

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

DATE: April 20, 2015
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt April 13, 2015 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg#

1. Arzeena Hamir, Amara Farm re: GE Free Procurement Policy

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

- 1 1. Gladstone Brewing Co. Amendment to Lounge Endorsement

(b) Community Services

(c) Development Services

(d) Engineering and Operations

- 11 2. Authorized Signatory for Approval of Previously Occupied Buildings

(e) Financial Services

- 15 3. Accountability Report for 2014 SCIF Traffic Fine Revenue Share Funds

- 21 4. 2015/16 RCMP Municipal Policing Contract Expenditure Cap: Final Approval

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

9.00 UNFINISHED BUSINESS

From the delegation to the April 13, 2015 Regular Council Meeting:

1. 6th Street Pedestrian and Cycling Bridge – Request for Support in Principle

Councillor Hillian – Proposed Resolution:

“Whereas a professional engineering feasibility study conducted by the City provided valuable information regarding the potential construction of a pedestrian/cycling bridge over the Courtenay River at the bottom of 6th Street; and

Whereas a subsequent design evaluation process conducted by the Courtenay River Pedestrian/Cycling Bridge Steering Committee recommended a clear span, low maintenance, low environmental impact design, as outlined in the Design Brief circulated to Council and Staff in December 2014 and presented by delegation on April 13th; and

Whereas the Courtenay River Pedestrian/Cycling Bridge Steering Committee proposes to raise all required funds to finance the construction of such a bridge; and

Whereas such a bridge would be a significant transportation, recreation and tourism asset to the City, facilitating a river crossing for pedestrians and cyclists that extends the existing Riverway trail system and helps link downtown to Simms and Lewis Parks;

Therefore, be it resolved that Council re-affirms support in principle for this project and requests Staff to work with the Bridge Steering Committee to develop a Memorandum of Understanding to facilitate the project.”

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For Final Adoption

- 29 1. “The 2015-2019 Financial Plan Bylaw No. 2814, 2015”
- 89 2. “Tax Rates Bylaw No. 2815, 2015”

13.00 ADJOURNMENT





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 4320-20

From: Chief Administrative Officer

Date: April 20, 2015

Subject: Gladstone Brewing Co. Amendment to Lounge Endorsement

PURPOSE:

The purpose of the report is to respond to the application by the Gladstone Brewing Company for an amendment to its Brewery Lounge Endorsement to add an outdoor patio.

CAO RECOMMENDATIONS:

That, based on the April 20, 2015 staff report, "Gladstone Brewing Co. Amendment to Lounge Endorsement", Council approve Option 1 and direct staff to publish notice for two consecutive weeks in a local newspaper and posted on the City's website requesting input on the proposed amendment to a Brewery Lounge Endorsement to allow an outdoor patio, for Council consideration at the regular meeting scheduled for May 11, 2015; and

That the Downtown Courtenay Business Improvement District (DCBIA) be specifically requested to provide comments regarding the amendment application.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Gladstone Brewery is now open at 244 4th Street, and received a Brewery Lounge Endorsement last year.

As per the attached request, Gladstone Brewing Company is requesting an amendment to its Brewery Lounge Endorsement by adding an outdoor patio.

DISCUSSION:

If Council wishes to comment on the application, the *Liquor Control and Licencing Regulations* require a local government detailed resolution as outlined in Appendix 1.

In addition, prior to recommending approval of an application, the local government must gather the views of residents if it considers the amendment may affect nearby residents and businesses.

With liquor licence amendment applications, typically Council has resolved to publish a notice in a newspaper for two consecutive weeks and on the City's website.

Staff are of the opinion that notices in a local newspaper and on the City’s website, along with a specific request for comment from the DCBIA, will satisfy the requirements of the Liquor Control and Licencing Branch. The DCBIA is typically able to provide coordinated comments reflecting the views of businesses in the downtown core.

Once Council receives public input on the applications, a resolution addressing the points outlined in Appendix 1 must be forwarded to the Liquor Control and Licencing Branch (LCLB). A proposed resolution in the correct format will be presented to Council for consideration at the regular meeting scheduled for May 11, 2015.

Council may choose to “opt out” of the process. This is a valid option only if Council feels the operation of the brewery lounge would not affect nearby residents (includes businesses).

FINANCIAL IMPLICATIONS:

Cost of advertising is anticipated to be in the range of \$250.00.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licence amendments is included in the general statutory duties of the Legislative Services Department work plan. To date, 2 hours of staff time have been expended for research and report preparation.

STRATEGIC PLAN & PRIORITIES REFERENCE:

Statutory in nature; although *Downtown Revitalization: Forum* is Council’s #3 Corporate Priority for 2015.

OFFICIAL COMMUNITY PLAN REFERENCE:

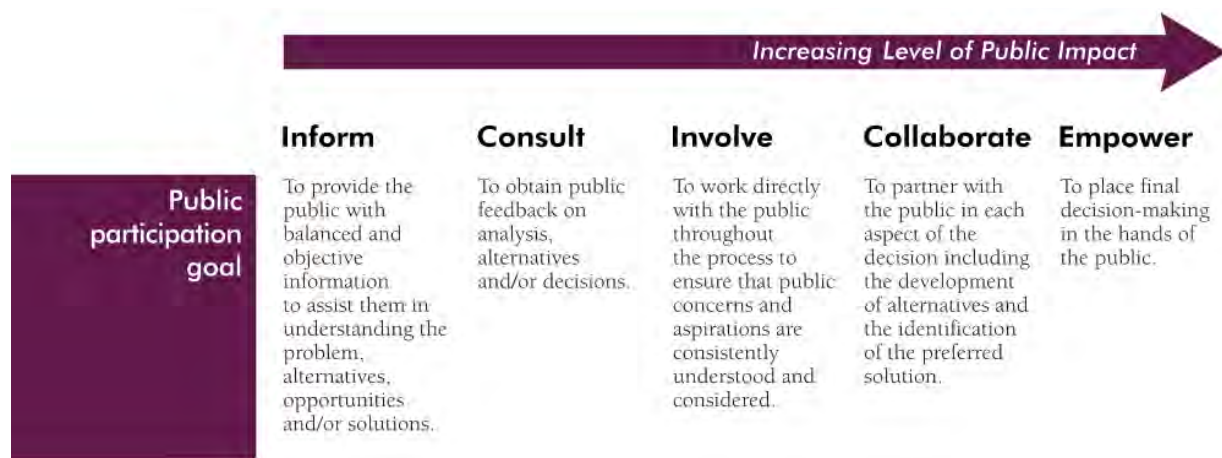
Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Public notice is required if Council wishes to comment on the application. *Consult* level of public participation is recommended.



OPTIONS:

- Option 1: Direct staff to publish notice for two consecutive weeks in a local newspaper and posted on the City's website requesting input on the proposed amendment to the Brewery Lounge Endorsement for Council consideration at the regular meeting scheduled for May 11, 2015 along with a specific request to the DCBIA for comment (recommended).
- Option 2: Direct staff to obtain public input through an alternative method.
- Option 3: Opt out of the process and advise the LCLB.

Prepared by:



John Ward, CMC
Director of Legislative Services

Attachments:

- Appendix 1 (LCLB guidelines)
- Application from Gladstone Brewery to the LCLB

APPENDIX 1

Excerpts from the Liquor Control and Licencing Branch:

All of the items outlined below on points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licencing Regulation.

- (a) The potential for noise if the application is approved (provide comments);*
 - (b) The impact on the community if the application is approved (provide comments);*
 - (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3 (2)(c) of the Act;*
 - If the local government or first nation gathered the views of the residents, they must provide:*
 - (i) The views of the residents*
 - (ii) The method used to gather the views of the residents, and*
 - (iii) Its comments and recommendations respecting the views of the residents*
- (Residents includes residents and business owners)*
- If the views of residents were not gathered, provide reasons.*
- (d) Its recommendation with respect to whether the amendment should be approved.*



APPLICATION SUMMARY
For Local Government/First Nations

RECEIVED
MAR 25 2015
CITY OF COURTENAY

Date: March 20, 2015

Job #23688898-006

To: Mr. John Ward, City of Courtenay

From: Ann Shubrook, Assistant Manager, Licensing (250-952-5773)

Re: Application for amendment to a Brewery Lounge Endorsement
By adding an outdoor Patio
Gladstone Brewing Co.
Brewery Licence # 306216
Located at 244 4th Street in Courtenay

APPLICATION INFORMATION

Currently, the Brewery is licensed to manufacturer beer. The Brewery has been granted a brewery lounge endorsement for a small interior lounge area. The Brewery proposes to add an outdoor patio with a maximum capacity of 118 persons as determined by a registered architect.

As with any increase in the capacity and/or addition of an outdoor patio, the application must be forwarded to the City of Courtenay for Council consideration under section 53 of the Liquor Control and Licensing Regulation. Comments relative to the impact on the community, noise, as well as the gathering of the views of local residents are anticipated within the 90 day timeframe. An extension of time may be requested from the City as needed.

Attached to this application summary, please find the following documents:

- a copy of the submitted application form, and
- floor plans with an occupant load of 118 persons

Please sign off on Part 4 and return a copy to my attention at Ann.Shubrook@gov.bc.ca quoting Job #23688898-006.

If you have any questions, please call me directly at 250-952-5773.

Thank you

Ann Shubrook
Licensing Branch

PART 3: Local Government/First Nation Resolutions: Information for the Applicant

For the following changes to an existing lounge and/or special event endorsement area(s), a resolution from your local government or First Nation, commenting on the application is required:

- Addition of a new patio
- Any alteration/addition, when the change increases the total occupant load of the lounge or interior special event endorsement areas.

Licensee responsibilities:

- Fill out appropriate change application sections in this form.
- Request your local government/First Nation to sign and date Part 4 of this form.**
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb>.

PART 4: Local Government / First Nation Resolution Required

To be filled out by your local government/First Nation office if applicable.

Local government/First Nation (name): City of Courtenay

Name of Official: JOHN WARD, CMC
Position: DIRECTOR OF LEGISLATIVE SERVICES
(last / first / middle)

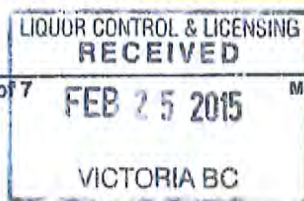
Date of receipt of application: 25/03/2015 Phone: 250-705-4853
(Day/Month/Year)

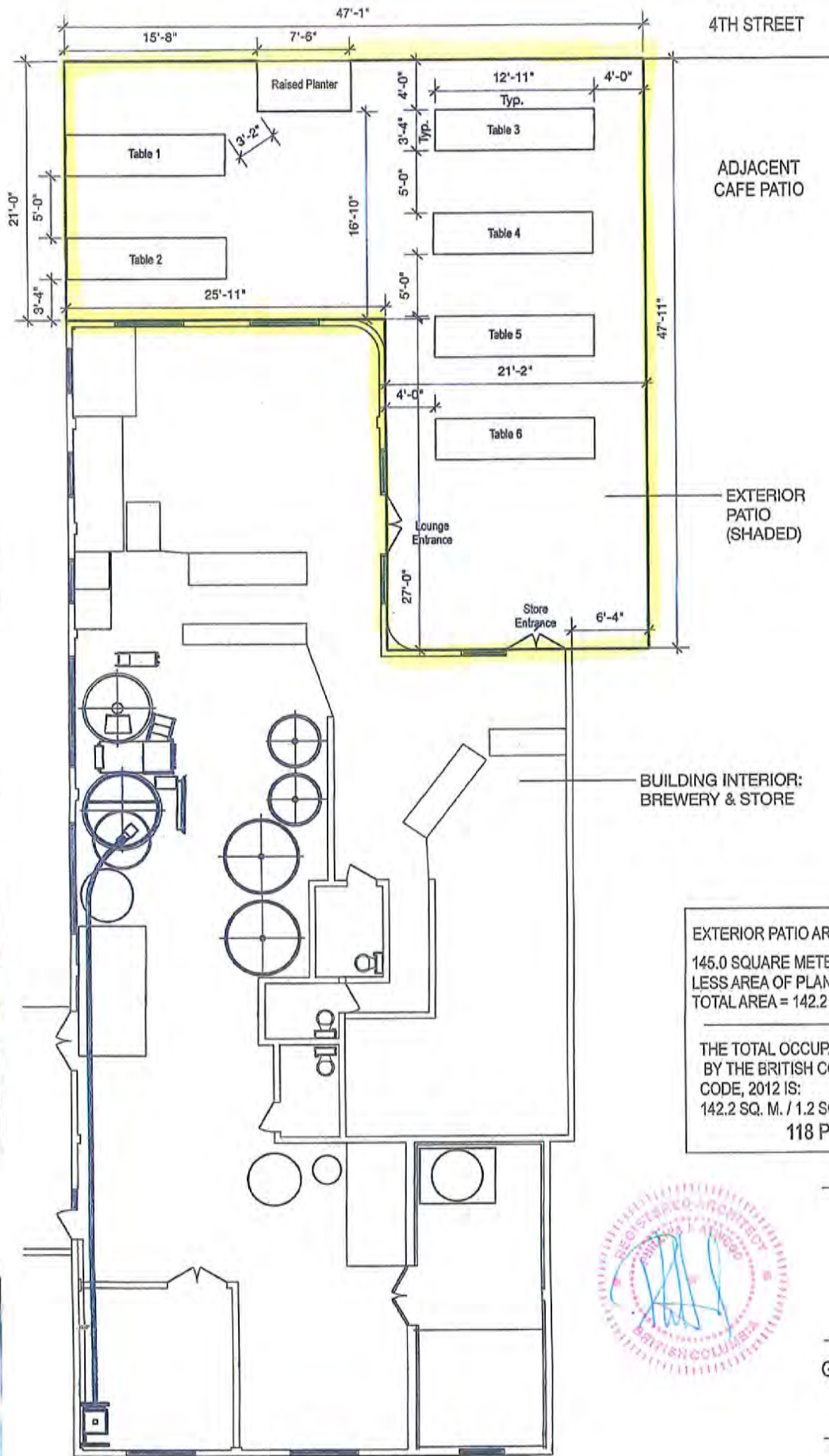
Signature of Official: [Handwritten Signature]

This application serves as notice from the Liquor Control and Licensing Branch that an application for a permanent change to a liquor licence is being made within your community. The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension, within 90 days, the general manager is authorized to review the application without a resolution, considering factors (a) through (d) below, and make a decision about the application.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2)(c) of the Act.
 - If the local government or first nation gathered the views of residents, they must provide:
 - (i) the views of the residents
 - (ii) the method used to gather the views of the residents, and
 - (iii) its comments and recommendations respecting the views of the residents.
 (Residents includes residents and business owners)
 - If the views of residents were not gathered, provide reasons.
- (d) Its recommendation with respect to whether the amendment should be approved.





EXTERIOR PATIO AREA:
 145.0 SQUARE METERS (1561 SQUARE FEET)
 LESS AREA OF PLANTER: 2.8 SQUARE METERS
 TOTAL AREA = 142.2 SQUARE METERS

THE TOTAL OCCUPANCY PERMITTED
 BY THE BRITISH COLUMBIA BUILDING
 CODE, 2012 IS:
 142.2 SQ. M. / 1.2 SQ. M. PER PERSON =
 118 PERSONS



PROJECT:
**GLADSTONE BREWERY
 EXTERIOR PATIO
 COURTENAY, BC**

DRAWING TITLE:
FLOOR PLAN

NOTE:
 THE SIGNATURE AND SEAL AFFIXED TO THIS PLAN ARE FOR THE SOLE PURPOSE OF VERIFYING THE OCCUPANCY LOAD FOR THE OUTDOOR PATIO ONLY AND IN NO WAY CERTIFIES THAT THE BUILDING CONFORMS TO CURRENT BUILDING CODE OR LOCAL BYLAW REQUIREMENTS FOR A LICENCED BEVERAGE ESTABLISHMENT. THE PLAN OF GLADSTONE BREWERY HAS BEEN PREPARED FROM MEASUREMENTS AND INFORMATION PROVIDED BY THE OWNER.

FILE:	SCALE:
-	1/8"=1'-0"
DRAWN BY:	PROJECT NO.:
PA	1165
DATE:	DRAWING No.:
12 March 2015	1 of 1



Manufacturing Facility

Structural Change Application

Liquor Control and Licensing Form LCLB013

INSTRUCTIONS:

Complete all applicable fields then submit with payment as outlined in Part 7 of this application form. You may complete this form online, then print.

- If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: **1-866 209-2111**
- LCLB forms and supporting materials referred to in this document can be found at: www.pssg.gov.bc.ca/lclb

Check appropriate box:

Manufacturing Facility

Existing Endorsement Area

Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Daniel Sharratt

Phone number: 250-661-4664

Fax number:

E-mail address: daniel@gladstonebrewing.ca

Licensee Information

Licence # affected: 306,216

Licensee name [as shown on licence]: Gladstone Brewing Co.

Manufacturer name [as shown on licence]: Gladstone Brewing Co.

Establishment

Location address: 244 4th Street

(as shown on licence):

Street

Courtenay

City

BC

Province

V9N1G6

Postal Code

Business Tel with area code: 250-661-4664

Business Fax with area code:

Business e-mail: daniel@gladstonebrewing.ca

Business

Mailing address:

(If different from above)

Street

City

Province

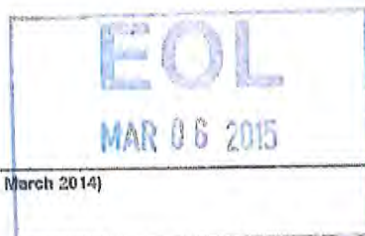
Postal Code

Type of Change Requested

Please check appropriate box(es) below:

Sub- Job Number
Office Use ONLY

Part 1	<input checked="" type="checkbox"/> New Outdoor Patio: when the licensee proposes to add a patio. (This only applies to approved lounge or special event endorsements.)	1	Outdoor Patio (C4-LIC) 23688898-6
Part 2	<input checked="" type="checkbox"/> Structural Alterations: when the licensee proposed changes to: A: Approved lounge or special event endorsement areas B: Manufacturing facilities (includes changes to on-site store area, tasting/sampling area, manufacturing area, storage areas, etc.) C: Approved picnic area D: Approved tour area	2	Structural - no capacity change (C4-LIC) 23688898-7 Structural - with capacity change (C4-LIC)



LCLB013 (last updated 7 March 2014)

1 of 7

LIQUOR CONTROL & LICENSING

RECEIVED

FEB 25 2015

VICTORIA BC

Manufacturer Application for Structural Change

PART 1: Addition of a New Outdoor Patio

Only applies to Approved Lounge or Special Event Area Endorsements

Fee: \$440 per licence = \$440

The addition of a licensed outdoor patio must be approved by the Liquor Control and Licensing Branch. Floor plans must have sufficient detail to be acceptable to the branch. Please be advised that the applicant is responsible for complying with any local bylaws related to the licensed establishment patios. **The application requires a local government/First Nation resolution.** Please refer to Part 3 for more information.

Attach the following:

One 11" x 17" and one 8.5" x 11" scaled, detailed furniture layout plan of the current licensed area and the proposed patio area(s).

Occupant load of patio(s) from above plans: Patio #1: 118 Patio #2: Patio #3:

The occupant load of the current licensed area(s) and proposed patio area(s) **must** be marked/stamped ON the plans by provincial (or designate) fire or building authorities. An alternate qualified professional (architect) may be used in locations only where fire and building authorities do not have jurisdiction to provide an occupant load if accompanied by local government/First Nation written confirmation.

1. Describe the patio perimeter that is designed to control patron entry/exit. (i.e., railing, fencing, planters, hedging, etc.)

We will have Planters and fencing around the perimeter with entrance way.

2. Will your servers have to carry liquor through unlicensed areas to get to the patio? Yes No *If Yes, please explain:*

3. Is the patio located immediately adjacent or contiguous to the interior licensed area? Yes No *If No, please explain:*

4. Describe how your staff will manage and control the patio from the interior licensed area

All alcohol purchases will be made in the interior lounge area. The patio will be fenced in to prevent people from entering or leaving unless they use the patio entrance area. During patio hours, staff will be required to monitor the patio and patrons using the patio.

5. Attach a photo if the patio is already built.

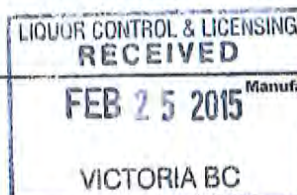
NOTE: Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and/or patio. Prior to submitting your application, verify if restrictions exist. Provide details as applicable.

IMPORTANT: You must request a local government/First Nation resolution commenting on the application. Local government must complete and sign Part 4 of this form. For further information on local government resolutions, read Part 3.

Also complete Parts 6 and 7

LCLB013

2 of 7



Manufacturer Application for Structural Change

PART 5: Structural Application Floor Plan Guidelines

A floor plan is a view of each floor as seen if you were to remove the roof or ceiling and all construction above. Floor plans must be acceptable to the Liquor Control and Licensing Branch for your application to be processed.

Floor plans should meet the following requirements:

- Must be clear, legible and of sufficient size and detail
- Drawing scale of not less than 1/4" = 1'0" (1:48)
- OCCUPANT LOAD(S) MUST BE CLEARLY MARKED/STAMPED ON THE PLANS for a lounge and/or patio as well as interior special event areas by provincial (or designate) fire or building authorities. An alternate qualified professional may be used in locations where fire and building authorities do not have jurisdiction to provide an occupant load, if accompanied by local government/First Nation written confirmation.
- Complete dimensions of all construction and room sizes
- Label partial height walls, planters, retail area, storage rooms, offices, washrooms, kitchen, storage, bars, sampling/tasting area, patios and the furniture layout of tables and chairs
- Location and size of doors and windows
- Stairs showing direction of travel and dimensions

PART 6: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
 - If the applicant owns the property, a Certificate of Title in the applicant's name.
 - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
 - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

I solemnly declare that the statements in this declaration are true.

(Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below. If more space is required, please attach a separate sheet):

Note: An agent, lawyer, resident manager or third party operator **may not** sign the declaration on behalf of the applicant.

Name of Official: Sharratt/Daniel/R. Position: Owner Date: 24/02/2015
(last / first / middle) (Day/Month/Year)

Signature: 

Name of Official: Stephanson/Alexandra/L. Position: Owner Date: 24/02/2015
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: 

Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence".

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.





STAFF REPORT

To: Council

File No.: 3300-01

From: Chief Administrative Officer

Date: April 20, 2015

Subject: Authorized Signatory for Approval of Previously Occupied Buildings

PURPOSE:

The purpose of this report is to request that Council delegate signing authority to the Approving Officer for plans of previously occupied buildings as “Strata Conversions” (in accordance with Section 242 of the *Strata Property Act*). This will permit the Approving Officer to sign these plans in place of the Mayor and the Director of Legislative Services and will streamline the application and approval process for such types of development.

CAO RECOMMENDATIONS:

That based on the April 20th, 2015 staff report, “*Authorized Signatory for Approval of Previously Occupied Buildings*”, Council approve Option 1, pursuant to Section 242(10) of the *Strata Property Act* and where the conditions under Section 242 of the *Strata Property Act* have been met by the applicant, Council delegates authority to the Approving Officer, the power to sign as the authorized signatory of the City for strata plans related to the conversion of previously occupied buildings into strata units.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The approval for conversion of previously occupied buildings to strata developments is dealt with under Section 242 of the *Strata Property Act*. Section 242 (1) (a) defines the “approving authority” as the Municipal Council of the municipality if the land is located in the municipality. Section 242 (6) identifies items that must be considered by the approving authority in making its decision to approve (or not) a strata plan.

The current process for prospective developers of “strata conversion” projects is as follows:

1. Developer makes application to the City (via the Engineering Division)
2. Engineering reviews the application with consideration to Section 242 (6) and determines whether or not the applicant has met the respective requirements.
3. Staff prepares a report to council to recommend one of the following:
 - approval of the strata plan, or
 - approval of the strata plan subject to conditions, or

- refusal of the strata plan due to lack of alignment with the requirements.
4. With Council “approval” or “approval with conditions”, staff coordinates with the applicant to complete the legal documentation
 5. Staff presents the documentation to the Director Legislative Services and Mayor for signatures.

DISCUSSION:

Section 242(10) of the *Strata Property Act* allows the approving authority to “(a) *delegate to an approving officer or other person designated in the resolution the exercise of the powers and performance of the duties of the approving authority under this section and, (b) impose limits or conditions on the exercise of the powers and performance of the duties delegated by the resolution.*”

The current “strata conversion” process has an inherent delay due to the administrative component for preparing a Staff Report to Council and awaiting a regularly scheduled Council meeting for the application to be endorsed (or not) by Council.

Delegating the authority for the approval of strata conversion plans to the Approving Officer would align this process with the current process for the subdivision of land; require less administrative time and resources as it would eliminate the need to present the application to Council; and would permit any modifications to the conditions that may arise due to new information over the course of the process, to be addressed at the discretion of the Approving Officer.

The recommended procedure will streamline the process of applications and will be a benefit to applicants and to staff.

FINANCIAL IMPLICATIONS:

None.

ADMINISTRATIVE IMPLICATIONS:

Staff effort to undertake this work is considered statutory. Approving the recommended option would increase the efficiency of the processing time for this type of development application, and reduce staff time spent on preparing Council agendas and minutes.

STRATEGIC PLAN REFERENCE:

Council’s 2014 Strategic Plan included an operational goal under Development Services associated with development process review. This proposed procedural modification expands on this goal with respect to strata conversion type developments.

OFFICIAL COMMUNITY PLAN REFERENCE:

None.

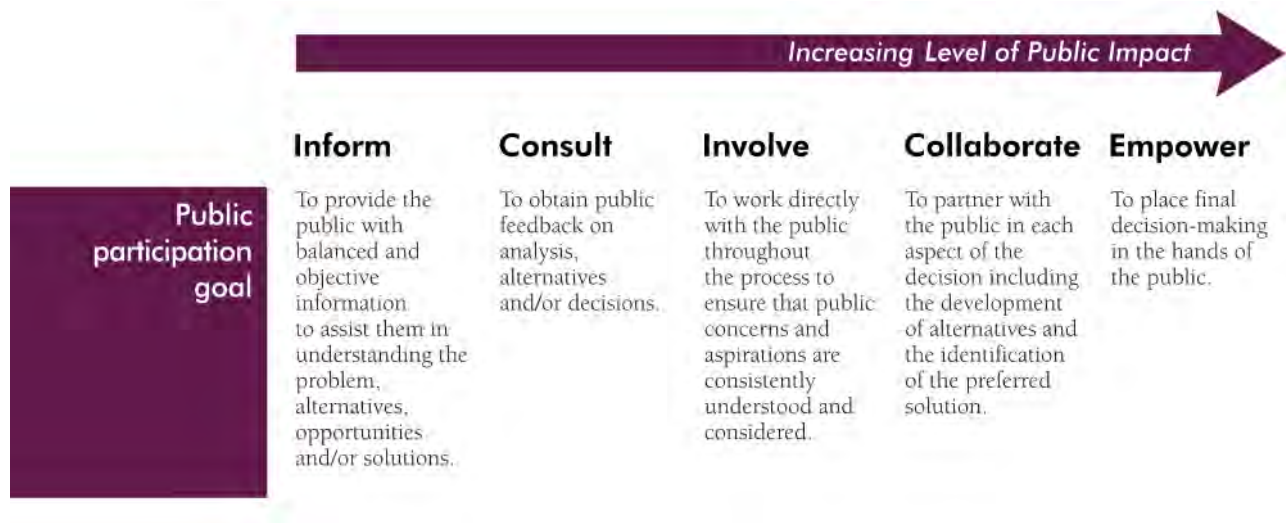
REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

This proposed undertaking is an operational change. Staff would inform the affected development community of the change based on the IAP2 Spectrum of Public Participation:

http://c.yimcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

- Option 1: That pursuant to Section 242(10) of the *Strata Property Act*, and where the conditions under Section 242 of the *Strata Property Act* have been met by the applicant, Council delegates authority to the Approving Officer, the power to sign as the authorized signatory of the City for strata plans related to the conversion of previously occupied buildings into strata units.
- Option 2: That Council maintain the current practice for the approval of previously occupied buildings to strata units.

Respectfully submitted,

Alan Clark, P.Eng.
Approving Officer

Lesley Hatch, P.Eng.
Director of Engineering & Public Works



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1845-20

From: Chief Administrative Officer

Date: April 20, 2015

Subject: Accountability Report for 2014 SCIF Traffic Fine Revenue Share Funds

PURPOSE:

The purpose of this report is to publically report on the use of 2014 grant funds received under the 2012-2014 Provincial Strategic Community Investment Funds Agreement (SCIF).

POLICY ANALYSIS:

The City is currently in the final year of the 2012-2014 Strategic Community Investment Funds Agreement. Section 2 of the SCIF agreement requires that the City report publically, by June 30th of each year, on the planned use of the funds and the progress made each year towards achieving the planned use. The attached report provides this public reporting for the 2014 calendar year, as well as provides the historical use of funds for the 2012 and 2013 calendar years.

CAO RECOMMENDATIONS:

That based on the April 20, 2015 staff report "Accountability Report for the 2014 SCIF Traffic Fine Revenue Share Funds", Council approve OPTION 1 and receive the accountability report for the 2014 calendar year.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In 2009, the Province restructured its key local government transfers. For Courtenay, the funds previously received as Traffic Fine Revenue Sharing grants were replaced with a Strategic Community Investment Funds (SCIF) Grant Agreement. The City's current agreement with the Province covers the years 2012-2014.

DISCUSSION:

In 2014, the City received a total of \$197,860 in Traffic Fine Revenue share (SCIF) funds. These funds, in addition to carry forward funds from 2013, were used to fund the cost of two members of the RCMP as well as to fund the acquisition of operational equipment for the local detachment in 2014.

ADMINISTRATIVE IMPLICATIONS:

Approximately 4 hours of staff time per year is utilized in accounting for the grant funds and complying with the annual reporting requirements of the SCIF Agreement. Once Council has reviewed and received the report, staff must advise the Province no later than June 30, 2015 that the information has been publically reported.

STRATEGIC PLAN REFERENCE:

While this matter is not specifically referred to in the City’s strategic plan, it is an annual reporting requirement under the current SCIF agreement for staff to attend to, and for Council to review and receive.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable.

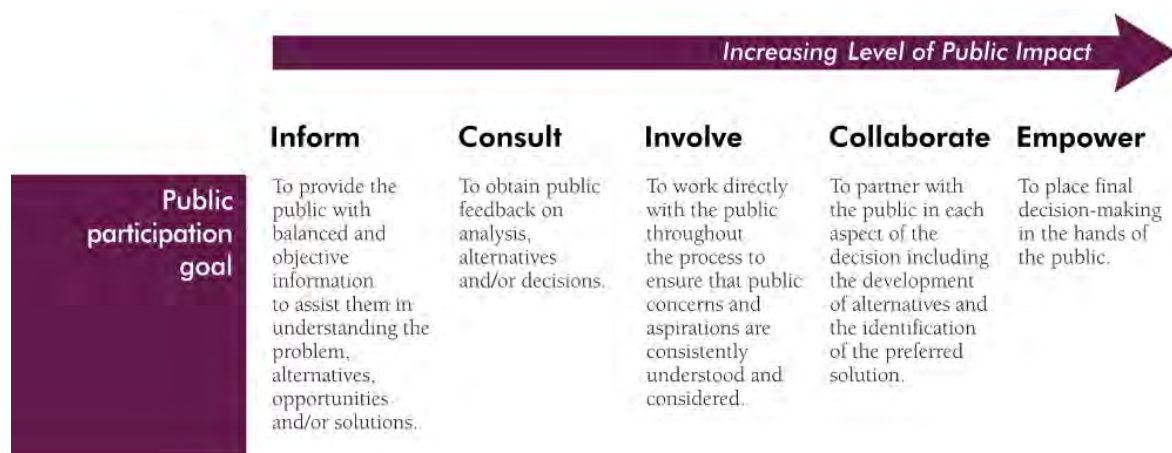
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

The intended use of the (SCIF) Traffic Fine Revenue share funds, and the actual use of those funds, must be publically reported on by June 30th each year.

The public will be informed of the outcome of Council’s consideration of the 2014 Strategic Community Investment Funds Agreement Accountability Report. This is based on level one of the IAP2 Spectrum of Public Participation adopted as an element of Sound Project Design for the Corporate Workplan.

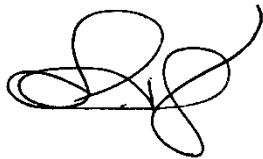


OPTIONS:

OPTION 1: That Council receive the 2014 Strategic Community Investment Funds Accountability Report.
(Recommended)

OPTION 2: That Council does not receive the report.

Prepared by:

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

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

Attch: 2012-2014 Strategic Community Investment Funds Plan and Progress Report for 2014.

City of Courtenay
2012-2014 Strategic Community Investment Funds Agreement
Plan/Progress Report
for the 2014 Calendar Year

(1) **SCI Funds received or anticipated:** *Payments under the small community, regional district and traffic fine revenue sharing portions of the Strategic Community Investment Funds (SCI Funds) will be set out separately in the local government's SCI Funds Agreement.*

Strategic Community Investment Funds	Use	Date	Instalment Amounts	Total by Year
TFRS Grants 2012-2014	<ul style="list-style-type: none"> • Defray the cost of local police enforcement • Community Safety 	March 2012	\$154,086	
		June 2012	\$249,485	\$403,571
		March 2013	\$51,362	
		June 2013	\$145,749	\$197,111
		June 2014	\$197,860	\$197,860
	Total			\$798,542

(2) **SCI Funds intended use, performance targets and progress made:**

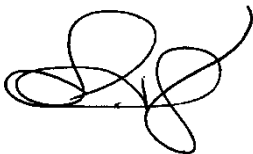
Traffic Fine Revenue Sharing Portion of the SCI Funds

Intended Use 2012 Calendar Year	Performance Targets 2012	Progress Report (by June 30, 2013)
Fund 2 police officers	Defray the cost of local police enforcement	\$302,211 of the SCI funds were used to fund the cost of two police officers in 2012
Fund the acquisition of police equipment	Defray the cost of local police enforcement	\$47,741 of the SCI funds were used to purchase equipment for police operations in 2012 (in-car video camera, evidence cabinet, night vision monocular, surveillance kits, bike section-bicycle jackets and pants, and various other equipment items)

Intended Use 2013 Calendar Year	Performance Targets 2013	Progress Report (by June 30, 2014)
Fund 2 police officers	Defray the cost of local police enforcement	\$320,000 of the SCI funds were used to fund the cost of two police officers in 2013
Fund the acquisition of police equipment	Defray the cost of local police enforcement	Equipment totalling \$50,719 was ordered in December 2013, for delivery in early 2014. Equipment purchased includes a forensic processing station, portable IP camera recording unit, respirators, bio-circle cleaning system, portable beam spotlights, as well as other items which enhance operations capacity in the detachment.

Intended Use 2014 Calendar Year	Performance Targets 2014	Progress Report (by June 30, 2015)
Fund 2 police officers	Defray the cost of local police enforcement, estimated amount \$324,134	\$315,206 of the SCI funds were used to fund the cost of two police officers in 2014
Fund the acquisition of police equipment	detachment equipment provision \$42,000	Forensics equipment totalling \$18,742 was purchased in 2014.
		Unused SCIF funds have been carried forward and budgeted for use in 2015.

(3) Report Date: April 20, 2015



*Tillie Manthey, BA, CPA, CGA
 Director of Financial Services/Deputy CAO, City of Courtenay*



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1660-20

From: Chief Administrative Officer

Date: April 20, 2015

Subject: 2015/16 RCMP Municipal Policing Contract Expenditure Cap: Final Approval

PURPOSE:

The purpose of this report is to consider and provide final approval to the City of Courtenay RCMP municipal policing expenditure cap for the 2015/16 contract year.

POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This agreement has a twenty year term and will provide for policing services in the City until March 31, 2032.

EXECUTIVE SUMMARY:

In June of 2014, Council provided "approval in principle" for a 2015/16 RCMP Municipal Policing Expenditure Cap of \$5,493,584 and a zero increase in members funded by the City. Approval in principle is required by June each year in order for the RCMP to obtain the Federal Treasury Board 10% contract funding by that deadline of end of July.

Council is now requested to provide "final" approval by May of the policing contract year. This decision is due by May 5, 2014.

In the City's 2015 Financial Plan, a vacancy pattern of 7% (2.13 members) has been factored into the expenditure provided for. Prior year surplus has also been used to hold the tax impact of policing costs to zero percent for the 2015 year.

CAO RECOMMENDATIONS:

That based on the April 20, 2015 staff report "2015/16 RCMP Municipal Contract Expenditure Cap: Final Approval" Council approves OPTION 1, which maintains the 2015 established strength at 30.4 members and provides for an expenditure cap of \$5,493,584, of which Courtenay is responsible for 90% or \$4,944,226.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Comox Valley RCMP Detachment is a combined Provincial/Municipal detachment which provides police protection services for the entire Comox Valley from its facility on Ryan Road. Of the 61 members currently staffed in the detachment, 19 are funded by the Province, 30.4 are funded by Courtenay, and 11.6 are funded by Comox.

In compliance with the terms of the Municipal Policing Agreement, the preliminary letter of “approval in principle” for the 2015/16 Municipal Policing Expenditure Cap was provided by Council last year in June 2014.

DISCUSSION:

The “Final Confirmation Letter” confirming the 2015/16 Municipal Policing Expenditure Cap is due by May 4, 2015. As there have been no significant changes from the June 2014 “approval in principle” provided by Council, staff recommend that the final approval of the 2015/16 expenditure cap and authorized strength remain as initially approved.

The expenditure Cap of \$5,493,584 is based on 30.4 members and Courtenay’s 90% share, \$4,944,226, has been provided for in the City’s 2015 Financial Plan. A vacancy pattern of 7% (2.13 members) has been factored into the budget, and additionally, prior year surplus has been used to hold the taxation impact for anticipated 2015 policing costs to zero percent.

FINANCIAL IMPLICATIONS:

Over the past five years, and particularly with the implementation of the new twenty-year Municipal Policing Contract, municipalities in BC have experienced a steady increase in the annual cost of policing. Given that this service forms approximately 20% of the City’s annual General Operating Budget, an increase in the cost of policing can place notable pressure to correspondingly increase property taxes to provide funding.

The City funds two of its officers from host gaming revenues, two from the Provincial traffic fine revenue sharing grant, and the remaining 26.4 members are funded from general property taxation. Each year, the City also budgets for a projected “vacancy pattern” to more accurately project anticipated costs and avoid over taxation for this service. For 2015, with the use of prior year surplus and a budgeted anticipated vacancy pattern of 7% (2.13 members), the cost of policing will not contribute to an increase in taxation.

The approved expenditure caps for the past several years are detailed below:

TABLE 1: City of Courtenay Municipal Policing Expenditure Cap, Five Year History

CONTRACT YEAR	EXPENDITURE CAP @ 100%	COURTENAY SHARE @ 90%	NO. OF MEMBERS
2010/11	\$4,289,117	\$3,860,205	28.4
2011/12	4,893,656	4,404,290	30.4
2012/13	5,104,007	4,593,606	30.4
2013/14	5,370,530	4,833,477	30.4
2014/15	5,325,081	4,792,573	30.4
2015/16 approval in principle	5,493,584	4,944,266	30.4

ADMINISTRATIVE IMPLICATIONS:

On Council “final” approval, Staff will provide the RCMP with the final confirmation letter for 2015/16. Annual financial management of the 2015/16 policing contract requires approximately 10 hours of staff time and includes review of the monthly financial statements, payment of quarterly invoicing, and budget approval reports to Council.

STRATEGIC PLAN REFERENCE:

While the matter of the policing contract and related expenditures is not identified in Council’s Strategic Priorities, it is an annual requirement for staff to attend to.

The 2012-2014 Strategic Plan identified the following value and goal:

- 1. A Safe and Caring Community
Goal 1: Ensure protective services meet community needs

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.4 Police Protection

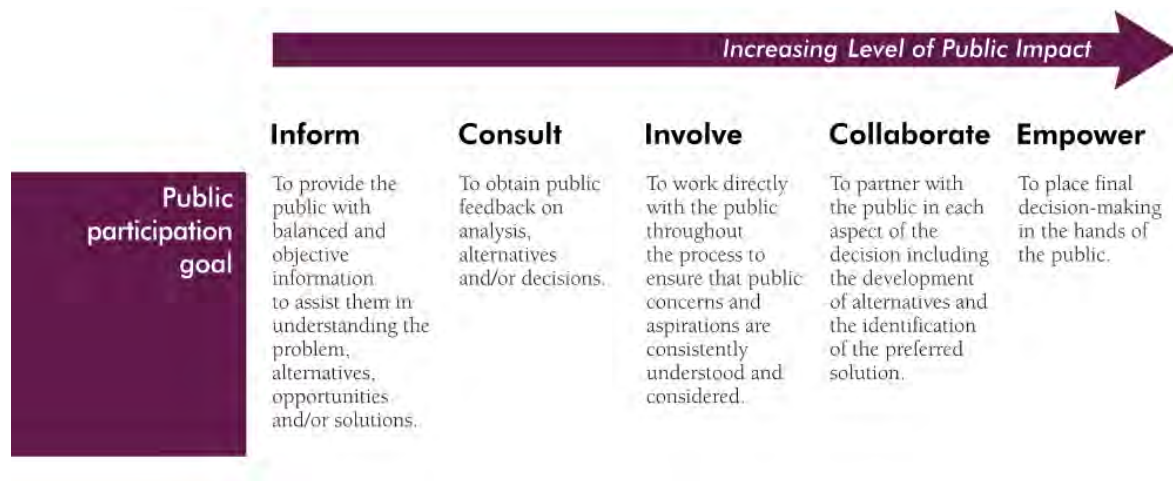
Police is provided by the R.C.M.P. with the detachment located on Ryan Road.

REGIONAL GROWTH STRATEGY REFERENCE:

The Regional Growth Strategy is silent on the matter of police protection.

CITIZEN/PUBLIC ENGAGEMENT:

The public will be informed of the outcome of Council’s consideration of the 2014 Audited Financial Statements. This is based on level one of the IAP2 Spectrum of Public Participation adopted as an element of Sound Project Design for the Corporate Workplan.



OPTIONS:

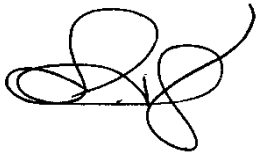
OPTION 1: That Council grant final approval of the 2015/16 Municipal Policing Contract expenditure cap of \$5,493,584, of which Courtenay is responsible for 90% or \$4,944,226; and that the established number of members for Courtenay be maintained at a total of 30.4.

[RECOMMENDED]

OPTION 2: That Council defers final approval of the 2015/16 Municipal Policing Contract expenditure cap for further discussion at a future meeting.

While Option 2 provides additional time for Council review, Staff advise that the RCMP deadline for the "final approval" is May 5, 2015. Of note is that there are no changes in the expenditure cap or member strength details which were granted "approval in principle" by Council in June 2014.

Prepared by:



Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO

Attachment: 2015/16 RCMP Expenditure Forecast

COURTENAY 2015/16 to 2019/20 Fiscal Estimates	COURTENAY 12/13 Final	COURTENAY 13/14 Pre-Final	COURTENAY 14/15 Budget	COURTENAY 15/16 Estimates	COURTENAY 16/17 Estimates	COURTENAY 17/18 Estimates	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates
CONTRACT STRENGTH	30.40	30.40	30.40	30.4	31.4	31.4	32.4	32.4
ACTUAL / FUNDED STRENGTH	27.46	24.46	30.40	30.4	31.4	31.4	32.4	32.4
COST ELEMENT GROUP (CEG)								

STD OBJ. 01 - PERSONNEL

CEG 20 - TEMP. CIVILIAN EMPLOYEES & CASUALS	9,918	80,439	10,500	10,815	11,139	11,474	11,818	12,172
CEG 21 - GUARDS & MATRONS								
CEG 22 - INTELLIGENCE MONITORS	20	40						
CEG 30 - PAY - MEMBERS:								
CE 500110 - REGULAR PAY	2,245,251	2,036,942	2,535,149	2,617,828	2,828,055	2,870,476	3,001,597	3,046,620
CE 500114 - SERVICE PAY	68,208	71,350	90,000	99,000	108,500	117,500	127,000	127,000
CE 500121 - PLAINCLOTHES	16,706	679						
CE 500122 - KIT UPKEEP	2,436	-45						
CE 500163 - MARKET ADJUSTMENT								
CE 500164 - SENIOR CST ALLOWANCE	42,144	47,742	60,500	63,500	68,500	73,500	79,000	79,000
CE 501198 - BILINGUAL BONUS - Current								
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE		4,986	7,400	7,400	7,600	7,600	7,800	7,800
MISC. CE's incl. under CEG 30								
CEG 30 - PAY - MEMBERS - TOTAL	2,374,744	2,161,653	2,693,049	2,787,728	3,012,655	3,069,076	3,215,397	3,260,420
CEG 31 - OVERTIME - MEMBERS	207,026	187,942	285,000	295,000	315,369	326,406	348,590	360,790
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item	590,765	31,230						
CEG 33 - RCMP PAY - OTHER								
CE 500112 - RETROACTIVE PAY	4,294	854						
CE 500117 - SHIFT DIFFERENTIAL	22,922	40,336	24,100	27,400	27,811	28,228	28,652	29,081
CE 500119 - PERFORMANCE AWARD								
CE 501127 - RETRO PAY - PRIOR YEAR	196							
MISC. CE's incl. under CEG 33	4,507	5,934	8,000	8,280	8,528	8,784	9,048	9,319
CEG 33 - PAY - MEMBERS - OTHER	31,919	47,125	32,100	35,680	36,750	37,853	38,988	40,158
CEG 40 - ALLOWANCES - INTRA MEMBERS	20,455	28,352						
CEG 41 - ALLOWANCES - INTER MEMBERS								
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENCY								
TOTAL STD OBJ. 01 - PERSONNEL	3,234,847	2,536,782	3,020,649	3,129,223	3,375,914	3,444,809	3,614,793	3,673,541

STD OBJ. 02 - TRANSPORTATION & TELECOM

CEG 50 - TRAVEL	14,215	21,737	30,000	30,900	31,827	32,782	33,765	34,778
CEG 51 - TRAVEL ADVANCES								
CEG 52 - TRAINING TRAVEL (DCCEG)	19,452	9,080	26,848	27,251	27,660	28,490	29,344	30,225
CEG 53 - TRAINING TRAVEL (POST)	1,916	7,826	10,827	11,255	11,593	11,941	12,299	12,668
CEG 54 - IPA & FSD TRAVEL								
CEG 55 - CENTRALIZED TRAINING TRAVEL								
CEG's 60-66 - TRANSFER COSTS (Credit Item)	67,877	87,414						
CEG 70 - FREIGHT, POSTAGE, ETC.	6,674	6,280	7,991	8,231	8,478	8,732	8,994	9,264
CEG 100 - TELEPHONE SERVICES (DCCEG)								
CEG 101 - TELEPHONE SERVICES (POST)	260							
CEG 140 - COMPUTER COMM SERVICES								
TOTAL STD OBJ. 02 - TRANSPORT & TELECOM	110,394	132,336	75,767	77,637	79,557	81,944	84,402	86,935

STD OBJ. 03 - INFORMATION

CEG 120 - ADVERTISING	115	7						
CEG 130 - PUBLICATIONS SERVICES	161	54	170	175	181	186	192	197
TOTAL STANDARD OBJ. 03 - INFORMATION	276	61	170	175	181	186	192	197

STD OBJ. 04 - PROFESSIONAL & SPEC. SVCS

CEG 160 - LEGAL SERVICES (Credit Item)	81,811	5,723						
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	0	0				
CEG 171 - CONTRACTED SERVICES (Post)								
CEG 190 - TRAINING & SEMINARS (DCCEG)	21,428	19,761	23,762	24,119	24,480	25,215	25,971	26,750
CEG 191 - TRAINING & SEMINARS (POST)	2,689	1,947	2,814	2,898	2,985	3,075	3,167	3,262
CEG 192 - OFFICIAL LANGUAGE TRAINING								
CEG 200 - HEALTH SERVICES MEMBERS (Credit Item)	151,471							
CEG 201 - HEALTH SERVICES - OTHERS (Credit Item)	1,103							
CEG 202 - HEALTH SERVICES - PENSIONERS (Credit Item)	11,551							
CEG 210 - PROTECTION SERVICES								
CEG 213 - CORPS OF COMMISSIONAIRES								
CEG 218 - CONTAMINATED SITES								
CEG 219 - PROFESSIONAL SERVICES	44,258	62,627	75,000	77,250	79,568	81,955	84,413	86,946
CEG 220 - OTHER SERVICES	5,590	8,150	8,078	6,260	6,448	6,641	6,841	7,046
CEG 221 - OTHER SERVICES IM/IT	2,758	6,122	3,555	3,661	3,771	3,884	4,001	4,121
CEG 223 - RADIO COMMUNICATION SYSTEMS	28,664	30,686	36,823	37,078	37,340	37,610	37,610	37,610
CEG 228 - CADC SPENDING OF PROCEEDS								
CEG 229 - CADC ALLOCATED (Credit Item)	-4,410							
CEG 230 - DIV FUND TRANSFER								
CEG 231 - DCM FUND TRANSFER								
CEG 232 - O&M OPERATIONAL CONTINGENCY								
CEG 233 - CORPORATE CONTINGENCY								
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC SV	345,910	135,015	144,477	147,605	150,821	154,495	158,002	161,614

STD OBJ. 05 - RENTALS

CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)		0						
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	4,106	5,352	4,952	5,101	5,254	5,411	5,574	5,741
CEG 250 - RENTAL COMNS EQUIP (DCCEG)								
CEG 251 - RENTAL COMNS. EQUIP (POST)								
CEG 258 - RENTAL MOTORIZED VEHICLES								
CEG 260 - RENTAL OF CONVEYANCE								
CEG 261 - LEASING OF AIRCRAFT								
CEG 265 - LEASED VEHICLES								
CEG 280 - RENTAL COMPUTER EQUIP								
CEG 290 - RENTAL - OTHERS	7,144	8,462	8,742	9,004	9,274	9,552	9,839	10,134
TOTAL STANDARD OBJ. 05 - RENTALS	11,251	13,814	13,694	14,105	14,528	14,964	15,413	15,875

STD OBJ. 06 - PURCHASE, REPAIR AND MAINT

CEG 310 - REPAIR OF BUILDINGS & WORKS	0	0						
CEG 311 - REPAIR OF BUILDINGS & WORKS	0							
CEG 350 - REPAIR SHIPS & BOATS								
CEG 360 - REPAIR OF AIRCRAFT								
CEG 370 - REPAIR OF VEHICLES	45,112	29,007	56,822	58,526	60,282	62,091	63,953	65,872

COURTENAY 2015/16 to 2019/20 Fiscal Estimates	COURTENAY 12/13 Final	COURTENAY 13/14 Pre-Final	COURTENAY 14/15 Budget	COURTENAY 15/16 Estimates	COURTENAY 16/17 Estimates	COURTENAY 17/18 Estimates	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates
CONTRACT STRENGTH ACTUAL / FUNDED STRENGTH COST ELEMENT GROUP (CEG)	30.40 27.46	30.40 24.46	30.40 30.40	30.4 30.4	31.4 31.4	31.4 31.4	32.4 32.4	32.4 32.4
CEG 380 - REPAIR OF OFFICE & LAB EQUIP	645	1,343	820	844	869	896	922	950
CEG 390 - REPAIR OF MISC. EQUIP	2,670	894	1,425	1,468	1,512	1,557	1,604	1,652
CEG 392 - REPAIR OF AFIS EQUIP								
CEG 393 - REPAIR OF EDP EQUIPMENT								
TOTAL STANDARD OBJ. 06 - PURCHASE, REPAIR AND M	48,426	31,244	59,066	60,838	62,663	64,543	66,480	68,474

STD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES

CEG 400 - UTILITIES	0	0	0	0	0	0	0	0
CEG 430 - FUEL	73,975	65,174	80,000	82,400	84,872	87,418	90,041	92,742
CEG 470 - PHOTOGRAPHIC GOODS	3,854	3,937	1,351	1,391	1,433	1,476	1,529	1,566
CEG 500 - STATIONERY	12,541	11,636	25,999	26,779	27,583	28,410	29,262	30,140
CEG 510 - CLOTHING & KIT	17,366	14,220	18,233	18,780	19,344	19,924	20,522	21,137
CEG 530 - LAB SUPPLIES								
CEG 540 - POST BUDGET EXPENDITURES	52,950	43,061	61,800	63,654	65,564	67,531	69,556	71,643
CEG 541 - ACQUISITION CREDIT CARDS								
CEG 550 - HOUSE FURNISHINGS								
CEG 630 - MESS PURCHASES								
CEG 640 - MESS CREDITS								
TOTAL STD OBJ. 07 - UTIL, MATERIAL AND SUPP	160,685	138,030	187,383	193,005	198,795	204,759	210,901	217,229

STD OBJ. 09 - MACHINERY & EQUIP ACQ<\$10,000

CEG 440 - TRANSPORT SUPPLIES	7,327	45	5,150	5,305	5,464	5,628	5,796	5,970
CEG 441 - VEHICLE CHANGEOVERS	10,563	74	26,985	32,709	33,690	34,701	35,742	36,814
CEG 450 - COMNS PARTS & CONSUMABLES	1,578	1,808	3,136	3,230	3,327	3,427	3,530	3,636
CEG 480 - FIREARMS & AMMUNITION	5,619	7,764	2,799	5,900	6,156	6,340	6,531	6,726
CEG 770 - COMMS. SYSTEMS (CAPITAL)	5,550	5,599	15,993	16,473	16,967	17,476	18,000	18,540
CEG 771 - COMMS. EQUIPMENT	181	162	381	393	405	417	429	442
CEG 810 - LABORATORY EQUIP.								
CEG 811 - SOFTWARE DEVELOPMENT - NON SALARY								
CEG 812 - SOFTWARE DEVELOPMENT - SALARY								
CEG 820 - PHOTOGRAPHIC EQUIP			2,251	2,319	2,388	2,460	2,534	2,610
CEG 821 - AFIS EQUIP								
CEG 822 - IDENT EQUIP.			1,351	1,391	1,433	1,476	1,520	1,566
CEG 830 - FURNITURE & FIXTURES								
CEG 840 - COMPUTER EQUIPMENT (CAPITAL)								
CEG 841 - COMPUTER EQUIP.	29,740	3,558	80,497	24,686	24,880	25,626	26,395	27,187
CEG 842 - COMPUTER SWARE - INFORMATICS								
CEG 845 - SPECIALIZED EQUIPMENT								
CEG 850 - AUDIO VISUAL AIDS			3,090	3,183	3,278	3,377	3,478	3,582
CEG 860 - INVESTIGATIONAL EQUIP.	24,114		3,000	3,090	3,183	3,278	3,377	3,478
CEG 870 - SHIPS AND BOATS (CAPITAL)								
CEG 871 - MISC. BOATS								
CEG 880 - AIRCRAFT (CAPITAL)								
CEG 890 - VEHICLES (CAPITAL)	75,530	23,988	80,000	80,000	130,000	66,000	68,000	70,000
CEG 891 - MISC. VEHICLES								
CEG 900 - OTHER EQUIP.	1,297	2,146	4,120	4,244	4,371	4,502	4,637	4,776
CEG 910 - OFFICE MACHINES	13,331	5,030	7,766	7,999	8,239	8,486	8,741	9,003
CEG 920 - SECURITY EQUIP.	2,630	22,313	1,061	1,093	1,126	1,159	1,194	1,230
TOTAL STD OBJ. 09 - MACHINERY & EQUIPMENT	177,460	72,487	237,580	192,012	244,905	184,352	189,903	195,560

STD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS

CEG 570 - PRISONER EXPENSES								
CEG 580 - SECRET EXPENSES	8,060	7,459	5,628	5,628	5,628	5,628	5,628	5,628
CEG 581 - SPECIAL "I" EXPENDITURES								
CEG 590 - MISC EXPEND	95	93						
CEG 591 - DISCOUNT FOR EARLY PAYMENT								
CEG 592 - PAYMENT IN LIEU OF TAXES	24,591	0						
CEG 600 - FOREIGN SERVICE								
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Credit It)	10,322	104,048						
CEG 650 - WRITE-OFF								
TOTAL STD OBJ. 12 - OTHER SUBSIDIES & PMTS	43,058	111,600	5,628	5,628	5,628	5,628	5,628	5,628

LESS - YEAR TO DATE CREDITS

SO 01 - CEG 32 - Medical Leave / Suspension > 30 days	590,765	31,230						
SO 01 - CEG 40 & 41 -Transfer Allowances	20,455	28,352						
SO 02 - CEG's 60-66 Transfer Cost	87,877	87,414						
100% SHARED SERVICES CANADA - (Various CEGs)								
SO 04 - CEG 160 - Legal Services	81,811	5,723						
SO 04 - CEG's 200, 201 & 202 - Health Services	164,126							
SO12 - CEG 592 Payment in Lieu of Taxes	24,591	0						
SO12 - CEG 620 - Compensation Claims/Ex-Gratia	10,322	104,048						
ICBC Repairs to Police Vehicles Credit								
Refund of Credits under CE 1691								
TOTAL CREDITS	959,947	256,768						

TOTAL DIRECT COSTS

TOTAL DIRECT COSTS	3,173,360	2,914,601	3,744,416	3,820,229	4,132,992	4,155,681	4,345,714	4,425,053
INDIRECT COSTS (Summary)								
1) RM Pensions	367,702	336,043	543,307	631,134	682,148	694,955	728,124	738,345
2) RM CPP	63,682	58,050	73,933	75,769	80,218	82,223	86,963	89,137
3) Employer's Contr. to E.I. for RM's	27,847	26,430	32,389	33,198	35,148	36,026	38,103	39,056
4) Division Administration (per cap x avg.# RM's)	669,069	526,177	750,880	714,400	753,600	772,440	813,240	832,680
5) Recruitment & Training	96,110	85,601	106,400	121,965	130,593	130,593	134,752	134,752
6) National Programs	37,968	59,466	73,295	77,104	79,718	79,797	82,422	82,506
7) Police Dog Service Training				19,337	19,725	19,725	19,725	19,725
8) Amortization of Equipment > \$150,000 @ 10%								
9)TCE & IM for Pension, EI & Div Adm	457	3,314	463	448	466	485	504	524
TOTAL INDIRECT COST	1,283,735	1,095,081	1,580,666	1,673,355	1,781,614	1,816,244	1,903,832	1,936,723

TOTAL COSTS (Direct + Indirect) @ 100%	4,437,095	4,009,681	5,325,081	5,493,584	5,914,606	5,971,925	6,249,546	6,361,776
FEDERAL COST 10 %	443,710	400,968	532,508	549,358	591,461	597,192	624,955	636,178
TOTAL MUNICIPAL POLICING COSTS 90%	3,993,386	3,608,713	4,792,573	4,944,226	5,323,146	5,374,733	5,624,591	5,725,598

COURTENAY 2015/16 to 2019/20 Fiscal Estimates	COURTENAY 12/13 Final	COURTENAY 13/14 Pre-Final	COURTENAY 14/15 Budget	COURTENAY 15/16 Estimates	COURTENAY 16/17 Estimates	COURTENAY 17/18 Estimates	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates
CONTRACT STRENGTH ACTUAL / FUNDED STRENGTH COST ELEMENT GROUP (CEG)	30.40 27.46	30.40 24.46	30.40 30.40	30.4 30.4	31.4 31.4	31.4 31.4	32.4 32.4	32.4 32.4
INDIRECT COSTS - (REGULAR & CIVILIAN MEMBERS)								
1) Pensions (Total Pensionable Earnings)	2,360,093	2,156,888	2,685,649	2,790,328	3,005,055	3,061,478	3,207,597	3,252,620
Pension Rate	15.58%	15.58%	20.23%	22.70%	22.70%	22.70%	22.70%	22.70%
Total Cost of RM/CM Pension....	367,702	336,043	543,307	631,134	682,148	694,955	728,124	738,345
2) CPP (Pensionable Earnings) based on a Per Capita Cost	2,319.08	2,373.53	2,432.00	2,492.39	2,554.70	2,618.57	2,684.03	2,751.13
Total Cost (Per Capita x FTE Utilization)	63,682	58,050	73,933	75,769	80,218	82,223	86,963	89,137
3) Employer's Contr. to E.I. based on a Per Capita Cost of...	1,014.08	1,080.86	1,065.42	1,092.05	1,119.35	1,147.34	1,176.02	1,205.42
Total Cost (Per Capita x FTE Utilization)	27,847	26,430	32,389	33,198	35,148	36,026	38,103	39,056
4) Division Administration based on a Per Capita Cost of...	24,398	21,514	24,700	23,500	24,000	24,600	25,100	25,700
Total Cost (Per Capita x FTE Utilization)	669,969	526,177	750,880	714,400	753,600	772,440	813,240	832,680
5) Cost of Recruit. & Trng (see Nat'l Prog.effect, 15/16)								
Per Capita Cost of Recruitment....	3,500	3,500	3,500	2,944	2,978	2,978	2,978	2,978
Total Cost (Per Capita x FTE Utilization)	96,110	85,601	106,400	121,965	130,593	130,593	134,752	134,752
6) Cost of National Programs (See Addendum 'A')	1,383	2,431	2,411	2,536	2,539	2,541	2,544	2,546
Total Cost (Per Capita x FTE Utilization)	37,968	59,466	73,295	77,104	79,718	79,797	82,422	82,506
7) Police Dog Svc. Trng. as a Per Cap. cost of (2015/16)				27624	28,178	28,178	28,178	28,178
Total Cost (Per cap X PD Teams) - COURTENAY'S	SHARE @ 70%			19336.8	19,725	19,725	19,725	19,725
TOTAL INDIRECT COSTS - (RM's & CM's):	1,263,278	1,091,767	1,580,203	1,672,907	1,781,148	1,815,759	1,903,328	1,936,199

INDIRECT COSTS - (TCE's, IM's & RESERVISTS)								
a) Cost of TCE/IM Pensions (pensionable items)	381	40						
x Pension Rate	12.26%	12.77%	12.70%	12.70%	12.70%	12.70%	12.70%	12.70%
Total Cost of TCE/IM Pension....	47	5						
b) CPP for TCE/IM/Reservist Per Capita Cost..	2,319.08	2,373.53	2,432.00	2,492.39	2,554.70	2,618.57	2,684.03	2,751.13
Total Cost (Per Capita x FTE)	271	2,164	305	295	307	320	333	346
TOTAL INDIRECT COSTS - (TCE, IM, RESERVISTS)	457	3,314	463	448	466	485	504	524

TOTAL INDIRECT COSTS	1,263,735	1,095,081	1,580,666	1,673,355	1,781,614	1,816,244	1,903,832	1,936,723
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ADDENDUM 'A'								
OTHER INDIRECT COSTS:								
Public Complaints Committee (PCC)	383	417	383	508	508	508	508	508
Legal Advisory Services	169	161	165	166	168	171	173	176
Enhanced Reporting & Accountability	119	118	119	118	118	118	118	118
Estimated Annual Severance		1,023	1,023	1,023	1,023	1,023	1,023	1,023
CONSOLIDATED SERVICES:								
Shared Services Canada (SSC)	721	712	721	721	721	721	721	721
Accounting Operations								
Pay & Compensation								
Total Costs	1,383	2,431	2,411	2,536	2,539	2,541	2,544	2,546

Calendar Year	2012	2013	2014	2015	2016	2017	2018	2018
FISCAL YEAR TO CALENDAR YEAR CONVERSION TABLE:								
Fiscal Year Total Current	3,993,386	3,608,713	4,792,573	4,944,226	5,323,146	5,374,732	5,624,591	5,725,598
Fiscal per Qtr Current	998,346	902,178	1,198,143	1,236,056	1,330,786	1,343,683	1,406,148	1,431,400
Fiscal Year Total Prior Year	3,998,174	3,993,386	3,608,713	4,792,573	4,944,226	5,323,146	5,374,732	5,624,591
Fiscal per Qtr Prior Year	999,543	998,346	902,178	1,198,143	1,236,056	1,330,786	1,343,683	1,406,148
Calendar								
Jan - Mar	999,543	998,346	902,178	1,198,143	1,236,056	1,330,786	1,343,683	1,406,148
Apr-June / July-Sept / Oct-Dec	998,346	902,178	1,198,143	1,236,056	1,330,786	1,343,683	1,406,148	1,431,400
July - Sept	998,346	902,178	1,198,143	1,236,056	1,330,786	1,343,683	1,406,148	1,431,400
Oct - Dec	998,346	902,178	1,198,143	1,236,056	1,330,786	1,343,683	1,406,148	1,431,400
City Calendar Year Total	3,994,583	3,704,881	4,496,608	4,906,313	5,228,416	5,361,836	5,582,126	5,700,347
City Budget Cap per Approval Letter								

Colour Legend
 Red = Post Budget CEG controlled by OIC
 Black = Division Controlled CEG (DCCEG)
 Blue lettering = Standard Object (SO)
 Blue background = CEG credited to Direct Costs

MUNICIPAL BUDGET CAP	
MUNICIPAL COST 90%	4,944,226
ACCOMMODATION 100%	272,487
PUBLIC SERVICE EMPLOYEES 100%	509,354
TOTAL MUNICIPAL BUDGET CAP	5,723,067

based on 9 FTEs

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2814

A bylaw to adopt the five year financial plan

WHEREAS the *Community Charter*, being SBC Chapter 26, 2003, requires a five year financial plan that is adopted annually;

AND WHEREAS the financial plan shall by bylaw be adopted before the annual property tax bylaw is adopted;

AND WHEREAS the planning period for a financial plan is five years, being the year in which it is specified to come into force and the following 4 years;

AND WHEREAS the Community Charter, being SBC Chapter 26, 2003, Section 173, requires that a municipality must not make an expenditure other than one authorized and provided for in the financial plan;

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 **“The 2015 – 2019 Financial Plan Bylaw No. 2814, 2015”**.
2. Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the 2015 Financial Plan Statement.
3. Schedule “B” attached hereto and made part of this bylaw is hereby adopted as the 2015 – 2019 Schedule of General Municipal Property Tax Revenue by Property Class.
4. Schedules “C” to “E” attached hereto and made part of this bylaw are hereby adopted as the annual General, Water, and Sewer Operating Funds financial plan for the five-year period ending December 31, 2019.
5. Schedule “F” and five year schedules attached hereto and made part of this bylaw is hereby adopted as the detailed General Capital Fund expenditure program for the five year period ending December 31, 2019.
6. Schedule “G” attached hereto and made part of this bylaw is hereby adopted as the detailed Water Capital Fund expenditure program for the five year period ending December 31, 2019.
7. Schedule “H” attached hereto and made part of this bylaw is hereby adopted as the detailed Sewer Capital Fund expenditure program for the five year period ending December 31, 2019.

8. Schedule “I” attached hereto and made part of this bylaw is hereby adopted as the Reserve Funds Expenditure Program for the year ended December 31, 2015.
9. Schedule “J” attached hereto and made part of this bylaw is hereby adopted as the Gaming Account Expenditure Program for the five-year period ending December 31, 2019.
10. “The Final 2014-2018 Financial Plan Bylaw No. 2785, 2014” is hereby repealed.

Read a first time this 13th day of April, 2015

Read a second time this 13th day of April, 2015

Read a third time this 13th day of April, 2015

Finally passed and adopted this day of April, 2015

Mayor

Director of Legislative Services

CITY OF COURTENAY
2015 Financial Plan Statement

The City of Courtenay adopted Revenue and Tax Policy #1700.01 (attached) on April 7, 2008. The policy guides the City's budget objectives for its property tax and fees/charges revenue sources.

1. Distribution of Revenues

In accordance with Section 165 (3.1) of the Community Charter, the proportion of total revenue derived from each funding source is detailed in Table 1.

Property value taxes form the greatest proportion of the revenue of the municipality, and for 2015 Council has approved an increase of 3.18% in revenue derived from property taxation. The system of property taxation is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, parks, and roads and streets maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

User fees and charges form the second largest portion of planned revenue. Many municipal services, such as water, sewer, and garbage collection can be measured and charged for on a user-pay basis. This basis attempts to fairly apportion the value of a municipal service to those who make use of it.

Table 1: Proportions of Total Revenue (all funds combined)

Revenue Source	2014		2015	
	Amount	% Total Revenue	Amount	% Total Revenue
Property Value Taxes	21,095,354	39.5%	21,920,748	35.4%
Parcel Taxes	2,523,322	4.7%	2,592,311	4.2%
User Fees and Charges	11,224,107	21.0%	11,942,340	19.3%
Other Sources	8,206,268	15.4%	9,769,237	15.8%
Proceeds from Borrowing	-	0.0%	-	0.0%
Transfers from own Reserves/Surpluses	10,363,192	19.4%	15,650,558	25.3%
TOTAL	53,412,243	100.0%	61,875,194	100.0%

In 2015, general fund revenues derived from user fees, permits and charges remain conservatively forecasted, which is in line with the continuation of a slow economic recovery. For this financial plan, Council approved an increase of 3% in water rates, an increase of 11.75% in revenue generated from sewer user rates (which will be used to fund capital works at the regional plant level), and a increase of 4% in the residential garbage user fees.

2. Distribution of property taxes among the property classes

Table 2 provides the distribution of property tax revenue among the property classes. The practice of council has been to set tax rates in order to maintain tax stability. This is accomplished by maintaining the proportionate relationship provided below between the property classes. This practice allows the various taxpayers in the municipality to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year over year.

In addition, each year, Council has considered whether to reduce the commercial rate multiple, which effectively shifts tax load from the commercial class to the residential class taxpayer.

Table 2: Distribution of Property Taxes among Classes for 2015, with comparative history for 2014.

Property Class	2014		2015	
	Rate Multiple	% Property Value Tax	Rate Multiple	% Property Value Tax
(01) Residential	1.00	60.10%	1.00	60.60%
(02) Utilities	7.00	0.27%	7.00	0.27%
(04) Major Industry	3.90	0.00%	3.90	0.00%
(05) Light Industry	3.90	0.33%	3.90	0.36%
(06) Business	2.80	39.19%	2.80	38.65%
(08) Recreation/Non-Profit	1.00	0.08%	1.00	0.08%
(09) Farm	1.00	0.03%	1.00	0.03%
TOTAL		100.00%		100.00%

In accordance with the City’s Revenue and Tax Policy No. 1700.01, Council has maintained the commercial tax rate multiplier at 2.80 for 2015.

It is hoped that in future years, further reductions in the commercial multiplier may be achieved through growth in the business sector of our local economy.

3. Permissive tax exemptions

In May 2006, the City of Courtenay adopted Permissive Exemption Policy No. 1960.01 as a means to support not-for-profit organizations within the community which further Council’s objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically.

A permissive tax exemption is strictly at the discretion of Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants. This policy guides identification of organizations meeting Council’s objectives. Permissive Tax Exemptions will be reviewed periodically to ensure that the organization and property still meet the criteria established by Council.

For 2015, the projected amount of municipal tax revenue exempted is as follows:

Permissive Property Tax Exemptions	Property Tax Revenue Exempted
City owned properties/managed by not-for-profit groups	\$ 173,376
Not-for Profit Organizations	149,925
Churches	15,184
TOTAL	\$ 338,485

Section 5 - Finance	Policy #	1700.00.01
Subject: Revenue and Tax Policy	Revision #	

SCOPE

In May 2007, the Province introduced amendments to the *Community Charter* that require all municipal five-year plans to include a more explicit form of revenue and tax policy disclosure. Section 165 (3.1) of the *Community Charter* requires that the annual five year financial plan must set out the objectives and policies of the municipality in relation to these matters.

POLICY

1. Proportion of revenue by source

Property taxes

- The City of Courtenay will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

Parcel taxes

- Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

Fees & Charges

- Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of the costs recovered by fees and charges will vary with the nature of the service provided.

Proceeds of borrowing

- Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time.

AUTHORIZATION: R10/2008/4.00.08	DATE: April 7, 2008
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Section 5 - Finance	Policy #	1700.00.01
Subject: Revenue and Tax Policy	Revision #	

Other sources of revenue

- The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.

2. Distribution of property taxes among the classes

- The City of Courtenay will maintain the percentage of property taxes received from residential taxpayers at a level comparable to the average of similar municipalities.
- The City will attempt, over time, to reduce the commercial tax rate where necessary to ensure that Courtenay remains a competitive location for commercial activity.

3. Permissive Tax Exemptions

In May 2006, the City of Courtenay adopted Permissive Exemption Policy No. 1960.01 as a means to support not-for-profit organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically.

A permissive tax exemption is strictly at the discretion of Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants. This policy guides identification of organizations meeting Council's objectives.

Permissive Tax Exemptions will be reviewed at periodically to ensure that the organization and property still meets the criteria established by Council.

AUTHORIZATION: R10/2008/4.00.08	DATE: April 7, 2008
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2015 - 2019 General Municipal Property Tax Revenue by Class

Class	2014 Rate Multiple	2015 MUNICIPAL GENERAL & DEBT TAX REVENUE		2016 - 2019 BUDGETED MUNICIPAL GENERAL & DEBT TAX REVENUE							
		2015 Municipal Tax Levy	% of Total Municipal Tax Levy	2016 Municipal Tax Levy	% of Total Municipal Tax Levy	2017 Municipal Tax Levy	% of Total Municipal Tax Levy	2018 Municipal Tax Levy	% of Total Municipal Tax Levy	2019 Municipal Tax Levy	% of Total Municipal Tax Levy
01 Residential	1.00 x	12,016,554	60.60%	12,602,709	60.85%	13,126,086	61.10%	13,604,176	61.35%	14,064,000	61.60%
02 Utilities	7.00 x	55,522	0.28%	57,991	0.28%	60,152	0.28%	62,089	0.28%	63,927	0.28%
04 Major Industry	3.90x	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
05 Light Industry	3.90x	71,385	0.36%	74,560	0.36%	77,339	0.36%	79,829	0.36%	82,192	0.36%
06 Business (Other)	2.80x	7,664,023	38.65%	7,953,065	38.40%	8,195,748	38.15%	8,404,210	37.90%	8,595,935	37.65%
08 Recreation Non Profit	1.00 x	15,863	0.08%	16,569	0.08%	17,186	0.08%	17,740	0.08%	18,265	0.08%
09 Farm	1.00 x	5,949	0.03%	6,213	0.03%	6,445	0.03%	6,652	0.03%	6,849	0.03%
		\$ 19,829,297	100.00%	\$ 20,711,107	100.00%	\$ 21,482,956	100.00%	\$ 22,174,696	100.00%	\$ 22,831,169	100.00%

**City of Courtenay
General Operating Fund
Proposed 2015-2019 Financial Plan**

DESC	2014 BUDGET	2014 ACTUAL (PRE-AUDIT)	2015 PROV BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET	2019 PROJ BUDGET
Proposed Municipal Property Tax Increase							
General Operations			1.93%	1.97%	2.03%	2.03%	2.01%
Capital Purposes							
- Capital Projects - increase in tax funding			1.00%	0.50%	0.50%	0.00%	0.00%
- Special Levy - Infrastructure Renewal Reserve			0.25%	0.75%	0.75%	1.00%	1.00%
Total Increase	1.95%		3.18%	3.22%	3.28%	3.03%	3.01%
REVENUE							
Taxes							
Real Property - General/Debt Purposes	18,823,788	19,099,996	19,686,297	20,511,107	21,182,956	21,824,696	22,481,169
Boundary Extension (3 year phased)	147,158	159,902	185,749	0	0	0	0
New Construction Estimate	244,945	0	98,000	150,000	250,000	300,000	300,000
Library Levy	1,085,184	1,085,184	1,145,420	1,156,874	1,168,443	1,180,127	1,191,929
Utility 1% Revenue Tax	385,251	385,251	384,082	387,922	391,802	395,720	399,677
	20,686,326	20,730,333	21,499,548	22,205,903	22,993,201	23,700,543	24,372,774
Grants in Place of Taxes							
Federal Government and agencies	118,719	119,823	120,000	121,200	122,412	123,636	124,872
Provincial Government and agencies	290,309	300,835	301,200	304,212	307,254	310,327	313,430
	409,028	420,657	421,200	425,412	429,666	433,963	438,302
Collections for other Governments and Authorities							
Downtown Courtenay B.I.A	60,000	60,000	60,000	60,000	60,000	60,000	60,000
School Taxes - estimate	11,710,922	11,702,257	11,800,000	12,036,000	12,276,720	12,522,254	12,772,699
Comox Valley Regional District	3,871,682	3,871,682	4,080,050	4,161,651	4,244,884	4,329,782	4,416,377
Comox-Strathcona RHD	4,050,023	4,050,023	4,071,163	4,152,586	4,235,638	4,320,351	4,406,758
Municipal Finance Authority	972	972	980	1,000	1,020	1,040	1,061
BC Assessment Authority	320,222	319,966	310,331	316,538	322,868	329,326	335,912
	20,013,821	20,004,899	20,322,524	20,727,774	21,141,130	21,562,753	21,992,808
Total Taxation, Grants in Place	41,109,175	41,155,890	21,980,748	22,691,315	23,482,867	24,194,506	24,871,076
Sale of Services							
Protective Services	841,534	802,718	853,501	860,350	861,838	863,342	864,860
Envir Health Services (solid waste, recycling)	2,840,744	2,817,834	2,999,800	3,136,455	3,340,997	3,565,172	3,790,094
	3,682,278	3,620,552	3,853,301	3,996,805	4,202,836	4,428,514	4,654,954
Revenue from own Sources							
Recreation Program Fees	1,335,200	1,477,904	1,488,500	1,488,950	1,489,750	1,490,050	1,490,250
Business Licenses	272,000	268,483	266,000	266,000	266,000	266,000	266,000
Commercial Vehicle Licenses	6,200	6,061	6,200	6,200	6,200	6,200	6,200
Building/Plumbing Permits & Misc Fees	346,000	555,145	1,185,340	372,800	372,800	372,800	372,800
Parking , Fines and permits	36,301	41,733	38,500	38,500	38,500	38,500	38,500
Dog Licenses and fees	9,400	8,321	8,600	8,600	8,600	8,600	8,600
Rezoning, Subdivision and variance fees	111,000	65,973	105,500	105,500	105,500	105,500	105,500
Engineering and public works	201,000	127,438	154,400	154,400	154,400	154,400	154,400
Rentals	924,000	948,655	363,000	363,000	363,000	363,000	363,000
Parks	18,300	25,170	22,300	22,300	22,300	22,300	22,300
Hotel Room Tax	276,000	222,667	232,200	232,200	232,200	232,200	232,200
	3,535,401	3,747,548	3,870,540	3,058,450	3,059,250	3,059,550	3,059,750
Interest Income /Taxation & Utility Penalties	814,500	796,950	786,500	786,500	786,500	786,500	786,500
Other							
Insurance Recoveries	15,000	0	10,000	10,000	10,000	10,000	10,000
Cemeteries	137,200	148,921	146,200	146,200	146,200	146,200	146,200
Sundry	70,858	87,497	77,200	55,200	55,200	55,200	55,200
	223,058	236,418	233,400	211,400	211,400	211,400	211,400

City of Courtenay
General Operating Fund
Proposed 2015-2019 Financial Plan

DESC	2014 BUDGET	2014 ACTUAL (PRE-AUDIT)	2015 PROV BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET	2019 PROJ BUDGET
Unconditional Grants from Other Governments							
>> Provincial Government							
Traffic Fine Revenue Sharing	198,024	197,860	280,404	280,404	280,404	280,404	280,404
Climate Action	20,000	22,517	20,000	20,000	20,000	20,000	20,000
BC Hydro - Graffiti Action	4,800	2,160	8,728	3,000	3,000	3,000	3,000
BC Hydro - Power Smart Partner Projects	5,000	0	453	453	453	453	453
Centennial Grant	0	26,995	66,800	0	0	0	0
	<u>227,824</u>	<u>249,532</u>	<u>376,385</u>	<u>303,857</u>	<u>303,857</u>	<u>303,857</u>	<u>303,857</u>
Conditional Grants from Other Governments							
>> Provincial Government							
Ministry of Transportation and Highways	700	1,278	1,000	1,000	1,000	1,000	1,000
Mature Driver Education	1,635	1,635	0	0	0	0	0
YOUTH	3,000	0	1,500	1,500	1,500	1,500	1,500
Healthy Comm Capacity Bldg Fund (Housing)	1,000	0	0	0	0	0	0
Healthy Comm Capacity Bldg Fund (Food Secu	1,000	4,947	1,100	0	0	0	0
Asset Management Planning	0	0	10,000	0	0	0	0
MIA Risk Grant - Banner Station	0	3,150	1,850	0	0	0	0
MIA Risk Grant - Native Sons	0	0	8,749	0	0	0	0
	<u>7,335</u>	<u>11,010</u>	<u>24,199</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
>> Local Government							
Rescue 71	16,750	16,750	17,350	17,950	18,500	19,100	19,700
Memorial Pool	62,000	62,000	62,000	62,300	63,000	63,200	64,000
Cemetery	0	17,207	0	0	0	0	0
CVRD Housing Task Force	18,073	752	0	0	0	0	0
CVRD Cycling Task Froce	10,000	2,462	7,867	0	0	0	0
	<u>106,823</u>	<u>99,172</u>	<u>87,217</u>	<u>80,250</u>	<u>81,500</u>	<u>82,300</u>	<u>83,700</u>
Transfers from Other Funds and Reserves							
Reserve for Future Expenditures	1,147,787	1,147,787	1,586,064	226,759	0	0	0
Land Sales Reserve	0	747,847	0	0	0	0	0
New Works Reserve	0	140,718	183,502	20,000	20,000	20,000	20,000
Cemetery Perpetual Care Fund	3,000	3,212	3,000	3,000	3,000	3,000	3,000
Traffic Fine Revenue Reserve	533,204	387,339	700,278	330,492	333,714	338,698	344,782
Gaming Fund	315,204	315,204	325,278	330,492	333,714	338,698	344,782
Reserve Contributions	650,000	1,580,132	1,468,197	1,519,107	1,519,107	1,569,962	1,569,962
Sewer Frontage Tax	1,835,000	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562
Water Frontage Tax	688,322	691,749	691,749	713,366	713,366	713,366	713,366
Prior Years Surplus	3,150,000	2,480,000	775,097	500,000	300,000	100,000	0
	<u>8,322,517</u>	<u>9,394,551</u>	<u>7,633,727</u>	<u>5,543,778</u>	<u>5,123,463</u>	<u>4,984,286</u>	<u>4,896,454</u>
TOTAL REVENUES	<u>58,028,911</u>	<u>59,311,623</u>	<u>59,108,541</u>	<u>59,513,791</u>	<u>59,927,147</u>	<u>60,348,769</u>	<u>60,778,824</u>

**City of Courtenay
General Operating Fund
Proposed 2015-2019 Financial Plan**

DESC	2014 BUDGET	2014 ACTUAL (PRE-AUDIT)	2015 PROV BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET	2019 PROJ BUDGET
EXPENDITURE							
<u>General Government Services</u>							
Legislative	322,849	319,225	427,622	289,640	292,499	295,402	298,348
Corporate Services	2,336,095	2,127,570	2,442,306	2,440,922	2,470,775	2,481,525	2,534,929
Other (election costs, claims, risk mngt)	85,300	45,910	45,152	50,152	55,152	105,152	65,152
	<u>2,744,244</u>	<u>2,492,705</u>	<u>2,915,080</u>	<u>2,780,714</u>	<u>2,818,426</u>	<u>2,882,079</u>	<u>2,898,429</u>
<u>Protective Services</u>							
Police Protection	6,217,834	4,620,112	6,047,685	6,586,870	6,651,615	6,905,051	7,017,164
Fire Protection	1,727,442	1,685,885	1,645,411	1,601,718	1,624,072	1,640,666	1,685,022
Emergency Measures	48,000	52,728	70,034	62,534	62,534	62,534	62,534
Inspections	517,108	524,646	527,794	512,913	520,846	524,868	530,979
Animal Control/Bylaw Enforcement	140,852	115,746	142,702	140,854	142,022	143,208	144,412
	<u>8,651,236</u>	<u>6,999,118</u>	<u>8,433,626</u>	<u>8,904,888</u>	<u>9,001,089</u>	<u>9,276,327</u>	<u>9,440,111</u>
<u>Transportation Services</u>							
Net Common Services	538,891	522,741	552,027	551,397	556,541	561,759	567,053
>> Road Transport							
Engineering	1,143,462	905,139	1,239,240	1,027,885	1,039,298	1,050,882	1,214,639
Asset Management Planning	142,000	69,222	214,000	125,000	125,000	125,000	125,000
Roads and Streets	1,757,600	1,674,845	1,700,798	1,694,777	1,719,127	1,743,855	1,768,966
Street Lighting	603,000	581,922	642,200	659,870	676,077	690,612	705,557
Traffic Services	82,500	69,854	97,500	97,500	97,500	97,500	97,500
Parking Control	44,250	44,716	45,500	46,130	46,769	47,418	48,077
Air Transport	3,800	4,504	4,600	4,634	4,668	4,703	4,738
	<u>4,315,503</u>	<u>3,872,943</u>	<u>4,495,865</u>	<u>4,207,193</u>	<u>4,264,980</u>	<u>4,321,729</u>	<u>4,531,530</u>
Environmental Health Services (solid waste, rec	2,686,243	2,642,282	2,842,362	3,000,446	3,200,409	3,418,500	3,656,588
Public Health and Welfare Services (cemetery,	224,673	224,341	196,500	198,915	201,366	203,854	206,380
Planning & Development Services	645,156	607,737	677,138	647,247	655,781	664,443	673,234
Hotel Tax - Transfer to EDS	276,000	222,666	232,200	232,200	232,200	232,200	232,200
<u>Recreation and Cultural Services</u>							
>>Administration and Recreation Programs	3,053,851	3,189,549	3,219,218	3,257,892	3,296,812	3,335,600	3,375,364
>>Recreation Facilities							
Lewis Centre	214,000	215,808	232,500	224,280	225,573	226,879	228,197
Florence Filberg Centre	141,500	163,931	352,000	166,330	167,168	168,015	168,870
Linc Youth Centre	33,500	32,606	95,400	36,044	36,189	36,336	36,485
Pool and Marina	84,100	83,809	86,500	86,805	87,113	87,424	87,738
Parks and Playgrounds	2,069,424	2,154,708	2,221,487	2,187,456	2,209,109	2,231,109	2,253,462
Cultural Buildings and Facilities	640,450	616,260	749,600	714,166	680,314	686,547	692,865
Requisition - Vanc Isl Reg Libr	1,085,184	1,085,184	1,145,420	1,156,874	1,168,443	1,180,127	1,191,929
Other Buildings	54,300	52,683	50,450	50,735	51,022	51,312	51,605
	<u>7,376,309</u>	<u>7,594,536</u>	<u>8,152,575</u>	<u>7,880,581</u>	<u>7,921,744</u>	<u>8,003,350</u>	<u>8,086,515</u>
<u>Transfer of Taxes Collected for Other Authorities</u>							
School Taxes - estimate	11,710,922	11,702,257	11,800,000	12,036,000	12,276,720	12,522,254	12,772,699
Regional Hospital District	4,050,023	4,050,023	4,071,163	4,152,586	4,235,638	4,320,351	4,406,758
Municipal Finance Authority	972	972	980	1,000	1,020	1,040	1,061
Comox Strathcona Regional District	3,871,682	3,871,682	4,080,050	4,161,651	4,244,884	4,329,782	4,416,377
BC Assessment	320,222	319,966	310,331	316,538	322,868	329,326	335,912
Business Improvement Area	60,000	60,000	60,000	60,000	60,000	60,000	60,000
	<u>20,013,821</u>	<u>20,004,900</u>	<u>20,322,524</u>	<u>20,727,774</u>	<u>21,141,130</u>	<u>21,562,753</u>	<u>21,992,808</u>
<u>Fiscal Services</u>							
Principal Repaid	1,119,208	1,119,208	1,119,815	854,592	1,114,996	1,322,956	1,305,230
Interest Charges	939,372	861,166	777,989	736,720	960,970	1,203,970	1,194,790
MFA Debt Reserve Fund	15,000	10,063	10,000	10,000	10,000	10,000	10,000
	<u>2,073,580</u>	<u>1,990,437</u>	<u>1,907,804</u>	<u>1,601,312</u>	<u>2,085,966</u>	<u>2,536,926</u>	<u>2,510,020</u>
<u>Transfers to Other Governments</u>							
CVRD - Artificial Turf Field	0	872,278	0	0	0	0	0
Share of Prov and Fed Grants in Place of Taxe	127,000	129,963	130,000	131,300	132,613	133,939	135,279
	<u>127,000</u>	<u>1,002,241</u>	<u>130,000</u>	<u>131,300</u>	<u>132,613</u>	<u>133,939</u>	<u>135,279</u>

**City of Courtenay
General Operating Fund
Proposed 2015-2019 Financial Plan**

DESC	2014	2014	2015	2016	2017	2018	2019
	BUDGET	ACTUAL (PRE-AUDIT)	PROV BUDGET	PROJ BUDGET	PROJ BUDGET	PROJ BUDGET	PROJ BUDGET
<u>Transfers to Reserves and Other Funds</u>							
Reserve for Future Expenditures	0	1,426,995	291,759	0	0	0	0
Machinery and Equipment Reserve Fund	555,000	555,000	575,000	600,000	605,000	610,000	615,000
Cemetery Perpetual Care Fund	10,000	12,543	11,000	11,000	11,000	11,000	11,000
New Works and Equipment Reserve Fund	1,173,024	2,105,509	2,116,601	1,872,107	1,872,107	1,922,962	1,922,962
Public Parking Reserve Fund	4,500	4,608	4,500	4,500	4,500	4,500	4,500
Contingency Reserve	147,158	0	125,000	127,500	130,050	132,651	135,304
General Capital Fund	4,482,142	3,476,775	3,086,696	1,801,025	1,443,013	1,025,024	1,137,213
Water Utility Operating Fund (frontage Tax)	688,322	691,749	691,749	713,366	713,366	713,366	713,366
Sewer Operating Fund (frontage tax)	1,835,000	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562
	<u>8,895,146</u>	<u>10,173,742</u>	<u>8,802,867</u>	<u>7,030,060</u>	<u>6,679,598</u>	<u>6,320,065</u>	<u>6,439,907</u>
TOTAL EXPENDITURE	58,028,911	57,827,648	59,108,541	59,513,791	59,927,147	60,348,770	60,778,825
INCREASE (DECREASE) IN OPERATING FUNDS	0	1,483,974	-	0	0	0	0

City of Courtenay
 Water Operating Fund
 Proposed 2015-2019 Financial Plan

Bulk Water Rate - Regional Plant / m3	\$0.64	\$0.64	\$0.64	\$0.66	\$0.68	\$0.68	\$0.68
Bulk Water Consumption Forecasts	4,661,484	4,708,099	4,708,099	4,755,180	4,802,732	4,850,759	4,899,267
Percentage Increase - Regional Water , m3	0.00%	0.70%	0.70%	2.65%	2.60%	0.70%	0.70%
Percentage Increase - City Distribution System	0.00%	2.30%	2.30%	2.00%	2.00%	2.00%	2.00%
Recommended Increase	0.00%	3.00%	3.00%	4.65%	4.60%	2.70%	2.70%

Bylaw Rate - Single Family Dwelling Increase	\$ 348.38	\$ 358.83	\$ 358.83	\$ 375.52	\$ 392.79	\$ 403.40	\$ 414.29
		\$ 10.45	\$ 10.45	\$ 16.69	\$ 17.27	\$ 10.61	\$ 10.89

DESC	2014 FINAL BUDGET	2014 EST. YEAREND	2015 PROPOSED BUDGET	2015 FINAL BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET	2019 PROJ BUDGET
REVENUE								
Frontage Tax Levy	688,322	691,749	691,749	691,749	713,366	713,366	713,366	713,366
Sale of Water	4,465,584	4,482,978	4,618,446	4,618,446	4,960,880	5,189,080	5,329,185	5,473,073
Connection charges and rentals	155,587	146,787	138,810	138,810	138,810	138,810	138,810	138,810
Water use - parks	104,000	104,000	104,000	104,000	104,000	104,000	104,000	104,000
MFA Earnings	300	0	300	300	300	300	300	300
From Reserve for Future Expenditure	1,174,396	1,174,396	567,442	558,810	227,000	122,000	0	0
From Water Efficiency Reserve	7,000	5,377	6,500	6,500	6,500	6,500	6,500	6,500
From Water Utility Reserve-Meter Replacement	25,000	25,000	25,000	25,000	25,250	25,503	25,758	26,015
From Gas Tax Fund	110,000	37,750	175,000	175,000	25,000	25,000	25,000	25,000
From Prior Year Surplus	381,841	0	190,300	223,932	610,032	513,767	0	0
TOTAL REVENUE	7,112,030	6,668,037	6,517,547	6,542,547	6,811,138	6,838,326	6,342,919	6,487,064
EXPENSE								
Water purchase	2,967,479	3,043,777	3,055,538	3,055,538	3,276,057	3,406,521	3,439,323	3,472,453
Administration costs	181,464	190,437	159,034	158,034	160,300	162,600	164,934	167,302
Interfund allocations	971,372	854,359	862,903	862,903	871,532	880,247	889,050	897,940
Operation and maintenance	836,500	718,217	939,460	940,460	957,459	974,799	992,486	1,010,526
Study - Update 2005 Water Model	85,000	0	160,000	160,000	10,000	10,000	85,000	10,000
Asset Condition Assessments	35,000	37,750	25,000	25,000	25,000	25,000	25,000	25,000
Debt Interest Charges	28,260	28,260	28,260	28,260	28,260	28,260	28,260	28,260
Debt Principle Payments	20,149	20,149	20,149	20,149	20,149	20,149	20,149	20,149
Water Efficiency Measures								
: Enforcement	4,000	4,177	5,000	5,000	5,000	5,000	5,000	5,000
: Commercial Toilet Rebate Program	3,000	1,200	1,500	1,500	1,500	1,500	1,500	1,500
To General Operating Fund	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
To Water Utility Reserve	27,250	27,250	27,250	27,250	27,250	27,250	27,250	27,250
To Water Machinery & Equipment Reserve	30,000	30,000	30,000	30,000	30,000	30,000	34,000	39,000
To Reserve for Future Expenditure	631,131	567,442	227,000	227,000	122,000	0	468	152,184
To Water Capital Fund	1,210,925	294,980	845,953	870,953	1,146,131	1,136,500	500,000	500,000
To Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Contingency Reserve	0	0	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL EXPENSE	7,112,030	5,898,498	6,517,547	6,542,547	6,811,138	6,838,326	6,342,919	6,487,064
INCREASE (DECREASE) IN WATER FUND	0	769,539	0	(0)	(0)	(0)	0	0

City of Courtenay
Sewer Operating Fund
2015-2019 Financial Plan

	12.00%	10.00%	8.75%	10.00%	8.00%	8.25%	1.25%
Percentage Increase - Regional System	12.00%	10.00%	8.75%	10.00%	8.00%	8.25%	1.25%
Percentage Increase - City Distribution System	0.00%	3.00%	3.00%	3.00%	3.00%	1.75%	1.25%
	12.00%	13.00%	11.75%	13.00%	11.00%	10.00%	2.50%
Bylaw Rate - Single Family Dwelling Increase	\$ 222	\$ 251	\$ 248	\$ 280	\$ 311	\$ 342	\$ 351
		\$ 29	\$ 26	\$ 29	\$ 31	\$ 31	\$ 9
DESC	2014 FINAL BUDGET	2015 PROPOSED BUDGET	2015 FINAL BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET	2019 PROJ BUDGET
REVENUE							
Frontage Tax Levy	1,835,000	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562
Sale of Services	3,076,245	3,509,186	3,470,593	3,919,119	4,347,981	4,780,741	4,899,749
Connection charges and rentals	36,000	36,000	36,000	36,000	36,000	36,000	36,000
Interest earnings	225	225	225	225	225	225	225
MFA Earnings	1,500	1,500	1,500	1,500	1,500	1,500	1,500
From Reserve for Future Expenditure	1,057,976	386,493	386,493	0	0	0	0
From Sewer Reserve Fund	50,000	40,000	40,000	35,000	30,000	30,000	26,103
From Gas Tax Fund	40,000	100,000	100,000	50,000	50,000	50,000	50,000
From Prior Year Surplus	116,919	476,768	527,146	887,787	348,057	18,870	12,262
TOTAL REVENUE	6,213,865	6,450,734	6,462,519	6,830,193	6,714,325	6,817,898	6,926,401
EXPENSE							
CVRD requisition - regional sewer costs	2,794,252	3,100,185	3,061,970	3,415,458	3,722,850	4,082,534	4,144,390
Administration costs	188,370	160,751	160,751	163,125	165,533	167,978	170,458
Interfund allocations	728,529	732,723	732,723	736,800	741,888	749,307	756,800
Operation and maintenance	515,600	733,887	733,887	619,965	631,265	642,790	654,464
Asset Condition Assessments	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Debt Interest Charges	144,547	144,547	144,547	144,547	144,547	144,547	144,547
Debt Principle Payments	75,242	75,242	75,242	75,242	75,242	75,242	75,242
To General Operating Fund	50,000	50,000	50,000	50,000	50,000	50,000	50,000
To Sewer Machinery & Equipment Reserve	75,000	75,000	75,000	75,000	75,000	75,000	75,000
To Sewer Connection Reserve	20,000	0	0	0	0	0	0
To Reserve for Future Expenditure	300,000	128,063	128,063	0	0	0	0
To Sewer Capital Fund	1,266,825	1,144,836	1,194,836	1,444,556	1,002,500	725,000	750,000
To Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Contingency Reserve	0	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL EXPENSE	6,213,865	6,450,734	6,462,519	6,830,193	6,714,325	6,817,898	6,926,401
INCREASE (DECREASE) IN SEWER FUND	-	-	-	0	0	0	0

CITY OF COURTENAY
SUMMARY OF 2015 GENERAL CAPITAL FUND EXPENDITURES

PAGE#	2015 FINAL BUDGET	BUDGETED SOURCE OF FUNDS																				
		GENERAL REVENUE	GEN REV HOSP BP	RESERVE FUNDS		RESERVE FOR F.E.	DCC RSV AMOUNT	CONTRIB	PRIOR YR UNEXPENDED	OTHER REVENUE												
				AMOUNT	NAME					AMOUNT	NAME	TOTAL										
CORPORATE SERVICES																						
Corp Services A-1	80,000	40,078				23,797									16,125	MIA					80,000	
Office Equip A-2	30,000	-		30,000	NW-Off Equip																30,000	
IT A-3	527,000	-		497,000	NW-IT Reserve	30,000															527,000	
Fire & Rescue A-4	845,000	-		845,000	Fire Equip Rsv																845,000	
TOTAL CORPORATE SERVICES	1,482,000	40,078	0	1,372,000		53,797	0	0	0	0	0	0	0	0	16,125						1,482,000	
COMMUNITY SERVICES																						
Parks C 1	347,000	107,871		8,000	NW-TREES	96,779	69,350					65,000	BL2680								347,000	
Part in Parks/Trails C 2	274,000	79,683		159,117	GAS TAX	29,375	825	5,000													274,000	
Cemetery C 3	160,000	-													160,000	CVRD					160,000	
TOTAL COMMUNITY SERVICES	781,000	187,554	0	167,117		126,154	70,175	5,000	65,000	0	160,000	0	0	0	160,000						781,000	
PROPERTY SERVICES																						
Govt Buildings D 1	170,000	30,000		140,000	GAS TAX																170,000	
Protective Serv Bldgs D 2	2,635,265	150,000				5,265						2,480,000									2,635,265	
Prop Mgmt D 3	133,000	-		117,600	NW-Cap Bldg	15,400															133,000	
Public Works D 4	265,000	71,819		40,000	20k NW-Cap Bldg 20K GAS TAX	153,181															265,000	
Rental Properties D 5	15,000	-		5,000	NW-Cap Bldg	10,000															15,000	
Rec Facilities D 6	421,509	-		30,000	10k NW-Cap Bldg 20K GAS TAX	0							BL 2680 391,509 & 2538								421,509	
Outdoor Pool D 7	45,000	-													45,000	CVRD					45,000	
Parks/Marina D-8	193,000	21,489		2,965	NW-Lawn Bowling NW-Theatre 42,600	138,546									30,000	Lawn Bowl					193,000	
Cultural Buildings D-9	332,600	17,450		280,100	GAS TAX 237,500	35,050															332,600	
TOTAL PROPERTY SERVICES	4,210,374	290,758	0	615,665		357,442	0	0	2,871,509	0	75,000	0	0	0	75,000						4,210,374	
FLEET MANAGEMENT																						
Fleet Summary F 1	727,000	-		727,000	Equip Rsv																727,000	
TOTAL FLEET	727,000	-	0	727,000		0	0	0	0	0	0	0	0	0	0						727,000	

CITY OF COURTENAY
SUMMARY OF 2015 GENERAL CAPITAL FUND EXPENDITURES

PAGE#	2015 FINAL BUDGET	BUDGETED SOURCE OF FUNDS										
		GENERAL REVENUE	GEN REV HOSP BP	RESERVE FUNDS		RESERVE FOR F.E.	DCC RSV AMOUNT	CONTRIB	PRIOR YR UNEXPENDED	OTHER REVENUE		TOTAL
				AMOUNT	NAME					AMOUNT	NAME	
OPERATIONAL SERVICES												
Curb, Gutter, Sidewalk O 1	20,000	-				15,250	4,750					20,000
Retaining Wall O 2	0	-										0
Storm Drainage O 3	911,000	387,236	285,000			196,964	41,800					911,000
Public Works Yard O 4	30,000	30,000										30,000
Airpark O 5	0	-										0
Roads & Streets O 6/7	1,691,200	550,619	220,000	323,662 Road Reserve \$23,662 Traffic Fine \$300,000	74,844	247,075	250,000	25,000	BL2227			1,691,200
Roads Paving O 8	1,484,730	-	200,000	1,135,248 GAS TAX	15,000	9,500		124,982	BL 2681			1,484,730
Traffic Projects O 9	88,666	34,906		10,000 GAS TAX	21,094			22,666				88,666
TOTAL OPERATIONAL SERVICES	4,225,596	1,002,761	705,000	1,468,910	0	323,152	303,125	172,648		0		4,225,596
TOTAL 2015	11,425,970	1,521,151	705,000	4,350,692	0	860,545	373,300	3,109,157		251,125		11,425,970

CITY OF COURTENAY
CORPORATE SERVICES
2015 - 2019 FINANCIAL PLAN

PAGE A-1

YEAR	DESCRIPTION OF WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS										TOTAL	
			GENERAL REVENUE	RESERVE AMOUNT	RESERVE FUNDS NAME	RESERVE FOR F.E.	DCC RESERVE AMOUNT	DCC RESERVE NAME	OTHER REVENUE AMOUNT	OTHER REVENUE NAME				
2015	Small Land acquisition (SRW'S) Emergency Management - AquaDams	30,000	6,203				23,797							30,000
		50,000	33,875									16,125	MIA-Risk Grant	50,000
	Total 2015	80,000	40,078	-	-	-	23,797	-	-	-	-	16,125	-	80,000
2016	Small Land acquisition (SRW'S)	30,000	-				30,000							30,000
	Total 2016	30,000	-	-	-	30,000		-	-	-	-	-	-	30,000
2017	Small Land acquisition (SRW'S)	30,000	-				30,000							30,000
	Total 2017	30,000	-	-	-	30,000		-	-	-	-	-	-	30,000
2018	Small Land acquisition (SRW'S)	30,000	-				30,000							30,000
	Total 2018	30,000	-	-	-	30,000		-	-	-	-	-	-	30,000
2019	Small Land acquisition (SRW'S)	30,000	-				30,000							30,000
	Total 2019	30,000	-	-	-	30,000		-	-	-	-	-	-	30,000

YEAR	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS			RESERVE FOR F.E.	DCC RESERVE	
				AMOUNT	NAME	AMOUNT		AMOUNT	TOTAL
2015	Copier - Central Administration copier	20,000		20,000					20,000
	Copier - Youth Centre	10,000		10,000					10,000
	Total 2015	30,000		30,000	NW-OFF EQUIP				30,000
2016	Multi Function Device - Finance	9,000	-	9,000					9,000
	Multi Function Device - Building/Plan	9,000		9,000					9,000
	Total	18,000	-	18,000	NW-OFF EQUIP	-			18,000
2017	Multi Function Device - HR	9,000	-	9,000					9,000
	Multi Function Device - Com Serv	9,000		9,000					9,000
	Total	18,000	-	18,000	NW-OFF EQUIP	-			18,000
2018	Multi Function Device - PW	9,000	-	9,000					9,000
	Multi Function Device - Firehall	9,000		9,000					9,000
	Multi Function Device - Lewis	9,000		9,000					9,000
	Total	27,000	-	27,000	NW-OFF EQUIP	-			27,000
2019	Multi Function Device - Filberg	9,000	-	9,000					9,000
	Multi Function Device - Engineering	9,000		9,000					9,000
	Multi Function Device - Tech	9,000		9,000					9,000
	Total	27,000	-	27,000	NW-OFF EQUIP	-			27,000

CITY OF COURTENAY
 MANAGEMENT INFORMATION SYSTEMS (MIS)
 2015-2019 FINANCIAL PLAN

PAGE A-3

YEAR	DESCRIPTION OF WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS				TOTAL
			GENERAL REVENUE	RESERVE FUNDS AMOUNT	RESERVE FUNDS NAME	RESERVE FOR F.E.	
2015	Server replacement	40,000		40,000			40,000
	Network Upgrades	10,000		10,000			10,000
	PC, laptop, port replicators, tablets, and monitor Replacement Plan	60,000	-	60,000			60,000
	Off site Backup	5,000		5,000			5,000
	Firewall replacement - every 4 years	6,000		6,000			6,000
	VoIP - to replace phone system	100,000		70,000	30,000		100,000
	Class Recreation Program/Facility Booking upgrades	120,000		120,000			120,000
	Corporate Capacity/Time Tracking Software development	20,000	-	20,000			20,000
	Council Chambers Audio/Visual System, replace - components at end of life or failing	12,000		12,000			12,000
	ERP improvements, E-commerce, e-hogs	25,000		25,000			25,000
	Asset Management Development WorkTech/Pearl	30,000		30,000			30,000
	Document Management - Phase 1	25,000		25,000			25,000
	HRIS - New Initiative for 2015	60,000		60,000			60,000
	OH&S Software -	14,000		14,000			14,000
	Total 2015	527,000	-	497,000	30,000	-	527,000

CITY OF COURTENAY
 MANAGEMENT INFORMATION SYSTEMS (MIS)
 2015-2019 FINANCIAL PLAN

PAGE A-3

YEAR	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	OTHER REVENUE NAME	TOTAL
				AMOUNT	NAME			
2016	Network-annual	40,000	-	40,000				40,000
	Network-annual	10,000		10,000				10,000
	Network-annual	60,000	-	60,000				60,000
	Network-annual	5,000		5,000				5,000
	2014 Initiative-con't	25,000		25,000				25,000
	2014 New initiative	120,000	-	120,000				120,000
	2014 Initiative-con't	30,000		30,000				30,000
	2014 Initiative-con't	30,000		30,000				30,000
	Network-annual	20,000		20,000				20,000
	Network - s/w	30,000		30,000				30,000
	Total 2016	370,000	-	370,000	-	-	-	370,000
2017	Network-annual	40,000	-	40,000				40,000
	Network-annual	80,000		80,000				80,000
	Network-annual	10,000		10,000				10,000
	Network-annual	60,000	-	60,000				60,000
	Network-annual	5,000		5,000				5,000
	completed every 3 yrs.	25,000		25,000				25,000
	Document Management - Phase 3	25,000		25,000				25,000
	VoIP - Phase 3	30,000		30,000				30,000
	Large format scanner/plotter	30,000		30,000				30,000
	New ERP modules	30,000		30,000				30,000
	Total 2017	335,000	-	335,000	-	-	-	305,000

CITY OF COURTENAY
 MANAGEMENT INFORMATION SYSTEMS (MIS)
 2015-2019 FINANCIAL PLAN

PAGE A-3

YEAR	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	OTHER REVENUE		TOTAL
				AMOUNT	NAME		AMOUNT	NAME	
2018	Server replacement	40,000	-	40,000					40,000
	Firewall	6,000		6,000					6,000
	Network Upgrades	10,000		10,000					10,000
	PC, laptop, port replicators, tablets, and monitor Replacement Plan	60,000	-	60,000					60,000
	Off site Backup	5,000		5,000					5,000
	GIS Mapping	20,000		20,000					20,000
	Recreation Software Upgrade	20,000		20,000					20,000
	Large Format Plotter	30,000		30,000					
	New ERP modules	30,000		30,000					30,000
	Total 2018	221,000	-	221,000	-	-	-	-	191,000
2019			-	-					-
	Server replacement	40,000	-	40,000					40,000
	Network Upgrades	10,000		10,000					10,000
	PC, laptop, port replicators, tablets, and monitor Replacement Plan	60,000	-	60,000					60,000
	Off site Backup	5,000		5,000					5,000
	Total 2019	115,000	-	115,000	-	-	-	-	115,000

CITY OF COURTENAY
 FIRE & RESCUE
 2015-2019 FINANCIAL PLAN

PAGE A-4

YEAR	DESCRIPTION OF WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS				TOTAL
			GENERAL REVENUE	RESERVE FUNDS AMOUNT	NAME	OTHER REV	
2015	Pumper Rescue Truck	660,000	-	660,000	Fire Equip		660,000
	Pumper Rescue Equipment	75,000	-	75,000	Fire Equip		75,000
	Digital Attack System	55,000	-	55,000	Fire Equip		55,000
	Van	55,000	-	55,000	Fire Equip		55,000
	Total 2015	845,000	-	845,000	-	-	845,000
2016	Replace Chev C18	60,000		60,000	Fire Equip		60,000
	Total	60,000	-	60,000	-	-	60,000
2017	Replace Chev C10	60,000		60,000	Fire Equip		60,000
	Total	60,000	-	60,000	-	-	60,000
2018	Replace Chev C-17	60,000		60,000	Fire Equip		60,000
	Total	60,000		60,000			60,000
2019							
	Total	-		-			-

YEAR PROJECT #	DESCRIPTION	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		TOTAL
				AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2015	Greenways paved upgrades - new Km	37,000	10,747			17,466	8,788	pk23.75			37,000
	PT1 Tree program- new trees only	45,000	625	NW-25th 8,000 St		4,313	32,063	pk71.25			45,000
PN3	Signage Upgrades Phase 1	20,000	20,000								20,000
	Resilient playground surface renewal	15,000	7,875				7,125	pk47.5			15,000
NP	Playground Development	90,000	68,625				21,375	pk23.75			90,000
	Play Fields/Courts Martin park Lacrosse	75,000	-			75,000					75,000
	Lewis Center landscape Phase 2 (completion)	65,000	-				65,000		BL2680 LEWIS		65,000
	Total 2015	347,000	107,871	8,000	96,779	69,350	-	-	65,000	-	347,000
2016	Greenways paved upgrades	25,000	19,063				5,938	pk23.75			25,000
	Tree program- new trees only	20,000	5,750				14,250	pk71.25			20,000
	Signage Upgrades Phase 2	25,000	25,000								25,000
	Resilient playground surface renewal	20,000	10,500				9,500	pk47.5			20,000
	Trail Construction - New	30,000	30,000								30,000
	Playground Development	90,000	68,625				21,375	pk23.75			90,000
	Total	210,000	158,938	-	-	51,063	-	-	-	-	210,000
2017	Greenways paved upgrades	45,000	34,313				10,688	pk23.75			45,000
	Tree program- new trees only	25,000	7,188				17,813	pk71.25			25,000
	Signage Upgrades Phase 3	25,000	25,000								25,000
	Resilient playground surface renewal	25,000	13,125				11,875	pk47.5			25,000
	Trail Construction - New	35,000	35,000								35,000
	Playground Development	90,000	68,625				21,375	pk23.75			90,000
	Total	245,000	183,250	-	-	61,750	-	-	-	-	245,000
2018	Greenways paved upgrades	45,000	34,313				10,688	pk23.75			45,000
	Tree program- new trees only	30,000	8,625				21,375	pk71.25			30,000
	Signage Upgrades Phase 4	25,000	25,000								25,000
	Resilient playground surface renewal	25,000	13,125				11,875	pk47.5			25,000
	Trail Construction - New	40,000	40,000								40,000
	Playground Development	90,000	68,625				21,375	pk23.75			90,000
	Total	255,000	189,688	-	-	65,313	-	-	-	-	255,000

YEAR PROJECT #	DESCRIPTION	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		TOTAL
				AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2019	Greenways paved upgrades	45,000	34,313			10,688	pk23.75				45,000
	Tree program- new trees only	30,000	8,625			21,375	pk71.25				30,000
	Resilient playground surface renewal	25,000	13,125			11,875	pk47.5				25,000
	Trail Construction - New	40,000	40,000								40,000
	Playground Development	90,000	68,625			21,375	pk23.75				90,000
	Total	230,000	164,688	-	-	-	-	65,313	-	-	230,000

YEAR	DESCRIPTION OF WORK	DETAIL	2015 FINAL	BUDGETED SOURCE OF FUNDS						TOTAL		
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE AMOUNT	OTHER REVENUE			
					AMOUNT	NAME			AMOUNT		NAME	
2015	Mural project	centennial legacy, includes 2014 carry	60,000	30,000			25,000			5,000	business	60,000
	Rails to trails/cycling phase 4	21ST-26TH	64,000	10,308	48,492	NW-CWF	4,375	825				64,000
	Rails to trails/cycling phase 5	26-29th	150,000	39,375	110,625	NW-CWF						150,000
	Total		274,000	79,683	159,117		29,375	825		5,000		274,000
2016	Mural project		30,000	25,000						5,000	business	30,000
	Rails to trails phase 6	29 to Fraser road	150,000	39,375	75,000	NW-CWF		35,625				150,000
	Total		180,000	64,375	75,000			35,625		5,000		180,000
2017	Mural project		30,000	25,000						5,000	business	30,000
	Rails to trails - phase 7	Fraser Road to the Ridge/Riverway trail	125,000	75,313				29,688		20,000	Rogers	125,000
	Total		155,000	100,313				29,688		25,000		155,000
2018	Mural project		30,000	25,000						5,000	business	30,000
	Rails to trails - phase 8	Connections	100,000	76,250				23,750				100,000
	Total		130,000	101,250				23,750		5,000		130,000
2019												
53	Total											

CITY OF COURTENAY
CEMETERY

2015-2019 FINANCIAL PLAN

YEAR	DESCRIPTION OF WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS					TOTAL	
			GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	CVRD CNTRIB		
				AMOUNT	NAME		carry fwd \$		new \$
2015	Niche Area Development	34,642	-				24,642	10,000	34,642
	Irrigation Design Upgrade	7,500	-				7,500		7,500
	General Work	7,500	-					7,500	7,500
	New Plantings	3,905	-				3,905		3,905
	Redo Service/Storage Area	22,500	-					22,500	22,500
	Lawn Crypts	20,000	-					20,000	20,000
	Infant/Children's Section	52,780	-				27,780	25,000	52,780
	Cemetery Master Plan Design/Implementatio	11,173	-					11,173	11,173
	TOTAL 2015	160,000	-	-	-	63,827	96,173		160,000
2016	Niche Area Development	35,000	-					35,000	35,000
	New/Upgraded Irrigation System	29,264	-					29,264	29,264
	Redo Corner Gardens	15,000	-					15,000	15,000
	General Work	7,500	-					7,500	7,500
	Lawn Crypts	20,000	-					20,000	20,000
	Cemetery Master Plan Design/Implementatio	15,000	-					15,000	15,000
	TOTAL	121,764	-	-	-	-	121,764		121,764
2017	Niche Area Development	10,000	-					10,000	10,000
	New/Upgraded Irrigation System	62,870	-					62,870	62,870
	General Work	12,500	-					12,500	12,500
	Lawn Crypts	25,000	-					25,000	25,000
	TOTAL	110,370	-	-	-	-	110,370		110,370
2018	Niche Area Development	50,000	-					50,000	50,000
	General Work	12,500	-					12,500	12,500
	Lawn Crypts	2,839	-					2,839	2,839
	Parking/Laneways Improvements	45,000	-					45,000	45,000
	TOTAL	110,339	-	-	-	-	110,339		110,339
2019	Landscape Improvements	30,000	-					30,000	30,000

2015-2019 FINANCIAL PLAN

YEAR	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	CVRD CNTRIB		TOTAL
				AMOUNT	NAME		carry fwd \$\$	new \$\$	
	Lawn Crypts	65,307	-					65,307	65,307
	General Work	15,000	-					15,000	15,000
	TOTAL	110,307	-	-	-	-	-	110,307	110,307

CITY OF COURTENAY
 GENERAL GOVT BUILDINGS
 2015-2019 FINANCIAL PLAN

BUDGETED SOURCE OF FUNDS												
YEAR	BUILDING	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		TOTAL
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2015	CITY HALL	Building Inspection Permit Filing System	20,000	20,000								20,000
	CITY HALL	Civic Land Inventory/Condition Assess	140,000	-	140,000	NW-CWF						140,000
	CITY HALL	Bike Shelter	10,000	10,000								10,000
		Total 2015	170,000	30,000	140,000							170,000
2016												
		Total										
2017	CITY HALL	Roof Replacement - Condition Assessment Required	100,000									100,000
		Total	100,000		100,000	NW-CAP BLDG						100,000
2018												
		Total										
2019												
		Total										

YEAR	BLDG	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	TOTAL
2015												
	FIRE	Training grounds - East Courtenay	2,485,265	-		5,265				2,480,000	UNEXPENDED	2,485,265
		Satellite Firehall- Detailed Design	150,000	150,000								150,000
		Total 2015	2,635,265	150,000	-	5,265	-	2,480,000	-			2,635,265
2016												
		Satellite Firehall - construction	5,500,000							5,500,000	NEW DEBT	5,500,000
		Total	5,500,000	-	-	-	-	5,500,000	-			5,500,000
2017												
		Total	-	-	-	-	-	-	-	-	-	-
2018												
		Total	-	-	-	-	-	-	-	-	-	-
2019	POLICE	Public Safety Building	30,000,000							30,000,000		30,000,000
		Total	30,000,000	-	-	-	-	30,000,000	-			30,000,000

NOTE: ESTIMATE ONLY BASED ON 2012 Class D costing @ \$3.814/m² X 1,423 m²

ANTICIPATE 60% LEASE RECOVERY TO OFFSET ANNUAL DEBT PYMT

CITY OF COURTENAY
 PUBLIC WORKS BUILDINGS
 2015 - 2019 FINANCIAL PLAN

PAGE D-4

YEAR	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS				RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		TOTAL
				AMOUNT	NAME	AMOUNT	NAME		AMOUNT	NAME			
											AMOUNT	NAME	
2015	Truck Bay Structural Upgrades - Safety Concern	20,000	-	20,000	NW - CAP BLDG							20,000	
	PHASE 1-Yard Administration Office Interior Renovations	80,000	1,819			78,181						80,000	
	PHASE 2 - Yard Admin Office Expansion - incorporate Engineering	75,000	-			75,000						75,000	
	PHASE 3 - New Admin Building Architectural Needs Assessment/Feasibility Study Yard Expansion	50,000	50,000									50,000	
	Admin Office Heat Pump Lunchroom & Offices	20,000	-							20,000	NW-CWF	20,000	
	Mechanical/Stores Building Office Renovations	20,000	20,000									20,000	
	Total	265,000	71,819	20,000	-	153,181			20,000	-		265,000	
2016													
2017													
2018	New Public Works Building	4,000,000		4,000,000								4,000,000	
2019													

CITY OF COURTENAY
 RENTAL PROPERTIES
 2015 - 2019 FINANCIAL PLAN

PAGE D-5

YEAR	BUILDING	WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS								TOTAL				
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE						
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME					
2015	243 - 4th Street	Replace Roof - as quoted	15,000			NW- BLDG CAP	5,000	10,000								15,000
		Total 2015	15,000	-	5,000		10,000	-	-	-						15,000
2016	2099 Atlas Road	Demolish/clean up site	20,000	20,000												20,000
		Total	20,000	20,000	-	-	-	-	-	-						20,000
2017																
2018																
2019																

CITY OF COURTENAY
RECREATION FACILITIES
2015 - 2019 FINANCIAL PLAN

YEAR	BUILDING	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT-NSH BL2538	DEBT-LEWIS BL2680	OTHER REVENUE		TOTAL
					AMOUNT	NAME				AMOUNT	NAME	
2015	FILB	Air Curtain Installation - health and safety issue and energy efficiency measure	20,000	-	20,000	NW-CWF						20,000
	LEWIS	Gym and MPH Sand, repaint sport lines, recoat	40,000	-				40,000				40,000
	LEWIS	Divider Wall MPH Replacement	100,000	-				100,000				100,000
	LEWIS	Replace original windows - Past Expected Life, Energy efficiency gains, risk of seal failure	125,000	-				125,000				125,000
	LEWIS	Signage	50,000	-				50,000				50,000
	LEWIS	Renovation/Expansion Project	16,509	-				16,509				16,509
	NSH	Upper Level Shingle Replacement	50,000	-			50,000					50,000
	NSH	Replace North Porch Entrance/Exit Landing & Stairs/Handrails and Front Entrance Upgrades	20,000	-	10,000	NW-BLDG CAP	10,000					20,000
		Total 2015	421,509	-	30,000		60,000	331,509				421,509
2016				-								-
	FILB	Enclose Balcony Exterior + Washroom Reconfiguration Design	45,000		30,000	NEW BLDG - CAP	15,000					45,000
		Total	45,000	-	30,000		15,000					45,000
2017	FILB	Storage/Meeting Room expansion & Washroom Reconfigurations	300,000		300,000	NEW BLDG - CAP						300,000
		Total	300,000	-	300,000							300,000

CITY OF COURTENAY
 RECREATION FACILITIES
 2015 - 2019 FINANCIAL PLAN

PAGE D-6

YEAR	BUILDING	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT-NISH BL2538	DEBT-LEWIS BL2680	OTHER REVENUE		TOTAL
					AMOUNT	NAME				AMOUNT	NAME	
2018				-								
		Total		-								
2019												
		Total		-								

YEAR	DESCRIPTION OF WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS						TOTAL	
			GENERAL REVENUE	RESERVE FUNDS AMOUNT	RESERVE FUNDS NAME	RESERVE FOR F.E.	OTHER REV AMOUNT	OTHER REV NAME		CVRD GRANT NEW FUNDS
2015										
	Pool Infrastructure & Structural Upgrades as Requested by VIHA/ recommended by Levelton	10,000								10,000
	Mechanical & Electrical Upgrades Pool Heating/Chemical System per Mechanical Systems/Electrical Assessment	15,000								15,000
	Repair concrete cracks in Main Pool Per Levelton Report	16,000								16,000
	Infrastructure Assessment/ CF 2014	4,000								4,000
	Total 2015	45,000	-							45,000
2016	Estimated Equipment	15,000								15,000
	Estimated Building repair	15,000	-							15,000
	Mechanical Upgrades	15,000								15,000
	Total	45,000	-							45,000
2017	Estimated Equipment	15,000								15,000
	Estimated Building repair	15,000	-							15,000
	Total	30,000	-							30,000
2018	Estimated Equipment	15,000								15,000
	Estimated Building repair	15,000	-							15,000
	Total	30,000	-							30,000
2019	Replace shingles on Main Building	15,000								15,000
	Replace Boiler w/ high efficiency condensing	30,000	-							30,000
	Total	45,000	-							45,000

CITY OF COURTENAY
 PARKS / MARINA BUILDINGS
 2015 - 2019 FINANCIAL PLAN

YEAR	PARK LOCATION	DESCRIPTION OF WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS							TOTAL	
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RSV AMOUNT	OTHER REVENUE			
					AMOUNT	NAME			AMOUNT	NAME		
2015												
	Bill Moore	Lawn Bowling Addition Design	10,000	2,454		7,546						10,000
	Bill Moore	Lawn Bowling Addition	167,000	19,035	2,965	NW RSV-Lawn Bowling	115,000	30,000	Lawn Bowl Assoc			167,000
	Bill Moore	Field house exterior stair replacement (Wood to Metal)	16,000	-			16,000					16,000
		Total 2015	193,000	21,489	2,965	-	138,546	30,000	-	-	-	193,000
2016												
2017												
2018												
2019	Lewis	Demolish Lewis Concession Building - Building showing signs of deterioration. To be replaced by mobile food vendor contract	10,000	10,000								10,000
		Total	10,000	10,000	-	-	-	-	-	-	-	10,000

CITY OF COURTENAY
CULTURAL BUILDINGS
2015 - 2019 FINANCIAL PLAN

PAGE D-9

YEAR	BUILDING	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	BUDGETED SOURCE OF FUNDS						TOTAL	
					RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT		NAME
2015												
	SID	Equipment (NW - Theatre Equipment)	31,600	-	31,600	NW- THEATRE EQUIP						31,600
	SID	Replace Black Curtains	11,000	-	11,000	NW- THEATRE EQUIP						11,000
	SID	Exterior Signage/Lighting	17,500	6,500				11,000				17,500
	SID	Sid Lighting Upgrade - General Lighting & LED Theatre Lights	37,500	-	37,500	NW-GAS TAX						37,500
	ARTS CTR	Signage	25,000	10,000				15,000				25,000
	Museum	HVAC Upgrade design/structural contract remaining	10,000	950				9,050				10,000
	Museum	HVAC Upgrades Heat Pump & DDC Control	200,000	-	200,000	NW-GAS TAX						200,000
		Total 2015	332,600	17,450	280,100			35,050				332,600
2016	MUSEUM	Loading bay extension design	40,000	-	40,000	NW-BLDG CAP						40,000
	Sid	Equipment (NW - Theatre Equipment)	20,000	-	20,000	NW- THEATRE EQUIP						20,000
	SID	Sid Lighting Upgrade - LED Theatre Lights	25,000	-	25,000	NW-GAS TAX						25,000
		Total	85,000		85,000							85,000
2017	MUSEUM	Loading bay extension	300,000	-	300,000	NW-BLDG CAP						300,000
	Sid	Equipment (NW - Theatre Equipment)	20,000	-	20,000	NW- THEATRE EQUIP						20,000

CULTURAL BUILDINGS
2015 - 2019 FINANCIAL PLAN

PAGE D-9

YEAR	BUILDING	DESCRIPTION OF WORK	2015 FINAL	GENERAL REVENUE	RESERVE FUNDS				RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		TOTAL
					AMOUNT	NAME	AMOUNT	NAME		AMOUNT	NAME			
												AMOUNT	NAME	
	SID	Sid Lighting Upgrade - LED Theatre Lights	25,000	-	25,000	NW-GAS TAX							25,000	
		Total	345,000	-	345,000	-							345,000	
2018	Sid	Equipment (NW - Theatre Equipment)	20,000	-	20,000	NW- THEATRE EQUIP							20,000	
	SID	Sid Lighting Upgrade - LED Theatre Lights	25,000	-	25,000	NW-GAS TAX							25,000	
		Total	45,000	-	45,000	-							45,000	
2019	MUSEUM	Main Roof Replacement	100,000	-	100,000	NW-BLDG CAP							100,000	
	Sid	Equipment (NW - Theatre Equipment)	20,000	-	20,000	NW- THEATRE EQUIP							20,000	
	Sid	Sid Lighting Upgrade - LED Theatre Lights	25,000	-	25,000	NW-GAS TAX							25,000	
		Total	145,000	-	145,000	-							145,000	

CITY OF COURTENAY
 CITY FLEET REPLACEMENT PLAN
 2015 - 2019 FINANCIAL PLAN

PAGE F-1

YEAR	DESCRIPTION OF WORK	2015 FINAL	BUDGETED SOURCE OF FUNDS									
			GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT PROCEEDS		OTHER REVENUE		TOTAL	
				AMOUNT	NAME		AMOUNT	BYLAW NO	AMOUNT	NAME		
2015	light vehicles-trucks/cargo van	217,000	-	217,000								217,000
	heavy vehicles-Dump Trucks	130,000	-	130,000								130,000
	heavy equipment - Pavement Patcher/Loaders	380,000	-	380,000								380,000
	Total	727,000	-	727,000								727,000
2016	Fleet Renewal	501,000	-	501,000								501,000
2017	Fleet Renewal	461,000	-	461,000								461,000
2018	Fleet Renewal	734,500	-	734,500								734,500
2019	Fleet Renewal	613,000	-	613,000								613,000

PROJECT DESCRIPTION	2014 PROJECT STATUS	2015 PROJECT WORKPLAN	ASSET MGMT CATEGORY	2015 FINAL	RESERVE FUNDS		RSY for FE	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE		TOTAL		
					AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO		AMOUNT	NAME
					GENERAL REVENUE											
ROADS AND STREETS																
Crown Isle - Lerwick Phase 2 (Uplands MHP to Malahat) 2014 DESIGN / 2015 CONSTRUCTION - widen road, lights	PRELIMINARY DESIGN	CONSTRUCTION	UPGRADE	970,000	148,625	300,000		41,000	230,375	D2375			250,000	970,000		
Waters Place - DESIGN/CONSTRUCT TO ROUGH GRADE ONLY	DESIGN / CONSTRUCTION	DESIGN / CONSTRUCTION	UPGRADE	220,000	-								220,000	220,000		
1st Street Slope - DESIGN/CONSTRUCTION	PRELIMINARY DESIGN	DESIGN / CONSTRUCTION	UPGRADE	150,000	150,000									150,000		
12th Street - Stewart Ave to Urquhart Ave Design/CONSTRUCT	PRELIMINARY DESIGN	DESIGN / CONSTRUCTION	RENEWAL	151,200	139,649		11,551							151,200		
Willemar at 28th St (17 to 28 STREET) - DESIGN ONLY (Surface/subsurface infrastructure)	PRELIMINARY DESIGN	PRELIMINARY DESIGN	RENEWAL	40,000	-	23,662		9,138	7,200	D2375				40,000		
10th St - Piercy to Willemar - DESIGN	PRELIMINARY DESIGN	PRELIMINARY DESIGN	RENEWAL	40,000	17,345			13,155	9,500	R2375				40,000		
15th Street west of Willemar Ave-DESIGN	PRELIMINARY DESIGN	PRELIMINARY DESIGN	RENEWAL	40,000	40,000									40,000		
Painting of 5th Street Bridge (PROJECT SCOPING & PERMITTING)	PRELIMINARY DESIGN	PRELIMINARY DESIGN	RENEWAL	25,000	-						25,000	BL 2227		25,000		
CONCEPT DESIGN FOR 5 ROADS PROJECTS 2016 (13th Street - Willemar to Burgess; Cousins Ave - 20th to Willemar - 25th St (Grant Ave) - Kilpatrick to 23rd; 3rd St - England to Cliffe; 10 St E Hobson to Therpe)	CONCEPTUAL DESIGN	CONCEPTUAL DESIGN	RENEWAL	40,000	40,000									40,000		
Cliffe and Anfield-DESIGN	PRELIMINARY DESIGN	PRELIMINARY DESIGN	UPGRADE	15,000	15,000									15,000		
TOTAL ROADS AND STREETS				1,691,200	550,619	323,662	74,844	247,075	25,000		470,000			1,691,200		
PAVING																
England Ave - 10th-12th Str DESIGN/CONSTRUCT	PRELIMINARY DESIGN	DESIGN / CONSTRUCTION	RENEWAL	329,730	-	292,690					37,040	BL2681		329,730		
2nd Street, Cliffe Ave to England Ave DESIGN/CONSTRUCT	PRELIMINARY DESIGN	DESIGN / CONSTRUCTION	RENEWAL	400,000	-	342,558					57,442	BL2681		400,000		
Lerwick Road paving @ NIC to Hospital Site		DESIGN / CONSTRUCTION	UPGRADE	200,000	-								200,000	200,000		
Road Re-Surfacing Program	PLANNING	PLANNING/ CONSTRUCTION	MAINTENANCE	500,000	-	500,000								500,000		
Piercy Avenue, 17th Street to 28th Street, includes road base 0.9km DESIGN	PRELIMINARY DESIGN	PRELIMINARY DESIGN	RENEWAL	40,000	-			15,000	9,500	R2375		BL2681		40,000		
Parking Lot resurface-Duncan/14th Study for re-design	PRE-DESIGN / MAINTENANCE	DESIGN CONCEPT	RENEWAL	15,000	-									15,000		
TOTAL PAVING				1,484,730	-	1,135,248		15,000	9,500		124,982		200,000	1,484,730		

2015 PROJECTS

PROJECT DESCRIPTION	PROJECT WORKPLAN	ASSET MGMT CATEGORY	2016 BUDGET	RESERVE FUNDS		RSV for FE	BUDGETED SOURCE OF CAPITAL FUNDS				DEBT PROCEEDS		OTHER REVENUE		TOTAL	
				AMOUNT	NAME		DCC RESERVE	AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT		NAME
				REVENUE	GENERAL		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT		AMOUNT
25th St (Grant Ave) - Kilpatrick to 23rd DESIGN 2016 CONSTRUCT 2017	DESIGN	RENEWAL	40,000	40,000											40,000	
10 St E - Hobson to Thorpe DESIGN 2016 CONSTRUCT 2017	DESIGN	RENEWAL	65,000	65,000											65,000	
Traffic Median Extension Cliffe Ave North of Anfield	PLANNING	UPGRADE	40,000	-	40,000	Road Reserve									40,000	
Fitzgerald Avenue, 17th Street Intersection Upgrade - Design Only	CONCEPT DESIGN	RENEWAL/UPGRADE	15,000	7,875			7,125	R4750							15,000	
Waters Pl - CONSTRUCT	PRELIMINARY DESIGN	UPGRADE	300,000	-											300,000	
Anderton Ave. Reconstruct Phase 2 (includes CG502) (ON HOLD Pending KFN discussions)	CONCEPT DESIGN	RENEW/UPGRADE	25,000	1			5,938	R2375					300,000	HOSP BP REV	25,000	
Cliffe Ave, 1st Street to 3rd St - Design (ON HOLD Pending KFN discussions)	CONCEPT DESIGN	RENEW/UPGRADE	20,000	15,250			4,750	R2375						Unexpended Dev	20,000	
10th St - Piercy to Willemar	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	7,625			2,375	R2375							10,000	
12th Street- Stewart Ave to Uquhart Ave Design	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	10,000											10,000	
1st Street Slope	CONSTRUCTION MAINTENANCE	UPGRADE	5,000	5,000											5,000	
Crown Isle - Lerwick Phase 2 (Uplands MHP to Malahat) 2014 Design only	CONSTRUCTION MAINTENANCE	UPGRADE	10,000	-			2,375	D2375					7,625	Dev Contrib 005-11-4-055-0550-06541	10,000	
TOTAL ROADS AND STREETS			2,640,000	580,575	772,900		309,938						976,687		2,640,000	
PAVING																
Piercy Avenue, 17th Street to 26th Street, includes road base 0.9km DESIGN/CONSTRUCT	CONSTRUCT	RENEWAL	2,385,000	2,746			566,438	R2375				165,816	BL2681	1,650,000	NEW DEBT	
Parking Lot resurface-Duncan/4th Study for re-design	DETAILED DESIGN & CONSTRUCTION	RENEWAL	100,000	100,000											100,000	
Majestic Dr, York Place and adjacent streets re & re asphalt bleeding 2015 Design and Construct	DETAILED DESIGN	RENEWAL	150,000	150,000											150,000	
Road Re-Surfacing Program	PLANNING	MAINTENANCE	500,000	-	500,000	GAS TAX									500,000	
Paving Projects- contingency provision	PLANNING	RENEWAL	150,000	-	150,000	GAS TAX									150,000	
Sherraton 1/2 Road at Hawk	PRELIMINARY DESIGN	RENEWAL	20,000	4,427								15,573	BL 2539		20,000	
26th Street - Cliffe to Fitzgerald	PRELIMINARY DESIGN	RENEWAL	45,000	62								44,938	BL 2681		45,000	

2016 PROJECTS

BUDGETED SOURCE OF CAPITAL FUNDS

PROJECT DESCRIPTION	GL ACCT	PROJECT WORKPLAN	ASSET MGMT CATEGORY	2017 BUDGET	GENERAL		RESERVE FUNDS		GOVT		ECC RESERVE		DEBT PROCEEDS		OTHER REVENUE		TOTAL		
					REVENUE	AMOUNT	AMOUNT	NAME	GRANT	AMOUNT	AMOUNT	%	AMOUNT	BT LAW NO	AMOUNT	BT LAW NO		AMOUNT	NAME
2017 PROJECTS																			
Flitzgerald Avenue, 17th Street Intersection Upgrade - Design Only	030-20-6-310-3120-71790	DETAIL DESIGN	UPGRADE	200,000	105,000							95,000	R4750					200,000	
13th Street - Willemar to Burgess		PRELIMINARY DESIGN	RENEWAL	10,000	10,000													10,000	
Cousins Ave - 20th to Willemar		PRELIMINARY DESIGN	RENEWAL	10,000	10,000													10,000	
25th St (Grant Ave) - Kilpatrick to 23rd		PRELIMINARY DESIGN	RENEWAL	10,000	10,000													10,000	
3rd St - England to Cliffe		PRELIMINARY DESIGN	RENEWAL	10,000	10,000													10,000	
10 St E - Hobson to Thorpe		PRELIMINARY DESIGN	RENEWAL	10,000	10,000													10,000	
Lerwick N/S of Cummings	030-20-6-310-3120-71774	DESIGN/ CONSTRUCT	UPGRADE	400,000	400,000													400,000	
TOTAL ROADS AND STREETS				10,072,400	1,135,528					1,364,800		97,375		424,897			6,450,000	10,072,400	
PAVING																			
Parking Lot resurface-Duncan/4th PATCHING completed in 2014, review project in 2017	030-20-6-310-3120-86927	DESIGN	RENEWAL	10,000	10,000							4,750	82375				15,250	10,000	
Piercy Avenue, 17th Street to 26th Street, includes road base 0.9km DESIGN	030-20-6-310-3120-86908	CONSTRUCTION MAINTENANCE	RENEWAL	20,000														20,000	
TOTAL PAVING				30,000	10,000					0		4,750	0	0	0	0	15,250	30,000	
TRAFFIC SIGNALS AND CONTROLS																			
Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1	030-20-6-310-3140-87221	CONSTRUCT (ANNUAL)	RENEWAL	20,000	20,000													20,000	
Traffic Signal - Uninterrupted Power Supply (2)	030-20-6-310-3140-87227	CONSTRUCT (ANNUAL)	RENEWAL	36,000	36,000													36,000	
Pedestrian signals - location to be determined (reuse Ped signals from Lerwick/Mission)	030-20-6-310-3140-87228	CONSTRUCT	RENEWAL	25,000	25,000													25,000	
TOTAL TRAFFIC SIGNALS AND CONTROLS				81,000	81,000					0		0	0	0	0	0	0	81,000	
TOTAL 2017				12,153,400	1,534,153					1,364,800		104,500		424,897			8,100,000	12,153,400	

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2018 Budget	RESERVE FUNDS		RSV for FEE	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE		TOTAL		
				GENERAL	REVENUE		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO		AMOUNT	NAME
				REVENUE	AMOUNT		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT		AMOUNT	AMOUNT
2018 PROJECTS															
CURB, GUTTER, SIDEWALK															
TOTAL CURB GUTTER SIDEWALK															
STORM DRAINAGE															
TOTAL STORM DRAINAGE															
PUBLIC WORKS YARD															
TOTAL PUBLIC WORKS YARD															
ROADS AND STREETS															
TOTAL ROADS AND STREETS															
PAVING															
TOTAL PAVING															
TRAFFIC SIGNALS AND CONTROLS															
Audible Pedestrian Crossings - 2 @ \$,000 ea - Ph 1	CONSTRUCT (ANNUAL)	RENEWAL	20,000	20,000	-								20,000		
Traffic Signal - Uninterrupted Power Supply (2)	CONSTRUCT (ANNUAL)	RENEWAL	36,000	36,000	-								36,000		
Pedestrian signals - location to be determined (reuse Ped signals from Lerwick/Mission)	CONSTRUCT (ANNUAL)	RENEWAL	25,000	25,000	-								25,000		
TOTAL TRAFFIC SIGNALS AND CONTROLS			81,000	81,000	0	0	0	0	0	0	0	0	81,000		
TOTAL 2018			81,000	81,000	0	0	0	0	0	0	0	0	81,000		

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2019 PROV	BUDGETED SOURCE OF CAPITAL FUNDS										TOTAL	
				GENERAL		RESERVE FUNDS		DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE			
				REVENUE	AMOUNT	NAME	AMOUNT	RSV for FE	AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT		BYLAW NO
2019 PROJECTS															
CURB GUTTER SIDEWALK															
TOTAL CURB GUTTER SIDEWALK															
STORM DRAINAGE															
TOTAL STORM DRAINAGE															
PUBLIC WORKS YARD															
TOTAL PUBLIC WORKS YARD															
ROADS AND STREETS															
TOTAL ROADS AND STREETS															
PAVING															
TOTAL PAVING															
TRAFFIC SIGNALS AND CONTROLS															
Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1		RENEWAL	20,000	20,000											20,000
Traffic Signal - Uninterrupted Power Supply (2)		RENEWAL	36,000	36,000											36,000
Pedestrian signals - location to be determined (reuse Ped signals from Lerwick/Mission)		RENEWAL	25,000	25,000											25,000
TOTAL TRAFFIC SIGNALS AND CONTROLS			81,000	81,000	0	0	0	0	0	0	0	0	0	0	81,000
TOTAL 2019			81,000	81,000											81,000

CITY OF COURTENAY
WATER CAPITAL FUND
5 YEAR CAPITAL PLAN - 2015-2019

SCHEDULE G

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2015 BUDGET	USER FEES	SOURCE OF FUNDS							TOTAL	
					RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE			
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME		
SWWD Changeover - concept/design	PLANNING / PRELIMINARY DESIGN	NEW SERVICE	100,000	-			100,000						100,000
Comox Road Improvements - Phase 3 DESIGN	PRELIMINARY DESIGN	RENEWAL	15,000	-			13,575	1,425	W0950				15,000
Willemar Ave - 17th Street to 26th Street - Completion of existing project	DETAILED DESIGN	RENEWAL	29,348	5,294			17,084	6,970	W2375				29,348
Menzies & 5th AC water Main replace - completion of 2013 project	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	-			10,000						10,000
Vanier Drive -Water Main Installation	CONSTRUCTION	NEW SERVICE	5,000	-			5,000						5,000
2nd Street (Cliffe to England Ave) Main replacement	DETAILED DESIGN / CONSTRUCTION	RENEWAL	140,000	47,697			92,303						140,000
12th Street (Stewart to Urquart Ave) Main replace	DETAILED DESIGN / CONSTRUCTION	RENEWAL	75,000	33,449			41,551						75,000
South Courtenay - water supply changeover to properties within the Royston LSA - CVRD CICC's	CICC	NEW SERVICE	340,000	287,703			52,297						340,000
Piercy Ave 26th to 29th Ph 2 - Replace/Re-size	DESIGN	RENEWAL	25,000	25,000									25,000
England Ave. (10th to 12th Street)	DETAILED DESIGN / CONSTRUCTION	RENEWAL	100,000	100,000									100,000
10th Street - Willemar Ave to Piercy Ave	DETAILED DESIGN	RENEWAL	25,000	25,000									25,000
15th Street - West end to Willemar Ave	DETAILED DESIGN	RENEWAL	15,000	15,000									15,000
1000m of watermain replacement	CONSTRUCTION	RENEWAL	500,000	-	500,000	CWF - GAS TAX							500,000
TOTAL 2015 CAPITAL PLAN		Total 2015 Capital Plan	1,379,348	539,143	500,000	-	331,810	8,395	-	-	-	-	1,379,348

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2015 BUDGET	USER FEES	SOURCE OF FUNDS							TOTAL
					RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
			2016									
SWWD Changeover - construction	CONSTRUCTION	NEW SERVICE	400,000	291,131						108,869	BL 2440 Unexpended	400,000
10th Street - Willemar Ave to Piercy Ave	CONSTRUCTION	RENEWAL	225,000	225,000								225,000
Piercy Ave - 17th St to 26th St	CONSTRUCTION	RENEWAL	340,000	340,000								340,000
15th Street - West end to Willemar Ave	CONSTRUCTION	RENEWAL	90,000	90,000								90,000
Vanier Drive -Water Main Installation	CONSTRUCTION	NEW SERVICE	200,000	95,000		from 2014	105,000					200,000
1000m of watermain replacement	CONSTRUCTION	RENEWAL	500,000	-	500,000	CWF - GAS TAX						500,000
TOTAL 2016 CAPITAL PLAN			Total 2016 Capital Plan 1,755,000	1,041,131	500,000	-	105,000	-	-	108,869	-	1,755,000

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2015 BUDGET	USER FEES	SOURCE OF FUNDS							TOTAL
					RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
			2017									
SWWD Changeover - construction			400,000	400,000								400,000
SWWD Changeover - CVRD CICC's			340,000	340,000								340,000
Willemar Ave - 17th Street to 26th Street - Construction	CONSTRUCTION	RENEWAL	520,000	274,500		from 2014	122,000	123,500	W2375			520,000
1000m of watermain replacement			500,000	-	500,000	CWF - GAS TAX						500,000
TOTAL 2017 CAPITAL PLAN			Total 2017 Capital Plan 1,760,000	1,014,500	500,000	-	122,000	123,500	-	-	-	1,760,000
			2018									
1000m of watermain replacement		RENEWAL	500,000	-	500,000	CWF - GAS TAX						500,000
New service projects		NEW SERVICE	500,000	500,000								500,000
TOTAL 2018 CAPITAL PLAN			Total 2018 Capital Plan 1,000,000	500,000	500,000	-	-	-	-	-	-	1,000,000
			2019									
1000m of watermain replacement		RENEWAL	500,000	-	500,000	CWF - GAS TAX						500,000
New Service projects		NEW SERVICE	500,000	500,000								500,000
TOTAL 2019 CAPITAL PLAN			Total 2019 Capital Plan 1,000,000	500,000	500,000	-	-	-	-	-	-	1,000,000
			6,894,348	3,594,774	2,500,000	-	558,810	131,895	-	108,869	-	6,894,348

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2015 BUDGET	SOURCE OF FUNDS									TOTAL	
				USER	RESERVE FUNDS		RESERVE	GOV'T	DCC RESERVE		OTHER REVENUE			
				FEES	AMOUNT	NAME	FOR F.E.	GRANT	AMOUNT	NAME	AMOUNT	NAME		
Mansfield Lift Station - New generator	DESIGN/ CONSTRUCTION	MAINTENANCE / UPGRADE	50,000	-			50,000						50,000	
Carmanah & Valcourt Cres - Design and Construction	DETAILED DESIGN	RENEWAL/ UPGRADE CAPACITY	270,000	68,625			106,285			64,125	S2375	30,965	(Unexpended) Costco DCC 005-11- 4-055-0550-06668	270,000
South Courtenay Sewer Planning/Capacity Provisions (Local Area Service)	PLANNING	NEW SERVICE	100,000	84,792			15,208						100,000	
1st Street Up Stream of Lift Station MH 3-501 to 3-504 - DESIGN	PLANNING	RENEWAL/ UPGRADE CAPACITY	55,000	54,739						261	S4750		55,000	
Replace AC Pressure Force Main on all Lift Sta - Phase 1 Design 1st St Sta to discharge - DESIGN	PLANNING	RENEWAL/ UPGRADE CAPACITY	75,000	57,188						17,813	S2375		75,000	
Sandpiper Dr Sewer- Planning, Design, Local Area Service	PLANNING	NEW SERVICE	60,000	-			60,000						60,000	
1st Street Lift Station - DESIGN	PLANNING	RENEWAL	105,000	-	20,000	GAS TX	85,000						105,000	
Anderton Lift Station - DESIGN	PLANNING	RENEWAL	105,000	-	50,000	GAS TX	55,000						105,000	
Sewer Flush Truck - REPLACEMENT	PLANNING	RENEWAL	400,000	-	400,000	Swr EQP							400,000	
Piercy Ave (17th -26th Str)	DESIGN	RENEWAL	25,000	25,000									25,000	
Willemar Ave (17th to 26th)	DESIGN	RENEWAL	25,000	25,000									25,000	
2nd Street - Cliffe to England - DESIGN/ CONSTRUCTION	PRELIMINARY DESIGN	RENEWAL	248,000	248,000									248,000	
12th Street - Stewart to Urquart Ave - DESIGN/ CONSTRUCTION	PRELIMINARY DESIGN	RENEWAL	132,000	132,000									132,000	
10th Street - Willemar Ave to Piercy Ave - DESIGN/ CONSTRUCTION	PRELIMINARY DESIGN	RENEWAL	37,000	37,000									37,000	
15th Street - West end to Willemar Ave - DESIGN/ CONSTRUCTION	PRELIMINARY DESIGN	RENEWAL	25,000	25,000									25,000	
North Courtenay Sanitary Extension (remaining areas within Courtenay) - PLANNING / CONCEPT	PLANNING	NEW SERVICE	40,000	40,000									40,000	
Headquarters Road (Glacier Rd to Vanier Dr)/Vanier Dr (Headquarters Rd to High School Entrance) PH. 1 - Design/Construction	CONSTRUCTION MAINTENANCE	NEW SERVICE	21,000	11,000			10,000						21,000	
1st Street @ Morrison Creek - Sewer Repairs	CONSTRUCTION MAINTENANCE	RENEWAL	5,000	-			5,000						5,000	
TOTAL 2015 CAPITAL PLAN			1,778,000	808,343	470,000	-	386,493	-	82,199	-	30,965	-	1,778,000	

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2015 BUDGET	SOURCE OF FUNDS									
				USER	RESERVE FUNDS		RESERVE	GOV'T	DCC RESERVE		OTHER REVENUE		TOTAL
				FEES	AMOUNT	NAME	FOR F.E.	GRANT	AMOUNT	NAME	AMOUNT	NAME	

2016

Main Replacement 26th St - Cliffe to Fitzgerald		RENEWAL	94,500	72,056						22,444	S2375			94,500
South Courtenay Sewer Extension (Local Area Service) - DESIGN & CONSTRUCTION PHASE 1 OF 2	DETAILED DESIGN/ CONSTRUCT	NEW SERVICE	1,800,000	-								1,800,000	DEBT / to be set up as a Local Service Area	1,800,000
1st Street Lift Station - CONSTRUCTION	CONSTRUCT	RENEWAL	1,900,000	-	1,900,000	GAS TX								1,900,000
Anderton Lift Station - CONSTRUCTION	CONSTRUCT	RENEWAL	2,000,000	-	2,000,000	GAS TX								2,000,000
10th Street - Willemar Ave to Piercy Ave - DESIGN/ CONSTRUCTION	CONSTRUCTION	RENEWAL	153,000	153,000										153,000
1st Street Up Stream of Lift Station MH 3-501 to 3-504 - CONSTRUCTION	CONSTRUCT	RENEWAL/ UPGRADE CAPACITY	300,000	157,500						142,500	S4750			300,000
Scada System - IMPLEMENTATION	INSTALLATION	NEW SERVICE	50,000	-	50,000	GAS TX								50,000
Sandpiper Dr Sewer, Local Area Service - CONSTRUCTION	CONSTRUCTION	NEW SERVICE	200,000	200,000									Conn fees	200,000
15th Street - West end to Willemar Ave - DESIGN/ CONSTRUCTION	CONSTRUCTION	RENEWAL	125,000	125,000										125,000
Piercy Ave - 17th St to 26th St	TENDER READY	RENEWAL	610,000	610,000										610,000
Old Island Hwy / Comox Road (fronting Lewis Centre) - Replacement.	PLANNING	RENEWAL/ UPGRADE CAPACITY	5,000	5,000										5,000
North CTNY Sanitary Extension (remaining areas within Courtenay) - PLANNING / CONCEPT	PRELIMINARY DESIGN	NEW SERVICE	40,000	40,000										40,000
2nd Street - Cliffe to England	CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000										3,000
12th Street - Stewart to Urquart Ave	CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000										3,000
10th Street - Willemar Ave to Piercy Ave	CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000										3,000
15th Street - West end to Willemar Ave	CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000										3,000
TOTAL 2016 CAPITAL PLAN			7,289,500	1,374,556	3,950,000	-	-	-	-	164,944	-	1,800,000	-	7,289,500

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2015 BUDGET	SOURCE OF FUNDS										
				USER	RESERVE FUNDS		RESERVE	GOV'T	DCC RESERVE		OTHER REVENUE		TOTAL	
				FEES	AMOUNT	NAME	FOR F.E.	GRANT	AMOUNT	NAME	AMOUNT	NAME		
ARDEN TRUNK SEWER - Complete concept design for land acquisition and preliminary design.	CONCEPT/PRE-DESIGN	NEW SERVICE/ CAPACITY	500,000	262,500						237,500	S475			500,000
Willemar Ave - 17th Street to 26th Street	TENDER READY	RENEWAL	680,000	518,500						161,500	S2375			680,000
10th Street East & Sitka Ave - MH Improvements PHASE 1	PLANNING	RENEWAL/ UPGRADE CAPACITY	30,000	22,875						7,125	S2375			30,000
Superstore / Williams Road / Back Road Trunk Sewer Replacement - DESIGN	DESIGN		75,000	75,000										75,000
Sitka Ave Sewer Replacement - DESIGN	DESIGN		25,000	25,000										25,000
TOTAL 2017 CAPITAL PLAN			1,310,000	903,875	-	-	-	-		406,125	-	-	-	1,310,000

Provision for Projects			725,000	725,000						-				725,000
TOTAL 2018 CAPITAL PLAN			725,000	725,000	-	-	-	-		-	-	-	-	725,000

Provision for Projects			750,000	750,000										750,000
TOTAL 2019 CAPITAL PLAN			750,000	750,000	-	-	-	-		-	-	-	-	750,000

CITY OF COURTENAY
 General Fund Reserves
 2015 General Reserve Fund Summary - Anticipated Position

SCHEDULE I
 PAGE 1 OF 4

New Works Reserve BL1835																	
2015	Surplus	Capital Funds C/Fwd	Gaming Revenue	Unexpended		Traffic Fine Revenue	Capital Building Fund	Community Works Fund	Other New Works Funds	Amenity Reserves	Infrastructre Renewal	Machinery & Equipment Reserve	Public Parking Reserve	Land Sale Reserve	Parkland Acquisition Reserve	DCC's	Total
				Capital Borrowing	Capital Revenue												
Dec 31, 2014 balance forward	5,554,883	1,175,277	1,404,586	2,952,874	747,371	866,211	4,008,321	2,230,126	380,675	-	2,181,962	30,161	158,220	184,729	2,491,050	24,366,446	
Grants					280,404		1,018,197	20,000								1,318,601	
Contributions			825,000				150,000	150,000							300,000	1,275,000	
Transfer from Operating Fund						50,000	255,000	50,000	43,000	575,000	4,500					977,500	
Interest Earnings			7,023		3,737	4,331	20,042	11,151	1,903	-	10,910	151	791	924	12,455	73,417	
Subtotal	5,554,883	1,175,277	2,236,609	2,952,874	1,031,512	920,542	5,046,559	2,666,277	432,578	43,000	2,767,872	34,812	159,011	185,653	2,803,506	28,010,964	
Transfer to fund operating costs	(217,301)		(725,000)		(365,278)	(102,000)	(550,000)	(51,502)	(30,000)	-						(2,041,081)	
Transfer to fund capital projects	(3,037,796)	(1,175,277)	(100,000)	(629,157)	(300,000)	(152,600)	(2,291,865)	(604,227)			(1,572,000)				(373,300)	(10,236,222)	
Dec 31, 2015 projected year end	2,299,786	-	1,411,609	2,323,717	366,234	665,942	2,204,694	2,010,548	402,578	43,000	1,195,872	34,812	159,011	185,653	2,430,206	15,733,661	

Interest used to calc earnings 0.50% -

New Works Reserve, BL1835																	
2016	Surplus	Capital Funds C/Fwd	Gaming Revenue	Unexpended		Traffic Fine Revenue	Capital Building Fund	Community Works Fund	Other New Works Funds	Amenity Reserves	Infrastructre Renewal	Machinery & Equipment Reserve	Public Parking Reserve	Land Sale Reserve	Parkland Acquisition Reserve	DCC's	Total
				Capital Borrowing	Capital Revenue												
Dec 31, 2015 balance forward	2,299,786	-	1,411,609	2,323,717	366,234	665,942	2,204,694	2,010,548	402,578	43,000	1,195,872	34,812	159,011	185,653	2,430,206	15,733,661	
Grants					280,404		1,069,107	20,000								1,369,511	
Contributions			825,000				150,000	150,000							300,000	1,275,000	
Transfer from Operating Fund						50,000	260,000	50,000	43,000	600,000	4,500					1,007,500	
Interest Earnings			7,058		1,831	3,330	11,023	10,053	2,013	215	5,979	174	795	928	12,151	55,551	
Subtotal	2,299,786	-	2,243,667	2,323,717	648,469	719,272	3,284,825	2,450,600	454,591	86,215	1,801,851	39,486	159,806	186,581	2,742,357	19,441,223	
Transfer to fund operating costs	(500,000)		(825,000)		(370,492)		(40,000)									(1,735,492)	
Transfer to fund capital projects				(370,611)		(70,000)	(1,550,000)	(480,800)			(561,000)				(927,439)	(3,959,850)	
Dec 31, 2016 projected year end	1,799,786	-	1,418,667	1,953,106	277,977	649,272	1,734,825	1,929,800	454,591	86,215	1,240,851	39,486	159,806	186,581	1,814,918	13,745,881	

Interest used to calc earnings 0.50%

New Works Reserve BL1835																	
2017	Surplus	Capital Funds C/Fwd	Gaming Revenue	Unexpended		Traffic Fine Revenue	Capital Building Fund	Community Works Fund	Other New Works Funds	Amenity Reserves	Infrastructre Renewal	Machinery & Equipment Reserve	Public Parking Reserve	Land Sale Reserve	Parkland Acquisition Reserve	DCC's	Total
				Capital Borrowing	Capital Revenue												
Dec 31, 2016 balance forward	1,799,786	-	1,418,667	1,953,106	277,977	649,272	1,734,825	1,929,800	454,591	86,215	1,240,851	39,486	159,806	186,581	1,814,918	13,745,881	
Grants					280,404		1,069,107	20,000								1,369,511	
Contributions			825,000				150,000	150,000							300,000	1,275,000	
Transfer from Operating Fund						50,000	260,000	50,000	43,000	605,000	4,500					1,012,500	
Interest Earnings			14,187		2,780	6,493	17,348	19,298	4,546	862	12,409	395	1,598	1,866	18,149	99,930	
Subtotal	1,799,786	-	2,257,854	1,953,106	561,161	705,765	2,821,280	2,379,098	509,137	130,077	1,858,260	44,381	161,404	188,447	2,133,067	17,502,822	
Transfer to fund operating costs	(300,000)		(825,000)		(373,714)		(40,000)									(1,538,714)	
Transfer to fund capital projects				(374,947)		(700,000)	(25,000)	(373,000)			(521,000)				(166,250)	(2,160,197)	
Dec 31, 2017 projected year end	1,499,786	-	1,432,854	1,578,159	187,447	5,765	2,796,280	1,966,098	509,137	130,077	1,337,260	44,381	161,404	188,447	1,966,817	13,803,911	

Interest used to calc earnings 1.00%

CITY OF COURTENAY
 General Fund Reserves
 2015 General Reserve Fund Summary - Anticipated Position

SCHEDULE I
 PAGE 2 OF 4

New Works Reserve, BL1835

2018	Unexpended															Total
	Surplus	Capital Funds C/Fwd	Gaming Revenue	Capital Borrowing	Traffic Fine Revenue	Capital Building Fund	Community Works Fund	Other New Works Funds	Amenity Reserves	Infrastructre Renewal	Machinery & Equipment Reserve	Public Parking Reserve	Land Sale Reserve	Parkland Acquisition Reserve	DCC's	
Dec 31, 2017 balance forward	1,499,786	-	1,432,854	1,578,159	187,447	5,765	2,796,280	1,966,098	509,137	130,077	1,337,260	44,381	161,404	188,447	1,966,817	13,803,911
Grants					280,404		1,119,962	20,000								1,420,366
Contributions			825,000					150,000					4,000,000		300,000	5,275,000
Transfer from Operating Fund						50,000		260,000	50,000	43,000	610,000	4,500				1,017,500
Interest Earnings			14,329		1,874	58	27,963	19,661	5,091	1,301	13,373	444	1,614	1,884	19,668	107,260
Subtotal	1,499,786	-	2,272,182	1,578,159	469,725	55,822	3,944,205	2,415,759	564,228	174,378	1,960,632	49,325	4,163,018	190,331	2,286,485	21,624,036
Transfer to fund operating costs	(100,000)		(825,000)		(378,698)			(40,000)								(1,343,698)
Transfer to fund capital projects				(790,000)			(25,000)	(268,000)			(794,500)		(4,000,000)		(65,313)	(5,942,813)
Dec 31, 2018 projected year end	1,399,786	-	1,447,182	788,159	91,027	55,822	3,919,205	2,107,759	564,228	174,378	1,166,132	49,325	163,018	190,331	2,221,172	14,337,525

Interest used to calc earnings 1.00%

New Works Reserve, BL1835

2019	Unexpended															Total
	Surplus	Capital Funds C/Fwd	Gaming Revenue	Capital Borrowing	Traffic Fine Revenue	Capital Building Fund	Community Works Fund	Other New Works Funds	Amenity Reserves	Infrastructre Renewal	Machinery & Equipment Reserve	Public Parking Reserve	Land Sale Reserve	Parkland Acquisition Reserve	DCC's	
Dec 31, 2018 balance forward	1,399,786	-	1,447,182	788,159	91,027	55,822	3,919,205	2,107,759	564,228	174,378	1,166,132	49,325	163,018	190,331	2,221,172	14,337,525
Grants					280,404		1,119,962	20,000								1,420,366
Contributions			825,000					150,000							300,000	1,275,000
Transfer from Operating Fund						50,000		260,000	50,000	43,000	615,000	4,500				1,022,500
Interest Earnings			14,472		910	558	39,192	21,078	5,642	1,744	11,661	493	1,630	1,903	22,212	121,496
Subtotal	1,399,786	-	2,286,654	788,159	372,342	106,381	5,078,359	2,558,837	619,870	219,122	1,792,794	54,318	164,648	192,235	2,543,384	18,176,887
Transfer to fund operating costs			(825,000)		(344,782)			(40,000)								(1,209,782)
Transfer to fund capital projects				(788,159)		(100,000)		(162,000)			(613,000)				(65,313)	(1,728,472)
Dec 31, 2019 projected year end	1,399,786	-	1,461,654	-	27,560	6,381	5,078,359	2,356,837	619,870	219,122	1,179,794	54,318	164,648	192,235	2,478,071	15,238,633

Interest used to calc earnings 1.00%

2015 Financial Plan	Surplus	Capital Funds	Unexpended Capital	Utility & Water	Meter	Machinery & Equipment	Water DCC	Total
		C/Fwd	Borrowing	Efficiency	Replacement	Reserve	Funds	
Dec 31, 2014 bal fwd	1,722,652	558,810	108,869	1,233,402	266,659	191,151	365,858	4,447,401
Contributions							40,000	40,000
Transfer from Operating Fund					27,250	30,000		57,250
Interest Earnings				8,634	1,867	1,338	2,561	14,399
Subtotal	1,722,652	558,810	108,869	1,242,036	295,776	222,489	408,419	4,559,050
Budgeted Use - Operating	(223,932)			(6,500)	(25,000)			(255,432)
Budgeted Use - Capital		(331,810)				TBD	(8,395)	(340,205)
Dec 31, 2015 proj .year end	1,498,720	227,000	108,869	1,235,536	270,776	222,489	400,024	3,963,413

2016	Surplus	Capital Funds	Unexpended Capital	Utility & Water	Meter	Machinery & Equipment	Water DCC	Total
		C/Fwd	Borrowing	Efficiency	Replacement	Reserve	Funds	
Dec 31, 2015 bal fwd	1,498,720	227,000	108,869	1,235,536	270,776	222,489	400,024	3,963,413
Contributions							50,000	50,000
Transfer from Operating Fund					27,250	30,000		57,250
Interest Earnings				9,267	1,895	1,669	3,000	15,831
Subtotal	1,498,720	227,000	108,869	1,244,802	299,921	254,158	453,024	4,086,494
Budgeted Use - Operating	(610,032)			(6,500)	(25,250)			(641,782)
Budgeted Use - Capital		(227,000)	(108,869)			TBD	-	(335,869)
Dec 31, 2016 proj .year end	888,688	-	-	1,238,302	274,671	254,158	453,024	3,108,843

2017	Surplus	Capital Funds	Unexpended Capital	Utility & Water	Meter	Machinery & Equipment	Water DCC	Total
		C/Fwd	Borrowing	Efficiency	Replacement	Reserve	Funds	
Dec 31, 2016 bal fwd	888,688	-	-	1,238,302	274,671	254,158	453,024	3,108,843
Contributions							50,000	50,000
Transfer from Operating Fund					27,250	30,000		57,250
Interest Earnings				9,287	1,923	1,906	3,398	16,514
Subtotal	888,688	-	-	1,247,590	303,844	286,064	506,422	3,232,607
Budgeted Use - Operating	(513,767)			(6,500)	(25,503)			(545,770)
Budgeted Use - Capital						TBD	(123,500)	(123,500)
Dec 31, 2017 proj .year end	374,921	-	-	1,241,090	278,341	286,064	382,922	2,563,337

2018	Surplus	Capital Funds	Unexpended Capital	Utility & Water	Meter	Machinery & Equipment	Water DCC	Total
		C/Fwd	Borrowing	Efficiency	Replacement	Reserve	Funds	
Dec 31, 2018 bal fwd	374,921	-	-	1,241,090	278,341	286,064	382,922	2,563,337
Contributions							50,000	50,000
Transfer from Operating Fund					27,250	34,000		61,250
Interest Earnings				12,411	1,948	2,861	3,829	25,633
Subtotal	374,921	-	-	1,253,500	307,539	322,925	436,751	2,700,220
Budgeted Use - Operating				(6,500)	(25,758)			(32,258)
Budgeted Use - Capital						TBD		-
Dec 31, 2018 proj .year end	374,921	-	-	1,247,000	281,781	322,925	436,751	2,667,962

2019	Surplus	Capital Funds	Unexpended Capital	Utility & Water	Meter	Machinery & Equipment	Water DCC	Total
		C/Fwd	Borrowing	Efficiency	Replacement	Reserve	Funds	
Dec 31, 2018 bal fwd	374,921	-	-	1,247,000	281,781	322,925	436,751	2,667,962
Contributions							50,000	50,000
Transfer from Operating Fund					27,250	39,000		66,250
Interest Earnings				12,470	1,972	3,229	4,368	26,680
Subtotal	374,921	-	-	1,259,471	311,004	365,154	491,119	2,810,892
Budgeted Use - Operating				(6,500)	(26,015)			(32,515)
Budgeted Use - Capital						TBD		-
Dec 31, 2019 proj .year end	374,921	-	-	1,252,971	284,989	365,154	491,119	2,778,377

2015	Surplus	Unexpended		Sewer Utility	Machinery & Equipment		Sewer DCC Funds	Total
		Capital Funds C/Fwd	Capital Borrowing		Reserve			
Dec 31, 2014 balance forward	2,356,871	386,493	30,965	420,644	472,717	195,010	3,862,700	
Contributions						50,000	50,000	
Transfer from Operating Fund					75,000		75,000	
Interest Earnings				2,945	3,309	1,365	7,619	
Subtotal	2,356,871	386,493	30,965	423,589	551,026	246,375	3,995,319	
Budgeted Use - Operating	(527,146)			(40,000)			(567,146)	
Budgeted Use - Capital		(386,493)	(30,965)	(11,438)	(400,000)	(82,199)	(911,095)	
Dec 31, 2015 projected year end	1,829,725	-	-	372,151	151,026	164,176	2,517,078	

2016	Surplus	Unexpended		Sewer Utility	Machinery & Equipment		Sewer DCC Funds	Total
		Capital Funds C/Fwd	Capital Borrowing		Reserve			
Dec 31, 2015 balance forward	1,829,725	-	-	372,151	151,026	164,176	2,517,078	
Contributions						100,000	100,000	
Transfer from Operating Fund					75,000		75,000	
Interest Earnings				2,605	1,057	1,149	4,811	
Subtotal	1,829,725	-	-	374,756	227,083	265,325	2,696,889	
Budgeted Use - Operating	(887,787)			(35,000)			(922,787)	
Budgeted Use - Capital		-				(164,944)	(164,944)	
Dec 31, 2016 projected year end	941,938	-	-	339,756	227,083	100,381	1,609,158	

2017	Surplus	Unexpended		Sewer Utility	Machinery & Equipment		Sewer DCC Funds	Total
		Capital Funds C/Fwd	Capital Borrowing		Reserve			
Dec 31, 2016 balance forward	941,938	-	-	339,756	227,083	100,381	1,609,158	
Contributions						150,000	150,000	
Transfer from Operating Fund					75,000		75,000	
Interest Earnings				2,378	1,590	703	4,671	
Subtotal	941,938	-	-	342,134	303,673	251,084	1,838,829	
Budgeted Use - Operating	(348,057)			(30,000)			(378,057)	
Budgeted Use - Capital		-				(244,625)	(244,625)	
Dec 31, 2017 projected year end	593,881	-	-	312,134	303,673	6,459	1,216,147	

2018	Surplus	Unexpended		Sewer Utility	Machinery & Equipment		Sewer DCC Funds	Total
		Capital Funds C/Fwd	Capital Borrowing		Reserve			
Dec 31, 2017 balance forward	593,881	-	-	312,134	303,673	6,459	1,216,147	
Contributions						150,000	150,000	
Transfer from Operating Fund					75,000		75,000	
Interest Earnings				2,185	2,126	45	4,356	
Subtotal	593,881	-	-	314,319	380,798	156,504	1,445,502	
Budgeted Use - Operating	(18,870)			(30,000)			(48,870)	
Budgeted Use - Capital		-					-	
Dec 31, 2018 projected year end	575,011	-	-	284,319	380,798	156,504	1,396,632	

2019	Surplus	Unexpended		Sewer Utility	Machinery & Equipment		Sewer DCC Funds	Total
		Capital Funds C/Fwd	Capital Borrowing		Reserve			
Dec 31, 2018 balance forward	575,011	-	-	284,319	380,798	156,504	1,396,632	
Contributions						50,000	50,000	
Transfer from Operating Fund					75,000		75,000	
Interest Earnings				1,990	2,666	1,096	5,751	
Subtotal	575,011	-	-	286,309	458,464	207,600	1,527,384	
Budgeted Use - Operating	(12,262)			(26,103)			(38,365)	
Budgeted Use - Capital		-					-	
Dec 31, 2019 projected year end	562,749	-	-	260,206	458,464	207,600	1,489,019	

Interest used to calc earnings

1.00%

**City of Courtenay
Host Community Gaming Funds
2015-2019 Financial Plan**

SCHEDULE J

DESC	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	2019 BUDGET
REVENUE					
PROV TRANSFERS - GAMING REVENUES	825,000	825,000	825,000	825,000	825,000
TOTAL REVENUE	825,000	825,000	825,000	825,000	825,000
EXPENSE					
> DISBURSEMENT CATEGORIES					
1. SOCIETIES MANAGING CITY ART/CULT FACILITIES					
-CV ART GALLERY	65,000	65,000	65,000	65,000	65,000
-SID WILLIAMS THEATRE SOCIETY	105,000	105,000	105,000	105,000	105,000
-CTNY AND DIST HISTORICAL SOCIETY	50,000	50,000	50,000	50,000	50,000
-DOWNTOWN CULTURAL EVENTS	5,000	5,000	5,000	5,000	5,000
	225,000	225,000	225,000	225,000	225,000
2. COUNCIL INITIATIVES AND PROJECTS	75,000	75,000	75,000	75,000	75,000
3. PUBLIC SAFETY & SECURITY	340,000	340,000	340,000	340,000	340,000
4. SOCIAL/SOCIETAL INITIATIVES	50,000	50,000	50,000	50,000	50,000
5. INFRASTRUCTURE WORKS	100,000	100,000	100,000	100,000	100,000
6. GREEN CAPITAL PROJECTS/INNOVATION	35,000	35,000	35,000	35,000	35,000
TOTAL EXPENSE	825,000	825,000	825,000	825,000	825,000
NET CURRENT YEAR OPERATIONS	0	0	0	0	0

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2815

**A bylaw to impose rates on all
taxable lands and improvements**

Whereas pursuant to the provisions of the *Community Charter* the Council must each year, by bylaw, impose property value taxes on all land and improvements according to the assessed value thereof, by establishing rates for:

- a. the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and
- b. the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

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 **“Tax Rates Bylaw No. 2815, 2015”**.
2. The following rates are hereby imposed and levied for the year 2015:
 - (a) For all lawful general purposes of the municipality, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “A” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (b) For debt purposes, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “B” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (c) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “C” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (d) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column “D” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (e) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general hospital purposes, rates appearing in Column “E” of the schedule attached hereto and forming a part of this bylaw hereof;

- (f) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column “F” of the schedule attached hereto and forming a part of this bylaw hereof;
 - (g) For purposes of the Downtown Courtenay Business Improvement Area on the assessed value of land and improvements for general municipal purposes, rates appearing in column “G” of the schedule attached hereto and forming a part of this bylaw hereof.
3. As soon as is practicable after the 2nd day of July, 2015, there shall be added to the unpaid taxes of the current year, in respect of each parcel of land and its improvements on the property tax roll, ten percent of the amount unpaid as of the 2nd day of July, 2015; and the said unpaid taxes together with the amount added as aforesaid, shall be deemed to be taxes of the current year due on such land and improvements.

Read a first time this 13th day of April, 2015

Read a second time this 13th day of April, 2015

Read a third time this 13th day of April, 2015

Finally passed and adopted this day of April, 2015

Mayor

Director of Legislative Services

BYLAW NO. 2814, 2015

SCHEDULE

Tax Rates (dollars of tax per \$1000 taxable value)

Property Class	A General Municipal	B Debt	C Library	D Regional District (rates applied to general assessment)	E Regional District (rates applied to hospital assessment)	F Regional Hospital District	G Downtown Courtenay Business Improv. Area
1. Residential	3.6117	0.3287	0.2277	0.3588	0.4712	0.8369	0.0000
2. Utilities	25.2819	2.3012	1.5940	2.5119	1.6493	2.9291	0.0000
3. Supportive Housing	3.6117	0.3287	0.2277	0.3588	0.4712	0.8369	0.0000
4. Major Industry	14.0856	1.2821	0.8881	1.3995	1.6022	2.8454	0.0000
5. Light Industry	14.0856	1.2821	0.8881	1.3995	1.6022	2.8454	1.1196
6. Business/Other	10.1128	0.9205	0.6376	1.0048	1.1545	2.0504	1.1196
8. Recr/Non-Profit	3.6117	0.3287	0.2277	0.3588	0.4712	0.8369	0.0000
9. Farm	3.6117	0.3287	0.2277	0.3588	0.4712	0.8369	0.0000

