

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

DATE: Monday, February 18, 2013
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt February 4, 2013 Regular Council Meeting Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Rachael Jancowski – Homeless Shelter
2. Wendy Byrne, Kevin Lorette and Marc Rutten – CVRD Water and Sewer Budgets
3. Courtenay River 6th Street Bridge Steering Committee

4.00 COMMITTEE/STAFF REPORTS

(a) Development Services

- 7 1. Active School Travel Plans

(b) Operational Services

- 19 2. Release of Stat Right of Way – Temporary Road Connection
- 23 3. 2012 Paving Program
- 25 4. 6th Street Cycling/Pedestrian Bridge

(c) Financial Services

- 29 5. BC Assessment – Class 06 Category
- 33 6. Gaming Fund Update

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

- 47 1. Letter from Lawrence Burns, Chair, Heritage Advisory Commission

6.00 REPORTS FROM COUNCIL REPRESENTATIVES

7.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That under the provisions of Section 90(1)(c)(e) of the *Community Charter*, notice is hereby given that a Special In-Camera meeting closed to the public, will be held February 18, 2013 at the conclusion of the Regular Council Meeting.

8.00 UNFINISHED BUSINESS

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

- 49 1. Green Jobs BC – Request for Council Resolution
- 53 2. Letter from Robert H. Ash & Associates Ltd. re: underground capital improvements

11.00 BYLAWS

For First, Second and Third Reading

- 55 1. “Highway 19A Sanitary Sewer Service Area Extension Parcel Tax Bylaw No. 2741, 2013”
(to impose a parcel tax on properties on Highway 19A for sanitary sewer)
- 59 2. “Water Frontage Rates Amendment Bylaw No. 2743, 2013”
(to amend the water frontage rates from \$1.09 to \$1.14 per taxable foot)
- 61 3. “Sanitary Sewer Frontage Rates Amendment Bylaw No. 2744, 2013”
(to update legislative references)
- 63 4. “City of Courtenay Fees and Charges Amendment Bylaw No. 2742, 2013”
(to amend water and sewer utility user rates for 2013)

12.00 COUNCIL MEMBER ROUND TABLE

13.00 ADJOURNMENT

DELEGATION FEB. 18

Ward, John

From: Rachael Jancowski [gimmesheltercomox@gmail.com]
Sent: December-12-12 11:36 AM
To: Ward, John
Subject: Request to speak to city council 2013

Hello

My name is Rachael Jancowski. I am 13 years old and have started a non-profit organization to make awareness to the homeless situation in our community. I have spoken and reached out to people who work with the homeless and I have a good view where I want to go with the possible future of a new shelter. I want to reach out and explain to you what I have learned. I will have a speech and a power point to explain the current situation and how one person can change such a big problem! I would like to speak in January or February. So I can prepare! Thank you for your time,
Rachael

Ward, John

From: Karen Garrett [kgarrett@comoxvalleyrd.ca]
Sent: January-30-13 1:57 PM
To: Ward, John
Cc: Marc Rutten
Subject: February 18 council meeting

Delegation

Mr. Ward,

At the November 2012 CVRD sewage commission meeting, the following motion was made:

AND FURTHER THAT CVRD staff attend as a delegation to discuss the sewerage service long term capital infrastructure at the council meetings of the City of Courtenay and the Town of Comox.

We are therefore requesting to be a delegation at the February 18th council meeting.

Attending will be Kevin Lorette, general manager of property services and Marc Rutten, senior manager of engineering services, and Wendy Byrnè, manager of financial planning.

Thank you,

Karen Garrett

Branch Assistant - Property Services
Comox Valley Regional District
600 Comox Road, Courtenay, BC V9N 3P6
250-334-6056
toll free 1-800-331-6007
Fax: 250-334-8156



DELEGATION FEB. 13

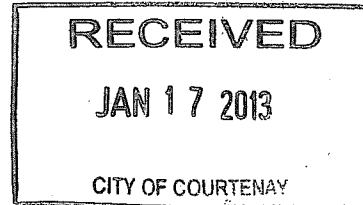
600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 5340-01

January 11, 2013

City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7



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

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

Re: Comox Valley sewerage system – financial planning staff reports

At the November 20, 2012 sewage commission meeting, the following recommendations were passed:

THAT a pro-active public affairs plan be developed to inform the public of the infrastructure projects and cost increases for the sewerage service, including providing copies of reports to the City of Courtenay and Town of Comox;

AND FURTHER THAT CVRD staff attend as a delegation to discuss the sewerage service long term capital infrastructure at the council meetings of the City of Courtenay and Town of Comox.

In order to complete the above, the Comox Valley Regional District (CVRD) will forward an updated copy of the proposed 2013-2017 financial plan – Comox Valley sewerage service staff report following its presentation to the Comox Valley sewer management advisory meeting on January 24, 2013 and the Comox Valley sewage commission on February 5, 2013.

The CVRD has requested to present these reports to the City of Courtenay's February 18, 2013 council meeting.

If you have any questions, please contact me at mrutten@comoxvalleyrd.ca or 250-334-6080.

Sincerely,

Marc Rutten, P. Eng.
Senior Manager of Engineering Services
Property Services Branch

\kg

DELEGATION FEB 18

February 12, 2013

Mayor Larry Jangula and Council, City of Courtenay, B.C.

Dear Mayor Jangula and Councillors,

Re: Sixth Street- Courtenay River Pedestrian/Cycling Timber Frame Bridge (proposed)

Further to our letter of November 27, 2012, we are please to advise you of our progress to date.

It has been our continued pleasure in working with City Staff, Associated Engineering and Timber Frame Guild in developing the Bridge Feasibility Study and subsequent Supplementary Study. The projected financial scenarios for the proposed Bridge at full retail costs: (Burr Arch design @ \$3.71 million dollars & modified Burr Arch-Truss design @ \$2.81 million dollars), is in line with our projected expectations.

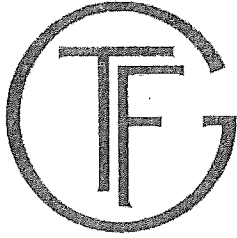
The Bridge as envisioned and proposed from the outset was one of a massive community effort similar to Golden, B.C. This involves support from Senior Governments, local volunteer organizations, businesses, corporations and individuals offering financial donations, goods and services and contributions in other ways. Overseeing the construction of this hands on community asset would be the international Timber Frame Guild whose members volunteer their time in instructing local keen individuals and school students in the long historic art of timber frame construction. Combining all of the above involvement, we feel the total project costs would equate to 50% of the Feasibility Study projection.

Council's awarding a grant for this Feasibility Study has made it possible to determine that we have a viable project. Although we were disappointed in not being a recipient of funds from the Gas Tax Refund Innovation program(200 applicants, 53 awarded), we have with the Study in hand which is a tangible base on which to proceed.

Again we thank you for your support and will keep ybu in formed as we progress.

Sincerely,

Harry C. Holland, chair
Courtenay River Pedestrian/Cycling Bridge Steering Committee.



TIMBER FRAMERS GUILD

Dedicated to the art and science of timber framing

February 13, 2013

Mayor Jangula and Councilors
City of Courtenay, BC

Congratulations on completing the Feasibility Study (and Supplemental) for a pedestrian & cycling bridge in downtown Courtenay. City staff and Associated Engineering included me in some of their discussions and I am impressed with the breadth of their results and commentary. The estimated costs and concerns closely match what I have proposed to Council and the community all along – from a common retail perspective.

Please be reminded that we are proposing a non-profit partnership with the City, as we've done in many other situations, that will drastically reduce costs and risks – and can create a tremendous community oriented participatory project where one does not now exist. It is common for the resulting projects to come in at 50% of retail costs because of substantial donations and contributions made possible with the non-profit status and the educational focus of our activities. In Courtenay I have roughly planned for the active involvement on the project of approximately 500 – 600 people, including about 100 professional volunteers from around the world. This will result in National attention and lots of good will for the community to enjoy for years, not to mention the creation of a valuable tangible asset for very small relative expense.

Our group is ready to proceed with planning and help with fund raising as much as practical under the auspices of the Community action group. Obviously, we cannot go far without substantial fund raising and committed community interest – so I encourage you to work closely with the community group and promote this vibrant project for your City. Please call if I can be of further assistance with your efforts, my group would love to see the project happen.

Thanks for your continued support of this project,

Randy Churchill, PhD
TFG Lifetime Member & President
Resident – Comox Valley, BC

Cc: Harry Holland – Community Steering Committee President

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FILE #: 6940-01

FROM: Peter Crawford, Director of Development Services

DATE: February 14, 2013

SUBJECT: Funding recommendation for Active School Travel Plan

C.A.O. COMMENTS/RECOMMENDATIONS:

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

For  Sandy T. Gray

RECOMMENDATION:

That Council approve \$5,000 in each the 2013 and 2014 annual budgets to fund the hiring of an Active School Travel planning facilitator/coordinator, in partnership with other agencies for a grand total of \$30,000 annually.

PURPOSE:

To inform Council of a partnership opportunity to support the creation of Active School Travel plans for a school in each Courtenay, Comox and Cumberland, subject to a partnership funding arrangement that would allow for the hiring of an Active School Travel planning facilitator/coordinator.

BACKGROUND:

Commuting for students to regional schools is posing a challenge. At \$1,500,000 a year, busing is an expensive option, driving children to school contributes to traffic congestion around schools and throughout the community, and active school travel options are not always safe or convenient. School District 71 has formed an Active Travel to School subcommittee to address how they can work with stakeholders, including the City of Courtenay, to identify ways to increase the number of children walking, cycling and carpooling to school in an effort to achieve a number of goals:

- safe, affordable, efficient and convenient commuting options for students, parents and SD71,
- transportation as an opportunity for physical activity to incorporate regular exercise into students' routines,
- enhanced air quality and reduced Greenhouse Gas emissions.

School Districts across Canada are struggling with this issue of student commutes. A promising program called "School Travel Planning" has emerged to respond to this need and is showing success in jurisdictions across Canada.

To learn more about School Travel Planning, SD71 in partnership with the Comox Valley Cycling Task Force (CTF) hosted representatives of HASTe BC (Hub for Active School Travel)

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in late November 2012 to present on the program.¹ Two presentation and discussion sessions were provided, in which stakeholders (first session) and the public (second session) could discuss whether the School Travel Planning approach could be applied to the Comox Valley. Representatives of the stakeholder session included: elected officials and/or staff from Courtenay, Comox, Cumberland, the Comox Valley Regional District and SD71, VIHA staff, as well as Active Comox Valley and Comox Valley Cycling Coalition representatives.

The HASTe/Active School Travel Plan model

School Travel Planning is a unique strategy that works to uncover and address the specific issues – cultural, environmental, infrastructure related, etc. – faced by individual schools that prevent children from taking active modes of travel to school. It provides measurable outcomes using nationally recognized tools (e.g., surveys, walkabouts) and an effective community engagement process to create custom school action plans that can shape future district and city planning, infrastructure changes and policy. The process is targeted to elementary schools.

The planning process templates, including tools such as surveys, memoranda of understanding, teacher curriculum resources and meeting milestones are all available free of charge. It is estimated that it takes between 12-18 months to complete a School Travel Plan for a school. A key component of the planning process is to cultivate sustained support and buy-in for the plan from parents, neighbours, teachers and school administrators so that a number of champions may be identified. This ensures that the plan remains viable and implementable over time, after the paid facilitator has completed their contract. Taking a multi-pronged approach, the School Travel Plan process ensures that well-researched, on-the-ground traffic calming and infrastructure can be planned with confidence and will be supported with public engagement in real and sustained behaviour changes. A facilitator/coordinator is an essential resource in the creation of the plans. More information on the School Travel Planning model, including the relationship between various stakeholders, is contained in ***Schedule 1***.

To date the School Travel Plan model has been used in Vernon, Surrey, Langley and New Westminster as well as nationally, and has demonstrated reduced driving trips to schools; as much as 20% reduction in driving trips within 18 months of the plan process starting.

Comox Valley context

The opportunities and benefits of collaboration on a School Travel Planning process were clear to stakeholders at the November 2012 session. The School District spends over \$1,500,000 dollars on busing for 2800 students who are eligible because they live over the specified walk limits. The elementary walk limit of 1.6 km is approximately equal to a 15 minute walk, and is lower than in many districts. Preliminary counts of students arriving at schools by private car averaged 44% of students, suggesting that 3,520 students, or 68% of those within walk limits are being driven. This reflects to some extent French immersion and other “programs of choice” for which busing is not provided, but does not account for all children being driven.

Numerous examples of costly, unsafe and unhealthy situations were readily at hand for discussion at the November session. Every area had some experience with calls for increased infrastructure around schools to increase safety, complaints from neighbours, time spent

¹ HASTe BC is a project of the Environmental Education and Action Program Society (EEAP), a partnership between the Ministry of Environment, the Ministry of Education, the Ministry of Transportation and Infrastructure and Environment Canada, among other stakeholders. More information on HASTe at: www.hastebc.org. More information on EEAP at: www.eeap.org.

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monitoring and enforcing traffic rules and disappointing results from road and parking lot changes that did not solve the essential congestion issues. The STP process ensures that well-researched, on-the-ground traffic calming and infrastructure can be planned with confidence and will be supported with public engagement in real and sustained behaviour changes.

Three candidate schools have been identified for the School Travel Planning model, one in each of the local municipalities:

- École Puntledge Park Elementary
- École Robb Road Elementary
- Cumberland Elementary School

Schools have been selected based on a number of criteria including: presence of a commuting problem around the school (e.g. congestion, safety issues), school administrative and staff support and parent motivation.

Partnership potential

To date, the SD71 Active Travel to School subcommittee has been successful in securing \$10,000 from SD71 for the first year of this program and is awaiting the results of the CVRD Recreation Grant budget process to determine if \$6,000 may be allocated from the Comox Valley Cycling Task Force 2013 budget for the first year of this program. The SD71 Active Travel to School subcommittee is now soliciting financial partnerships to generate the remaining \$14,000 for 2013 (See ***Schedule 2***). Potential sources other than the City of Courtenay include neighbouring municipalities, VIHA, ICBC, BCAA and MoTI.

DISCUSSION:

The City currently has a number of traffic calming neighbourhood committees and liaison protocols with the SD71 to discuss road infrastructure improvements in specific neighbourhoods/schools. Liaising with the community through these channels has achieved varying degrees of success on case by case issues. The School Travel Planning model offers an opportunity to inventory a catchment of travel corridors around a standardized unit (the school) to understand travel behaviour and corridor deficiencies from the perspectives of people who use those areas daily- neighbourhood residents, parents and children.

Leveraging resources with other partners to hire a facilitator/coordinator to oversee the development of a number of School Travel Plans across the Valley will provide opportunity to access resources that the City does not currently have the capacity to pursue with current staff resources. Adopting an approach that will be replicated in other schools in Comox and Cumberland will offer an opportunity for inter-municipal learning and sharing of local best practices. Further, and more specific to Courtenay, the School Travel Plan offers a process in which to capture the finer grain information needed for the on-going implementation of the Transportation Master Plan, which is expected to be complete this spring.

If the School Travel Plan model proves successful in generating the data that the City requires for on-going Transportation Planning efforts, and leveraging partnership potential for sustained results in supporting modal shifts, SD71, the City and other partners could consider using this approach in other neighbourhoods with schools.

FINANCIAL IMPLICATIONS:

The financial commitment of \$5,000 from the City of Courtenay could be funded from the Council Initiatives and Projects distribution category of the City's gaming funds in each 2013

and 2014 budgets. Sufficient funds exist in this category to fund this item for both years.

STRATEGIC PLAN REFERENCE:

Vision 3: An open, inclusive and vibrant community

Goal 3: Encourage regional partnerships

Vision 4: An active community with cultural and recreational opportunities,

Goal 3: Promote healthy lifestyles,

Objectives:

- a) Develop a robust cycling infrastructure with a skeleton network to access all City within 3 years
- b) Reduce traffic congestion and delays and support traffic calming
- c) Develop plans to become one of Canada's "Most Bikeable Cities"

OCP SUSTAINABILITY REFERENCE:

Numerous goals, policies and targets to effectively service the community and support multi-modal transportation.

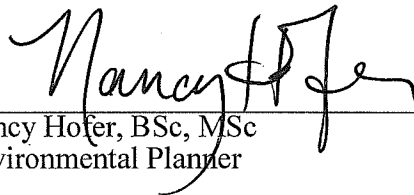
REGIONAL GROWTH STRATEGY REFERENCE:

Numerous goals, policies and targets to effectively service the community and support multi-modal transportation.

Respectfully submitted,



Peter Crawford, RPP, MCIP
Director of Development Services



Nancy Hofer, BSc, MSc
Environmental Planner

Active Travel to School - Comox Valley

Active Travel to School - Rationale

Health, safety, and greenhouse gas emissions are increasingly important concerns for school communities across Canada. Initiatives such as walking school buses, idle free programs, greenway infrastructure changes, etc. are gaining widespread national recognition as community initiatives that can decrease traffic congestion around schools and increase the health and wellbeing of students, communities, and their environment.

The Comox Valley, like other rural areas, faces many varied barriers to supporting active school travel due to larger catchment areas, programs of choice at specific schools, lack of supportive infrastructure, and increased reliance on the automobile for day to day travel convenience. Nevertheless, there is an interest in exploring programs that support school communities to have more active travel, as part of creating safer, healthier schools.

HASTEBC School Travel Planning Information Sessions

On Thursday, November 22, 2012, the School District 71 Active Travel to School Subcommittee hosted two presentations at Glacierview Learning Centre to learn more about the School Travel Planning approach and discuss possible collaboration among municipal and partner agencies. The afternoon Stakeholder meeting had a good turnout of Elected officials and staff of two municipalities and the School district, as well as representatives of VIHA, Active Comox Valley and Cycling advocates. The evening session was also attended by representatives of the other municipalities and Regional Areas, as well as School Trustees, administrators and principals. The parents and members of the public who were targeted for this session did not attend as hoped; however, after brainstorming some barriers to active travel, the session was refocused on the benefits of the STP for stakeholders. On reflection, low parent turnout was due to several factors, including the Pro-D Day, late timing and extreme bad weather; it is expected that parent buy-in will be strong when the focus is on individual schools.

School Travel Planning Presentation

The School Travel Planning process was presented by Kerry Hamilton and Sandra Jones of HASTe BC, the Hub for Active School Travel in British Columbia. HASTeBC is a project of the Environmental Education and Action Program Society (EEAP www.eeap.org) that supports schools and their communities taking action to increase and sustain active school travel in BC. It is a resource, program and networking centre, designed to help schools improve the health of individuals, communities and the environment. School Travel Planning is being used successfully to date in Vernon, Surrey, Langley and New Westminster, as well as across Canada, to increase the percentage of families choosing active and sustainable transportation options to get to and from school. HASTeBC has been the provincial lead on STP in BC since 2009.

School Travel Planning is a unique strategy that works to uncover and address the specific issues – cultural, environmental, infrastructure related, etc. – faced by individual schools. It provides measurable outcomes using nationally recognized tools (e.x., surveys, walkabouts) and an effective community engagement process to create custom school action plans that can shape future district and city planning, infrastructure changes and policy.

PresentationLink:http://prezi.com/a7fn4eflebbr/stp-comox/?auth_key=97197dc1da9be49302872498ef53b5b71c19169a&kw=view-a7fn4eflebbr&rc=ref-23704707

The opportunities and benefits of collaboration on a School Travel Planning process were clear to stakeholders. The School District spends over \$1.5 million dollars on busing for 2800 students who are eligible because they live over the specified walk limits; students are expected to walk up to those limits to bus pickup points. Preliminary counts of students arriving at schools by private car averaged 44% of students, suggesting that 3,520 students, or 68% of those within walk limits are being driven. This reflects to some extent french immersion and other programs for which busing is not provided. Many students who are eligible to ride the bus are still driven in private car for a variety of reasons. The elementary walk limit of 1.6 km, which is lower than in many districts, is approximately equal to a 15 minute walk. Increasing the number of students who would be enjoying the extra half hour of daily physical activity would clearly have an immediate benefit on their health and readiness to learn.

Numerous examples of costly, unsafe and unhealthy situations were readily at hand for discussion. Every area had some experience with calls for increased infrastructure around schools to increase safety, complaints from neighbours, time spent monitoring and enforcing traffic rules and disappointing results from road and parking lot changes that did not solve the essential congestion issues. The STP process ensures that well-researched, on-the-ground traffic calming and infrastructure can be planned with confidence and will be supported with public engagement in real behaviour changes.

	Benefits
Municipal Partners	<ul style="list-style-type: none"> • Establishment of Priorities for walking and cycling infrastructure improvements, leading to reduced costs and greater Public Satisfaction • Supports behaviour changes to ensure infrastructure changes effectively adopted. • Reduced one-off requests for sidewalks, crossings, lights • Increased population health
School District	<ul style="list-style-type: none"> • Increased student activity linked to student success • Reduced costs for parking lots, supervision time • Increased safety at schools, better air quality • School Community Capacity building, leading to more parent engagement • Educational opportunities
Health Authority	<ul style="list-style-type: none"> • Contributes to health promotion goals of Healthy Schools and Healthy Families mandates • Long-term reductions in costs of obesity, chronic illness
Other Agencies RCMP ICBC	<ul style="list-style-type: none"> • Reduced risks and costs of accidents related to school travel
Community at Large	<ul style="list-style-type: none"> • A Safe, Healthy Community for Children and Youth is a Successful Community for ALL

BC studies show that parents believe their neighbourhoods are safe and usually have no major barriers; the decision to drive is often more a matter of perceptions - of the convenience of driving and the risks of other unsafe drivers. Parents involved in STP explore these perceptions and experience the pleasure of walking or cycling with their children, increased knowledge of their neighbourhood and training programs that provide reassurance that their children know how to walk or ride safely.

Expression of Interest to explore STP collaboration further

Stakeholders expressed interest in collaborating on School Travel Planning for the Comox Valley. It was generally agreed that the STP Facilitator is crucial for success and that funding for a pilot project should be pursued on the basis of cost-sharing among local governments, the School District, the Health Authority and other partners. It was noted that the STP process may fit well with development of municipal Traffic Plans currently in progress. All parties agreed to take the STP information back to their respective parties and explore options for funding and protocols for participation.

Budget Proposal for Cost-sharing Discussion

School Travel Planning		
Components	Description	
School Travel Plan Facilitator	STP facilitator brings together school community stakeholders to identify barriers to active transportation for the school and develop a written action plan. Includes: school recruitment, committee development and coordination, meeting facilitation, stakeholder engagement, walkabout coordination, and drafting each School's <i>Action Plan</i> .	\$22,000 (20 hours/wk @ \$25/hour X 11 mths)
STP Surveys and Reports	Data gathering, entry and classroom reward - PACs, student leadership/engagement and community volunteers	\$2,500
Best Routes Map Pamphlet	STP facilitator works with the school community to identify best walking and cycling routes to school. Once agreed upon, these routes are illustrated by a professional cartographer and documented in a Best Routes to School map brochure along with supplementary details and information.	\$3,500
Project Support	HASTEBC: liaising with School District and Municipal staff, training and support for the STP facilitator	\$2,000
Total Costs:		
Annual Budget		\$30,000

Key elements of the systematic STP approach

1 - Establishment of a Municipal Steering Committee -

School Travel Planning uses a collaborative approach involving all relevant stakeholders to enable communities to tackle the root causes of their schools' transportation issues. These are partners who can help make infrastructure changes to support school-based behaviour changes.

The Committee generally includes Transportation Engineering, City Planning, Police and Bylaw Services, School Districts and Public Health. Elected representatives on Council are welcomed but commonly just kept informed, while local businesses and community organizations may be able to offer relevant and unique services. Steering Committee members typically meet 3-4 times a year, in addition to attending one school walkabout in order to help inform and develop each school's tailored *School Travel Plan*.

Comox Valley Options:

- 1) Incorporate STP planning process into the Workplan of the Comox Valley Cycling Task Force. Existing Committee with regional elected representation, partner agency participation and Technical Advisory Group
- 2) Develop Terms of reference within the School District Active Travel Sub-Committee
- 3) Consider incorporation into mandate of Active Comox Valley

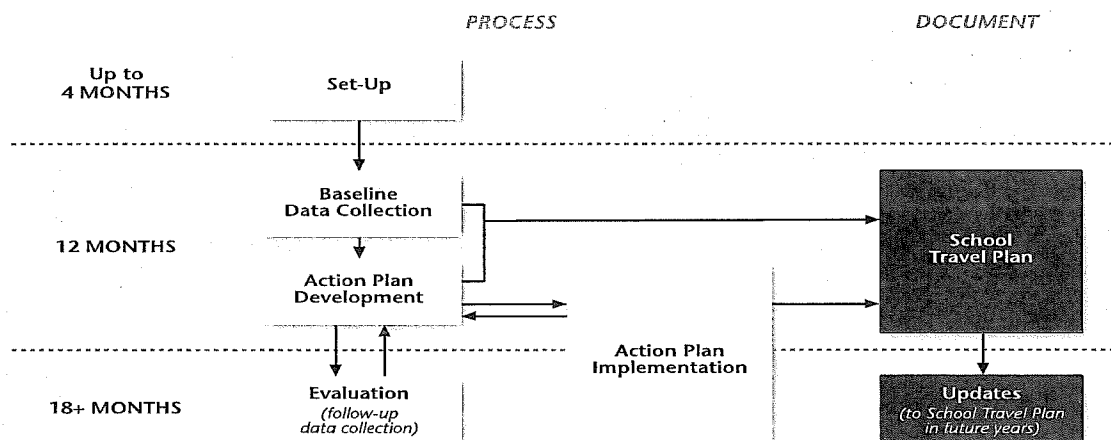
2 - STP Facilitator and STP School Community Committees

The STP facilitator is the on-the-ground lead for the School Travel Planning process. Under direction of the Steering Committee, the facilitator convenes a **STP School Committee**, comprised of staff, parents, administration, and other community stakeholders, for each participating school. The facilitator works with the Committees at each school to outline specific active school travel barriers and solutions, developing the foundation and specifics for each school's *School Travel Plan*.

The facilitator could be designated from current staff or hired on contract (cf CV Homeless TaskForce Coordinator). HASTE's provincial STP coordinator can provide training and support with all of the materials and resources necessary to inform and equip a new facilitator. HASTE staff has successfully trained local facilitators in the STP process from several communities, and can unite new facilitators into a growing network of peers working in communities across the province and country.

Under the direction of the Steering Committee and guidance of the STP facilitator, the STP process for each school proceeds through five phases:

School Travel Planning process



3. Baseline Data Collection

Before *School Travel Plans* can be developed, baseline information must be collected to develop a picture of a school's transportation behavior and attitudes, and establish benchmarks against which to judge the success and progress of the STP process. School Travel Planning has a well-developed set of data collection tools including class room surveys and detailed baseline Family surveys. District maps identifying the location of each child attending a school will help identify significant catchment issues.

4. Action Planning

School Travel Planning brings community stakeholders together to form the School Travel Planning committee. Collaborating to create a school's travel action plan ensures that each participating group recognizes the role they play in the successful development and delivery of the plan, and that members address challenges and limitations together. The end goal of the process is to develop a detailed *School Travel Plan* for making active travel to school a safe, realistic and attractive choice for children and their families. Developing Best Routes Maps and Cool Routes to School focuses on kids, peer and parent empowerment. Celebrations, incentives and special events encourage parents and students to give Active Travel a try .

The action plan outlines steps the committee plans to implement, such as:

- Introduction of school infrastructure—e.g. bike shelters, bike racks, lockers;
- Education—e.g. safety training for walking and cycling, awareness raising;
- Community mobilization—e.g. walking school busses, walking buddies, ride sharing;
- Encouragement—e.g. celebrations of physical activity and environment, event days, recognition and rewards for walking/biking;
- Recommendations for engineering improvements at or near school sites—e.g. pedestrian crossings, adult crossing guards, repairs and upgrades to sidewalks, signage.

5. Implementation

Drawing from connections and resources identified during the planning process, the STP facilitator assists the school community and Steering Committee in carrying out action items in accordance with the *School TravelPlan*.

Ongoing

Follow up data collection is conducted to evaluate progress toward goals established in the *School TravelPlan*. Going forward, the plan is updated as necessary: it is intended to be a living document that becomes part of school policy and is revisited and updated on a regular basis.

Best Routes Mapping

Best Routes to School Maps are detailed and accessible maps that highlight the best walking and cycling routes to and from school, including all relevant physical characteristics surrounding each school. The maps are formatted into a pamphlet that includes safe cycling and walking tips, information about the health and environmental benefits of active transportation, a legend and notes for the map, instructions on finding and using HASTe tools, and other complementary information and artwork.

The key to creating useful maps is to combine accurate technical information with the experiences of intended users. Using data provided by municipalities on existing infrastructure, STP family surveys on routes currently in use and areas of concern, and school walkabouts, HASTe staff create maps of the school catchment, formatted into an educational pamphlet, of the recommended walking and cycling routes for school family use, in printed and online form.

School District No.71 (Comox Valley)

Office of the Board of Education

607 Cumberland Road
Courtenay, B.C., V9N 7G5
Fax: (250) 334-4472
Telephone: (250) 334-5500

February 13, 2013

Jim Gillis, Chair
Comox Valley Cycling Task Force

Dear Jim:

I am very pleased to report that the Board of Education of School District 71, Comox Valley, passed a motion at our regular Meeting on January 29, 2013 to contribute \$10,000 to the Active Travel to School Initiative. These funds will be available from current Transportation Budget; additional funding may be built into the 2013-2014 budget process currently underway as the initial results of the program are reviewed.

The School District funding is dependent on contributions of a further \$20,000 from partner groups in order to carry out the tasks outlined in the Active Travel to School Budget Proposal prepared in December 2012. We are agreed that coordination by a STP Facilitator is a critical factor in the success and sustainability of the program, providing liaison, resources and support for school-based teams and partner groups. As the delegate from the School District, I am very appreciative of the support from the Comox Valley Cycling Task Force and its decision to make collaboration on the Active Travel to School Initiative the major focus of its 2013 work-plan and to dedicate a significant portion of the Task Force's annual budget to the STP Facilitator cost-sharing plan. Approval of this funding brings us closer to gearing up.

I am writing now to ask for the help of the Task Force elected officials and partner- delegates to find the remaining matching funds by encouraging support within your jurisdictions, exploring additional funding opportunities and contacting other parties who might be supportive of the program.

The Comox Valley STP Initiative is grounded in the proven successes of the provincial HASTeBC format. Our district recently enjoyed hearing of the success of the approach from Dave Gibson, Traffic Safety Officer in Kelowna which has been using this collaborative cost-sharing model for over 5 years. Strong parent interest is demonstrated by a parent-organized event at Ecole Puntledge Park on February 6, attended by over 35 parents who were anxious to get down to school-based mapping and action planning. With a supportive school administration and commitments from community volunteers to offer Bike Rodeo training events, these parents are ready to move forward as a pilot school. We are hopeful that the matching funds needed for a sustainable STP program can be found quickly so that activities can begin this spring and take advantage of this volunteer momentum.

...2/

Jim Gillis, Chair
Comox Valley Cycling Task Force
Page 2

Thank you so much for your support and collaboration. It is a great pleasure to work with the Cycling Task Force on this exciting program. I am sure that we will make a real difference in student health and safety by reducing traffic congestion, improving safety and air quality at schools, ensuring infrastructure is appropriate and cost-effective and promoting healthy lifestyle changes. Further, as we build a better community for our children, we build a better community for all.

Looking forward to working together, I remain,

Yours sincerely,



Sheila McDonnell
Trustee, SD71 Board of Education
Chair, Transportation Committee

Cc: Russell Horswill, Secretary-Treasurer
SD71 Transportation Committee

2

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Kevin Lagan, P.Eng.
Approving Officer

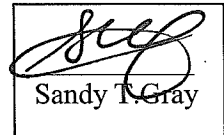
FILE: 3320-20-12658

DATE: February 1, 2013

SUBJECT: Release of Statutory Right of Way over Lot 1, District Lot 230, Comox District, Plan VIP63767

C.A.O. COMMENTS/RECOMMENDATIONS:

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



Sandy T. Gray

RECOMMENDATION:

That Council approve the release of Statutory Right of Way EK87665 over Lot 1, District Lot 230, Comox District, Plan VIP63767;

That the Mayor and Director of Legislative Services be authorized to sign the release documentation relating Statutory Right of Way EK87665.

PURPOSE:

To approve the release of Statutory Right of Way EK87665 over Lot 1, District Lot 230, Comox District, Plan VIP63767 for the temporary road connection Arden Road and Morello Place.

BACKGROUND:

All legal document releases are to be presented, on an individual basis, to Council, and the Mayor and Director of Legislative Services authorized to sign the release of the Statutory Right of Way EK87665.

The Morello Place access road to Arden Road is located on private property, and was always intended to be a temporary road. In 1996, when the first phase of the subdivision creating Lambert Drive and Morello Place was completed, the plan was to eventually develop two additional properties and extend Lambert Drive to 20th Street. The City's agreement with the developer allowed the use of the Morello Place temporary access road until the Lambert Drive extension was complete. These additional properties and the road were developed in 2011 and 2012. The City must now honour its agreement with the developer, which requires that the temporary road be decommissioned and the land returned to the control of the developer.

It is anticipated that a new road linkage from the current southern termination of Lambert Drive to Arden Road opposite Slade Road will be constructed in 2013 by a separate developer.

DISCUSSION:

Prior to the decommissioning of the temporary road between Morello Place and Arden Road, Council must authorise the release of the Statutory Right of Way over Lot 1, District Lot 230, Comox District, Plan VIP63767.

Upon future development of the land between the current terminus of Morello Place, Arden Road and 20th Street, the City will require a pedestrian walkway linkage from the end of Morello Place to either Arden Road or 20th Street.

The decommissioning of the temporary road between Morello Place and Arden Road is at the expense of the original developer who is the owner of Lot 1, District Lot 230, Comox District, Plan VIP63767.

A site reference plan is attached.

FINANCIAL IMPLICATIONS:

At this time there are no financial implications.

STRATEGIC PLAN REFERENCE:

At this time there are no strategic plan references.

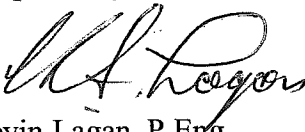
OCP SUSTAINABILITY REFERENCE:

The temporary road closure and future walkway are consistent with the OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

No references.

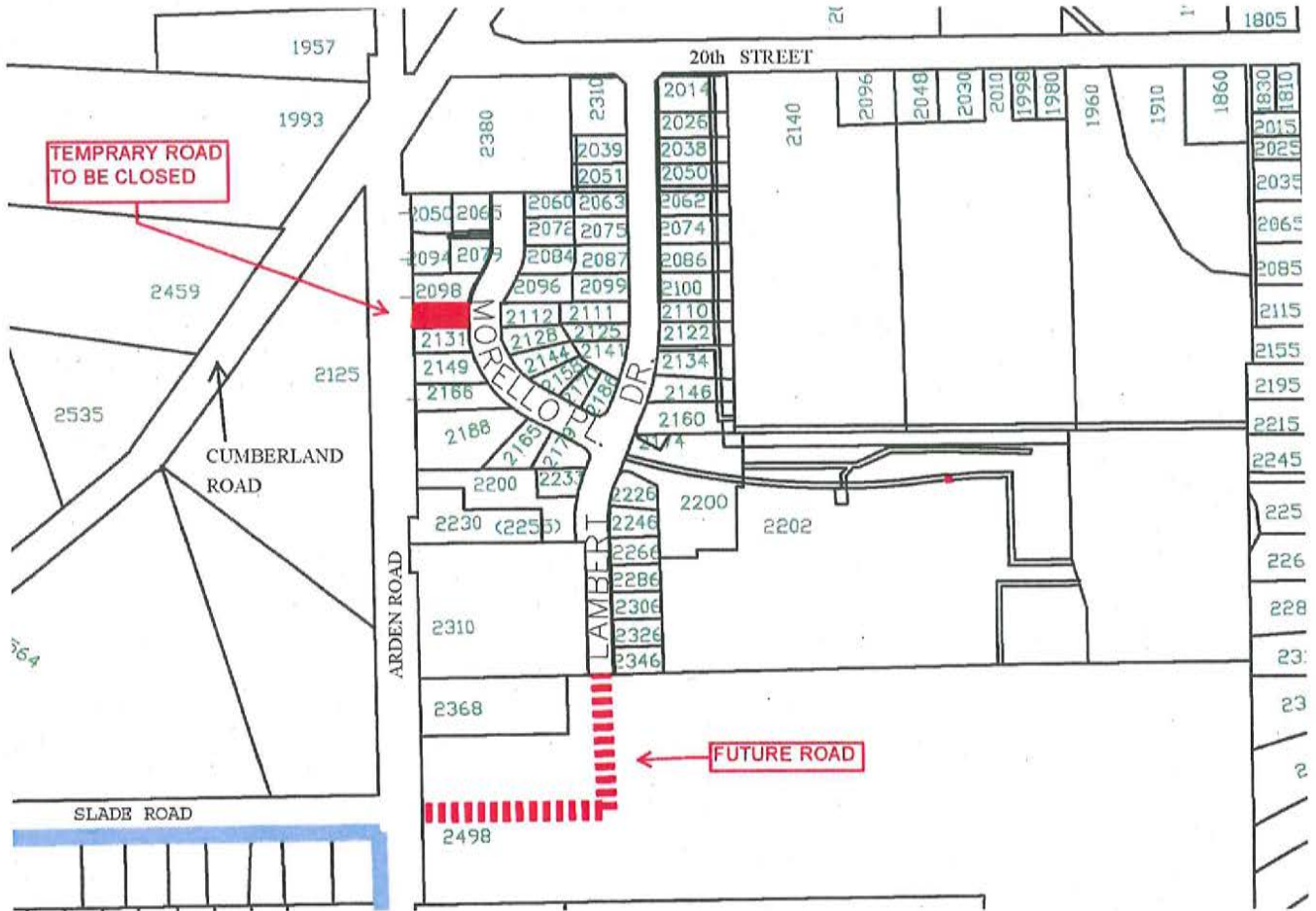
Respectfully submitted,



Kevin Lagan, P.Eng.
Director of Operational Services

LAD/ld

Site Plan



3

THE CORPORATION OF THE CITY OF COURTENAY

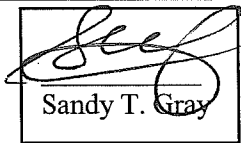
REPORT TO COUNCIL

FROM: Kevin Lagan, P.Eng **FILE#:** 5400-10
Director of Operational Services **DATE:** February 5, 2013

SUBJECT: Report on the 2012 Paving Program under Borrowing Bylaw 2681 (2011).

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 status of the Paving Projects listed under Bylaw No 2681, 2011 (Infrastructure Works and Road Paving Loan Authorization) be received for information.

PURPOSE:

To provide Council with an update on the projects completed in 2012 under the borrowing bylaw and an understanding of the schedule to complete the balance of the projects.

BACKGROUND:

In February 2012, Council adopted Bylaw 2681 (2011), *Infrastructure Works and Road Paving Loan Authorization*, which identified nine (9) priority paving projects to be undertaken in 2012. These projects were identified through the 2011 road condition inventory assessment which was originally presented to Council in April of 2011.

The list of the projects, complete with their rating out of 100 and their estimated construction cost are provided in Table 1 below.

Table 1 – Proposed Capital Project Road Sections

Item No.	Street Name	Limits of Work	Condition Rating (/100)	Estimated Cost
1	6 th Street E.	Elcee Ave. to View Ave.	37	\$26,000.00
2	6 th Street E.	View Ave. to Thorpe Ave.	37	\$26,000.00
3	6 th Street E.	Thorpe Ave. to Evergreen Ave.	39	\$19,000.00
4	6 th Street E.	Stephens Pl. to Zerkee Pl.	42	\$32,000.00
5	6 th Street E.	Back Rd. to Stephens Pl.	45	\$19,000.00
6	2 nd Street	Cliffe Ave. to England Ave.	46	\$81,000.00
7	Kilpatrick	29 th Street to 30 th Street	42	\$120,000.00
8	Kilpatrick	26 th Street to Dogwood	46	\$120,000.00
9	Rod and Gun	1 st Street to Embleton	34	\$59,000.00

The sum borrowed under the Bylaw to complete these projects was \$500,000.00

DISCUSSION:

Over the course of 2012, the Operational Services undertook and completed 6 of the 9 listed projects in cooperation with the Road's Crew and Paving Contractor. This includes items 1 through 4, 7 and 8. The balance of the work (items 5, 6 and 9) is scheduled for completion in 2013.

Item 5, the paving work on 6th Street (Back Rd to Stephens Place), was carried forward for the purposes of coordinating the work with an upcoming capital project, CGS-12. This capital project is intended to improve the horizontal alignment of the intersection of 6th Street and Back Road and will impact the proposed paving project limits. Efficiencies are gained by combining the two projects into one. CGS-12 is subject to 2013 Budget approval and it, along with the paving work, will be scheduled for construction upon that approval.

With respect to item 6, time ran out in the 2012 paving season to complete the work on 2nd Street. This work is the top paving priority for completion this spring.

The section of paving identified as item 9, Rod and Gun (1st St to Embleton), was carried forward in order to combine this work with improvements to the driveway letdowns adjacent to the road. There are 22 letdowns that have been identified for improvement as part of this paving work at an estimated cost of \$25,000.00. Increasing the scope of work for this paving project will ensure adequate and safe transitions between the edge of the road and the driveways. It will also eliminate the existing "owner installed" driveway transitions that impede the flow of drainage along the edge of the road. Funding for the letdown improvements is subject to 2013 Budget approval and it, along with the paving work, will be scheduled for construction upon that approval.

Out of the \$500,000.00 allocated for paving through this borrowing bylaw, approximately \$325,000.00 was spent in 2012. The balance, \$175,000 has been carried forward for the 2013 work.

FINANCIAL IMPLICATIONS:

Scheduling for items 5 and 9 are subject to 2013 Budget approval for the dependent projects.

STRATEGIC PLAN REFERENCE:

N/A

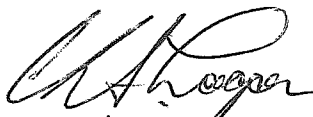
OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,



Kevin Lagan, P.Eng.
Director of Operational Services



Lesley Hatch, P.Eng.
Municipal Engineer, Operational Services

4

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

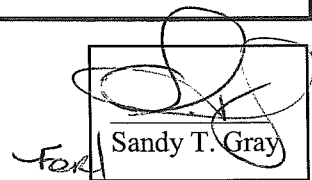
FROM: Kevin Lagan, P. Eng
Director of Operational Services

FILE #: 5400-02 –6th St Bridge
DATE: February 18, 2013

SUBJECT: 6th Street Cycling/Pedestrian Bridge

C.A.O. COMMENTS/RECOMMENDATIONS:

That the report from the Director of Operational Services be accepted.


Sandy T. Gray

RECOMMENDATION:

That Council receive the report on the Proposed Cycling/Pedestrian Wooden Frame Bridge at 6th Street from the Director of Operational Services; and

That no further work beyond the original commitment of \$70,000 be undertaken by City Staff.

PURPOSE:

To provide Council with an update on the proposed 6th Street Cycling/Pedestrian Wooden Frame Bridge project.

BACKGROUND:

On April 16th, 2012 Council passed the following resolution:

Moved by Hillian and seconded by Leonard that Council receive the report on the Fifth Street Bridge and the Proposed Cycling/Pedestrian Wooden Frame Bridge at 6th Street from the Director of Operational Services;

That Council approves the initial \$70,000 for the 6th Street Cycling/pedestrian bridge for survey, design, geotechnical, environmental and archaeological work and that this be funded from the City's New Works – Community Works Fund Reserve;

That an application is made under the Gas Tax General Strategic Priorities Fund for \$1,750,000 for the recoating of the 5th Street Bridge; and

That an application is made under the Gas Tax Innovations Fund for \$1,900,000 for the construction of a wooden frame cycling/pedestrian bridge at 6th Street over the Courtenay River.

Carried with Councillors Theos, Winchester and Mayor Jangula opposed

The City submitted an application for funding under the Gas Tax Innovation Funds for \$1,900,000 in

May of 2012. On Jan 26, 2013 the City received notification that the application for funding under the Gas Tax Program was unsuccessful.

Preliminary design work has been concluded with staff receiving a Feasibility Study, preliminary geotechnical assessment, archaeological assessment and environmental investigation.

DISCUSSION:

The feasibility study, prepared by Associated Engineering, concluded that construction of a Wooden Frame Pedestrian/Cyclist Bridge at the 6th St location is feasible. The study addresses the design challenges associated with constructing a bridge crossing in this location and offers viable solutions for overcoming these challenges. The feasibility study provides a strong platform from which a detailed design could be prepared. The preliminary design was prepared meeting the original design objectives and was reviewed by the Courtenay River People Bridge Steering Committee.

Associated Engineering's report includes a detailed construction cost estimate. The estimated cost of construction is \$2.8M, not inclusive of geotechnical considerations. This estimate was generated as a 'retail value' cost of construction and does not include any reductions in costs that may be generated through the Courtenay River People Bridge Steering Committee.

FINANCIAL IMPLICATIONS:

Work to date has been completed within the \$70,000 budget.

STRATEGIC PLAN REFERENCE:

There are a number of references in the Strategic Plan which include:

- linking greenways with the bicycle network strategy for the City and for the region
- planning a transportation system that systematically offers more convenient choices and supports people using their personal vehicles less
- reduce emissions

OCP SUSTAINABILITY REFERENCE:

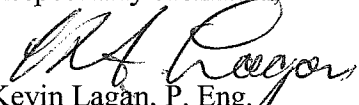
There are a number of references in the OCP:

- preserve and protect the downtown
- system of greenways to serve recreational needs
- community participation
- development of a transportation system that provides choices for different modes of travel including vehicles, transit, pedestrians, cycling and people with mobility impairment

REGIONAL GROWTH STRATEGY REFERENCE:

n/a

Respectfully submitted,


Kevin Lagan, P. Eng.
Director of Operational Services

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Administration provided
By UBCM

Funding provided by:
Government of Canada

Canada

In partnership with:
The Province of BC



Gas Tax Program Services

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250 356-5134
Fax: 250 356-5119

Website:

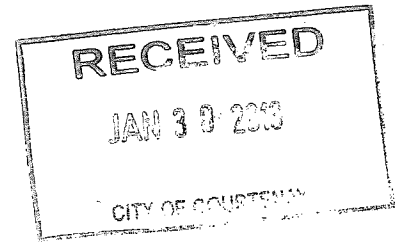
www.ubcm.ca
under
Funding Programs

Gas Tax Fund, Gas Tax
Agreement

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

January 26, 2013



Sandy Gray
Chief Administrative Officer
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mr. Gray:

Re: GAS TAX GENERAL STRATEGIC PRIORITIES FUND AND INNOVATIONS FUND APPLICATIONS

Thank you for submitting your 2012 General Strategic Priorities Fund (GSPF)/
Innovations Fund (IF) application for funding under the Gas Tax Program.
We have now completed approvals and unfortunately your applications for the
following projects were not approved for funding:

- Courtenay 6th Street Pedestrian & Cycling Bridge; and
- 5th Street Bridge Rehabilitation

In total, 53 projects have been approved totaling over \$53 million in GSPF and
IF funding for capital and capacity building projects. These approvals, along
with the approvals made under the 2011 intake, fully commit the GSPF and IF
allocation for the 2010-2014 Gas Tax extension funding. Consequently, there is
no further funding available under these programs.

The 2012 intake was oversubscribed by a considerable margin, with over 200
applications received totaling over \$440 million in grant funding requested,
outweighing available funds by almost 8:1. This did not allow for all worthy
applications to be funded.

A list of successful projects will be available on our website at
(<http://www.ubcm.ca/EN/main/funding/gas-tax-fund.html>) after all of the
media events and announcements have been made.

We wish to thank you for taking the time to develop and forward your
application.

Sincerely,

Gary MacIsaac, Chair
Management Committee

5

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

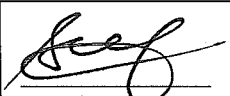
FROM: Director of Financial Services/Deputy CAO **FILE #:** 0390-20/1950-01

DATE: February 12, 2013

SUBJECT: BC Assessment - Class 06 Category

CAO COMMENTS/RECOMMENDATIONS:

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


Sandy T. Gray

RECOMMENDATION:

That Council adopt the following resolution for submission to AVICC/UBCM:

NEW PROPERTY CLASS FOR LARGE COMMERCIAL ENTITIES

City of Courtenay

WHEREAS the current property assessment class 06 business/other is a broad class that captures any property use not defined elsewhere;

AND WHEREAS local governments are restricted in managing local taxation policy by the broad nature of the class:

THEREFORE BE IT RESOLVED that Ministry of Community Sport and Culture examine the possibility that an additional property assessment class be added to capture the concept of commercial entity size as a property class for the purposes of property taxation.

PURPOSE:

To approve a resolution that may be submitted to UBCM for submission, with membership approval, to the appropriate ministry of the provincial government for review and comment.

BACKGROUND:

By resolution on January 7th, Council requested a Staff report regarding options for a variable business tax multiplier including information on any current initiatives underway at the provincial level.

DISCUSSION:

Communities are faced with a large spectrum of business entities falling into the property assessment Class 06 Business/Other. In many communities the structure of the commercial class is changing. This is negatively impacting the smaller existing businesses in the traditional downtown core of the community, as many larger commercial enterprises are locating elsewhere in the community outside of the traditional core areas.

This movement and restructuring of communities can direct a great deal of local government energy and resources into supporting the new locations through transportation requirements and other utilities. The initial installation of such utilities is often addressed through Development Cost Charges and required developer contributions. It does not, however, address the ongoing maintenance and ultimate replacement costs of those assets.

Both large and small commercial enterprises are in the same assessment class. Tax initiatives and increases designed to meet increased community operating and capital costs created by the expanded volume of infrastructure, also impacts smaller businesses of which many have a lesser “ability to pay” than larger business. These smaller, often locally owned, businesses are already under stress from the introduction of the larger entities.

Local governments should have the opportunity to consider taxation of large and small entities as different classes of properties, a practice which is not currently permitted under the Community Charter. The solution would be to create a new property class use that recognizes size as an element of use when classifying commercial properties.

There are currently no initiatives underway at either the provincial government level or at UBCM to create a new business class of property assessment.

FINANCIAL IMPLICATIONS:

Council would have more freedom in establishing property tax multipliers. The introduction of a new class of property does not introduce a new source of taxation revenue but does give Council the opportunity to apply a more precise property tax allocation policy.

STRATEGIC PLAN REFERENCE:

2012-2014 Strategic Plan

I. Goal 2: Support community initiatives and distinct neighborhoods

Objectives:

Support Downtown Courtenay including

- Review the Business Tax Multiplier
- Advocate for a separate small business assessment class

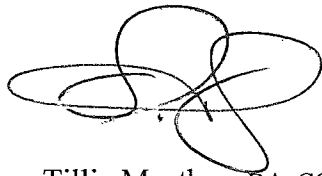
OCP SUSTAINABILITY REFERENCE:

n/a

REGIONAL GROWTH STRATEGY REFERENCE:

n/a

Respectfully submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a central vertical stroke, positioned above the typed name.

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

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6

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FILE #: 1890-20

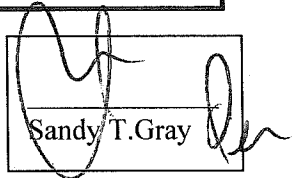
FROM: Director of Financial Services/Deputy CAO

DATE: February 13, 2013

SUBJECT: Gaming Fund Update
Proposed 2013-2015 Distribution of Funds

ADMINISTRATORS COMMENTS/RECOMMENDATIONS:

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



Sandy T. Gray

RECOMMENDATION:

That Council receives the update on the gaming funds account for information; and

That Council approves the 2013-2015 Schedule of Annual Gaming Funds Distribution; and

That Council approves gaming grants to the following organizations from the 2013 funds distributions:

<u>Distribution Category</u>	<u>Organization/Program</u>	<u>Amount</u>
Support Downtown Arts and Culture	Downtown Courtenay Business Improvement Area – Elevate the Arts 2013	\$5,000
Social/Societal Initiatives	Comox Bay Care Society – Care-A-Van Program	\$15,000

BACKGROUND:

As a host local government of a gaming facility, the City has received a 10% share of the net gaming revenues since February 2008. Host local governments may use this revenue for “any purpose within their legal authority”.

In 2011 Council approved a structured distribution model covering the years 2011-2013 which contained six major distribution categories:

1. Societies managing City arts and cultural facilities
2. Council initiatives and projects
3. Public safety and security
4. Social/societal initiatives
5. Infrastructure works
6. Green capital projects/innovation

These distribution categories have proven to be an effective and inclusive distribution mechanism in managing the distribution of gaming funds received.

DISCUSSION:

A history of the gaming fund revenues received as well as funds distributed over the past five years is detailed in the attached Schedule 1. As of December 31, 2012, there is a balance of \$1,001,035 in gaming funds held in the Gaming Account. It has been staff's recommendation and Council's practice to hold at least one year of host revenues in the account prior to distributing them. This provides the City with flexibility should an event ever occur which would impact the anticipated revenues for a given year.

Schedule 2 provides a detailed quarterly graphed analysis of the host gaming revenues received each year. Overall, it is evident that the annual total revenues are trending up, and based on the 2012 revenue experience, staff anticipate that the City should receive in the range of \$800,000 annually going forward.

Proposed Distribution of Funds for 2013-2015

The proposed 2013-2015 schedule of Annual Gaming Funds Distribution, attached as Schedule 3, builds on the distribution model approved by Council in 2011. The schedule proposed continues to focus on grouping the distribution of funds into strategic distribution categories.

The following additional information is provided as background to the proposed 2013-2015 distribution schedule:

1. Distribution Category "Societies Managing City Arts & Cultural Facilities" has been relabeled "Support Downtown Arts and Culture".

Support of the downtown arts and culture facilities – Art Gallery, Museum, and Theatre – has been a key strategy in sustaining the city's downtown core. This is also a strategy used by many other municipalities, and is an essential part of attracting and maintaining activity in the downtown area. Staff have been in ongoing financial discussions with these three societies, and the proposed increase in gaming grants is considered essential for their operational needs, and for providing them with planning stability in the way of a three year grant commitment which they can rely on.

Added to this distribution box is a fourth initiative – support of downtown cultural events. This is intended as a mechanism to provide funding for the newly created

“Elevate the Arts” events held by Downtown Courtenay. The DCBIA have requested consideration of a grant of \$5,000 to assist with funding this event in 2013.

2. Distribution Category “Social/Societal Initiatives” was originally established to assist with funding Courtenay’s share of the purchase of land for a supportive housing project. The payment for the purchase of land is now complete. Going forward, it is recommended that this distribution category be continued, with the intent that it be used as a source of funds to assist with aspects of supportive housing projects such as requests to waive permit fees.

For 2013, it is also recommended that Council consider the provision of a grant to the Comox Bay Care Society – Care-a-Van Program. They have requested consideration of a grant of \$15,000.

FINANCIAL IMPLICATIONS:

As the City’s gaming funds are held and accounted for separately from general operations, there is no impact on property taxation. It is, however, essential that distribution of gaming funds not exceed the host revenues received.

STRATEGIC PLAN REFERENCE:

- 1.1 Ensure protective services meet community needs
- 2.1 Ensure infrastructure is sustainable
- 3.2 Support community initiatives and distinct neighbourhoods
 - 3.2.d Support Downtown Courtenay
- 4.1 Be a regional centre for arts and culture
- 4.3 Promote healthy lifestyles

OCP SUSTAINABILITY REFERENCE:

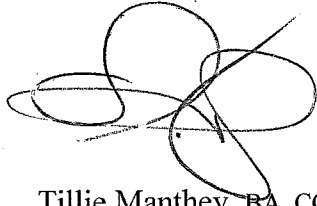
- 2.1 Vision
 - An open, inclusive and caring community
 - a strong downtown
 - a reputation as the premier regional centre for arts and culture
- 5.2 Transportation

Provide an effective transportation system that facilitates the movement of vehicles throughout the community and the Comox Valley to major regional services such as the Little River Ferry System and the Comox Valley Airport.

REGIONAL GROWTH STRATEGY REFERENCE:

n/a

Respectfully submitted,



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

Attachments:

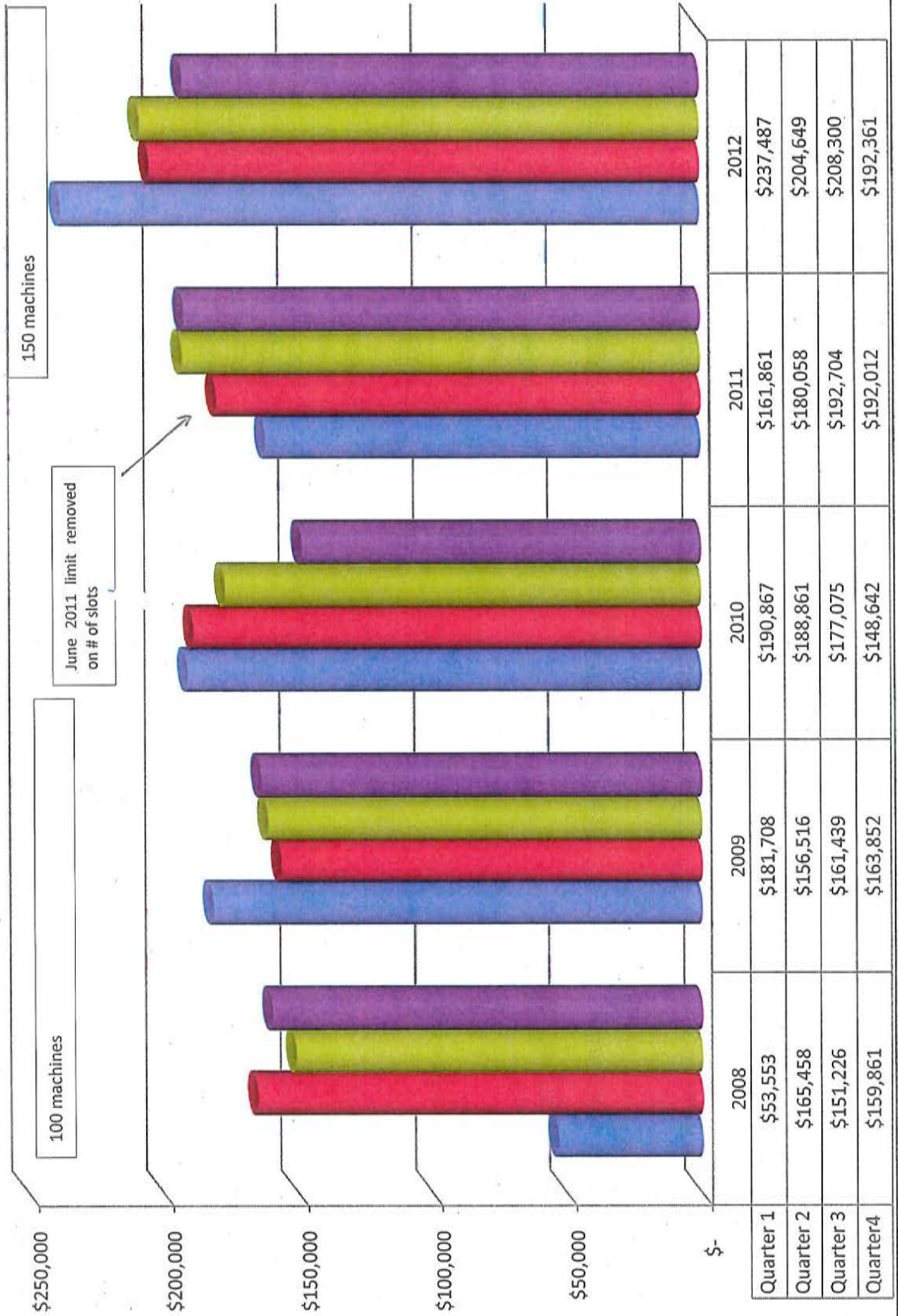
Schedule 1	Gaming Account Financial History
Schedule 2	Graph – Net Host Gaming Revenues 2008-2012
Schedule 3	2013-2015 Proposed Schedule of Annual Gaming Funds Distribution
Grant Request	DCBIA – Elevate the Arts 2013
Grant Request	Comox Bay Care Society – Care-a-Van Program

City of Courtenay
Gaming Account History

SCHEDULE 1

	2008	2009	2010	2011 Council Policy Approval March 15, 2011	2012 Council Policy Approval March 15, 2011	Actual - All Years
Revenues						
Host gaming revenue	530,097	663,516	705,445	726,635	842,796	3,468,488
Interest earned	2,929	3,175	7,466	8,310	10,627	32,508
Total Revenues prior to distribution	533,026	666,691	712,911	734,945	853,423	3,500,996
Distribution Categories:						
Repayment of Offsite Works						
PT Courtenay Enterprises - offsite works	(176,699)	(221,171)	(235,148)	(473,988)	-	(1,107,006)
Societies Managing City Arts/Culture Facilities						
- Courtenay & District Museum			(40,000)	(40,000)	(40,000)	(120,000)
- CV Art Gallery Society			(35,000)	(50,000)	(50,000)	(135,000)
- Sid Williams Theatre Society			(25,000)	(60,000)	(60,000)	(145,000)
- Sid Williams Theatre Society - one time assist			-	-	(60,000)	(60,000)
			(100,000)	(150,000)	(210,000)	(460,000)
Council Initiatives/Projects						
-Operation Red Nose Grant				(3,250)	-	(3,250)
-Purple Ribbon Campaign				(3,500)	(3,500)	(7,000)
- CV Watershed Society				(2,500)		(2,500)
- Lake Trail Neighbourhood Connections				(9,000)		(9,000)
- Bus Shelter projects				(40,000)	(29,696)	(69,696)
				(58,250)	(33,196)	(91,446)
Public Safety/Security						
RCMP Contract - fund 2 officers				(290,000)	(302,211)	(592,211)
Social/Societal Initiatives						
Supportive Housing			(93,777)	(26,771)	-	(120,548)
Infrastructure Works						
- Reserved for future third bridge				(61,000)	(67,750)	(128,750)
Green Capital Projects / Innovation						
Total Distribution of Funds	(176,699)	(221,171)	(428,925)	(1,060,009)	(613,157)	(2,499,961)
Net, End of Year	356,327	445,520	283,986	(325,064)	240,266	1,001,035

Chances Courtenay - Net Host Gaming Revenues Revenue Summary by Quarter



City of Courtenay
2013 - 2015 PROPOSED Schedule of Annual Gaming Funds Distribution

Gaming Funds Balance,
December 31, 2012 \$ 1,001,035

Distribution: Major Categories	2011/12 Approved and Unused Funds	Distributions - 2013			Distributions - 2014			Distributions - 2015		
		Estimated Annual Funds Available	Estimated Annual Funds Available	Estimated Annual Funds Available	Estimated Annual Funds Available	Estimated Annual Funds Available	Estimated Annual Funds Available	Estimated Annual Funds Available	Estimated Annual Funds Available	Estimated Annual Funds Available
<i>Support Downtown Arts and Culture</i>		CV Art Gallery Ctny & Dist Historical Society Sid Williams Theatre Society Downtown cultural events	\$ 65,000 \$ 50,000 \$ 105,000 \$ 5,000 \$ 225,000	CV Art Gallery Ctny & Dist Historical Society Sid Williams Theatre Society Downtown cultural events	\$ 65,000 \$ 50,000 \$ 105,000 \$ 5,000 \$ 225,000	CV Art Gallery Ctny & Dist Historical Society Sid Williams Theatre Society Downtown cultural events	\$ 65,000 \$ 50,000 \$ 105,000 \$ 5,000 \$ 225,000			
<i>Council Initiatives & Projects</i>	\$ 50,054	Purple ribbon Campaign Bus shelters - 2 per year Other projects and initiatives	\$ 3,500 \$ 30,000 \$ 41,500 \$ 75,000	Purple ribbon Campaign Bus shelters - 2 per year Other projects and initiatives	\$ 3,500 \$ 30,000 \$ 41,500 \$ 75,000	Purple ribbon Campaign Bus shelters - 2 per year Other projects and initiatives	\$ 3,500 \$ 30,000 \$ 41,500 \$ 75,000			
<i>Public Safety / Security</i>		Policing - fund two officers	\$ 320,000	Policing - fund two officers	\$ 330,000	Policing - fund two officers	\$ 340,000			
<i>Social / Societal Initiatives</i>	\$ 67,452	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000			
<i>Infrastructure Works</i>		Reserve funds for third bridge crossing	\$ 100,000	Reserve funds for third bridge crossing	\$ 100,000	Reserve funds for third bridge crossing	\$ 100,000			
<i>Green Capital Projects / Innovation</i>	\$ 70,750	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 35,000	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 35,000	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 35,000			
Total Annual Distribution	\$ 188,256		\$ 805,000		\$ 815,000		\$ 825,000			

DOWNTOWN
COURTENAY

Downtown Courtenay Business Improvement Association

January 21, 2013



PRESIDENT
Mark Middleton
CV Echo
250-334-4722

VICE-PRESIDENT
Deana Simkin
Billy D's Pub & Bistro
250-334-8811

TREASURER
Keith Currie
CV Echo
250-334-4722

RECORDING SECRETARY
Evelyn Gillespie
Laughing Oyster Bookstore
250-334-2511

DIRECTORS
Catherine Bell
Zocalo Café & Gallery
250-331-0933

Jan Bruce
Cody & Company
250-338-1571

Jenny Deters
Rattan Plus
250-650-2338

Jorden Marshall
Hot Chocolates and
Cakebread Bakery
250-338-8211

Sue Smith
'Beyond' the Kitchen Door
250-335-2062

Theresa Mooney
'Beyond' the Kitchen Door
250-338-4404

Tony McCloskey
Red Living
250-871-1325

EXECUTIVE DIRECTOR
Kim Stubblefield
250-337-2096
info@downtowncourtenay.com

Mayor Jangula & Councillors
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor Jangula and Councillors:

Re: ELEVATE THE ARTS 2013 EVENT – REQUEST FOR MATCHED FUNDING

In May of 2012, a group of artists, organizers, and others came together as a group to create an amazing event called Elevate the Arts, held in Downtown Courtenay. There was great positive response from the general public and from the small businesses that make up downtown; hundreds of families came to the event to enjoy hands on arts projects and to enjoy the gifts of performance that the "Elevate" group provided – all free of charge.

Because of the amazing feedback received from the initial event, and after meeting with the organizers and key participants, the Downtown Courtenay BIA has committed \$5,000 to sponsor the Elevate the Arts 2013 event. To help make "Elevate" a successful event, and to provide funding to build on the energy and achievements demonstrated, the DCBIA requests that the City of Courtenay become a matching sponsor partner of the event with an additional \$5,000.

Attached is a document from the Elevate the Arts organizers, providing a detailed proposal for this year's event, including budget breakdowns. We heartily endorse the Elevate 2013 event and urge council to support it.

Sincerely yours,

Mark Middleton
President - Downtown Courtenay BIA

Attachment: Elevate the Arts 2013 Proposal

Referred to:	Tillie
Action to be taken:	Report
Acknowledgement letter sent:	no

www.downtowncourtenay.com

Elevate the Arts

Art. Culture. Community
In the Heart of Courtenay
www.elevatethearts.com

Background

The 1st annual Elevate the Arts Festival was held in Downtown Courtenay May 5th 2012. This highly successful event was produced by the Elevate the Arts Consortium (ETAC) – a group of local professionals with a passion for forward thinking edge arts and culture, an interest in supporting the vibrancy of our downtowns and a desire to promote creative community economic development.

The consortium members are talented professionals in their own right and have backgrounds in music presenting, teaching, marketing, engineering, special events management, web and data management, administration, and community development.

The consortium also worked closely with local businesses, organizations, artists and volunteers who lent significant talent and time to the project. Cooperatively, and voluntarily, they managed programming, production, marketing, sponsorship, contacts and content management and volunteer coordination for the event.

The event directly engaged hundreds of local artists and arts organizations (local improv and theatre groups, festivals, galleries, promoters, writers, filmmakers, photographers, musicians, dancers, circus artists, muralists, crafters, painters, kids programmers and more) in the programming and scheduling of “core activities” throughout the downtown .

Elevate the Arts also welcomed community partners from local business, non profits organizations and individual artists. These partners came to the table with additional venues, projects or programming concepts that were added to the overall event.

In the end, Elevate the Arts involved more than 22 Downtown venues including galleries, restaurants, civic squares, halls, empty storefronts, the library, the museum, parks and alleyways. Over 200 artists participated and thousands more came to downtown Courtenay to be part of a very special day.

Elevate the Arts has a significant impact on the Downtown Courtenay Business community and reviews from business owners have been highly favourable. The event is helping to shift the attitudes and ideas about Downtown Courtenay and to position it as a vibrant gathering place where culture, commerce and community meet. Support for the development of 2013 event has been significant.

The Concept

The heart of the ETA concept is to develop a unique, professional, free, exciting and cutting edge Art and Culture Festival in the cultural heart of the Comox Valley – Downtown Courtenay. Other specific goals of Elevate the Arts are to:

- engage many ages, backgrounds, cultures, economic levels and interests.
- stimulate interest in the development of arts and culture in our community.
- create a vehicle for open exploration of the arts and to challenge both participants and audiences to think differently about our community, the future and the world around us.
- promote a new perspective on our community through using unusual spaces and venues.
- embrace and celebrate diversity.
- develop a unique, destination level event that stands apart from other local and regional festival offerings
- facilitate creative and economic activity in our downtown.
- encourage significant collaboration and cooperation between arts and culture organizations, business and local government to the benefit of our community.

Plans for 2013

Plans for the 2nd Annual Elevate the Arts event are well underway. The dates selected are June 4-8th. The plan for 2013 is to develop the event to include 3 days of workshops and collaborative projects leading up to a Friday/Saturday street festival. The lead up events will be developed by the Elevate the Arts Consortium and community partners.

The weekend street festival (June 7 and 8) will be a similar format to 2012 with the bulk of the activities happening in Simms Alley, in local galleries and on local plazas. In addition, local halls are being booked for a variety of activities including dance performances, workshops, craft fairs and film screenings.

The process of growing this event from 1 day to 5 is very exciting. The level of interest from artists, business and community partners has been very high. The event will continue to be free to the public with a focus on experimentation, hands on participation, community celebration and usual and creative uses of public and private spaces.

Funding a Free Festival

Presenting a significant arts event that is free to the public is a major undertaking. But it is also a very exciting one! Maintaining accessibility to all ages and economic backgrounds is a fundamental value of the Elevate the Arts Consortium. Our goal is for the community to feel a sense of ownership over the event and to be willing and able to engage and contribute as peers, rather than as “consumers”.

It is because this event is free to the public that we have received such generous support from artists, performers and suppliers. In fact, all our performers are participating without remuneration. Out of area performers received funds to cover travel expenses.

Elevate the Arts Festival held a successful fundraising event in December called the "Elevate Winter Bazaar" to initiate fundraising for the 2013 event and we have another event upcoming in February as part of the World Community Film Festival.

A detailed sponsorship program has also been developed and private and public sponsorship (both cash and in kind) are currently being pursued. In addition the DCBIA has committed \$5000 towards the presentation of this event. It is our hope that the City of Courtenay will match these funds as requested by the DCBIA and become a major supporter of an exciting new arts and culture festival in the Heart of the City.

Funds from the DCBIA and City of Courtenay will be used for the following activities:

- Booking for local venues (including civic venues)
- Production costs including rentals of tents, tables/chairs, lifts, sound, light, projection equipment.
- Technical support for venues (indoor and out)
- Workshop materials and expenses (ie puppet making, lanterns,
- Marketing (external marketing efforts to draw visitors from outside the Comox Valley)

Elevate the Arts 2013 Budget Breakdown

EXPENSES

Production Expenses (venues)	\$2500
Production Expenses (equipment, supplies, tents etc)	\$6000
Technical Expenses (technicians)	\$2000
Workshops Supplies/Materials	\$2000
Marketing (local) advertising, printing, web	\$4000
Marketing (external) advertising, printing, materials	\$5000
Performers (expenses)	\$4000
Performers (fees)	\$10,000
Professional Fees accounting, web, marketing, production)	\$10,000
Total 2013 Budget	\$45,500

REVENUES

Elevate Fundraising Activities (earned revenues)	\$3500
Elevate Corporate Cash Fundraising	\$2000
DCBIA Contribution	\$5000
City of Courtenay Contribution	\$5000
In Kind Contributions – artists/performers	\$10000
In Kind Contributions – supplies/equipment	\$5000
In Kind Contributions (sponsored) Marketing	\$5000
In Kind Contributions - professional fees (Accounting, web, marketing, production)	\$10000
Total 2013 Revenues	\$45,500

Manthey, Tillie

From: Ward, John
Sent: December-07-12 10:35 AM
To: Manthey, Tillie
Subject: FW: Request for the Comox Bay Care Society Care-A-Van

From: Helen Boyd Care-A-Van [mailto:careavan@telus.net]
Sent: December-07-12 10:33 AM
To: Ward, John
Subject: Request for the Comox Bay Care Society Care-A-Van

Hello John,

After consultation with the Board of the Comox Bay Care Society, we would like to request the sum of \$15,000. for the Care-A-Van to be considered in the discussions for the 2013 budget for the City of Courtenay.

Thank you to the members of City Council for the opportunity to make this request,

Sincerely,

Helen Boyd
Coordinator Care-A-Van Program
Comox Bay Care Society
250-331-3350
www.comoxbaycare.org

CARE-A-VAN

On April 27th 2009, the Care-A-Van was launched into the streets of the Comox Valley, operating from a purposely converted motor home. The program serves approximately 600 individuals who are homeless or at-risk of homelessness; the van's sole purpose is to support these individuals by providing healthcare services directly to the hardest to reach individuals in our community.

Our program also builds relationships with those individuals who are often without advocates. This front line approach has the added benefit of responding before a condition becomes a serious medical emergency.

Our mobile health care clinic operates in the evening hours at various strategic locations throughout the community. The Care-A-Van often represent the first and sometimes the only healthcare provision that a homeless individual may receive.

We are sensitive to the inequities in our society and recognize that there is no better way to reach someone than to go to them. Our skilled team of 33 volunteer nurses, doctors, pharmacists, optometrist, dentists, and drivers are there because they care.



We Offer:

Welcoming, compassionate care that supports people moving towards better health

- Free healthcare services
- Free hygiene supplies, blankets, and clothing
- Dental services on a monthly basis
- Eye examinations and eye wear when medically required.

We help with:

- Methadone treatment and access to Detox centers
- Housing referrals
- Connecting with other outreach programs

Comox Bay Care Society

Our goal is to ensure that clients are given the opportunity to have their basic needs met and live in dignity in the Comox Valley.

You can Help!

Contact us at: 401 Ryan Road, Courtenay, B.C., V9N 3R5, 250-702-7011

comoxbay@mail.com ~ www.comoxbaycare.org

CARE-A-VAN.
FUNDING

Moved by Winchester and seconded by Leonard that the funding request by the Comox Bay Care Society Care-a-Van be included in the 2013 financial plan discussions and the Society be advised of this resolution.

NOV 19 2012

Carried

LAWRENCE BURNS

668-14th St
Courtenay, BC V9N 1W6
Phone (250) 334-2891
Mobile (250) 218-1657



*FOR
Info.*

November 23, 2012.

City of Courtenay
830 Cliffe Ave.,
Courtenay, B.C.
V9N 2J7

Attention Mayor L. Jangula & Councillors:

On behalf of the Members of the Heritage Advisory Commission, I have been asked to express our sincere thanks and appreciation for the wonderful Volunteer Appreciation Banquet and program. last month. We are honoured to be part of the Heritage Commission, and enjoy our contribution to the well being of our wonderful city. It was a fun night and a good opportunity meet and share the work of the countless Volunteers.

Also, thank you for your continued interest in the Heritage Commission, the acceptance of the "Strategic Directions & Actions for Heritage Conservation" presented a few weeks ago, and we look forward to working together in implementing the many recommendations.

Thank you,

Yours sincerely,

Lawrence Burns,
Chair.

(Sorry! - Lost in the Shuffle - my intentions were good)



GREENJOBSBC

BUILDING A GREEN ECONOMY

New
Buss!

February 1, 2013

Dear Mayor and Council,

From the mountain pine beetle epidemic to a rise in extreme weather events, evidence of the rapidly increasing impacts of climate change and environmental degradation are a wake-up call for BC communities. And yet, with the right plan, a future with good, green and plentiful jobs for our children and our grandchildren, as well as ourselves, is not out of reach.

That's where a Bold Green Jobs Plan comes in. One that is:

Sustainable: Focused on economic development that nurtures ecosystem health and communities and the ecological values on which we depend.

Low –Carbon: Positioning BC near the front of the curve to low carbon economy opportunities.

Adaptive: Helping communities adapt to the impacts of climate change.

Worker-Focused: Training that assists both employment transitions and economic development for youth and the existing workforce.

We invite your council to join the conversation.

For more information, please go to www.greenjobsbc.org. You'll find four policy papers to inform the discussion. The papers are focused on buildings and energy efficiency retrofits; forestry; energy and conservation; and transportation. These are industries where there is good potential to reduce GHG emissions and to produce plentiful green jobs. We know there are many more policy areas to explore and much more discussion ahead, but we are hopeful about the potential for green jobs!

Please join the call for a bold green jobs plan, by signing on to the attached letter. Enclosed, you'll find a resolution for your consideration. *To sign on, send the name of your township and the name of the contact person to GreenJobs for BC campaigner Kristie Starr by email at kstarr@greenjobsbc.org or by post, care of Columbia Institute, Ste 1200, 1166 Alberni St., Vancouver BC, V6E 3Z3.*

Communities will benefit from a Green Jobs Plan that will support and sustain our communities and the ecosystems on which we depend and within which we live. Together, we can work toward a greener, brighter future for our families and for our communities

Sincerely,



Lisa Matthaus, Co-Chair



Darryl Walker, Co-Chair



Open Letter Calling for a Bold Green Jobs Plan for BC

Dear Christy Clark/ John Cummins/Adrian Dix/Jane Sterk:

From the mountain pine beetle epidemic to a rise in extreme weather events, evidence of the rapidly increasing impacts of climate change and environmental degradation on our communities and economy have been a wake-up call to British Columbians. Reputable economists agree that the negative economic impacts of climate change and the cost of acting belatedly will be far greater than making change now.

British Columbians, and all Canadians, need a modern economy with plentiful, good, green jobs – a modern economy that will support and sustain our communities and the environment. To facilitate the creation of this economy BC needs a Green Jobs Plan.

Economic development policy must green existing industries, workplaces, infrastructure and public services as well as attract new and explicitly green industry. Today's British Columbians are looking for an approach that integrates environmental care with our economic development needs – rather than positioning the environment and the economy as opposing choices.

A Green Jobs Plan for BC must be:

Sustainable: Focusing on economic development that respects ecosystem health and the ecological values on which we depend;

Low-Carbon: Positioning BC near the front of the curve with respect to emerging economic opportunities in the low carbon economy;

Adaptive: Considering how best to help communities adapt to the impacts of climate change;

and

Worker-focused: Incorporating training and skills building that assist with both employment transitions and economic development opportunities for youth and the existing workforce.

The tools required include:

- Supportive policy (training funds, educational support, research and development)
- Investment (use of royalties as legacy funds to kick-start renewable energy development and strategies to green existing industries)

GREENJOBSBC

BUILDING A GREEN ECONOMY

- Taxation instruments (that encourage and incentivize sustainable, low carbon or carbon reduction initiatives), and
- Political will (setting comprehensive policy to achieve strong but measurable targets, with clear time-lines for the short, medium and longer term)

BC needs bold and purposeful policy and action to meet our climate goals. It requires political leadership, social license and economic investment to build an economy with plentiful, good, green jobs that support and sustain human communities and the ecosystems on which we depend and within which we live.

We, the undersigned, look forward to working with government to develop a Green Jobs Plan for BC.

A resolution for your consideration:

BC Green Jobs Plan Launch March 2013

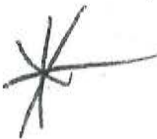


WHEREAS a Green Jobs initiative respects the values of British Columbians in ensuring ecosystem health and strong communities;

WHEREAS BC is well positioned to capitalise on this emerging trend and many communities are already showing leadership;

WHEREAS Green Jobs will increase resilience and prosperity in our communities;

THEREFORE BE IT RESOLVED that the city of _____ joins the call for a bold Green Jobs Plan for British Columbia

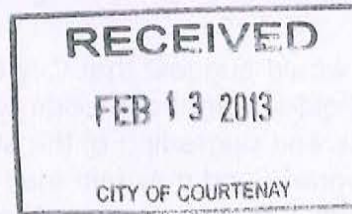


ROBERT H. ASH & Associates Ltd.

P.O. Box 1240, Comox, B.C. V9M 7Z8

Tel : (250) 339-0490
Fax : (250) 339-1007

February 11, 2013



New Bus.

Mayor L. Jangula & Council
City of Courtenay
830 Cliffe Ave.
Courtenay, B.C. V9N 2J7

Dear Mayor Jangula & Council :

I have noted recent media coverage of the City's intention to focus on underground capital improvements partially based upon the rationale that above ground capital expenditures are up-to-date and/or complete for now.

I have to challenge the above noted rationale – in particular the condition of the streets in the older, long settled parts of the City. Many streets are in a very poor state of repair with considerable “breaking up” and “alligating” of the pavement. This is particularly noticeable in the “Old Orchard” area. There have been a great many examples of cities throughout North America whereby the neglect by municipalities of older neighbourhoods has concurrently resulted in an overall decline of those neighbourhoods. The closest example is evident in the south end of Nanaimo. It would be very sad to see city neglect lead to such an outcome in the older sections of Courtenay.

My concern is heightened by the obvious lack of any long term plan or incremental program to improve and maintain the city streets in the older neighbourhoods. The occasional street improvement appears to be somewhat haphazard and erratic at best. After all – relative to the overall size of the City – the streets in the older neighbourhoods represent a minor proportion of the City's responsibilities in this regard and the maintenance of these streets – over time and as part of a long term program and vision – should not represent a huge relative financial burden. At present, it would appear to be a matter of simple and blatant neglect.

The City also has a developing problem and issues with preserving the viability and dynamics of the downtown area. Neglecting the neighbourhoods that surround the downtown area will only add to and compound the negative issues relating to the downtown core.

My firm has made a considerable investment in central Courtenay and we currently own twenty-two commercial and apartment properties in the older parts of the City. In spite of our efforts to maintain our buildings and grounds to a high standard, we are frustrated by the City's lack of maintenance and improvement in our neighbourhoods.

.../2

2.

If I may be so bold, I would suggest that City Councillors and key City Staff conduct an organized tour of the older neighbourhoods with a view to launching a plan of action towards improvements and upgrading of the streets. It is very difficult to expect private property owners to upgrade and maintain their properties if the City is not doing likewise in their neighbourhoods. In recent years, there have been many concrete and highly visible signs of neighbourhood deterioration within the central core. Unfortunately, it does appear as though the City is asleep and ignoring these trends. While there has been some infill re-development – the over-all trends are negative.

We would like to provide one, small example as follows ... Over **thirty years ago** we pointed out to the City that the last remaining street in the City without curb-to-curb pavement was the **one block** of Thirteenth Street between Stewart Ave. and Urquhart Ave. **Thirty years later** – the street remains the same, if not worse, and the neighbourhood reflects this City neglect. (Yes, we do own three apartment buildings along Stewart Ave and, at our expense, we paved the rear lane in an effort to upgrade the neighbourhood).

Several years ago I was informed by city staff as to the annual budget for street repair and maintenance and it was a pathetic amount for a key area of municipal responsibility. Judging by the last few years – it would appear as though this situation has neither changed nor improved.

My final point would be to remind the City that the residents and the properties within the older neighbourhoods have been paying taxes for fifty years and longer – it is time that these tax dollars were expended within the areas from where they originated.

Thank you for your consideration towards my concerns.

Yours truly,

A handwritten signature in blue ink that reads "Bob Ash". The signature is stylized with a long horizontal line extending to the right.

R. L. Ash
ROBERT H. ASH & ASSOCIATES LTD.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2741

A bylaw to impose a Parcel Tax on Property on Highway 19A Sanitary Sewer Service Area Extension

WHEREAS the Council has constructed sanitary sewer extensions to service additional properties on Highway 19A;

AND WHEREAS Council has imposed a mandatory fee per connection of \$8,000 in accordance with Bylaws 2342 and 2707, to provide for part of the funding for construction of the works;

AND WHEREAS under the provisions of Section 200 of the *Community Charter*, the Council of the City of Courtenay may, by bylaw, impose a parcel tax to provide all or part of the funding for a service;

AND WHEREAS under the provisions of Section 202 of the *Community Charter*, the Council of the City of Courtenay may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax;

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

1. In this Bylaw, unless the context otherwise requires:

“Parcel” means any lot, block or other area in which real property is held or into which it is sub-divided.

“Group of Parcels” means where a building or other improvement extends over more than one parcel of land, those parcels, if contiguous may be treated by the Assessor as one parcel and assessed accordingly.

2. The service for which the tax is imposed is for the extension of the sanitary sewer service along the Highway 19A service area.
3. A parcel tax roll for the Highway 19A service area extension is hereby directed to be prepared, consisting of those properties in areas as follows:

Schedule A: Highway 19 A

4. The tax is imposed for fifteen (15) years, beginning with 2013 and up to and including the year 2027.
5. The parcel tax is imposed on the basis of an amount per connection on each parcel on the Highway 19A service area extension parcel tax roll.

6. The parcel tax shall be levied on each parcel or group of parcels of real property within the Highway 19A service area extension parcel tax roll, unless the owner or previous owner of the parcel has already paid the fee in full on connection.
7. The parcel tax roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to Section 204 of the Community Charter.
8. The parcel tax hereby imposed shall be:
 - a) Nil for each parcel of land or real property for which the owners or prior owners have chosen to prepay the connection fee(s).
 - b) \$576.99 per connection on each parcel of land or real property for which the owners or prior owners have chosen to pay the bylaw connection fee(s) over fifteen years as an annual parcel tax.
9. The parcel tax shall be levied annually upon the owner of each parcel of land or real property and shall be collected in the same manner and with like remedies as ordinary taxes upon the land are collected.
10. The Bylaw and the annual parcel tax hereby imposed shall remain in force from year to year until altered or repealed.
11. This Bylaw may be cited for all purposes as **“Highway 19A Sanitary Sewer Service Area Extension Parcel Tax Bylaw No. 2741, 2013”**.

Read a first time this 18th day of February, 2013.

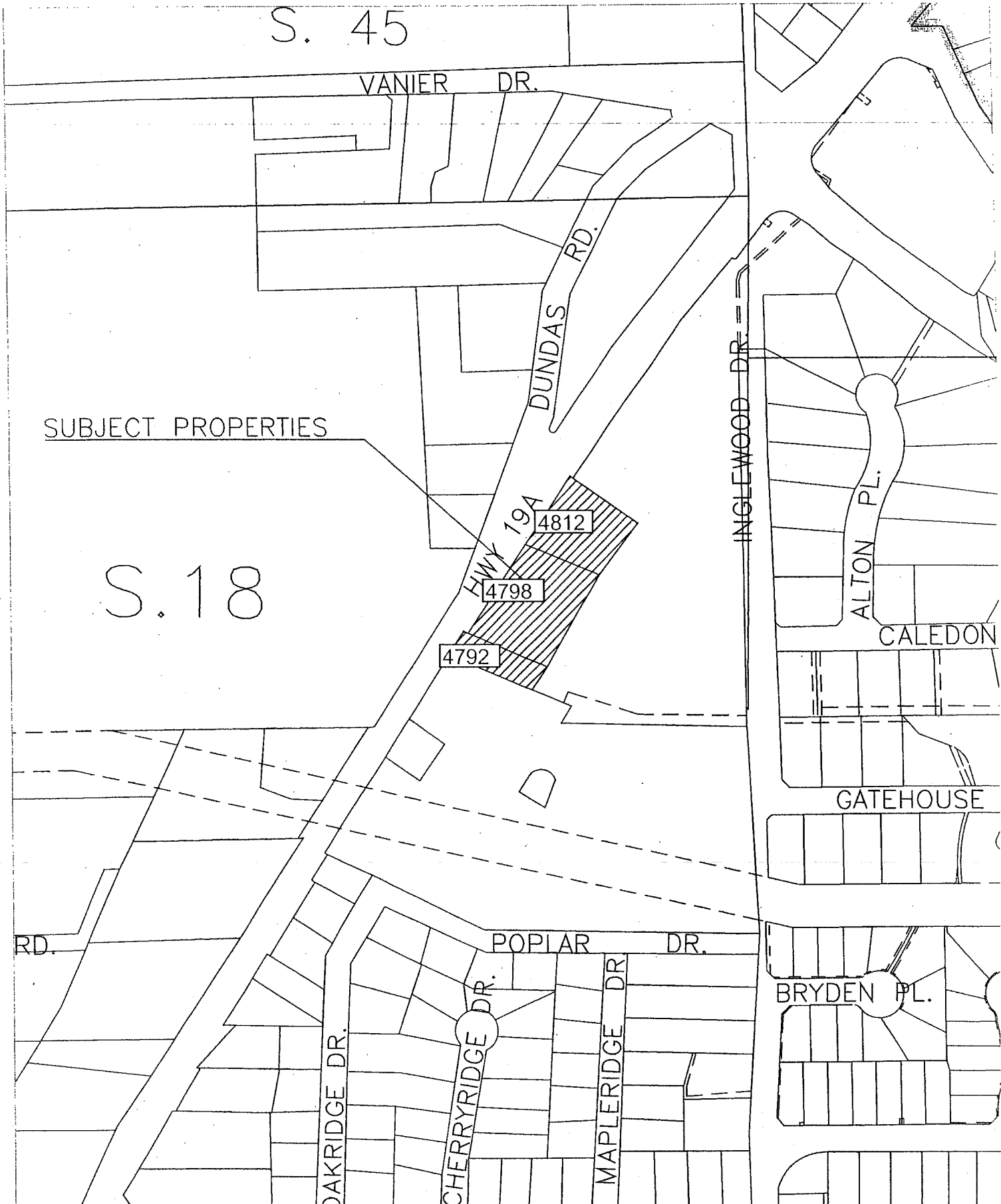
Read a second time this 18th day of February, 2013

Read a third time this 18th day of February, 2013

Finally passed and adopted this day of

Mayor

Director of Legislative Service



CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Water Frontage Rates Amendment Bylaw No. 2743, 2013

REASON FOR BYLAW

To amend the water frontage rate from \$1.09 per taxable foot to \$1.14 per taxable foot, as per resolution of Council dated February 4, 2013; and

To update the legislative reference in the bylaw to the relevant sections of the *Community Charter*.

STATUTORY AUTHORITY FOR BYLAW

Sections 200 and 202 of the *Community Charter*

OTHER APPROVALS REQUIRED

Council resolution dated February 4, 2013

STAFF COMMENTS AND/OR REPORTS

OTHER PROCEDURES REQUIRED

February 12, 2013

T. Manthey
Staff Member

THE CORPORATE OF THE CITY OF COURTENAY

BYLAW NO. 2743

A bylaw to amend "Water Frontage Rates Bylaw 1969, No. 1004"

The Council of the Corporation of the City of Courtenay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Water Frontage Rates Amendment Bylaw No. 2743, 2013".

2. That "Water Frontage Rates Bylaw 1969, No. 1004" be hereby amended as follows:

(a) The preamble paragraphs be hereby repealed and the following substituted therefor:

WHEREAS, pursuant to Section 200 of the *Community Charter*, Council may, by bylaw, impose a parcel or frontage tax to pay for water services;

AND WHEREAS pursuant to Section 202 (2)(c) of the *Community Charter*, the Council of the City of Courtenay deems it expedient to impose a frontage tax on properties connected to or capable of connecting to water services within the City of Courtenay;

(b) That Section 4 be hereby repealed and the following substituted therefor:

4. *The water frontage rate shall be the sum of \$1.14 for each foot of taxable foot frontage of land as established by the Collector of the City.*

(c) That Section 7 be hereby repealed and the following substituted therefor:

7. *The water frontage rate established by this bylaw shall be levied annually commencing with the year 2013.*

Read a first time this 18th day of February, 2013

Read a second time this 18th day of February, 2013

Read a third time this 18th day of February, 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

Sanitary Sewer Frontage Rates Amendment Bylaw No. 2744, 2013

REASON FOR BYLAW

To update the legislative references in the bylaw to the relevant sections of the *Community Charter*. The existing frontage tax of \$3.12 per taxable foot remains unchanged.

STATUTORY AUTHORITY FOR BYLAW

Sections 200 and 202 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Legislative reference update only

OTHER PROCEDURES REQUIRED

February 12, 2013

T. Manthey
Staff Member

THE CORPORATE OF THE CITY OF COURTENAY

BYLAW NO. 2744

A bylaw to amend "Sanitary Sewer Frontage Rates Bylaw 1969, No. 1004"

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 **"Sanitary Sewer Frontage Rates Amendment Bylaw No. 2744, 2013"**.
2. That "Sanitary Sewer Frontage Rates Bylaw 1969, No. 1005" is hereby amended as follows:
 - (a) The preamble paragraphs be hereby repealed and the following substituted therefor:

WHEREAS, pursuant to Section 200 of the *Community Charter*, Council may, by bylaw, impose a parcel or frontage tax to pay for sewer services;

AND WHEREAS pursuant to Section 202 (2)(c) of the *Community Charter*, the Council of the City of Courtenay deems it expedient to impose a frontage tax on properties connected to or capable of connecting to sewer services within the City of Courtenay.

Read a first time this 18th day of February, 2013

Read a second time this 18th day of February, 2013

Read a third time this 18th day of February, 2013

3

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

City of Courtenay Fees and Charges Amendment Bylaw No. 2742, 2013

REASON FOR BYLAW

To amend water and sewer utility user rates for 2013 in accordance with Council resolution of February 4, 2013.

STATUTORY AUTHORITY FOR BYLAW

Section 194 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

OTHER PROCEDURES REQUIRED

February 12, 2013

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2742

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 2742, 2013.”**
2. That **“City of Courtenay Fees and Charges Bylaw No. 1673, 1992”** be amended as follows:
 - (a) That Schedule of Fees and Charges, Section III, Appendix I, **“Waterworks Distribution System”**, and Appendix II **“Sanitary Sewer System”** be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section III, Appendix I – Waterworks Distribution System
Schedule of Fees and Charges Section III, Appendix II – Sanitary Sewer System

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 18th day of February, 2013

Read a second time this 18th day of February, 2013

Read a third time this 18th day of February, 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES
AMENDMENT BYLAW NO. 2742, 2013
SECTION III, APPENDIX I**

WATERWORKS DISTRIBUTION SYSTEM

1. CONNECTION FEES

- (a) Pursuant to Section 3.2 of Water Regulations and Rates Bylaw No. 1700, 1994, and amendments thereto, every applicant shall pay to the City before any work is done on the connection, a connection fee as follows:

Connection Size

Within the City

Connection from either side of road to property line	
20 millimetres (3/4 inch)	\$2,500.00
25 millimetres (1 inch)	\$3,500.00

Outside the City

20 millimetres (3/4 inch)	Actual City cost plus 25%
with a minimum charge of \$3,500.00	

- (b) Where a larger connection than those listed above is required, the connection will be installed at City cost plus 25%.

(c) **Water Turn On and Turn Off**

If turn on or turn off is for a purpose other than maintenance or the commissioning of a new service the following fees will apply:

Inside the City	\$35.00 for each water turn on or turn off
Outside the City	\$55.00 for each water turn on or turn off

(d) **Abandonment Fee**

Fee for disconnecting an abandoned service connection at the water main irrespective of the size of the connection	Actual City cost plus 25%, with a minimum charge of \$500.00
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2. WATER UTILITY USER RATES

(a) Unmetered Water

The minimum user rate per year or portion thereof for unmetered accounts shall be as follows:

Category	Inside the city Per Unit	Outside the City Per Unit
Residential/Duplex	\$348.38	\$667.72
Multi-Family (three or more connected units)	\$294.27/unit	\$669.47/unit
Commercial	\$332.92	All outside commercial are metered

(b) Metered Water

All metered accounts for the quantity of water used each quarter shall be calculated at the following rates:

For volumes of water consumed	Charge per Quarter
Multi-Family Metered	
0 – 48.0 m3	Minimum rate per unit \$46.94
48.1 – 566.0 m3	\$1.35
Greater than 566.0 m3	\$1.08
Commercial Metered	
0 – 48.0 m3	Minimum rate per unit \$49.60
48.1 – 566.0 m3	\$1.35
Greater than 566.0 m3	\$1.08
Regional Standpipe, Regional Playfields	
Bulk water rate plus 30%	
Outside City	
0 – 48.0 m3	Minimum rate per unit \$166.32
48.1 – 566.0 m3	\$1.62
Greater than 566.0 m3	\$1.35

- (c) Where a meter is found not to register, the charge shall be computed on the basis of the amount of water used during the time the meter was working, or from any other information or source which can be obtained, and such amount so composed shall be paid by the consumer.
- (d) Where a commercial or industrial consumer has not been connected to a water meter through non-availability of the water meter or because of special exemption being granted by the City, water charges to the consumer will be computed on the basis of consumption recorded for other similar purposes in the City, or from any other information or source which can be obtained, and such amount so computed shall be paid by the consumer.
- (e) Where it has been determined that a water leak has occurred during the last billing period on the buried portion of the service between the water meter and the point where the service pipe enters the building, a maximum one time rebate of 40% of the metered water utility fee to compensate for the water leak will be made at the discretion of the Finance Officer based on the following:
 - i. The leak occurred on the buried water service;
 - ii. That a leak of that nature would have caused the volume of excess water usage;
 - iii. The leak did not occur as a result of negligence of the owner;
 - iv. The owner has provided satisfactory evidence that the leak has been permanently repaired.

WATER METER RENTALS

- (a) Water meter fee shall be as follows:

Meter Size	Fee
up to 3/4"	\$1.25 per month
1"	\$2.50 per month
1 1/4"-1 1/2"	\$5.10 per month
2"	\$7.60 per month
3"	\$12.70 per month
4"	\$25.20 per month
6"	\$38.10 per month
8"	\$50.80 per month
10"	\$63.55 per month

The above meter fee shall be added to the monthly water rates and will apply both inside and outside the City.

METER READING CHARGE

Each call after the first one of each month if
access has not been provided or if readings extra
to the quarterly reading are requested

\$35.00 per call

3. SUPPLY OF WATER FROM FIRE HYDRANTS OR OTHER SOURCE

- (a) Water may be supplied from a fire hydrant or other for the use of developers during the course of construction of multi-family, industrial, and commercial developments. The charge for such water usage shall be:

For buildings with a gross floor area up to and including 250 square meters	\$250.00
For buildings greater than a gross floor area of 250 square meters	Minimum charge of \$250.00, plus \$0.10 per square meter for floor area in excess of 250 square meters.

- (b) Where water is supplied from a fire hydrant or other non-metered source for other uses, the amount of water supplied will be invoiced in accordance with Section 2 – Water Utility Users Rates – Metered Water.

- (c) Charge to service fire hydrant after use:

\$95.00 and/or any service costs that may arise from servicing a hydrant in respect of its use.

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT
BYLAW NO. 2742, 2012
SECTION III, APPENDIX II
SANITARY SEWER SYSTEM**

1. CONNECTION FEES

(a) Connection Fees

Connection from either side of road to property line

10.16 centimetres (4" inch) \$3,000.00

Where a larger connection than the one listed above is required, the connection will be installed at City cost plus 25%.

(b) Abandonment Fee

Fee for disconnecting an abandoned service connection at the sanitary sewer main irrespective of the size of the connection

Actual City
cost plus 25%,
min charge
\$500.00

(c) Connection Charges for Annexed Areas

For owners where commitment letters were issued between 1997 and 2006 quoting a sewer connection bylaw fee of \$1,500 (plus a capital contribution fee of \$5,000), this bylaw fee amount shall be in effect until October 31, 2007, after which the following schedule of connection fees will apply.

Property Use	Connection Charge		
	Capital Contribution		Connection Fee
	Existing Building	New Development	
Single Family Home OR Duplex	\$5,000.00	\$5,000.00	Either side of road from main - \$3,000.00
Multifamily, Strata OR Apartment OR Mobile Homes	\$5,000.00	\$5,000.00 for first unit, \$2,500.00 per unit for the next five units, \$2,000.00 per unit for the next five units, \$1,500.00 per unit for the next five units and \$1,000.00 per unit for all units thereafter	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes: Either side of road from main \$3,000.00

Industrial OR Commercial OR Public Assembly	\$5,000.00	\$5,000.00 minimum or the greater amount calculated based on the design sewage flows from the development.	For a 100 mm diameter connection or the Bylaw rate for larger pipe sizes: Either side of road from main \$3,000.00
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Note: Under the heading of 'Capital Contribution' an 'Existing Building' is defined as a building that existed or a property that had a building permit application in place on or before April 14, 2004. 'New Development' is defined as a property on which a building permit application was made on or after April 15, 2004.

2. SANITARY SEWER USER RATES

Part 1 - Residential Users

Cost Per Annum

1.	Single Family Dwelling	\$200.87
2.	Multiple Family Dwelling -per unit	\$200.87
3.	Mobile Home Park -per space	\$200.87
4.	Kiwanis Village -per unit	\$200.87

Part 2 - Commercial Users

1.	Hotels and Motels -per unit	\$ 80.87
2.	Trailer Park and Campsite -per serviced site	\$ 41.74
3.	Wholesale and Retail Stores	\$200.87
4.	Car Wash	\$200.87
5.	Bus Depot	\$200.87
6.	Funeral Parlour	\$200.87
7.	Garage	\$200.87
8.	Machine Shop and Repair Shop	\$200.87
9.	Bakery	\$200.87
10.	Photographer	\$200.87
11.	Business Office - per office	\$200.87
12.	Professional Office -per office	\$200.87
13.	Barber and Hairdresser	\$200.87
14.	Pool Room and Recreation Facility	\$200.87
15.	Theatre	\$401.74
16.	Department Store	\$401.74
17.	Supermarket	\$401.74
18.	Bowling Alley	\$401.74
19.	Bank	\$401.74
20.	Nursing Home	\$401.74
21.	Cafe and Restaurant (including drive-in or take-out)	\$401.74
22.	Dry Cleaner	\$401.74
23.	Beverage Room	\$401.74
24.	Laundry and Coin Laundry	\$1,605.56
25.	Sawmill	\$2,001.10

26.	Dairy Product Processing Plant	\$14,902.60
27.	Other Commercial Users not enumerated in this schedule	\$401.74
28.	Cheese Processing Plant	\$3,329.80

Part 3 - Institutional Users

1.	Church	\$200.87
2.	Public Hall	\$200.87
3.	Utility Office	\$401.74
4.	School -per classroom	\$360.00
5.	Regional Recreation Complex	\$15,984.98
6.	Regional District Administrative Office	\$4,294.72