

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

**DATE:** April 18, 2016  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt April 4, 2016 Regular Council meeting minutes

**Mayor to present Certificate of Appreciation to Karen Whitworth**

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

Pg #

1. Jody MacDonald and Harry Panjer, United Way re: Vital Signs Project
2. Fred Bigelow, CEO, C.V. Airport Commission re: update on airport operations
- 1 3. Jessica Sandy, Executive Director, N.I. Students' Union re: Adult Basic Education – Request for Council resolution

**STAFF REPORTS/PRESENTATIONS**

**(a) Recreation and Cultural Services**

**(b) CAO and Legislative Services**

- 17 1. Food Truck Pilot Project

**(c) Development Services**

- 43 2. Development Variance Permit No. 1604-605 Crown Isle Drive

**(d) Financial Services**

3. Introduction of Proposed 2016 Five Year Financial Plan (materials to be distributed and presented at the meeting).

**(e) Engineering Services**

**(f) Public Works Services**

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 49 1. Letter of Appreciation from Lawrence Burns, Chair, Heritage Commission

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

51 1. Memo: 5<sup>th</sup> Street Bridge Annual Cleaning and Maintenance

53 2. Memo: 3<sup>rd</sup> Street Renewal and Three Watermain Replacement Projects

**7.00 REPORTS FROM COUNCIL MEMBERS REGARDING CITY RELATED ACTIVITIES INCLUDING REPORTS FROM COUNCIL AND EXTERNAL COMMITTEES**

**8.00 RESOLUTIONS OF COUNCIL**

**In Camera Meeting:**

That notice is hereby given that a Special In-Camera meeting closed to the public will be held April 18, 2016 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

Pg #

**For First, Second, and Third Reading**

57 1. "City of Courtenay Fees and Charges Amendment Bylaw N0. 2845, 2016"  
(To amend the Water and Sewer Fees)

**For Third Reading and Final Adoption**

67 1. "Official Community Plan Amendment Bylaw No. 2841, 2016"  
(344 and 356 3<sup>rd</sup> Street)

69 2. "Zoning Amendment bylaw No. 2842, 2016"  
(344 and 356 3<sup>rd</sup> Street)

**For Final Adoption**

73 1. "Tree Planting and Replacement Reserve Fund Establishment Bylaw No. 2844, 2016" (to establish a tree planting and replacement reserve fund).

**13.00 ADJOURNMENT**

## **PROPOSED MOTION FOR COUNCIL:**

### **Background:**

Adult Basic Education, which until recently included tuition-free secondary school level courses, assists many residents of Courtenay and British Columbia, including new immigrants, single parents, and young workers who didn't finish high school.

Adult Basic Education is essential in helping people to access post-secondary school, qualify for skills and trades programs, and realize careers that pay a living wage.

In December 2014, the Province of British Columbia reversed its policy to offer free basic education to adults. As of January 1 2015, colleges and universities can charge for secondary school classes and as of May 1, 2015 school districts will no longer be able to offer classes to high school graduates who would like to take classes to upgrade their marks or take classes to further their study or work.

### **Motion:**

Be it resolved that Council requests the Mayor to write a letter to Minister Andrew Wilkinson stating support for Adult Basic Education and requesting the Ministry to reinstate funding for Adult Basic Education programs and that the letter be copied to the Canadian Federation of Students BC and the North Island Students' Union.



# Adult Basic Education in BC

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*NEW FINANCIAL BARRIERS WILL FURTHER RESTRICT ACCESS*

## What is Adult Basic Education?

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Adult basic education (ABE) is the provision of elementary and secondary level education to adults through BC's K-12 school system and most public post-secondary institutions.

ABE provides access to a variety of courses and skills training ranging from basic literacy to adult high school graduation. It also supports learners in improving their employability and life skills in addition to helping adult learners attain basic upgrading in preparation for further education. The post-secondary system is used as a delivery method for adult basic education in recognition that many adults achieve a higher rate of success and seek further education when studying in a college or university environment.

Adult basic education is an integral component of BC's education system and economic prosperity, providing a wide range of programs to students who require additional training or skills upgrading in order to participate fully in society and the economy. ABE also plays an important role in increasing adult literacy and improving high school completion and post-secondary participation rates within BC's Aboriginal population.

To be effective, adult basic education must be accessible to all who need it. Recognizing this, the BC Liberals eliminated tuition fees for ABE in 2007. In December 2014, Christy Clark's Liberal government announced they would be ending this policy, no longer requiring that adult basic education be tuition fee-free. Following years of declining investment by the provincial government, a \$15 million funding cut to adult basic education programming was also announced, further eroding these programs.<sup>1</sup>

**\$15.9 Million**

Following years of declining investment by the provincial government, a \$15.9 million funding cut to adult basic education programming was also announced, further eroding these programs.

**“High school is free, but further upgrading is not. I think it is reasonable to expect adults who've already graduated to contribute to these costs.”**

– PETER FASSBENDER, MINISTER OF EDUCATION, 2014

## A Short History of Access to ABE in BC

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*“We are helping people upgrade their education so they can take advantage of our growing economy and enjoy rewarding careers... by offering free tuition for adult basic education, whether students have graduated from high school or not. We’re also going beyond that by helping more adult learners pay for books, transportation and child care.”*

–FORMER BC LIBERAL ADVANCED EDUCATION MINISTER MURRAY COELL, 2007

As far back as back as 1976, the provincial government viewed ABE as a “high priority special program”.<sup>2</sup> At the time, both federal and provincial governments were involved with vocational training and adult basic education. In 1986, responsibility for the majority of adult basic education was transferred to the newly created Ministry of Advanced Education and Labour Market Development, where it remains today (now known simply as the Ministry of Advanced Education).<sup>3</sup>

In 1988, tuition fees were abolished for adult learners without a high school diploma, followed by an abolishment of tuition fees for all fundamental ABE programming in 1991.<sup>4</sup> The provincial government took a further step in 1998, with the announcement that all ABE would be tuition-fee free in the post-secondary system.<sup>5</sup>

This policy change was short lived, as the change in government in 2002 also brought a change in policy: the provincial government once again gave public post-secondary institutions the ability to charge tuition fees for adult learners taking ABE courses if they already had a high school diploma. Fundamental level ABE programs remained tuition-fee free, however, which remains the case today.

After extensive research and consultation on the importance of ABE to the province, and the impact of tuition fees on the majority of those adult learners attempting to access the system,

the provincial government again announced a reversal in policy in 2007: all ABE courses in both the K-12 and post-secondary systems became tuition-fee free for all learners, regardless of their high school graduation status starting in 2008.

On December 4, 2014, the Ministries of Education and Advanced Education made an unexpected announcement that the provincial government would be cutting \$6.9 million in funding to ABE programming at post-secondary institutions, and an additional \$9 million from the K-12 system. In order to compensate for this cut, post-secondary institutions would be allowed to charge up to \$1600 per term for all ABE courses offered on their campuses.” Tuition remains free for students working toward their high school diploma in the K-12 sector, or those taking basic, introductory courses not at a post-secondary campus. Beginning May 1, 2015, the provincial government will no longer be providing funding to school districts for tuition-free upgrading courses for adults who already hold a high school diploma.<sup>6</sup>

As with other increases to tuition fees across the province, the introduction of tuition fees for ABE has always followed a period of underfunding or funding model changes. These policies provide an excuse for the provincial government to allow institutions to charge fees, and overwhelmingly punish adult learners who are already in the system or those planning to enroll in upgrading courses.

## Who are Adult Basic Education Students?

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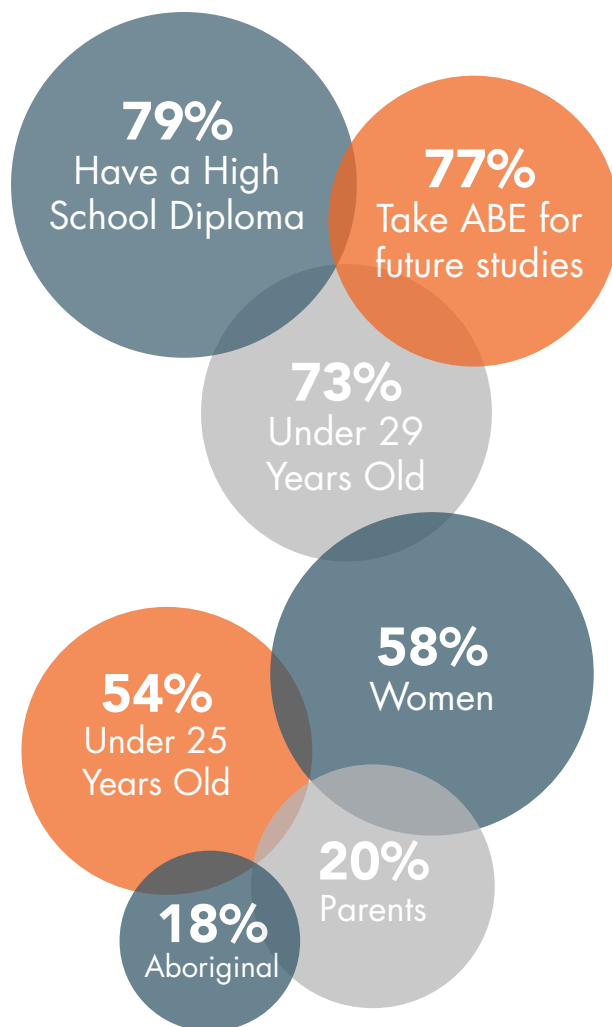
The vast majority of adult basic education students are low-income earners, enrolling in programs in order to qualify for entry into trades or college and university programs.

Adult basic education students fall into three basic categories: those seeking to upgrade their high school courses to qualify for employment opportunities or entry into post-secondary education, those seeking to complete their high school studies, and those with developmental disabilities enrolled in adult special education programs. Other ABE students include those wishing to simply improve their basic literacy or numeracy, or those taking English as a second language courses.

The majority of adult basic education students (79 percent) have already completed high school, and return to primary or secondary-level education in order to qualify for employment or post-secondary education (83 percent).<sup>7</sup> In many cases, these adults take basic education courses because their high school courses are no longer relevant, due to the length of time since they attended high school. This is often the case in math and science courses. In other cases, adults must change their employment and take secondary level courses required in their new position.

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### ABE Students by Demographic





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Six-year high school completion rates for Aboriginal youth stand at 59.4 percent, compared to 83.6 percent for non-Aboriginal students. As a result, the proportion of Aboriginal students in adult basic education is higher (at 18 percent) than in the traditional K-12 system (at 10 percent).

### A Socio-Economic Equalizer?

Six-year high school completion rates for Aboriginal youth stand at 59.4 percent, compared to 83.6 percent for non-Aboriginal students. As a result, the proportion of Aboriginal students in adult basic education is higher (at 18 percent) than in the traditional K-12 system (at 10 percent).<sup>8</sup>

Women also make up a slightly higher proportion of adult basic education students than in traditional K-12 (58 percent versus 49 percent)<sup>9</sup> and 20 percent of adult basic education students support a family while pursuing post-secondary education. Overall, the number of students studying while working full-time has increased since 2012 (from 22 to 29 percent), with over half (55 percent) being employed while taking classes.<sup>10</sup>

Education and employment outcomes for former ABE students are high, with 70 percent of students continuing their studies after ABE (48 percent in certificate/diploma programs, 43 percent pursuing degrees) and 88 percent of former ABE students no longer studying actively participating in the labour force.<sup>11</sup> Accessible adult basic education is not, therefore, simply important to meeting BC's objectives of a knowledge-based economy and being the most literate jurisdiction in North America. Adult basic education also has a strong social justice component, addressing social inequality and increasing economic stability for marginalized groups.

## Former ABE Students

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# The Barriers

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## Tuition Fees

Public education from K-12 is free in Canada, as for several generations governments everywhere have understood it as the foundation for a strong economy and society.

As noted, in 2002, the BC government began allowing post-secondary institutions to charge tuition fees for basic education courses to adults who have a certificate of high school graduation – the overwhelming majority of those participating in adult basic education courses. Under pressure from students, this decision was wisely reversed in 2007, with the government committing to providing tuition free education for adult learners. The 2007 decision to eliminate tuition fees for ABE was an outcome of the BC government’s Campus 2020 Report,<sup>12</sup> and followed months of research and consultation. The Report determined that the provision of cost-free upgrading programs is key to providing a strong economic future for British Columbia and greater access to the labour market for a diversity of citizens.

In December 2014, Christy Clark’s BC Liberal government announced a reversal on their previous policy, removing the tuition fee-free mandate. Tuition fees are a significant barrier to accessing adult basic education, creating financial difficulty for those seeking to upgrade their high school courses in order to qualify for employment or entry into post-secondary education. As seen from past experience, tuition fees charged for ABE in the mid-2000s represented a small source of revenue for institutions. Yet, when this cost was downloaded onto individual students as opposed to being paid for by the provincial government, it amounted to a significant impact on individual learners.

## Tuition Fees

The 2007 decision to eliminate tuition fees for ABE was an outcome of the BC government’s Campus 2020 Report, and followed months of research and consultation. The Report determined that the provision of cost-free upgrading programs is key to providing a strong economic future for British Columbia and greater access to the labour market for a diversity of citizens.

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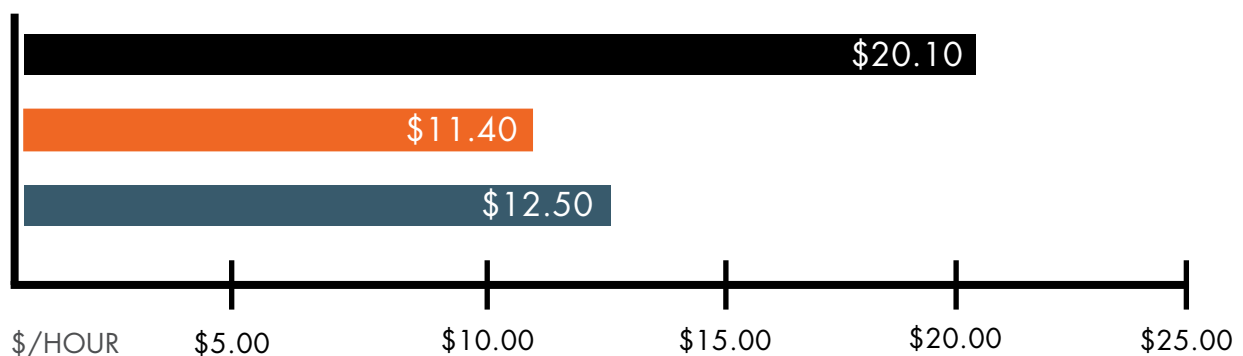
## Adult Upgrading Grant




It deserves noting that the provincial government funds a specific grant for adult learners attempting to access and participate in adult basic education. The Adult Upgrading Grant (AUG) – formerly known as the Adult Basic Education Student Assistance Program (ABESAP) – provides a nominal amount of money to very low-income earners in order to offset the costs of pursuing education.

In order to counteract the cost of tuition fees, the BC government announced increased funding to the Adult Upgrading Grant to assist with the costs of tuition fees, books, supplies, childcare, and transportation. The income threshold cut-off in order to qualify for a grant has also been changed slightly, with adult learners earning up to 10 percent more than the income threshold cut-off being eligible to apply for a grant to cover only half of their tuition fees.<sup>13</sup>

Unfortunately, the income threshold for even being eligible to apply for a grant is so low that many adult learners will not qualify (for example, a student working full-time making \$11.40 per hour is the cut-off for a single family size to receive the full grant, or \$12.50 per hour to be eligible to receive a grant to cover a maximum of 50 percent of tuition fees).<sup>14</sup> This is far below the estimated living wage for Metro Vancouver of \$20.10.<sup>15</sup> Further, it is up to institutions to distribute the grants, and concerns have been expressed that the expenses the grants are meant to cover (including transportation and childcare) will not be funded due to lack of adequate funding of the grant program.

### INCOME THRESHOLD CUTOFF



-  METRO VANCOUVER LIVING WAGE
-  SINGLE FAMILY CUT OFF FOR FULL GRANT
-  SINGLE FAMILY CUT OFF FOR 50% GRANT

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## Funding Cuts

Over the last decade, operating budgets for BC's colleges and universities have been more or less frozen, making it difficult for institutions to maintain free ABE offerings to meet demand. In response, some institutions have limited adult basic education enrolment (e.g. Thompson Rivers University) or re-classified several high school credits as university transfer courses in order to charge tuition fees (e.g. Camosun College). The result of provincial and federal funding cuts is a wide variance in the quality of and access to adult basic education throughout the province.

Funding cuts have also essentially guaranteed that institutions will opt for the highest amount of tuition fees allowable in order to make up for the shortfall in government funding. The provincial government maintains that tuition-fee free adult basic education is no longer sustainable due to an increase in delivery costs, and that charging tuition fees will ensure the post-secondary programs remain "sustainable".<sup>16</sup> However, the funding shortfall is a direct result of irresponsible government policy. To ensure an effective system, adequate and targeted funding must be made available to institutions to offer high-quality adult basic education.

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## Restrictive Income Assistance Policy

In 2002, the BC government changed social assistance rules to disallow those on income assistance (with the exception of those with disabilities) from attending post-secondary education. This includes adult basic education.

The change was made as part of the government's plan to reduce income assistance recipients by focusing on having them secure immediate employment. This strategy neglects the importance of meaningful training and skills development to the acquisition of sustained and adequate employment.

In light of the trend towards a knowledge-based economy in BC, there is a strong economic argument to be made for encouraging individuals on income assistance to enrol in adult basic education, post-secondary education, and skills training. The government's current income assistance policy does the exact opposite.

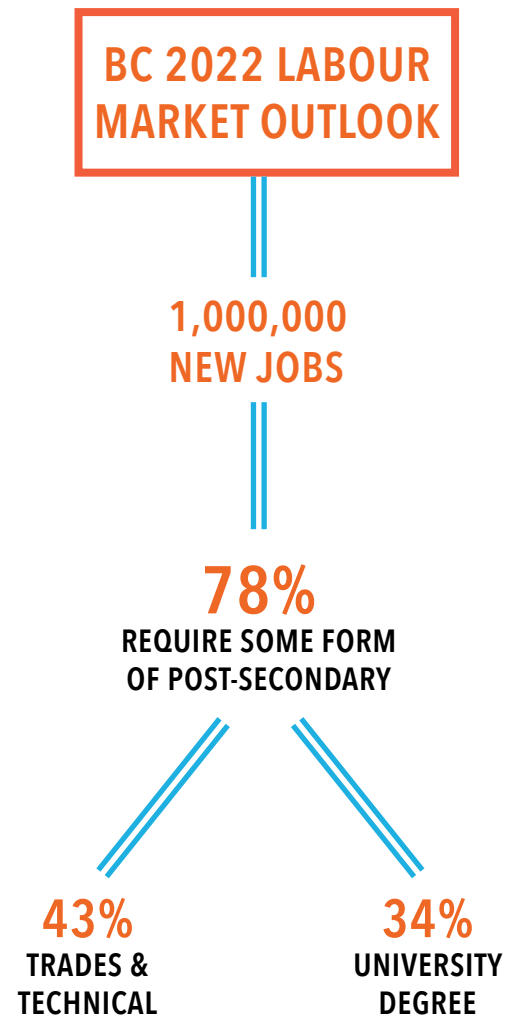
# The Consequences

## Skills Shortage

BC is facing a major skills shortage as “baby boomers” retire and levels of new labour market participants are declining. According to the BC 2022 Labour Market Outlook, in less than one decade, it is estimated that almost one million new jobs will be available in BC,<sup>17</sup> and 78 percent of these new jobs will require some form of post-secondary education or training (43 percent will require a trades or technical training, and 34 percent will require a university degree).<sup>18</sup> At the same time, it is estimated that approximately 530,000 young people will enter the job market over the next ten years,<sup>19</sup> leaving many already in the workforce left to fill the new jobs being created. Without access to the proper training and education, the gap between the number of people entering the labour force and those retiring will continue to increase.

Government policies of allowing tuition fees to be charged for adult basic education and restricting access for income assistance recipients directly contribute to this shortage. Reducing access to high school completion or upgrading for the purpose of re-training threatens the supply of new participants in BC’s skilled economy and workforce.

Education and training is key to economic growth in the province. Improving adult education levels, and thereby increasing the size of BC’s skilled workforce is an integral component to supporting economic development in all regions.



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## Low Completion Rates

Completion rates for adult basic education have been identified as an area of concern by the government, despite overall high completion rates for adult basic education students. Counter-intuitively, some college administrators have stated that charging tuition fees provides an incentive to complete, arguing that many students will not take their classes seriously, otherwise. In fact, many students do not complete because of the financial burden of taking courses.

A truly effective solution to low completion rates is to eliminate the barriers to accessing adult basic education, including tuition fees, and develop positive incentives that encourage completion and the pursuit of post-secondary education.

**A high proportion of adults in BC are illiterate. A province-wide literacy organization estimates that 40 percent of BC adults have difficulty reading a newspaper, filing out a work application form, reading a map or understanding a lease.**

## High Illiteracy

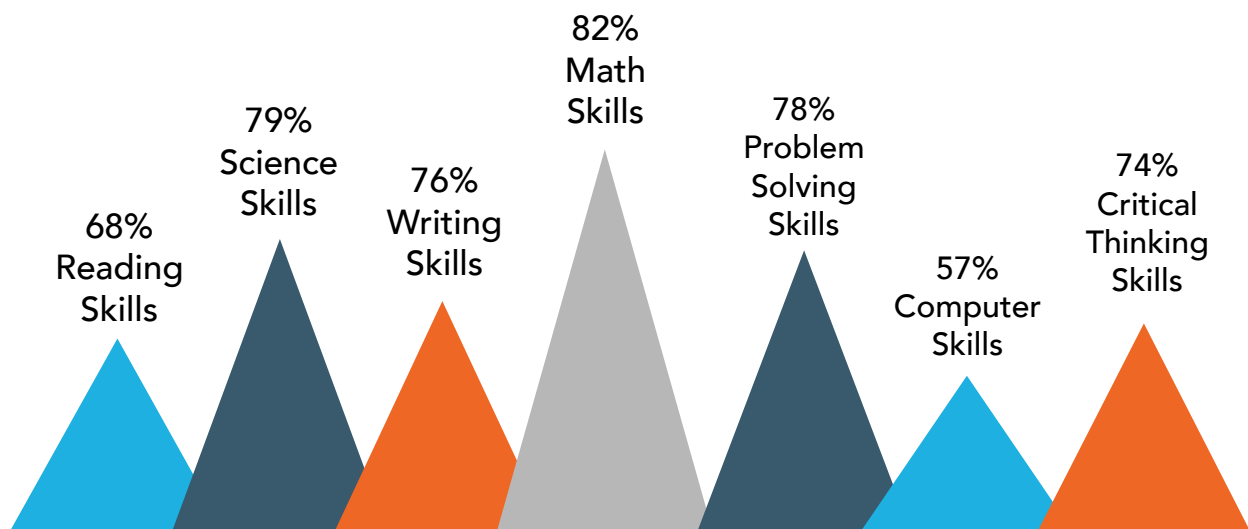
A high proportion of adults in BC are illiterate. A province-wide literacy organization estimates that 40 percent of BC adults have difficulty reading a newspaper, filing out a work application form, reading a map or understanding a lease. Similarly, 49 percent of BC adults do not have the skills necessary to calculate a tip, create a budget, calculate sales tax, or understand credit card interest rates.<sup>20</sup> These difficulties include functionality in a variety of areas, such as reading, writing, computer skills, and other areas that are important for full participation in a knowledge-based economy.

Access to adult basic education impacts all of these areas. Students have reported that ABE has been helpful in development of their math skills (82 percent) and their science skills (79 percent), and over three-quarters of former students have reported that ABE was helpful or very helpful to their development of independent learning skills and problem solving skills.<sup>21</sup>

Financial barriers to adult basic education inhibit the improvement of adult literacy by reducing the ability of potential learners to access the system.

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## ABE Students Report an Increase in Skills:



### Enrolment Declines

BC's post-secondary education system saw significant drops in enrolment when tuition fees were implemented in 2002. Many students who were already in the adult basic education system were forced to end their studies. A 2005 survey conducted by the Ministry of Advanced Education showed that 21 percent of those who planned on taking more courses but did not cited lack of financial resources as a reason, 25 percent cited the decision to work, and 18 percent cited personal circumstances, which included circumstances such as lack of childcare.<sup>22</sup> Of course, all three of these choices are inextricably linked to financial resources.

## Conclusion

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Adult basic education is an important component of building a skilled workforce, addressing socio-economic marginalisation, and has a profound affect on the individuals who need to access it. Overwhelmingly, adult basic education students credit their courses with developing their literacy, numeracy, and computer skills, as well as self-confidence and social skills.

To accomplish these goals, ABE must be accessible to all who need it, regardless of economic status. Tuition fees will negate the assistance provided by grants to adult learners in accessing ABE. In the past, students who accessed the grant were able to use it toward addressing the costs of textbooks, transportation, and childcare, all of which continue to present significant barriers to many adult basic education students. Now, the majority of it will now go toward paying for tuition fees.

Experience has shown that charging tuition fees for adult basic education reduces enrolment, and has a significant impact on the learners who are currently enrolled or plan to be. The provincial government itself admits that many of the learners accessing ABE programs face unique challenges accessing the labour market.<sup>23</sup>

With BC's 2015 Budget projecting a three-year \$879 million surplus,<sup>24</sup> it is clear there is no justification for cutting funding to basic education and asking students and their families to pay more. The new fees to high school and upgrading courses will only create financial barriers to adults returning to school, preventing them from meaningfully accessing the labour market.

The BC government made an important decision in 2007 to re-introduce free adult basic education, determining that free ABE was key to the province's future. This conclusion is equally true today as it was then.

**Experience has shown that charging tuition fees for adult basic education reduces enrolment, and has a significant impact on the learners who are currently enrolled or plan to be. The provincial government itself admits that many of the learners accessing ABE programs face unique challenges accessing the labour market.**



- 1 "Adult upgrading courses supported by grants for low-income learners", December 4, 2014, BC Government Media Release: <http://www.newsroom.gov.bc.ca/2014/12/adult-upgrading-courses-supported-by-grants-for-low-income-learners.html>.
- 2 Adult Basic Education: A Guide to Upgrading in British Columbia's Public Post-Secondary Institutions, An Articulation Handbook, 2014/15 Edition: <http://www.aved.gov.bc.ca/abe/docs/handbook.pdf>.
- 3 Ibid.
- 4 Ibid. Note that both changes in policy were as a result of recommendations provided through provincial research and consultation processes – the 1988 changes stemming from a recommendation of the 1988 Report of the Royal Commission on Education, and the 1991 change as a result of a recommendation in the Provincial Literacy Advisory Committee's 1989 Report.
- 5 Ibid.
- 6 "Adult upgrading courses supported by grants for low-income learners", December 4, 2014, BC Government Media Release: [www.newsroom.gov.bc.ca/2014/12/adult-upgrading-courses-supported-by-grants-for-low-income-learners.html](http://www.newsroom.gov.bc.ca/2014/12/adult-upgrading-courses-supported-by-grants-for-low-income-learners.html).
- 7 BC Ministry of Advanced Education, 2013 Developmental Student Outcomes Survey: Report of Findings, BC Student Outcomes.
- 8 Note these numbers are at an all-time high. "Aboriginal completion rate shows continued improvement", November 20, 2013, BC Government Media Release: <http://www.newsroom.gov.bc.ca/2013/11/aboriginal-completion-rate-shows-continued-improvement.html>.
- 9 BC Ministry of Education, Student Statistics (2014-15): [https://www.bced.gov.bc.ca/reports/pdfs/student\\_stats/prov.pdf](https://www.bced.gov.bc.ca/reports/pdfs/student_stats/prov.pdf)
- 10 BC Ministry of Advanced Education, 2013 Developmental Student Outcomes Survey: Report of Findings, BC Student Outcomes.
- 11 Ibid. Note this includes students both employed and actively looking for employment.
- 12 Campus 2020 Thinking Ahead: The Report, April 2007: <http://www.aved.gov.bc.ca/publications/docs/campus2020-thinkingahead-report.pdf>.
- 13 "Adult upgrading courses supported by grants for low-income learners", December 4, 2014, BC Government Media Release: [www.newsroom.gov.bc.ca/2014/12/adult-upgrading-courses-supported-by-grants-for-low-income-learners.html](http://www.newsroom.gov.bc.ca/2014/12/adult-upgrading-courses-supported-by-grants-for-low-income-learners.html). (continued...)
- Note the "Adult Upgrading Grant" was previously called the "Adult Basic Education Student Assistance Plan (ABESAP)".
- 14 Adult upgrading courses and grants, March 20, 2015, BC Government Factsheet: <http://www.newsroom.gov.bc.ca/ministries/advanced-education/factsheets/factsheet-adult-upgrading-courses-and-grants.html>.
- 15 "Working for a Living Wage" 2014 Update, Canadian Centre for Policy Alternatives: [https://www.policyalternatives.ca/sites/default/files/uploads/publications/BC%20Office/2014/04/CCPA-BC\\_Living\\_Wage\\_Update\\_2014\\_revJul15.pdf](https://www.policyalternatives.ca/sites/default/files/uploads/publications/BC%20Office/2014/04/CCPA-BC_Living_Wage_Update_2014_revJul15.pdf).
- 16 "Funding to support transition to new adult upgrading model", February 13, 2015, BC Government Media Release: [www.newsroom.gov.bc.ca/2015/02/funding-to-support-transition-to-new-adult-upgrading-model.html](http://www.newsroom.gov.bc.ca/2015/02/funding-to-support-transition-to-new-adult-upgrading-model.html).
- 17 British Columbia 2022 Labour Market Outlook, WorkBC: <https://www.workbc.ca/WorkBC/media/WorkBC/Documents/Docs/BC-LM-Outlook-2012-2022.pdf>.
- 18 B.C.'s Skills for Jobs Blueprint: Re-Engineering Education and Training, 2014: [https://www.workbc.ca/WorkBC/media/WorkBC/Documents/Docs/Booklet\\_BCsBlueprint\\_web\\_140428.pdf](https://www.workbc.ca/WorkBC/media/WorkBC/Documents/Docs/Booklet_BCsBlueprint_web_140428.pdf).
- 19 BC Skills for Jobs Blueprint website, accessed April 7, 2015: <https://www.workbc.ca/Job-Seekers/Skills-and-Training/B-C-'s-Skills-for-Jobs-Blueprint.aspx>.
- 20 The Importance of Literacy, 2015 Factsheet, Decoda Literacy Solutions: [http://decoda.ca/wp-content/uploads/OnePager12\\_01\\_2015\\_FactSheet\\_Importance\\_of\\_Literacy.pdf](http://decoda.ca/wp-content/uploads/OnePager12_01_2015_FactSheet_Importance_of_Literacy.pdf).
- 21 BC Ministry of Advanced Education, 2013 Developmental Student Outcomes Survey: Report of Findings, BC Student Outcomes.
- 22 BC Ministry of Advanced Education, 2005 ABE Survey: Report of Findings, 2006. Note these same statistics were not compiled in the most recent 2013 survey on outcomes, however, 14% of respondents in the 2013 survey noted that they had to interrupt their studies due to financial reasons.
- 23 "Funding to support transition to new adult upgrading model", February 13, 2015, BC Government Media Release: [www.newsroom.gov.bc.ca/2015/02/funding-to-support-transition-to-new-adult-upgrading-model.html](http://www.newsroom.gov.bc.ca/2015/02/funding-to-support-transition-to-new-adult-upgrading-model.html).
- 24 2015 BC Budget Speech: [http://bcbudget.gov.bc.ca/2015/speech/2015\\_Budget\\_Speech.pdf](http://bcbudget.gov.bc.ca/2015/speech/2015_Budget_Speech.pdf)





## STAFF REPORT

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**To:** Council

**File No.:** 3900-20

**From:** Chief Administrative Officer

**Date:** April 18, 2016

**Subject:** Options for Food Truck Pilot Project in Courtenay

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### PURPOSE:

The purpose of this report is to provide a recommendation to Council regarding more opportunities for food trucks to operate in the City of Courtenay.

### CAO RECOMMENDATIONS:

That, based on the April 18, 2016 staff report, "Options for Food Truck Pilot Project in Courtenay", Council approve Option 1 and the recommended amendments to Business Licence Bylaw No. 2523 allowing food trucks to operate within the City under certain conditions; and

That staff be instructed to prepare amendments to Business Licence Bylaw 2523, 2008 for consideration by Council.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

On August 17, 2015 Council passed the following resolution:

*"That staff provide a report to Council regarding the options and implications of amending the City of Courtenay Business Licence Bylaw to relax the current limitations on mobile restaurants (food trucks)."*

On January 18, 2016, Council passed the following resolution:

*"That staff Commence a consultation process with businesses, business and tourism organizations, and the general public seeking feedback for a food truck pilot project."*

Over 1,000 people responded to the survey, which ran from February 17 to March 11, 2016. Almost 95 percent of respondents declared their support for increasing food truck opportunities in the City of Courtenay. The general survey results are included at the end of this report.

Of the respondents who identified themselves as restaurant owners or operators, 70 percent indicated they were generally in favour of food trucks. Many of these respondents commented that while they support food trucks in principle, they would like the City of Courtenay to ensure that the addition of food trucks to the city would not come at the detriment of brick-and-mortar restaurants. One restaurant owner commented:

*“We encourage showcasing our valley's food culture, local farmers and purveyors. However we are concerned about a food truck parked outside our door redirecting our potential guests elsewhere... Culinary destination is real. We live in the "land of plenty". Showcasing our bounty draws people into our region. Tourism is vital and we need to continue to promote and encourage people to our valley. Enhancing our offerings keeps us current. I think food trucks have a place within this landscape. Please be mindful that those who work and operate established non franchised food outlets are not rolling in the dough. We must work in our business daily to ensure wage and food costs are in line to be sustainable. It takes commitment and hard work. As an owner we may see 1 annual 7- 10 day holiday a year. We work long hours and every weekend right alongside our employees to ensure we are producing consistently good food and secure jobs. I wish to remain positive that there is enough sunshine for us all and the shade of a food truck outside our entrance does not result in us closing our doors.”*

Responses from the Downtown Courtenay Business Improvement Association, as well as the Comox Valley Chamber of Commerce, are attached to this report. These organizations, as well as the Comox Valley Economic Development Society, also provided support to the food truck consultation process by distributing the survey to their many members and contacts. Also attached is a selection of comments from survey respondents. (Appendix 3).

**Food trucks on public property**

Over 90 percent of respondents were in favour of food trucks on public property, such as parks and City of Courtenay facilities. Based on these results, and discussion with staff from Legislative Services, Development Services, and Recreation and Cultural Services, it is recommended that in 2016, food trucks be permitted at the following public locations (Appendix 1).

Location	Total Food Truck spots	Details
Lewis Park	4	2 west of playing field near river and washrooms 2 north of playing field to the right of the park entrance <i>(On selected dates, food truck spots would be unavailable due to special events in the park)</i>
Airpark	2	Grassy median off Mansfield Drive, south of Rotary Skypark
Standard Park	1	Gravel parking area

These food truck locations would be booked by the food truck operator through the City of Courtenay Development Services Department. The licencing and booking process would be reviewed in the fall of 2016.

Following the end of the 2016 season, the program would be evaluated to determine whether the installation of permanent food truck infrastructure at any of the above sites (i.e. paved food truck pads, electricity, water, drainage) could potentially be proposed for 2017 and beyond.

**Food trucks on private property (commercial)**

Approximately 68 percent of respondents were in favour of allowing food trucks on private property, such as private parking areas. A further 74 percent were in favour of food trucks in commercial areas.

It is therefore proposed that the current restrictions on food trucks on private property be eased, as long as the property meets certain criteria:

- Zoned for restaurant use (*Appendix 2*).
- Located at least 30 metres away from an existing permanent food service establishment.

### Food trucks on city streets

There was generally strong support (72 percent) for allowing food trucks on City streets; however, identifying appropriate streets will require further analysis. To facilitate the initial food truck approval process for 2016, City staff request that the decision on potential food truck locations on City streets be deferred until after the end of the 2016 season.

### Food trucks in residential areas

The majority of survey respondents (approximately 80%) were opposed to food trucks in residential areas. Based on these results, staff do not recommend the full inclusion of residential areas in the food truck program; however food trucks would continue to be permitted during specific events under permit by the City and approved by the licence inspector, such as block parties.

### Approval Process

Food truck vendors will need to apply annually for a Food Truck Licence through the following process:

- Complete the Food Truck Licence application form;
- provide all required documentation, including Island Health approval and proof of liability insurance coverage; and
- pay applicable licence fee.

Complete applications will be reviewed by staff. If all requirements are met, the application will be approved and remain valid for the remainder of the year.

### Annual Licence Fees

Staff have reviewed licence fees from several other nearby jurisdictions where mobile food vendor programs exist. (Direct comparisons are a challenge as there is no standard licencing or food truck program format):

	Private Property	Public Property	Combined
Parksville	\$150	Daily fee varies seasonally; 2016 rate not yet available <i>(schedule and payment coordinated through Parksville Chamber of Commerce)</i>	n/a
Nanaimo	\$265	\$665	\$790
Victoria	\$100	n/a	n/a
Vancouver	n/a	\$304.26 (roaming food vending permit) \$1,127.81 (street food stationary vendor permit)	n/a

The following licence fees are proposed for mobile food vendors in the City of Courtenay:

Private Property	Public Property
\$150	\$450

The fee structure would be reviewed in the fall of 2016 to ensure it adequately reflected processing costs, staff time, and potential future infrastructure costs.

## Special Events

Food trucks that only operate at special events in the City of Courtenay would not be required to obtain a Mobile Food Vending business licence. Vendors at special events would fall under the Special Events Licence for each event, pursuant to *Special Events Regulation Bylaw No. 2396, 2005* or the Parks Control Bylaw (events such as Canada Day in Lewis Park).

Food trucks would not be permitted to operate within 150 metres of a special event or festival, except where permission from the event coordinator has been obtained.

### FINANCIAL IMPLICATIONS:

Staff has spent approximately 70 hours on the food truck pilot project. Approximately \$700 has been spent on advertising.

### ADMINISTRATIVE IMPLICATIONS:

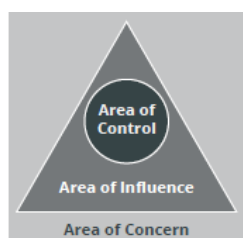
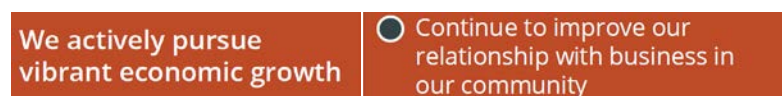
Administration of a food truck program on public property would require ongoing staff time to coordinate food truck applications and booking requests on public property.

Staff believe that this is the first part of an ongoing process. The proposed food truck program will need ongoing evaluation based on feedback from vendors, staff and the public.

### ASSET MANAGEMENT IMPLICATIONS:

There are no capital projects associated with food trucks at this time. There could be capital projects in future years if permanent food truck infrastructure is installed at any public site. To ensure there are no negative impacts on municipal infrastructure, applicants to the food truck program would be required to submit a Discharge Management Plan for disposal of any fats, oils, or greases created by the business.

### STRATEGIC PLAN REFERENCE:



- **Area of Control**  
The policy, works and programming matters that fall within Council's jurisdictional authority to act.
- ▲ **Area of Influence**  
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**  
Matters of interest outside Council's jurisdictional authority to act.

### OCP SUSTAINABILITY REFERENCE:

Not referenced.

### REGIONAL GROWTH STRATEGY REFERENCE:

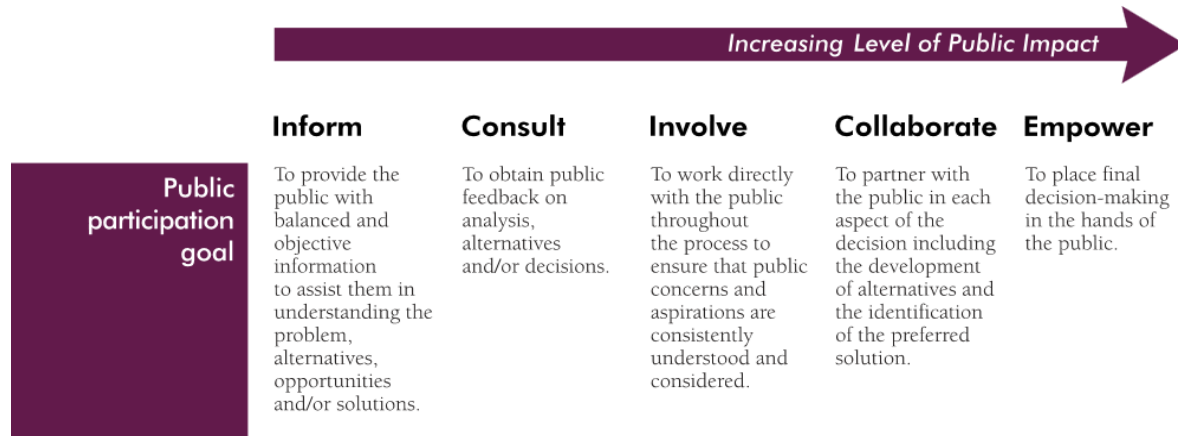
#### 4.2.2 Goals

4. support a strong, diversified commercial base within municipal boundaries which will provide employment and service opportunities.

**CITIZEN/PUBLIC RELATIONS:**

Staff would “involve” based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

**OPTION 1:** That, based on the April 18, 2016 staff report, “Options for Food Truck Pilot Project in Courtenay”, Council approve Option 1 and the recommended amendments to Business Licence Bylaw No. 2523 allowing food trucks to operate within the City under certain conditions; and

That staff be instructed to prepare amendments to Business Licence Bylaw 2523, 2008 for consideration by Council.

**OPTION 2:** Amend the Business Licence Bylaw in some other way as Council chooses.

**OPTION 3:** Do not amend the Business Licence Bylaw at this time.

Prepared by:

John Ward, CMC  
Director of Legislative Services/Deputy CAO

Attachments: Appendix 1 - Food Truck Maps  
Appendix 2 - Restaurant Zoning  
Appendix 3 – Consultation Feedback



Potential Food Truck Location: Lewis Park west - near washrooms (two spots)





Potential Food Truck Location: Lewis Park entrance (two spots)

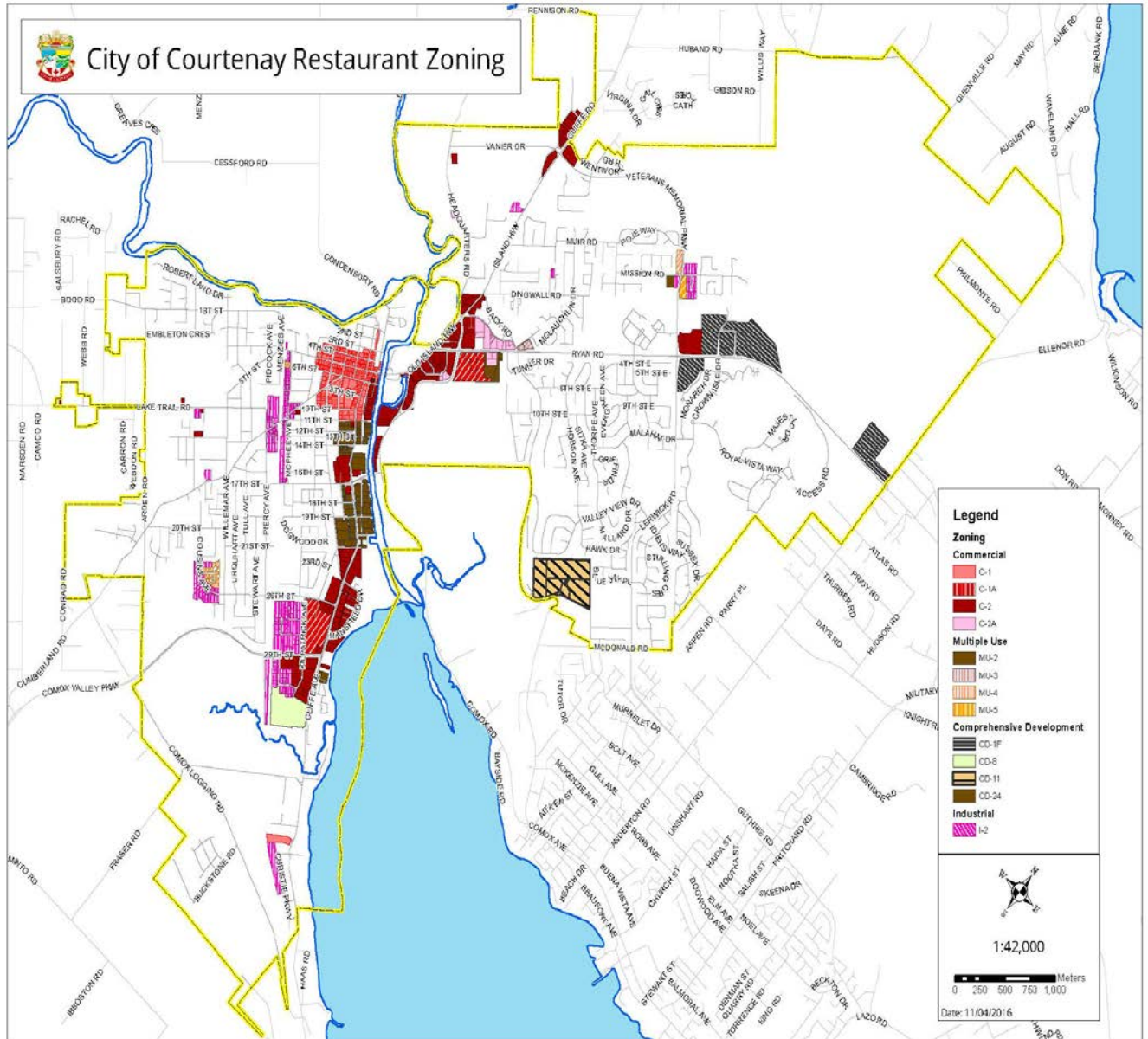


Potential Food Truck Location: Airpark near Rotary Skypark (two spots)



Potential Food Truck Location: Standard Park (one site)

MAP OF RESTAURANT ZONING



**From:** [Laura Thorold](#)  
**To:** [Guillo, Anne](#)  
**Cc:** [Dianne hawkins](#)  
**Subject:** FW: City of Courtenay seeking feedback on Food Trucks  
**Date:** February-11-16 9:35:32 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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Hello Anne,

Please see the comments below.

Thanks so much,

*Laura Thorold*  
*Operations & Member Services Coordinator*  
Comox Valley Chamber of Commerce  
2040 Cliffe Ave, Courtenay, BC V9N 2L3  
T: 250.334.3234 ext. 102

W: [comoxvalleychamber.com](http://comoxvalleychamber.com)  
FB: [facebook.com/comoxvalleychamber](https://facebook.com/comoxvalleychamber)  
TW: [@cxvalleychamber](https://twitter.com/cxvalleychamber)

**From:** Andrew Gower [mailto:agower@wedler.com]

**Sent:** February-10-16 4:43 PM

Hi Laura,

Please forward the following to the City on behalf of the Chamber.

*The Chamber would definitely want to be involved in any consultation process with respect to food trucks.*

*In general, the Chamber is in favour of food trucks as they offer an alternate dining and business opportunity to traditional restaurants.*

*However, attention must be paid to how they are regulated so as to not disadvantage existing food service businesses. Having said that, physical restaurants with indoor seating offer a considerably different experience than food trucks, and many also have the advantage of a liquor license, which a food truck would not have. As such, there is room in the economy and our community for food trucks, and they offer vibrancy and interest that differs from existing, traditional restaurants.*

*Finally, health and safety with respect to food preparation and storage and with respect to where food trucks are located require careful attention. None of these issues are unsolvable, and indeed have already been solved in other jurisdictions.*

*Please contact Dianne Hawkins or the undersigned with any questions.*

*The Chamber looks forward to further involvement in this process.*

Regards,

**Andrew Gower, P.Eng., PE** | Partner • Courtenay Branch Manager

Wedler Engineering LLP | Courtenay (250) 334-3263 ext. 102



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**From:** Guillo, Anne [<mailto:aguillo@courtenay.ca>]

**Sent:** February-05-16 2:31 PM

**To:** [operations@comoxvalleychamber.com](mailto:operations@comoxvalleychamber.com)

**Cc:** [dhawkins@comoxvalleychamber.com](mailto:dhawkins@comoxvalleychamber.com)

**Subject:** FW: City of Courtenay seeking feedback on Food Trucks

Hi Laura, I understand Dianne is away until Feb. 18. Could you please let me know if the Chamber of Commerce Chair Andrew Gower will be providing feedback re: food trucks in Courtenay, as per the emails below?

Thank you!

Anne

**Anne Guillo**

Manager of Communications, City of Courtenay

Tel. 250-703-4858

[aguillo@courtenay.ca](mailto:aguillo@courtenay.ca) | [www.courtenay.ca](http://www.courtenay.ca)



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**From:** Dianne Hawkins [<mailto:dhawkins@comoxvalleychamber.com>]

**Sent:** January-28-16 4:35 PM

**To:** Guillo, Anne

**Subject:** RE: City of Courtenay seeking feedback on Food Trucks

Hi Anne

To follow up. Our Chair, Andrew Gower will provide feedback to the City on behalf of the Chamber prior to the Feb 4<sup>th</sup> deadline.

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

**VICE-PRESIDENT**  
Jenny Deters  
Rattan Plus & Patio  
250-650-2338

**TREASURER**  
Alana Pearson  
MNP  
778-225-7246

**RECORDING SECRETARY**  
Lorna Hughes  
Carderos Cafe  
250-338-2519

**DIRECTORS**  
Colin Wilson  
Dr. Colin Wilson, Chiropractor  
250-898-8683

Craig Carson  
Second Page Books  
250-338-1144

Haeley Campbell  
Mudsharks Coffee Bar  
250-338-0939

Mackenzie Gartside  
Select Mortgage  
250-331-0800

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

Sandra Viney  
Atlas Café  
250-338-9838

Tamara Carter  
Sun Life Financial  
250-331-1363

**EXECUTIVE DIRECTOR**  
Kim Stubblefield  
250-703-3790  
[info@downtowncourtenay.com](mailto:info@downtowncourtenay.com)

#203 – 580 Duncan Ave.  
Courtenay, BC  
V9N 2M7



Downtown Courtenay Business Improvement Association

March 9, 2016

Mayor Larry Jangula and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC  
V9N 7T1

Dear Mayor Jangula and Councillors:

**Re: Food Trucks in Courtenay**

On behalf of the Downtown Courtenay Business Improvement Association (DCBIA), I am writing to you regarding the request for feedback regarding of food trucks in Courtenay.

While the DCBIA board of directors is generally in favour of food trucks in Courtenay, the logistics of placement, operating hours and rotation remain questions that need to be addressed. In particular, it is felt that in parks and along the river-way where people gather for sports and other activities would be good locations for food trucks. They would benefit people attending events and enjoying the outdoors as well.

Sincerely,

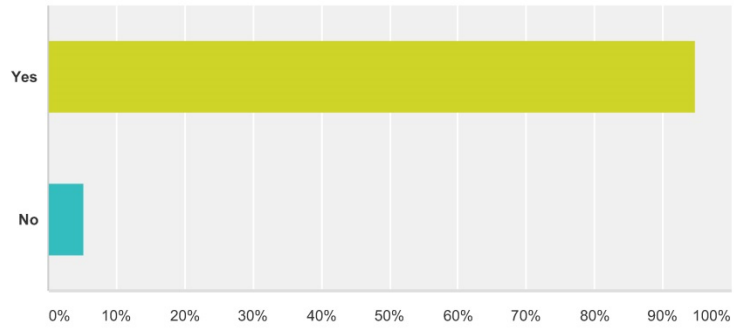
Deana Simkin, President  
Downtown Courtenay Business Improvement Association

[www.downtowncourtenay.com](http://www.downtowncourtenay.com)

Courtenay Food Truck Survey

**Q1 Are you in favour of creating more opportunities for food trucks in the City of Courtenay?**

Answered: 1,015 Skipped: 6



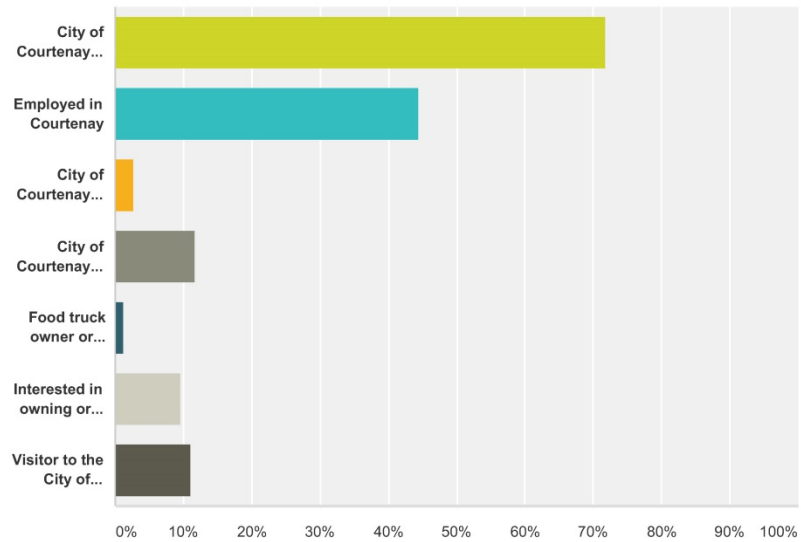
Answer Choices	Responses
Yes	94.88% 963
No	5.12% 52
<b>Total</b>	<b>1,015</b>



Courtenay Food Truck Survey

**Q2 Please tell us more about yourself.  
Select all that apply. Are you:**

Answered: 914 Skipped: 107

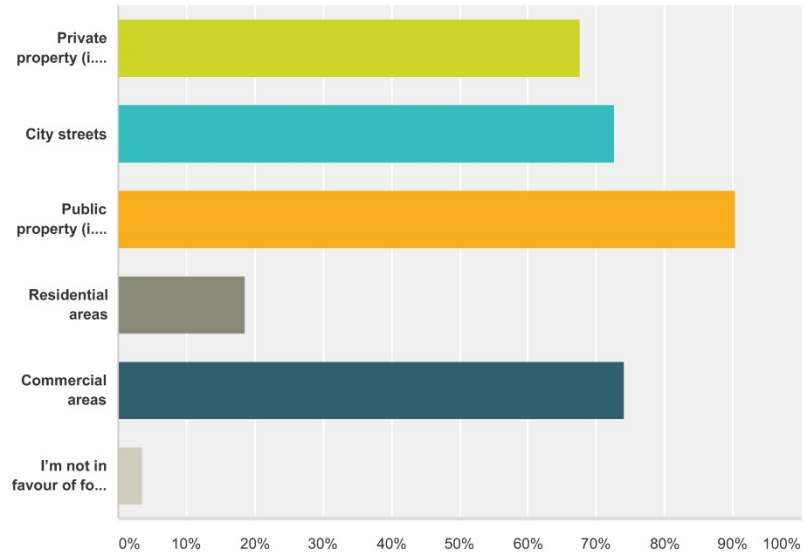


Answer Choices	Responses
City of Courtenay resident	71.88% 657
Employed in Courtenay	44.42% 406
City of Courtenay restaurant owner or operator	2.63% 24
City of Courtenay business owner or operator - non restaurant	11.71% 107
Food truck owner or operator	1.20% 11
Interested in owning or operating a food truck	9.63% 88
Visitor to the City of Courtenay	11.05% 101
<b>Total Respondents: 914</b>	

Courtenay Food Truck Survey

**Q3 Where do you think food trucks should be allowed in the City of Courtenay? (select all that apply)**

Answered: 1,008 Skipped: 13

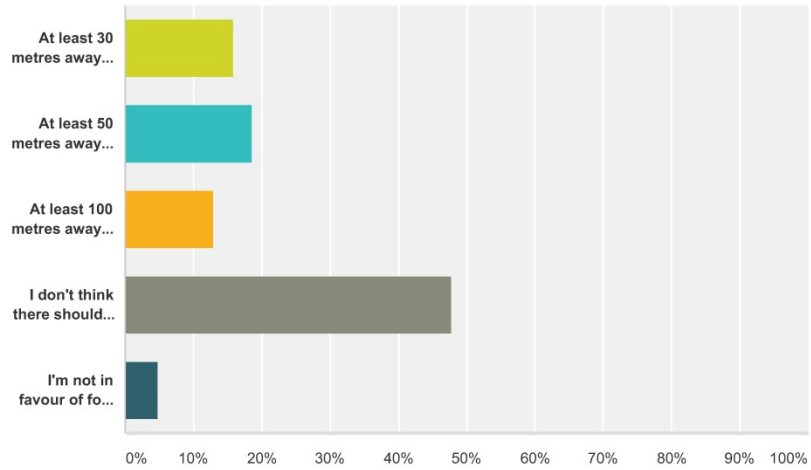


Answer Choices	Responses	Count
Private property (i.e. private parking areas)	67.66%	682
City streets	72.62%	732
Public property (i.e. parks, City of Courtenay facilities)	90.48%	912
Residential areas	18.65%	188
Commercial areas	74.11%	747
I'm not in favour of food trucks	3.47%	35
<b>Total Respondents: 1,008</b>		

Courtenay Food Truck Survey

**Q4 What distance should food trucks be required to maintain from established brick-and-mortar restaurants?**

Answered: 981 Skipped: 40

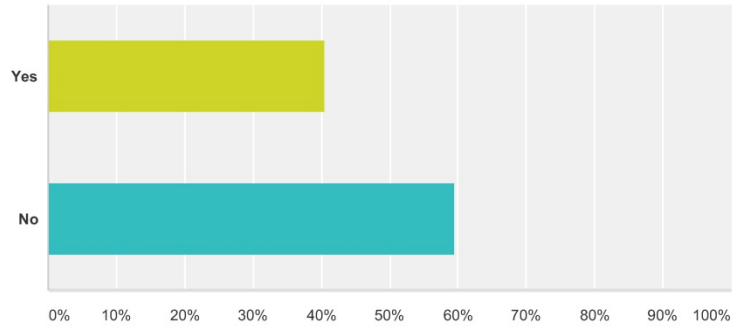


Answer Choices	Responses
At least 30 metres away from restaurants	15.90% 156
At least 50 metres away from restaurants	18.55% 182
At least 100 metres away from restaurants	12.84% 126
I don't think there should be any restrictions on distance. Food trucks should be allowed to park close to restaurants	47.91% 470
I'm not in favour of food trucks	4.79% 47
<b>Total</b>	<b>981</b>

Courtenay Food Truck Survey

**Q5 Should the total number of food trucks in Courtenay be limited?**

Answered: 1,006 Skipped: 15



Answer Choices	Responses	
Yes	40.56%	408
No	59.44%	598
<b>Total</b>		<b>1,006</b>

2016 Food Truck Survey – February - March 2016

*Due to the extremely high response to this survey, including thousands of individual comments, we have compiled a selection of comments representing various viewpoints on food trucks.*

<b>Are you in favour of creating more opportunities for food trucks in the City of Courtenay?</b>
As a chef, I feel it livens up the food scene. It also gives chefs and entrepreneurship a better chance at success as a smaller business with less overhead.
As a family with active children we do not eat in restaurants but love food trucks. The food is usually awesome and everyone is outside and enjoying nature. We drive to the Comox harbour, Tidal Tacos in Qualicum Bay and Parksville waterfront at least once a week in the summer season to enjoy these great food trucks! Victoria now has amazing food trucks in their harbour and great cities all over the Pacific Northwest have had amazing food trucks for years. It is time for Courtenay to get on board!!
As long as they meet food safe requirements, licensed to operate in the city, and don't create a nuisance or a mess(garbage, noise, etc) then why not?
Because this is 2016! haha. Seriously, food is a community builder - food trucks are a trend that has been growing for a decade and I feel we are behind, particularly given our incredible agri-tourism/culture scene here. It would add flavour to the downtown/community as a whole and act as a tourism and resident draw. Having traveled a lot, lived in Vancouver and Victoria and be super passionate about food culture, I would love to see a much larger 'city backed' support for this implementation.
Being a Montrealer, I saw the positive outcome from them starting to be permitted. They boost community event food options, allow new entrepreneurs to start small, create more variety and a more diverse product. They also simulates the current restaurant scene in my opinion.
But in a limited manner where could just be at special events at Simms Park,Air Park etc. Don't think would add much to downtown and not enough customer base either. Cafes and restaurants have enough competition already.
Convenience is a big factor. Typically food trucks offer tasty alternatives to restaurant fare.
Convenient way to get lunch. Important part of festivals and events. Increased options for out of the way areas. we have amazing food growers here - let's showcase that.
Diversity of ethnic foods. As people gather around the food truck there is the oppertunity for positive chance human interactions.
Encourages a vibrant culinary scene, encourages the local supply chain, encourages toursim. There is no justifiable or logical reason why our local foodie entrepreneurs are being held up by small town red tape. Put a framework in place for food and public safety and then let the market sort out the rest...!!!!!!
Every town or city I have been to with food trucks has left a great impression. Makes for a more vibrant community. People are drawn to take to the streets by foot and I think this ends up boosting foot traffic to other businesses.
Food trucks can increase the vibrancy of public, and private, spaces by creating unique environments of commerce and social interaction. They can provide services in areas that are otherwise difficult to serve, parks and beaches, and they can help to drive forward the kinds of cuisine available in the Comox Valley.
Food trucks offer further culinary diversity. Wouldn't it be great to have Courtenay be a diverse foodie destination that could attract more tourists and revenue to our area? We have fabulous restaurants but many of us have a hard time accessing them over our lunch hours or would like to explore other unique options.
Free enterprise is good, as long as safety, taxes and business license requirements are met and other business is not adversely affected, have at it.
I don't think there is a business in any town with as many challenges as running a restaurant. A good test for those on council who think food trucks are a good idea would be to walk around downtown Courtenay and visit every

<p>restaurant and cafe and see how they are doing. I think if you surveyed the restaurant owners you would find that it is a daily struggle to meet all their obligations such as: wages, insurance, municipal taxes etc.. They have made a substantial and permanent investment in their specific location and my educated guess is that more than half struggle. Why would you, the structure they support with their taxes, want to undermine them? Please re-direct your efforts to assist these businesses to succeed in any way possible.</p>
<p>I think it has potential to draw a more diverse crowd downtown. As a mom of a toddler, I would also be absolutely be thrilled to have more yummy food options without needing to wrangle said sweet, but active, toddler in a sit down environment where others appreciate a peaceful setting! 😊</p>
<p>I would love to see more diversity and by allowing mobile food vendors will attracts more people to parks and other areas of interest. I think food vendors should be allowed half or full day permits in areas and not just 15 minutes. I would love to go to a park that has a food truck stationed there regularly. For example the air park could benefit from one.</p>
<p>It allows small first-time business owners to bring their product to the customers and create an opportunity to test the waters with their menu ideas and food items. It also allows for the public to experience a convenient food option when attending events and festivals and possibly briaden their culinary horizons. They may be more inclined to try out some new food they would otherwise not have dedicated an entire sit-down experience to, on the off chance they didn't like the food, this way is much less committal.</p>
<p>No. I believe there is more than adequate number of restaurants and meal sources available in Courtenay. There's also a completely inadequate amount of parking in downtown Courtenay, and food trucks will take up those parking spots.</p>
<p>Running a food truck is not an easy business. Owners should have equal opportunity to make a living. I, as a customer, would love to eat at a food truck in reality instead of watching others do it on tv.</p>
<p>The Comox Valley is densely populated by a large number of coffee shops, kiosks, cafes, eateries, bistros, dining areas in malls/grocery stores, drop-in centres, canteens, and a well attended CV Farmer's Market, Street Markets and existing local/outside food vendors at special events/festivals. Food trucks have been for sale from older operators without success. To add more would further dilute a full marketplace and simply reduce the success of everyone who has invested to serve the valley very effectively to date.</p>
<p>the purpose of food trucks is for convenience. this makes sense in large cities; however, in small towns such as ours this is entirely unnecessary. furthermore this will be detrimental to the already existing family owned restaurants in town which employ your people. the city of courtenay and comox must continue to support brick and mortar restaurants which pay high high taxes to maintain comfortable eating venues.</p>
<p>there is a need on job sites and we could use some more diverse food opportunity choices</p>
<p>We are a community of foodies. Food growers and eaters. Food trucks provide diversity to our eating landscape while highlighting locally grown products. As well food trucks can be a great draw for tourism. Food trucks can take greater risks in terms of culinary experiences and ethnocultural food which is sorely lacking in the valley They build community and give a sense of fun and event. We could use more of that here</p>

Where do you think food trucks should be allowed in the City of Courtenay?
All the above. As long as food safety and public safety are taken in to account what is the problem with having a food truck in Tin Town? Sims Park? Anderton Road by the bridge? There are innumerable locales that would be perfect for food trucks in the Valley.
ALLOW THEM WHERE THE PEOPLE ARE. THE TRUCKS WILL MAINLY BE VIABLE IN THE SUMMER MONTHS SO LET THEM DOWNTOWN TO CREATE AN ATMOSPHERE. EVERYONE TRAVELS THE WORLD TODAY. THINK OF YOUR GREAT EXPERIENCE IN OTHER AREAS. COURTENAY IS A GREAT CITY AND WILL ONLY BE MORE ATTRACTIVE AS THE RESULT OF ATTRACTIVE FOOD VENDORS. KEEP THE JUNKIE VENDORS OUT. SET AND MAINTAIN A STANDARD OF VEHICLE WHICH THE HEALTH DEPARTMENT CAN HELP TO POLICE.
Any public property or property owned by the city that can be wholly designated as a zone for food trucks and keeping in mind the growth of the food trucks over the years and a well planned scheme in order to provide food truck operators the space and the facilities required.
At a downtown market - like the one proposed for Duncan
As long as it is not in the way of vehicle or foot traffic, why not allow them to be situated in larger parking lots such as at Superstore or Costco as long as they have a pr-determined agreement with the business.
but limits on size and number in any given area
City streets are ok but care needs to be taken so there are no bottle necks in high traffic areas
Downtown parking lots in the evening when it is quiet
I believe they should be in place site Sims Park or the Courtenay Airpark. Not placed in front of our fabulous local restaurants that support our community in spades.
I don't think they should be in the downtown core during business hours. Between the traffic and the number of operating restaurants, cafes, and coffee shops I think food trucks downtown would be overkill. I don't have a problem with them at Lewis or Simms Park, however.
I think they should be located in one area. close to downtown. Again they create atmosphere.
it would draw people to downtown and into shops. It could support the local businesses for their lunch breaks. Courtenay really needs to consider building public spaces and reduce cars
Not ALL city streets (ex not 5th St where parking is already scarce), but I would like to see a few designated side streets downtown where foods trucks could set up for lunch.
not in downtown... parking is limited and people will ask to use your bathroom facilities which is not provided by food trucks ... this is a burden on bricks and mortar establishments
With restrictions that protect safety, parking spaces and noise.

<b>Should the total number of food trucks in Courtenay be limited?</b>
Although the market would be higher in the spring/summer months there would need to be a certain amount of control as to how many could be in one place at the same time.
An over abundance would ruin the atmosphere/novelty of a food truck's appeal and may impact the restaurants that have been established in the community. However, on the flip side, limiting the number of food trucks is also a fine balance to determine as it may limit competition, and stifle innovational new ideas.
As long as there are bylaws about parking directly in front of restaurants and so much space between each truck i would think it would be fine. Healthy competition breeds more choice for the consumer.
because I dont see it as an issue elsewhere on the island and I dont think it is democratic to say you can open a store but not a food truck it is still a business - and if there isnt enough business for them they wont be there any way it is almost self regulating
I believe a phased introduction is prudent, rather than a gold rush. It gives an opportunity to evaluate the successes and impacts as we go forward
I think if on public property yes. If however they are hired for a special event, or private property I don't think it any of the city's business.
I think our area could only support a limited number of food trucks
I think you should allocate a destination area such as simms park or lewis park and let the food trucks create their own foot traffic and buzz. Food trucks near ma and pa restaurants should not piggyback off the hard work of others. Most restaurateurs give generously back to their community year in year out by supporting our local schools, non profit organization and community fundraising efforts. We are collectively a very supportive and close knit industry wanting everyone to shine and succeed. But not at the expense of seeing others taking away from existing establishments that have diligently worked hard at creating over many years.
If they all have business licences, pay for a permit etc, why limit them. We don't say there can only be 5 restaurants on 5th Street do we.
If prime parking spots are used by food trucks then I think they should be limited.
I'm saying a tentative yes... Because I don't know enough about it. But it seems like the number would limit itself because the market for food trucks in a smaller city like Courtenay is already limited. What are the regulations in bigger open minded cities like Victoria? Is there ever really a need to cap the number of trucks or is it self limiting like other stores and niches?
Let the market decide
Maybe not total number, just density. Could create traffic/parking issues in places such as the down town core or the Airpark; can also create "clutter" ie. blocking view of other commercial establishments in areas such as the downtown core; I would like to see several food trucks in the core though, just not spaced based on the locations of other food establishments
Not yet, but if the response from people setting up food trucks is overwhelming then this may need to be revisited.
Quality clean, certified food handlers required to operate a successful food truck. Do not make the competition so large no one makes any money
Quality is key over quantity
Yes but only to a certain degree. I don't really see the town being over run with them. And I feel that they should have to be held to some standards with appearance etc.



<b>What distance should food trucks be required to maintain from established brick-and-mortar restaurants?</b>
A food truck is not any different than another restaurant opening in a building. If food truck helps to increase pedestrian traffic, this is good for all businesses.
Brick and mortar establishments must not be allowed to fail. Food trucks have to be positioned accordingly.
Dependent on the feelings of the restaurant owners. Some may embrace it, others may want food trucks away from their establishments. Restricting the proximity of food trucks could limit the options for parking.
Eating at a food truck or a brick and mortar is to different experience. People that want the atmosphere and drinks will do the fixed restaurants and workers and people that have time restrictions will go for the food truck
food trucks should not infringe on current restaurants locations....there are many locations in the comox valley that would benefit from food truck options...e.g...lewis park, local beaches, the air park, the dyke road....we have many empty buildings in the valley that used to be restaurants, but now are unoccupied....maybe the success of a food truck would allow someone to fulfill a dream of owning a restaurant....we need to open our minds to new ideas of cuisine and give opportunity to those who deserve a chance to present themselves
Hard to get any distance from a restaurant on 5th st. But i would say not to park right in front of a restaurant. 4th, 5th, 6th st would be the only street that they would get any business on. Private parking areas like Superstore or Thrifty's parking lot if they could rent a spot.
I also don't really think it matters... people are going to go and support the people they like to support. The city is small enough to accommodate everyone. Restaurant owners should have their own food truck presence.
-I am in favor of food trucks but am concerned about their potential impact on good, established brick and mortar restaurants. I believe there should be a distance from these unless it can be shown that the type/ethnicity of food served wouldn't directly compete with them.
I believe that food trucks can work in a competitive, but functional relationship with other restaurants and businesses. There are many examples of food trucks in other cities, notably Vancouver, where food trucks work in conjunction with breweries and other establishments to help offer a greater degree of services.
I don't think a food truck will affect a restaurant. if I want a sit down meal, I would go to the restaurant, if I am looking for a quick bite while shopping, winning situation. Wouldn't go to the restaurant anyway. Would just stop shopping and head home.
I feel there should be a designated food truck area. Or have them interspersed along 5th.
i think if you put a distance requirement of 30 metres you basically take away all possibility of a food truck being in the downtown core and I believe at least one operating downtown would be good.
if not more... there is a competitive advantage that food trucks have...restaurants require much more costs including city taxes that don't apply to food trucks ..a restaurant is established and committed to a location.to have a mobile food truck pull in front or near a restaurant shows poor form.. this program must show much sensitivity and respect to restaurants
I'm not sure about the logistics of distance between brick and mortar restaurants because I am not in fact a restaurant owner and therefore don't have the experience to make that decision. However, I do beleive a sweet spot could be reached here that could potentially appeal to food truck vendors AND restaurant owners!
If you want a template on how food trucks can coexist with bricks and mortal restaurants look to Portland Oregon as an example. Portland has become a foodie Mecca, with both sorts of establishments flourishing. They have smartly tapped in to the local supply line and offer local produce/fowl/beef/seafood in both their food trucks and brick and mortar. Please, let's put the Comox Valley on the gastronomic map and tie in to our vast culinary traditions, this is a great opportunity for you, City Council, to avoid getting caught up in miles and miles of red tape and be leaders.
In my research with the City of Vancouver, the BC Restaurant Association,and the City of Victoria, I found that this to be the main complaint coming from the brick and mortar restaurants.Food trucks do not compete with brick and mortar restaurants. The concept is to offer a community a wide range of ethnic foods from across the globe.

<p>The city of Vancouver suggested that a restaurant owner in Vancouver, decided that it was in his best interests, to get his own Food Truck. He obviously saw the opportunities that Food trucks can bring to a community. The more variety in the downtown core, the more attractive to locals and visitors, as they shop, dine and listen to music after 6pm. Businesses must stay open after 6pm. All downtowns must adopt the "Mall "mentality to succeed. Are you open after 6pm? the malls are! Downtowns are closed at 6pm - nothing for locals and visitors to enjoy - choice to either stay home, or stay in their Hotel room or lounge?,</p>
<p>it is so important to be careful with this one. it cost me very little in respect to a person that owns a fixed building restaurant to run and operate. people put more blood sweat and tears into a fixed place and they are our back bone to the industry where as we as food trucks can just pick up and move on to a better location if we want.....</p>
<p>It is obvious that part of the appeal of food trucks is that it is quick and convenient compared to a brick and mortar store. In order to protect these businesses, it may be more beneficial to have the trucks located far enough away from a restaurant to deter potential customers as a brick and mortar restaurant has higher operating costs, and is likely more profitable for the city (tax wise)</p>
<p>leading question...what is wrong with current by-laws, do they have restrictions on distance. This question would only apply if the city was looking at opening access to food trucks where-ever. If this is the case, then it is not right that food trucks are within close proximity to brick and mortar who pay full ppty taxes and have to compete for customers. Will food trucks be required to pay full property taxes, water, sewer like regular restaurants. I can see why a food truck vendor would think open licenses was a great idea.</p>
<p>please consider your year round brick and mortar restaurants and cafes. our overheads are substantial and creating year round jobs is a commitment to our community. with rising food costs and recent incremental wage increases most restaurants do it for the passion certainly not for high returns as we see some months in the red and rely on the summer traffic to carry us through.</p>

Do you have any other comments about food trucks in the City of Courtenay?
<p>Allow food trucks! If you want to foster community and culture within the city, it would be simply fantastic if you could figure out how to make this happen. Food Trucks are fast food done right. I really don't understand how the argument that they compete with brick and mortar sit down restaurants holds up under any sort of scrutiny. Unquestionably regulation is required - health inspections must occur, permits must be issued, taxes must be paid, business licenses must be obtained. Create regulation that is sensible and respectful of the fact that running a successful food truck is extremely difficult and is a lot of work! It is completely unfair and ridiculous to say that you are not allowed to run a food truck in the City of Courtenay.</p>
<p>As I said I do own a food truck and know how hard it can be to be succeed.I only run at festivals during the summer months and a few into the fall. timing is everything and most food trucks have their events that they are committed to in the summer months and will stick with them. the question you as city planers have to as yourself is.....is if a fad or something that we have the population for to make it work?.... will people now buy food trucks to make their fortune and fail? what about the mom and pop operation that have a fixed place and count on the walk in traffic during the summer months...this is a tough thing to consider.</p>
<p>Courtenay has a great little eclectic downtown area. Perhaps the best on the island.... I really think creating a food truck culture would enhance that. A really great idea!</p>
<p>Food trucks can create interesting opportunities for people and food. We are justifiably proud of the types of food that are produced and farmed in the Comox Valley. Wouldn't it be great to have more opportunity to showcase these resources while encouraging new social opportunities at the same time?</p>
<p>Great idea - it would be wonderful to create a 'food truck community' similar to Portland where there are designated areas for food trucks to group together - Lewis/Simms Park would be a great option for that. If you limit their operating hours - say 11 -2 p.m., that would be far enough away from the downtown restaurants and allow people (especially during the summer months) to get outside, walk, socialize and enjoy the park along with some delicious food.</p>
<p>I appreciate the concerns that local restaurant owners may have about food trucks. I also think that if done thoughtfully and respectfully, there can be room for both. I also think that operating food trucks creates more opportunities for employment and income in a time when more creativity and flexibility is needed in a challenging employment market. Additionally, I think that food trucks offer another fantastic option for people who are looking to enjoy food in unique ways and adds to the vitality of the tourist attractions in this community.</p>
<p>I assume there are regulations that will keep up the appearance and the safety of the food trucks - that would be my only concern</p>
<p>I believe this would bring nothing but low income jobs to the valley and would most likely put a few restaurants out of business. The goal of any food truck is open a restaurant most food truck fail like restaurant because of the amount of time and energy it take to run these business</p>
<p>I feel adamant to not see food trucks downtown.. citing barhroom requirements and parking premium</p>
<p>I especially like the idea of having them in the downtown center some may say they would take away business from the current restaurants, but i believe that they would actually bring more people and traffic to the area!</p>
<p>I just moved into town on 1Feb16 but can see that this city has a lot of potential in the culinary field.</p>
<p>I like the idea of allowing them to enhance public spaces. Possible locations include downtown streets and park space such as adjacent to riverway, or maybe Simms park, or Duncan street. Another approach could be the food truck rally where it is restricted to certain areas on certain days for example Friday nights during the summer at one particular parking lot or park.</p>
<p>in town is a bad idea. There overhead is to low. They will target restaurants because there are hungry people thee. I'm out of the business but have 20 years food and beverage experience in Vancouver</p>
<p>I've been to Portland - the food truck culture is really part of the city's identity and made it feel 'alive'. Food was one of the main reasons we traveled there. We ate out every meal - mostly restaurants, also some food trucks. Food trucks when needed something quick, restaurants to sit down and enjoy the conversation over a meal and</p>

<p>drinks. Since then, I have commented many times that it would be great if Courtenay were to develop a food truck culture - I think it would fit in great with our identity and make us more attractive to visitors.</p>
<p>I've watched food truck numbers multiply in the Vancouver area. Everywhere there are food trucks there is a lot of garbage especially at events. Food trucks serve a 'trendier, foodie' version of fast food-a lot of it is still high fat and bad for you. Promoting walking or biking taking an apple with them will do a lot more for the health of Courtney residents than promoting food trucks.</p>
<p>Just let it happen! There are too many rules in this city. Do a one year trial run. The strong will survive. It's time for food truck culture.</p>
<p>My concern about food trucks is the amount of garbage they generate and whether there are adequate garbage cans available. Food truck vendors should maybe have to take responsibility for cleanup in the area of their place of business. I am also somewhat concerned about regular food safe inspections to maintain the cleanliness of the food truck.</p>
<p>Need some comparable rent/licencing for them to pay equivalent of property tax that brick and mortar premises do.</p>
<p>Please think of the larger picture of the aesthetics of Courtenay: Campbell River, Qualicum, Parksville, Nanaimo, Ladysmith have created a style of quality and parks for people</p>
<p>Put an appropriate tax or licence fee on them that will allow them to thrive but not deter from existing brick and mortar establishments.</p>
<p>There may have to be some kind of application process for food trucks so that the business is approved before getting going. Some sort of screening like is the truck in functional order? Is it going to be leaking fuels wherever it is parked? Is it following food safe practices? Again I don't know much about this process but I'm sure some kind of screening would be necessary.</p>
<p>There should be regulations in place that require clean up. Not just of the food truck itself, but also of the waste and recycling that patrons of the food truck need to dispose of. The food truck should be responsible (to some degree) for ensuring that the bottles/cans and wrappers from their food doesn't end up all over the street.</p>
<p>This is a great idea, even better if you encourage the Town of Comox to join in so that maybe they move back and forth between communities without penalty. It's nice to see some potential forward thinking going on.</p>
<p>Tofino has a whole 'food cart' culture that has created some of Canada finest cuisine. We have MANY areas in Courtenay that are currently being under-utilized with little (or no) food options in the vicinity. Let's see food-trucks for what they are...business opportunities, easy food options for locals and tourists and a way to make some of our 'outdoor' spaces a nicer place to 'hang out'</p>
<p>We are becoming a popular tourism destination. We need to create a vibe as to who we are. We know we are a great foodie place with great growers, wineries, breweries, restaurants, why not create an eclectic area that creates a pulse. Hopefully growers will sell to the food carts, creating more sustainability in the food culture of the community.</p>
<p>Yes. Compostable containers is a must. The food trucks should also be responsible for their own waste rather than expecting the city to take on that burden. Local grown and produced ingredients. Also preference for trucks that rely on renewable energy (solar wind etc).</p>



## STAFF REPORT

**To:** Council

**File No.:** 3320-20-1604

**From:** Chief Administrative Officer

**Date:** April 18, 2016

**Subject:** Development Variance Permit No. 1604 for 605 Crown Isle Drive (Cul-de-sac Length)

### PURPOSE:

The purpose of this report is for Council to consider a variance to Subdivision Control Bylaw No.1401 (1986), to increase the limit of a cul-de-sac length. In order for the Approving Officer to consider subdivision approval of the application layout as proposed, Council must first approve the variance to the Subdivision Control Bylaw.

### CAO RECOMMENDATIONS:

That based on the April 18<sup>th</sup>, 2016 staff report, "*Development Variance Permit No 1604 for 605 Crown Isle Drive (Cul-de-sac Length)*," Council approves option 1 to vary Section 23.1 of Subdivision Control Bylaw No. 1401 (1986), to increase the maximum cul-de-sac length from 152.4 metres to 174.5 metres for the proposed development at 605 Crown Isle Drive.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Silver Sand Land Corp. has made application to the City for a 28 lot single family, fee simple subdivision at the current western end of Crown Isle Boulevard and north of Costco. The subject piece of property is zoned "Comprehensive Development One A (CD-1A)" under the City's zoning regulations and permits the development of single family, duplex and multi-family dwellings. The subdivision application is consistent with the permitted uses, minimum lot area and minimum lot frontage requirements of the CD-1A zone.

### DISCUSSION:

Silver Sand Land Corp. has made a Development Variance Permit application to the City to vary section 23.1 of the Subdivision Control Bylaw No. 1401 which states:

*"The length of any such cul-de-sac shall not exceed 152.4 metres (500 feet) to the end of the turnaround, and shall permit a direct line of vision from the point of entry to the closed end, except in special circumstances."*

Silver Sand Land Corp.'s proposed subdivision layout (attached in Schedule 'A') includes a new road ending in a cul-de-sac approximately 174.5 metres west of the existing roundabout that intersects with Crown Isle

Boulevard. The proposed net cul-de-sac length increase is 22.1 metres beyond the provision of the bylaw and it will maintain a clear line of sight from beginning to end. The proposed cul-de-sac includes a pedestrian gateway to the community trail linking Waters Street.

Council's approval of a variance to the bylaw is required for the application to proceed in the subdivision process and is a condition of the Approving Officer's Preliminary Layout Review letter for final subdivision approval.

The cul-de-sac requirements imposed by the City's bylaw likely relate to the maximum length of hose that is typically carried by a fire truck (i.e. 500 ft or 152.4 metres) to connect to a fire hydrant at the entrance to the subdivision. Other communities on Vancouver Island permit cul-de-sac lengths of up to 1000 feet (304.8 metres) more likely based on the desired traffic volume threshold and lot frontage distance. This cul-de-sac specification is subject to review through the update to the Subdivision Control Bylaw currently underway and is currently proposed to increase the maximum length to 300 metres.

Staff believes the variance requested is minor in nature and that the proposed layout is compatible with the surrounding neighbourhood. Fire hydrants will be spaced throughout the subdivision according to City design standards.

**FINANCIAL IMPLICATIONS:**

Silver Sand Land Corp. has remitted fees to the City in the amount of \$4,650 for the subdivision application and \$1,000 for the Development Variance Permit application.

The City will collect from Silver Sand Land Corp. \$188,580 in Development Cost Charges (DCCs) and forward \$271,096 in Comox Valley Regional District DCCs.

**ADMINISTRATIVE IMPLICATIONS:**

Staff time to support subdivision applications is considered statutory. It is estimated that a combined effort of approximately 5 hours has been spent on this variance application and council report. If approved, an additional hour of staff time will be required to prepare the notice on title and close out this portion of the application.

**ASSET MANAGEMENT IMPLICATIONS:**

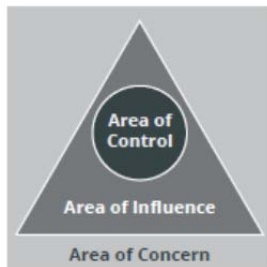
As a result of the subdivision approval, the City will inherit new water, sewer, storm and roadway assets. These assets will be incorporated into the City's Asset Registers and become part of the City's overall Operating and Maintenance program for these asset classes. Future repair and replacement costs of these assets will be borne by the taxpayer as part of the City's Corporate Asset Management Plan.

**STRATEGIC PRIORITIES REFERENCE:**

Development applications fall within Council's area of control and specifically align with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City.

**We focus on organizational and governance excellence**

**We support meeting the fundamental corporate and statutory obligations**



- **Area of Control**  
The policy, works and programming matters that fall within Council's jurisdictional authority to act.
- ▲ **Area of Influence**  
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**  
Matters of interest outside Council's jurisdictional authority to act.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not specifically referenced.

**REGIONAL GROWTH STRATEGY REFERENCE:**

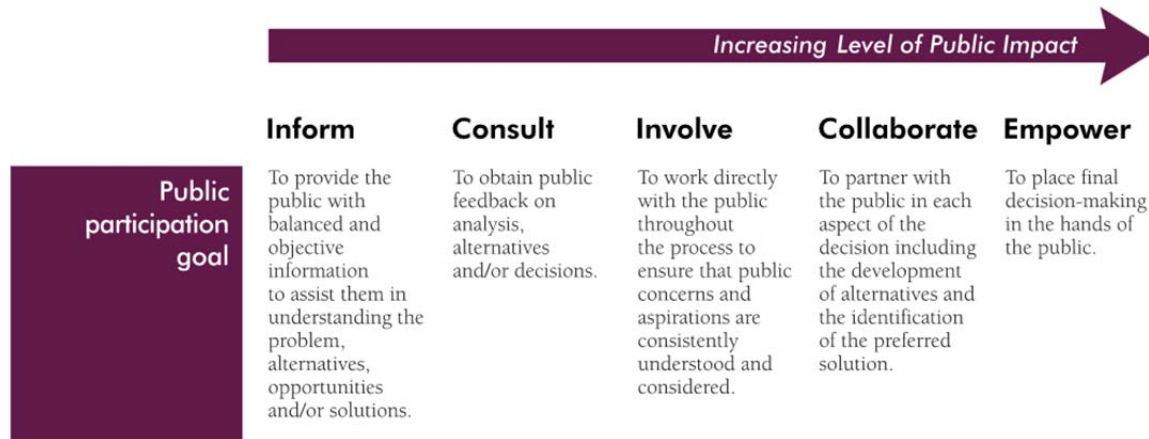
Not specifically referenced.

**CITIZEN/PUBLIC ENGAGEMENT:**

Pursuant to the requirements of the *Local Government Act*, the City has provided notification of the proposed variances to property owners within 30 metres of the subject property. No comments have been received to date.

This service is considered to be a “consult” level of engagement based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

**Option 1:** That Council approve Development Variance No.1604 to vary the requirements in Subdivision Control Bylaw No. 1401 (1986), for maximum cul-de-sac length from 152.4 metres to 174.5 metres.

**Option 2:** That Council deny Development Variance Permit No. 1604 and require the applicant to reconsider the subdivision configuration to meet the requirements established by the City's Subdivision Control Bylaw.

Prepared by:



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Rich Feucht, P.Eng.  
Development Engineer

Reviewed by:



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Ian Buck, MCIP, RPP  
Director of Development Services



## THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-1604

### DEVELOPMENT VARIANCE PERMIT

April 18<sup>th</sup>, 2016

#### To issue a Development Variance Permit

**To:** Name: Silver Sand Land Corp.  
Address: 399 Clubhouse Drive, Courtenay, BC V9N 9G3

#### Property to which permit refers:

Legal: Lot 2, Block 72, EPP10850, Comox Land District

Civic: 605 Crown Isle Boulevard, Courtenay, BC

#### Conditions of Permit:

Permit issued to vary:

- 1) *Section 23.1 of Subdivision Control Bylaw No. 1401, 1986* by increasing the length of cul-de-sac from 152.4 metres to 174.5 metres subject to conformance with the plan contained in *Schedule No. 1*.

#### Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

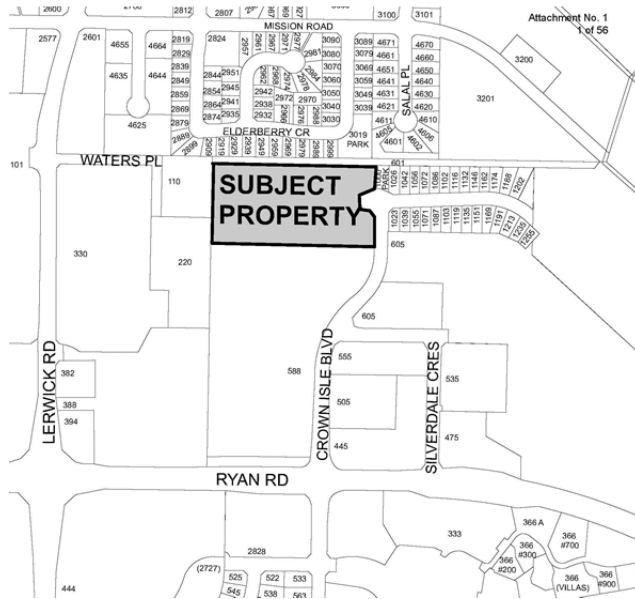
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Date

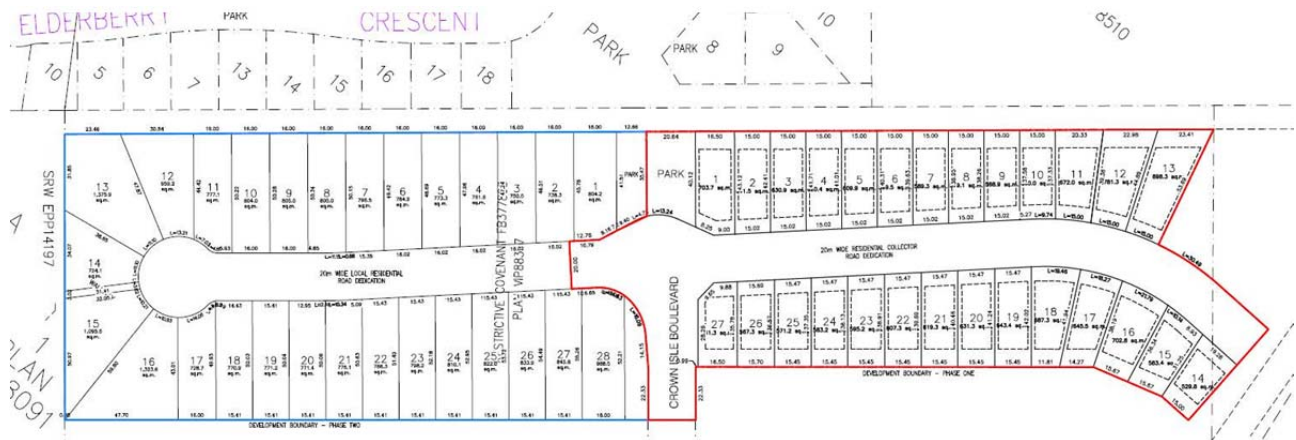
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Director of Legislative Services

Schedule No. 1 to DVP 1604



Subject Property Map



Site Plan

RECEIVED

APR 04 2016

CITY OF COURTENAY

## LAWRENCE BURNS

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

FOR  
INFO.

March 31, 2016

City of Courtenay,  
830 Cliffe Ave.,  
Courtenay, B.C.

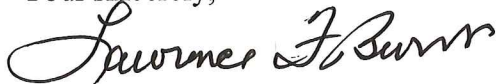
Attention: Mayor Larry Jangula,  
Members of City Council

On behalf of the City of Courtenay Heritage Advisory Commission, I would like to express our heartfelt thanks and appreciation for the support and provision of a Fantastic Year of Centennial Celebration. A special word of thanks to Randy Wiwchar, who led the over a years activities. His "over and beyond" dedication and initiative made it all happen. We all realize and appreciate the hard work put in by countless volunteers, but Randy was the driving force, so humbly and quietly making it work. Thank you Randy! The events were well attended, and I am sure you have heard and received many complimentary remarks.

The Commission is particularly impressed with the "historic photograph murals" erected in strategic locations around town and have asked me to express their "special appreciation" for this legacy of our Centennial. We realize this took a tremendous amount of planning and research, for which we say thank you!

Then, without the countless hours of "picture searching" done by the staff of our wonderful Museum, this would not have been accomplished. Thank you to all involved.

Your sincerely,



Lawrence Burns.  
Chairman Heritage Advisory Commission.





THE CORPORATION OF THE CITY OF COURTENAY

## MEMORANDUM

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 5th Street Bridge Annual Cleaning and Maintenance

**File No.:** 5400-02-04  
**Date:** April 7, 2016

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### ISSUE:

This memorandum is to advise Council that the annual maintenance and cleaning of the 5th Street bridge is scheduled to take place in the evening of Wednesday April 13, 2016. Work is planned to occur between 8:00 pm and approximately midnight.

### BACKGROUND:

In the summer of 2012 the City completed a maintenance and upgrade project on the 5th Street Bridge which included the recoating of degraded areas in the substructure, assessment and replacement of the bridge joints and concrete deck repairs.

Upon completion of the structural upgrades and maintenance work, it was recommended by the consulting structural engineers that the City of Courtenay conduct annual maintenance and cleaning of the bridge to maximize its longevity.

Emcon Services Inc. was retained in April 2014 to conduct the annual maintenance and cleaning of the 5th Street Bridge. This is a 3 year contract for quarterly maintenance activities and inspections.

### KEY CONSIDERATIONS:

Emcon Services is working to meet both the Ministry of Environment's Water Act and the Department of Fisheries and Oceans Fisheries Act requirements with respect to the timelines for bridge cleaning. The legislation permits for bridge cleaning during the Courtenay River spring freshet between April and July.

The maintenance and cleaning of the bridge will require single lane alternating traffic across the bridge. According to the service contract this work must take place between 7:00 pm and 7:00 am due to high traffic volumes on the bridge. Section 5 of the City's Prevention of Public Nuisances Bylaw No, 2804, 2014 exempts the service provider from the City's noise restrictions. In addition, the service provider is required to deliver notifications to all businesses and residents located within a one block radius of the 5th Street Bridge. Both sidewalks across the bridge will remain open to pedestrians for the duration of the work.

The City will be notifying the public through our website and social media.

Prepared by:

Lesley Hatch, P.Eng.  
Director of Engineering Services





## MEMORANDUM

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**To:** Council **File No.:** 5225-20; 5340-20; 5400-20; 5600-20  
**From:** Chief Administrative Officer **Date:** April 7, 2016  
**Subject:** Public Information Session for 3<sup>rd</sup> Street Renewal and Three Watermain Replacement Projects

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### ISSUE:

This memorandum is to advise Council that Engineering Services held a Public Information Session on April 12 from 6pm to 8pm, for the 3<sup>rd</sup> Street Renewal Project (Cliffe Ave to England Ave) and three watermain replacement projects (Anderton Ave – 5<sup>th</sup> St to 6<sup>th</sup> St, Duncan Ave – 4<sup>th</sup> St to 6<sup>th</sup> St, and Dingwall Road – Western Road to McLaughlin Drive).

### BACKGROUND:

The proposed 2016 Capital Budget includes one major road improvement project and three watermain replacement projects. Each project has had preliminary designs developed. Currently, the projects have advanced sufficiently in design to inform the public on the overall nature of the projects and their potential impacts during construction.

### KEY CONSIDERATIONS:

The 3<sup>rd</sup> Street project was initiated based on the existing road surface condition. The underground utility condition was assessed and determined that replacement is needed. The project involves the renewal of the watermain, sanitary, and storm sewers as well as associated surface renewal. The road surface will be replaced in similar fashion to 2<sup>nd</sup> Street, which was completed in 2015. Features of the surface are the reduction of asphalt area while maintaining existing parking lanes, the installation of curb and gutter, and the installation of sidewalk on the south side of the road.

The watermain replacement projects were initiated in 2015 based on issues identified through water system modelling. The designs for six projects have progressed since then, however only three are anticipated for construction in 2016. These projects involve the replacement of the watermain with limited rehabilitation of asphalt as a result of replacing the watermain.

We have met with the DCBIA and notified businesses directly affected by the construction projects through a newsletter. The public information session will provide the general public with the opportunity to review the design, interact with staff, and the design engineers from Associated Engineering.

It is anticipated that the construction for these projects will occur during the 2016 construction period, subject to final budget approval.

Prepared by

Craig Perry, P.Eng.  
Manager of Transportation & Utilities Engineering





<b>CITY OF COURTENAY</b>	
<b>BYLAW REFERENCE FORM</b>	
<b>BYLAW TITLE</b>	
"City of Courtenay Fees and Charges Amendment Bylaw No. 2845, 2016"	
<b>REASON FOR BYLAW</b>	
To amend water and sewer utility user rates for 2016, 2017, and 2018 in accordance with Council resolutions of March 29, 2016	
<b>STATUTORY AUTHORITY FOR BYLAW</b>	
Section 194 of the <i>Community Charter</i> allows Council to charge a user fee to cover the cost of delivery of a service	
<b>OTHER APPROVALS REQUIRED</b>	
None	
<b>STAFF COMMENTS AND/OR REPORTS</b>	
<p>The, "2016-2020 Water Fund Financial Plan and User Fee Revenue" report was presented to Council on March 29, 2016.</p> <p>Council approved OPTION 1 and endorsed the proposed increase of 3% to water user fees for 2016, 2017 and 2018.</p> <p>The "2016-2020 Sewer Fund Financial Plan and User Fee Revenue" report was presented to Council on March 29, 2016.</p> <p>Council approved OPTION 1 and endorsed the proposed increase of 10% to sewer user fees for 2016, 2017 and 2018.</p> <p>Staff prepared the appropriate bylaw incorporating the above rate increases and are presenting it to Council for three readings.</p>	
<b>OTHER PROCEDURES REQUIRED</b>	
April 18, 2016	B. Parschauer Staff Member



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2845, 2016**

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

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

1. This bylaw may be cited for all purposes as **“City of Courtenay Fees and Charges Amendment Bylaw No. 2845, 2016.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix I, “Waterworks Distribution System”, and Appendix II “Sanitary Sewer System” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

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

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

Read a first time this 18<sup>th</sup> day of April, 2016

Read a second time this 18<sup>th</sup> day of April, 2016

Read a third time this 18<sup>th</sup> day of April, 2016

Finally passed and adopted this    day of    , 2016

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES  
AMENDMENT BYLAW NO. 2845, 2016  
SECTION III, APPENDIX I**

**WATERWORKS DISTRIBUTION SYSTEM**

**1. CONNECTION FEES**

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

**Connection Size**

Within the City

Connection from either side of road to property line

20 millimetres (3/4 inch)	\$2,500.00
25 millimetres (1 inch)	\$3,500.00

Outside the City

20 millimetres (3/4 inch) with a minimum charge of \$3,500.00	Actual City cost plus 25%
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- (b) Where a larger connection than those listed above is required, the connection will be installed at City cost plus 25%.

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

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

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

(d) **Abandonment Fee**

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

### (a) Unmetered Water

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

	Bylaw Rates		
	Effective Dates		
	July 1, 2016	January 1, 2017	January 1, 2018
Single Family Dwelling	378.84	380.68	392.10
Multiple Family Dwelling -per unit	320.01	321.56	331.21
Commercial	362.05	363.80	374.71
Ouside Commercial Users	653.66	656.82	676.52
Ouside Residential Users	653.66	656.82	676.52

### (b) Metered Water

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

	Bylaw Rates		
	Effective Dates		
	July 1, 2016	January 1, 2017	January 1, 2018
<b>Multi-Family Metered</b>			
0 - 48.0 cubic metres	51.47	51.51	53.06
48.1 - 566.0 cubic metres	1.35	1.35	1.35
Greater than 566.0 cubic meters	1.08	1.08	1.08
<b>Commercial Metered</b>			
0 - 48.0 cubic metres	54.38	54.43	56.06
48.1 - 566.0 cubic metres	1.35	1.35	1.35
Greater than 566.0 cubic meters	1.08	1.08	1.08
<b>Regional Standpipe, Regional Playfields</b>			
	Bulk Water Rate plus 30%		
<b>Outside City - Multi-Family Metered</b>			
0 - 48.0 cubic metres	107.53	107.62	110.85
48.1 - 566.0 cubic metres	1.76	1.76	1.76
Greater than 566.0 cubic meters	1.40	1.40	1.40
<b>Outside users - Commercial Metered</b>			
0 - 48.0 cubic metres	111.32	111.42	114.76
48.1 - 566.0 cubic metres	1.76	1.76	1.76
Greater than 566.0 cubic meters	1.40	1.40	1.40
<b>Regional District bulk</b>	0.81	0.81	0.83
<b>Sandwich - summer only</b>	380.35	380.68	392.10

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

**WATER METER RENTALS**

a) Water meter fee shall be as follows:

Meter Size	Bylaw Rates		
	Effective Dates		
	July 1, 2016	January 1, 2017	January 1, 2018
	Monthly Rates		
Up to 3/4"	1.30	1.30	1.40
1"	2.70	2.70	2.70
1 1/4" - 1 1/2"	5.40	5.40	5.60
2"	8.10	8.10	8.30
3"	13.50	13.50	13.90
4"	26.70	26.70	27.50
6"	40.40	40.40	41.60
8"	53.80	53.90	55.50
10"	67.40	67.40	69.40

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

**METER READING CHARGE**

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

\$35.00 per call

**3. SUPPLY OF WATER FROM FIRE HYDRANTS OR OTHER SOURCE**

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

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

- (b) Where water is supplied from a fire hydrant or other non-metered source for other uses, the amount of water supplied will be invoiced in accordance with Section 2 – Water Utility Users Rates – Metered Water.
- (c) Charge to service fire hydrant after use:  
 \$95.00 and/or any service costs that may arise from servicing a hydrant in respect of its use.

**4. UTILITY BILLING ADJUSTMENTS AND COLLECTION**

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

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT  
BYLAW NO. 2845, 2016  
SECTION III, APPENDIX II  
SANITARY SEWER SYSTEM**

**1. CONNECTION FEES**

**(a) Connection Fees**

Connection from either side of road to property line

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

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

**(b) Abandonment Fee**

Fee for disconnecting an abandoned service connection at the sanitary sewer main irrespective of the size of the connection	Actual City cost plus 25%, min charge \$500.00
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**(c) Connection Charges for Annexed Areas**

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

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



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

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

- The minimum user rate per year or portion thereof shall be as follows:

				<b>Bylaw Rates (per Annum)</b>		
				<b>Effective Dates</b>		
				<b>July 1, 2016</b>	<b>January 1, 2017</b>	<b>January 1, 2018</b>
<b>Part 1 - Residential Users</b>						
1	Single Family Dwelling			289.15	294.70	324.17
				289.15	294.70	324.17
2	Multiple Family Dwelling -per unit			289.15	294.70	324.17
3	Mobile Home Park -per space			289.15	294.70	324.17
4	Kiwanis Village -per unit			289.15	294.70	324.17

					<b>Bylaw Rates (per Annum)</b>		
					<b>Effective Dates</b>		
					<b>July 1, 2016</b>	<b>January 1, 2017</b>	<b>January 1, 2018</b>
<b>Part 2 - Commercial Users</b>							
1	Hotels and Motels -per unit				116.41	118.65	130.52
2	Trailer Park and Campsite -per serviced site				60.08	61.23	67.35
3	Wholesale and Retail Stores				289.15	294.70	324.17
4	Car Wash				289.15	294.70	324.17
5	Bus Depot				289.15	294.70	324.17
6	Funeral Parlour				289.15	294.70	324.17
7	Garage				289.15	294.70	324.17
8	Machine Shop and Repair Shop				289.15	294.70	324.17
9	Bakery				289.15	294.70	324.17
10	Photographer				289.15	294.70	324.17
11	Business Office - per office				289.15	295.16	324.68
12	Professional Office -per office				289.15	294.69	324.16
13	Barber and Hairdresser				289.15	294.70	324.17
14	Pool Room and Recreation Facility				289.15	294.70	324.17
15	Theatre				578.27	589.37	648.31
16	Department Store				578.27	589.37	648.31
17	Supermarket				578.27	589.37	648.31
18	Bowling Alley				578.27	589.37	648.31
19	Bank				578.27	589.37	648.31
20	Nursing Home				578.27	589.37	648.31
21	Cafe and Restaurant (including drive-in or take-out)				578.27	589.37	648.31
22	Dry Cleaner				578.27	589.37	648.31
23	Beverage Room				578.27	589.37	648.31
24	Laundry and Coin Laundry				2,311.18	2,355.56	2,591.11
25	Sawmill				2,880.55	2,935.86	3,229.46
26	Dairy Product Processing Plant				21,451.66	21,863.44	24,049.78
27	Other Commercial Users not enumerated in this schedule				578.27	589.37	648.31
28	Cheese Processing Plant				4,793.04	4,885.05	5,373.56
<b>Part 3 - Institutional Users</b>							
1	Church				289.15	294.70	324.17
2	Public Hall				289.15	294.70	324.17
3	Utility Office				578.27	589.37	648.31
4	School -per classroom				518.22	528.17	580.99
5	Regional Recreation Complex				23,009.93	23,451.63	25,796.79
6	Regional District Administrative Office				6,182.14	6,300.81	6,930.89

### **3. UTILITY BILLING ADJUSTMENTS AND COLLECTION**

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



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2841**

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

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

1. This bylaw may be cited for all purposes as **“Official Community Plan Amendment Bylaw No. 2841, 2016”**.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
  - a) By changing the land use designation of Amended Lot 110 (DD43420N), Section 61, Comox District, Plan 472A, Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (344 3<sup>rd</sup> Street) from Commercial to Multi Residential as shown in Schedule A;
  - b) By changing the land use designation of and Lot 1, Block 72, Section 61, Comox District, Plan 472 Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (356 3<sup>rd</sup> Street) from Commercial to Multi Residential as shown in Schedule A; and
  - c) That Map #2, Land Use Plan be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 14<sup>th</sup> day of March, 2016

Read a second time this 14<sup>th</sup> day of March, 2016

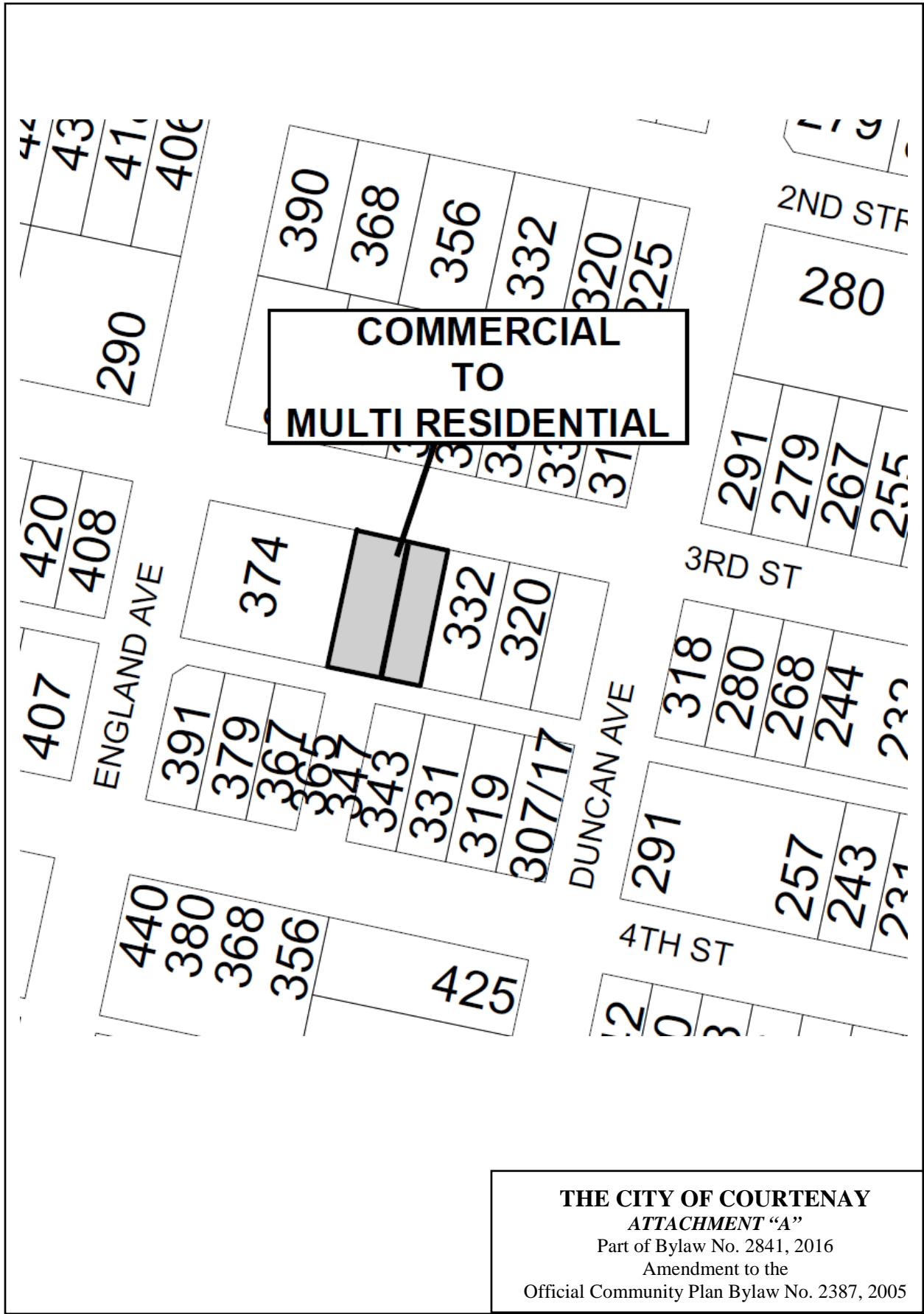
Considered at a Public Hearing this                    day of                    , 2016

Read a third time this                    day of                    , 2016

Finally passed and adopted this                    day of                    , 2016

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Mayor

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Director of Legislative Services



**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2841, 2016  
 Amendment to the  
 Official Community Plan Bylaw No. 2387, 2005

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2842**

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

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2842, 2016**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) By rezoning Amended Lot 110 (DD43420N), Section 61, Comox District, Plan 472A, Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (344 3<sup>rd</sup> Street), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Commercial Five Zone (C-5) to Residential Four B Zone (R-4B);
  - (b) By rezoning Lot 1, Block 72, Section 61, Comox District, Plan 472 Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (356 3<sup>rd</sup> Street) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Commercial Five Zone (C-5) to Residential Four B Zone (R-4B);
  - (c) By adding Section 8.4.22 “(a) notwithstanding the above, a minimum lot size of 300 m<sup>2</sup> is permitted on Amended Lot 110 (DD43420N), Section 61, Comox District, Plan 472A, Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (344 3<sup>rd</sup> Street) and Lot 1, Block 72, Section 61, Comox District, Plan 472 Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (356 3<sup>rd</sup> Street) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw;
  - (d) By adding Section 8.4.23“(a) notwithstanding the above, a minimum frontage of 10 metres is permitted on Amended Lot 110 (DD43420N), Section 61, Comox District, Plan 472A, Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (344 3<sup>rd</sup> Street), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw;
  - (e) By adding Section 8.4.23“(b) notwithstanding the above, a minimum frontage of 11 metres is permitted on Lot 1, Block 72, Section 61, Comox District, Plan 472 Except that Part Lying to the South East of a Boundary Parallel to the South Easterly Boundary of

Said Lot and Perpendicularly Distant 10 Feet North Westerly Therefrom (356 3<sup>rd</sup> Street) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw; and

(f) That Schedule No. 8 be amended accordingly.

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

Read a first time this 14<sup>th</sup> day of March, 2016

Read a second time this 14<sup>th</sup> day of March, 2016

Considered at a Public Hearing this                      day of                      , 2016

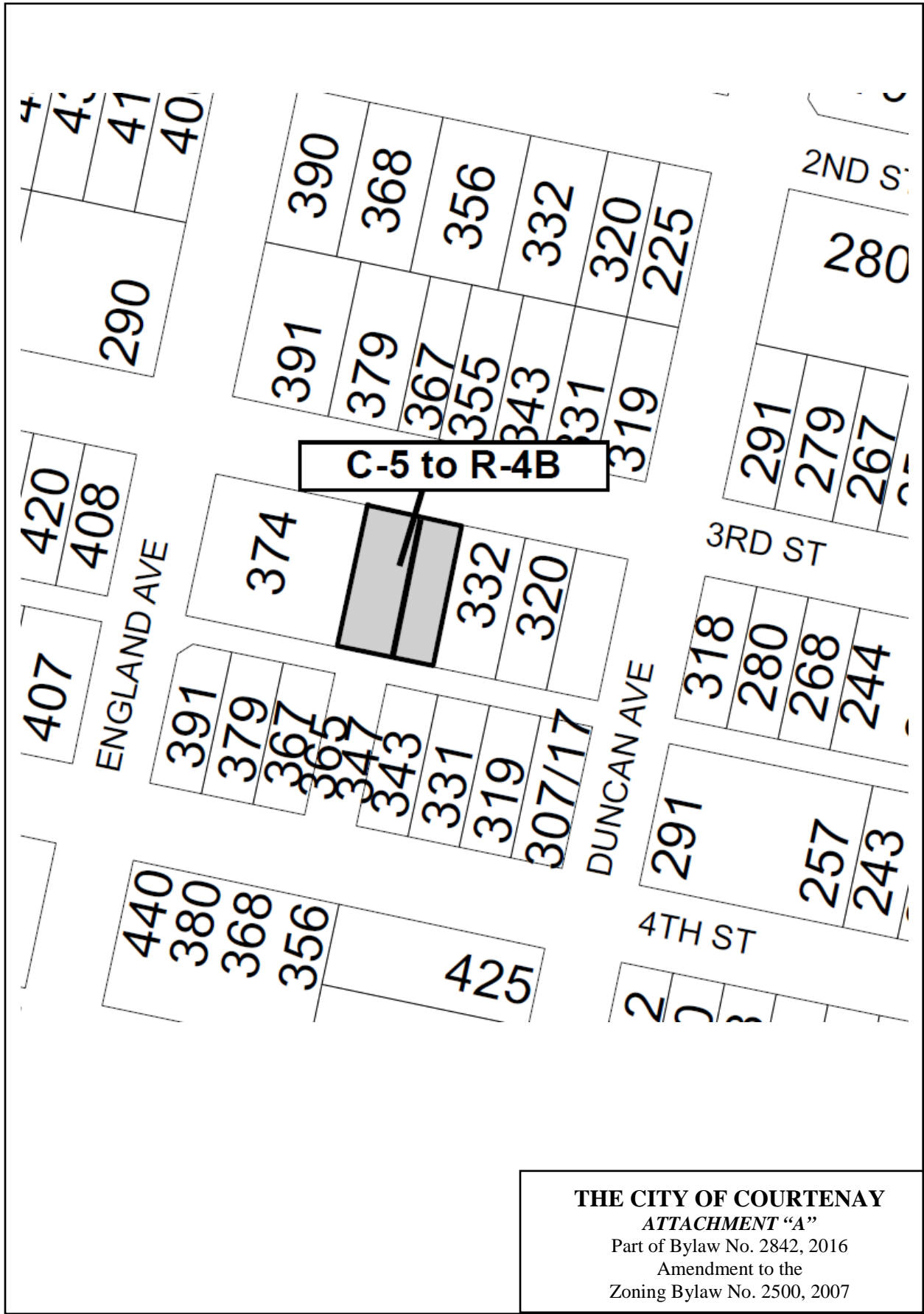
Read a third time this                      day of                      , 2016

Finally passed and adopted this                      day of                      , 2016

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Mayor

\_\_\_\_\_  
Director of Legislative Services





**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 2842, 2016  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2844**

**A bylaw to establish a Tree Planting and Replacement Reserve Fund**

WHEREAS Section 8 of the *Community Charter* states that a Council may, by bylaw, regulate, prohibit and impose requirements in relation to trees.

AND WHEREAS Section 188 of the *Community Charter* states that a Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund only for the specified purpose.

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

1. That a tree planting and replacement reserve fund be hereby established under the provisions of Section 8 and 188 of the *Community Charter* to be known as the “Tree Planting and Replacement Reserve Fund”.
2. That funds in the Tree Planting and Replacement Reserve Fund and the interest earned must only be used for the planting of trees on public lands or on private lands in accordance with a program created by the City of Courtenay to provide tree planting incentives to private land owners.
3. This bylaw shall come into full force and effect and be binding on persons upon final adoption hereof.
4. This bylaw shall be cited for all purposes as “**Tree Planting and Replacement Reserve Fund Establishment Bylaw No. 2844, 2016**”.

Read a first time this 4<sup>th</sup> day of April, 2016

Read a second time this 4<sup>th</sup> day of April, 2016

Read a third time this 4<sup>th</sup> day of April, 2016

Finally passed and adopted this        day of        , 2016

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Mayor

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Director of Legislative Services

