Engineer's File No.: 2211-46958-0

Letter of Credit **Cash Deposit**
SECURITY CALCULATION SHEET

CITY FILE #: 3320 - 20- 11634 Offsite
Security Purpose: Buckstone Offsite

Date of Security Reduction Request #1
 January 3, 2013

ITEM	\$ ESTIMATED	REMAINING		REMARKS	REMAINING		REMARKS
		%	\$		%	\$	
1 Sewage Liftstation	\$285,000	85.00%	\$242,250	40.00%	\$114,000		\$0
2 Water Boost Station	\$340,000	40.00%	\$136,000	15.00%	\$51,000		\$0
3	\$0	0.00%	\$0	0.00%	\$0		\$0
4	\$0	0.00%	\$0	0.00%	\$0		\$0
5	\$0	0.00%	\$0	0.00%	\$0		\$0
6	\$0	0.00%	\$0	0.00%	\$0		\$0
7	\$0	0.00%	\$0	0.00%	\$0		\$0
8	\$0	0.00%	\$0	0.00%	\$0		\$0
9	\$0	0.00%	\$0	0.00%	\$0		\$0
10	\$0	0.00%	\$0	0.00%	\$0		\$0
11	\$0	0.00%	\$0	0.00%	\$0		\$0
12 Sub-total	\$625,000		\$378,250		\$165,000		\$0
13 Professional fees (10%)	\$62,500	0.00%	\$0	0.00%	\$0		\$0
14 Deficiencies			\$0		\$0		\$0
15 Sub-total	\$687,500		\$378,250		\$165,000		\$0
16 H.S.T. (12%)	\$82,500		\$45,390		\$19,800		\$0
17 Sub-total	\$770,000		\$423,640		\$184,800		\$0
18 plus 25 %	\$192,500		\$105,910		\$46,200		\$0
19 Total estimated cost	\$962,500		\$529,550		\$231,000		\$0
20 Value of outstanding work			\$529,550		\$231,000		\$0
22 Maintenance Amount (5 % of line 12 + HST)			\$35,000		\$35,990		\$0
23 Bond Amount			\$564,550		\$266,990		\$0


Date of Security Reduction Request #2
 January 29, 2013

Date of Security Reduction Request #1
 January 3, 2013


LETTER OF CREDIT REDUCTION APPROVALS	
Developer's Engineer	Date
<i>[Signature]</i>	JAN 30 / 2013
City Engineer	Date
<i>[Signature]</i>	13/02/01
City Engineer	Date

LETTER OF CREDIT REDUCTION APPROVALS	
Developer's Engineer	Date
<i>[Signature]</i>	JAN 30 / 2013
City Engineer	Date
<i>[Signature]</i>	13/02/01
City Engineer	Date

Substantial Completion Date: TBD
Contractor Maintenance Bond Expiry Date: TBD
Development Maintenance Bond Expiry Date: TBD



CITY OF COURTENAY



Developer Name: Buckstone Investments
Development Name: The Ridge - Phase 1 (Onsite)
Engineering Firm: McElhanney Consulting Services Ltd.
Engineer's File No.: 2211-46958-0

CITY FILE #: 3320-20-11634 onsite
Security Purpose: Buckstone Onsite
 Date of Security Reduction Request #3 <date>

Letter of Credit **Cash Deposit**
 Date of Security Reduction Request #1 January 29, 2013
 Date of Security Reduction Request #2 <date>

REMAINING **%** **\$** **REMARKS** **REMAINING** **%** **\$** **REMARKS**

ITEM	\$ ESTIMATED	%	\$	REMARKS	%	\$	REMARKS
1 Clearing & Grubbing	\$0	0.00%	\$0		0.00%	\$0	
2 Watermain	\$428,700	0.00%	\$0		0.00%	\$0	
3 Sanitary sewers	\$439,600	0.00%	\$0		0.00%	\$0	
4 Storm sewers	\$1,281,000	0.00%	\$0		0.00%	\$0	
5 Sub-grade & sub-base	\$301,000	0.00%	\$0		0.00%	\$0	
6 Base	\$100,200	0.00%	\$0		0.00%	\$0	
7 Curbs	\$247,200	0.00%	\$0		0.00%	\$0	
8 Sidewalk	\$219,800	0.00%	\$0		0.00%	\$0	
9 Pavement	\$424,600	0.00%	\$0		0.00%	\$0	
10 Street lights/ Electrical	\$413,000	0.00%	\$0		0.00%	\$0	
11 Signs & lines	\$23,200	0.00%	\$0		0.00%	\$0	
12 Sub-total	\$3,878,300		\$0			\$0	
13 Professional fees (10%)	\$387,830	0.00%	\$0		0.00%	\$0	
14 Deficiencies	\$40,000	100.00%	\$40,000			\$0	
15 Sub-total	\$4,266,130		\$40,000			\$0	
16 H.S.T. (12%)	\$511,940		\$4,800			\$0	
17 Sub-total	\$4,778,070		\$44,800			\$0	
18 plus 25 %	\$1,194,518		\$11,200			\$0	
19 Total estimated cost	\$5,972,588		\$56,000			\$0	
20 Value of outstanding work			\$56,000			\$0	
21 Maintenance Amount (5% of line 12 + HST)			\$217,485			\$0	
23 Bond Amount			\$273,185			\$0	

COST ESTIMATE APPROVALS
 Developer's Engineer _____ Date _____
 City Engineer _____ Date _____

LETTER OF CREDIT REDUCTION APPROVALS
 Developer's Engineer *JMV 30/2013* Date _____
 City Engineer *McElhanney 13/02/01* Date _____

LETTER OF CREDIT REDUCTION APPROVALS
 Developer's Engineer _____ Date _____
 City Engineer _____ Date _____

LETTER OF CREDIT REDUCTION APPROVALS
 Developer's Engineer _____ Date _____
 City Engineer _____ Date _____

Substantial Completion Date:	27-Nov-12
Contractor Maintenance Bond Expiry Date:	
Development Maintenance Bond Expiry Date:	

THE CORPORATION OF THE CITY OF COURTENAY

4

REPORT TO COUNCIL

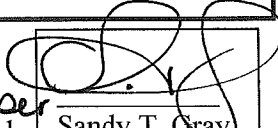
FROM: Kevin Lagan, P.Eng
Director of Operational Services

FILE #: 5460-08
DATE: January 31, 2013

SUBJECT: "One Billion Rising", Comox Valley Transition Society Event, February 14, 2013
- Temporary Closure of 5th Street between England and Duncan Avenues.

C.A.O. COMMENTS/RECOMMENDATIONS:

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


per Sandy T. Gray

RECOMMENDATION:

That the report from the Director of Operational Services regarding the closure of 5th Street on February 14, 2013 between Duncan and England Avenues from 1:00pm to 1:40pm be received;

That the applicant advise all emergency services of the road closure at least five working days prior to the event; and

That the necessary insurance be in place prior to the event.

PURPOSE:

To consider the temporary closure of 5th Street on February 14, 2013 for the Comox Valley Transition Society's "One Billion Rising" event.

BACKGROUND:

As described in the attached permit application package.

DISCUSSION:

The applicant will provide the City of Courtenay with a traffic management plan and will require barricades at the Duncan Avenue and England Avenue intersections on 5th Street.

FINANCIAL IMPLICATIONS:

Minimal cost for barricades being provided and collected by the City.

STRATEGIC PLAN REFERENCE:

N/A

OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,

A handwritten signature in black ink, appearing to read "K. Lagan". The signature is written in a cursive, flowing style.

Kevin Lagan, P.Eng
Director of Operational Services

CITY OF COURTENAY
Operational Services Dept.
Parade Application Check list (for applicant)

<input checked="" type="checkbox"/>	Insurance in the Amount of 2 million dollars indemnifying the City of Courtenay (see insurance form attached).
<input type="checkbox"/>	Insurance certificate indemnifying the City of Courtenay for electrical entertainment permit in electrical contractor's name (if applicable)
<input checked="" type="checkbox"/>	Traffic Control Plan submitted
<input type="checkbox"/>	Parade Permit Application completed and signed <i>N/A</i>

*in the mail
will submit ASAP*

The Corporation of the City of Courtenay
City of Courtenay Temporary Electrical Entertainment Permit Application

Name of Event: ONE BILLION RISING
Name of Applicant Organization or Person: CVTS - BASIRA GODFREY
Mailing Address: #202-576 ENGLAND AVE. COURTENAY V9N6
Contact Person for Organization: BASIRA GODFREY
Phone No: 897-0511 Fax No: 897-0595 Cell: _____ Email: cvts-stu@shaw
Alternate Contact Person and Telephone: ANNE DAVIS , MAX
Date (s) of Event: FEB. 14 / 2013 Time (s): 1:00 - 1:40 PM
Location: 5TH ST Between Duncan and England
Description of Electrical Activities: _____
SPEAKER AND MICROPHONE PLUGGED
IN AT "WINDS OF CHANGE" STORE.

By signing below the applicant confirms the following:

- | <u>Yes</u> | <u>N/A</u> | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | I understand that all Mobile Food Booths require an Approved Certification Mark* or an Approval Label from the Safety Authority to operate in our event. If "N/A" please provide reason (ie no food booths)
<u>No food booth</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will any generators be used, if yes what size? _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | I confirm all electrical cords are in good condition and acceptable for the equipment and appliances they are supplying and are CSA/ULC approved. If "N/A" please provide reason (ie no cords will be plugged in) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | I confirm that electrical fixtures/equipment/appliances used bear an Approved Certification Mark* or An Approval Label from the Safety Authority. |

* For information on Approved Certification Marks within the Province of BC contact the Safety Authority at 1-866-566-7233.

Events Coordinator Signature Basira Godfrey Date: Jan 31 / 13

Approval of Authorized City of Courtenay Representative		
Name: _____	Signature: _____	Date: _____



CITY OF COURTENAY

APPLICATION FOR EVENT/PARADE PERMIT

(To be completed and returned, with insurance acceptable to the City, prior to issuance of permit and at least 7 working days prior to the event)

Name of Applicant (or contact person): COMOX VALLEY TRANSITION SOCIETY
Mailing Address: #202-576 ENGLAND AVE V9N 2N3 BASIRA GODFREY
Phone No: 897-0511 Fax No: 897-0595 Email: cvts-stva@shaw.ca

Name of Event, Group etc: ONE BILLION RISING
Date(s): FEB. 14 / 2013 Time(s): 1:00 - 1:40 PM

No. of Vehicles (if applicable) N/A No. of Participants (if applicable) 100 OR MORE

Proposed Route: (attach copy of map) Closure of Street Required? X Yes o No
(If Yes which Streets?) 5TH ST Between Duncan and England

If street closures are required a report must be submitted to Council for approval. Please allow adequate time for this to occur prior to the event.

Traffic Control Arrangements: (Name of Company/Group and Contact Person)
(All traffic control persons to be certified)
Name: ANDY IRVINE Phone: 897-3733

Are Signs and/or Barricades required? X Yes o No If yes how many 2

Will any Pavement Marking Occur? o Yes X No
(If Yes give details on marking and product used etc.)

Is there any electrical wiring or installations required for the event? o Yes X No
If Yes, complete and sign attached electrical permit application.

Office Use Only
Insurance Accepted by Finance [] DCBIA notified [] Council Report []
Public Works Inspector Report [] Public Works notified [] Copied to Property Manager []

Parade Permit letter Authorized _____

Parade Permit Letter issued date: _____

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THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

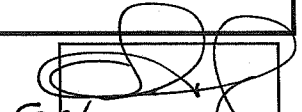
FROM: Kevin Lagan, P.Eng
Director of Operational Services

FILE #: 5460-08
DATE: February 1, 2013

SUBJECT: Comox Valley Road Runners Half Marathon Event March 24, 2013 – Temporary Closure of Anderton Avenue from 5th Street Entrance to the Florence Filberg Centre.

C.A.O. COMMENTS/RECOMMENDATIONS:

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


Sandy T. Gray

RECOMMENDATION:

That the report from the Director of Operational Services regarding the closure of Anderton Avenue on March 24, 2013 from the 5th Street Entrance to the Florence Filberg Centre between 10:00am and 2:15pm be received;

That the applicant advise all emergency services of the road closure at least five working days prior to the event; and

That the necessary insurance be in place prior to the event.

PURPOSE:

To consider the temporary closure of Anderton Avenue on March 24, 2013 for the Comox Valley Road Runner's Half Marathon event.

BACKGROUND:

As described in the attached permit application package.

DISCUSSION:

The applicant will require ten barricades and sixteen traffic cones for use at the start/finish area and to block the entrance onto Anderton Avenue between 10:00am and 2:15pm.

FINANCIAL IMPLICATIONS:

Minimal cost for barricades being provided and collected by the City.

STRATEGIC PLAN REFERENCE:

N/A

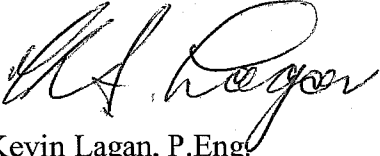
OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,

A handwritten signature in black ink, appearing to read "K. Lagan". The signature is fluid and cursive, with the first name "Kevin" and last name "Lagan" clearly distinguishable.

Kevin Lagan, P.Eng.
Director of Operational Services

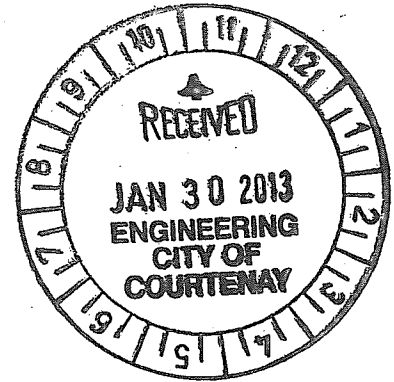
BOX 3521

COURTENAY, B.C.

V9N 6Z8

January 12, 2013

CITY OF COURTENAY
830 CLIFFE AVENUE
COURTENAY, B.C.
V9N 2J7



ATTENTION: Mayor and Council Members

Re: 2013 Comox Valley RV Half Marathon – Sunday, March 24, 2013

I would like to again thank you for supporting our 2012 event and on behalf of the Comox Valley Road Runners I am requesting the permission and support of the City of Courtenay to host the 2013 Comox Valley RV Half Marathon on March 24. As one of the largest events in the annual Frontrunners Island Series, the Comox Half attracts over 600 participants in addition to their supporters from Vancouver Island and beyond. As in previous years, the Road Runners will donate a portion of the race proceeds to two local charities.

I enclose the required certificates of insurance for the 2013 event. A second certificate has been forwarded to the Ministry of Transportation. Notice of the event with all pertinent details will be delivered to Emergency Services (RCMP, Fire and BC Ambulance Services) and the Comox Valley Regional District.

Details are as follows (No Changes from 2012 event):

Date and time: Sunday March 20, 2013.

Early starters at 10:00 am

Main start at 11:00 am

Awards ceremony at 2:00 pm, course is closed

Wrapped up by 4:00 pm

Location/course: The race starts and finishes on Anderton Ave. in front of the Florence Filberg Center. Racers head out Anderton and Condensory, turn right on Piercy, left on Dove Creek, follow it across Condensory and out Burns Rd. to the turnaround and return via the same route.

Traffic/ safety: As in previous years, we request the closing of the 5th Street

entrance on to Anderton Ave. and Anderton Ave. proper past the front of the Filberg Center where the start/finish line is located 10:00 am to 2:15 pm while the event is in progress. Please note that there will also be some periodic congestion along the rest of Anderton Avenue during the event.

Safety is a primary concern as always. Volunteer traffic and race marshals will be deployed at all intersections and sensitive points along the race route including Anderton and 1st, the Condorsy bridge, and the curves just beyond the bridge. Once again, we anticipate having Comox Valley Ground Search & Rescue on site to provide first aid and communication services. The course will be martialled and controlled to allow the passage of emergency vehicles during the event.

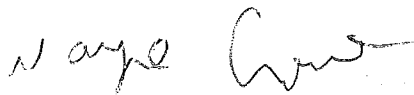
Facilities: Several rooms at the Filberg Center are booked for the event. In addition to the washroom facilities located there, we will have 2 porta potties placed outside the center and another on Burns Rd. near the half way point. Participants wishing to shower following the race are directed to the Lewis Center.

We request the use of ten (10) traffic barricades and sixteen (16) cones from the city for use in the start/finish area and to block the entrance onto Anderton during the designated hours.

We also request that we be kept apprised of any construction or routine maintenance that may occur along or adjacent to the race route. This includes timelines and end dates to ensure that all our efforts are coordinated and that runner safety is ensured.

Thank you in advance for your continued support and co-operation.

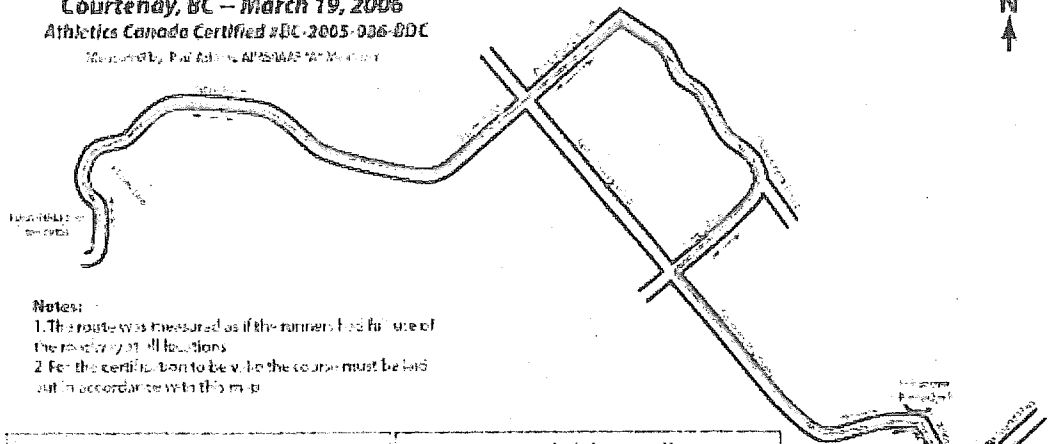
Yours truly,



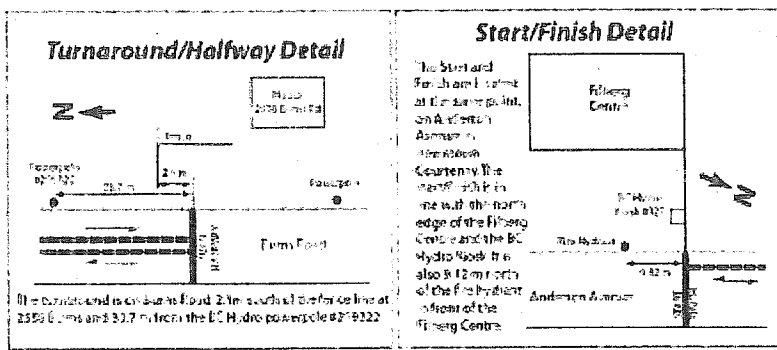
Wayne Crowe
2013 Race Director
(Cell) 250-339-3992
(Email) ws_crowe@hotmail.com
Encl. Certificate of Insurance (City of Courtenay and Ministry of Transport only)

C.c. Ministry of Transportation
Comox Valley Regional District
BC Ambulance Service
RCMP
Courtenay Fire Department

Comox Valley Half Marathon
Courtenay, BC – March 19, 2006
 Athletics Canada Certified #BC-2005-036-BDC
 Measured by Paul Ashby, APASWAS #A12164101



- Notes:**
1. The route was measured as if the runners had full use of the roadway at all locations.
 2. For the certification to be valid, the course must be laid out in accordance with this map.



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THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FILE #: 0400-02

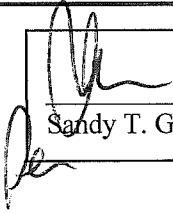
FROM: Director of Financial Services/Deputy CAO

DATE: January 31, 2013

SUBJECT: Project Watershed – Request for Letter of Support

C.A.O. COMMENTS/RECOMMENDATIONS:

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


Sandy T. Gray

RECOMMENDATION:

That Council provide a letter of support to Project Watershed for three (3) separate funding applications.

PURPOSE:

To provide Council with information on the Comox Valley Project Watershed Society and request that Council provide a letter of support to Project Watershed in support of their funding applications.

BACKGROUND:

Comox Valley Project Watershed is currently writing grant applications for funds to create an interactive online map of the K'omoks Estuary. This map would integrate and display information from the past and the present as well as illustrate future possibilities. Once completed, this map will be available online to planners, developers, environmental groups and the general public. It will help guide restoration, protection and green development as well as serve as an historical and ecological education tool. Project Watershed can see the creation of this map as a three year process involving public meetings, sessions with local governments, and collaboration with K'omoks First Nations. They plan on including pictures, video, and animation. They aim to have a fully interactive multimedia map that becomes the central place for Estuary information. Their total budget for the first year of this project is approximately \$54,800.

DISCUSSION:

Project Watershed is seeking three (3) separate letters of support for the following funding applications:

- TD Friends of the Environment Foundation
- Pacific Salmon Foundation – Community Salmon Program
- Mountain Equipment Coop.

Project Watershed has provided City Staff with a copy of each completed grant application for review.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

Goal 2: Objective b)

- Promote efforts to preserve and protect the estuary

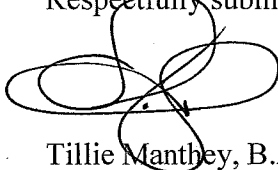
OCP SUSTAINABILITY REFERENCE:

The OCP chapter on the environment states a number of goals including: “To protect and enhance fish and wildlife habitats” and “to work with watershed and stream stewardship groups on environmental related matters.” The OCP also identifies the protection of wildlife corridors among its policies, where wildlife corridors may include stream channels and other aquatic areas of respite and feeding that adult and juvenile and fish require to successfully migrate between their various habitats throughout their lifecycle.

REGIONAL GROWTH STRATEGY REFERENCE:

Policy 2B-2: Explore and encourage the practice of restoration of urban and rural ecosystems to increase ecological functions.

Respectfully submitted,



Tillie Mantley, B.A, CGA,
Director of Financial Services/
Deputy CAO



Allan Gornall, B.Sc
Sustainability Planner

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THE CORPORATION OF THE CITY OF COURTENAY

7

REPORT TO COUNCIL

FILE #: 1700-01
1830-01

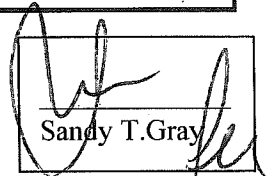
FROM: Director of Financial Services/Deputy CAO
Director of Operational Services

DATE: January 31, 2013

RE: 2013 - 2017 Water and Sewer Financial Plans
2013 Recommended Water and Sewer User Rates

CAO COMMENTS/RECOMMENDATIONS:

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



Sandy T. Gray

RECOMMENDATION:

That Council approves

That user fee revenue for the water utility fund increase by 10% for 2013; and

That user fee revenue for the sewer utility fund increase by 20% for 2013; and

That the frontage rate for water be increased to \$1.14 per taxable frontage; and

That staff be directed to draft the bylaws required to implement the proposed changes in water and sewer user fees and frontage rates.

PURPOSE:

To consider the 2013 - 2017 water and sewer fund financial plans and recommended changes to the user fee and frontage tax rates.

BACKGROUND:

Consideration and approval of a five year financial plan is an annual requirement under the *Community Charter*. The recommended Financial Plan for the water and sewer funds presented today provides detail for the 2013 calendar year, as well as projections for the four years following. With Council's approval, the corresponding rates bylaws will then be drafted and presented to Council for adoption.

DISCUSSION:

2013-2017 Water Fund Financial Plan

In developing the 2013-2017 water fund revenue requirements and determining the required % increase in revenue generated from user fee and frontage tax revenues, consideration was given to a number of factors:

- Five year water consumption costs giving consideration to anticipated population growth, effects of implemented water efficiency initiatives, as well as the projected cost to purchase bulk water from the Comox Valley Regional District. The forecasted cost of water purchases is based on the following projections:

Projected Increase in Bulk Water Consumption						
Year	population growth	Economic growth	effect of water efficiencies	Projected bulk water purchases	CVRD rate / m3	Projected Annual Cost
2012 actual				4,850,901	\$ 0.62	\$ 3,007,559 Bylaw Rate
2013	1.9%	1.0%	-1.0%	4,943,068	\$ 0.64	\$ 3,163,564 Bylaw Rate
2014	2.0%	1.0%	-1.0%	5,041,929	\$ 0.66	\$ 3,327,673 wtr rate estimated
2015	2.0%	1.5%	-1.0%	5,167,978	\$ 0.68	\$ 3,514,225 wtr rate estimated
2016	2.0%	1.5%	-1.0%	5,297,177	\$ 0.68	\$ 3,602,080 wtr rate estimated
2017	2.0%	1.5%	-1.0%	5,429,607	\$ 0.68	\$ 3,692,132 wtr rate estimated

- The projected cost of changes in the City’s water distribution system operating and capital costs
- Five year water infrastructure replacement and renewal expenditure levels reasonably required based on preliminary asset replacement analysis,
- Current water fund reserve levels and using these reserves strategically over the course of five years to assist with revenue requirements.

From 2011 to early 2012, staff worked with an independent consultant to complete detailed modelling around the water rate structure with the primary goal of creating rate equity among the user fee classes. In setting the user rates for 2011 and 2012, the Council approved shifting the cost burden away from metered multi-family residential and metered commercial users and into the flat rate user classes.

While further modelling has not been undertaken and is therefore not available to inform 2013 rate decisions, staff do plan to review and update the model for use, if needed, in setting rates in future years.

Cost drivers in the proposed financial plan for 2013 are as follows:

- The bulk water rate for water purchases has increased from \$0.62/m3 to \$0.64/m3
- Implementation of a meter replacement program, which is funded from funds set aside each year into a reserve for this purpose
- Carrying out an enhanced water flushing program
- Capital Works Projects:
 - Design and construct the water system changeover for the portion of the Sandwick Waterworks District that is within the City boundaries (about 340 properties)
 - Replacing and resizing the Piercy Avenue water main from 26th Avenue to 29th Avenue
 - Installing a new watermain on Ryan Road in the area of Cowichan Avenue and Evergreen Avenue.

Capital Funding has been sourced from the Community Works Fund – Gas Tax grants for the following projects:

- Ryan Road water main \$157,500 (approved in the 2012 FP)
- Willemar Avenue water main \$145,000 (approved in the 2012 FP)
- City Wide water study \$ 50,000 (new)
- Piercy Avenue water main replacement \$300,000 (new)
- \$652,500

To fund the 2013 Water fund budgeted costs, a revenue increase of 10% will be required. As a result, the annual user fee for a single family dwelling will have an estimated increase of \$31.00.

In addition, staff recommend a minor increase of \$0.03 per taxable foot in the water frontage tax, which will increase the rate from \$1.09 per taxable foot to \$1.14 per taxable foot. Based on an average property with a taxable frontage of 55 feet, this annual increase adds \$1.65 to this tax.

2013 – 2017 Sewer Fund Financial Plan

Significant capital infrastructure works are required for upgrades to the regional sewer plant and trunk lines over the next ten years. The resulting increase in the annual regional sewer requisition will be the major cost driver in the sewer user fee revenues required in future years. Over the past two years, regional and municipal staff, and the Regional Sewer Commission have engaged in comprehensive discussions and prioritization decisions around the major capital works required over the next ten years. The forecasted sewer requisitions for the next five years will be as follows:

Regional Sewer Requisition		Increase
2012	2,224,950	
2013	2,457,727	232,777
2014	2,752,937	295,210
2015	3,083,224	330,287
2016	3,453,147	369,923
2017	3,867,551	414,404

The following new capital projects for the City’s sewer system have been provided for:

- Glacier Road sewer – design and construct \$ 285,000
- Headquarters sewer- design and replace \$1,001,000
- Sandpiper Drive sewer – design only \$ 60,000

To cover the projected 2013 sewer costs, a revenue increase of 20% is required. The estimated increase in the annual sewer user fee for a single family dwelling is \$33.00

STRATEGIC PLAN REFERENCE:

- Goal 1: Ensure infrastructure is sustainable
- Goal 2(c) Ensure all infrastructure studies planning studies are current

OCP SUSTAINABILITY REFERENCE

6.2 Water Supply

6.2.1 to ensure a high level of water quality is maintained

6.2.2 to protect the watershed of the Comox Lake and thereby protect the City's source of water

6.3 Sanitary Sewer Treatment

REGIONAL GROWTH STRATEGY REFERENCE:

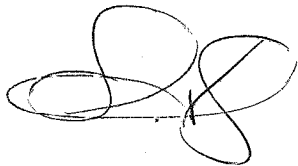
Goal 5 – Infrastructure

5-A Water – Promote water conservation and efficiency throughout the Comox Valley

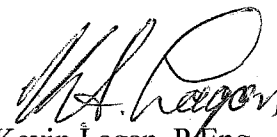
5-B Water - Protect the quality of water sources

5-D Sewer – Encourage sewer management approaches and technologies that respond to public health needs and maximize existing infrastructure

Respectfully submitted,



Tillie Manthey, BA, CGA
Director of Financial Services/
Deputy CAO



Kevin Lagan, P.Eng
Director of Operational Services

Attachments:

Proposed 2013-2017 Financial Plans for:

1. Water Operating Fund
2. Water Capital Fund
3. Sewer Operation Fund
4. Sewer Capital Fund

City of Courtenay
WATER OPERATING FUND
PROPOSED 2013 - 2017 FINANCIAL PLAN

DESC	2012	2013	2014	2015	2016	2017
	BUDGET	PROV BUDGET	PROJ BUDGET	PROJ BUDGET	PROJ BUDGET	PROJ BUDGET
Percentage Increase - Regional Plant		6.00%	4.00%	4.00%	2.00%	2.00%
Percentage Increase - Own Operations		4.00%	2.00%	2.00%	2.00%	1.00%
Total		10.00%	6.00%	6.00%	4.00%	3.00%
User Fee - Single Family Dwelling	\$ 312	\$ 343	\$ 364	\$ 386	\$ 401	\$ 413
Water Frontage Rate	\$ 1.09	\$ 1.14	\$ 1.14	\$ 1.14	\$ 1.14	\$ 1.14
REVENUE						
Frontage Tax Levy	653,000	679,479	700,984	700,984	700,984	700,984
Sale of Water	4,014,353	4,360,455	4,746,751	5,031,557	5,232,819	5,389,803
Connection charges and rentals	129,500	125,900	125,900	125,900	125,900	125,900
Miscellaneous	85,800	85,800	85,800	85,800	85,800	85,800
MFA Earnings	300	300	300	300	300	300
From Reserve for Future Expenditure	935,906	599,753	0	0	0	0
From Water Efficiency Reserve	68,000	25,000	25,000	25,000	25,000	25,000
From Water Utility Reserve-Meter Replacement	0	150,000	50,000	50,000	50,000	50,000
From Prior Year Surplus	112,314	740,000	145,228	60,460	0	0
TOTAL REVENUE	5,999,173	6,766,687	5,879,963	6,080,001	6,220,803	6,377,787
EXPENSE						
Water purchase	2,918,272	3,165,000	3,327,673	3,514,225	3,602,080	3,692,132
Administration costs	229,700	219,500	224,281	226,454	229,747	233,087
Interfund allocations	775,620	809,200	815,950	822,768	829,653	836,608
Operation and maintenance	647,500	873,000	777,450	781,945	786,484	791,069
Debt Interest Charges	28,260	28,260	28,260	28,260	28,260	28,260
Debt Principle Payments	20,149	20,149	20,149	20,149	20,149	20,149
Water Efficiency Measures	18,000	0	0	0	0	0
: Firehall xeriscape Project	10,000	10,000	10,000	10,000	10,000	10,000
: Enforcement	40,000	15,000	15,000	15,000	15,000	15,000
: Commercial Toilet Rebate Program	75,000	75,000	75,000	75,000	75,000	75,000
To General Operating Fund	24,000	26,200	26,200	26,200	26,200	26,200
To Water Utility Reserve	30,000	30,000	30,000	30,000	30,000	30,000
To Water Machinery & Equipment Reserve	1,179,002	1,470,378	500,000	500,000	500,000	525,000
To Water Capital Fund	2,670	5,000	5,000	5,000	5,000	5,000
To Carbon Offsets Reserve	1,000	20,000	25,000	25,000	63,230	90,282
Contingency Reserve						
	5,999,173	6,766,687	5,879,963	6,080,001	6,220,803	6,377,787
INCREASE (DECREASE) IN WATER FUND	0	0	0	0	0	0

CD
CAPITAL BUDGET - WATER
5 YEAR CAPITAL PLAN - 2013 - 2017

Avail DCC's 391,500

Project Number	Tie to Project	DCC PROJECT #	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2013 PROV.	OPERATING CONTRIB	RESERVE FUNDS		GOVT GRANT	2013 BUDGETED SOURCE OF FUNDS		OTHER REVENUE	TOTAL
								RESERVE AMOUNT	NAME		DCC RESERVE AMOUNT	NAME		
WTR-03			Water Equipment > \$5,000		040-40-6-340-0000-87516	20,000	10,000							20,000
WTR-04			Fire Hydrants		040-40-6-340-0000-87517	40,000	40,000							40,000
WTR-11	SWR-03		Cummings Road Water Main		040-40-6-340-0000-87523	10,000	-							10,000
WTR-14			Lake Trail Config Ph 2 of 3		040-40-6-340-0000-87525	40,000	-				9,500	W2375	829 Riversedge Ph 3 Wtr DCC's	40,000
WTR-16/ WTR-20	MJR-13 WTR-16	EC8 & EC1	Project EC1 - Water Pressure/ New main from Ryan Rd. (south on Cowichan to 4th, west on 4th and south on evergreen to 6th).		040-40-6-340-0000-87526	450,000	-	157,500	CWF-Gas Tax	78,750	213,750	W4750		450,000
WTR-12		WC8	Comox Road Improvements - Phase 3		040-40-6-340-0000-87528	100,000	22,625			67,875	9,500	W0950		100,000
WTR-22			Radio Read Units		040-40-6-340-0000-87529	30,000	-			30,000				30,000
WTR-27			Water Capacity-NIC		040-40-6-340-0000-87533	30,000	-						30,000	30,000
WTR-30		EC3	Water Main from Valley View Drive to Glacier View Lodge and Marstrand Properties	tied to walkway (CGS)	040-40-6-340-0000-87537	30,000	7,620			20,955	1,425	W0475		30,000
WTR-29		W9704	Willemar Ave - 17th Street to 26th Street - Design Ph 1		040-40-6-340-0000-87535	215,000	(1)	145,000	CWF-Gas Tax	18,938	51,063	W2375		215,000
WTR-31			2012 Water Study - City wide		040-40-6-340-0000-87538	50,000	-							50,000
WTR-32		W0501	Piercy Ave 26th to 29th Ph 2	Replace & re- size	040-40-6-340-0000-87539	432,150	4,249	300,000	CWF-Gas Tax	103,564	7,907	W7125	16,430	432,150
WTR-09			Beechwood Rd to Christie Parkway - Water Main Inter	\$25,000 design costs approved to start Jan 11	need new acct #	140,000	-			140,000				140,000
WTR-09			SWWD Changeover - design/costing	deferred by Council - May 5/08	040-40-6-340-0000-87521	40,000	-			40,000				40,000
WTR-09			SWWD Changeover - construct phase 1 of 2	deferred by Council - May 5/08	connect to Comox Valley Water System	550,000	391,131			50,000			108,869	550,000
WTR-09			SWWD Changeover - CVRD CICC's	deferred by Council - May 5/08	estimate 340 properties @ \$1,000	340,000	340,000							340,000
WTR-33			Meter Reading System			35,000	35,000							35,000
WTR-34			Menzies & 5th AC water Main replace		need new acct #	20,000	20,000							20,000
			Total 2013 Capital Plan			2,572,150	870,625	652,500		599,753	293,145		156,128	2,572,150

**CAPITAL BUDGET - WATER
5 YEAR CAPITAL PLAN - 2013 - 2017**

Avail DCC's 391,500

Project Number	Tie to Project	DCC PROJECT #	DESCRIPTION OF WORK	DETAIL	GLACCT #	2013 PROV.	2013 BUDGETED SOURCE OF FUNDS			OTHER REVENUE		TOTAL
							OPERATING CONTRIB	RESERVE AMOUNT	RESERVE FUNDS NAME	GOVT GRANT	DCC RESERVE AMOUNT	
2014-2017 Forecasted												
WTR-28			South Courtenay Water Capacity Provisions Phase 2	\$25,000 design costs approved to start Jan 11	040-40-6-340-0000-87532	140,000	140,000					140,000
WTR-24	STM-28		Lane between 5th & 6th from Duncan to England	Rev Sep 2/11	040-40-6-340-0000-87534	80,000	80,000					80,000
			Pipe Assessment Study - City Wide	RE PW Manager (AM)		25,000	25,000					25,000
WTR-17			11th St - Beckensell Ave. to Comox Rd.			150,000	150,000					150,000
			Water Main on McDonald Rd. from Sheraton Rd.	rewrite Sheraton from Cummings aslo re CVRD link		60,000	60,000					60,000
		EC3	East Courtenay, Koers EC 3 - Lodge and Mairland Properties			65,000	34,125			30,875	WA4.75	65,000
			Sandpiper Dr Water Main			250,000	250,000					250,000
			Projected Costs 2014-2017			770,000	739,125			30,875		770,000

City of Courtenay
SEWER OPERATING FUND
PROPOSED 2013 - 2017 FINANCIAL PLAN

DESC	2012	2013	2014	2015	2016	2017
	BUDGET	PROV BUDGET	PROJ BUDGET	PROJ BUDGET	PROJ BUDGET	PROJ BUDGET
Percentage increase - Regional Plant		15.00%	11.00%	11.00%	10.50%	10.25%
Percentage increase - Own Operations		5.00%	4.00%	4.00%	4.50%	1.75%
Total		20.00%	15.00%	15.00%	15.00%	12.00%
User Fee - Single Family Dwelling)	\$ 162	\$ 195	\$ 224	\$ 257	\$ 296	\$ 332
REVENUE						
Frontage Tax Levy	1,896,000	1,832,708	1,841,872	1,851,081	1,860,336	1,869,638
Sale of Services	2,263,455	2,702,234	3,112,356	3,576,315	4,109,869	4,600,738
Connection charges and rentals	60,000	36,000	36,000	36,000	36,000	36,000
Interest earnings	500	225	225	225	225	225
Provincial facilities assistance grant	0	0	0	0	0	0
Other local government transfers	0	0	0	0	0	0
MFA Earnings	1,500	1,500	1,500	1,500	1,500	1,500
From Reserve for Future Expenditure	700,612	917,040	0	0	0	0
From Sewer Capital Fund	0	0	0	0	0	0
From Sewer Reserve Fund	109,145	50,000	50,000	40,000	35,000	30,000
From Prior Year Surplus	770,000	350,000	301,563	183,256	31,164	0
TOTAL REVENUE	5,801,211	5,889,707	5,343,516	5,688,377	6,074,094	6,538,101
EXPENSE						
CVRD requisition - regional sewer costs	2,224,950	2,457,727	2,752,937	3,083,224	3,453,147	3,867,551
Administration costs	234,500	216,000	221,680	223,807	227,029	230,300
Interfund allocations	594,215	669,415	676,110	682,870	689,699	696,596
Operation and maintenance	617,000	695,600	699,250	704,937	710,680	716,480
Debt Interest Charges	144,547	144,547	144,547	144,547	144,547	144,547
Debt Principle Payments	75,242	75,242	75,242	75,242	75,242	75,242
To General Operating Fund	50,000	50,000	50,000	50,000	50,000	50,000
To Sewer Machinery & Equipment Reserve	75,000	75,000	75,000	75,000	75,000	75,000
To Sewer Connection Reserve	40,000	20,000	20,000	20,000	20,000	20,000
To Reserve for Future Expenditure	0	0	0	0	0	0
To Sewer Capital Fund	1,741,921	1,463,834	600,000	600,000	600,000	600,000
To Carbon Offsets Reserve	2,670	3,750	3,750	3,750	3,750	3,750
Contingency Reserve	1,166	18,592	25,000	25,000	25,000	58,635
TOTAL EXPENSE	5,801,211	5,889,707	5,343,516	5,688,377	6,074,094	6,538,101
INCREASE (DECREASE) IN SEWER FUND	0	0	0	0	0	0

**CAPITAL BUDGET - SEWER
5 YEAR CAPITAL PLAN - 2013-2017**

Number	Title to Project	DCC PROJECT #	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2013 PROV	USER FEES	RESERVE FUNDS				BUDGETED SOURCE OF FUNDS				
								AMOUNT	NAME	RESERVE FOR F.E.	GOVT GRANT	DCC RESERVE AMOUNT	NAME	OTHER REVENUE AMOUNT	NAME	
																TOTAL
CAPITAL Projects - 2013																
SWR-10	Tied to Development	5513	Arden Central Trunk MH 2-506 13th St to Lake Trail Rd or 13th St to Arden		040-80-6-350-0000-88017	220,000	5,250			110,250			104,500	S475		220,000
SWR-06			OIH/Comox Rd. Replace		040-80-6-350-0000-88018	60,000	59,000			1,000						60,000
SWR-08	STM-27		1st Street @ Morrison Creek - Sewer Repairs		040-80-6-350-0000-88034	60,000	5,000			55,000						60,000
SWR-09			10th Street East & Sitka Ave - MH Improvements Review Silverado Contr - Sewer Reserve		040-80-6-350-0000-88035	65,000	(1)	11,438	Reserve "Sew Util 1382" S of Ryan/Silverado	38,125			15,438	S2375		65,000
SWR-11			2010 Sanitary Sewer Study & Greenwood Trunk Planning & Lift Stn Location/sizing		040-80-6-350-0000-88037	34,666	-			34,666						34,666
SWR-12		0551	Main Replacement 26th St - Cliffe to Fitzgerald		040-80-6-350-0000-88038	90,000	-			68,625			21,375	S2375		90,000
SWR-13		05526	Carmanah & Valcourt Cres - replacement	Assumes that VIHA Hospital proceeds in 2013, 29,000 sq.m.	040-80-6-350-0000-88040	180,000	-			106,285			42,750	S2375	30,965	180,000
			Highway 19a Extension		040-80-6-350-0000-88041	25,000	2,624			22,376						25,000
SWR-15			South Courtenay Sewer planning/Capacity Provisions check agreement Buckstone for funding oversizing		040-80-6-350-0000-88042	14,333	-			14,333						14,333
SWR-16			Arden Trunk Sewer - Lake Trail to Embleton Phase 1 (Design) -	2011 PO carried forward and committed funds carried forward	040-80-6-350-0000-88043	50,130	-			50,130						50,130
SWR-17		05519	1st Street Up Stream of Lift Station MH 3-501 to 3-504		040-80-6-350-0000-88044	100,000	-			52,500			47,500	S4750		100,000
SWR-18		05512	Arden Trunk Sewer - Cumberland to Krebs (ph 1 Design and SRW Acquire)		040-80-6-350-0000-88045	40,000	5,250			15,750			19,000	S4750		40,000

5
CAPITAL BUDGET - SEWER
5 YEAR CAPITAL PLAN - 2013-2017

Number	Tie to Project	DCC PROJECT #	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2013 PROV	USER FEES	RESERVE FUNDS				BUDGETED SOURCE OF FUNDS					
								AMOUNT	NAME	RESERVE FOR F.E.	GOV'T GRANT	AMOUNT	NAME	OTHER REVENUE AMOUNT	NAME		
																TOTAL	
SWR-19		05532	Replace AC Pressure Force Main on all Lift Sta - Phase 1 Design 1st St Sta to discharge		040-80-6-350-0000-88046	55,000	3,813			38,125		13,063	S2375			55,000	
SWR-20			New Generator for Anderton Lift Station		040-80-6-350-0000-88047	50,000	-			50,000							50,000
SWR-21			Lift Station Emergency Bypass Pump with hose - Daily use, Earthquake etc)		040-80-6-350-0000-88048	95,000	5,000			90,000							95,000
SWR-22	traffic		Scada System (phase 1 - Study) - tied to traffic		040-80-6-350-0000-88049	75,000	-			75,000							75,000
SWR-23		05530 & 05531	city wide study		040-80-6-350-0000-88050	90,000	-			68,625		21,375	S2375				90,000
SWR-24		05516	Arden South Trunk - Cumberland Road to north boundary of Arden Road Developments Phase 1 Design		040-80-6-350-0000-88051	50,000	-			26,250		23,750	S4750				50,000
SWR-25		05529	Headquarters Road from Glacier to Vanier- replacement Design	Both projects could also use the DCC's San generated from VHA - Hospital, subject to routing also see Carmanah/Valecourt		1,001,000	211,858			667,333		45,879	S71.25	Dev Contr	75,930		1,001,000
SWR-26			Glacier Road - San Sewer			285,000	189,000								96,000	Conn fees x 12	285,000
SWR-27			Sandpiper Dr Sewer- Design Only Phase 1			60,000	60,000										60,000
			Projected Costs 2013			2,700,129	546,794	11,438	917,040	667,333	354,629	202,895					2,700,129
CAPITAL Projects - 2014 and forward																	
SWR-16		05520	Arden Trunk Sewer - Lake Trail to Embleton Phase 1 (Design)		040-80-6-350-0000-88043	2,068,000	(0)		50,130	1,378,667	597,458	S4750	Morrison Cr Commons 005-11-4-055-0550-06684	41,745			2,068,000
		0552	Idiens Way east of Lerwick- Upgrade	tied to Crown Isle discharge	COST ESTIMATE NOT YET AVAILABLE												
		0552	Station MH 1-485 to MH 1-401 Mansfield Easement Cliffe Avenue to Mansfield Lift	see DCC Bylaw map		276,000	210,450				65,550	S2375					276,000
		05518	Pidcock Avenue, 3rd Street to 5th Street then to Stewart Ave	see DCC Bylaw map		42,750	32,597				10,153	S2375					42,750

**CAPITAL BUDGET - SEWER
5 YEAR CAPITAL PLAN - 2013-2017**

Number	Tie to Project	DCC PROJECT #	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2013 PROV	USER FEES	BUDGETED SOURCE OF FUNDS								
								RESERVE FUNDS		RESERVE FOR F.E.	GOVT GRANT	DCC RESERVE		OTHER REVENUE		TOTAL
								AMOUNT	NAME			AMOUNT	NAME	AMOUNT	NAME	
		05S23 & 05S24	In SRW Back Road Upstream of Tunner Drive MH 4-032 to MH 4-035	see DCC Bylaw map		70,000	70,000								70,000	
			Pipe Condition Assessment - City Wide (MOVE TO PW OPERAT 2012)	PW Manager (AM)		50,000	50,000								50,000	
		05S27	Muir Rd/McLauchlin Drive	see DCC Bylaw map		120,000	91,500				28,500	\$2375			120,000	

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Presley and seconded by Ambler that the Heritage
HERITAGE MINUTES Advisory Commission minutes of April 28, 2010 be received for
information.
Carried

6.00 RESOLUTIONS OF COUNCIL

.01 Moved by Presley and seconded by Ambler that under the
INCAMERA MTG provisions of Section 90(1)(b)(k)(n) of the *Community Charter*, notice is
hereby given that a Special In-Camera meeting closed to the public, will
be held May 17, 2010 at the conclusion of the Regular Council Meeting.
Carried

.02 Moved by Hillian and seconded by Leonard
COUN. HILLIAN
RAVEN
UNDERGROUND
COAL MINE
WHEREAS Compliance Coal Corporation is proposing the Raven
Underground Coal Mine Project;
AND WHEREAS the operations of this mine could impact the aquifers
used by the surrounding communities for their potable water;
AND WHEREAS the operation of this mine could impact the fin fish,
shellfish, and other fisheries in Baynes Sound;
THAT the City of Courtenay request the province conduct a
comprehensive mapping of the aquifers that could be affected by the
proposed mine and that the province use this mapping in its
Environmental Assessment;
AND THAT the City of Courtenay request that the Federal Government
also conduct an independent Environment Assessment of the proposed
mine; and
THAT the City of Courtenay request that any Environmental Assessment
public consultations be held in at least the following communities:
Courtenay, Comox, Cumberland, Fanny Bay, Denman Island, Union
Bay, and Royston.
Carried

7.00 UNFINISHED BUSINESS

Mayor Phelps inquired if there were any members of the public wishing to make a submission
regarding Development Variance Permit No. 1006, and there were none.

COPY FOR REFERENCE

COPY FOR REFERENCE

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2731

A bylaw to amend the Zoning Bylaw No. 2500, 2007

WHEREAS the Council has given due regard to the consideration given in Section 903 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2731, 2013**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) By rezoning Lot 8, District Lot 157, Comox District, Plan VIP54769, as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); and
 - (b) That Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of January, 2013

Read a second time this 7th day of January, 2013

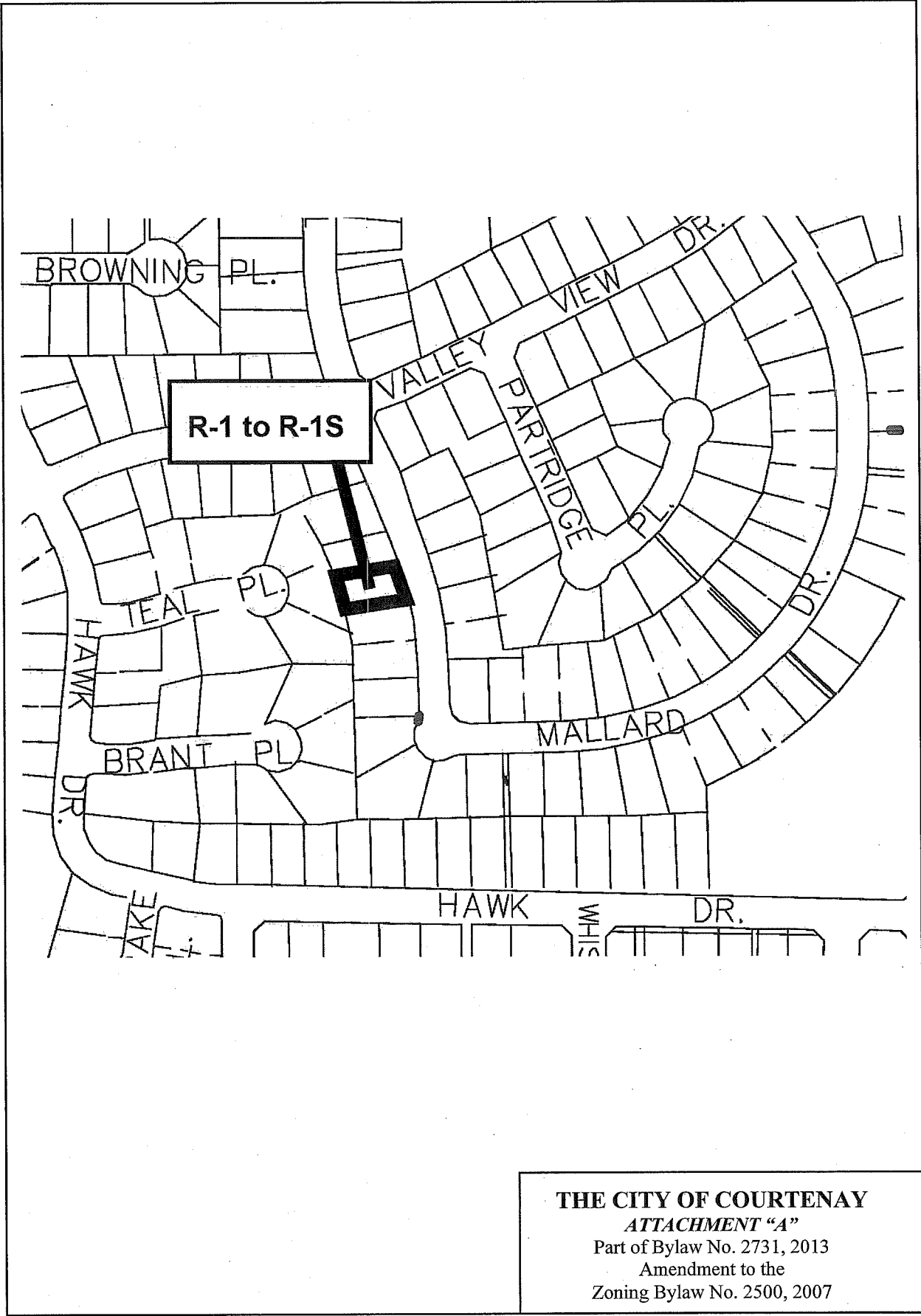
Considered at a Public Hearing this 21st day of January, 2013

Read a third time this 21st day of January, 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2722

A bylaw to amend Official Community Plan Bylaw No. 2387, 2005

WHEREAS the Council has adopted an Official Community Plan and a Zoning Bylaw;

AND WHEREAS, pursuant to Section 895 of the *Local Government Act*, the Council shall, by bylaw, establish procedures to amend a plan or bylaw or issue a permit;

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

1. This bylaw may be cited for all purposes as **“Official Community Plan Amendment Bylaw No. 2722, 2013”**.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
 - a) by changing the land use designation of Lot 2, District Lot 236, Comox District, Plan VIP70439, shown in bold outline on Attachment “A” which is attached hereto and forms part of this bylaw, from Industrial to Commercial;
 - b) That Map #2, Land Use Plan be amended accordingly;
 - c) by changing the development permit area designation of Lot 2, District Lot 236, Comox District, Plan VIP70439, shown in bold outline on Attachment “A” which is attached hereto and forms part of this bylaw, from Industrial Area to Commercial Area;
 - d) That Map #5, Development Permit Areas be amended accordingly;
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 21st day of January, 2013

Read a second time this 21st day of January, 2013

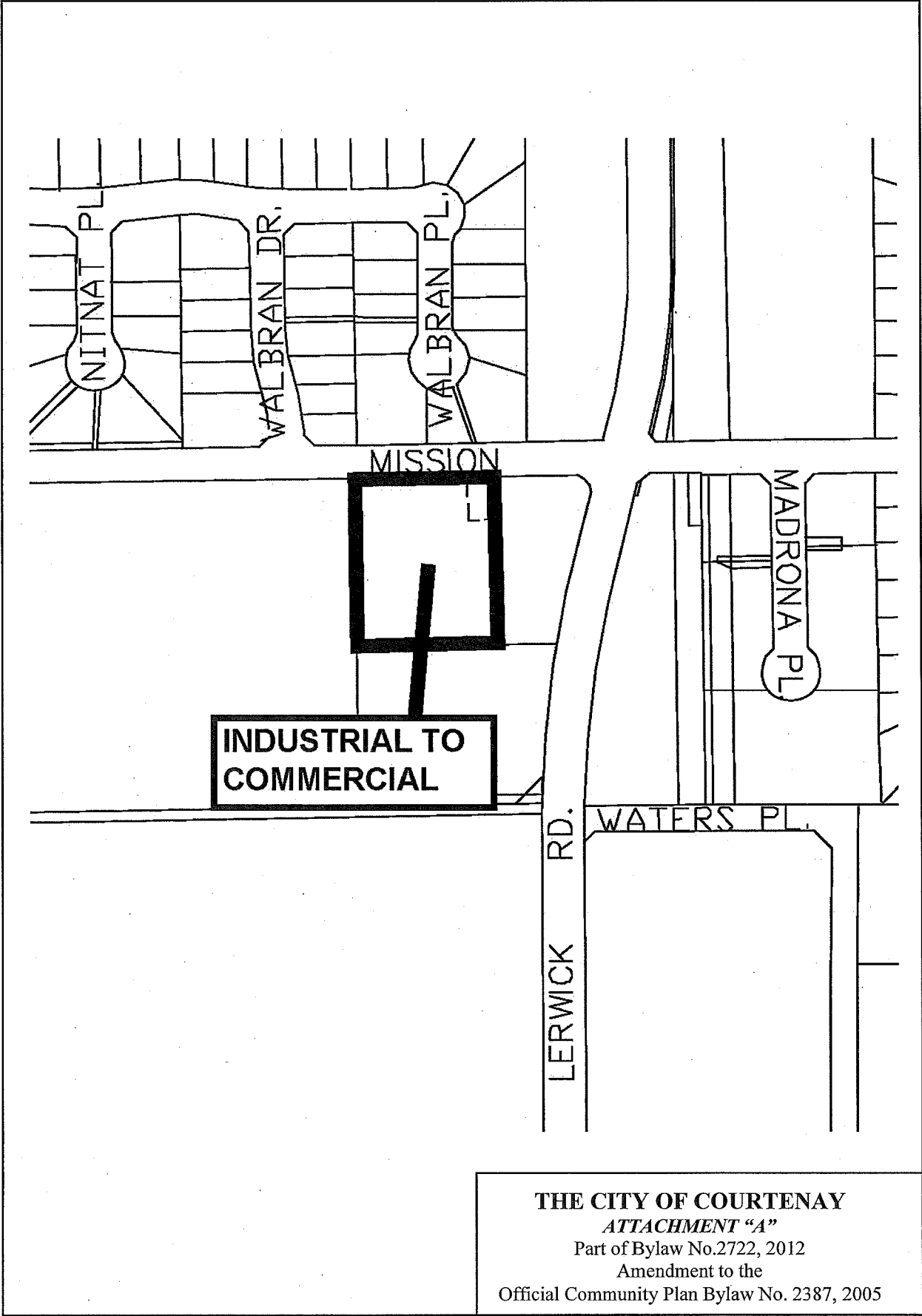
Considered at a Public Hearing this day of , 2013

Read a third time this day of , 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services



THE CITY OF COURTENAY
ATTACHMENT "A"
Part of Bylaw No.2722, 2012
Amendment to the
Official Community Plan Bylaw No. 2387, 2005

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2723

A bylaw to amend Zoning Bylaw No. 2500, 2007

WHEREAS the Council has given due regard to the consideration given in Section 903 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2723, 2013**”.
2. That “Zoning Bylaw No. 2500, 2007, Division 8, Classification of Zones” be amended by adding Part 51 - Comprehensive Development Twenty-Four Zone (CD- 24) as follows and renumbering the remainder of the bylaw accordingly:

Part 51 - Comprehensive Development Twenty-Four Zone (CD- 24)
(2525 Mission Road)

8.51.1 Intent

The CD-24 Zone is intended to accommodate the development of a professional commercial centre on the property legally described as Lot 2, District Lot 236, Comox District, Plan VIP70439.

8.51.2 Permitted Uses

The following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

1. *Accessory building* and uses
2. *Medical clinic*
3. *Laboratory*
4. *Educational facility*
5. *Office*
6. *Financial institution*
7. *Fitness facility*
8. *General service*
9. *Personal service*
10. *Community service*
11. *Retail stores* limited to 2000 m²

12. *Studio*
13. Seniors Housing and Care Facilities
14. *Assembly hall*
15. Bakery and deli
16. Barber shop and beauty salon
17. *Day care*
18. Florist
19. *Facility for adults with a disability*
20. *Laundromat and dry cleaning*
21. Printing and publishing
22. Restaurant
23. *Parking lot*
24. *Veterinary clinic*
25. Combined commercial-residential use subject to the commercial use being restricted to *retail*, restaurants, *offices (including financial institutions)* and *studios*. Residential units must be contained within a dual use building and shall be located above storeys used for commercial purposes, and no storey can be used for both commercial and residential purposes
26. For clarity the following uses are specifically not permitted:
 - a) Convenience store
 - b) Automobile service station
 - c) Automobile sales and repairs
 - d) Building supply store
 - e) Hotel/Motel
 - f) Grocery store
 - g) Enclosed storage building including warehouse and storage yard
 - h) Methadone clinic

8.51.3 Condition of Use

- (1) Garbage containers, recycling containers, storage facilities, parking, and loading facilities shall not be located within any required *setback* as specified in Section 8.51.8.

8.51.4 Lot Coverage

A *lot* shall not be covered by buildings and *accessory* buildings to a greater extent than 40% of the total area of the *lot*.

8.51.5 Floor Area Ratio

The maximum floor area ratio shall not exceed 0.7:1

8.51.6 Minimum Lot Size

A lot shall have an area of not less than 2000 m²

8.51.7 Minimum Lot Frontage

A lot shall have a frontage of not less than 30m

8.51.8 Setbacks

Except where otherwise specified in this bylaw the following minimum building setbacks shall apply:

- | | |
|----------------|------|
| (1) Front Yard | 7.5m |
| (2) Side Yard | 7.5m |
| (3) Rear Yard | 7.5m |

Support columns may project into the minimum required yards to a maximum projection of 1m

8.51.9 Height of Building

Maximum *height* of a *building* shall not exceed 16.0 m with the exception of the core area which may be 19.0m in *height*.

8.51.10 Off-Street Parking and Loading

Off-street parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw unless otherwise specified.

No parking or loading area may be located within 2.0m of a property line.

A minimum of 2 loading bays are required on the site

8.51.11 Landscaping and Screening

In addition to the Landscape Requirements identified in Part 14 of this bylaw, the following landscape requirements shall be met:

- (1) A minimum 7.5m landscape area is required between all building faces and the adjacent property lines. Hard landscape features such as patios and staff seating areas are permitted within this landscape area.
- (2) To separate parking, internal roads, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 m in width and 2.0 m in *height* shall be provided along the inside of all property lines.
- (3) Loading areas, garbage and recycling containers shall be screened and gated to a minimum *height* of 2 m by a *landscaping* screen or solid decorative *fence* or a combination thereof.

8.51.12 Accessory Buildings and Accessory Structures

- (1) Shall not exceed 4.5 m in *height*.

- (2) Shall have a total *building area* not exceeding 50 m² or 10% of the *rear yard*, whichever is greater.
 - (3) Shall be permitted in the *side* and *rear yard* provided they shall conform to all relevant siting regulations of this bylaw.
 - (4) Shall not be permitted at the front of a principal *building*.
3. That Lot 2, District Lot 236, Comox District, Plan VIP70439, as shown in bold outline on Attachment A which is attached hereto and forms part of this bylaw, from Industrial Two Zone (I-2) to Comprehensive Development Twenty Four Zone (CD-24);
 4. That Zoning Bylaw No. 2500, 2007, Schedule No. 8 be amended accordingly.
 5. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 21st day of January, 2013

Read a second time this 21st day of January, 2013

Considered at a Public Hearing this day of , 2013

Read a third time this day of , 2013

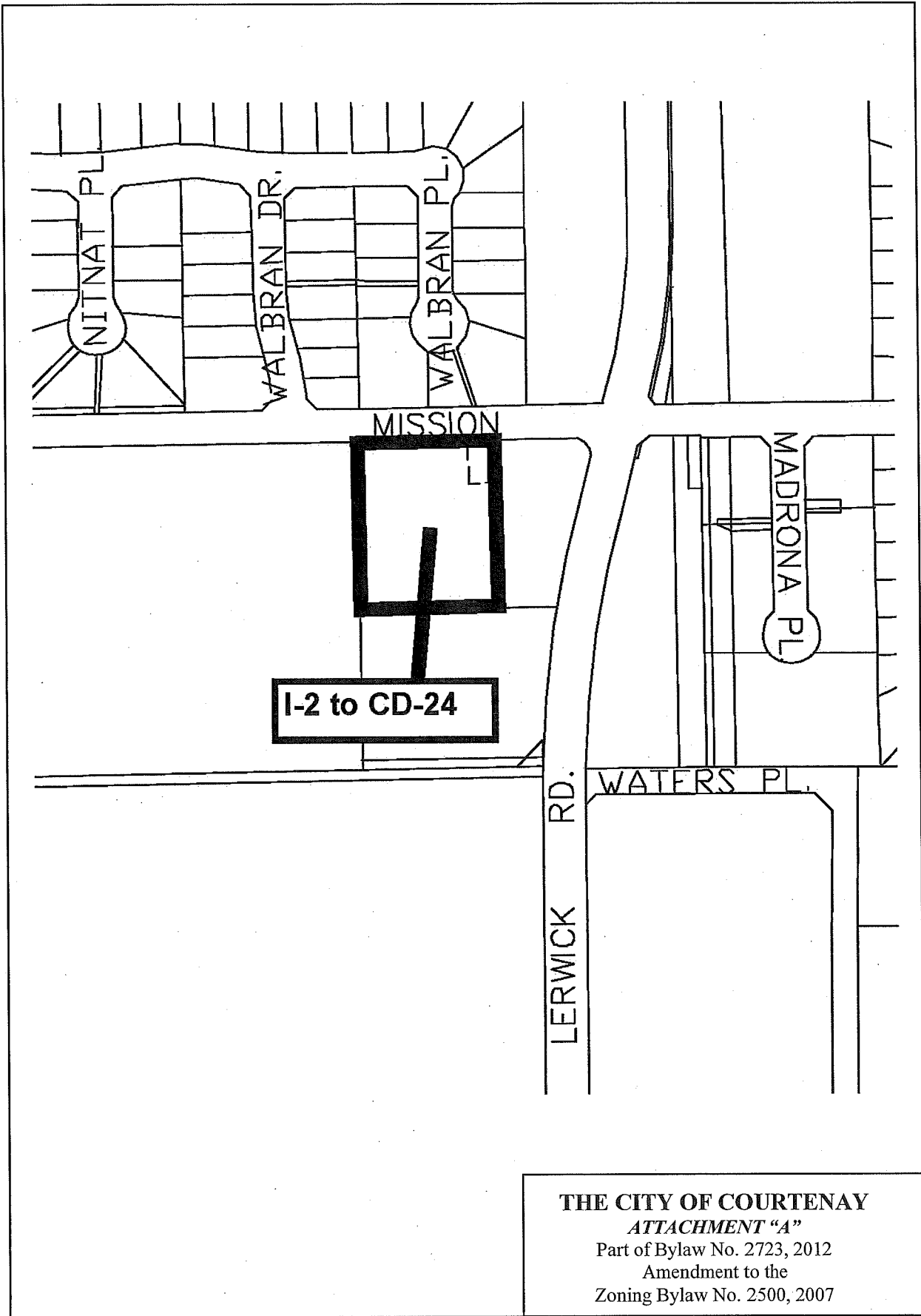
Finally passed and adopted this day of , 2012

Mayor

Director of Legislative Services

Approved under S.52(3)(a) of the *Transportation Act*

Larry Park



THE CITY OF COURTENAY

ATTACHMENT "A"

Part of Bylaw No. 2723, 2012
Amendment to the
Zoning Bylaw No. 2500, 2007