

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

DATE: February 16, 2015
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt February 10, 2015 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg#

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1. Heather Ney, C.V. Transition Society re: Amethyst House

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

(b) Community Services

(c) Development Services

- 3 1. Airpark Lagoon Breach Project

(d) Engineering and Operations

(e) Financial Services

- 9 2. East Courtenay Satellite Fire Hall

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 31 1. Village of Cumberland re: CVEDS Service Withdrawal

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 35 1. Briefing Note re: Field Sawmill Site

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held February 16, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(e) the acquisition, disposition or expropriation of land or improvement, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90 (1)(g) litigation or potential litigation affecting the municipality; and
- 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

2. Councillor Hillian proposed resolution re: Field Sawmill Site

Whereas the former Field’s sawmill site on the banks of the Courtenay River forms a portion of the Komok’s estuary lands and is a natural extension of the Hollyhock marsh area, including highly productive salmon habitat;

And whereas the land sits on the flood plain with significant setbacks and does not appear to be suitable for industrial, commercial or residential development;

And whereas a naturally sloped and vegetated shoreline could mitigate the negative effects of storm surge and flooding;

And whereas a restored site would provide significant environmental conservation, aesthetic, tourism and recreational values to the Comox Valley;

Therefore be it resolved that the City of Courtenay support in principle the initiative of the Comox Valley Project Watershed Society and the Nature Conservancy of Canada to restore this site to a natural state, and that a Council representative be appointed to a liaison role with the restoration initiative.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 35 1. Request for signage on privately owned lane way

12.00 BYLAWS

For Final Adoption

- 41 1. “City of Courtenay Fees and Charges Amendment Bylaw No. 2811, 2015”
(to amend water and sewer utility user rates for 2015)

13.00 ADJOURNMENT

NOTE: Public Hearing at 5:00 p.m. in relation to Zoning Amendment Bylaw No. 2659 (1930 & 1950 Cliffe Ave. and 110-19th St.

January 30, 2015

Delegation

John Ward
Director of Legislative Services
City of Courtenay
830 Cliffe Ave.
Courtenay BC
V9N 2J7

Dear Mr. Ward

I am writing on behalf of the Comox Valley Transition Society, to request attendance as a delegation at the Tuesday February 10th council meeting. The purpose of this request is so we, the Comox Valley Transition Society can share with you our vision and plans to operate a recovery centre for women at the site of the former Laurel Lodge, located at 280 2nd St, Courtenay. Our plans are in response to a Request for Proposals from Island Health to operate 9 beds for women recovering from substance use. The proposed name for this centre is:

Amethyst House
He tlo qwe la la a las - A Place to Heal

Building on a successful 28 year history of providing residential services to women and their children at Lilli House, providing counselling and support services to women and their families at our downtown office, and developing services that respond to needs in our community, we are hopeful and confident that we can continue to support women in their journey to healing.

Sincerely,

Heather Ney
Executive Director
Comox Valley Transition Society



Comox Valley
Transition Society

www.CVTS.ca



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Airpark Lagoon Breach Project

File No.: 0400-20
Date: February 16, 2015

PURPOSE:

To provide a response to Council's request for a report regarding the financial implications and potential source of funds for the request by Project Watershed regarding the Airpark Lagoon Breach Project.

CAO RECOMMENDATIONS:

That Council approve Option 1, and approve Project Watershed Society's request for \$25,800 in funds as well as in-kind support from staff estimated at a value of \$3,500 for the purposes of contributing to the Airpark Lagoon Breach Project, with funds being assigned from the Gaming Fund Account – "Green Capital Projects/Innovation" funds distribution category.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At the January 19, 2015 Council meeting Council passed the following motion:

That staff provide a report to Council regarding the financial implications and potential source of funds for the request by Project Watershed.

The Project Watershed Society has been working for 5 years with the City of Courtenay to install a fish friendly culvert that would breach the Airpark Lagoon dike on the Courtenay River side. The total estimate for the project is \$280,800, with approximately 50% currently being secured and the remaining pending granting adjudication processes.

The City currently leases the land from the Crown. Lease renewal for this property will occur at the end of its current 30 year term, in late 2015.

DISCUSSION:

Project Watershed is currently requesting from Council \$25,800 in funds as well as in-kind support from staff estimated at a value of \$3,500.

Funds are requested to purchase:

- Crushed rock and asphalt for the trail, as well as rental of the trail compactor equipment
- Riprap for the culvert ends

Staff time is estimated at 10 days, although Project Watershed are noting that some of the time has already been contributed in the form of review of the project and therefore anticipate that they require a further estimated 6-8 days total of staff time to fulfil the functions of: project review, enabling access to the site, public communications trail closures, signage and consultation of landscaping.

The projected timeline for the project is:

- April, 2015 – pre-construction environmental monitoring (condition of grant funding);
- Early June, 2015 - delivery of culvert materials, riprap and gravels, to be fenced off away from public access;
- June 15, 2015 - begin physical installation of the works given it is the least risk window for a number of fish species as well as anticipated low tides at that time of the year. Installation will take approximately 10 days to complete;
- This timeline will allow for the July 3-4 Canada Day firework festivities;
- Note, a “Ribbon Cutting” ceremony will be scheduled that meets the schedules of elected officials from various levels of government.

Project Watershed has Commercial General Liability Insurance valued at \$5,000,000 which they renew annually. The overseeing Project Engineer (Northwest Hydraulic Consultants) also has professional insurance coverage.

FINANCIAL IMPLICATIONS:

While the City does not provide a budget provision for grants within the General Operating Budget, the request from Project Watershed for a grant in the amount of \$25,800 can be provided from the City’s Gaming Funds.

On February 28, 2013, Council approved a gaming funds distribution matrix for years 2013, 2014, and 2015. Within this matrix is a fund distribution category for “Green Capital Projects/Innovation” with an assigned amount of \$35,000 for 2015. Approval of the requested grant of \$25,800 can be accommodated within this category.

ADMINISTRATIVE IMPLICATIONS:

Staff time will be required to assist in a range of supportive duties (project review, enabling access to the site, public communications trail closures, signage and consultation of landscaping). Approximately 6-8 days (person/days) of work are anticipated to be required from staff.

STRATEGIC PLAN REFERENCE:

2013-2014 Council Strategic priorities included ‘Estuary Management Plan’ under ‘Advocacy/Partnerships’ category.

OFFICIAL COMMUNITY PLAN REFERENCE:

The property provides an important municipal park amenity as identified in the Official Community Plan Land Use Plan and Parks Plan and Map.

REGIONAL GROWTH STRATEGY REFERENCE:

Protection of the Natural Environment and the Estuary in particular is acknowledged as a regional objective.

CITIZEN/PUBLIC ENGAGEMENT:

Much background study and consultation has gone into the project to date. Project Watershed has liaised with the following agencies and organizations: K’omoks First Nation, Department of Fisheries and Oceans, Ministry of Environment, Ministry of Forest Lands and Natural Resource Operations, Courtenay Airpark Association, Tsolum River Restoration Society, Courtenay & District Fish and Game Protective Association, Comox Valley Land Trust, Ducks Unlimited, Comox Valley Conservation Strategy Community Partnership, Comox Valley Nature.

Public information on the project, timelines and estimated delays to accessing this portion of the Riverway Greenway will be shared through the City public communications channels including press releases, website and social media.

Project Watershed also has a media campaign which they will coordinate with the City’s communication efforts. The campaign includes flyers in the local newspapers, press releases, a temporary sign describing disruption during the works, a permanent sign following the works describing the purpose of the works, and presence of a volunteer during day time hours at either side of the culvert installation along the public trail to relay any information to the public about the works and anticipated timelines to completion.

OPTIONS:

OPTION 1: That Council direct staff to approve Project Watershed Society’s request for \$25,800 in funds as well as in-kind support from staff estimated at a value of \$3,500 for the purposes of contributing to the Airpark Lagoon Breach Project, with funds being assigned from the Gaming Fund Account – “Green Capital Projects/Innovation” funds distribution category.

OPTION 2: That Council does not approve Project Watershed Society’s request for \$25,800 in funds as well as in-kind support from staff estimated at a value of \$3,500 for the purposes of contributing to the Airpark Lagoon Breach Project.

Prepared by:



Peter Crawford, RPP, MCIP
Director of Development Services

Nancy Hofer, MSc
Environmental Planner

Attachments:

1. *Breakdown of budget for Airport Lagoon Breach Project*

TOTAL PROJECT BUDGET - Airpark Lagoon Breach Phase 3

A) Labour Expenses (i.e. Salaries/Wages)					
Service (e.g. by employee, contractor or volunteer)	Daily Rate Per Person (include taxes)	Total # of Person Days	Total Cost	City of Courtenay Contribution	
Construction Supervisor	\$ 660.00	12.5	\$ 8,250.00		
Labourers	\$ 352.00	32	\$ 11,264.00		
Project Coordinator, Communications	\$ 300.00	35	\$ 10,500.00		
Project Biologist	\$ 672.00	24	\$ 16,128.00		
Project Engineer - breach	\$ 1,232.00	25	\$ 30,800.00		
Project Engineer - salt marsh	\$ 1,232.00	8	\$ 9,856.00		
Ecologist	\$ 550.00	11	\$ 6,050.00		
Traffic Control	\$ 300.00	14	\$ 4,200.00		
Volunteers	\$ 100.00	22	\$ 2,200.00		
DFO Staff Time	\$ 350.00	8	\$ 2,800.00		
City of Courtenay Staff time	\$ 350.00	10	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Sub-Total (A)			\$ 105,548.00	\$ 3,500.00	\$ 3,500.00

B) Materials, Equipment, Transportation and Field Expenses

Standardized Rates: Per diem:					
Item	# of Units (enter numeric values only)	Unit Cost (include taxes)	Total Cost	City of Courtenay Contribution	
equipment mobilization - Excavators	3	\$ 440.00	\$ 1,320.00	\$ -	-
equipment mobilization - 50 t cable boom crane (inc. both ways)	1.65	\$ 231.00	\$ 381.15	\$ -	-
10 t excavator	44	\$ 115.50	\$ 5,082.00	\$ -	-
20 t excavator - breach	72	\$ 159.50	\$ 11,484.00	\$ -	-
20 t excavator - salt marsh	54	\$ 159.50	\$ 8,613.00		
30 t excavator	74	\$ 209.00	\$ 15,466.00	\$ -	-
tandem axle gravel truck	117.5	\$ 116.00	\$ 13,630.00	\$ -	-
50 t crane	4.4	\$ 231.00	\$ 1,016.40	\$ -	-
spreader bar (supplied to site)	1	\$ 3,300.00	\$ 3,300.00	\$ -	-
2.5m H x 4m W duraspan alum. 20 m culvert (delivered)	1	\$ 49,731.00	\$ 49,731.00	\$ -	-
75 mm minus crushed rock - m3 (FOB site)	16.5	\$ 77.00	\$ 1,270.50	\$ 1,200.00	
gravel and cobble - m3 (FOB site)	33	\$ 66.00	\$ 2,178.00	\$ -	-
1 t plate compactor	1	\$ 1,056.00	\$ 1,056.00	\$ 1,056.00	
250 kg riprap (FOB site)	10	\$ 1,204.40	\$ 12,044.00	\$ 12,044.00	
Misc equipment and tool rentals	1	\$ 2,950.00	\$ 2,950.00		

Item	# of Units (enter numeric values only)	Unit Cost (include taxes)	Total Cost	City of Courtenay Contribution
prep and 75 mm hot asphalt paving	165	\$ 99.00	\$ 16,335.00	\$ 11,500.00
Temperature Logger	2	\$ 160.00	\$ 320.00	
Promotion (Signage)	1	\$ 3,000.00	\$ 3,000.00	\$ -
Construction Signage (wks)	2.2	\$ 275.00	\$ 605.00	\$ -
Vehicle / travel	3000	\$ 0.53	\$ 1,590.00	
Plants	1	\$ 8,076.00	\$ 8,076.00	\$ -
		Sub-Total (B)	\$ 159,448.05	\$ 25,800.00
C) Project Administration Costs				
Item (e.g. telephone charges, fax, photocopies, printing, courier etc.)	# of Units (enter numeric values only)	Unit Cost (include taxes)	Total Cost	City of Courtenay Contribution
Office Space	1	\$ 3,000.00	\$ 3,000.00	\$ -
Insurance	1	\$ 3,150.00	\$ 3,150.00	\$ -
Admin fee	1	\$ 9,686.40	\$ 9,686.40	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
		Sub-Total (C)	\$ 15,836.40	\$ -
TOTAL EXPENSES (Lines A+B+C)			\$ 280,832.45	\$ 29,300.00



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: East Courtenay Satellite Fire Hall

File No.: 760-20
Date: February 16th 2015

PURPOSE:

The purpose of this report is to provide Council with additional information in regards to the need for a satellite fire hall in East Courtenay and to request Council approval of 2015 budget funds to carry out detailed design and costing for the East Courtenay Satellite Fire Hall project.

EXECUTIVE SUMMARY:

On May 20, 2014, Council voted unanimously to proceed with a new satellite fire hall and training ground in East Courtenay. For most immediate action, Council approved phasing the project, with Phase 1 being to proceed with the design and construction of the training ground without delay in 2014 to be ready for service in early 2015. The construction of the training grounds is currently underway and completion and commissioning are anticipated in May 2015. Specific to Phase 2-Satellite Fire Hall, Council passed the following recommendation on May 20, 2014: *“That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017”*.

On February 4, 2015 Council further considered the fire hall project by way of the provision of budget funds in the 2015 Financial Plan to carry out design and costing of a satellite fire hall in East Courtenay, and directed staff to provide additional information on the need for a satellite fire hall as well as the impact of not constructing a satellite fire hall. Further information is provided within this report.

CAO RECOMMENDATIONS:

That based on the February 16, 2015 staff report “East Courtenay Satellite Fire Hall” Council approve OPTION 1 as follows:

1. That Council approves \$150,000 in capital funds to carry out the Design/Costing phase for the East Courtenay Fire Hall Project; and
2. That Council direct staff to include these funds in the 2015-2019 General Capital Financial Plan.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At their regular meeting held May 20, 2014, Council unanimously adopted the following resolutions:

Moved by Winchester and seconded by Anglin that based on the May 20, 2014 staff report “East Courtenay Satellite Fire Hall/Training Centre Project Review Committee – Report and Recommendations” Council approves OPTION 1 in regards to approval of the following Committee recommendations:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City’s firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*
4. *That the Council approves Phasing Option 1 – CFD Fire Training Ground Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017; and*
6. *That staff prepare a public communication plan for the East Courtenay Satellite Fire Hall/Training Centre Project.*

On February 4th, Council further considered the need for a satellite fire hall in East Courtenay and the budget request for the provision of funds to enable design and costing. Council adopted the following resolution:

Moved by Lennox and seconded by Frisch that Council defer the East Courtenay Satellite Fire Hall capital funds of \$150,000 to carry out the Design/Costing phase to the February 18, 2015 Special Council Budget meeting pending more information from staff.

DISCUSSION:

This report provides the requested summary information in regards to the identified need for a fire hall in East Courtenay and the impacts of not proceeding.

Benefits of building a satellite fire station on the east side of the Courtenay River:

RISK AND EMERGENCY PREPAREDNESS	<p>As part of the city’s emergency preparedness planning this will provide an additional City facility and apparatus on the east side of the river, on high ground, in which governance or operational duties can be carried out during a significant event such as an earthquake or catastrophic flooding.</p> <p>Volunteer firefighters responding to the hall and access to emergency scenes for our apparatus improves dramatically with fire halls on both sides of the river. It does not take a significant event to drastically affect our response times for our volunteers to our current hall. For example, in 2014 there was a single vehicle incident which took down a power pole on Comox Rd. which made access via the 17th Street bridge impossible for a period of approximately four hours, and left the east side of town</p>
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	<p>vulnerable.</p> <p>The 2009, 2010, and 2014 flooding also impact emergency response to the east side of the river. With the 5th Street Bridge closed, and limited access to the 17th Street Bridge, the City needed to stage fire response apparatus and crew in East Courtenay until full river crossing capacity was restored.</p> <p>While we do have mutual aid agreements with the Town of Comox and 19 Wing Comox, the ability of Comox and 19 Wing to provide resources in a greater event would be limited as their resources would be prioritized for response to their own protection areas.</p>
<p>IMPROVED RESPONSE TIME</p>	<p>A satellite fire hall would improve response times to East Courtenay and the contracted areas north of the City. More than 50% of the population and residential/commercial structures are located in these areas, and having satellite fire department resources stationed on the east side of the river will reduce response times to these properties and reduce the risk of fire losses. It is expected that the future residential and commercial development will be primarily focused in East Courtenay.</p>
<p>EQUITY IN LEVEL OF FIRE PROTECTION SERVICE – EAST & WEST</p>	<p>Equity of Fire/Rescue Services for residents living in the City of Courtenay would be of benefit. With 50% of the population on the east side of the Courtenay River, a satellite fire station located in the east side of the city would ensure that all of our citizens would receive the same level of fire protection service.</p> <p>Changes to the 2012 Building code have resulted in building code restrictions for all developments in East Courtenay that do not fall within a 10 minute response time (time from receipt of notification of a fire by the fire department until the first fire department apparatus arrives on-scene). Unless the properties choose to install sprinkler systems, this code change impacts the development of those properties and requires increased side yard setbacks, reductions in the number of openings and size of openings on common sides, and the requirement for fire resistant building materials. An east side satellite fire hall will ensure that the City is able to provide consistent and equal fire response capacity to properties on the east and the west side of the river.</p> <p><u>10 Minute Response Time calculations:</u></p> <p>Based on response time calculations, and within the 10 minute response time, the Courtenay fire department would currently reach the Ryan/Lerwick intersection within the calculated time. Using the same calculations, and within the 10 minute response time, the Comox Fire Department would reach the Malahat Drive/Lerwick intersection.</p> <p>Fire response time is made up of reaction time plus travel time. Reaction time is the time from the page to the time that the first apparatus rolls out the door (average 5.38 min) plus travel time (4.62 min). Travel time is based on an average of 50KPH or 833 meters per minute. For a 10 min response from the Cumberland Road Firehall, this gives us a distance of 3.85 km from the Cumberland Road station, which brings the response apparatus to just shy of Lerwick Road at Ryan Road.</p>

INSURANCE RATES	Insurance rates are affected for commercial properties outside of the 10 minute response time as well as at greater than a distance of 2.5 kilometres from a fire hall.
VOLUNTEER RECRUITMENT & PRESERVATING VOLUNTEER FIRE RESPONSE	<p>Under current selection criteria, volunteers generally must live within 3.2 km of the fire hall to ensure response times can be optimized. With growth predominately east of the river, 50 percent of the residential and commercial properties are now located in East Courtenay. A satellite fire hall would open up a larger pool of potential of volunteers and this would certainly assist the City in recruiting and maintaining a volunteer fire service for the City of Courtenay.</p> <p>In response to Council Eriksson’s question, “What happens if we build the hall and the fire department becomes full time? Council is advised that the decision to implement a full-time fire department rests with Council as it is a change in level of service. No community is required to make that service level change; it is a choice of the community.</p>

Risks of not building a satellite fire station on the east side of the Courtenay River:

RISK	<ul style="list-style-type: none"> • The east side of the river is vulnerable, as all fire rescue equipment is located on the west side of the river, and there are only two bridge crossings. • During the flooding events in 2009, 2010, and 2014 floods 5th Street Bridge was closed and the 17th Street Bridge access was restricted. This affects fire response capacity. • Response times to incidents east of the Courtenay River are projected to pose increasing challenges as traffic flow becomes more congested. • Mutual Aid and Automatic Aid agreements may assist in providing response, however there are capacity restraints. Comox Fire Department has advised that volunteer fire firefighters are limited in their ability to meet day-time response. In larger emergency events, Comox Fire’s first priority will be their immediate protection area. • 19 Wing Comox can only assist with response to incidents outside of scheduled flights, and must prioritize their needs.
INSURANCE	<ul style="list-style-type: none"> • Insurance rates for commercial properties in East Courtenay will be higher than those paid by commercial properties that are within the 2.5 km distance from the Cumberland Road station. • The 2012 Building Code Changes have already affected those properties outside of the calculated 10 minute response circle.

FINANCIAL IMPLICATIONS:

A 2015 capital budget provision in the amount of \$150,000 is required as funding to carry out Phase 1 - Design/Costing for the proposed fire hall. The results of this phase would provide Council and the public with more complete information in regards to the building design and Class C level costing of the project, and will inform a construction decision.

The long term cost of operating a second fire hall must be included in the annual operating budget once the fire hall is constructed and in service.

With the limited information known at this time, the construction phase of the project is anticipated to be in the range of \$5.5 million dollars (Class D costing). However, staff believe that this estimate may be high. Funding for construction would need to be sourced from new borrowing.

ADMINISTRATIVE IMPLICATIONS:

Staff resources will need to be committed to carrying out the works approved. It is currently estimated to take 40 staff hours to complete design and costing for the proposed satellite fire hall.

STRATEGIC PLAN REFERENCE:

2012-2014 Strategic Plan:

Ensure protective services meet community needs. Create a combined emergency services building in East Courtenay for Fire Department, Ambulance, CV Ground Search and Rescue, and Comox Valley Emergency Program.

Action:

- (1) Staff and the firm of Fletcher Pettis Consultants Ltd reported to Council in June 2012, and Council was provided with a copy of the project definition report. Council was provided with further reports and recommendations from the Select Committee of Council*
- (2) Select Committee report and recommendations to Council on May 20, 2014.*

Sept 2013: Strategic Corporate Priorities:

The East Courtenay Fire Service: Analysis Report to Council is Council's #3 Strategic Priority.

Action:

- (1) Select Committee report and recommendations to Council on May 20, 2014.*

May 20, 2014 Council resolution:

That subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.

Action:

- (1) Staff Report to Council February 4, 2015, recommendation to include funds in the 2015 General Capital Budget to proceed with design and costing of the satellite firehall.*

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.3 Fire and Rescue

To improve firefighting capacity, consideration will be given to the development of a fire hall on the eastern side of the City.

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 7: Public Health and Safety

The regional district operates five volunteer fire departments and has working arrangements with member municipalities and improvement districts within the regional district to provide fire service. The location of new developments and provisions of services should be considered in the location of new developments.

Supporting Policy #7C-2

Support coordinated efforts to identify and eliminate fire service gaps in the region.

CITIZEN/PUBLIC ENGAGEMENT:

Prior to the construction phase the public must be consulted and must approve borrowing for the project. Under the IAP2 Spectrum of Public Participation Standard, this element of public participation requires that the City engage with the public at the “Empower” level, meaning that the public makes the final choice on the project vis a vis the borrowing decision.

Staff will also engage with the immediate neighbourhood to determine potential sound attenuation needs and include identified sound attenuation solutions. Under the IAP2 Spectrum of Public Participation, this element of public participation will be carried out at the Consult level, which means that the City will keep the neighbourhood informed, listen to and acknowledge concerns, and provide feedback as to how their input influenced the attenuation solutions decisions.

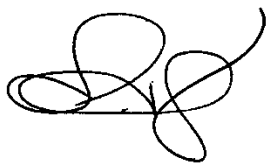
OPTIONS:

OPTION 1: That Council approves \$150,000 in capital funds to carry out the Design/Costing phase for the East Courtenay Fire Hall Project, and that Council directs staff to include these funds in the 2015-2019 General Capital Financial Plan.

(RECOMMENDED)

OPTION 2: That Council does not approve carry out the Design/Costing for the East Courtenay Fire Hall Project.

Prepared by:



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

Attachments for Reference:

1. February 4, 2015 Staff Report to Council – East Courtenay Fire Hall
2. May 20, 2014 Staff Report to Council – East Courtenay Fire Hall/Training Centre Project Review Committee-Report and Recommendations



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: East Courtenay Satellite Fire Hall

File No.: 760-20
Date: February 4, 2015

PURPOSE:

The purpose of this report is to request Council approval of 2015 budget funds to carry out detailed design and costing for the East Courtenay Satellite Fire Hall project, and to provide Council with background information to inform Council's consideration of the request.

EXECUTIVE SUMMARY:

On May 20, 2014, Council voted unanimously to proceed with a new satellite fire hall and training ground in East Courtenay. For most immediate action, Council approved phasing the project, with Phase 1 being to proceed with the design and construction of the training ground without delay in 2014 to be ready for service in early 2015. The construction of the training grounds is currently underway and completion and commissioning are anticipated in May 2015.

Specific to Phase 2-Satellite Fire Hall, Council passed the following recommendation on May 20, 2014: *"That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017"*.

To enable staff to proceed with Council's resolution, a budget provision of \$150,000 has been included in the proposed 2015 General Capital Budget to enable staff to complete the design/costing documentation for the fire hall. The building design and costing to a Class C Level will provide Council with the information necessary to further consider construction of the satellite fire hall building.

CAO RECOMMENDATIONS:

That based on the February 4, 2015 staff report "East Courtenay Satellite Fire Hall" Council approve OPTION 1 as follows:

1. That Council approves \$150,000 in capital funds to carry out the Design/Costing phase for the East Courtenay Fire Hall Project; and
2. That Council direct staff to include these funds in the 2015-2019 General Capital Financial Plan.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At their regular meeting held May 20, 2014, Council unanimously adopted the following resolutions:

Moved by Winchester and seconded by Anglin that based on the May 20, 2014 staff report “East Courtenay Satellite Fire Hall/Training Centre Project Review Committee – Report and Recommendations” Council approves OPTION 1 in regards to approval of the following Committee recommendations:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City’s firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*
4. *That the Council approves Phasing Option 1 – CFD Fire Training Ground Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017; and*
6. *That staff prepare a public communication plan for the East Courtenay Satellite Fire Hall/Training Centre Project.*

DISCUSSION:

This report addresses Council Resolution #5, which is “that subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017”.

In keeping with the first portion of Council Resolution #5 – to proceed with the design and cost review of the East Courtenay Fire Hall, budget funds in the amount of \$150,000 are required to authorize staff to work with the architect and complete the Design/Costing documentation. Costing would be provided to a Class C level. This level of information is considered to be the minimum required to inform both Council and the public on project scope and cost, and to enable Council in making an informed decision regarding construction. The following project phasing is anticipated:

TABLE 1 – EAST COURTENAY SATELLITE FIRE HALL, PROJECT PHASING

PHASE	CAPITAL BUDGET REQUIRED	CONDITIONS
Phase 1 – 2015 DESIGN/COSTING	<ul style="list-style-type: none"> • Development of Schematic Design and Costing, \$150,000 • Return information to Council for further review/decision • On Council approval, begin public consultation and borrowing process 	<ul style="list-style-type: none"> • Council Approval • Loan authorization bylaw • Approval of the Municipal Inspector • Elector approval
Phase 2 – 2016 CONSTRUCTION	<ul style="list-style-type: none"> • Estimated cost of construction based on the 2012 Class D costing, plus the Municipal Finance authority financing costs 1,423 m2 @ \$3,814 m2 = \$5,500,000 	<ul style="list-style-type: none"> • Class D costing must be refined to a more reliable Class C Level to better inform the decision and the borrowing required

Attached for Council's reference, and to inform discussion, are the following background documents:

1. Staff Report to Council, May 20, 2014: East Courtenay Fire Hall/Training Centre Project Review Committee – Report and Recommendations.
2. East Courtenay Fire Service Review – Frequently Asked Questions

Two studies were commissioned by the Project Review Committee (a Select Committee of Council). As the final reports are lengthy, they have not been reprinted as attachments to this report. These reports are located on the City's website at the following links:

(1) Firewise Consulting:

<http://www.courtenay.ca/assets/Departments/Firehall/east%20courtenay%20fire%20dept%20project%20final%2013%20may%202014.pdf>

(2) Fire Underwriters Survey:

<http://www.courtenay.ca/assets/Departments/Firehall/fus%20city%20of%20courtenay%20final%20report%20public%2020140417.pdf>

FINANCIAL IMPLICATIONS:

A 2015 capital budget provision in the amount of \$150,000 is required as funding to carry out Phase 1 - Design/Costing for the proposed fire hall. The results of this phase would provide Council and the public with more complete information in regards to the building design and Class C level costing of the project, and will inform a construction decision.

With the information known at this time, Phase 2 – the construction phase of the project, is anticipated to be in the range of \$5.5 million dollars (Class D costing). Funding for construction would need to be sourced from new borrowing.

ADMINISTRATIVE IMPLICATIONS:

Staff resources will need to be committed to carrying out the works approved. It is currently estimated to take 40 staff hours to complete Phase 1.

STRATEGIC PLAN REFERENCE:

2012-2014 Strategic Plan

Ensure protective services meet community needs. Create a combined emergency services building in East Courtenay for Fire Department, Ambulance, CV Ground Search and Rescue, and Comox Valley Emergency Program.

Action:

- (1) Staff and the firm of Fletcher Pettis Consultants Ltd reported to Council in June 2012, and Council was provided with a copy of the project definition report. Council was provided with further reports and recommendations from the Select Committee of Council
- (2) Select Committee report and recommendations to Council on May 20, 2014.

Sept 2013: Strategic Corporate Priorities:

The East Courtenay Fire Service: Analysis Report to Council is Council's #3 Strategic Priority.

Action:

(1) Select Committee report and recommendations to Council on May 20, 2014.

May 20, 2014 Council resolution:

That subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.

Action:

(1) Staff Report to Council February 4, 2015, recommendation to include funds in the 2015 General Capital Budget to proceed with design and costing of the satellite firehall.

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.3 Fire and Rescue

To improve firefighting capacity, consideration will be given to the development of a fire hall on the eastern side of the City.

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 7: Public Health and Safety

The regional district operates five volunteer fire departments and has working arrangements with member municipalities and improvement districts within the regional district to provide fire service. The location of new developments and provisions of services should be considered in the location of new developments.

Supporting Policy #7C-2

Support coordinated efforts to identify and eliminate fire service gaps in the region.

CITIZEN/PUBLIC ENGAGEMENT:

Prior to the construction phase the public must be consulted and must approve borrowing for the project. Under the IAP2 Spectrum of Public Participation Standard, this element of public participation requires that the City engage with the public at the "Empower" level, meaning that the public makes the final choice on the project vis a vis the borrowing decision.

Staff will also engage with the immediate neighbourhood to determine potential sound attenuation needs and include identified sound attenuation solutions. Under the IAP2 Spectrum of Public Participation, this element of public participation will be carried out at the Consult level, which means that the City will keep the neighbourhood informed, listen to and acknowledge concerns, and provide feedback as to how their input influenced the attenuation solutions decisions.

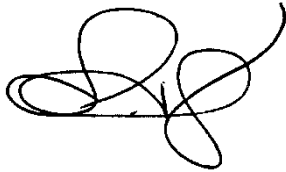
OPTIONS:

OPTION 1: That Council approves \$150,000 in capital funds to carry out the Design/Costing phase for the East Courtenay Fire Hall Project, and that Council directs staff to include these funds in the 2015-2019 General Capital Financial Plan.

(RECOMMENDED)

OPTION 2: That Council does not approve carry out the Design/Costing for the East Courtenay Fire Hall Project.

Prepared by:



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

Attachment:

1. May 20, 2014 Staff Report to Council – East Courtenay Fire Hall/Training Centre Project Review Committee-Report and Recommendations
2. East Courtenay Fire Service Review – Frequently Asked Questions

FOR REFERENCE ONLY



STAFF REPORT

To: Council

File No.: 760-20

From: Chief Administrative Officer

Date: May 20, 2014

Subject: East Courtenay Fire Hall/Training Centre Project Review Committee – Report and Recommendations

PURPOSE:

The purpose of this report is to provide Council with a report on the work undertaken by the East Courtenay Firehall/Training Centre Project Review Committee, and with the Committee's resulting recommendations for Council consideration.

POLICY ANALYSIS:

The East Courtenay Firehall/Training Centre Project Review Committee was established by Council in November 2012 with a mandate to review the proposed construction of a satellite fire hall and training grounds in East Courtenay.

EXECUTIVE SUMMARY:

Over the past year and a half, the Select Committee of Council has actively reviewed the proposed East Courtenay Fire Hall and Training Centre project proposal. To date, the Committee has completed Objectives 1 through 7 of the Committee's Terms of Reference, and has now directed staff to prepare a report to Council detailing the Committee's work accomplished to date, along with their recommendations to Council for Council consideration.

CAO RECOMMENDATIONS:

That based on the May 20, 2014 staff report "East Courtenay Satellite Fire Hall/Training Centre Project Review Committee – Report and Recommendations" Council approves OPTION 1 in regards to approval of the following Committee recommendations:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*
4. *That the Council approves Phasing Option 1 – CFD Fire Training Ground Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and finally*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen". The signature is fluid and cursive.

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

FOR REFERENCE ONLY

BACKGROUND:

In June of 2012, the proposed East Courtenay Firehall and Training Centre Project was presented to Council along with the February 2012 Project Definition Report prepared by Fletcher Pettis Consultants Ltd. At that time, the proposed scope of the project included space for the Comox Valley Ground Search and Rescue and the Comox Valley Emergency Program organizations, both of whom had expressed interest for inclusion in the proposed facility during the initial consultation phase.

Subsequent to discussion, Council passed the following resolution:

“That Council approves proceeding with the design and construction of the East Courtenay Fire Hall/Training Centre with the training centre to be completed by the end of fiscal year 2014, and completion of the fire hall to be by the end of fiscal year 2015; and

That Council approves meeting with representatives of the Comox Valley Emergency Program and the Comox Valley Ground Search and Rescue to ascertain whether these functions will be part of the space requirements of the new facility.”

Carried

While Council was supportive, subsequent commentary from the public and neighbouring communities indicated that Council needed further time to review and assess the project and the need for the project scope as proposed. To that end, and in November 2012, Council established the East Courtenay Fire Hall/Training Centre Project Review Committee and appointed Councillors Ambler, Anglin, Theos to sit on the committee along with staff representatives Fire Chief Bardonnet and Director of Financial Services Manthey.

The Committee’s Terms of Reference mandated them to review and provide Council with input on the following:

1. Location of the second fire hall/training centre facility
2. Review of the proposed East Fire Hall/Training Centre Project
3. Review of fire halls and/or training centres in other similar communities
4. Compatible uses to be considered for inclusion in the fire hall facility – ie. fire response, training centre, emergency program, search and rescue, ambulance service.
5. Opportunities for interface with neighbouring responders
6. Financial considerations
7. Development of construction timelines

DISCUSSION:

Since establishment in November 2012, the Select Committee has reviewed information, undertaken site visits, engaged with the Town of Comox, and has solicited two independent consultant reports to assist in their review and assessment of the project.

The Committee has now completed their review of the project and is prepared to provide its input and recommendations for consideration by Council.

Report on Committee Work

Specifically the Committee has completed the following:

- 1) Review of detailed information on the Courtenay Fire Department and areas serviced by the fire department including the structure of the department, duties and services performed, service areas and population, mutual aid agreements, and response levels and times. It was noted that while the department/City has not adopted the NFPA1720 standard, we do use the nine minute total response time as a department guideline.
- 2) Review of the historic growth patterns and planning for emergency services in the City:
 - Twenty years ago, North Island College was just starting construction, and Lerwick Road did not connect through to the Town of Comox.
 - Twenty years ago, only the 5th street bridge existed. The 17th Street bridge was added by the Province, however there are still delays in crossing the river. 17th bridge has 30,000-35,000 crossings per day, and 5th street bridge has 10,000-15,000 crossings per day.
 - Population of the City has doubled in the past twenty years – with most growth occurring in East Courtenay.
 - Commercial build out in East Courtenay including Home Depot, Costco, Thrifty's, North Island College and the new Regional Hospital to be constructed in the coming years.
 - The City's mapping identifies transportation corridor and emergency services planning. The Ryan/Lerwick Corridor has been identified as the location for future emergency services facilities.
 - Growth in South Courtenay and the Arden corridor continues to grow and places increased demands on the Courtenay Fire Department.
- 3) Review of the proposed Waters Place site for an East Courtenay Fire Hall.
 - When Lerwick Road was built out and connected to the Town of Comox, the City re-evaluated the suitability of land owned at Idiens/Lerwick for use in providing fire response to East Courtenay.
 - The decision then made was that the more effective fire services location would be in the vicinity of Ryan Road and Lerwick Road.
 - The City then sold the Idiens property and purchased the land currently owned on Waters Road immediately off of Lerwick Road.
- 4) Review of an alternate site for an East Courtenay Fire Hall
 - Four alternate sites were reviewed, and detailed consideration was given to a site along Ryan Road and the future intersection of Mission Road as a possible alternative site for a future fire hall.
 - However, both the Fire Underwriters Survey Report and the FireWise Consulting Ltd report found that the Waters Road site provided a better location for a fire hall and emergency response than the alternate Ryan Road site for the following reasons:
 - Most cost effective site for taxpayers.
 - Zoning is correct.
 - Service response and capacity achieved a better grade using the Waters Place site for fire response.
 - The VIHA traffic study had taken into consideration the traffic movements to allow for a fire station at Waters Place
 - Potential noise concerns relating to the operation of a fire hall and training ground at Waters site are mitigated on three sides and approximately half of the fourth side by commercial/institutional development. The Committee felt that potential impact on residential from the north east corner of the property could effectively be mitigated through sound attenuation landscaping and sound barriers.

5) Meeting with Mayor Ives, CAO Kanigan, and Fire Chief Schreiner from the Town of Comox to investigate:

- i. Usage of the Comox Volunteer Department for East Courtenay fire response to East Courtenay
 - The Town of Comox offer of service to the City of Courtenay is based on “Automatic Aid” – a system where both departments are simultaneously dispatched to a call. Once Courtenay Fire Department arrived on site, Comox Fire-Rescue would return to base, if not further needed at the site.
 - Comox Fire-Rescue has indicated that assured Monday-Friday daytime volunteer response would be more challenging to provide. Most of their volunteers are more available overnight and weekends.

Committee Observations:

- Review of the “nine minute” target response circle indicates that Comox Fire-Rescue could only reach a portion of south-east section of East Courtenay properties in advance of the Courtenay Fire Department. This would not provide a 100% solution for East Courtenay fire response at the targeted response time.
 - The Automatic Aid service would not be free - billing for each response from the Town of Comox would be calculated based on the department time consumed, equipment used, and number of crew deployed.
- ii. Usage of the Comox Fire-Rescue Training Centre to meeting the 100% of the training needs for the Courtenay Fire Department volunteers.
 - The Committee toured the Comox Fire Rescue Training Centre on July 8, 2013
 - The Comox facility was started in 1998, and has developed into a regional training facility
 - The Comox facility contains a live fire building, a five story tower building, a three story tower building, a cold smoke search building/fitness centre, and a pumper test pit.
 - Training courses provided include skills based training: “fire attack classes”, hazmat operations course, START (Survival Training and Rescue Techniques) program.
 - The facility provides courses/programs required for certifying firefighters to NFPA 1001 Standard
 - The facility provides Justice Institute of BC certified courses, and has a contract with JIBC to deliver these courses.
 - Construction of an auto extrication pit is planned

Committee Observations:

- The Courtenay Fire Department uses the Comox Training Facility for “skills based” live fire and hazmat training, and this would continue.
- The proposed Courtenay “scenario based training grounds” would not compete with the Comox Training Centre, it would offer training complementary to the skill based training as well as offer officer level training not available at the Comox centre.
- The proposed training grounds in East Courtenay would provide “scenario based” training courses for complex multiple crews and equipment scenarios.
- The Comox Training Facility is compact, and within the area, space can be an issue.

6) Review of the proposed East Courtenay Training Grounds and the Courtenay Fire Department need for scenario based training

- Top priority for volunteer fire departments and retention of volunteers, is ensuring that sufficient realistic scenario training can be provided.
- The Comox Fire training centre is used for live fire and hazmat training, and Courtenay will still use that facility for these two training categories.
- The Comox site does have challenges and is restrictive in how many of volunteers can attend at one time. In addition, for Courtenay Fire Department response planning, we need to be careful how many volunteers we send out of town at any one time.
- To maintain a volunteer fire department, a significant future challenge will be to create the correct, appropriate and sufficient capacity to provide all of the training required. Courtenay Fire Department's Tuesday night training provides only 72 hours of total training in a calendar year. That, along with the retirements of the skilled/experienced long-service fire fighters who are retiring, is creating a future training gap and risk to the department.
- *Simulated real-scenario training*, such as that proposed for the East Courtenay training centre, will be necessary in meeting future training requirements and training capacity, both for volunteers and for fire officer training.
- Courtenay has very few simulator/scenario based training opportunities – most training is “skills” based, such as that provided at the Comox Training Centre.

Committee Observations:

- Courtenay Fire Chief Bardonnex confirms that, in his view, the proposed training grounds should be prioritized ahead of the construction of a satellite fire hall.
- Ultimately this is about saving “firefighter” lives – volunteers need enough training to get home safely.

7) Review of Compatible Uses to be considered for inclusion in the Fire Hall Facility

- i. Other organizations reviewed included the Comox Valley Emergency Program, BC Ambulance, and Ground Search and Rescue.
- ii. These organizations have indicated they do not wish to be included in planning for a satellite fire hall.

The scope and cost of the project has been now reduced to exclude space for these two organizations.

8) Engagement of Independent Consultants

A. Opta Information Intelligence, Municipal Consulting Services

Purpose: To prepare a Fire Underwriters Survey Report and rate fire protection service for the areas protected by the Courtenay Fire Department.

The Committee noted that the Fire Underwriters Survey is an extremely technical 209 page report, and is primarily written for the use of the insurance industry in establishing insurance premiums for an area. Attached to this report are the Executive Summary and the sixteen recommendations contained in the Courtenay Fire Insurance Grade Update Report.

Of note in this report are the following:

- a) The addition of a second fire station within the City of Courtenay and with its current fire apparatus fleet would result in an improvement for first due engine response to properties in the eastern portion of the City. Additional credit can be received for fire insurance purposes if a second fire station was built in the City of Courtenay [Recommendation 8.2-4].

- b) Recommendation 8.2-9 Improve Training Facilities: The City of Courtenay is encouraged to develop training facilities and props within its municipality that will allow the Courtenay Fire Department to train to realistic scenarios that would be expected within their municipality.
 - (1) The Courtenay Fire Department does not have adequate props and facilities for training within its municipality to provide realistic fire fighting training. The Courtenay Fire Department utilizes Live Fire Training facilities in the Town of Comox and credit was achieved for use of the facility. However, the following props and facilities were not available within Courtenay to the Courtenay Fire Department:
 - (a) Smoke facilities and alternative for protective Breathing Apparatus Training
 - (b) Wet Drill facilities
 - (c) Pumper test facilities
 - (d) Flammable liquid fire facilities
 - (2) Ideally for fire insurance grading purposes, training props and facilities should be located within the municipality of the fire department.
- c) The survey details a total of 16 recommendations for improvement of the overall level of public fire protection as well as fire insurance grading classifications.
- d) An improved municipal fire insurance grading classification benefits private residential and commercial through lower insurance premiums as a result of the related improvements to a community's ability to deliver effective fire protection services.

B. FireWise Consulting Ltd

Purpose: To review and assess all documentation and information compiled to date, and provide the Committee with a report on their findings as well as their independent recommendations for action.

The 46 page report prepared by FireWise Consulting Ltd is attached for Council information, and makes the following recommendations:

Recommendation:

5.0.1 That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council.

Recommendation:

7.1.1 That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs.

Recommendation:

7.3.1 That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training programs.

Recommendation

12.0.1 That the City of Courtenay construct a satellite fire hall on the Waters Place property as per Council Resolution of June 11, 2012 with a target in service date of 2017.

Phasing Option 1 – CFD Fire Training Ground: Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015.

Phasing Option 2 – East Courtenay Fire Hall: The East Courtenay Fire Hall planning to start in 2015 and built in 2016 ready for service for early 2017.

The FireWise consultants emphasized that there is a definite need for the proposed training grounds and satellite fire hall in East Courtenay. They stressed that an increased risk for fire events will exist during the construction phase of the new hospital. Additionally, with East and West Courtenay response limited by two bridge crossings, and with the population and growth in East Courtenay now exceeding that of West Courtenay, their opinion was that the proposed projects should proceed sooner rather than later.

Committee Recommendations

At their meeting of May 12th, 2014, the Committee reviewed the report from FireWise Consulting Ltd and have approved the following recommendations to be brought forward for Council consideration:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*
4. *That the City of Courtenay proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and finally*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.*

FINANCIAL IMPLICATIONS:

Staff have been monitoring similar fire hall/training grounds projects currently underway in the communities of View Royal, Central Saanich, and most recently East Sooke. Based on the cost experience reported by those communities, it is evident that the Class D costs reported in the February 2012 Fletcher Pettis Project Definition Report may be substantially greater than what will actually be required.

Subject to further design and cost definition at a Class C level or greater, Staff believe that the reduced project will incur costs that will be closer to:

Site preparation	\$1,510,984	
Training Grounds	\$ 965,891	
Firehall	<u>\$3,215,125</u>	<u>\$5,692,000</u>

based on this, and presuming 100% of the capital funding required would be borrowed, the property tax impact is estimated to be as follows:

Site preparation/training grounds \$2.5 M Annual Debt payment \$182,000	\$10 increase / average residential property
Construct satellite fire hall \$3.2 M Annual debt payment \$237,000	\$13 increase / average residential property
Total Debt \$5.7 Million; Total debt payment \$419,000	Total property tax impact \$23/average residential property

Council’s attention is drawn to the fact that this increase in annual debt payments could be mitigated entirely through the 2015 retirement of prior debt undertaken in 2000 related to the museum renovations, construction of Firehall No. 1 (Cumberland Road), and renovations to the Sid Williams Theatre. The retirement of these payments next year frees up \$423,000 in annual debt payments by 2016.

In addition to the capital outlay for construction, and once the fire hall is in service, the general operating budget would need to include provisions for additional personnel and operation of the satellite fire hall. The operating costs can be estimated once the final size of the building has been determined.

ADMINISTRATIVE IMPLICATIONS:

Staff resources have been utilized to work with the Committee in their review of the proposed project. Should Council support proceeding as recommended by the Committee, further staff time will be committed to the works required. Communications planning and information for the public should also be prepared for distribution.

STRATEGIC PLAN REFERENCE:

The need for fire response facility on the east side of Courtenay has been a long standing concern as identified by Council in its past and current Strategic Plans:

2005 Strategic Plan:

Acquire property for secondary/future firehall & ambulance site

Action Taken: The acquisition of a 3.359 Acre Site located at 220 Waters Place was completed in 2005. Previously owned property located on Idiens Way was sold.

2008-2009 Strategic Plan:

Plan for the long term needs for fire services/RCMP/ambulance/emergency services. Initiate a process to review the feasibility for a long-term satellite fire hall. Carry out needs study for training site and fire hall at the satellite fire hall location.

2009-2011 Strategic Plan:

Outline a strategy (funding and implementation) to develop a new fire hall and ambulance facility in East Courtenay.

Action Taken: The firm of Fletcher Pettis Consultants Ltd was engaged to develop a project definition report, conceptual design, and Class D costing analysis.

2012-2014 Strategic Plan

Ensure protective services meet community needs. Create a combined emergency services building in East Courtenay for Fire Department, Ambulance, CV Ground Search and Rescue, and Comox Valley Emergency Program.

Action Taken: Staff and the firm of Fletcher Pettis Consultants Ltd reported to Council in June 2012, and Council was provided with a copy of the project definition report. Council passed a resolution in support of moving the project forward.

Sept 2013 Strategic Corporate Priorities:

The East Courtenay Fire Service: Analysis Report to Council is Council's #3 Strategic Priority.

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.3 Fire and Rescue

To improve fire fighting capacity, consideration will be given to the development of a fire hall on the eastern side of the City.

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 7: Public Health and Safety

The regional district operates five volunteer fire departments and has working arrangements with member municipalities and improvement districts within the regional district to provide fire service. The location of new developments and provisions of services should be considered in the location of new developments.

Supporting Policy #7C-2

Support coordinated efforts to identify and eliminate fire service gaps in the region.

CITIZEN/PUBLIC ENGAGEMENT:

The construction of a second fire hall and training ground in the City of Courtenay will require long-term borrowing. A public approval process is required to undertake the related borrowing. Information in regards to the project would also be made available to the public via the City's website. Neighbourhood consultation to inform and engage to determine potential sound attenuation needs would be appropriate.

OPTIONS:

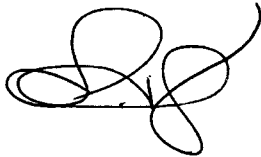
OPTION 1: That Council approves the recommendations of the East Courtenay Fire Hall/Training Centre Project Review Committee as follows:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*

4. *That the Council approves Phasing Option 1 – CFD Fire Training Ground Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and finally*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.*

OPTION 2: That Council determines an alternate approach to moving forward.

Prepared by:

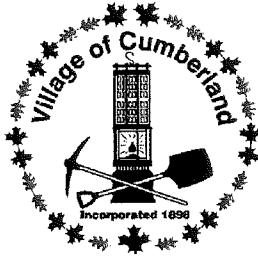


Tillie Manthey, BA, CPA, CGA
Director, Financial Services/Deputy CAO

Attachments:

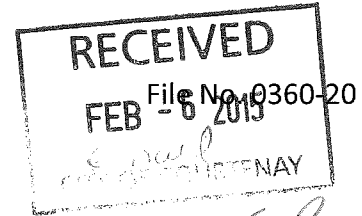
1. April 2014 City of Courtenay Fire Insurance Grade Update Report, Executive Summary and Recommendations, Opta Information Intelligence, Municipal Consulting Services
2. April 2014 City of Courtenay East Courtenay Fire Training Ground / Fire Hall Project, Fire Wise Consulting Ltd.

FOR REFERENCE ONLY



Corporation of the Village of Cumberland

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Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca



FOR
INFO

January 27, 2015

By email: jward@courtenay.ca

Mayor Jangula and Council
830 Cliffe Avenue
City of Courtenay
Courtenay, BC V9N 2J7

Dear Mayor Jangula and Council,

Re: Comox Valley Economic Development Commission – Service Withdrawal

The Village of Cumberland is formally requesting to withdraw from the Comox Valley Economic Development Service established by the *Comox Valley Economic Development Commission Establishment Bylaw No. 2395, 2001*, as per the process outlined in Division 4.5 of Part 25 of the *Local Government Act*.

The Village of Cumberland participated fully in the service review completed by Urbanics Consultants Ltd. in 2014 and the results of the service review have reinforced the Village's belief that participation in this service is unsatisfactory and not in our best interest.

In the Executive Summary of the service review the Urbanics report notes that "While CVEDS may be meeting the demands placed on it through the service delivery agreement, it might not be meeting them in a way that is entirely satisfactory to significant segments of the community."

The Village realizes that under the current makeup of CVEDS we are but one small voice in a larger organization. This does not afford the Village the opportunity to directly impact the Society's economic development activities and influence them in a manner that is beneficial to the Village. This model of paying for a service without having the ability to directly impact the service delivery in a meaningful way is unsatisfactory to the Village. The Village has limited funds to spend on economic development, and would be better off spending funds on initiatives that have a more direct impact on the community.

The Urbanics report also noted that “CVEDS must improve the quality of its communications with government as well as with the general public. CVEDS must also rebuild its relationships with those organizations which traditionally play a role in the overall well-being of the business community and of the Comox Valley region itself.”

The Village of Cumberland is of the opinion that the overall wellbeing of the business community in Cumberland is not being served by CVEDS, and that the level of meaningful interaction between Cumberland businesses and CVEDS is unsatisfactory. The business owners in Cumberland deserve to have a Cumberland specific organization working on their behalf to stimulate the economy.

The Village communicates with local business owners on an ongoing basis, and understands the unique and distinct issues that affect them. Rather than having an arm’s length organization performing the role of stimulating the economy of Cumberland, the Village would like to take on this role itself, as the business community and local taxpayers will be better served by the Village having complete ownership of its economic development expenditures.

In total the Urbanics service review lists a total of 31 recommendations for CVEDS, ranging from suggestions on new governance models to ideas on how to improve its strategic planning process.

The Village does not have the time to wait for CVEDS to move forward with implementing 31 recommendations, and the outcome of this review reinforces the fact that Village participation in this service is unsatisfactory. Furthermore, it is the Village’s position that the community of Cumberland, and our economic development needs differ from those in the rest of the Valley.

The Village recently completed a review and revision of our Official Community Plan, and this new plan confirmed that the Village of Cumberland is one of the fastest growing and youngest municipalities in the Comox Valley and in British Columbia, with a median age of 38.2 years and population growing at an annual average increase of 4.24 per cent. The review also noted that the three primary sources of economic growth for Cumberland are as follows:

1. Eco-tourism: Cumberland is actively developing as a major ‘destination’ for outdoor recreation, heritage, arts and culture. Activities, such as mountain biking, hiking, non-motorized boating, fishing, and birding can be nurtured to expand economic development opportunities. Regional opportunities such as eco-sensitive resort complexes, and sporting and equipment supply services can also be examined for primary economic benefits and spin-offs. Cumberland is at a critical point in its development as a ‘destination’ for outdoor recreation, heritage, arts, and culture.
2. Commercial Development: This development will augment existing bed and breakfasts, restaurants, guide services, small retail, art galleries, live theater and microbreweries and microdistilleries to yield more tax income.
3. Industrial Development: This development includes industries that are aimed at mainstreaming environmental, climate, and social considerations into the operations of enterprises.

These are the items that Cumberland needs to be focusing on, and a review of the current CVEDS Work Plan shows that although certain elements of these items are contained in their plans, they are watered down due to CVEDS attempts to appease all of their various participants.

Rather than wait for an outside organization to allocate time and resources on Cumberland's important economic development issues, let us focus our limited resources on moving them forward. By increasing our economic development we can increase our tax base, and by increasing our tax base we can move towards addressing our massive infrastructure deficit.

In conclusion, the Village knows that stimulating economic development in the Comox Valley is hard work, and that there is a long list of demands placed on the Comox Valley Economic Development Society, probably unfairly so. Let us make their job easier, and allow us to withdraw from this service through a negotiated withdrawal from the service starting in 2015.

This service withdrawal letter has been sent to all of the Comox Valley Economic Development Service participants as well as the President of the Comox Valley Economic Development Society and the Minister of Community, Sport and Cultural Development.

If you have any questions in regards to this information please contact me directly via email at mayor.baird@cumberland.ca or by telephone at 250-336-2291.

Sincerely,



Leslie Baird
Mayor
Village of Cumberland

- c. The Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development



BRIEFING NOTE

To: Council

File No.: Airpark

From: Chief Administrative Officer

Date: February 16th, 2015

Subject: Briefing Note on the Fields Sawmill Site

ISSUE:

At the Council Meeting of February 2nd 2015 Council passed the following resolution:

That staff prepare a report to Council on the information they already have with regards to the Fields Sawmill Site for the February 16, 2015 Council meeting

BACKGROUND:

The Fields Sawmill ceased operation in 2005 and the site has sat vacant since that time.

KEY CONSIDERATIONS:

The site is in the 200 year floodplain and is subject to both a 30m setback and flood construction levels. The City of Courtenay Floodplain Management Bylaw No. 1743, 1994 specifies a flood construction level of approximately 4.2m for this site. Current ground elevations are approximately 3m. This means the underside of any floor system used for dwelling purposes, business or the storage of goods must be 1.2m (4ft) above current grade. Note these values are estimates and require confirmation by a BC Land Surveyor.

The site is not subject to the provincial Riparian Areas Regulation but is within an Environmental Development Permit Area. No development is permitted within 30m of the Natural Boundary unless approved by the City following a report by a Registered Professional Biologist.

The province is responsible for administering contaminated sites legislation. Prior to any development or soil disturbance an applicant would be required to complete a site profile pursuant to the *Environmental Management Act*. The province would review the profile and provide direction as necessary.

The OCP designation (Industrial) and the I-1 Zoning currently allow the property to be used for a saw mill, boatworks and storage, heliport or manufacturing. Any uses other than industrial will require an OCP amendment and any uses other than the four listed will require rezoning.

Transport Canada is responsible for the administration of airspace around aerodromes. Unlike the Comox Airport, a Transport Canada Zoning Regulation that specifies maximum heights to obstacles near runway approach surfaces does not exist for the Courtenay Airpark. However, staff understands that the current Airpark approach allows for a 5% approach slope (see Attachment No.1). Staff further understands that should any obstacles interfere with this slope the Airpark would need to invest in more sophisticated lighting and instrumentation to continue operation.

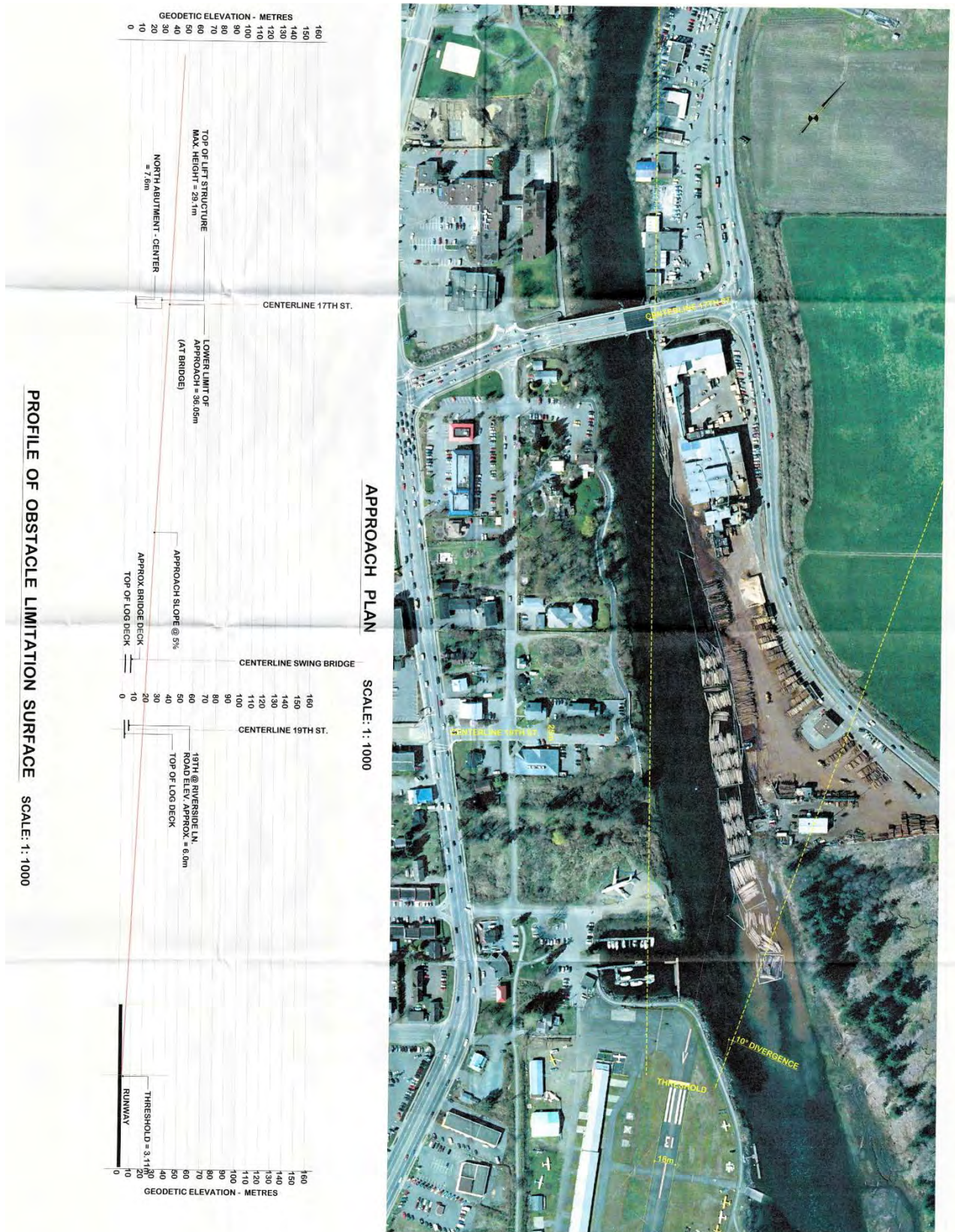
Attachment No.2 shows the limitations on the site based on a 30m setback from the river, a proposed 20m road widening adjacent to 17th street and a proposed statutory right of way along Comox Road. Based on these limiting factors, redevelopment is largely limited to the Southeast portion without relaxation of flood and/or environmental setbacks.

Prepared by:

Ian Buck, MCIP, RPP
Manager of Planning

Peter Crawford, MCIP, RPP
Director of Development Services

Attachment No. 1 – Approach Slope



Attachment No.2 – Setbacks

NEW BUS.

FEB 11/15

TO MAYOR AND COUNCIL



WE (THE OWNERS AS LISTED)

WHO OWN THE LANE LEADING TO OUR

RESIDENCES ARE REQUESTING A SIGN TO

INDICATE OUR LANE AS A MARKER FOR

EMERGENCY VEHICLES (POLICE, FIRE, AMBULANCE),

DELIVERIES, FRIENDS AND THE GENERAL PUBLIC.

THE LANE IN QUESTION LEADS FROM OUR

RESIDENCES OUT TO 1ST STREET MAKING IT

DIFFICULT TO LOCATE AND IDENTIFY RESIDENCES.

THE LANE IS TO BE NAMED LOST CREEK

AS WE BELIEVE IT WAS ORIGINALLY A SMALL

TRIBUTARY OF MALLARD CREEK. WE WISH

THE SIGN TO BE IDENTICAL TO THE CITY

OF COURTENAY SIGNS. PLEASE NOTE THE

ADDRESSES OF THE RESIDENCES WILL NOT

CHANGE.

YOURS TRULY MICHAEL GILBERT
TERRY CHANEY
1098 A 1ST STREET

Date: FEB 10 / 2015

The owners of the units on the lane off 1ST Street in Courtenay: 1098 A, 1098 B and 1102 A, 1102 B 1ST Street all agree to a street sign on 1ST Street, identifying this lane, as Lost Creek Lane. It is our understanding that emergency services (fire, police & ambulance) will be made aware of this lane name.

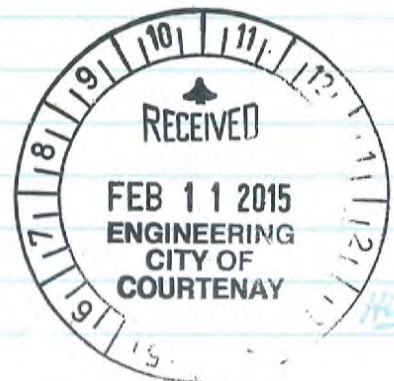
This sign will be the same style as other street signs in Courtenay.

1098 A 1ST St. Terry Chaney / Terry Chaney
Michael Gilbert
Signature / Print name
owner

1098 B 1ST St. Neil Allen / Neil Allen
Sarah Allen
Signature / Print name
owner

1102 A 1ST St. SARAH HAWKINS
JOSEPH THOMPSON
Signature / Print name
owner

1102 B 1ST St. Brittany Thibeault
Lawler Thibeault
Signature / Print name
owner



CITY OF COURTENAY	
BYLAW REFERENCE FORM	
BYLAW TITLE	
"City of Courtenay Fees and Charges Amendment Bylaw No. 2811, 2015"	
REASON FOR BYLAW	
To amend water and sewer utility user rates for 2015 in accordance with Council resolutions of January 21 and February 4, 2015	
STATUTORY AUTHORITY FOR BYLAW	
Section 194 of the <i>Community Charter</i> allows Council to charge a user fee to cover the cost of delivery of a service	
OTHER APPROVALS REQUIRED	
None	
STAFF COMMENTS AND/OR REPORTS	
<p>The, "2015-2019 Water Fund Financial Plan and User Fee Revenue" report was presented to Council on January 21, 2015.</p> <p>Council approved OPTION 1 and endorsed the proposed increase of 3% to water user fees for 2015.</p> <p>The "2015-2019 Sewer Fund Financial Plan and User Fee Revenue" report was presented to Council on January 21, 2015 and again on February 4, 2015 with some minor adjustments requested by Council.</p> <p>Council approved OPTION 1 and endorsed the proposed increase of 11.75% to sewer user fees for 2015.</p> <p>Staff prepared the appropriate bylaw incorporating the above rate increases and are presenting it to Council for three readings.</p>	
OTHER PROCEDURES REQUIRED	
February 10, 2015	T. Manthey Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2811, 2015

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. 2811, 2015.”**
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 10th day of February, 2015

Read a second time this 10th day of February, 2015

Read a third time this 10th day of February, 2015

Finally passed and adopted this day of February, 2015

Mayor

Director of Legislative Services

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES
AMENDMENT BYLAW NO. 2811, 2015
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%
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- (b) Where a larger connection than those listed above is required, the connection will be installed at City cost plus 25%.

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

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

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

(d) **Abandonment Fee**

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

(a) Unmetered Water

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

Category	Inside the city Per Unit	Outside the City Per Unit
Residential/Duplex	\$360.34	\$621.72
Multi-Family (three or more connected units)	\$304.37/unit	\$548.97/unit
Commercial	\$344.35	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 \$48.55
48.1 – 566.0 m3	\$1.35
Greater than 566.0 m3	\$1.08
Commercial Metered	
0 – 48.0 m3	Minimum rate per unit \$51.30
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 – Multi-Family Metered	
0 – 48.0 m3	Minimum rate per unit \$101.44
48.1 – 566.0 m3	\$1.76
Greater than 566.0 m3	\$1.40
Outside City - Commercial Metered	
0 – 48.0 m3	Minimum rate per unit \$105.02
48.1 – 566.0 m3	\$1.76
Greater than 566.0 m3	\$1.40

- (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.

4. UTILITY BILLING ADJUSTMENTS AND COLLECTION

- (a) Where a billing error is suspected by the consumer, notification in writing must be made to the City of Courtenay Finance Department within one year of the original billing date for review and consideration. Upon investigation, if it is determined by the City that an error occurred and the consumer has been overcharged, an adjustment will be made to the utility bill in question in an amount to be determined by the City. The City will not provide refunds or adjustments to billing errors made more than two years prior to the date of the notification being received by the City.
- (b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for water supplied or ready to be supplied by the City and for the provision of the service and other water related services. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT
BYLAW NO. 2811, 2015
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
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(c) Connection Charges for Annexed Areas

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

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

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

2. SANITARY SEWER USER RATES – APPLIED ON A PER-UNIT/SPACE BASIS

Part 1 - Residential Users

Cost Per Annum

1.	Single Family Dwelling	\$246.67
2.	Multiple Family Dwelling -per unit	\$246.67
3.	Mobile Home Park -per space	\$246.67
4.	Kiwanis Village -per unit	\$246.67

Part 2 - Commercial Users

1.	Hotels and Motels - per unit	\$ 99.31
2.	Trailer Park and Campsite - per serviced site	\$ 51.25
3.	Wholesale and Retail Stores	\$246.67
4.	Car Wash	\$246.67
5.	Bus Depot	\$246.67
6.	Funeral Parlour	\$246.67
7.	Garage	\$246.67
8.	Machine Shop and Repair Shop	\$246.67
9.	Bakery	\$246.67
10.	Photographer	\$246.67
11.	Business Office - per office	\$246.67
12.	Professional Office -per office	\$246.67
13.	Barber and Hairdresser	\$246.67
14.	Pool Room and Recreation Facility	\$246.67
15.	Theatre	\$493.32
16.	Department Store	\$493.32
17.	Supermarket	\$493.32
18.	Bowling Alley	\$493.32
19.	Bank	\$493.32
20.	Nursing Home	\$493.32
21.	Cafe and Restaurant (including drive-in or take-out)	\$493.32
22.	Dry Cleaner	\$493.32
23.	Beverage Room	\$493.32
24.	Laundry and Coin Laundry	\$1,971.66
25.	Sawmill	\$2,457.39

26.	Dairy Product Processing Plant	\$18,300.34
27.	Other Commercial Users not enumerated in this schedule	\$493.32
28.	Cheese Processing Plant	\$4,088.93

Part 3 - Institutional Users

1.	Church	\$246.67
2.	Public Hall	\$246.67
3.	Utility Office	\$493.32
4.	School -per classroom	\$442.09
5.	Regional Recreation Complex	\$19,629.70
6.	Regional District Administrative Office	\$5,273.96

3. UTILITY BILLING ADJUSTMENTS AND COLLECTION

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- (b) The rates and charges, enumerated in this Bylaw, are hereby imposed and levied for sewer utility services supplied or ready to be supplied by the City. All such rates and charges which are imposed for work done or services provided to lands or improvements shall form a charge on those lands which may be recovered from the Owner of the lands in the same manner and by the same means as unpaid taxes.

