

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

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

1.00 ADOPTION OF MINUTES

1. Adopt February 18, 2013 Regular Council Meeting Minutes and February 25, 2013 Committee of the Whole Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Jody Young, Vancouver Island Tourism Presentation
2. Wayne Peck, re: Development Permit No. 1225 (LA-Z-BOY)

4.00 COMMITTEE/STAFF REPORTS

(a) Legislative Services

- 1 1. SPCA Low Income Spay/Neuter Program
- 3 2. Webcasting of Council Meetings

(b) Development Services

- 5 3. Development Activity for 2012 Highlights
- 9 4. Development Permit No. 1225 – 2937 Kilpatrick Avenue
- 17 5. Climate Action and Environmental Measures Update
- 39 6. Climate Action Charter Update

(c) Operational Services

- 45 7. Traffic Calming Measures – 4th and Harmston

(d) Financial Services

- 47 8. Parcel Tax Review Panel
- 49 9. Bylaws – Local Service Area Cummings/Sheraton Water and Sanitary Sewer Extensions

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

51 1. St. George's United Church 100th Anniversary

53 2. Courtenay's Bid to Host AVICC AGM & Convention

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 March 4, 2013 at the conclusion of the Regular Council Meeting.

8.00 UNFINISHED BUSINESS

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

1. Councillor Leonard Proposed Resolution re: Community Dialogue on Addressing Homelessness

“Whereas Council has heard a recent delegation regarding the need to raise awareness about homelessness in Courtenay and to address the situation by supporting a new shelter, transitional housing and improved resources, and

Whereas there are a variety of opinions about what services are available and what are needed to address the dependent-end of the housing continuum, and clear information and community education are needed to inform the public and to provide for more informed decision-making,

THEREFORE BE IT RESOLVED that the City host a community forum to hear from service providers and experts in affordable housing provision regarding the dependent-end of the housing continuum, and

BE IT FURTHER RESOLVED that the Comox Valley Housing Task Force be requested to organize and fund such an event.

11.00 BYLAWS

For First, Second and Third Reading

- 58 1. “Local Service Area Cummings/Sheraton Water Main Extension Bylaw No. 2739, 2013”
(to establish the Cummings Road, Sheraton Road and Lerwick Road water local area service to impose a parcel tax)
- 64 2. “Local Service Area Cummings/Sheraton Sanitary Sewer Main Extension Bylaw No. 2720, 2013”
(to establish the Cummings Road, Sheraton Road and Lerwick Road sanitary sewer local area service and impose a parcel tax)

For Final Adoption

- 69 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)
- 74 2. “Water Frontage Rates Amendment Bylaw No. 2743, 2013”
(to amend the water frontage rates from \$1.09 to \$1.14 per taxable foot)
- 76 3. “Sanitary Sewer Frontage Rates Amendment Bylaw No. 2744, 2013”
(to update legislative references)
- 78 4. “City of Courtenay Fees and Charges Amendment Bylaw No. 2742, 2013”
(to amend water and sewer utility user rates for 2013)
- 87 5. “Official Community Plan Amendment Bylaw No. 2722, 2013”
(land use designation change from Industrial to Commercial Uses – 2525 Mission Road)
- 89 6. “Zoning Amendment Bylaw No. 2723, 2013”
(CD-24 Zone – 2525 Mission Road)

12.00 COUNCIL MEMBER ROUND TABLE

13.00 ADJOURNMENT

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

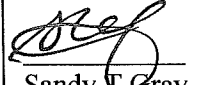
FROM: Director of Legislative Services

FILE #: 2320-20
DATE: February 15, 2013

SUBJECT: SPCA Low Income Spay/Neuter Program

CAO COMMENTS/RECOMMENDATIONS:

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



Sandy T. Gray

RECOMMENDATION:

That Council approve \$5000.00 in funding the 2013 financial plan to the Society for the Prevention of Cruelty to Animals (SPCA) to administer the Low Income Spay and Neuter Program for cats.

PURPOSE:

To renew funding for the City of Courtenay low income spay and neuter program.

BACKGROUND:

Council approved a \$5000.00 grant in 2010 to begin the low income spay and neuter program for City of Courtenay residents.

DISCUSSION:

The original \$5000.00 has been spent, and the SPCA wishes to continue administering the program.

As mentioned in the request from the SPCA, the program has been very successful in assisting the reduction of unwanted kittens in the City and likely limiting the feral cat population.

FINANCIAL IMPLICATIONS:

With Council's approval, the funding can be accommodated in the Animal Control Operating Budget.

STRATEGIC PLAN REFERENCE:

3. An open, inclusive and vibrant community
- Goal 2: Support community initiatives and distinct neighbourhoods

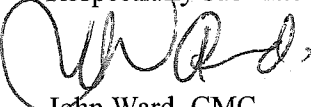
OCP SUSTAINABILITY REFERENCE:

N/A

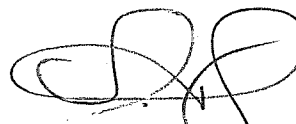
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,



John Ward, CMC
Director of Legislative Services



T. Manthey, BA CGA
Director of Financial Services/Deputy CAO

February 13, 2013

Dear Mayor and Council,

The Comox Valley & District Branch of the BCSPCA has been administering a Low-Income Spay and Neuter Program for cats on behalf of the City of Courtenay since August 2010. In this time we have issued 45 spay certificates and 30 neuter certificates.

We have issued these certificates to applicants who reside within the city limits and, based on the Canadian LICO's (low income cut offs), who meet the criteria for being low income.

There are 5 veterinarians who are participating by reducing their normal fee by 25%, and the certificates are valued at \$100.00 for females and \$50.00 for males. The pet owner is paying the difference which is approximately \$50.00-\$100.00, thus enabling them to be responsible by having their cats spayed or neutered.

This program has made a huge difference by greatly reducing the number of unwanted litters of kittens within the municipality. We continue to have inquiries almost daily from individuals who are looking for assistance.

We encourage the City to provide further financial support to keep this program going, and ask for this support to begin as soon as possible.

Thank you for helping to put an end to pet overpopulation.

Sincerely,
Jennifer Filgate



Comox Valley BCSPCA

2

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

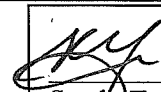
FILE #: 1400-00

FROM: Director of Employee and Technology Services

DATE: March 4, 2012

SUBJECT: Webcasting of Council Meetings

C.A.O. COMMENTS/RECOMMENDATIONS:


Sandy T. Gray

RECOMMENDATION:

That Council review the three options for webcasting outlined below and provide direction to Employee and Technology Services Director for the implementation of the option selected and provide approval of the capital cost associated with that option. Currently there is \$10,000 included in the 2013 financial plan.

PURPOSE:

To provide the public with access to Council meetings via recorded video streaming and webcasting.

BACKGROUND:

At their regular meeting held February 20, 2012, Council passed the following resolution:

"Whereas the democratic process will be enhanced if more citizens have the opportunity to observe City Council meetings, but a limited number can attend in person;

Therefore be it resolved that Council request a staff report on the feasibility of implementing internet streaming of Council meetings."

In 2005 council chambers was renovated to include video displays and a sound system. The renovations included roughed in placement for video cameras and lights. The sound system currently in place is able to provide a relatively high quality sound solution. The option chosen will be implemented and utilized in compliance with FOIPPA legislation.

DISCUSSION:

Public requests for access to Council meetings through electronic means have increased in recent years.

Webcasting technology can vary from low end single webcams to high higher end video production equipment similar to that used by TV news crews. Video quality will vary depending on the type of equipment and internet services selected. Information Technology Services can install up to a maximum of four (4) wireless cameras and corresponding equipment depending on the option chosen.

Option One - Stationary Camera

A one camera system with a computer program can provide a stationary view. This is similar to the system currently utilized by the Town of Comox. Meetings are recorded and made available for viewing on the City's Website following Council meetings. No resource person is required to attend meetings to operate the system. Any staff member attending the meetings can operate the system. The cost for equipment, annual maintenance and repair will be approximately \$6,000.

Option Two - Multi Camera

This type of system includes multiple (2-4) stationary cameras installed at various locations throughout the chambers providing the viewer with multiple viewing angles. Web streaming to the public would be done in real time. This type of system requires additional equipment including a controller monitor and mixer. A resource person would be needed to operate the equipment during meetings. Depending on the number of cameras the cost will be approximately \$15,000 - \$20,000 for equipment. Annual operating costs would be approximately \$10,000 for an experienced technician unless the City was able to partner with a service provider such as Shaw.

Option Three – Multi Camera with Anycast Station

An Anycast station is an all-in-one operation combining a high tech system that provides compact portability for use in other public venues and locations with minimal space requirement and easy operation. This system also allows viewers a real-time high quality viewing experience. This option provides the latest in technology and would provide sustainable technology over a longer period of time. The cost for this type of system is approximately \$30,000 for the initial equipment purchase with annual operating costs of approximately \$10,000 for an experienced technician. This cost might be reduced if the City was able to partner with a service provider such as Shaw.

FINANCIAL IMPLICATIONS:

The capital and Operating cost of each recommendation is: Option #1, \$6,000; Option #2, \$20,000-30,000 and Option #3, \$30,000 – \$40,000.

STRATEGIC PLAN REFERENCE:

Value #3 An open, inclusive, and vibrant community
Goal #1: Promote community engagement
Objective (b) Webstream Council meetings

OCP SUSTAINABILITY REFERENCE:

n/a

REGIONAL GROWTH STRATEGY REFERENCE:

n/a

Respectfully submitted,



Lis Pedersen, BSW, CHRP
Director of Employee and Technology Services

32

THE CORPORATION OF THE CITY OF COURTENAY
REPORT TO COUNCIL

FROM: Development Services Department

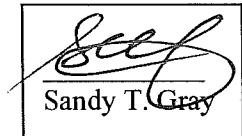
FILE #: 3800-01

DATE: February 25, 2013

**SUBJECT: Development Activity for 2012
Highlights**

C.A.O. COMMENTS/RECOMMENDATIONS:

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



Sandy T. Gray

RECOMMENDATION:

That Council receive the report from the Director of Development Services on the development activity for 2012.

PURPOSE:

To provide Council with a summary of the development activity for 2012 with potential projects for 2013.

BACKGROUND:

The Development Services Department is divided into two divisions including Planning and Building. In 2012, the Department handled a number of major projects with the approval of the Regional Hospital on Lerwick Road having the most significance. It will be a major influence for future development in East Courtenay. The Department also introduced a new Development Procedures Bylaw which improved the efficiency and clarity of application processing.

Planning

Planning is responsible for the development and implementation of the Official Community Plan, local area plans, cycling plans, conceptual parks planning, heritage planning, zoning and other related bylaws and studies; co-ordinates the development, implementation and monitoring of climate action strategy, floodplains, sustainability projects and initiatives both at a corporate and community level; environmental planning; Regional Growth Strategy; processing of development applications, subdivision review, signs, strata conversion applications, boundary extensions, tree cutting permits and agricultural land reserve applications.

Building

Building is responsible for the enforcement of provincial building and plumbing codes and municipal bylaws relating to building construction; business licence administration; review and investigate complaints on building matters; technical review of development applications.

Development Statistics Summary

In 2012, the City had a total construction value of \$51,670,337.00 as compared to \$57,297,883.00 in 2011. As illustrated in Attachment No. 1, the construction values have been relatively stable over the last three years. As well, residential units constructed in the same period ranged between 125 and 146 per year with single residential units comprising approximately 50% of the new housing stock.

From a building perspective the major permits issued included:

- Target Department Store \$6,000,000.00
- City of Courtenay Lewis Center \$3,600,000.00
- Thrifty's Food Store \$2,500,000.00
- Bishop of Victoria Church Addition \$1,718,627.00

- Avril Homes (10 units) \$1,713,750.00
- Timbers Housing Project \$850,000.00

Within the Planning Division major bylaw and development applications included:

- Regional Hospital – OCP and Zoning Amendment
- Medical Clinic at Mission Road – OCP and Zoning Amendment
- Dingwall Road -32 Residential Units – OCP and Zoning Amendment
- Arden Road – 32 Residential Units – OCP and Zoning Amendment
- Target renovation and addition – Development Permit
- Mini Storage South Island Highway/Christie Parkway – Development Permit
- Commercial Mall at Lerwick/Mission Roads – Development Permit
- Buckstone Residential Development Phase 1 of 69 Lots – Development Permit

Projects Under Review and Projected for 2013:

Commercial

- ongoing involvement with Regional Hospital approval process
- commercial development in the vicinity of Ryan/Lerwick Roads and Crown Isle Drive
- infill possibilities

Residential

- Arden Road – three projects under review and ongoing work with in-stream development
- South of 30th Street on Cliffe Avenue – two projects
- Crown Island – review of several areas within the overall development
- Mission Road – further build out of remaining properties
- in-fill possibilities

Other Initiatives

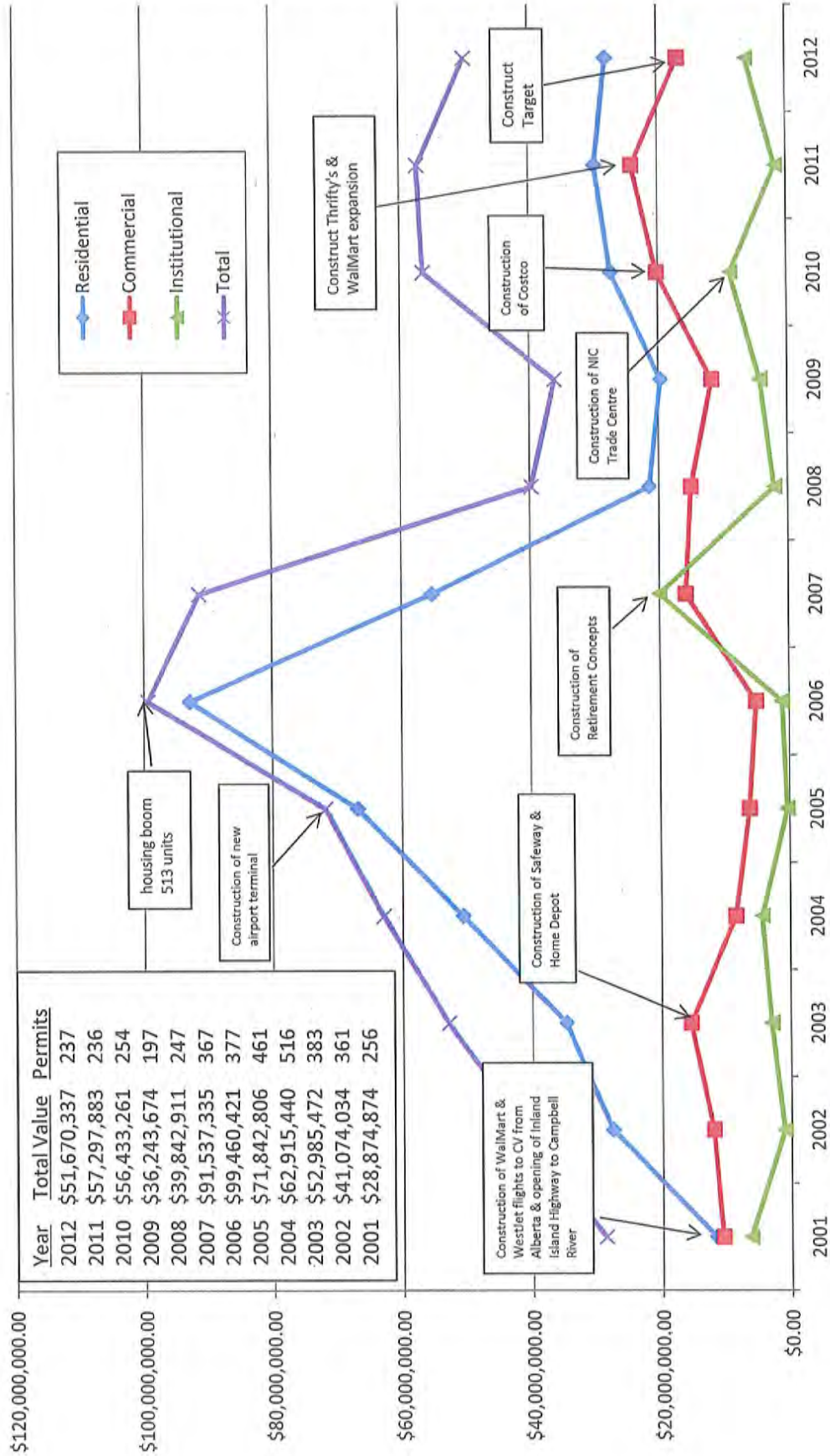
- completion of Arden Area Local Area Plan
- re-writing Tree Management and Protection Bylaw
- re-writing Street Tree Bylaw
- preparation of Parks and Open Space Plan
- completion of Sediment and Erosion Control Bylaw
- re-writing Sign Bylaw
- re-writing of Tree Bylaw
- updates to Zoning Bylaw
- implementation of approved projects and land use bylaws

Respectfully submitted,



Peter Crawford/MCIP
 Director of Development Services

BUILDING PERMIT VALUES (2001 - 2012)



DEPARTMENT OF PLANNING SERVICES

Total Construction Values

Date: December 31, 2012

Year	Total Value	Permits
2012	\$51,670,337	237
2011	\$57,297,883	236
2010	\$56,433,261	254
2009	\$36,243,674	190
2008	\$39,842,911	247
2007	\$91,537,335	367
2006	\$99,460,421	377
2005	\$71,842,806	461
2004	\$62,915,440	516
2003	\$52,985,472	383
2002	\$41,074,034	361
2001	\$28,874,874	256
2000	\$16,465,011	236

Table 1: Total Construction

Year	Single Family	Duplex (Units)	Multi-Family (Units)	Mobile Home	Total # of Units	Residential New & Alts/Reps	Commercial New & Alt/Reps	Institutional & Industrial
2012	70	6	50	6	132	28,656,760	15,087,423	7,926,154
2011	70	6	69	1	146	31,344,224	24,155,054	0
2010	62	10	51	2	125	27,399,870	20,230,606	8,802,785
2009	38	6	39	0	83	18,268,273	11,753,063	4,776,196
2008	81	8	0	0	89	21,576,049	16,105,600	2,095,000
2007	136	38	94	0	268	55,453,035	15,979,300	20,105,000
2006	147	10	347	9	513	93,198,321	5,135,675	1,126,425
2005	215	40	185	19	459	65,186,152	6,236,654	420,000
2004	203	22	124	10	359	50,073,640	8,459,800	4,382,000
2003	159	18	106	6	289	34,455,647	15,545,825	2,984,000
2002	159	38	48	6	251	27,949,034	12,046,000	1,079,000
2001	70	0	0	3	73	11,879,589	10,638,285	6,357,000
2000	45	0	0	2	47	8,099,474	3,639,537	4,726,000

Table 2: Type of Construction

THE CORPORATION OF THE CITY OF COURTENAY

H

REPORT TO COUNCIL

FILE #: 3060-20-1225

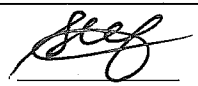
FROM: Development Services Department

DATE: February 26, 2013

**SUBJECT: Development Permit With Variances
Strata Lot 1, Section 67, Comox District, Strata Plan VIS3732, Together with
an Interest in the Common Property in Proportion to the Unit Entitlement of
the Strata Lot as Shown on Form 1**

C.A.O. COMMENTS/RECOMMENDATIONS:

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


Sandy T. Gray

RECOMMENDATION:

That Development Permit No. 1225, to allow exterior facade upgrades and rebranding of the existing commercial building on the property legally described as Strata Lot 1, Section 67, Comox District, Strata Plan VIS3732, Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1 (2937 Kilpatrick Ave.) be issued subject to the following conditions;

- a. Development in conformance with the plans and elevations contained in *Attachment No. 2*;
- b. Submission of landscape security in the amount of (125% x \$23,724.50) \$29,655.63;
- c. Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- d. The following minimum depth of topsoil or amended organic soil is required on all landscaped areas of the property: shrubs - 450mm; groundcover and grass - 300mm; trees - 300mm around and below the root ball.
- e. Issuance of a sign permit in compliance with the *City of Courtenay Sign Bylaw No. 2042, 1998* or the bylaw in effect at the time of application and the Commercial Development Permit Guidelines is required for all signage. Signage must not be internally illuminated unless otherwise permitted by the sign bylaw in effect at the time of application. For clarity this permit does not approve any signage;
- f. All building, site and sign lighting must be full cut off, flat lens in accordance with the City's Dark Skies Policy. Submission of a lighting plan and specifications is required prior to issuance of a building permit and all lighting must be approved by the City prior to installation;
- g. If the permit holder has not substantially commenced any construction to which the permit was issued within twelve (12) months after the date it was issued, the permit lapses.

PURPOSE:

To consider the issuance of a development permit for facade upgrades and rebranding of an existing commercial building.

BACKGROUND:

The subject property is zoned Commercial Two (C-2) and permits the current use as a retail furniture store. The proposed development will continue to operate as a furniture store, however the tenant and branding will change. In addition to the facade upgrades the applicant is proposing landscape enhancements along the Kilpatrick Avenue frontage.

DISCUSSION:

Official Community Plan Review

The proposed renovations are consistent with the La-Z-Boy brand and include new colours, windows and awnings. The entry has been clearly defined and highlighted with a new sign wall/entrance parapet that adds variation in height and mass. Overall the changes provide a degree of modernization and brand identification to an older commercial building. The general form and character is consistent with other commercial buildings recently constructed and renovated along this block of Kilpatrick.

The attached plans indicate the general character of the new signage however staff are still working out the finer details with the sign company. Accordingly, at this time the signs do not form a part of this permit.

With regard to landscaping and screening, the current landscape treatment is limited to grass and a central landscape feature. As part of the site renovations the applicant is proposing to enhance the landscape treatment along the Kilpatrick frontage to replicate the more recent landscaping of nearby developments. Additionally, the applicant will install a pathway to improve pedestrian safety on this side of the road. The garbage and recycling enclosure will be relocated from the front of the building to the rear side yard.

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

Zoning Analysis

As noted in the 'Background' section above the property is zoned Commercial Two (C-2) and permits the proposed development. Building additions are not proposed and the development conforms to the building height, setback, lot coverage and parking requirements of *Zoning Bylaw No. 2500, 2007*.

FINANCIAL IMPLICATIONS:

NA

STRATEGIC PLAN REFERENCE:

NA

OCP SUSTAINABILITY REFERENCE:

NA

REGIONAL GROWTH STRATEGY REFERENCE:

NA

Respectfully submitted,



Ian Buck, MCIP, RPP
Manager of Planning



Peter Crawford, MCIP, RPP
Director of Development Services

REFERENCE INFORMATION:

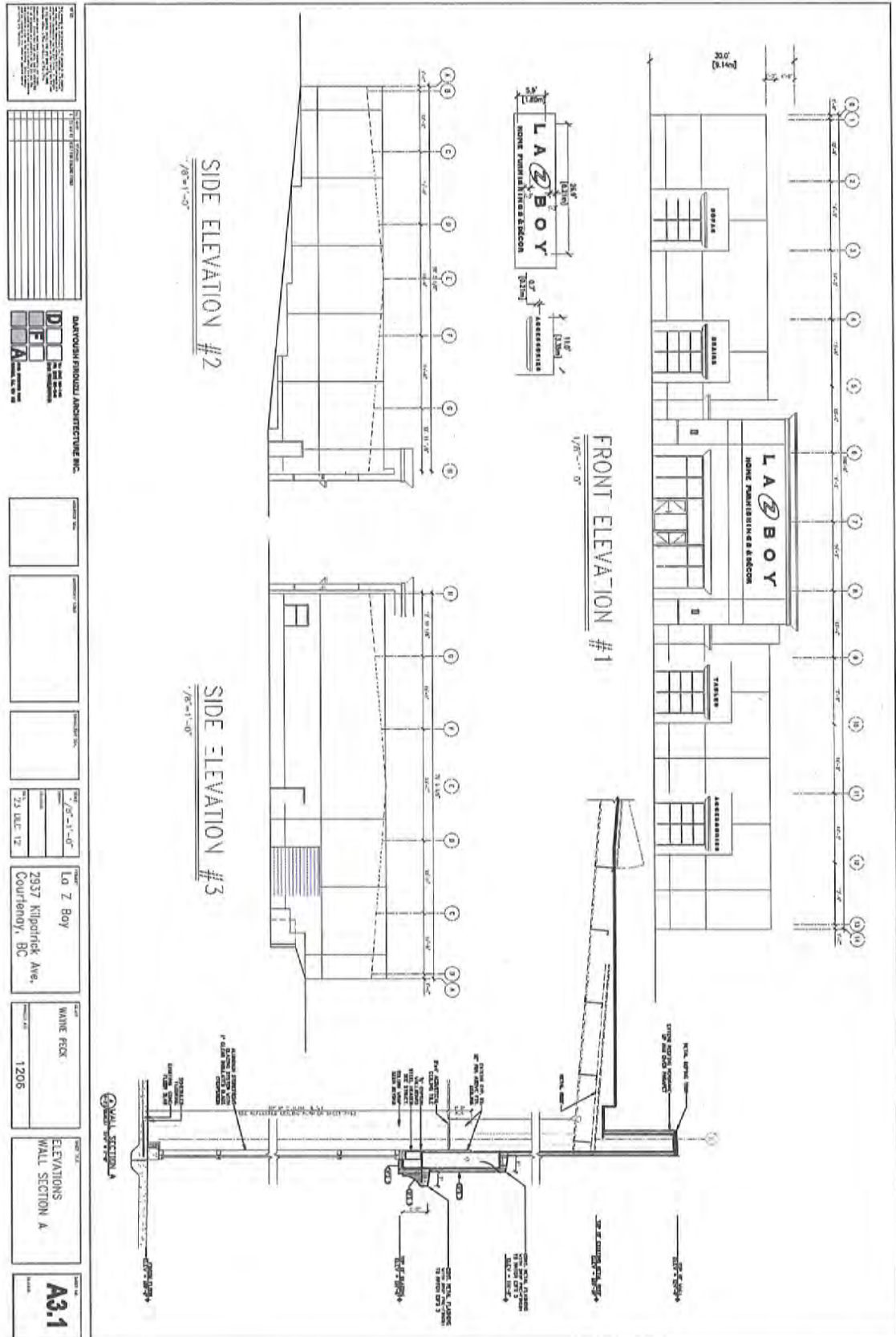


- Applicant:** Wayne Peck, Technifield Contracting Ltd
- Owner:** Anthony Gray, La Z Boy
- Location:** 2937 Kilpatrick Ave
- Legal Description:** Strata Lot 1, Section 67, Comox District, Strata Plan VIS3732, Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1
- Zoning Bylaw:** Commercial Two Zone (C-2)
Existing building no additions.

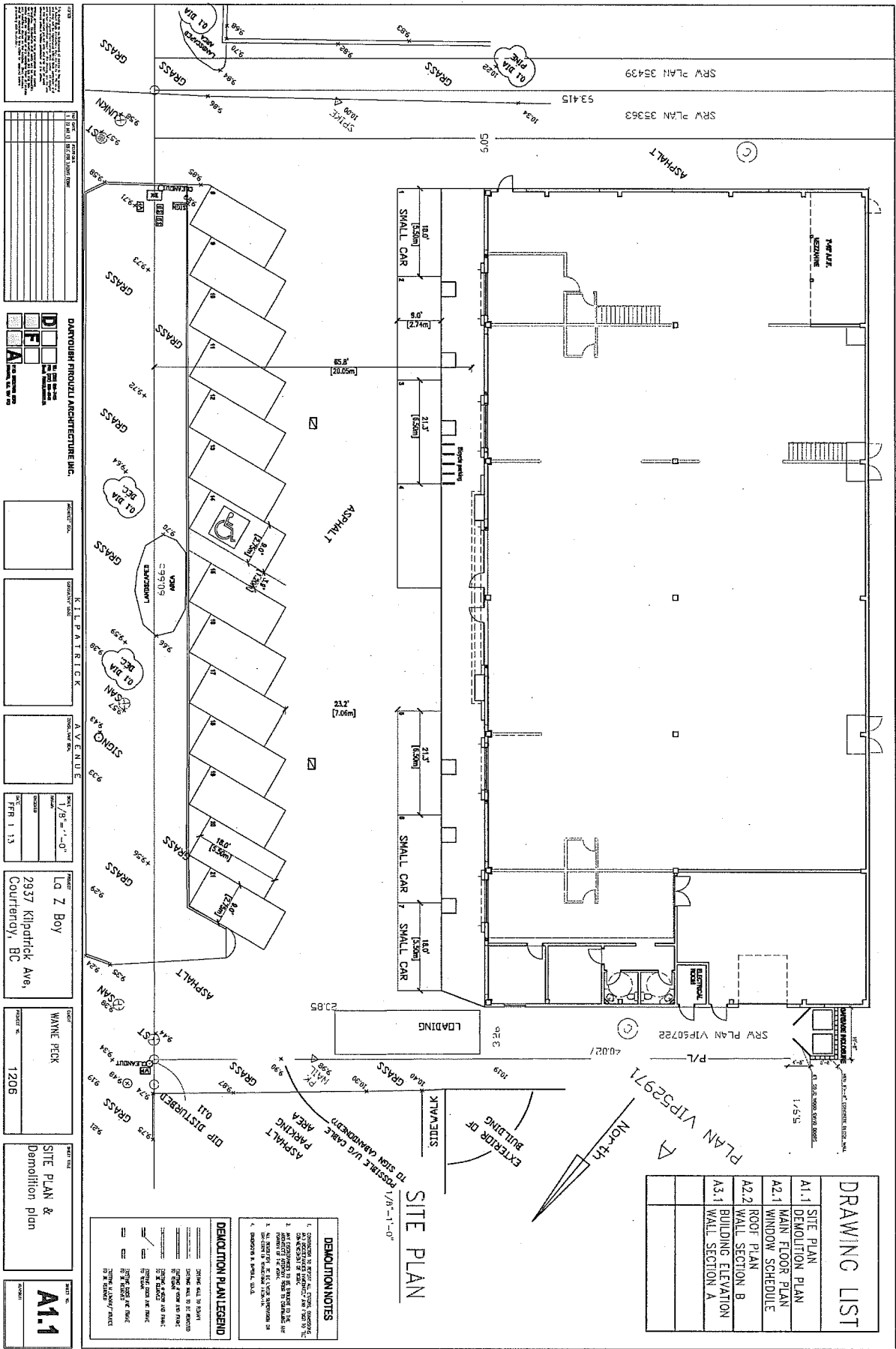
Adjacent Land

Uses:

- Commercial



<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>	<p>DATE: 12/11/2013 TIME: 10:58 AM PROJECT: LA Z BOY HOME FURNISHINGS STORE CLIENT: LA Z BOY HOME FURNISHINGS STORE ARCHITECT: DANVOUSH PEROUKI ARCHITECTURE INC. ADDRESS: 2937 KILPATRICK AVE., COURTENAY, BC V1P 1C2 PHONE: 250-733-1100 WEBSITE: www.danvoushperouki.com</p>
--	--	--	--	--	--	--	--	--	--	--



DRAWING LIST		
A1.1	SITE PLAN	
A1.1	DEMOLITION PLAN	
A2.1	MAIN FLOOR PLAN	
A2.1	WINDOW SCHEDULE	
A2.2	ROOF PLAN	
A3.1	BUILDING ELEVATION	
A3.1	WALL SECTION A	

- DEMOLITION NOTES**
1. DEMOLITION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODE (IBC) AND ALL APPLICABLE LOCAL ORDINANCES.
 2. DEMOLITION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL SAFETY CODE (ISC) AND ALL APPLICABLE LOCAL ORDINANCES.
 3. ALL DEMOLITION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL FIRE CODE (IFC) AND ALL APPLICABLE LOCAL ORDINANCES.
 4. DEMOLITION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL PLUMBING AND MECHANICAL CODE (IPC/IMC) AND ALL APPLICABLE LOCAL ORDINANCES.

- DEMOLITION PLAN LEGEND**
- | | |
|--|-------------------------------------|
| | EXISTING STRUCTURE TO BE DEMOLISHED |
| | PROPOSED STRUCTURE |
| | EXISTING SITE FEATURES |
| | PROPOSED SITE FEATURES |
| | DEMOLITION BOUNDARIES |
| | UTILITY LINES |
| | EASEMENTS |
| | PROPERTY LINES |

SRV PLAN 35439
SRV PLAN 35363
SRV PLAN VIP50722
SRV PLAN VIP52971

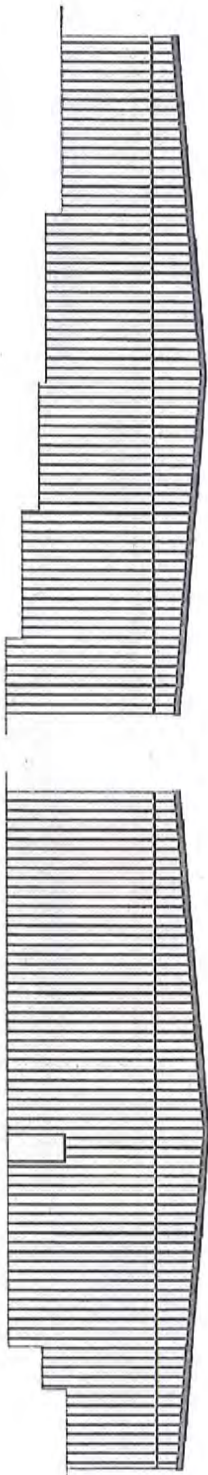
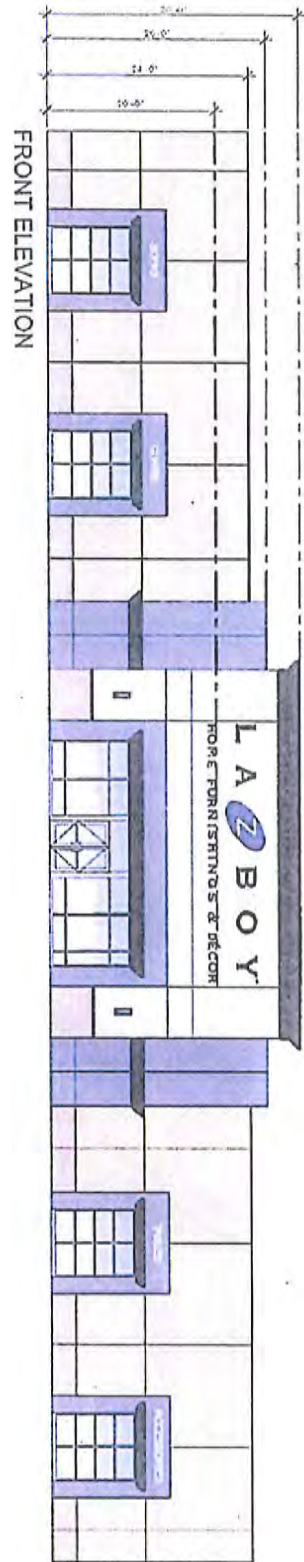
2937 KILPATRICK AVE
La Z Boy
Courtenay, BC

WYNNE PECK
1206

A1.1
SITE PLAN &
DEMOLITION PLAN






Courtenay, BC / La-Z-Boy Prototype Exterior – Drvvit Colors

Date: 10/25/12 – Conceptual

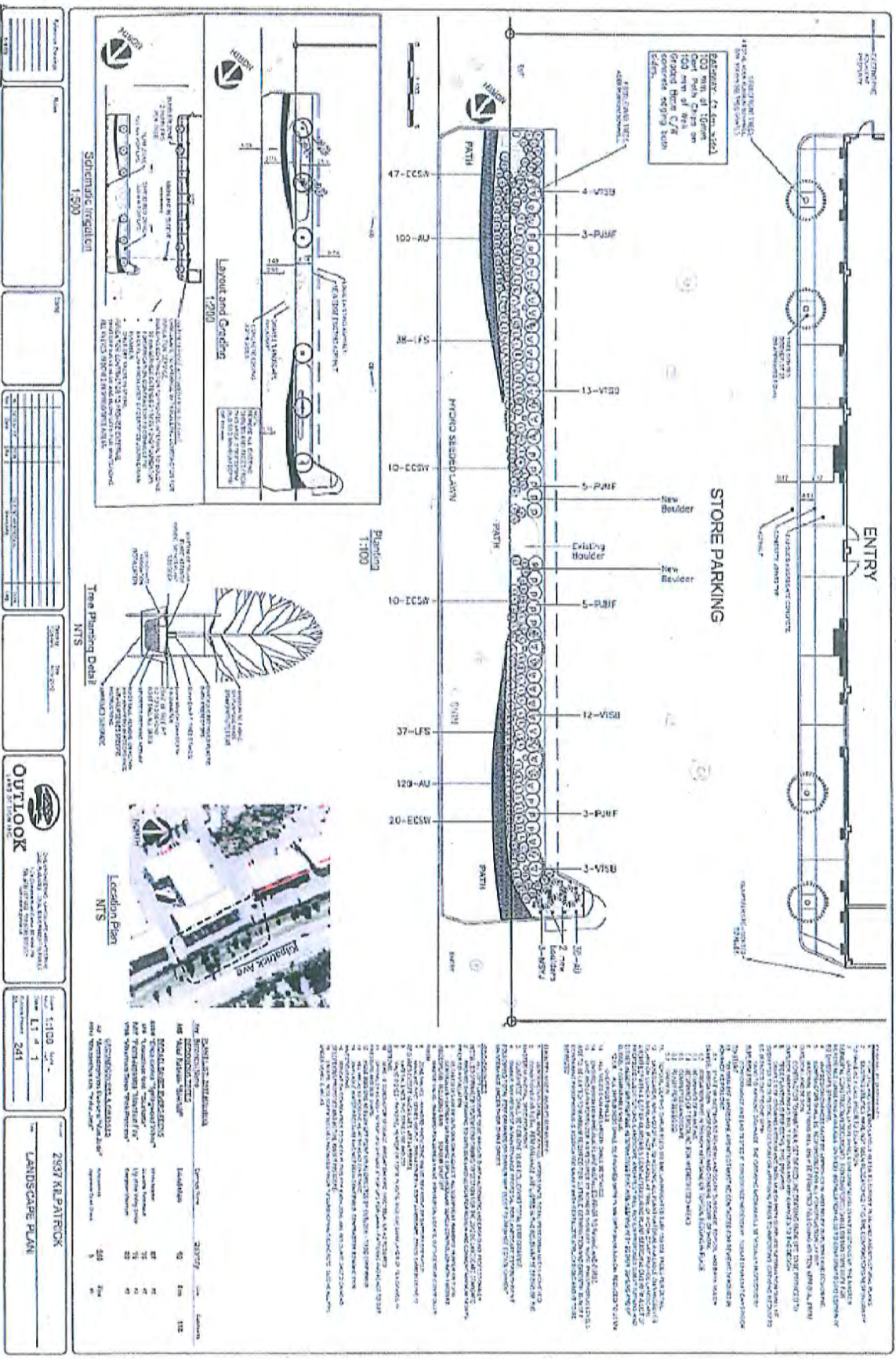


SIDE ELEVATION

SIDE ELEVATION

	LAZB231022S Pure Cream	(Demandit Paint - LAZB231085S)
	LAZB191022 Manor White	(Demandit Paint – LAZB101085)
	LAZB211022S Bluebell	(Demandit Paint - LAZB211085S)
	LAZB201022 Spectrum Brown	(Demandit Paint - LAZB201085)
	LAZB221022 The Dark Side	(Demandit Paint – LAZB221085)

**Demandit Paint only used for painting over existing Dryvit*



5

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FILE #: 5280-12

FROM: Peter Crawford, Director of Development Services

DATE: February 28, 2013

SUBJECT: Climate Action and Environmental Measures update 2012

C.A.O. COMMENTS/RECOMMENDATIONS:

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

[Signature of Sandy T. Gray]
Sandy T. Gray

RECOMMENDATION:

That Council receive the following update on the City's corporate and community-wide climate and environmental initiatives and progress towards achieving environment-related goals.

PURPOSE:

To inform Council of the range of initiatives started and/or completed during the past year (approximate) and to fulfil the OCP policy of conducting annual reporting on environmental and sustainability related goals.

BACKGROUND:

The OCP states that the City will conduct annual reporting on our achievement of environment and sustainability related goals. The following report provides a background on the range of such initiatives that have been initiated and/or completed within the past three years. The report contains both corporate and community wide initiatives which are guided by two separate pieces of Provincial legislation:

- Climate Action Charter. Voluntary. Corporate greenhouse gas emissions.
- Local Government (Green Communities) Statutes Amendment Act (Bill 27, 2008). Mandatory. Community-wide greenhouse gas emissions.

The Climate Action Charter requires that each signatory local government or regional district in the province report annually on its progress in achieving Greenhouse Gas related goals. This must be conducted by March 8 of this year.

In addition, this report contains in Attachment 1 a short, highly visual 'State of Environment' report intended for public distribution and community-wide awareness purposes.

Related to environmental leadership, it is noted that the City of Courtenay was the recipient of Project Watershed's "Courtenay River Estuary – Keeping it Living" award for 2011-2012. The

City had the honor of displaying the painting for one year at City Hall. Project Watershed chose the City of Courtenay for:

- Hiring an environmental planner and sustainability planner
- Holding a workshop on sea level rise and subsequently establishing a new high water mark for the Courtenay River and Estuary
- Supporting a community wide campaign to obtain National Heritage Status for the Courtenay River Estuary

The City was also featured in the February 2012 edition of Business Review Canada for the City's efforts to reduce its municipal carbon footprint. See *Attachment 2* for a copy of the report.

DISCUSSION:

State of the Environment and other similar "sustainability audits" are becoming increasingly popular tools for communicating sustainability goals and performance to the public. Local governments can help a community to achieve community-wide sustainability-related goals through the regulation of development and other activities that affect air, land and water as well as the investment in public capital projects (e.g. servicing infrastructure such as transportation, water, sewer and waste collection). However, the success of achieving sustainability-related goals more generally depends on the active participation of all residents. The individual actions of citizens may seem small, yet the achievement of sustainability goals can only be attained through collective effort. Sustainability audits can therefore be particularly valuable at communicating what individuals can do to help achieve community-wide sustainability-related goals, and for measuring progress towards the achievement of those goals. The creation of such a tool was indicated in the previous "Climate Action and Environmental Measures Update 2010-2011" Council Report; November 9, 2011.

Summary of State of the Environment report

The report highlights six areas of environmental focus:

- Air
- Water
- Transportation
- Land use
- Waste
- Energy

Within each area of focus the following information is provided:

- *A measurable target, and associated indicator.* All targets are from existing adopted policy instruments such as the City's OCP, with the exception of the air quality target as the City has not adopted one. In this case, a recommended target from the World Health Organization is included.
- *Where are we now?* This section indicates what standards we've achieved to date on the various indicators, based on most recent available information.
- *How are we reaching our targets?* This section indicates policies and programs the City has undertaken, participates in or will undertake to help achieve the stated target.
- *What can you do to help?* This section gives some ideas on what individuals can do to contribute to the achievement of the stated target.

S:\PLANNING\Education and communications\State of Environment Report\State of Environment - Council report - Feb 2013.docx

- *Did you know?* This section gives some additional facts and figures on the stated topic area.
- Graphical information is used to show data trends, where appropriate.

This is the first year in which the City has produced such a 'sustainability audit' tool and thus provides a sort of 'baseline' to measure future progress. In researching the data to report on the achievement of targets the following observations have been made about 'how we are doing' in each of the topic areas:

- **Air:** Air quality varies throughout the year, with Particulate Matter levels falling within the recommended limit stated by the World Health Organization during the warmer months of the year, and rising above the recommended limit in the winter months, when more wood burning is occurring for heat generation.
- **Water:** Per capita water consumption has been following a general decline over the past 10 years, but showed a slight increase from 2011 to 2012.
- **Transportation:** The transportation mode data from the 2011 Census Household Survey has not yet been released so it is difficult to report on how transportation mode patterns may have changed. However, it is important to note that overall transportation-related GHG emissions are on the rise, 10% higher than 2007 levels. This is attributable solely to growth as population increased by only 5% in that same period.
- **Land Use:**
 - o **In terms of parks provisions,** parks ratio (measured as hectares per 1000 residents) is on the rise since 1994 and 96% of residents are within 400 meters of a public park.
 - o **In terms of housing density,** the City is making progress with a slight increase in more compact forms of housing since 2006, although single detached houses remain a popular new development form.
- **Waste:** Garbage diversion rates are increasing, but overall emissions from waste generation continues to rise.
- **Energy:** Needs improvement. Overall community-wide GHGs are on the rise, although building emissions are slightly down.

Summary of City initiatives

The following tables indicate City environmental sustainability-related initiatives that are being undertaken, or will be, to help achieve stated policy objectives. Initiatives that have been completed remain on the list to demonstrate progress of tasks over time.

Corporate initiatives include the following:

	Initiative	Status	Expected date of completion
1.	Retrofit Existing Buildings to Improve Energy Efficiency <ul style="list-style-type: none"> o All facilities have completed a Door Weather-stripping and window seal retrofit. 	Completed	n/a
		Completed	2012
		Completed	2012

	Initiative	Status	Expected date of completion
	<ul style="list-style-type: none"> • All facilities have been upgraded to the latest standard of Low Flow appliances. • All facilities have undergone a lighting retrofit (\$25,000 BC Hydro Grant). • The Filberg Center has a new roof and new HVAC system (to replace older unit with newer energy efficient unit). • The Public Works yard has completed an energy efficiency upgrade by replacing old natural gas fired boilers with new high efficiency hydroelectric condensing boilers. • The City Hall “Facelift” has included some energy efficiency upgrades to the building envelope. 	Completed	2012
		Completed	2010
		Completed	2011
		Completed	2012
2.	Perform energy audits on Lewis Centre buildings and facilities to identify retrofit opportunities	Complete	2011
3.	Memorial Pool – Solar Retrofit (FortisBC - \$35,000 Grant)	Complete	2011
4.	Park Lighting retrofit – (MUSCO) 50% Energy Savings	Complete	2011
5.	Urban Afforestation and Street Tree Planting	Ongoing	n/a
6.	Green Fleet Policy and Procedures – (Alternative fuels, Driver Training, Auxiliary Cab Heaters)	Complete	2009
7.	Green Fleet Right-Sizing and Vehicle Optimization Program	Ongoing	n/a
8.	Developed Climate Action Contract Specifications	Complete	2010
9.	Initiated a Low Carbon Information Technology Program	Complete	2009
10.	Increased Waste Diversion (Recycling) for Municipal Buildings <ul style="list-style-type: none"> • Municipal facilities have been provided with proper waste diversion (Recycling) systems • In-ground waste containers and recycling containers have been installed in most City Parks 	Complete	2011-2012
11.	Leadership and Communication – (Formation of Climate Action Committee and Green Team) to promote programs and initiatives, communicate success and enhance in-house capacity	Ongoing	2009
12.	Lewis Centre Addition/Renovation Project – Significant reduction in gas consumption and GHG emissions.	Ongoing	2013
13.	Waste reduction/composting initiative for civic buildings.	Ongoing	2013
14.	Detailed energy audit – Filberg Centre and systems upgrade to reduce energy consumption and improve comfort of	Ongoing	2013

	Initiative	Status	Expected date of completion
	staff and user groups		
15.	Energy study for Native Sons Hall and Courtenay and District Museum + Recommendations.	Ongoing	2013
16.	Purchase of a zero emissions electric bike for City Staff	Complete	2013

Community-wide initiatives include the following:

	Initiative	Status	Expected date of completion
	<i>Policies, plans and planning tools</i>		
1.	GHG reductions strategies adopted within OCP	Complete	2010
2.	Revision of Environmental Development Permit areas and guidelines	Complete	2011
3.	Integrated Floodplain Management Study	Ongoing	Spring 2013
4.	Transportation Master Plan	Ongoing	Spring 2013
5.	Cycling implementation plan	Ongoing – as part of the Transportation Master Plan	Spring 2013
6.	Revision of street standards to comprehensively address cycling and pedestrian facilities in new and existing roads	Ongoing – as part of the Transportation Master Plan	Spring 2013
7.	Revision of the City's sustainability assessment checklist for land-use developments	Paused	
8.	Revision Tree Protection Bylaw including revision of street tree policy and standards	Ongoing	Fall 2013
9.	Parks master plan	Not started	Summer 2014
10.	Management Plan for McPhee property	Complete	2012
11.	Management Plan for Sandwick Nature park	Not started	Summer 2013
12.	Management Plan for Hurford Nature park	Not started	Summer 2013
13.	Adoption of a Sediment and Erosion Control Bylaw	Ongoing	Spring 2013
14.	Community wide energy and emissions plan update – free process offered by BC Hydro	Not started	Summer 2013

	<i>Community programs</i>		
15.	Establishment of a Community Climate Action Task Force	Paused	

	Initiative	Status	Expected date of completion
16.	Green Community Grants program	Re-evaluating use of funds	
17.	Multi-family and DCBIA recycling program - \$37,500 Grant.	Complete	2012
18.	Invasive species program and community partnership	Ongoing	
	<i>Public education</i>		
19.	Public presentation on Climate Change and other community environmental issues	None this year given	
20.	City's Green Team presence at the annual Earth Day celebrations and participated in Bike to Work Week	Complete for this year	Ongoing in the future
	<i>Capital projects</i>		
21.	Rails with Trails	5 th to 17 th complete. Other segments ongoing	
22.	Fitzgerald bike lane	Ongoing	
23.	Detailed feasibility study for District Energy Opportunity – North Island College District.	Complete	2013
24.	Feasibility study for 6 th street pedestrian and cycling bridge.	Complete	2012
	<i>Regional partnerships</i>		
25.	Participation in the Comox Valley Cycling Task Force	Ongoing	n/a
26.	Participation in the Convening for Action on Vancouver Island (CAVI) watershed development regional team	Ongoing	n/a

Next steps

The State of the Environment Report (*Attachment 1*) will be made available on the City's website. Staff will explore how this State of the Environment report can complement the existing Annual Report produced by the City, provided that time-lines are compatible. Future State of the Environment Reports may be produced every 2-5 years to capitalize on Community Energy and Emissions Inventory data and Census data, which are released every 2 and 5 years respectively.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

Vision 1: A safe and caring community, Goal 2: Demonstrate leadership in environmental management

S:\PLANNING\Education and communications\State of Environment Report\State of Environment - Council report - Feb 2013.docx

Vision 3: An open, inclusive and vibrant community, Goal 1: Promote community engagement

OCP SUSTAINABILITY REFERENCE:

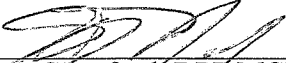
Chapter 10: Planning for Climate Change, page 146:


- The City will develop a reporting protocol for community-wide GHG reduction status and attainment of City's sustainability objectives as part of internal reporting, similar to annual budget reporting.
- The City will consider ways to report on the attainment of the City's GHG reduction goals, possibly through the use of the City's Annual Report. Indicators of success will need to be determined.

REGIONAL GROWTH STRATEGY REFERENCE:

The RGS contains a number of targets and addresses the implementation of an on-going monitoring and evaluation program.

Respectfully submitted,


Peter Crawford, RPP MCIP
Director of Planning Services


Nancy Hofer, BSc, MSc
Environmental Planner

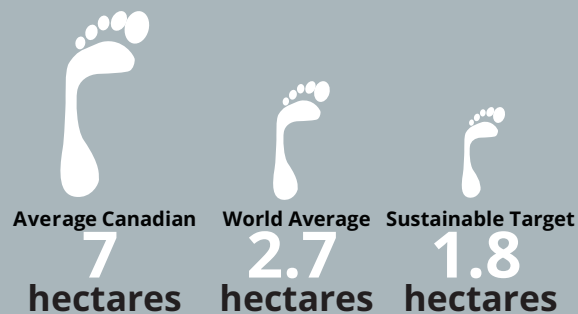

Allan Gornall, BSc
Sustainability Planner

STATE ^{OF} THE ENVIRONMENT 2013

A Sustainable Community maintains economic and social wellbeing, without overburdening the environment's ability to provide resources and services. A healthy environment contributes to our quality of life. **How is Courtenay doing?**



our ecological footprint



An ecological footprint measures people's impact on the environment through natural resource consumption and waste generation. It is measured in hectares per capita – the amount of land and sea needed to support each person's current needs.

Humans collectively are consuming resources much faster than the earth can produce them. We can help reduce our ecological footprint by considering the environment in our every day decisions, both at a corporate and personal level.

City of Courtenay

BRITISH COLUMBIA, CANADA





Air

Target set by World Health Organization

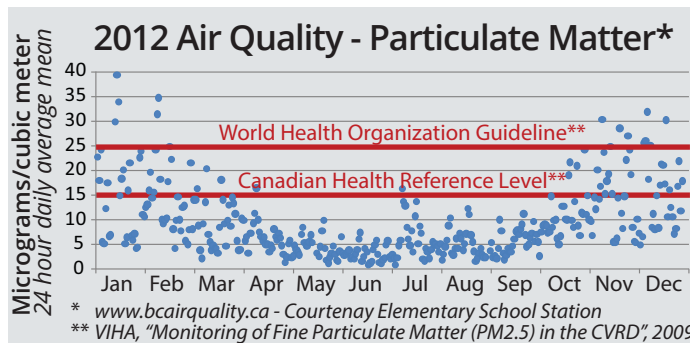
Currently there are no significant industrial sources of pollution in the Comox Valley, but there are numerous sources of fine particulate matter (PM2.5). These include vehicles, residential wood burning, open burning including debris from land clearing and construction, pesticides, agricultural burning, and forestry burns and wildfires.

Where are we now?

2012 measurements taken in Courtenay range from 1 to 39 micrograms per cubic meter (daily average mean). The World Health Organization guideline is 25 micrograms.

Did you know?

Municipalities are uniquely positioned to act on improving air quality. Cities around the world have used their capacity for public and industry educational campaigns, purchasing practices, infrastructure investments, bylaws, and other targeted initiatives to make a positive impact on local air quality.



How are we reaching our targets?

- Open burning has been banned in the City since 2008
- Pesticides have been banned in the City since 2007

What can you do to help?

- Avoid idling your vehicle; walk, cycle or take public transit
- Limit the use of gas or diesel-powered equipment



Water

Target: Reduce 2008 water use levels by 40% by 2030*

Where are we now?

Today, each citizen in Courtenay uses approximately 550 liters of water per day, based on annual usage, which is the volume of three and a half bathtubs of water.

How are we reaching our targets?

In public facilities and parks, we have:

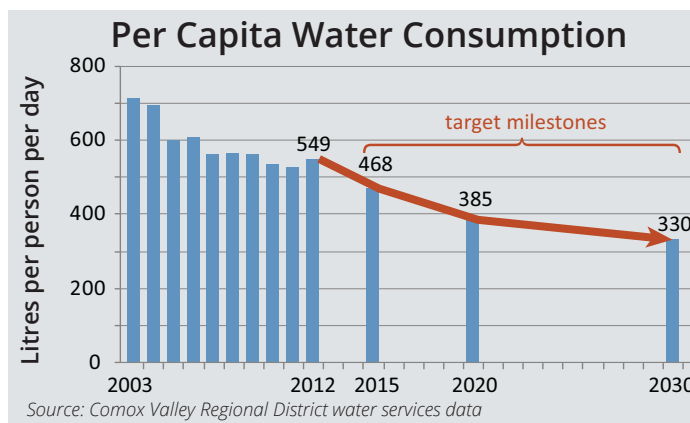
- installed faucet aerators
- replaced 56 toilets at 13 to 23 liters per flush with high efficiency 6 liter per flush toilets
- a centralized computer irrigation system for efficiency based on weather, water restrictions and other factors

Community wide, we:

- offer \$100 grant per fixture for commercial businesses in the City of Courtenay to replace old high volume toilets with low flow efficient toilets
- require water meters in all new multi-family residential (greater than 4 units), commercial, industrial and institutional buildings

What can you do to help?

- Trace the water you use on a daily basis. Is it mostly for cooking, cleaning, washing the car or watering the garden?
- Water consumption spikes in summer when people are watering lawns and gardens. Let your lawn go brown or plant drought-resistant and native plants instead



* Comox Valley Regional Growth Strategy

Did you know?

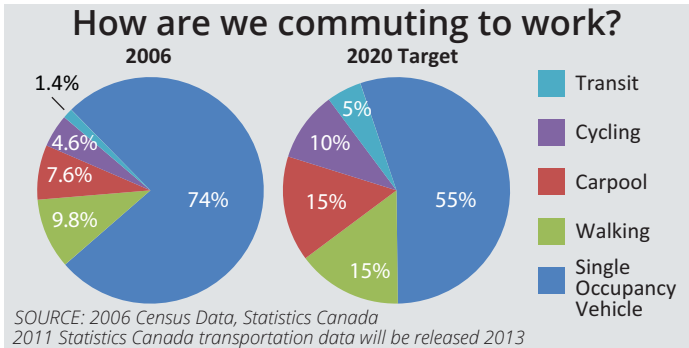
1 The Province of B.C. has developed a comprehensive plan for sustainable management of all freshwater (surface and groundwater), protection of aquatic ecosystems and encouraging water smart behaviour and community development practices. To learn how to be Water Smart, visit www.livingwatersmart.ca

2 Comox Valley local governments and other stakeholders are part of **CAVI (Convening for Action on Vancouver Island)**, which protects watershed health while providing sustainable rainwater management services. Team members develop consistent approaches to land development based on scientific evidence and through partnership and collaboration. www.waterbucket.ca



Transportation

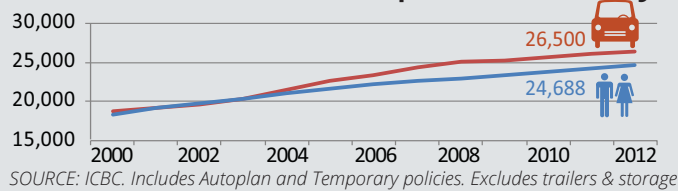
Target: Reduce single occupancy vehicle trips from 74% to 55% by 2020*



Did you know?

In Courtenay there are more cars than people, yet 70 per cent of people live less than 5km from their work.

Number of Cars and People in Courtenay



How are we reaching our targets?

- The City is creating a Transportation Master Plan to ensure that our decisions and investments are reflecting more transportation choices
- The Comox Valley Cycling Task Force continues to raise the profile of safe cycling, and is working with School District 71 to promote active transportation options in local schools
- Cycling lane, sidewalk and greenway opportunities are being explored for key linkages in the City

What can you do to help?

- There is a fine line between smooth traffic flow and gridlock, and reducing a small fraction of the cars on the road can help ease congestion for everyone. Try switching one of your weekly drives to a walking, cycling, transit or carpooling trip

Did you know?

Transportation accounts for most of the increase in Courtenay's greenhouse gas (GHG) emissions since 2007. See Energy section for details.

* City of Courtenay Official Community Plan

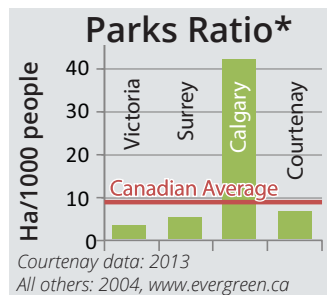


Land Use

Target 1: Ensure all residences are within 400 meters of a public park*

Where are we now?

- 96 per cent of residences are within 400 meters of a City park
- Courtenay has about 163 hectares (ha) of park land, 5.5 per cent of the City's total area



* City of Courtenay Official Community Plan

How are we reaching our targets?

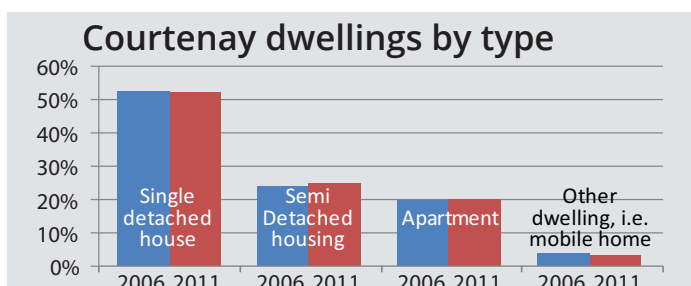
- The City will begin a Parks and Open space management plan to ensure parks continue to meet resident needs

What can you do to help?

- The spread of invasive species is a growing problem in public parks. Dumping landscape clippings in parks makes it worse, and can bury native plants
- If you see illegal activities occurring in parks, such as dumping any kind of waste, plant and tree destruction, or any other vandalism, please contact City Hall

Target 2: Promote sustainable development through increase housing density**

Where are we now?



How are we reaching our targets?

- The City will continue to explore incentives for compact forms of development

What can you do to help?

- Consider "right sizing" your home to your needs
- Look into creating a secondary suite in your single family home

** City of Courtenay Official Community Plan
Comox Valley Regional Growth Strategy



Waste

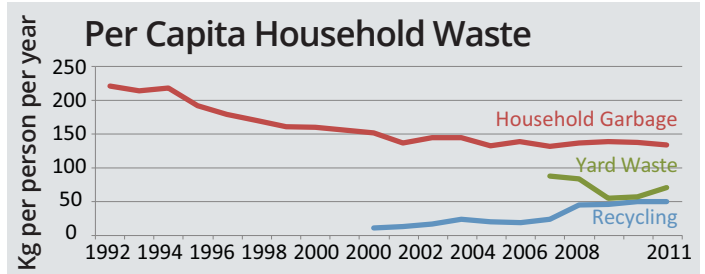
Target: Achieve 75% waste diversion rate from the landfill by 2035*

Where are we now?

As Courtenay's population increases, and landfill capacity decreases, diverting solid waste from landfills through recycling and other methods becomes more important. Currently, solid waste represents 13% of total GHG emissions in the City of Courtenay.

How are we reaching our targets?

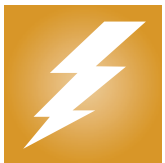
- The City offers residential curbside recycling and yard waste pick-up, and in October 2012 launched a curbside recycling Toter program to multi-family and apartment complexes; this program diverted 46 tonnes of recyclables from the landfill in its first four months - equivalent to six and a half school buses!
- The City has installed in-ground recycling containers in most major parks



What can you do to help?

- Remember the three Rs: Reduce, Reuse, Recycle
- Take advantage of the City's weekly curbside yard waste and biweekly recycling pickup service. Unlimited amounts are accepted; visit www.courtenay.ca for details

* Comox Valley Regional Growth Strategy



Energy

Target: Reduce community wide GHG emissions 20% by 2020*

Where are we now?

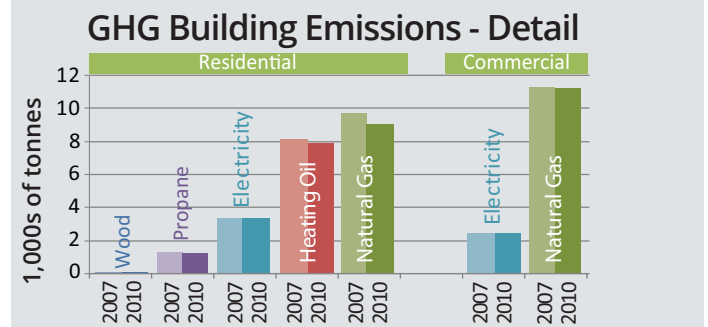
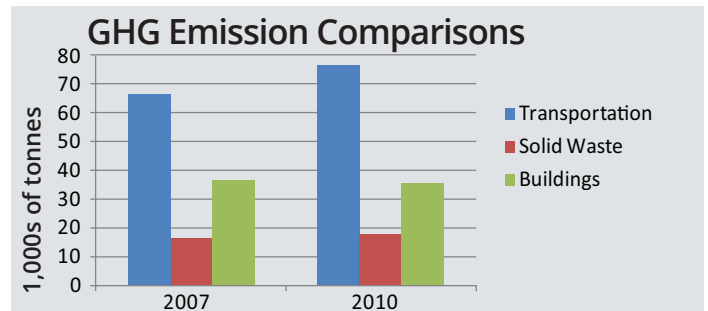
In 2010, Courtenay's greenhouse gas (GHG) emissions were 10.16 per cent higher than in 2007. The population increased by 4.97 per cent over the same period.

How are we reaching our targets?

- In 2009, the City created a Climate Action Plan to reduce GHG emissions
- The City added climate change targets to the OCP in 2010
- Civic buildings have been retrofitted with energy efficient technologies and all new civic buildings must meet LEED™ Silver standards

What can you do to help?

- Buildings account for 27 per cent of GHG emissions in Courtenay. By taking a proactive approach at home, you will reduce emissions and save money. BCHydro and FortisBC offer funding for residential retrofits
- Given that transportation emissions are our greatest source of GHGs, anything you can do to reduce single occupancy vehicle trips will help us achieve our target



Source: Province of BC Community Energy & Emissions Inventory Report

* City of Courtenay Official Community Plan

Other resources

Visit www.courtenay.ca/climateaction.aspx for links to carbon footprint calculators, incentive programs, and much more

City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7
www.courtenay.ca
250-334-4441

THE CITY OF COURTENAY: CHANGING FOR OUR CLIMATE

CITY OF COURTENAY STANDS UP
AGAINST CLIMATE CHANGE IN
BRITISH COLUMBIA

WRITTEN BY SASHA ORMAN
PRODUCED BY XAN WYNNE-JONES



Photo:
Boomer Jerritt



Photo:
Boomer Jerritt

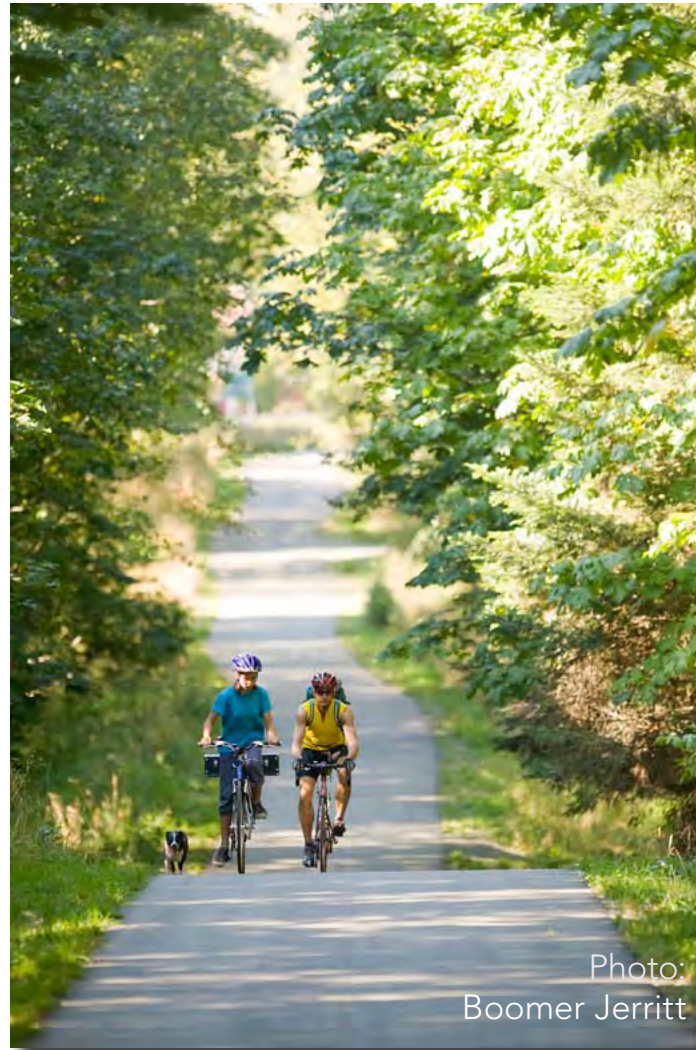
Karen Campbell - City Hall Compost

B RITISH COLUMBIA IS NOT A province content to take climate change lying down. Canada's westernmost region drew up a Climate Action Charter and the Local Government (Green Communities) Statutes Amendment Act, also known as "Bill 27," as a call to arms for its cities and districts to lower greenhouse gas (GHG) emissions and fight climate change together as a unified force. The Charter applies to local government corporate emissions. Bill 27 applies to the regulation of land development and public infrastructure projects through the overarching policy framework required for each BC community – the Official Community Plan. To date, 179 of British Columbia's 188 municipalities have signed the voluntary charter and all communities have to adhere to the Bill 27 requirements as of 2010. Among those is the City of Courtenay, the largest community in the Comox Valley on the eastern coast of Vancouver Island. Courtenay signed on to the Charter in 2007,

and has been working ever since to develop innovative strategies and actions for reducing its carbon footprint.

ESTABLISHING A CORPORATE PLAN

The City of Courtenay has outlined three main goals in regards to climate change and its participation in British Columbia's Climate Action Charter: to become carbon neutral in respect to municipal operations by 2012, to measure and report on the community's greenhouse gas emissions profile, and to create a complete, compact, and more energy efficient community. The City



Alternative transportation to reduce carbon emissions

has wasted no time in tackling those goals. By 2008 it had introduced a Corporate Energy and GHG Emissions Inventory to analyze its current Corporate emissions; the City then assembled two committees to help in identifying a Corporate plan of action: The corporate Climate Action Committee and the Green Team.

Corporate projects that Courtenay has taken on thus far include retrofitting existing buildings to meet newer energy efficient standards, as well as adopting modern green designs for new city facilities, upgrading fuel efficiency for the City's fleet, and computer-based irrigation

As Canada's leading provider of integrated waste diversion and recycling solutions, we look at 'waste' from a different perspective - not something to be hauled to landfill but resources that can be transformed into new products.

Founded in 1976 in BC as International Paper Industries and now with operations in BC, Ontario and Manitoba as Emterra, we deliver turn-key, cost effective solutions to help our clients achieve Zero Waste with peace of mind.

To discover what your waste is worth visit www.emterra.ca or call 604-635-0916



Do you see waste or opportunity?



SUPPLIER STATS

Emterra Environmental

Employees: 800

Industry: Recycling & Waste Mgmt

Services: Recycling, Waste Collection & Recovery

[Visit Website](#)



Maintaining a green environment systems regulated by the weather. The Green Team has been put in place to help promote the benefits of going green to staff and the public.

“The Green Team provides a supportive role to the Climate Action Committee by informing people about how they can live

SUPPLIER STATS

Company Name

Employees: xxx

Industry: Road Transportation

Services: Transport, Logistics, Warehousing

[Visit Website](#)

lower impact lives more generally,” says City of Courtenay environmental planner Nancy Hofer of the Green Team. “Ideas can apply in their workspace and at home. Things such as waste reduction strategies, buying local and chemical free living. The Green Team also has a presence at the community level, for events like Earth Day and Bike to Work Week. The intent of the Green Team is to nurture a ‘green

culture’ to build support for the capital projects.”

Demonstrating leadership is important to getting buy-in from the community, especially when deciding on policies. One example is water reduction, which is a hot topic in the Comox Valley despite its location in a temperate rainforest. New development increases demand on existing water infrastructure, with conservation touted as a major part of the solution.

Outdoor pool





Mike Bell - City Hall irrigation

“It’s disconcerting for a taxpayer to see the City’s sprinklers on when it’s pouring rain, or during periods when the community is under water restrictions,” notes Sandy Gray, the City of Courtenay’s Chief Administrative Officer. “We’ve had a centralized computer irrigation system in place for many years which allows our staff to control irrigation across the City’s public lands. It can detect precipitation levels to determine whether irrigation is actually needed.”

The City believes that these types of systems don’t just help the environment; they can also foster a sense of goodwill within the community by showing how each organization, each individual, can do their part.

THE COMMUNITY CHOOSING ITS OWN PATH

Courtenay’s Corporate environmental goals are outlined by the larger parameters of British Columbia’s charter, but Bill 27 allows communities to decide how and by how much to reduce their greenhouse gas emissions. For example, many

municipalities have committed to B.C.'s general recommendation of a 33 per cent reduction in GHG emissions by the year 2020. Courtenay has adopted an official energy reduction goal of “a minimum of 20 per cent.”

The City wished to take a practical approach, setting goals that could be met – and exceeded – in the long run.

“A pragmatic approach was chosen in order to provide a feasible, conservative goal prior to committing to it,” Hofer notes. “Our population is growing, at about 2 per cent annually in recent years. Any advancement we do make in reducing may be hidden by the fact that

“A LOT OF PEOPLE TALK ABOUT ENERGY EFFICIENCY AND CONSERVATION – BUT UNTIL YOU HAVE A SUPPORTIVE STAFF AND MUNICIPALITY, IT IS VERY DIFFICULT TO MOVE FORWARD ON ANY OF THESE INITIATIVES.”

ALLAN GORNALL, SUSTAINABILITY PLANNER

growth generally results in more greenhouse gas emissions,” she notes.

The City of Courtenay has adopted a solid and comprehensive policy framework informed by

best practices from other communities. These choices represent consensus on the directions that development must take if it is to support a low carbon future for the community.

The Plan includes an emphasis on low carbon, active forms of mobility like cycling and walking, water and energy efficient compact development, continued environmental protection of sensitive



Allan Gornall, Sustainability Planner

environmental features and using a ‘design like nature’ approach to infrastructure such as using bio-swales and raingardens for stormwater management.

“One of our challenges will be knowing if we’re achieving our targets. The Province periodically releases

community-wide greenhouse gas emission profiles for each community in the Province. We haven’t had one in a number of years though, so it has been difficult to quantify if there is a measurable reduction in any of our community-wide actions,” Hofer adds.

SUCCESSES PRESENT AND FUTURE

Within a few short years, the City of Courtenay has already celebrated many successes in green improvements. “One of the most successful partnerships that we have established is with Fortis BC (a natural gas provider) to retrofit our outdoor pool with solar heating,” says Courtenay Sustainability Planner Allan Gornall. This system, also coupled with a high efficiency thermal pool cover, is expected to see substantial financial and GHG savings each year.

Another successful initiative is the installation of in-cab heaters. “We noticed that where fuel was being used the most was cold mornings when individuals



Sandy T Gray, Chief Administrative Officer




would fire up the vehicles to heat up and defrost the cab,” notes Gornall. “We’ve installed cab heaters with an automatic timer so that when the workers come in, the cab is warm and ready without having to turn the engines on and wait.” The City also has plans to acquire a Nissan Leaf electric vehicle within the year, further bolstering the eco-consciousness of its fleet, and is undergoing a \$5.4 million renovation of its Lewis Recreation Center with eco-friendly upgrades.

But there is still much to be done – a task that



Nancy Hofer, Environmental Planner Solar power

can be difficult without support. “A lot of people talk about energy efficiency and conservation,” says Gornall. “But until you have a supportive staff and municipality, it is very difficult to move forward on any of these initiatives.” Getting 100 per cent buy-in will continue to be a challenge.

“We’re moving in the right direction though,” notes Gray. “Our two committees, dedicated sustainability staff and public pressure help ensure that we don’t forget the goals and path we’ve set for ourselves as a corporation and as a community.” 

STATISTICS

City of
COURTENAY

Name:
City of Courtenay

Country:
Canada

Employees: 331

Est: 1915

Type: Public

Industry:
Municipality

Premiere service:
Municipal services

Mayor:
Larry Jangula

Website:
www.courtenay.ca

6

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FILE #: 6960-20

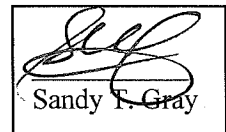
**FROM: Director of Financial Services/Deputy CAO
Director of Development Services**

DATE: Feb 26, 2013

SUBJECT: City of Courtenay Climate Action Charter - Update

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation from the Directors of Financial Services and Development Services and be accepted.



Sandy T. Gray

RECOMMENDATION:

That the report from the Directors of Financial Services and Development Services be received as information, and the Council endorse the plan to satisfy the requirements of the Climate Action Charter by “making progress” towards carbon neutrality for the year 2012; and

That funds held in reserve be used to support corporate climate action projects which would result in a reduction of corporate emissions.

PURPOSE:

To provide Council with information on the Corporate Climate Action Charter, and to update Council on the City’s progress towards carbon neutrality.

BACKGROUND:

The City of Courtenay signed onto the Corporate Climate Action Charter in 2007 together with the Province of BC, UBCM and over 180 BC local governments and Regional Districts. In February 2009, Courtenay City Council adopted a detailed report titled “City of Courtenay Corporate Climate Action Strategy”. The strategy outlines rigorous Green House Gas (GHG) reduction targets, and sets out a plan on how to achieve these targets.

Taking action to reduce emissions in local government operations is an opportunity to improve energy efficiency and optimize systems, strengthening overall performance and service delivery. A government’s own operations are only a percentage of a community’s total emissions. Local government leadership, however, plays a pivotal role in building knowledge inside town hall and out in the community.

By signing the Charter, local governments commit to measuring and reporting on their community’s greenhouse gas emissions profile. They will also work to create compact, more energy efficient communities.

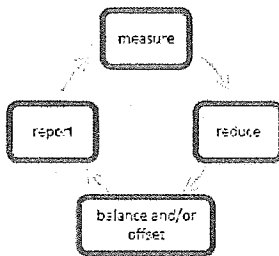
On September 24, 2008, the Province announced the Climate Action Revenue Incentive Program

(CARIP) to offset the carbon tax for local governments who have signed the B.C. Climate Action Charter. To be eligible for the program, municipalities would be required to report annually on the steps they had taken – and progress they have made – to become carbon neutral by 2012.

Local governments can achieve carbon neutrality by reducing emissions, by purchasing carbon offsets to compensate for their greenhouse gas emissions or by developing projects to offset emissions.

DISCUSSION:

The Green Communities Committee (GCC) has developed the *Green Communities Carbon Neutral Framework*. This describes the four key steps along the path to carbon neutrality: Measure, Reduce, Balance and / or Offset, and Report.



Since 2007, the City of Courtenay has made significant progress towards reducing its corporate GHG emissions. The City of Courtenay Corporate Climate Action Strategy provides a strong foundation for GHG reduction targets and actions.

Even after reducing emissions as much as possible, local governments will still be producing GHG emissions from their ongoing operations. In order to achieve carbon neutrality, a local government must balance and / or offset the tonnes of corporate GHGs it produces with an equivalent reduction in tonnes of GHGs from credible, measureable, emission reduction projects undertaken outside of its corporate emissions boundary.

The Province of BC acknowledges that becoming carbon neutral by the end of 2012 may be difficult for many municipalities.

“Achieving carbon neutrality is a challenging endeavour that requires leadership and capacity. Each of the four steps to achieve carbon neutrality under the Carbon Neutral Framework takes time and resources to implement. Some local governments are already well on their way to meeting their carbon neutral commitments, while others may need additional time to build their capacity to achieve all four steps. All local governments are to be commended for their commitment and leadership in taking on this challenging task.

Recognizing that achieving carbon neutrality by the 2012 target date may be challenging for some communities, as part of a series of regional workshops and webinars held throughout the province in June 2011, local governments were invited to comment on the idea of a “making progress toward carbon neutrality” proposal. The intent of this approach would be to provide some flexibility for those signatories who may not be able to achieve carbon neutrality by the 2012 target date. Following from these consultations, the GCC has determined that the “making progress towards” proposal will be supported as part of the common approach to carbon neutrality under the Climate Action Charter”.

Although local governments who choose to take the “making progress toward” approach in the short term would not be considered “carbon neutral” for the purposes of the Climate Action Charter, achievement of any of the four steps demonstrates local government progress toward

carbon neutrality and is worth publicly reporting on and celebrating.

As part of our strategy towards meeting the goals of the Climate Action Charter and in full compliance with Provincial direction, the staff have chosen to set aside the equivalent of the calculated cost of purchasing carbon offsets under the Carbon Neutral Framework, and hold them in a "climate action reserve fund" for the purpose of supporting local certified climate action projects which result in a reduced community carbon footprint. The City of Courtenay has also set aside the annual Provincial CARIP grant funds received into the same reserve.

While holding funds in the "Climate Action Reserve Fund" does not in itself result in technical carbon neutrality as of December 31, 2012 for the City, it does accomplish the goal of keeping our local tax dollars in the community, and creates a fund to support corporate climate action projects which will move us towards neutrality.

This approach is also worth publicly reporting on as a way to demonstrate progress towards carbon neutrality under the Climate Action Charter, and is in compliance with Provincial direction.

FINANCIAL IMPLICATIONS:

The accumulated funds held in the "Climate Action Reserve Fund" is \$61,965 as of December 31, 2012. This represents an accumulation of the annual Provincial CARIP grants received from 2008 to 2012, the 2012 calculated value of carbon offsets, plus interest earnings on the funds held.

STRATEGIC PLAN REFERENCE:

Environment and Parks:

1. E) – (task) Assess purchase of Carbon Offsets strategy.

OCP SUSTAINABILITY REFERENCE:

Section 10 – 10.1: Climate Change

- *1. The City of Courtenay will be supporting the "British Columbia Climate Action Charter" by developing specific strategies to achieve the following goals: being carbon neutral in respect of municipal facilities; measuring and reporting on Courtenay's operational and community-wide Greenhouse Gas (GHG) emissions profile; and creating complete, compact, more energy efficient communities.*

REGIONAL GROWTH STRATEGY REFERENCE:

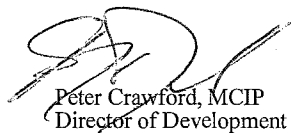
Regional Growth Strategy Section 8 – Climate Change

- 8A-5: Local governments should develop GHG reduction strategies for the operation, maintenance and construction of their buildings in the Comox Valley.

Respectfully submitted,



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



Peter Crawford, MCIP
Director of Development Services



Allan Gornall, B.Sc
Sustainability Planner

Gornall, Allan

From: Brooks, Jessica CSCD:EX [Jessica.Brooks@gov.bc.ca]
Sent: February-26-13 10:16 AM
To: Gornall, Allan
Subject: RE: City of Courtenay - Climate Action Charter

Hi Allan,

As background - following from a series of consultations in June of last year, the joint Provincial-UBCM Green Communities Committee (GCC) approved 'making progress towards' as part of the common approach to carbon neutrality under the Climate Action Charter. The intention of this is to provide some additional time in the short term for those signatories who may need to build capacity and resources to achieve their carbon neutral commitment. The GCC communiqué on making progress towards is available [here](#).

The 'making progress towards' approach essentially provides that in the short-term, if some local governments are only able to achieve some of the steps to carbon neutrality (e.g. they measure, reduce and report on corporate emissions) this will demonstrate progress towards their goal of carbon neutrality. **A local government who is 'making progress' is still eligible for their 2012 CARIP grant as long as they meet the grant program's eligibility requirements, which require that a local government be a signatory to the Charter and that they report publicly on their plan and progress toward meeting their climate action goals, including progress toward carbon neutrality.** Local governments who are making progress will not be able to claim carbon neutrality, however, this approach does demonstrate progress and commitment toward carbon neutrality, as well as allowing local governments to report on and publicly celebrate actions that support the broader spirit of the Climate Action Charter.

Once all the 2012 CARIP reports have been received the GCC will be reviewing the progress that local governments have made, and publicly recognizing their achievements. A description of the GCC's Climate Action Recognition Program is available [here](#). In addition to this, the Province will be rolling up the information provided by local governments through CARIP and reporting out on the actions that have been taken on both the corporate and community sides, as well as those communities that are making progress and those that have achieved carbon neutrality.

I hope this helps – please feel free to give me a call if you would like to discuss any of this in more detail.

Best
Jessica

Jessica Brooks | Manager, Intergovernmental Initiatives
Intergovernmental Relations and Planning | Ministry of Community, Sport and Cultural Development
Tel: 250-387-4071

 please consider the environment before printing this e-mail

From: Gornall, Allan [<mailto:agornall@courtenay.ca>]
Sent: Monday, February 25, 2013 11:46 AM
To: Brooks, Jessica CSCD:EX
Subject: City of Courtenay - Climate Action Charter

Hi Jessica,

Further to our conversation last week, I am updating Council on the requirements of the Charter. As mentioned, we will fulfill the requirements of the charter by meeting all of the reporting deadlines and filling out/submitting the proper forms.

This year, the City of Courtenay will be "making progress" towards carbon neutrality. We have held money in reserve to purchase offsets but will be recommending to council that we spend that money on green infrastructure projects in 2013 in lieu of offsets.

Can you please confirm that the City will not be disqualified from receiving any provincial grants (including CARIP) so long as we comply with the requirements of the charter without being carbon neutral for 2012.

Any additional information you can provide will also be helpful for our council.

Kind Regards,

Allan

Allan Gornall B.Sc
Sustainability Planner
City of Courtenay
Ph: (250) 334-4441 Ext. 295
Direct: (250) 703-4865
Fax: (250) 334-4241



 Please consider the environment before printing this email

DISCLAIMER- This e-mail and any attachments may contain confidential and privileged information. Any use, disclosure, copying or dissemination of this information by a person other than an intended recipient is not authorized and may be illegal. If you are not an intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Further, opinions expressed are strictly the author's own and are not necessarily those of the City of Courtenay.

7

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

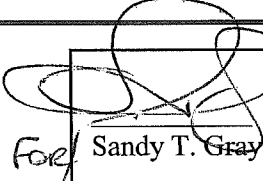
FROM: Kevin Lagan,
Director of Operational Services

FILE #: 5460-06 Traffic
Safety 4th and Harmston
DATE: February 26, 2013

SUBJECT: Traffic Calming Measures – 4th and Harmston

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Operational Services regarding traffic calming measures on 4th Street and Harmston Avenue be accepted.


For Sandy T. Gray

RECOMMENDATION:

That no traffic calming measures be implemented at this time in the vicinity of Harmston Avenue and 4th Street.

PURPOSE:

To update the responses to the petition from residents in the vicinity of 4th Street and Harmston Avenue regarding traffic calming measures.

BACKGROUND:

On December 10, 2012, Council reviewed the request of residents in the the vicinity of 4th Street and Harmston Avenue, asking to have traffic calming measures placed in the area in order to discourage downtown motorists from using their neighbourhood as a short-cut route.

The Council resolution that was passed at this meeting was as follows:

.01 *Moved by Winchester and seconded by Anglin that the proponents of the*
petition solicit input from the Old Orchard Traffic Calming Committee
and that their comments be forwarded to staff for further evaluation;
and
TRAFFIC CALMING
4TH & HARMSTON
5460

That additional traffic flow information be obtained relating to the
warranting of the traffic calming measures.

Moved by Leonard and seconded by Theos that the main motion
be amended by replacing the word 'proponents' with 'City Staff'.
The main motion as amended was carried

DISCUSSION:

As per December 10, 2012's Council resolution, additional traffic volume data information was obtained and reviewed by City Staff. After reviewing the data City Staff concluded that traffic

calming measures are not warranted at this time. Data collected on Johnston Ave. over a 24 hour per day /4 day sample indicated peak hour volumes of 4 vehicles per hour Northbound and 19 vehicles per hour Southbound with 85th percentile speeds of 29.5 km/hr and 37.4 km/hr respectively.

The involvement of the Old Orchard Traffic Calming Committee and polling of affected neighbours is necessary prior to implementation of future traffic calming measures. Future proposals should be evaluated at a local planning level rather than in Courtenay's pending Transportation Master Plan.

FINANCIAL IMPLICATIONS:

No implication.

STRATEGIC PLAN REFERENCE:

No reference.

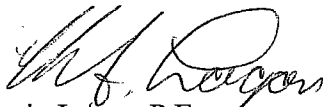
OCP SUSTAINABILITY REFERENCE:

No reference.

REGIONAL GROWTH STRATEGY REFERENCE:

No reference.

Respectfully submitted,



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

THE CORPORATION OF THE CITY OF COURTENAY

8

REPORT TO COUNCIL


FILE #: 1950-02

FROM: Director of Financial Services/Deputy CAO DATE: 18 February, 2013

SUBJECT: Parcel Tax Review Panel – 2013

CAO COMMENTS/RECOMMENDATIONS:

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


Sandy T. Gray

RECOMMENDATION:

That Council establish the time and place for the sitting of the Parcel Tax Review Panel as Wednesday, April 17, 2013, at 4:00 pm in the Council Chambers.

PURPOSE:

To comply with Section 204(2) of the *Community Charter* in establishing the time and place for the sitting of the Parcel Tax Review Panel for the purposes of hearing complaints respecting the parcel tax assessment roll for 2013.

BACKGROUND:

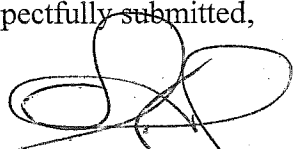
Before a parcel tax is imposed for the first time, a local Parcel Tax Review Panel must consider any complaints respecting the assessment roll and must authenticate the assessment roll in accordance with Section 205 of the *Community Charter*. Section 204 (2) requires that Council establish the time and place for the sitting of the Parcel Tax Review Panel.

DISCUSSION:

Each year frontage taxes, or “parcel taxes” under the new *Community Charter* legislation, are calculated and assessed on all new or newly subdivided properties or properties added to the water or sewer distribution system within the City of Courtenay.

Members of the Parcel Tax Review Panel are Councillors Manno Theos, Jon Ambler, and Starr Winchester.

Respectfully submitted,



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

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

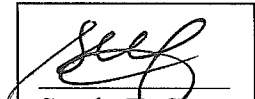
FROM: Director of Financial Services/Deputy CAO FILE #: 1970-01
5320-20 Cummings
5600-20 Cummings

DATE: February 27, 2013

SUBJECT: Bylaws - Local Service Area Cummings/Sheraton Water and Sanitary Sewer Extensions

CAO COMMENTS/RECOMMENDATIONS:

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


Sandy T. Gray

RECOMMENDATION:

That Council endorse the Local Service Area Cummings/Sheraton Water Main Extension Bylaw No. 2739, 2013; and

That Council endorse the Local Service Area Cummings/Sheraton Sanitary Sewer Extension Bylaw No. 2740, 2013.

PURPOSE:

To establish local service area bylaws for the Cummings/Sheraton water and sanitary sewer extensions.

BACKGROUND AND DISCUSSION:

Planning for the extension of water and sanitary sewer into what is currently the Cummings/Sheraton local service area began in 2010. From the beginning, informational meetings were held with the local property owners and level of support was measured. With majority support from the area, and over the course of 2011 and 2012, the City undertook the steps required to move ahead with the local service areas for water and sanitary sewer, as well as proceeded with the design and construction of the extensions.

As the construction of the extension lines is now complete, the local service area Bylaws 2739 and 2740 are required as the final formal step by the City. These bylaws provide the property owners with the option of either making payment in full for their calculated share of the construction costs, or choosing to amortize the costs over fifteen years by way of an annual parcel tax.

While initial costs provided to the residents indicated that the local service charges to each property would be \$9,934 for water and \$5,099 for sanitary sewer, the City was able to complete the construction of the services under budget. Final local service charges for each property are \$8,308 for water and \$3,978 for sewer.

FINANCIAL IMPLICATIONS:

N/A for 2013. These capital projects were completed in 2012.

STRATEGIC PLAN REFERENCE:

Support community initiatives and distinct neighbourhoods.

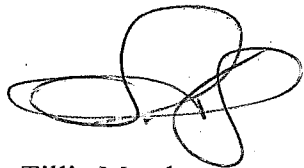
OCP SUSTAINABILITY REFERENCE:

n/a

REGIONAL GROWTH STRATEGY REFERENCE:

n/a

Respectfully submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal stroke at the bottom.

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

G:\FINANCE\Tillie\REPORTS\COUNCIL\2013 Cummings Water & Sewer LSA.doc

St. George's United Church
505 Sixth Street
Courtenay, B.C. V9N 1M5
Phone: (250) 334-4961
Fax: (250) 338-0181
e-mail: stgeorgcuc@shaw.ca
Website: www.stgeorgesunitedchurch.com



January 2, 2013

Dear Mayor Jangula and Council:

The year 2013 marks the 100th anniversary of St. George's United Church. Construction on the church began in 1912 on three lots donated by Joseph McPhee (called the Father of Courtenay). The lots were located on Union Street, now called 5th Street, and were at the site of what is now "Hot Chocolates".

The building took a year to complete and the church was opened as St. George's Presbyterian Church in 1913, and – it is believed - the first service was held on Christmas Eve. The United Church was formed in 1925, and St. George's Presbyterian then became known as St. George's United Church.

Over the years, it has served the Comox Valley well. Many citizens have participated in church activities and in groups that have used the church as their meeting place, and continue to do so today.

St. George's has supported the homeless and less fortunate of our community. The Sonshine Lunch Club, administered by two of our members, has been serving the valley for over sixteen years, and St. George's Pantry (our food bank), has been operating for eleven years.

St. George's was moved to our present site in 1946 and has remained, tall and proud, serving the community of Courtenay and the Comox Valley. As we celebrate our 100th anniversary, there will be special events planned throughout the year.

We, the 100th Anniversary Committee, have decided that Saturday, September 21 will be our official day of celebration. We would be honoured if you would acknowledge and proclaim this special day for us.

"A Church with a Heart in the Heart of the City"

Thank you,

Ellen Wise, Chair
100th Anniversary Committee

THE CORPORATION OF THE CITY OF COURTENAY



PROCLAMATION

ST. GEORGE'S UNITED CHURCH

I, Larry Jangula, Mayor of the City of Courtenay, hereby proclaim September 21, 2013 as the official day of celebration for the 100th Anniversary of St. George's United Church, in the City of Courtenay.

"A Church with a Heart in the Heart of the City"

A handwritten signature in black ink, consisting of stylized initials 'LJ'.

Mayor Larry Jangula



For
info

February 4, 2013

Mayor Larry Jangula & Council
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Via Email: Ward, John <jward@courtenay.ca>

Dear Mayor Jangula and Council:

On behalf of AVICC Executive and members, thank you for forwarding your community's bid to host the 2015 AVICC AGM & Convention. We are very pleased to accept your bid for **April 10-12, 2015** and look forward to working together to offer delegates, sponsors and their guests another terrific west coast experience. As the planning and logistics is very much a joint venture between AVICC and the host community, it is hoped that the Convention will be complimentary to Courtenay's Centennial celebrations and will not place too great a burden on staff resources during what is likely to be an otherwise busy year for them.

To reconfirm the requirements, attached is a list of host communities responsibilities that was provided earlier. Other communities have found it useful to have one key staff who will be involved in the host community planning team to attend the prior year's Convention to get a sense of what to expect in the following year. In recent years, the host community representatives have also staffed a display table on the Sunday morning of the prior year to allow delegates to get a feel for what the community has to offer. The Mayor or his representative will have an opportunity at the end of the prior year's Convention and during the AVICC Luncheon in September of the same year to highlight the host community's plans.

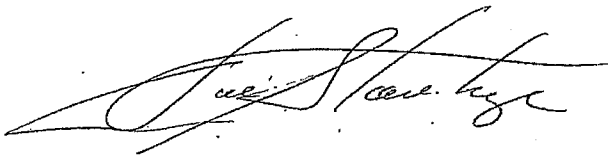
.../2

Page 2
February 4, 2013

AVICC's Executive Coordinator, Iris Hesketh-Boles, will be in touch with Randy Wiwchar to confirm that the required facilities have been held. Planning will begin early in 2014 as recent experience shows that AVICC delegates and their support staff will be looking for accommodations booking information for 2015 by the end of the 2014 Convention.

Once again, thank you for offering your community for our AGM & Convention.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Stanhope". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chair Joe Stanhope
President

Attachment



HOST COMMUNITY RESPONSIBILITIES

The following identifies the required meeting facilities and other supports that the AVICC AGM & Convention Host Community is expected to provide:

Meeting Facilities - provide without charge to AVICC, meeting venues, set up and janitorial services for the Convention, including the following:

- Executive meeting room – pre-Convention (Thursday afternoon)
- Pre-Conference Session – to accommodate up to 100 (Friday morning)
- Business Sessions - to accommodate up to 250 (Friday noon to Sunday noon)
- 2 – 3 Break Out Rooms - to accommodate up to 75-100 people each (Saturday afternoon)
- Display space for at least 15 Exhibitors (Friday am to noon Sunday)
- 1 room to be used for AVICC Office (Thursday noon to Sunday 1 pm)
- Space to hold Breakfast and Coffee Service (Times to be set - Friday to Sunday)
- Welcome Reception (Friday evening) - to accommodate 275
- Delegates Luncheon (Saturday noon) - to accommodate 250
- Annual Banquet and Dance (Saturday evening) - to accommodate 250

Hotel Rooms

The host community must also have capacity for and block book 200 hotel rooms.

Miscellaneous

- Decorations for Welcome Reception and Annual Banquet
- 6 – 8 Gifts for speakers representative of the Host Community
- Some staff assistance during the Convention, i.e. kit stuffing, registration, ticket taking if required
- Assist with obtaining through local donations a sufficient number of pens and pads for Convention kits and draw prizes
- Provide use of local government, BC and Canada flags

Planning Assistance to Assist AVICC Executive and Staff

- Assist in identifying local suppliers for food and beverage service, audio visual equipment and support, banquet entertainment, piper, O'Canada singer, bus transportation, etc. and work with locally contracted suppliers as necessary for purposes of logistical coordination
- Assist with identifying and providing a local liaison with the First Nations and local speakers that may positively contribute to the program
- Plan and administer any Partner Programs that the local host may want to offer and have been approved by the AVICC Executive

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Local Service Area Cummings/Sheraton Water Main Extension Bylaw No. 2739, 2013

REASON FOR BYLAW

To establish the Cummings Road, Sheraton Road and Lerwick Road water local area service and impose a parcel tax

STATUTORY AUTHORITY FOR BYLAW

Sections 200, 202, 213 of the *Community Charter*

OTHER APPROVALS REQUIRED

none

STAFF COMMENTS AND/OR REPORTS

The water service area was initiated with support from, and in consultation with, the local property owners.

OTHER PROCEDURES REQUIRED

February 27, 2013

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2739

**A bylaw to establish the Cummings Road, Sheraton Road and
Lerwick Road water local area service and impose a parcel tax**

WHEREAS Council has initiated a local area service subject to petition against to install a water main and provide water service connections on Cummings Rd between Sheraton Rd and Lerwick Rd, and to those parcels on Sheraton Rd north of Cummings Rd up to and including 2635 Sheraton Rd pursuant to Section 213 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS Council has given notice of its intention to undertake a local area service pursuant to section 213 of the *Community Charter*;

AND WHEREAS the Corporate Officer has not received a petition against the works;

AND WHEREAS the Report to Council provided by the Director of Operational Services, approved by council August 2nd, 2011, has described the cost apportioning and cost recovery method for this local area service;

AND WHEREAS a council may, by bylaw, impose a parcel tax to provide all or part of the funding for a service pursuant to section 200 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS a council may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax pursuant to section 202 of the *Community Charter*, S.B.C. 2003, c. 26;

THEREFORE BE IT RESOLVED that the Council in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “Local Area Service Cummings/Sheraton Water Main Extension Bylaw No. 2739, 2013”.
2. The City of Courtenay here by establishes the Cummings Road water local area service to provide water service to parcels on Cummings Road between Sheraton Road and Lerwick Road in the City of Courtenay.
3. A water main, together with the necessary related appurtenances, service connections and road works (“the Works”) shall be constructed to service parcels on Cummings Road between Sheraton Road and Lerwick Road and on Sheraton Road between the intersection of Cummings Road and up to and including 2635 Sheraton Road in the City of Courtenay.

4. The local service area of the City for the benefit of which the Works are to be constructed, operated and maintained is defined by area shown outlined in dark outline in Appendix 1 which is attached to and forms part of this bylaw.
5. The costs for the works will be Forty Percent (40%) recovered as a local service tax imposed on the properties within the local service area. The remaining Sixty Percent (60%) of the costs will be funded using prior year surplus in the respective Water funds.
6. The Director of Operational Services has compiled the final costs relating to the works as shown in Appendix 2 which is attached hereto and forms part of this bylaw.
7. The works have been carried out under the supervision and according to the directions of the Director of Operational Services.
8. Upon Council's adoption of this bylaw, the Director of Financial Services shall prepare an assessment roll for each property within the local service area.
9. Upon Council's adoption of this Bylaw, the Director of Financial Services shall impose a local service tax on the owners of properties within the local service area as a parcel tax, as shown in Appendix 2.
10. The local service tax on each parcel shall be imposed as follows:
 - a. Nil for each parcel of land or real property for which the owners or prior owners have chosen to prepay the service fee(s) in full.
 - b. The local service tax on each parcel shall be payable by fifteen (15) annual instalments and shall be levied pursuant to Appendix 2.
11. Owners whose parcels are subject to the local area service tax under this bylaw may commute the special charges imposed on them by making a payment in cash in the sum of the outstanding aggregate principal amount without further interest or penalty.

Read a first time this 4th day of March, 2013

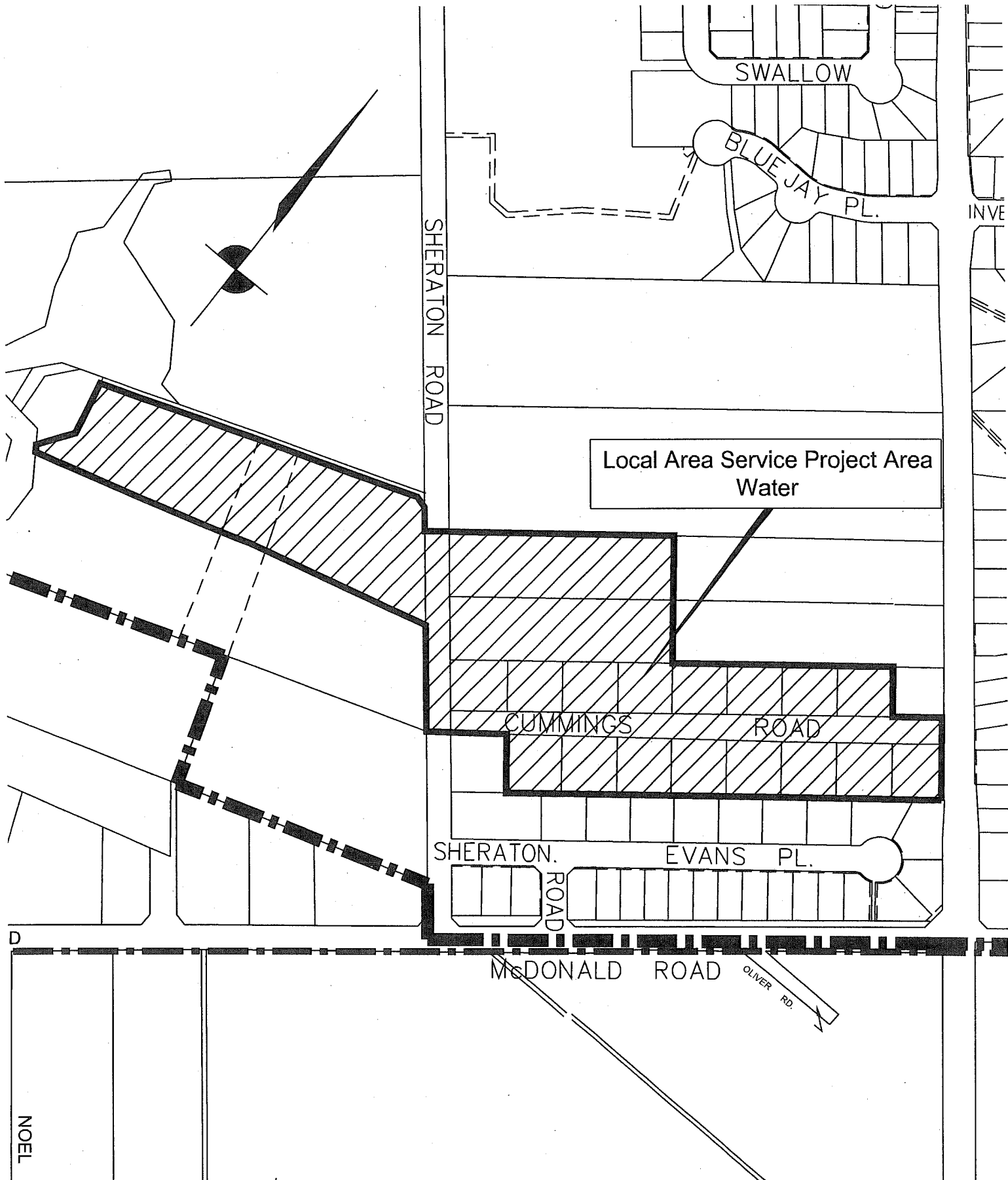
Read a second time this 4th day of March, 2013

Read a third time this 4th day of March, 2013

Reconsidered, finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services



D

NOEL

APPENDIX 1

Cummings Rd. Local Area Service Project Boundary -- Water

N.T.S.

CITY OF COURTENAY

Local Area Service Cummings/Sheraton Water Main Extension

Bylaw No. 2739, 2013

Pursuant to Section 213 of the Community Charter, I wish to advise in regard to following work as has been undertaken as a Local Area Service.

Location: Cummings Rd between Sheraton Rd and Lerwick Rd, and to those parcels on Sheraton Rd north of Cummings Rd up to and including 2635 Sheraton Rd

Cost Summary*

Engineering Design	
Sub-Total	\$10,482.50
Construction Management	
Sub-Total	\$9,437.50
Construction	
Sub-Total	\$195,102.42
Sub-Total	\$215,022.42
HST (1.75%)	\$3,762.89
Total	\$218,785.31

40% of final cost to be recovered as local service tax	\$87,514.12
40% of final cost divided evenly among 19 properties	\$4,606.01
CVRD CICC Bylaw/property	\$3,702.00
Final Local Service Tax per Parcel	\$8,308.01
Annual Payment over 15 years	\$599.21

* Final Costs calculated based upon works directly related to the installation of water main and service connections and 50% of the road reconstruction.

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

Local Service Area Cummings/Sheraton Sanitary Sewer Main Extension Bylaw No. 2740, 2013

REASON FOR BYLAW

To establish the Cummings Road, Sheraton Road and Lerwick Road sanitary sewer local area service and impose a parcel tax

STATUTORY AUTHORITY FOR BYLAW

Sections 200, 202, 213 of the *Community Charter*

OTHER APPROVALS REQUIRED

none

STAFF COMMENTS AND/OR REPORTS

The sanitary sewer service area was initiated with support from, and in consultation with, the local property owners.

OTHER PROCEDURES REQUIRED

February 27, 2013

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2740

A bylaw to establish the Cummings Road, Sheraton Road and Lerwick Road sanitary sewer local area service and impose a parcel tax

WHEREAS Council has been petitioned to install a sanitary sewer main and provide sanitary sewer service connections on Cummings Road between Sheraton Road and Lerwick Road pursuant to Section 212 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS the Corporate Officer has certified that the petition received for the works does constitute a sufficient petition signed by majority of the owners, representing at least half of the value of the parcels that are liable to be specially charged;

AND WHEREAS the certified petition received by the Corporate Officer has described the cost apportioning and cost recovery method for this local area service;

AND WHEREAS it is deemed expedient to grant the petition in the matter hereinafter provided and proceed with the works;

AND WHEREAS A council may, by bylaw, impose a parcel tax to provide all or part of the funding for a service pursuant to section 200 of the *Community Charter*, S.B.C. 2003, c. 26;

AND WHEREAS a council may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax pursuant to section 202 of the *Community Charter*, S.B.C. 2003, c. 26;

THEREFORE BE IT RESOLVED that the Council in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “Cummings Road Sanitary Sewer Main Extension Local Area Service Bylaw No. 2740, 2013”.
2. The City of Courtenay here by establishes the Cummings Road sanitary sewer main extension local area service to provide sanitary sewer service to parcels on Cummings Road between Sheraton Road and Lerwick Road in the City of Courtenay.
3. A sewer main together with the necessary related appurtenances, service connections and road works (“the Works”) shall be constructed to service the parcels in the local area.
4. The local service area of the City for the benefit of which the Works are to be constructed, operated and maintained is defined by the area shown outlined in dark outline in Appendix 1, which is attached to and forms part of this By-Law.
5. The costs for the works will be 37% recovered as a local service tax imposed on the properties within the local service area. The remaining 63% of the costs will be funded using prior year surplus in the respective Sewer funds.

6. The Director of Operational Services has compiled the final costs relating to the works as shown in Appendix 2.
7. The works have been carried out under the supervision and according to the directions of the Director of Operational Services.
8. Upon Council's adoption of this bylaw, the Director of Financial Services shall prepare an assessment roll for each property within the local service area.
9. Upon Council's adoption of this bylaw, the Director of Financial Services shall impose a local service tax on the owners of properties within the local service area as a parcel tax, as shown in Appendix 2.
10. The local service tax on each parcel shall be imposed as follows:
 - a. Nil for each parcel of land or real property for which the owners or prior owners have chosen to prepay the service fee(s) in full.
 - b. The local service tax on each parcel shall be payable by fifteen (15) annual instalments and shall be levied pursuant to Appendix 2.
11. Owners whose parcels are subject to the local area service tax under this bylaw may commute the special charges imposed on them by making a payment in cash in the sum of the outstanding aggregate principal amount without further interest or penalty.

Read a first time this 4th day of March, 2013

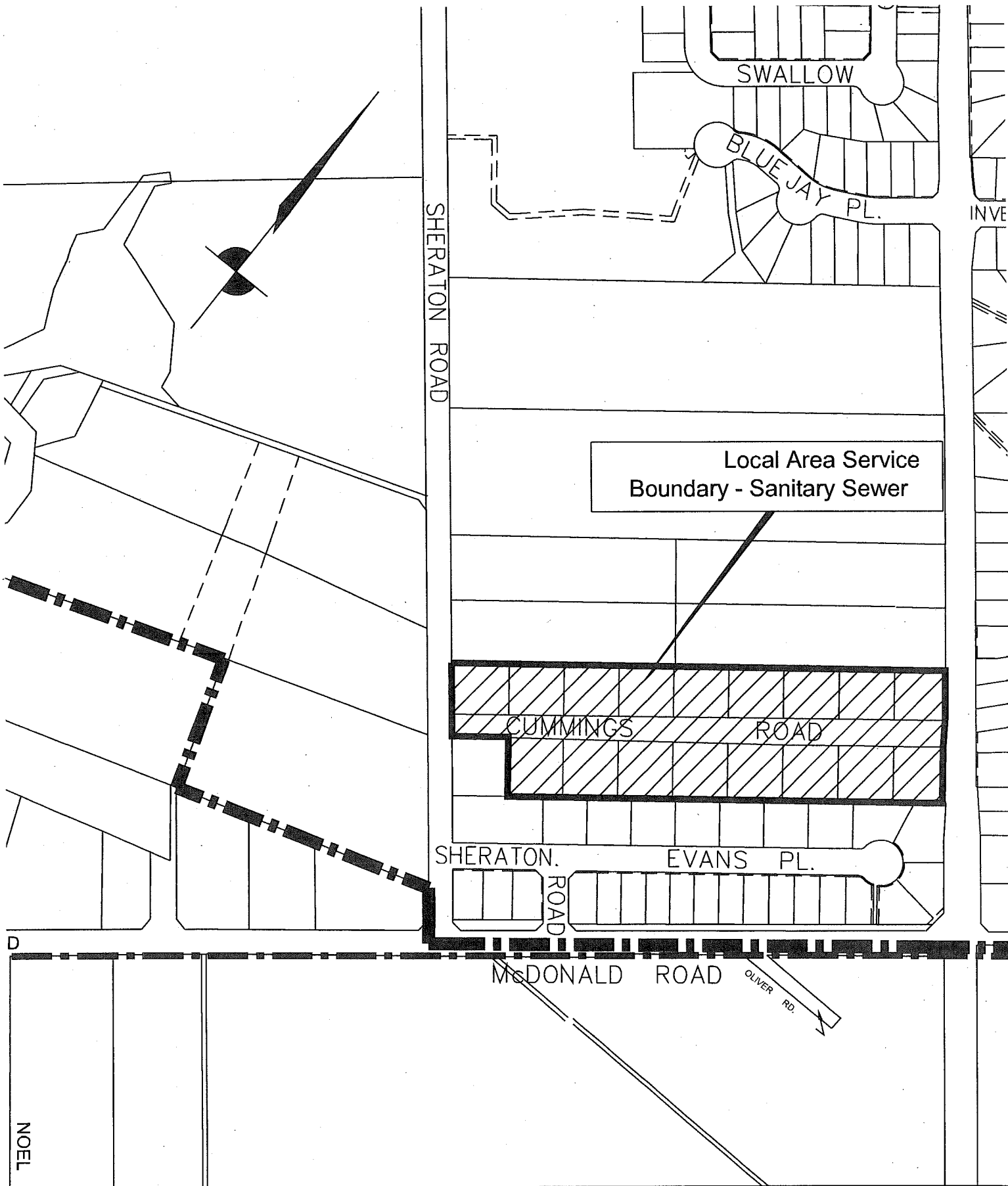
Read a second time this 4th day of March, 2013

Read a third time this 4th day of March, 2013

Reconsidered, finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services



APPENDIX 1

Cummings Rd. Local Area Service
Project Boundary -- Sanitary
Sewer

N.T.S.

CITY OF COURTENAY

Local Area Service Cummings Road Sanitary Sewer Main Extension

Bylaw No. 2740, 2013

Pursuant to Section 213 of the Community Charter, I wish to advise in regard to following work as has been undertaken as a Local Area Service.

Location: Cummings Rd between Sheraton Rd and Lerwick Rd, and to those parcels on Sheraton Rd north of Cummings Rd up to and including 2635 Sheraton Rd

Cost Summary*

Engineering Design	
Sub-Total	\$4,837.50
Construction Management	
Sub-Total	\$9,437.50
Construction	
Sub-Total	\$165,370.39
Sub-Total	\$179,645.39
HST (1.75%)	\$3,143.79
Total	\$182,789.18

37% of final cost to be recovered as local service tax \$67,632.00

37% of final cost divided evenly among 17 properties \$3,978.35

Final Local Service Tax per Parcel \$3,978.35

Annual Payment over 15 years \$286.93

* Final Costs calculated based upon works directly related to the installation of sanitary sewer main and service connections and 50% of the road reconstruction.

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

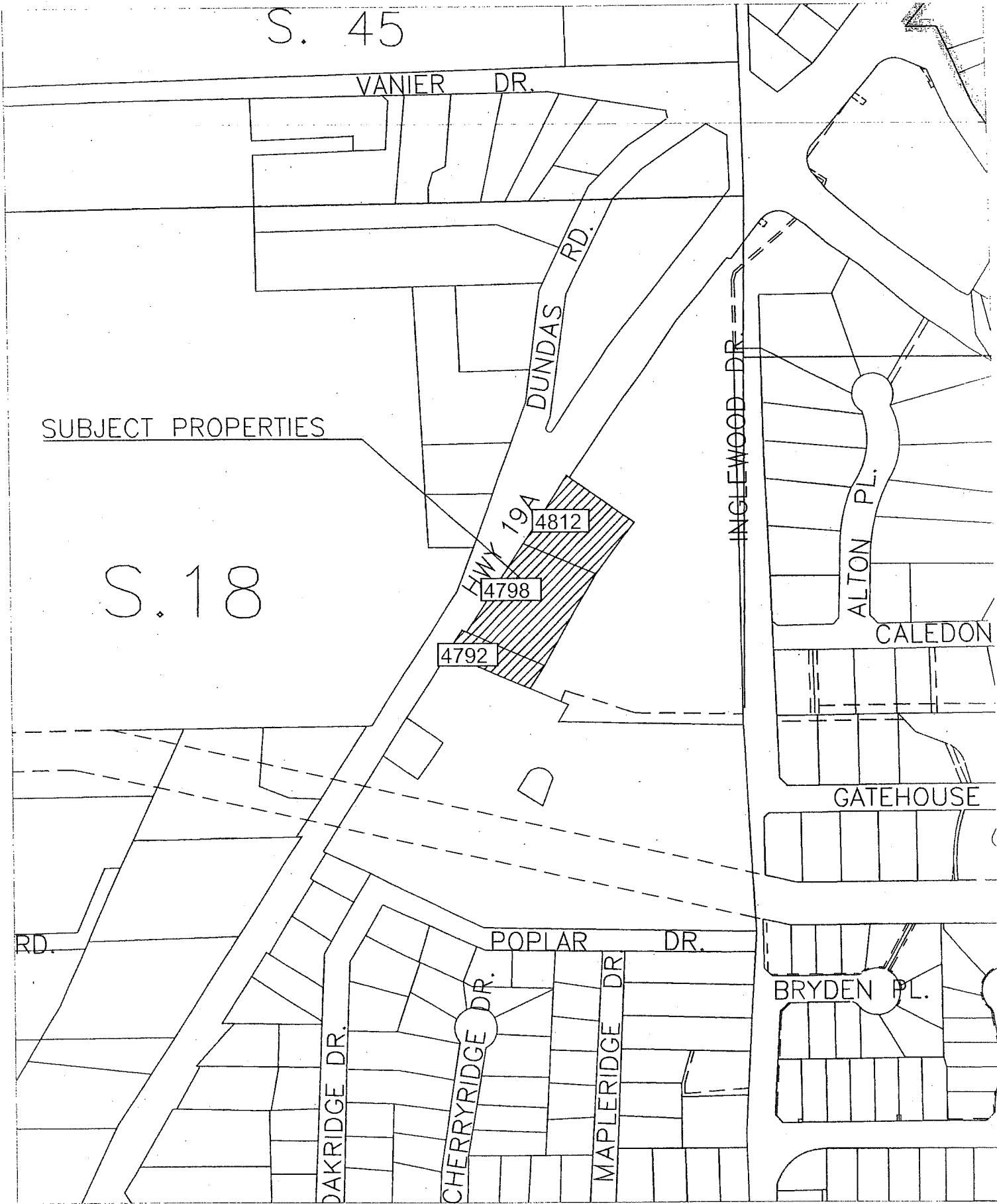
Read a second time this 18th day of February, 2013

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) with a minimum charge of \$3,500.00	Actual City cost plus 25%
--	---------------------------

- (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
--	--

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
---	------------	--	--

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

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2722

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

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

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

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

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

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

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

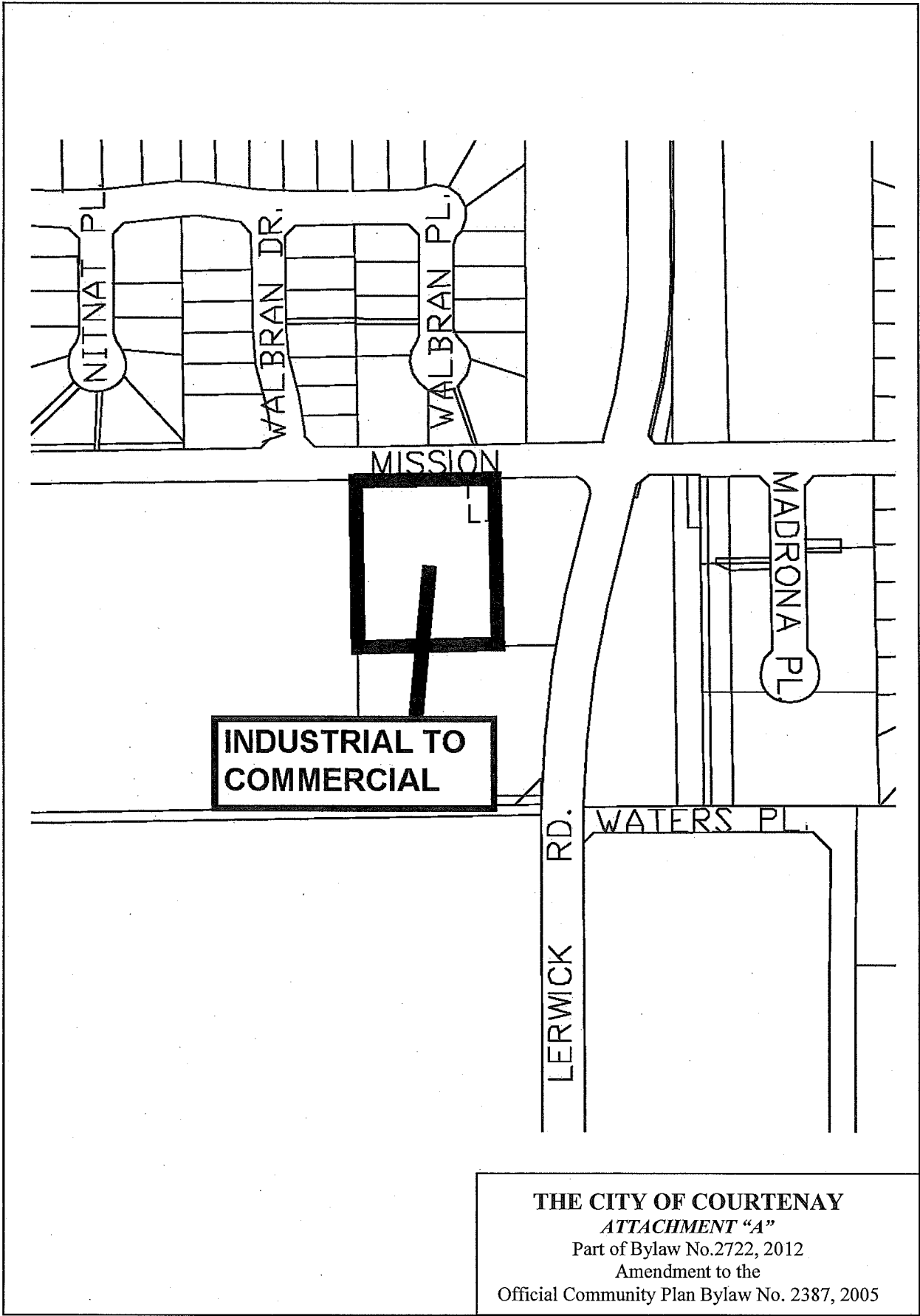
Considered at a Public Hearing this 4th day of February, 2013

Read a third time this 4th day of February, 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services



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

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2723

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

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

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

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

8.51.1 Intent

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

8.51.2 Permitted Uses

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

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

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

8.51.3 Condition of Use

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

8.51.4 Lot Coverage

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

8.51.5 Floor Area Ratio

The maximum floor area ratio shall not exceed 0.7:1

8.51.6 Minimum Lot Size

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

8.51.7 Minimum Lot Frontage

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

8.51.8 Setbacks

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

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

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

8.51.9 Height of Building

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

8.51.10 Off-Street Parking and Loading

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

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

A minimum of 2 loading bays are required on the site

8.51.11 Landscaping and Screening

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

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

8.51.12 Accessory Buildings and Accessory Structures

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

- (2) Shall have a total *building area* not exceeding 50 m² or 10% of the *rear yard*, whichever is greater.
- (3) Shall be permitted in the *side* and *rear yard* provided they shall conform to all relevant siting regulations of this bylaw.
- (4) Shall not be permitted at the front of a principal *building*.

3. That Lot 2, District Lot 236, Comox District, Plan VIP70439, as shown in bold outline on Attachment A which is attached hereto and forms part of this bylaw, from Industrial Two Zone (I-2) to Comprehensive Development Twenty Four Zone (CD-24);
4. That Zoning Bylaw No. 2500, 2007, Schedule No. 8 be amended accordingly.
5. This bylaw shall come into effect upon final adoption hereof.

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

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

Considered at a Public Hearing this 4th day of February, 2013

Read a third time this 4th day of February, 2013

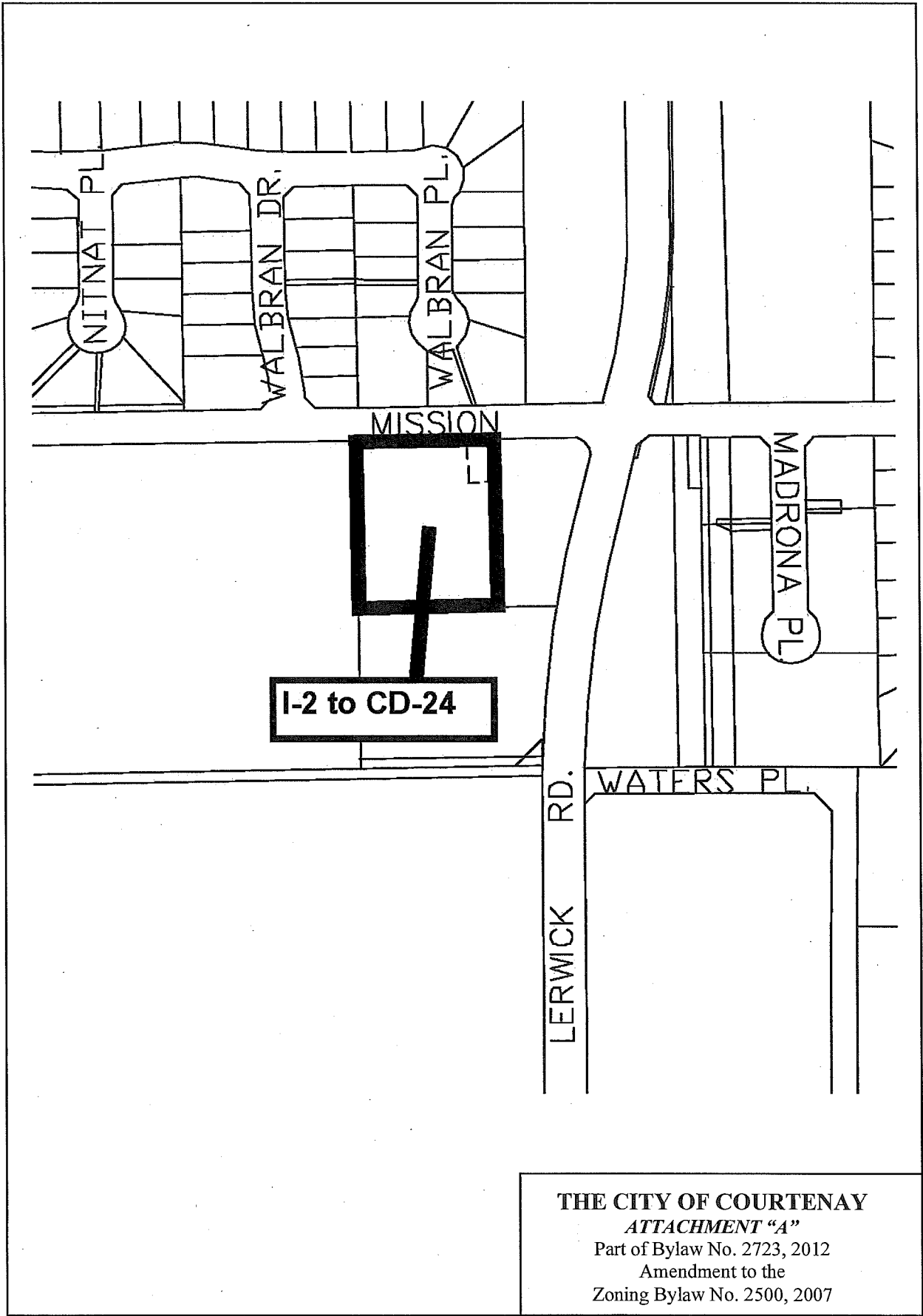
Finally passed and adopted this day of , 2012

Mayor

Director of Legislative Services

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

Larry Park



THE CITY OF COURTENAY
ATTACHMENT "A"
Part of Bylaw No. 2723, 2012
Amendment to the
Zoning Bylaw No. 2500, 2007