

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

DATE: June 12, 2017
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt May 15, 2017 Regular Council meeting and May 29, 2017 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Comox Valley Farmers' Market Association – Update
2. Gary Guthrie – Budget Process

4.00 STAFF REPORTS/PRESENTATIONS

(a) Recreation and Cultural Services

- 1 1. City of Courtenay Student Bursary Program Policy
- 9 2. Courtenay Canada Day Commission Members

(b) Development Services

- 13 3. Development Permit with Variances No. 1702 – 810 Braidwood Road
- 53 4. Development Permit with Variances No. 1703 – 3100 Cliffe Avenue

(c) Financial Services

- 91 5. 2017/2018 RCMP Municipal Policing Contract Expenditure Cap- Final Approval
- 97 6. 2018/2019 RCMP Municipal Policing Contract – Approval in Principle
- 123 7. Land Sales and Use Reserve
- 127 8. Water Utility Reserve Fund

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 131 1. DCBIA – Increased Enforcement in the Downtown Courtenay Area

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 133 1. Briefing Note – Downtown Playbook
- 135 2. Briefing Note – Centennial Committee
- 139 3. Briefing Note – Former Fields Sawmill Site – Project Watershed
- 141 4. Heritage Advisory Minutes April 26, 2017
- 143 5. Memo – Disposal of FD Unit 18A

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held June 12th, 2017 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment; and
- 90 (1) (g) litigation or potential litigation affecting the municipality.

9.00 UNFINISHED BUSINESS

- 1. Delegation from May 15, 2017 Regular Council meeting

Project Watershed - Request for Council to agree in principle to have an undivided interest, the former Fields Sawmill site, transferred to the City of Courtenay in conjunction with the K'ómoks First Nation.

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 145 1. Councillor Frisch - Friends of Rails to Trails

12.00 BYLAWS

For First, Second and Third Readings

- 147 1. “Water Efficiency Reserve Fund Bylaw No. 2885, 2017”
(To establish a water efficiency reserve fund)
- 151 2. “Land Sales and Use Reserve Fund Bylaw No. 2886, 2017”
(To establish a land sales and use reserve fund)

For Third Reading and Final Adoption

- 155 3. “Zoning Amendment Bylaw No. 2871, 2017”
(308, 320 and 332 3rd Street Medical Clinic)

For Final Adoption

- 157 4. “City of Courtenay Fees and Charges Amendment Bylaw No. 2883, 2017”.
(To amend the fees and charges relating to development fees)
- 161 5. “Municipal Ticket Information Amendment Bylaw No. 2884, 2017”.
(To update municipal fines relating to the Tree Protection and Management Bylaw)

13.00 ADJOURNMENT

NOTE: There is a Public Hearing scheduled for 5:00 p.m. regarding amendment to Zoning Bylaw No. 2872 to allow a secondary suite at 1986 4th Street East.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 7710-04 Student Bursary Policy

From: Chief Administrative Officer

Date: June 12, 2017

Subject: City of Courtenay Student Bursary Program Policy

PURPOSE:

The purpose of the report is to approve the changes to the City of Courtenay Student Bursary Program and introduce a policy to establish criteria for which the bursaries are awarded.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report, "City of Courtenay Bursary Program Policy", Council approve Option 1 and endorse the City of Courtenay Bursary Program Policy effective September 1, 2017 in time for the 2017-2018 school year.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In 2004, Council committed annual funds towards the City of Courtenay Bursary. The fund was established to encourage youth community involvement and assist young people in their pursuit of post-secondary education. Bursary criteria were to be developed by City staff and presented to Council for approval.

Students would be eligible for rewards starting in grade 9 and the awards would be cumulative, allowing students to receive a maximum of four awards to cumulatively total \$1,000 by the time the student graduated. The funds awarded in grade 9, 10 and 11 would be held in trust by the City until the recipient graduated. At the time only three schools were eligible: Mark R. Isfeld Secondary, George P. Vanier Secondary and Laketrail Middle School. Each school has been responsible for the selection of the recipients.

DISCUSSION:

Under the existing program, the City of Courtenay bursaries offered to each qualifying student from Grade 9 to 12 is \$250 and to the following schools:

Name of School	Number of Bursaries Available	Total Bursaries
Glacier View Secondary	1 (Grades 9 to 12)	\$250
Mark R. Isfeld Secondary	7 (1 - Grade 9, 2 – Grade 10, 2 –Grade 11, 2- Grade 12)	\$1,750
George P. Vanier Secondary	7 (1 - Grade 9, 2 – Grade 10, 2 –Grade 11, 2- Grade 12)	\$1,750
Laketrail Middle School	2 (Grade 9)	\$500
Nala’atsi Alternate School	1 (Grades 9 to 12)	\$250
Navigate (Nides)	1 (Grades 9 to 12)	\$250
	Total Bursaries	\$4,750

The City holds the bursary funds in trust until each student graduates and provides proof of enrolment in a post-secondary institution. This has proven to be a weakness in the program as some students forget they had been awarded the bursary by the time they graduate. For this reason, staff are often left with incomplete information on the recipients and spend time following up with each school to obtain contact information and confirmation that the recipient has met the final criteria to receive the award.

After review of the existing program, staff formulated the proposed City of Courtenay Student Bursary Policy as attached. The core eligibility criteria remain the same however the recommended changes have the following benefits:

- to provide an equal opportunity for all qualified Courtenay resident students to participate in this program,
- to encourage continuous community involvement, and volunteerism,
- to inspire successful academic standing,
- to ensure that the release of the bursary is aligned with the student’s enrolment in a post-secondary institution so that the funds come when they’re most needed.
- To increase each bursary amount to support the current cost of post-secondary education. In 2016, the total cost estimate of combined tuition, shelter and utilities, food, local transportation, miscellaneous costs and books was estimated at \$17,100 for a student attending the University of Victoria and \$6,080 – \$8,600 for a student to attend North Island College. (Source: Mark R. Isfeld SS Financial Aid and Local Bursaries 2017 Booklet). Full-time students in Canada paid an average of \$16,600 for post-secondary schooling in 2014–2015 (Source: Employment and Social Development Canada updated 2016-02-15)

Under the new policy, the City of Courtenay Student Bursaries offered to each qualifying graduating student in grade 12 is \$1,000 and in the following numbers:

Name of School	Number of Bursaries Available	Total Bursaries
Glacier View Secondary	1 – Grade 12	\$1,000
George P. Vanier Secondary	1 – Grade 12	\$1,000
Mark R. Isfeld Secondary	1 – Grade 12	\$1,000
Nala’atsi Alternate School	1 – Grade 12	\$1,000
Navigate (Nides)	1 – Grade 12	\$1,000
	Total Bursaries	\$5,000

FINANCIAL IMPLICATIONS:

There are no financial implications at this time. The Council approved 2017 operating budget includes \$5,000 to cover the annual bursary expense and will result in a 0% increase in budget from 2016.

ADMINISTRATIVE IMPLICATIONS:

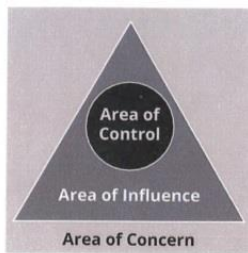
City staff will need to send a letter to all the existing participating schools of the changes to the City of Courtenay Student Bursary Program before the start of the 2017-2018 school year and respond to any follow up questions as a result of the changes. Approximately five hours of City staff time will be required to carry this out. Once implemented, the program will result in less staff administration time as they will no longer need to track bursaries awarded to recipients before their graduating year.

ASSET MANAGEMENT IMPLICATIONS:

No asset management implications.

STRATEGIC PLAN & PRIORITIES REFERENCE:

We will continue to engage and partner with service organizations for community benefit.



- **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.

We invest in our key relationships

- We will actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- We will advocate and cooperate with other local governments and senior governments on regional issues affecting our city
- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit

OFFICIAL COMMUNITY PLAN REFERENCE:

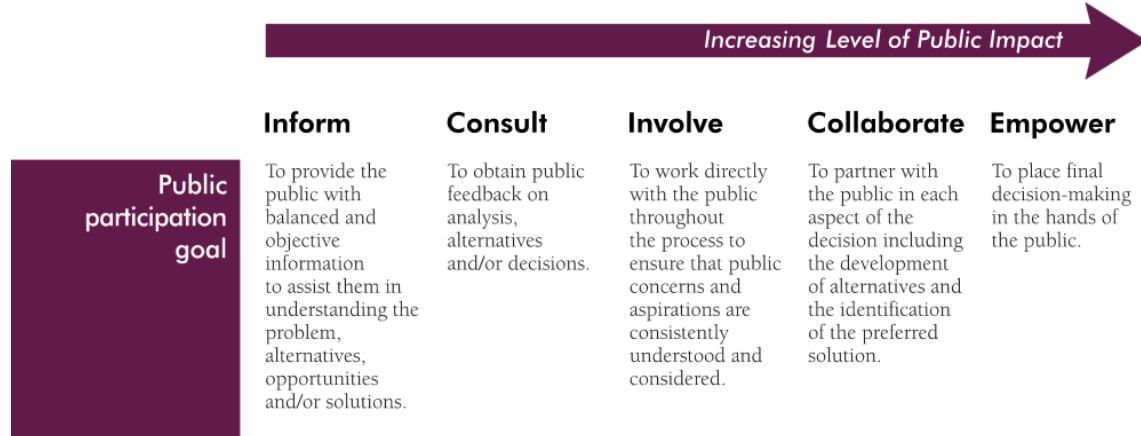
Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

The City has **consulted** with SD 71 as partnering organizations as identified in the IAP2 Spectrum of Public Participation:



OPTIONS:

- OPTION 1: Council approve Option 1 and endorse the City of Courtenay Student Bursary Program Policy effective September 1, 2017 in time for the 2017-2018 school year. (RECOMMENDED)
- OPTION 2: Council identify concerns or questions with proposed policy and refer these back to staff for consideration.
- OPTION 2: Council take no action at this time.

Prepared by:

Dave Snider MBCSLA

Director of Recreation and Cultural Services

Attachments:

1. City of Courtenay Student Bursary Program Policy 7710.00.04pol

City of Courtenay Policy

Section 15: Recreation and Cultural Services	Policy # 7710.00.04
Subject: City of Courtenay Student Bursary Program Policy	Revision #

Purpose:

The purpose of this policy is to provide for the approval of student bursary requests and to set the guidelines and criteria for which each bursary will be awarded and issued.

Scope:

This policy applies to all City of Courtenay student residents who wish to apply for a City of Courtenay Student Bursary and the schools participating in the program.

Policy Statement:

The City of Courtenay supports and encourages young people in their pursuit of further education. The student bursary program is a means of support and celebration of the efforts of those graduating students.

Policy:

1. All student bursary requests will be reviewed and approved by the Director of Recreation and Cultural Services before award.
2. Any student bursaries which have not been claimed by the awarded bursary holder after 15 months of the date of graduation will be deemed unclaimed and the applicants claim to the bursary will expire. Should a recipient require an extension to this due date, the recipient will need to request an extension in writing for the City to consider before the 15 month deadline. Recipients may submit a written request for an extension before the 15 month end date which shall be may be considered due to extenuating circumstances and will be approved at the City’s sole discretion by the Director of Recreation and Culture Services.
3. The City will issue one student bursary in the following amounts to a grade 12 graduating students attending one of the following schools:

Name of School	Bursary Amount
Nala’atsi Alternate School	\$1,000
Glacier View Secondary	\$1,000
Mark R. Isfeld Secondary	\$1,000
George P. Vanier Secondary	\$1,000
Navigate (Nides)	\$1,000

AUTHORIZATION:	DATE:
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Section 15: Recreation and Cultural Services	Policy # 7710.00.04
Subject: City of Courtenay Student Bursary Program Policy	Revision #

4. If a secondary school not listed above is interested in participating in the City of Courtenay Student Bursary Program in the next school year, they must make a written request to the City for consideration by September 30th and Council will consider the request in the budget approval process for the following fiscal year.

5. Eligible applicants must meet the following criteria:
 - i. Must be a Canadian citizen or a permanent resident.
 - ii. City of Courtenay residents.
 - iii. Demonstrated throughout the students secondary school career:
 - continued community involvement,
 - volunteerism,
 - successful academic standing,
 - participation in extra-curricular activities,
 - positive work habits.
 - iv. Students who demonstrate a financial need will be given priority.
 - v. Must not have previously received a bursary from the City of Courtenay Student Bursary Program.

6. The City will request the following from each of the participating schools:
 - i. That the City of Courtenay Student Bursary be publicized along with other school bursary programs.
 - ii. That the schools be responsible for the selection of the recipients.
 - iii. Provide the names & addresses of the recipients no later than May 15th of each year and no later than two weeks in advance of the awards ceremony so an official letter from the Mayor can be done for presentation to the recipient including details about the time, date and expectations for presenting the bursary.
 - iv. Provide a copy of the recipient’s application form or a reference letter from the school demonstrating that the eligibility requirements have been met including the date of graduation.
 - v. Inform the City of any reasons for holding back the payment for the bursary.

AUTHORIZATION:	DATE:
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Section 15: Recreation and Cultural Services	Policy # 7710.00.04
Subject: City of Courtenay Student Bursary Program Policy	Revision #

7. Bursaries would be paid out by the City of Courtenay to the recipients upon proof of registration of full time enrollment to an accredited “post-secondary” institution (includes colleges, technical schools, universities, and specialty schools). The City reserves the right and at its discretion to withhold payment in exceptional circumstances.
8. The City will publish the recipient’s names, attending school and the amount of bursary received on the City’s website and through advertisement in local newspapers.

AUTHORIZATION:	DATE:
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STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Courtenay Canada Day Commission Members

File No.: 0550-20
Date: June 12, 2017

PURPOSE:

The purpose of this report is to provide a list of the members of the Courtenay Canada Day Commission for Council affirmation.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report "Courtenay Canada Day Commission Members", that Council adopt OPTION 1 and affirm the appointment of Edwin Grieve, Brian Morissette, Marian Holland, Penny Leslie, Wendy Harris, Ken Hansen, and Mike Gould to the Courtenay Canada Day Commission.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Canada Day celebrations are a Courtenay tradition that has been historically run by a dedicated group of volunteers. At the April 18, 2017 council meeting, Council approved the creation of the Courtenay Canada Day Commission. Historically the Canada Day Committee functioned independently with a group of up to 31 volunteers. Staff then met with the existing committee to determine the best way to merge its membership into the Commission format. Councillor Hillian has been appointed by Council as a liaison to the Canada Day Commission.

DISCUSSION:

The chair of the commission along with staff and Councillor Hillian met to determine who should function as a core part of the commission. The following names are brought forward for Council's appointment through affirmation:

Edwin Grieve (*Chair*)

Brian Morissette (*Vice-Chair*)

Marian Holland (*Secretary*)

Penny Leslie (*Treasurer*)

Wendy Harris

Ken Hansen

Mike Gould

Ex-officio Representatives:

Scott Mossing (*Staff*)

Doug Hillian (*Council*)

The approved terms of reference identify that the commission will also make recommendations to Council on the future structure that should be used to plan Courtenay’s Canada day celebrations. This will be a task of the commission after the completion of the 2017 event.

Urban Systems is a consulting firm that has done substantial work with the City in master planning, and technical services. With the creation of a Courtenay based Urban Systems office, the firm has offered to do some background research into the event planning structures used in other communities as a free contribution to the work of the commission. The resulting report can aid the commission members in their recommendation to Council.

FINANCIAL IMPLICATIONS:

There are no financial implications to the affirmation of the commission members.

ADMINISTRATIVE IMPLICATIONS:

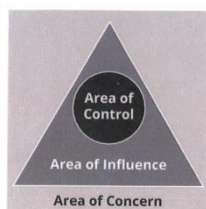
A list of the commission members will be maintained by staff and will be updated as changes occur.

ASSET MANAGEMENT IMPLICATIONS:

Not applicable

STRATEGIC PRIORITIES REFERENCE:

We value and recognize the importance of our volunteers, and will focus on organizational and governance excellence.



- **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.

We invest in our key relationships

- We will actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- We will advocate and cooperate with other local governments and senior governments on regional issues affecting our city
- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit

We will focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource
- Communication with our community is a priority, and will be considered in all decisions we make
- We will responsibly provide services at a level which the people we serve are willing to pay

OFFICIAL COMMUNITY PLAN REFERENCE:

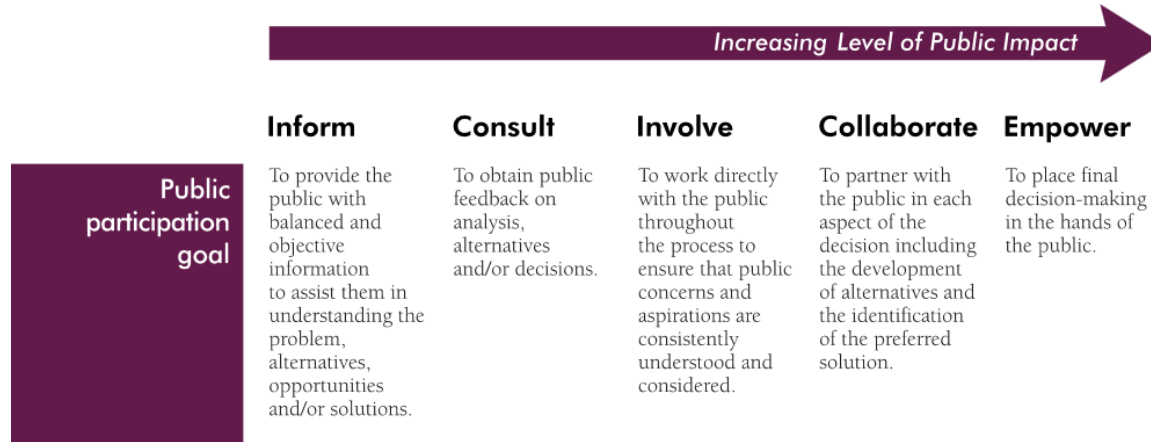
No specific reference

REGIONAL GROWTH STRATEGY REFERENCE:

No specific reference

CITIZEN/PUBLIC ENGAGEMENT:

Staff have **consulted** with the former July 1st Committee in the development of this report as identified in the *IAP2 Spectrum of Public Participation*.



OPTIONS:

1. Council affirm the appointment of Edwin Grieve, Brian Morissette, Marian Holland, Penny Leslie, Wendy Harris, Ken Hansen, and Mike Gould to the Courtenay Canada Day Commission.
2. That Council refer this item back to staff for further consideration.
3. That Council takes no action on this matter at this time.

Prepared by:

Dave Snider *BCSLA*

Director of Recreation and Cultural Services



STAFF REPORT

To: Council **File No.:** 3060-20-1702
From: Development Services Department **Date:** June 12, 2017
Subject: Development Permit with Variances No. 1702 – 810 Braidwood Road (Braidwood Housing Project)

PURPOSE:

The purpose of this report is for Council to consider a Development Permit with Variances to permit a three-story multi-residential development with variances to the required number of parking spaces, the required amount of usable open spaces, and the required rear and side yard building setbacks as well as the required rear and side yard landscape screening.

POLICY IMPLICATIONS:

The Braidwood Housing Project has been a high priority project for the City since 2013. The 2016-2018 City of Courtenay Strategic Priorities support housing diversity, densification, initiatives that provide lower cost housing, and advocacy for senior government support. Once complete, the Braidwood Housing Project will achieve all of these priorities, with \$3 million in capital funding coming from the Province through BC Housing.

The proposed development will provide 34 rental units of low-end market rental apartments while 6 of them will be available at shelter rates. Units will be provided based on using the BC Housing Registry to identify those who are in need of housing.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report “Development Permit with Variances No. 1702 – 810 Braidwood Road”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1702.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located at 810 Braidwood Road, legally described as Lot 1, Section 16, Comox District, Plan 27169, as shown in **Figure 1**. It is currently zoned Residential Four Zone (R-4), in which the proposed use is permitted. The property is currently occupied by a single detached dwelling.

The City of Courtenay acquired the property in June 2013, with the proceeds from the sale of the properties at 865, 877 and 889 Cliffe Avenue. The property was purchased with the intention of delivering an affordable housing project for persons and households who are in need of adequate and affordable housing options in Comox Valley.

In January 2015, the City issued a request for proposal (RFP) for the affordable housing project and the M’akola Group of Societies was selected as the qualified non-profit to construct and operate the project. In early 2017, the City entered into an agreement with M’akola and transferred the land to them on the condition that the site may only be used for an affordable housing project. M’akola has secured \$3 million in capital funding from the Provincial Government to construct the project.



Figure 1. Location Map

The proposed building will have 34 rental units and an on-site manager’s suite with common rooms and communal laundries. Subject to their agreement with BC Housing, all rental units will be low-end market rental apartments while 6 of them will be available at shelter rates. The applicant will use the BC Housing Registry to identify those who are in need of housing.

The purpose of this report is to evaluate form and character of the proposed development based on the guidelines in the OCP and whether the variances requested are acceptable based on the conditions of the site and greater community interests. In this project, the applicant is requesting several variances to the Zoning Bylaw requirements. These are:

- i. Reducing parking requirements from 53 spaces to 14
- ii. Reducing the side yard setback for the 3rd storey from 6.0 m to 4.5 m (west)
- iii. Reducing the rear yard setback for the 1st and 2nd storey from 9.0 m to 5.5 m
- iv. Reducing the rear yard setback for the 3rd storey from 10.0 m to 5.5 m
- v. Reducing the side yard setback to the garbage and recycling enclosure from 1.5 m to 0.65 m
- vi. Reducing the rear yard setback to the garbage and recycling enclosure from 1.5 m to 1.37 m
- vii. Reducing the landscape screening width in the rear yard from 3.0 m to 1.37 m
- viii. Reducing the landscape screening width in the side (east) yard from 3.0 m to 0.65 m
- ix. Reducing the required usable open space requirements from 700 m² to 467 m²

DISCUSSION:

OCP Multi Residential Development Permit Guidelines

- Form and Character

The proposed plan is generally consistent with the form and character guidelines. The plan indicates that the building façade represents contemporary design with earth tone colour and various materials, which the guidelines require for multi-residential developments. Staff evaluation on the design is that it lends continuity to the adjacent properties and maintains visual character of the neighbourhood. The site will be landscaped all around the property lines with trees and shrubs. Each unit on the ground floor has its own private patio, which enhances liveability. The main entrance is also well landscaped with trees to enhance visual appearance from Braidwood Road.

- Siting, Landscape & Screening

The landscape plan has been carried out from both aesthetics and function perspective. Review of the plan has also identified that there is no significant privacy issue that could impact adjacent properties.

A permanent sign that shows its civic address and the name of the building is proposed at the entrance area. The appearance deems to be well integrated with the building design by utilizing wooden structure and natural colour tone panel.

- Parking

Dimension and location of the parking spaces meet the guidelines. A handicapped parking space is provided at the nearest location to the main entrance. Two spaces at the entrance area are landscaped to avoid negative visual impact from the street. Other parking spaces are generally screened from the street.

Zoning Review

Multi-residential use is permitted in R-4 zone. However, as mentioned earlier, the project requires a number of variances. Below are the evaluations of each variance.

- The Required Parking Spaces

The applicant is requesting a variance for the number of required parking spaces from 53 to 14 spaces. The deficiency is significant if compared to other multi-family development projects in the City. During the public consultation, some residents in the neighbourhood raised strong concern about the lack of parking spaces within the property and potential parking overflow on the street and surrounding areas.

In response to the matter, the applicant has submitted a written memorandum to the City with parking counts from similar projects in other municipalities (**Attachment No. 3**). According to the memo, the volume of private vehicle usage in this type of development is anticipated to be fairly low.

Considering that their clientele are mostly single households with low income and the building consists of 26 studios and 9 one bed room units, it is anticipated that vehicle ownership will be lower than average households. Also, parking ratio information collected from other projects suggests that the proposed number of spaces should be sufficient. In this regard, 0.4 spaces per unit is proposed which is within the 0.1 to 0.54 spaces in use per unit of similar projects in other municipalities on the Island. Also, proximity to existing community amenities and services is expected to help reduce the need for personal vehicles.

- Usable Open Space

The applicant is requesting a reduction in usable open space from 700 m² to 467 m². Usable open space is defined in the Zoning Bylaw as: *“a level, unobstructed area or areas available for safe and convenient use by the property’s occupants and shall include private space for each unit within a project, providing for recreational or leisure space normally carried outdoors, but exclude parking stalls and driveways”*.

Staff evaluation of this is that the usable open space provided is sufficient given the project is not designed with family units. Each unit on the ground floor is equipped with small private patios. Common rooms are provided on the 2nd and 3rd floor for recreational purposes. Outdoor and indoor recreation space is available in close proximity at Lewis Park and the Lewis Centre, which is less than 1 km away from the property.

- Side and Rear Yard Setbacks

The Bylaw requires the 3rd floor of the building to be setback 6.0 meters from the side property line - the proposed setback is 4.5 meters. Also, the Bylaw requires a 9.0 meter rear yard setback for the 1st and 2nd floor and a 10.0 meter setback for the 3rd floor. The proposed rear setback is 5.5 metres for all floors. Staff evaluation of this matter is that the degree of non-conformity would not substantially affect neighbouring properties. The side yard variances are on the west side of the property adjacent to an existing commercial building and will not impact existing residences. Additionally, the applicant is proposing a row of dogwood trees along this property line to add screening and privacy. With regard to the rear yard variance the subject property is abutting a parking area to the north and will not impact privacy of existing residences.

Garbage and recycling storage encroaches into rear and side yard setback area. It is fairly close to both property lines. However, impacts on adjacent properties would be minimal as the rear property line abuts the neighbour’s parking area and there is a physical separation between the adjacent apartment building to the east by a retaining wall and new and existing landscaping. The storage area will also be screened and landscaped.

The Bylaw also requires a landscape screening not less than 3.0 meters in both height and width between adjacent property lines. The proposed landscape plan shows that almost the entire rear yard is landscaped with the exception of a storage space and a shelter. The proposed vegetation in the rear yard is considered sufficient to meet the 3.0 meter height requirement. However, the 3.0 meter width requirement cannot be achieved on the eastern side yard as the area is used as driveway. There is an existing retaining wall between the site and property to the east. The applicant is proposing to construct a new retaining wall and plant trees between the two retaining walls. Staff believe that it would satisfy the intention of the Bylaw, and also that the impacts on adjacent property to the east would be minimal.

FINANCIAL IMPLICATIONS:

The application fee for this Development Permit with Variances is \$4,500. Pursuant to the agreement with M’akola, the City has paid this cost.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff have spent 35 hours reviewing the application, conducting a site visit and meeting with the applicant to request additional information.

If approved, there will be approximately one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file. Additional staff time will be required for processing and issuing a sign and a building permit, and related inspections.

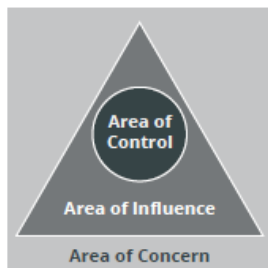
ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this application. This is an in-fill development that will utilize existing City infrastructure.

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
We support diversity in housing and reasoned land use planning	▲ Support initiatives and incentives to encourage lower cost housing
	■ Proactively pursue housing diversity and advocate for senior government support



- **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:

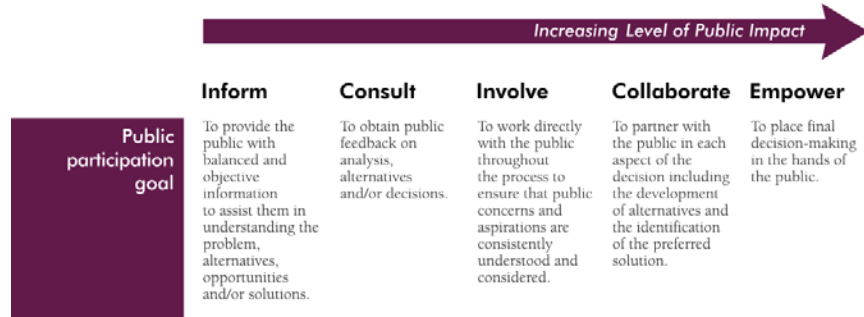
One of the OCP’s goals encourages housing opportunities and convenient community services for individuals having special housing requirements. As such, the City supports multi-residential housing development to help provide more diversity within neighbourhoods. The OCP also sets out a policy in section 4.4.3 (5) of the OCP encouraging the provision of non-profit housing as a mean of increasing the supply of rental housing.

REGIONAL GROWTH STRATEGY REFERENCE:

The Regional Growth Strategy sets out a number of policies under Goal 1: Housing. Ensuring a diversity of affordable housing options to meet evolving regional demographics and needs in Comox Valley is high priority.

CITIZEN/PUBLIC ENGAGEMENT:

As per Council’s direction, under the IAP2 Spectrum of Public Participation the level of public input that has been undertaken is “**Consult**”. In accordance with the *Local Government Act*, the City has notified property owners and occupants within 30m of the subject property with regard to the proposed amendment.



The applicant held a public information meeting on March 28 and 35 people attended. The applicant made a presentation on the proposal. To date, a total of 14 written responses including five mails directly sent to planning staff have been received (**Attachment No. 4**), plus one phone call. Responses from the neighbours suggest mixed opinions of support and not supportive. The lack of parking spaces and the size of the project in relation to the property size are noted as the most common concerns.

OPTIONS:

OPTION 1: (Recommended): Approve Development Permit with Variances No. 1702.

OPTION 2: Defer issuance of Development Permit with Variances No. 1702 pending receipt of further information.

OPTION 3: Not approve Development Permit with Variances No. 1702.

Prepared by:

Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Attachment No. 1: Draft Development Permit No. 1702
2. Attachment No. 2: Proposed plans and drawings
3. Attachment No. 3: Applicant’s rationale for the requested parking variances
4. Attachment No. 4: Written comments from residents

THE CORPORATION OF THE CITY OF COURTENAY

Attachment No. 1
Draft Permit

Permit No. 3090-20-1702

DEVELOPMENT PERMIT WITH VARIANCE

June 12, 2017

To issue a Development Permit

To: Name: M'akola Development Services
Address: 102-550 Goldstream Avenue, Victoria, BC

Property to which permit refers:

Legal: Lot 1, Section 16, Comox District, Plan 27169
Civic: 810 Braidwood Road, Courtenay BC

Conditions of Permit:

Permit issued to vary the following sections of the City of Courtenay Zoning Bylaw No. 2500, 2007 to allow proposed a multi dwelling development as attached in the Schedule:

- a) *Schedule 7A* – to reduce the required number of parking stalls for multi residential dwellings from 53 spaces to 14 spaces;
- b) *Section 8.4.5 (2)*– to reduce the required rear yard setback for 1st & 2nd storey from 9.0 m to 5.5 m;
- c) *Section 8.4.5 (2)*– to reduce the required rear yard setback for 3rd storey from 10.0 m to 5.5 m;
- d) *Section 8.4.5 (3)*– to reduce the required side yard setback for 3rd storey from 6.0 m to 4.5 m;
- e) *Section 8.4.7 (1)*– to reduce the required usable open space from 700 m² to 467 m²;
- f) *Section 8.4.8 (5)*– to reduce the required side and rear yard setback for accessory structure (garbage and recycling) from 1.5 m to 0.65 m (side) and 1.37 m (rear); and
- g) *Section 8.4.10 (1)*–to reduce the required side and rear yard landscape screening in width from 3.0 m to 0.65 m (side) and 1.37 m (rear).

Development with Variance Permit No. 1702 is subject to the following conditions:

- i. That development shall be in conformance with the plan contained in ***Schedule No.1***;
- ii. That development shall meet all other related municipal bylaws and regulations;
- iii. That landscape security deposit in the amount of \$63,748.75 (\$50,999 x 125%) is required; and
- iv. A sign permit shall be obtained prior to installation.

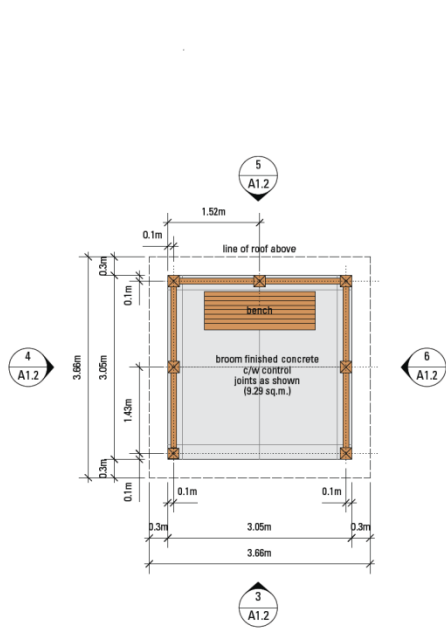
Time Schedule of Development and Lapse of Permit

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.

Date

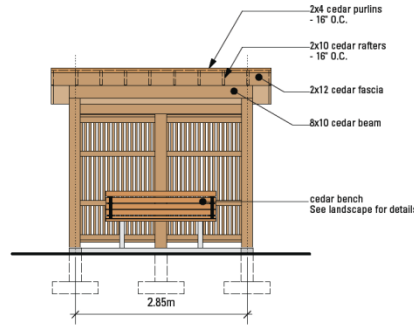
Director of Legislative Services

Attachment No. 2
2/8

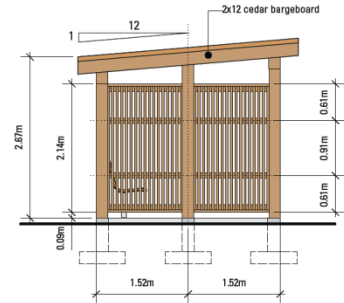


2 Smoking Shelter Plan
Scale: 1:50

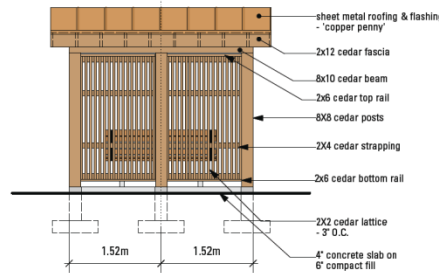
Note:
1. All cedar to be stained 'natural' on all surfaces prior to assembly.



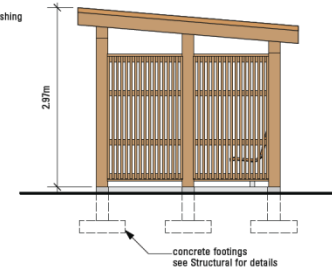
3 Smoking Shelter Elevation
Scale: 1:50



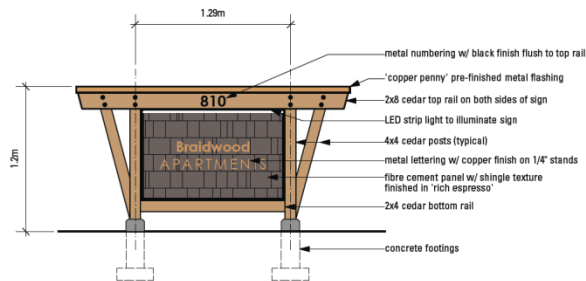
4 Smoking Shelter Elevation
Scale: 1:50



5 Smoking Shelter Elevation
Scale: 1:50



6 Smoking Shelter Elevation
Scale: 1:50

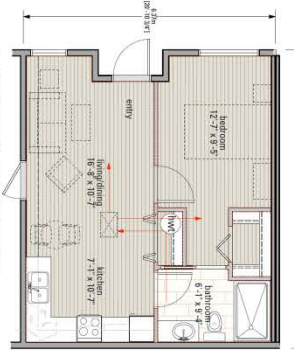
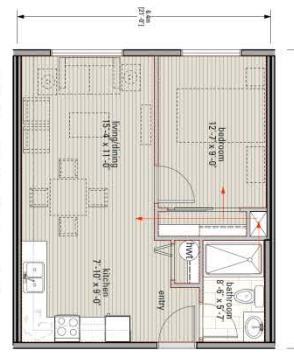
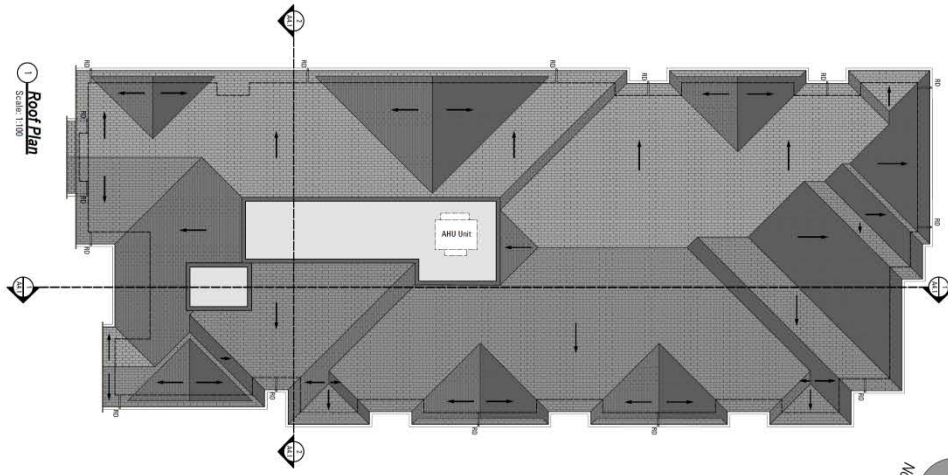


7 Project Sign
Scale: 1:25

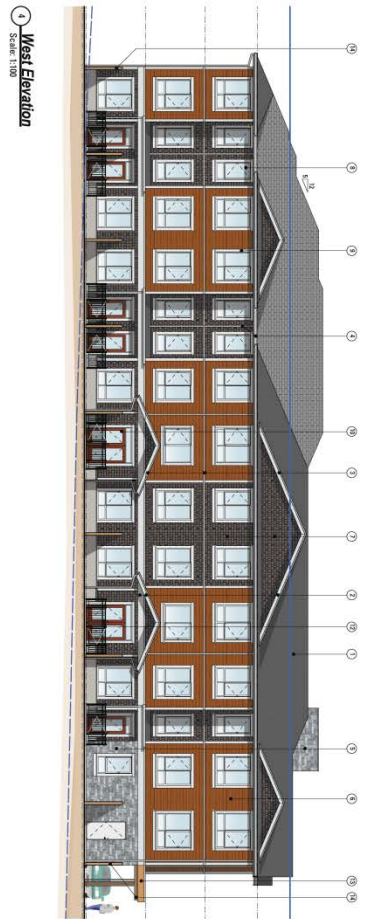
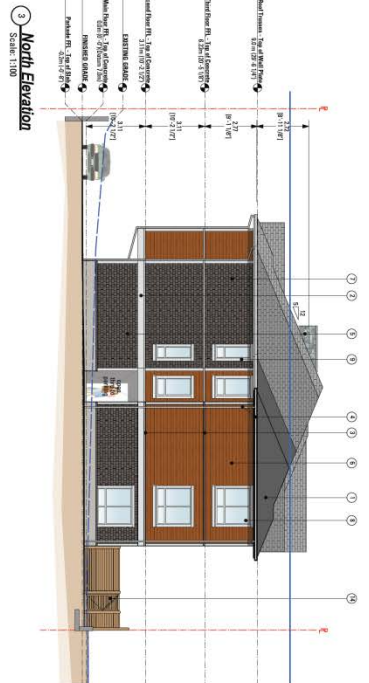
Attachment No. 2
3/8



Attachment No. 2
4/8



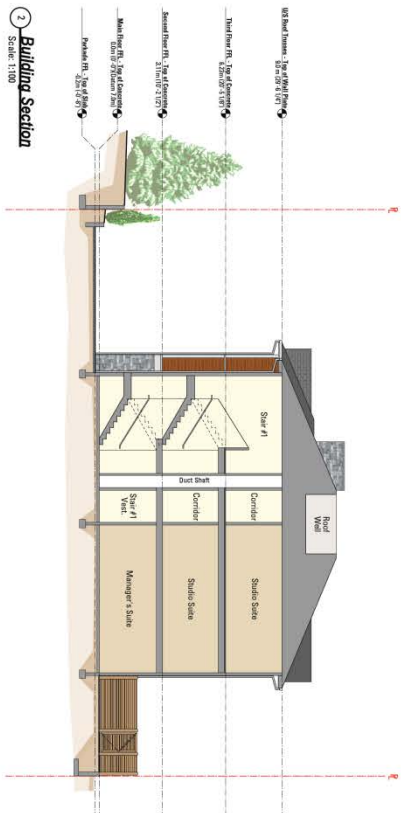
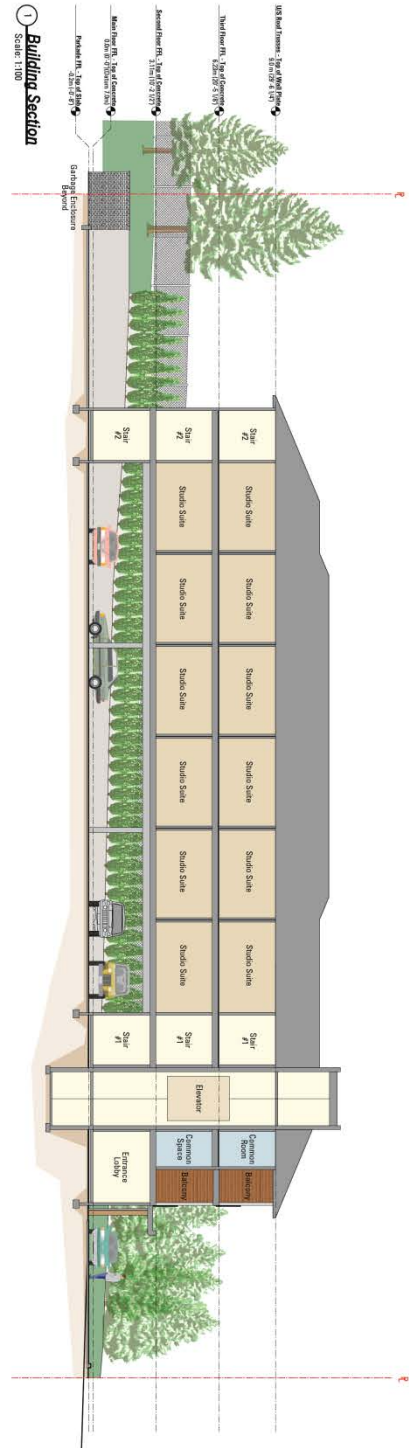
Attachment No. 2
5/8



Materials Key

Material	Code	Description
1	1	Brick
2	2	Painted Masonry
3	3	Concrete
4	4	Stucco
5	5	Asph/Flt Shingles
6	6	Dark Grey Siding
7	7	Light Grey Siding
8	8	White Siding
9	9	Dark Grey Siding
10	10	Light Grey Siding
11	11	White Siding
12	12	Dark Grey Siding
13	13	Light Grey Siding
14	14	White Siding
15	15	Dark Grey Siding
16	16	Light Grey Siding
17	17	White Siding
18	18	Dark Grey Siding
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29	29	White Siding
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33	33	Dark Grey Siding
34	34	Light Grey Siding
35	35	White Siding
36	36	Dark Grey Siding
37	37	Light Grey Siding
38	38	White Siding
39	39	Dark Grey Siding
40	40	Light Grey Siding
41	41	White Siding
42	42	Dark Grey Siding
43	43	Light Grey Siding
44	44	White Siding
45	45	Dark Grey Siding
46	46	Light Grey Siding
47	47	White Siding
48	48	Dark Grey Siding
49	49	Light Grey Siding
50	50	White Siding

Attachment No. 2
6/8



Attachment No. 2
7/8



PLANT LEGEND

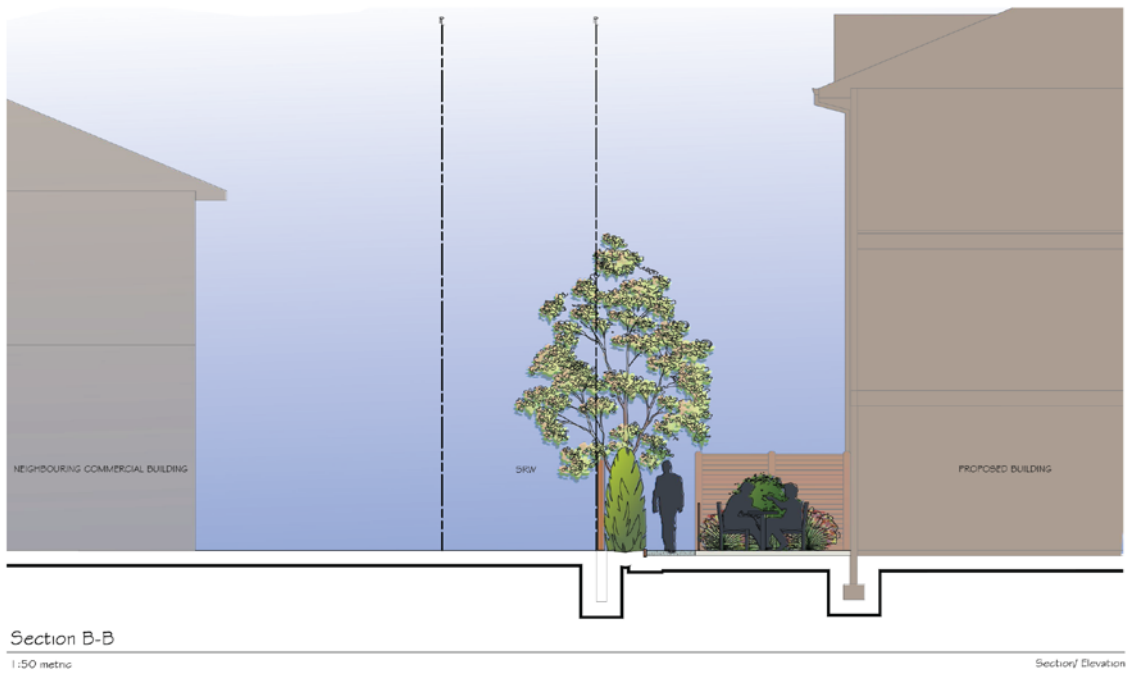
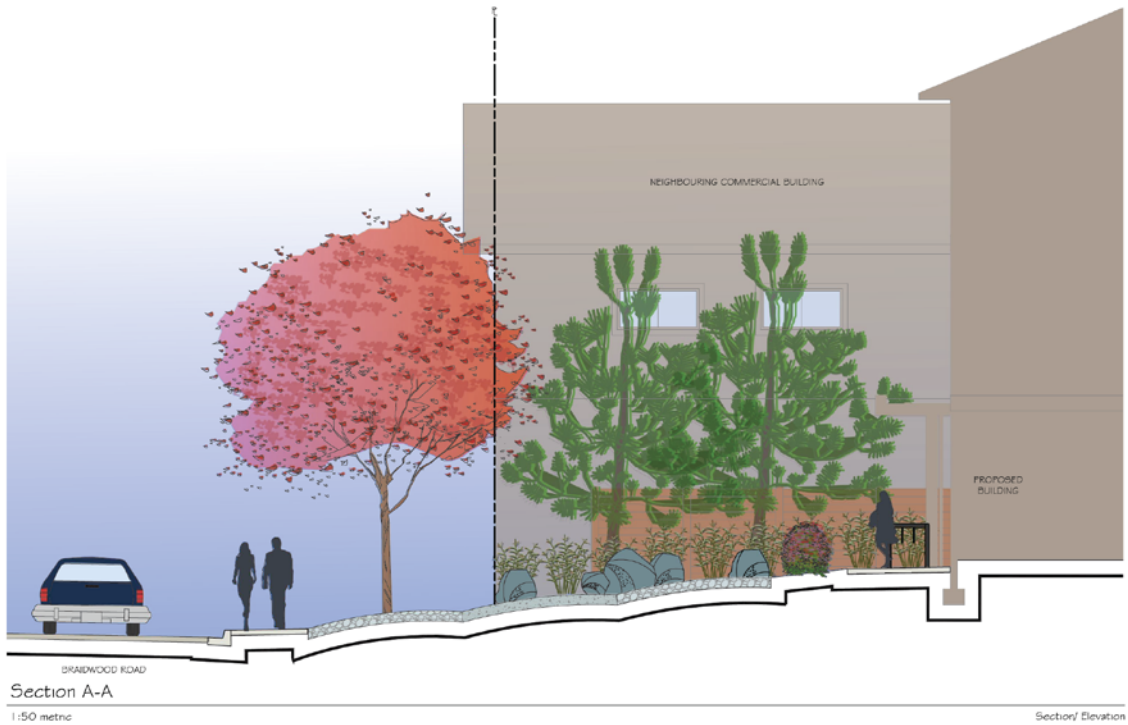
SYMBOL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
ACER RUBRUM 'RED SUNSET' RED SUNSET RED MAPLE	5cm CAL.	2M PLAN	2	STREET TREE
CORNUS STOLICA 'WHITE WONDER' WHITE WONDER DOGWOOD	4cm CAL.	5.0m O.C.	5	NATIVE QUANTITY
FIBUS CONTORTA VAR. CONTORTA SHRUB PINE	2.0m	2M PLAN	4	NATIVE SPECIES, 1/2M OF 1/2M QUANTITY

SYMBOL	SCIENTIFIC NAME	#/ POT	1.0m O.C.	17	NATIVE SPECIES
	GALTHERIA SPALTONI SHALU	#2 POT	1.0m O.C.	4	DRUGHT TOLERANT
	ILIX CRISTATA 'CONWAY' JANNEE HOLY	#2 POT	1.0m O.C.	25	NATIVE SPECIES
	MANISIA ACUTIFOLIA CREEPER GREEK	#1 POT	1.0m O.C.	20	NATIVE SPECIES
	POLYSPORA LEONIDA SPRING FERN	#1 POT	0.75m O.C.	81	NATIVE QUANTITY
	POTENTILLA FRUTICOSA SUN PA, WHITE, YELLOW & ORANGE	#2 POT	1.0m O.C.	17	NATIVE SPECIES
	ROSA VICTORIANA NOCTUA ROSE	1.5m	1.0m O.C.	52	DRUGHT TOLERANT
	TRILIA OCCIDENTALIS 'SWANSEY' AMERICAN ANEMONE	#2 POT	1.0m O.C.	52	DRUGHT TOLERANT
	VACCINIUM OXICOCUM ENGLISH HAZELBERRY	#2 POT	SET PLAN	3	NATIVE SPECIES

PLANTING NOTES

1. ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE BRITISH COLUMBIA NURSERY TRADE ASSOCIATION (BCNTA) / BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS (BCSLA) LANDSCAPE STANDARDS AND BELOW RECORDAL.
2. ALL TREES SHALL BE PLANTED WITH 300mm OF TOPSOIL OR AMENDED ORGANIC SOILS AROUND AND BELOW RECORDAL.
3. SOIL CEMENT: 450mm IN STRIPS AREAS
4. MULCH SHALL BE CONFORMANT PER SECTION 10 MULCHING OF THE BCNTA BCNTA DE LANDSCAPE STANDARDS. MULCH DEPTH SHALL BE 75mm MINIMUM OVER ALL TREE AND STRIP PLANTING AREAS.
5. PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH BCNTA BCNTA STANDARDS FOR NURSERY STOCK.
6. PLANT QUANTITIES ARE FOR INFORMATION ONLY. IN CASE OF ANY DISCREPANCY THE PLAN SHALL GOVERN.
7. ALL PLANT MATERIAL SHALL MATCH SPECIES AS INDICATED ON THE PLANTING LEGEND.
8. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL BY THE LANDSCAPE ARCHITECT.
9. CHECK FOR LOCATIONS OF WATER LINES AND OTHER UTILITIES BEFORE SERVICES BEGINS TO DIGGING TREE PITS. EXCAVATED TREE PITS SHALL HAVE FORMING BRANDED PLANT PITS WHICH FULLY FLOORED WITH WOOD SHALL BE OPEN WITHIN ONE HOUR OF THE FILLING.
10. NO PLANTS REQUIRING PRUNING OR MAJOR BRANCHING DUE TO DAMAGE, DAMAGE OF FLOOR FORM WILL BE ACCEPTED.
11. ALL CALIPER STOCK TREES SHALL BE 8 x 8 IN. WHITE BARKETS.

Attachment No. 2
8/8



Attachment No. 3
1/2

MEMO



810 BRAIDWOOD ROAD

Parking Variance Rationale

The Braidwood Project consists of 35 units comprised of 26 studios and 9 one-bedroom units, which provides affordable rental housing to low income single person households. The site is within walking distance of amenities, shopping and the downtown, all units are studios or one-bedrooms, and the property will house single persons of lower incomes. Few tenants are expected to own a vehicle. Surface parking for 14 vehicles is proposed on site, equivalent to 0.40 stalls per unit. On-street parking is also available on Braidwood Road.

Parking data was collected from rental housing properties for low-income singles in Courtenay and other Vancouver Island municipalities (see table below). Only one property reported more than 0.32 stalls in use per unit, with parking underutilized at properties providing 0.50 or more stalls per unit. This scan is consistent with the findings of a City of Victoria parking demand assessment¹ that calculated vehicle ownership rates for studio unit tenants across 23 affordable housing sites to be approximately 0.27 vehicles per unit. These rates are more consistent with City board use parking requirements of 1 space per 3 residents (0.33).

Municipality	Project & Address	Tenant Type	Total Units	Total Stalls	Stalls per Unit	Total Stalls in Use	Stalls in Use per Unit
Courtenay	The Washington Apartments, 1029 Ryan Rd	Singles	120	130	1.08	65*	0.54
Nanaimo	2104 Bowen Rd	Singles	20	20	1.00	5	0.25
Nanaimo	Boundary Crescent 1597 Boundary Crescent	Singles	41	4	0.10	4	0.10
Nanaimo	Uplands Walk 6025 Uplands Drive	Singles	30	10	0.30	10	0.30
Nanaimo	350 Prideaux St.	Singles	20	4	0.20	4	0.20
Nanaimo	153 Wallace St.	Singles	24	6	0.25	6	0.25
Sooke	Hope Centre 6750 West Coast Road	Singles	25	15	0.60	8	0.32
Victoria	Medewiwin Apartments 360 Gorge Rd. E	Singles	26	7	0.27	7	0.27
Victoria	Waterview 264 Gorge Rd. E	Singles	49	25	0.50	5	0.10

**general estimate by property manager and includes parking by staff, contractors and guests*

¹City of Victoria, "Review of Zoning Regulation Bylaw Off-Street Parking Requirements (Schedule C) Working Paper No. 3, Parking Demand Assessment," September 2016, available at http://www.victoria.ca/assets/Departments/Planning~Development/Community~Planning/Documents/Victoria_Schedule_C_Parking_Review_Working_Paper_no3_FINAL_Sept23-16.pdf

Attachment No. 3 2/2

Summary

The Braidwood Project is geared towards lower income single persons and is in walking distance of amenities, shopping and downtown. The demographic is expected to have a low vehicle ownership rate comparable to the requirements for a boarding use. The requirement of 1.5 parking spaces per unit exceeds the need due to the location, unit mix, and the occupant profile. The Owner and MDS is confident that 14 on-site parking spaces will meet the current and future needs of residents.

Attachment No. 4

PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name: [REDACTED] let
Address: 1031 16TH ST. Phone: [REDACTED]

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

Totally support the project & intent
to address how cost housing.
Supervision is essential & monitor
tenants to ensure an are accountable.
Community consultation sps created thru
the required 30 sq. meters.
Nice to see a project that isn't
profit but people driven.
We need community based policies which
is sorely lacking in Courtenay to
control the drug problems.
Try to keep open dialogue & listen to v community
concerns.
Need to highlight Prov's Gov't responsibility
for the problems - we pay rates to any in Adequacy
& bc housing lack of supervision elsewhere & how
this project will be effectively administered.

Please return your comments by March 30, 2017

Comment sheets can be submitted by one of the following methods:

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at Wachiay Friendship Centre, 1625 McPhee Ave.
3. Email your comment sheet to tevertse@makoladevelopment.com

PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name: [REDACTED]
 Address: [REDACTED] 850 BRAIDWOOD Phone: [REDACTED] 250 650 7001

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

TRAFFIC
 DRUG ABUSE
 RELAXED ON BYLAW CODE

Please return your comments by March 30, 2017
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 3. Email your comment sheet to tevertse@makoladevelopment.com

PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name: [REDACTED]
Address: [REDACTED] 150 Braidwood Phone: [REDACTED]

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

*My only concern is having
a caretaker on site at
all times. That is qualified
to handle any situation
that may arise*

Please return your comments by March 30, 2017
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PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name: [REDACTED] pm

Address: [REDACTED]

Braidwood Rd. Courtenay

Phone: [REDACTED]

BC V9N 3R9

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

Good idea for help low-to-moderate income households out, but this site isn't fit the requirement.

You are expected to have cars as the units are small, this is totally wrong! Low-to-moderate income people need cars more than others. They need cars for work and life. (Think about the weak public transportation). We know lots of employer ask their employee need have cars.

Furthermore, do you think the low income always no money to buy a car in their life? Before WWII, maybe is right, but not this time.

Overall, the proposed Development Site put low income people in a unfair position. This is discrimination for to the low income people.

They need have same treat as others. Please find a nice space to have 53 parking space for them.

Please return your comments by March 30, 2017

Comment sheets can be submitted by one of the following methods:

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3. Email your comment sheet to tevertse@makoladevelopment.com

PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name

Address:

Phone:

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

PLEASE GET THIS BUILT! PARKING CONCENS SHOULD NOT PUT
AN END TO THIS PROJECT!

Please return your comments by March 30, 2017

Comment sheets can be submitted by one of the following methods:

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3. Email your comment sheet to tevertse@makoladevelopment.com

PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name: [REDACTED] .ca
 Address: [REDACTED] 0 STIRLING PL. Phone: [REDACTED]

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City. Given the information you have received regarding this project do you have any comments or questions?

THANK YOU FOR THE PRESENTATION LAST NIGHT.
MY QUESTIONS WERE ANSWERED. I AM IN FULL
SUPPORT OF THIS PROJECT AS IT IS SO NEEDED
IN OUR COMMUNITY. THE RENTAL VACANCY RATE IS
0.5% AND THERE IS NO HOUSING AVAILABLE FOR
PEOPLE WITH LOW INCOMES OR ARE VULNERABLE. AND
THIS PROJECT HAS TAKEN SO LONG TO COME TO
FRUITION THE PROBLEM HAS WORSENERD. WHILE THERE
CAN ALWAYS BE ISSUES BUT I DO BELIEVE
WITH COMMUNITY SUPPORT AND THE COMMITMENT
OF AGENCIES IN THE COMMUNITY TO SUPPORT THE
TENANTS THIS PROJECT WILL BE SUCCESSFUL AND
WE WILL BE ABLE TO REDUCE HOMELESSNESS.
MORE IS NEEDED ACTUALLY!!

Please return your comments by March 30, 2017
 Comment sheets can be submitted by one of the following methods:
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 2. Drop your comment sheet off at Wachiay Friendship Centre, 1625 McPhee Ave.
 3. Email your comment sheet to tevertse@makoladevelopment.com

PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name: [Redacted]

Address: [Redacted] BRAIDWOOD RD. Phone: [Redacted]

COURTENAY

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

IT is a very large unit for a small property however as was pointed out at the Public Information Meeting, the biggest concern heard & felt is the unfortunately small number of parking spaces.

There is already a lot of street parking & any more will cause a serious problem.

The presenter tried to assure us there would not be a problem as people with little income do not own cars. In my experience that doesn't hold true & where would guests park?!

Please return your comments by March 30, 2017

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3. Email your comment sheet to tevertse@makoladevelopment.com

over →

I would like to see more affordable housing & am sorry the city could not have donated one of their many properties of a larger size to accommodate this.

A ~~liaison~~ liaison between the current residents of Braidwood & the proposed development as well as an ongoing one with the ~~of~~ Affordable Housing Development would help to mitigate these legitimate concerns.

PUBLIC INFORMATION MEETING

March 28, 2017

M'akola Development Services, 810 Braidwood Road

COMMENT SHEET

Name: [REDACTED]
 Address: [REDACTED] - 840 Braidwood Rd [REDACTED]
 Email: [REDACTED] 1702
 Phone: [REDACTED]

M'akola Development Services has applied to the City of Courtenay for a Development Permit with Variance for a new 35-unit affordable housing rental building. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

As much as I would like to see affordable housing for people I am concerned about the parking situation and also property values dropping in our area. I don't think it is fair for our properties to be devalued as we are people without a lot of extra-income ourselves. If this development causes more drug use, shopping carts etc on our street this is sure to happen. It will be the property owners in our neighborhood who are paying the price for affordable housing. I think a low income building should be in a location where it will not affect peoples livelihood. I am opposed to this proposal.

Please return your comments by March 30, 2017
 Comment sheets can be submitted by one of the following methods:
 1. Hand your comment sheet in tonight.
 2. Drop your comment sheet off at Wachiay Friendship Centre, 1625 McPhee Ave.
 3. Email your comment sheet to tevertse@makoladevelopment.com

Mr. Tatsuyuki Setta; We have recently attended an information meeting chaired by M'akola Development Services regarding the application for a Development Permit with Variance for the building and construction of a "low income" rental property at 810 Braidwood Rd., in the City of Courtenay. At the very least it raised serious concerns regarding the building of this unit and the capability of the group proposing this property. I will try to address each concern separately, however they all have a common issue. That being; why would the City Planning Department even consider such variance when all other buildings in this area have been made to comply with all planning rules, laws and codes? What can possibly be the rationale for allowing a Variance which is designed to increase density of the unit (as stated by Makola in the meeting) in an already crowded neighbourhood, that is full of "compliant" buildings?

1) Variance to reduce the Rear Setback distance from 10M to 5.5M. The only reason provided was to add more units, at a lower cost, instead of building higher and increase density. Why would neighbouring properties want this high density building, that will most probably be populated with individuals of a transient nature, any closer to their property than Development Permits currently allow, and that have been applied to all other properties?

2) Variance to reduce the Side Setback from 6M to 4.5M. Same argument and questions as above. There is no logical or beneficial reason to allow such Variance, with the sole purpose of increasing density.

3) Variance to reduce parking from 53 to 14 stalls. Again this is for one purpose only, in order to increase density and jam more rentable space into the proposed development. The argument being that the type of people that will rent will not necessarily have vehicles. This statement was offered as some type of assurance that additional vehicles will not be added to an already overcrowded curbside parking situation. As we all know, vehicles are extremely affordable, and probably are one of the first commodities obtained by individuals. Additionally, the nature of transient people, that may be attracted to this development, also raises the possibility of abandoned vehicles on Braidwood Road. This street can not support any additional vehicles, that will overflow from the lack of parking spaces available in the development, if this variance is approved.

4) Variance to reduce the Usable Open Space from 700sqm to 467sqm. Again with one purpose in mind, that being to increase density and lower the attractiveness of the development. Makola is requesting that the building footprint be increased without increasing the property size. Why would our City even consider such a significant change to the rules.

Additionally it was stated by Makola that the rents for these units would be maintained, at 10% under average rents for the neighbourhood. They then produced a list of rents in the neighbourhood and a corresponding list of their proposed rents. The issue that jumps out of this list is that the rents they show as average, for the neighbourhood, are nowhere close to the rents actually being charged. They have



missed the averages by at least \$200/month. That would make the "affordable rents" that they propose, significantly higher and quite possibly out of reach for the income group they are targeting. If you were to extrapolate this further, it might suggest that they will not be successful in attracting low income/at risk individuals to pay this rent, at which point the units might have to be opened to the general public. All of the sudden you have a building in a neighbourhood, housing the same people, that does not comply with Planning Rules.

Lastly Makola Developments Services stated that they are a "non profit" entity. However, when questioned, it was admitted that all of the executive, management and staff of Makola are "paid" individuals. I assume being paid from profits gained while renting the units they propose to build. If you disperse all your profits on salaries, then you are still a profit generating business. An example of a "non profit" organization would be The Rotary Club, where NO ONE is paid from profits generated by the Club. 100% of all monies earned go back into the charitable works of the Club. I don't believe Makola can or should be considered a "non profit" organization.

Additionally Makola stated in this meeting, that if the Variances were not approved, then the project would "die". This almost feels like either they have no contingency solution (if they are made to comply with City of Courtenay Planning Rules), or that they feel their Variances have been or are assured of being accepted. Either one of these situations is extremely worrying to a Tax Payer.

Before these Variances are approved, I trust the City of Courtenay will consider these points and ensure that any new development, in this or any area, is held to Planning Department Standards and Regulations. Also please consider the fact

Thank you for your time in reviewing this communication and I trust our concerns, as Tax Payers will be addressed.

 840 Braidwood Road 

Blamire, Susan

From: [REDACTED]
Sent: May-25-17 12:47 PM
To: PlanningAlias
Subject: 810 Braidwood Road

Dear Tatsuyuki Setta;

I am an owner / resident at 840 Braidwood and have invested my inheritance in my unit.

The proposed affordable housing development is welcome to my neighbourhood! I do not want to join the NIMBYs who have kicked the project from "pillar to post" around the city for years while the less affluent were living in the bush across the road from 840.

I hope that the necessary variances will be approved and that the project will go ahead.

Sincerely,

[REDACTED]

[REDACTED]
[REDACTED] Braidwood Road
Courtenay BC V9N 3R9
[REDACTED]

RECEIVED
MAY 23 2017
CITY OF COURTENAY

To: **City of Courtenay**
830 Cliffe Ave
Courtenay BC V9N 2J7

Attn: 810 Braidwood Road, File No: 3060-20-1702

We were happy to hear our city will build an apartment to help the low-income people in our community. But when we were told this small site will settle 35 units, we're shocked. Based on obey laws, protect human rights and keep health society reasons, this plan shall be reconsidered.

1. The city regulation shall be obeyed.

First of all, why we need laws and regulations? They keep our society runs well, protect each individual has nice environment to live... When a law or regulation is established, it considers many different ideas, follow other related laws and regulations, listen professors' advices, etc. It shall be obeyed with no excuse.

If some laws and regulations are not fit in current situations, we may call to change the laws and regulations. But if break laws and regulations for just one particular purpose, it shall be prohibited.

As everyone knows, this community's Zone Code is a basic live standard code but not a millionaire Zone Code. Average 1.5 parking space for one family. A few public spaces to have a chance to look sky. Even though, living in this community, we still very easy to identity which family is

cooking the Chinese food or Indian food, who is smoking the cigarette or marijuana.

Again, this is very basic live condition in the modern life. If any individual doesn't reach this minimum life standard, the city should create more opportunities to make it happen, but not "assume the low-income people don't have vehicle".

2. Settle low-income people in an unsuitable small space is discrimination.

In the Constitution Act, 1982, PART I, Canadian Charter of Rights and Freedoms, Equality Rights, 15.1, there is such description: "Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability."

In this community, even this is minimum life standard, each family can enjoy an average 1.5 parking space and share a piece blue sky. But the plan will pack 35 low-income to an average 0.4 parking space and much smaller public space cage! This is unfair.

A picture is worth a thousand words. Fig-1 shows the areas of 810 Braidwood Rd and 840 Braidwood Rd. According to the plan, 810 Braidwood has 35 units. By contrast, 840 Braidwood has 38 units. Please note again: 840 Braidwood is a basic Zone Code for minimum live standard. (In the Crown Isle area, the same size land of 840 Braidwood Rd only hold 4 families.)

If you were the person would be settled in the plan of 810 Braidwood, would you think the government was nice to provide your living place, or you would argue the government treated you were unequal?

3. Especially, for the low-income people, they really need vehicles to step in their future.

Please recall your life experiences, do you think have a vehicle can benefit your career, improve your life, increase your opportunity? I believe the answer is apparent.

For a person who has better income, he or she might ask taxi or other commercial transportations to instead the own vehicle. But for the low-income person, drives an own vehicle is the only cheapest way to improve his or her life.

If the low-income people don't have vehicle this moment, for their future, the plan shall consider having enough parking spaces for their future usage. Somebody mentioned the low-income people can take the public transportation. Good idea but I have three questions need to ask first: 1. Did you try the public transportation in our community? 2. Do you use the public transportation daily for work and life? 3. Do you believe you take the public transportation instead drive a vehicle will benefit your career, improve your life, increase your opportunity?

In 1934, Adolf Hitler ordered to produce a basic vehicle called "Volkswagen" and he wanted each German family had one car. In 2017, more than 80 years late, a building plan assume the 35 low-income units only need 14 parking spaces.

What a shame!

4. Limited parking space will set the settled low-income residents on fire in the community.

Lack parking spaces should cause the people to have to park on the street. Fig-2 is the Google Map shows the situation of 15 more cars park on the street. It shows the street is full of vehicles.

Other people don't know the plan only provide 14 parking spaces to 35 units. They will think "the low-income people don't follow the rule and park the vehicles everywhere."

They will argue the low-income people but the they don't know the plan doesn't obey the laws. Since then, the conflict will start between the plan settled low-income people and other residents.

Overall, help the low-income people are necessary but should find a fair plan to help them out. The plan can't only put the low-income people in an uncomfortable place but need consider their health, future and opportunity. The current plan shall be reconsidered.



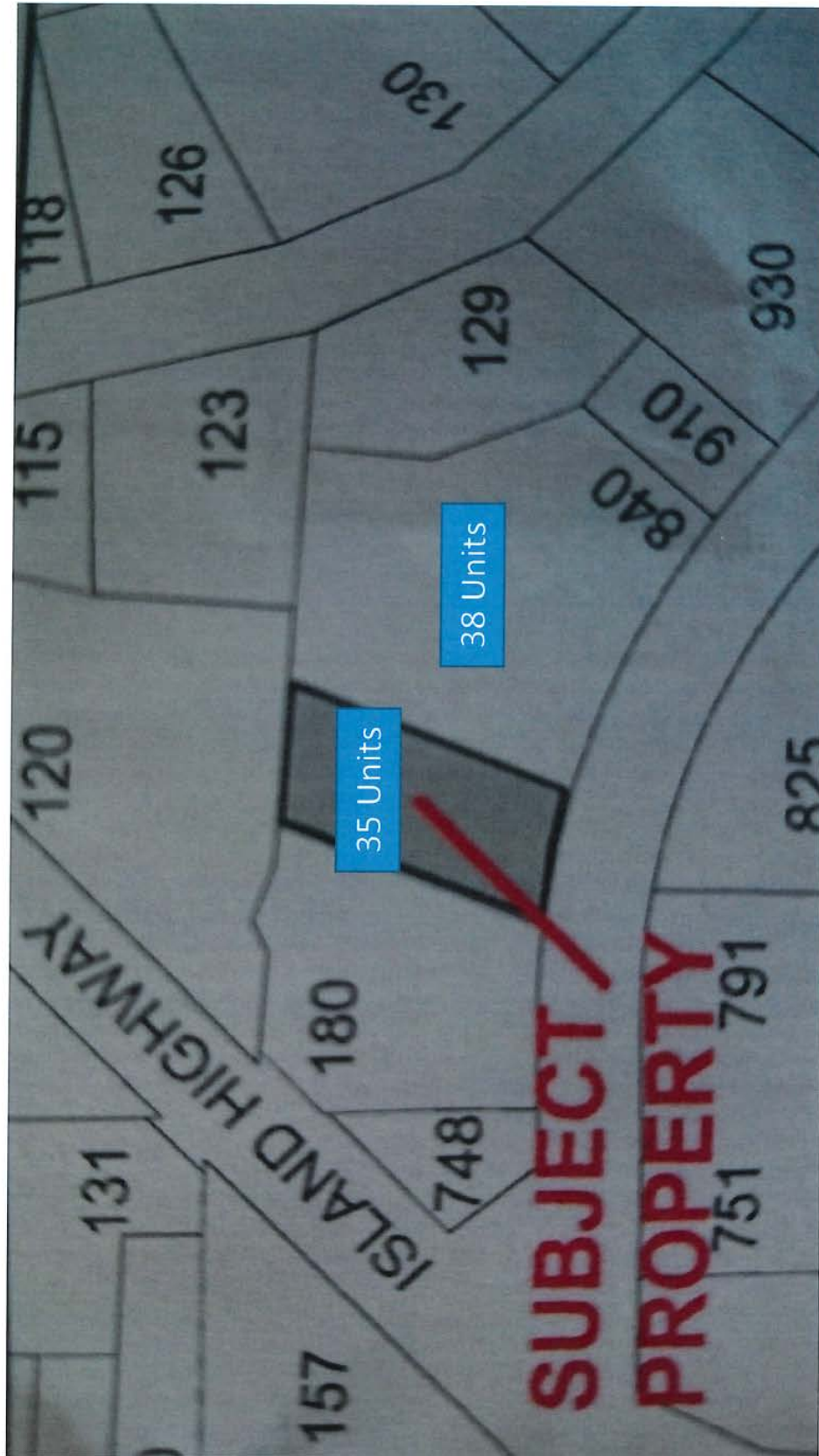


Fig-1



Fig-2

Attn: Mr. T Setta, Planning at Courtenay, Or anyone it may concern;

On April 7, 2017 my wife and I sent an email correspondence to yourself and copied to Mr. L Jangula regarding the above mentioned file and the developers request to bypass City of Courtenay Building standards and receive preferential treatment from the City with respect to the establishment of a multi-unit facility, on what appears to be a "single family dwelling" size lot. I have NOT received any indication that yourself or anyone in the Courtenay Council or Planning Department have received, read, acknowledged the concerns or for that matter have any intention of responding to A TAXPAYER CONCERN. I am resending the original e-mail, with a few minor corrections to spelling and diction. The intent and understanding of the letter remains the same.

Mr. Tatsuyuki Setta; We have recently attended an information meeting chaired by M'akola Development Services regarding the application for a Development Permit with Variance for the building and construction of a "low income" rental property at 810 Braidwood Rd., in the City of Courtenay. At the very least it raised serious concerns regarding the building of this unit and the capability of the group proposing this property. I will try to address each concern separately, however they all have a common issue. That being; why would the City Planning Department even consider such variance when all other buildings in this area have been made to comply with all planning rules, laws and codes? What can possibly be the rational for allowing a Variance which is designed to increase density of the unit (as stated by Makola in the meeting) in an already crowded neighbourhood, that is full of "compliant" buildings?

1) Variance to reduce the Rear Setback distance from 10M to 5.5M. The only reason provided was to add more units, at a lower cost, instead of building higher and increase density. Why would neighbouring properties want this high density building, that will most probably be populated with individuals of a transient nature, any closer to their property than Development Permits currently allow, and that have been applied to all other properties?

2) Variance to reduce the Side Setback from 6M to 4.5M. Same argument and questions as above. There is no logical or beneficial reason to allow such Variance, with the sole purpose of increasing density.

3) Variance to reduce parking from 53 to 14 stalls. Again this is for one purpose only, in order to increase density and jam more rentable space into the proposed development. The argument being that the type of people that will rent will not necessarily have vehicles. This statement was offered as some type of assurance that additional vehicles will not be added to an already overcrowded curbside parking situation. As we all know, vehicles are extremely affordable, and probably are one of the first commodities obtained by individuals. Additionally, the nature of transient people, that may be attracted to this development, also raises the possibility of abandoned vehicles on Braidwood Road. This street can not support any additional vehicles, that will overflow from the lack of parking spaces available in

the development, if this variance is approved.

4) Variance to reduce the Usable Open Space from 700sqm to 467sqm. Again with one purpose in mind, that being to increase density and lower the attractiveness of the development. Makola is requesting that the building footprint be increased without increasing the property size. Why would our City even consider such a significant change to the rules.

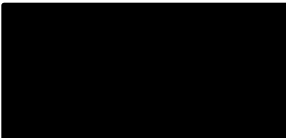

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Additionally Makola stated in this meeting, that if the Variances were not approved, then the project would "die". This almost feels like either they have no contingency solution (if they are made to comply with City of Courtenay Planning Rules), or that they feel their Variances have been or are assured of being accepted. Either one of these situations is extremely worrying to a Tax Payer.

Before these Variances are approved, I trust the City of Courtenay will consider these points and ensure that any new development, in this or any area, is held to Planning Department Standards and Regulations. Also please consider the fact that the proposed location appears to be a single lot, that at this moment contains a single family dwelling and does not appear suitable for a multi-unit building.

Thank you for your time in reviewing this communication and I trust our concerns, as Tax Payers will be addressed.

 840 Braidwood 

June 6, 2017

To: The Council of the City of Courtenay

Re: File No: 3060-20-1702 Development Permit with variances for 810 Braidwood Road

To Whom it may concern,

The number of parking stalls proposed for the property on Braidwood Road is an issue that if not resolved, will cause crowding and difficulty for the residences of a 38 unit building, the new 35 unit building and two houses.

With the new 810 Building and the existing 840 building, there will be 73 residences and two houses for a **TOTAL OF 75 RESIDENCES** - on the end of the street.

All of the excess parking and visitor parking would be lined up for quite a distance up the street and when a building is added to the empty lot in front of 840, it will make the situation even worse. 840 has cars parked in front of the empty lot and is usually full now.

Most families have at least one vehicle *and* have **guests** that will park **somewhere**. We do not understand the reasoning of even considering allowing someone to put in a building in with inadequate parking.

The other issue is that not having adequate parking **will create a problem for people with a disability**. People with disabilities park in the front so they can take the elevator instead of the stairs in the back.

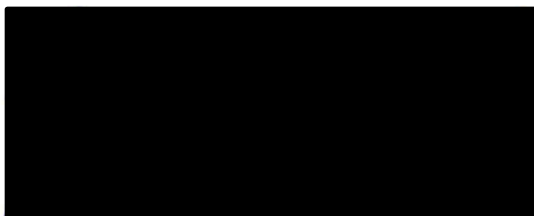
This is posted on The City of Courtenay Website

Public consultation and engagement will be a key part of the planning process. The City will be working with the immediate neighborhood, the community, as well as with interested local non-profit stakeholders to this project. *So, once again we are appealing to you to not create a parking situation.*

We do not understand why the City is even considering this. What reason is there for wanting to create the overcrowded parking situation? What about the staff parking? Many people with low incomes do have cars. Is the developer going to somehow add more parking later on once the problem becomes apparent? One has to only drive down the street here to see the problem this would create.



BRAID WOOD RD. COURTENAY, B.C.





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3060-20-1703

From: Chief Administrative Officer

Date: June 12, 2017

Subject: Development Permit with Variances No. 1703 - 3100 Cliffe Avenue

PURPOSE:

The purpose of this report is for Council to consider issuing a Development Permit for the form and character of multi residential development including minor variances to reduce the front, side and rear yard building setbacks to accommodate roof overhangs.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report "Development Permit with Variance No. 1703 – 3100 Cliffe Avenue", Council support approving OPTION 1 and proceed with issuing Development Permit with Variances No. 1703.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The applicants are proposing to construct a rental housing project on a 0.55 hectare lot located at the southeast corner of 31st Street and Cliffe Avenue. The subject property is currently vacant land and surrounding land use includes a mix of multi residential, commercial, light industrial and linear park space.

The proposed multi residential housing project consists of two buildings containing a total of 34 units, associated surface parking, and landscaped areas. Each of the units is two levels with the main living areas on the ground floor and bedrooms above. Apartments vary in size from about 86 m² (925 sq.ft) to 110 m² (1,184 sq. ft.). All of the apartments have access through an internal hallway as well as direct outdoor access through a private patio area. Vehicle access is restricted to 31st Street and pedestrian access has been provided from Cliffe Avenue and 31st Street to the main building entrances.



Figure 1. Subject Property Map. Project site shown in red outline.

DISCUSSION:

Official Community Plan Review

The subject property is designated Multi Residential in the Official Community Plan (OCP) and is subject to the Multi Residential Development Permit Guidelines for form and character. The intent of these guidelines is to improve the overall architectural design, site layout, and landscaping of multi residential projects and their relationship with adjacent areas.

As noted above, the proposed project includes two multi residential buildings. The buildings share a common architectural design and exterior finishes. Consistent with the development permit guidelines, the building design includes sloped roofs, covered entry ways, and all sides of the buildings appear to front onto the adjacent streets. Building articulation along the longer facades including gables, recessed entries and roof projections combined with the use of durable exterior materials in a variety of colours and textures helps to break up the volume of the building and to define individual dwelling units. Although the exterior finishes do not include significant amounts of traditional materials such as natural wood, stone, or brick, as encouraged in the development permit guidelines, the building design and exterior finishes present an attractive streetscape with a contemporary aesthetic appropriate to south Courtenay.

Landscaping elements also have a significant impact on the appearance and functionality of multi residential developments. The proposed landscape plan includes the retention of the street trees in the

boulevard along Cliffe Avenue and planting new street trees along the property line on 31st Street. In addition to street trees, landscaped buffers have been provided along both street frontages. The landscape buffers enhance the streetscape and also provide a transition between the public space along the roadway and the private patios for the dwellings. Typically a significant landscape buffer would also be required along the boundary with the Riverway. However, there is a significant vegetated slope between the proposed development and the Riverwalk which provides this function. Making use of the existing vegetation as a buffer rather than extensive planting on the development site makes it possible to provide a common outdoor recreation area for the use of future residents. Although the common outdoor area is adjacent to the Courtenay Riverway, a direct connection to the Riverway will not be provided due to the difference in grade. Future residents will have adequate access to the Riverway through internal walkways on the site which connect to the public sidewalk on 31st Street. Outside of the common recreation area, the proposed landscape plan includes retaining and increasing the natural vegetation buffer between the vehicle entrance and the side property line towards 31st Street and adjacent to Building 'T'. Towards the south property line, the slope of the property requires a retaining wall. The retaining wall will be a stepped natural rock wall and will be planted with a trailing shrub to soften the interface with the Riverway. Details of the retaining wall and landscape plan have been provided in **Attachment No. 3**.

Staff is satisfied that the project generally meets the intent of the multi residential guidelines with respect to building design, scale, exterior materials, and landscaping. If Council believes a guideline has not been adequately addressed, it would be appropriate for Council to provide the applicant clear direction on the design changes required to meet the guideline(s) in order to obtain approval.

Zoning Review

As part of the proposal, the applicant is applying for variances to the front, rear, and side yard building setbacks to accommodate roof overhangs at the main building entrances and for covered exterior entrances to the individual apartments. As indicated in the letter of rationale provided by the applicant (**Attachment No. 2**), the building entrance features and the roof overhangs above the exterior door for individual units enhance the appearance of the building and provide weather protection for future residents. The design of the main building entry features a large projected canopy with attractive timber supports with a small balcony above. The smaller projections add visual interest the long building façades and help define individual units.

While the Zoning Bylaw does allow some building features to extend into required building setbacks, the encroachment is limited to 0.6 m. The proposed canopies at the building entrances adjacent to Cliffe Avenue and 31st Street will extend approximately 1.9 m into the required building setbacks and the smaller projections above the individual unit entrances will extend approximately 1.0 m into the required building setbacks. Table 1 below summarizes the variance request and **Attachment No. 2** illustrates the proposed variances on the site plan.

Table 1. List of Requested Variances

<u>Regulation</u>	<u>Required</u>	<u>Proposed</u>
Front Yard Setback (31 st St)	6.0 m	4.1 m
Rear Yard Setback	6.0 m	5.0 m
Side Yard Setback (Cliffe Ave)	7.5 m	5.6 m for common building entrance and 6.5 m for individual unit entries
Side Yard Setback (Riverway)	4.5 m	3.5 m for common building entrance

The proposed development meets all other requirements of the R-4A zone including floor area ratio, building height, useable open space, landscaping and parking. While the building design could be modified to meet the building setback requirements, staff believes that the requested variances will result in a more attractive building design and enhanced liveability of the units which better reflects the development permit guidelines, and that the proposed variances will have minimal impact on surrounding properties.

FINANCIAL IMPLICATIONS:

Should Development Permit with Variances No. 1703 be approved, the applicant will be required to pay Development Cost Charges at the time of Building Permit Application. Development Cost Charges are collected by the City and the Comox Valley Regional District. For the proposed project, the City's portion of the DCCs is approximately \$131,700. The Regional District's portion is \$274,380. A Building Permit application fee will also be collected at a rate of \$7.50 for every \$1,000 of construction value.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent approximately 40 hours processing this application. If approved, there will be approximately one additional hour of staff time required to prepare the notice of permit, have it registered on title and close the file. Additional staff time will be required for processing the Building Permit application including inspections.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to this application.

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council's area of control and specifically align with the strategic priorities to support meeting the fundamental corporate and statutory obligations of the City and to support densification aligned with community input and the regional growth strategy.

The infographic consists of two main colored boxes at the top and a diagram below. The left box is orange and contains the text: "We focus on organizational and governance excellence" followed by a bullet point: "We support meeting the fundamental corporate and statutory obligations". The right box is blue and contains the text: "We support diversity in housing and reasoned land use planning" followed by a bullet point: "Support densification aligned with community input and regional growth strategy". Below these is a diagram of a triangle with three levels: "Area of Control" (top, circle), "Area of Influence" (middle, triangle), and "Area of Concern" (bottom, square). To the right of the diagram is a legend: "Area of Control" (circle icon) - "The policy, works and programming matters that fall within Council's jurisdictional authority to act."; "Area of Influence" (triangle icon) - "Matters that fall within shared or agreed jurisdiction between Council and another government or party."; "Area of Concern" (square icon) - "Matters of interest outside Council's jurisdictional authority to act."

OFFICIAL COMMUNITY PLAN REFERENCE:

Residential Policy:

4.4.2 (8) Ensure all new development includes the provision of amenities including buffer areas along

major roads, neighbourhood parks, sidewalks and trails, and public facilities.

- 4.4.3 (1) balance land uses to create a vibrant and diverse neighbourhood and community;
- (2) create neighbourhoods that will offer a variety of transportation choices;

Density:

(5) The City supports the designation of multi residential housing in a variety of locations to avoid large concentrations of the same type of housing in one area and to help provide more diversity within neighbourhoods. In this regard,

(a) Multi residential limited in size and scale outside of downtown

(b) the multi residential description is subject to the following criteria:

- should include sufficient amenity space for the recreational needs of the development
- have access to schools, parks, walkways, transit and complementary commercial/ service uses
- provide adequate buffer areas from major roads and adjacent land uses

Parks Policy:

4.6.5 (6) Native vegetation should be preserved, protected and retained within the greenway areas and replaced where feasible.

Climate Change

Objective 1, Policy (5) Promote walking as an important transportation mode.

Objective 2, Policy (3) To encourage incremental infill development in core and suburban settlement areas, the City will:

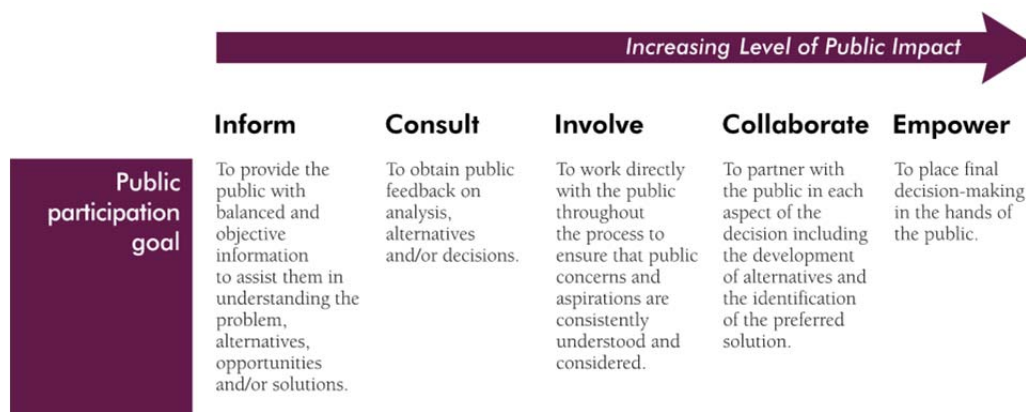
- a. Encourage compact developments within 400 m of service corridors;

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the following Regional Growth Strategy policies: locating housing close to existing services, directing new residential development to Core Settlement Areas; directing higher density developments to Municipal Areas and increasing housing opportunities within existing residential areas in Core Settlement Areas by encouraging multi-family infill developments.

CITIZEN/PUBLIC ENGAGEMENT:

The level of public input staff is undertaking is to **consult** based on the IAP2 Spectrum of Public Participation: http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



The requirement for the applicant to hold a public information meeting prior to the application proceeding to Council was waived by the Director of Development Services under *Section 8.4* of the City's *Development Procedures Bylaw No. 2790, 2014* as the variances are minor in nature and will have minimal impact on adjacent properties.

Although the applicant did not hold a public information meeting, the City has directly notified property owners and occupants within 30 m of the property regarding the proposed variance in accordance with the *Local Government Act*. To-date, staff has not received any correspondence.

OPTIONS:

OPTION 1: That based on the June 12, 2017 staff report "Development Permit with Variance No. 1703 – 3100 Cliffe Avenue" Council proceed with issuing Development Permit with Variances No. 1703 (Recommended).

OPTION 2: Postpone consideration of Development Permit with Variances No. 1703 with a request for more information.

OPTION 3: Not proceed with Development Permit with Variances No. 1703.

Prepared by:



Erin Ferguson, MCP
Land Use Planner

Approved by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Applicant's Written Project Description*
2. *Rationale for Variance Request and Site Plan Showing Requested Variances*
3. *Draft Development Permit with Variances No. 1703 Including Building Plans, Elevations & Landscaping Plans*

Attachment 1
 Applicant's Project
 Description

DESIGN RATIONALE 3100 CLIFFE AVENUE, COURTENAY, BC

SITE:

The proposed property is located at 3100 Cliffe Avenue at the intersection of 31st Street, Courtenay, BC. The area is 5455.20m² = 58,720SF. It is facing the neighbouring property at the south, currently used as an outparis business. At the

North is 31st Street, and Cliffe Avenue is located to the West, and Comox railway right-of-way is to the East. The property is almost flat, with a slight slope from West to east, and an average elevation is about 6.00m above the sea level.

PROPOSAL:

The proposed design is for a 34-unit rental apartment building, with a total of 3,353m² = 0.62FAR. The site coverage is 1720m² = 32%. This is a family oriented rental project, suitable for young families, families with children, and retirees. Units are designed in two levels to promote physical active life, and each unit comes with its own private front yard, for outdoor living.

Ample open and landscaped space is provided for leisurely walks and neighbourly interactions. The living areas are located at the first level, and the bedrooms are at the upper level. All units are accessed from the central corridor at the lower level, and the units facing the inner courtyard, are connected to the parking by a gate through their front yards.

ARCHITECTURE:

The design of this site is sensitive to its environment, using all natural grades and existing infrastructure, with minimal interference to the surroundings. The design of the building reflects the heritage of the City of Courtenay, and is in harmony with the neighbouring buildings. Both buildings are fronting the streets with the entrances directly connected to the streets. The same equal design value is given to all sides

of the buildings, with the same details and fenestrations. The exterior design of the buildings are very friendly, happy and colourful, exuding a calm and inviting feeling. Although the design is familiar and traditional, all modern comforts are provided. Furthermore, modern colour schemes and materials are employed to both enhance the appearance, and satisfy all rainscreen requirements, while

Zoning is R-4A (Multi-Residential Dwellings). Allowable FAR (Floor Area Ratio) is 1.33 = 7,255m², and allowable site coverage is 50% = 2,727m².

An average of 21.50m² = 230SF of private open space is dedicated for each unit, and the total average private and common green area is 53.5m², equal to 578SF per unit.

keeping in harmony with th local architecture. Large facades of the building are broken into smaller gables, with attention given to details and the individuality of the units. Main entrances and exits of the building are ornamented with large overhangs, while individual unit entrances are emphasized with their own canopies, providing shades and weather protection.

3100 CLIFFE AVENUE

3100 CLIFFE AVENUE, COURTENAY, BC

Client
 CLIFFE AVE
 APARTMENTS LTD.
 1600 W. 10TH
 VANCOUVER, BC

NO.	DATE	DESCRIPTION
1	2017.11.14	ISSUED FOR CP
2		REVISED

Revision Schedule

DESIGN RATIONALE



Project Architect
 M & M ARCHITECTS INC.
 1100 W. 10TH AVENUE
 VANCOUVER, BC V6E 2P7

Project No: 16-47
 Date Issued:

SUSTAINABILITY:

FOR THIS PROJECT, WE HAVE EMPLOYED THE PRINCIPLES AND THE METHODS OF GREEN BUILDING AS MUCH AS POSSIBLE AND FEASIBLE, INCLUDING LOW VOLUME FIXTURES WITHIN UNITS, LOW VOLUME/HIGH EFFICIENCY DRIP SYSTEM FOR IRRIGATION, AND THE MOST EFFICIENT MECHANICAL, PLUMBING, AND ELECTRICAL SYSTEMS, ALONG WITH THESE FOLLOWING GREEN INITIATIVES AND FEATURES:

- o LANDSCAPE & TREES – WE ENDEAVOUR TO KEEP ALL LARGE TREES AROUND THE PROPERTY IN A PARTNERSHIP WITH CITY, LANDSCAPE & ENGINEERING.
- o BUILDING ENERGY USE – INCREASED PERFORMANCE OF THE ENVELOPE AND REDUCTION OF THE SYSTEMS ENERGY RELYING ON GAS AND ELECTRICITY.
- o BUILDING MATERIALS – USING MORE RECYCLED CONTENT REDUCES GREENHOUSE GASES IN PRODUCTION AND ENERGY USES.
- o WASTE MANAGEMENT – CONSTRUCTION AND POST-CONSTRUCTION RECYCLING MANAGEMENT WILL BE PLANNED IN DIVERTING LANDFILL.
- o LIGHT POLLUTION – BY CAREFULLY PLACING EXTERIOR LIGHTS AND SHADING INTERIOR LIGHT SOURCES, WE PLAN TO DIVERT LIGHT FROM DISTURBING NEIGHBOURING PROPERTIES.
- o LIGHT AND AIR – ALL UNITS BENEFIT FROM PRIVATE OUTDOOR SPACES AND ACCESS TO DAYLIGHT.
- o INDOOR ENVIRONMENT – LOW EMITTING PRODUCTS USED IN INTERIORS, ALONG WITH EFFICIENT LED LIGHTING AND EFFICIENT PLUMBING FIXTURE

ENVIRONMENT & LANDSCAPE:

THE PROJECT LANDSCAPING HAS BEEN DESIGNED INCORPORATING THE FOLLOWING ELEMENTS THAT SUPPORT CITY OF COURTENAY'S "SUSTAINABLE CITY FRAMEWORK":

- o MAXIMIZING THE AREA OF SOFT LANDSCAPING TO REDUCE THE HEAT ISLAND EFFECT AND CREATE SURROUNDINGS THAT SUPPORT THE HEALTH OF THE BUILDING'S OCCUPANTS AND THE NEIGHBOURHOOD.

- o UTILIZATION OF A HIGH PERCENTAGE OF NATIVE PLANT MATERIALS TO PROVIDE PLANTING THAT REFLECTS THE LOCAL NATURAL ENVIRONMENT, ENCOURAGE THE LOCAL SOURCING OF NURSERY PLANTS, REDUCE IRRIGATION DEMAND AND CREATE HABITAT THAT SUPPORTS AN APPROPRIATE URBAN ECOLOGY.
- o INCLUSION OF HIGH-EFFICIENCY, LOW-VOLUME IRRIGATION SYSTEM USING DRIP-LINES, SOIL-MOISTURE SENSING AND EFFICIENT SPRAY HEADS TO SERVE PREDOMINANTLY NATIVE PLANTING.

ECONOMIC SUSTAINABILITY:

THE VACANCY RATE FOR AFFORDABLE HOUSING IS AS LOW AS EVER, AND THIS IS THE PRINCIPAL REASON FOR POLITICIANS, PLANNERS AND DECISION MAKERS TO ENCOURAGE PRODUCTION OF LONGTERM SECURED MARKET RENTAL HOUSING, TO ALLOW PEOPLE TO HAVE THE CHOICE AND THE MEANS TO LIVE CENTRALLY, AND THEN THEY BOTH CONTRIBUTE TO AND BENEFIT FROM THE LOCAL ECONOMY. VACANCY RATES IS THE PRIMARY DRIVE TO ENCOURAGE LONG TERM SECURED MARKET RENTAL HOUSING, AND PROMOTE RESIDENTS HAVING THE CHOICE AND THE MEANS TO LIVE CENTRALLY AND CONTRIBUTE AND BENEFIT THE LOCAL COMMUNITY AS A WHOLE. NEW, SAFE, HEALTHY HOMES WITHIN TRANSPORTATION AND COMMERCIAL HUBS, SAVE RESIDENTS UP TO 45% MORE WHEN ALL THE COSTS ARE COMBINED IN THE LONG RUN, COMPARED TO IF THEY ARE FORCED TO COMMUTING OUT OF THE AREA TO FIND SOMEWHERE THAT IS BOTH NICE AND AFFORDABLE TO LIVE. THE CURRENT STOCK OF RESIDENTIAL RENTAL UNITS, WHICH ARE MOSTLY CONSTRUCTED SPEEDILY AND CHEAPLY IN THE POST-WAR ERA, COULD NOT FILL THE DEMAND OF THE EVER GROWING POPULATION IN BRITISH COLUMBIA. THIS HAS LED TO A DEPENDANCY ON PRIVATE TRANSPORTATION AND PEOPLE SEEKING ACCOMMODATIONS FURTHER AWAY FROM THE COMMUNITIES AND THE ECONOMIC CORE OF THE CITY.

3100 CLIFFE AVENUE

3100 CLIFFE AVENUE, COURTENAY, BC

CHRYSTIE
 CLIFFE AVE
 APARTMENTS LTD.
 1045 1/2 STREET
 VANCOUVER, BC
 V6H 1P9

Project Name	3100 Cliffe Ave
Client	Chrystie Cliffe Ave Apartments Ltd.
Architect	DMJM Architects Inc.
City	Vancouver
Project No.	1703
Issue Date	2017-06-12



DMJM ARCHITECTS INC.
 1045 1/2 STREET
 VANCOUVER, BC V6H 1P9



D:\COURTEN\17-06\1703-CP\COURTEN\17-06-CLIFFE AVENUE

SOCIAL SUSTAINABILITY:

THE CANADA MORTGAGE AND HOUSING CORP, ALONG WITH OTHER HOUSING AGENCIES, RECOMMEND THAT PEOPLE NOT SPEND MORE THAN 30% OF THEIR PRE-TAX INCOME ON HOUSING, IN ORDER TO NOT FOREGO OTHER LIFE NECESSITIES, SUCH AS FOOD, ENTERTAINMENT, AND TRAVELING, NOT TO MENTION PROPER HEALTHCARE AND SOCIAL LIVES. THESE THINGS ARE OFTEN CUT BACK, NEVER MIND PEOPLE HAVING SAVINGS. PEOPLE CAN'T MANAGE TO SAVE FOR THEMSELVES, FOR THEIR CHILDREN, OR FOR THEIR RETIREMENT. 43% OF HOUSEHOLDS ARE PAYING MORE THAN 30% OF THEIR MONTHLY INCOME TO COVER THE LEASE AND GAS AND ELECTRICITY, ESPECIALLY PEOPLE UNDER THE AGE OF 30 OR OVER THE AGE OF 65, SINGLE PARENTS, PEOPLE WITH DISABILITIES AND IMMIGRANTS. FORTUNATELY, IN THE LAST TWO DECADES, MORE THAN AVERAGE INCOMES ARE REPORTED. HOWEVER, THE BOTTOM 50% OF LOW INCOME POPULATION IS STILL STRUGGLING WITH THE HOUSING MATTERS. THE NON PROFIT HOUSING ASSOCIATION PREDICTS A MUCH DARKER FUTURE FOR THE RENTAL HOUSING IF NOTHING IS DONE. LOCAL, PROVINCIAL, AND FEDERAL GOVERNMENTS HAVE NEGLECTED THE MATTER OF HOUSING FOR THE LAST 30 YEARS. THE STOCK OF RENTAL BUILDINGS IS OLD AND/OR THE MAJORITY OF THE COLLECTION OF RENTAL UNITS ARE POORLY MANAGED. THE NUMBER OF NEW RENTAL CONSTRUCTION IS VERY MINIMAL, AND EACH YEAR OVER 15,000 NEW PEOPLE ARE ARRIVING FROM A BROAD AND OR FROM OTHER PARTS OF THE COUNTRY, AND YET, WE HAVE TO HOUSE THEM IN THE SAME OVERCROWDED OLD BUILDINGS. THE DEMAND FOR CLEAN SAFE NEWER AFFORDABLE RENTAL HOUSING IS HUGE IN COURTENAY, BUT THE SUPPLY IS STRUGGLING TO KEEP UP. THE DEVELOPER FOR THIS PROJECT IS PLEASED TO BE ONE OF THE FEW PIONEERS TO BUILD NEW, COMFORTABLE, ACCESSIBLE RENTAL BUILDINGS WITH AMPLE AMENITIES THAT ARE EXPECTED FROM A MODERN BUILDING. THEY ARE ALSO PLEASED TO BE A PART OF THE SOLUTION TO THE OLD PROBLEMS.

CRIME PREVENTION THROUGH DESIGN:

ALL UNITS HAVE A DIRECT EXPOSURE TO THE OUTSIDE, AND 25% OF THE UNITS HAVE DOUBLE EXPOSURE ON TWO DIRECTIONS. THESE DIRECT EXPOSURES TO ALL FOUR SIDES OF THE BUILDING PROVIDE GOOD LOCAL AND NEIGHBOURHOOD SURVEILLANCE FOR THIS PROJECT AND FOR THE SURROUNDING BUILDINGS, AND THE PUBLIC STREETS AND LANES.

ACTIVE LIVING:

THE FOLLOWING ARE THE MEASURES TO ENCOURAGE ACTIVE, HEALTHY LIFESTYLES AND PROVIDE OPPORTUNITIES FOR BETTER AND MORE SOCIAL CONNECTIONS AND INTERACTIONS THROUGH PLANNING AND DESIGN PRINCIPLES.

- o BY LOCATING THE **PRIMARY STAIRS** IN THE CENTER OF THE BUILDING, IN THE ENTRANCE LOBBY, AND OPPOSITE TO THE ELEVATOR, WITH OPEN GLAZED WALLS, USERS ARE ENCOURAGED TO CHOOSE WALKING UP THE STAIRS AND BECOMING MORE PHYSICALLY ACTIVE.
- o **OUTDOOR CIRCULATION:** SINCE THESE ARE SMALL BUILDINGS WITH VERY LIMITED UNITS, THE INDOOR AMENITY SPACE IS NOT FEASIBLE FOR THIS PROJECT, BUT BY PROVIDING AMPLE OUTDOOR AMENITY SPACES, BOTH IN FRONT AND TO THE REAR OF THE BUILDING, THE OUTDOOR MEETINGS AND INTERACTIONS ARE ENCOURAGED THROUGH THE PLANNING OF THIS PROJECT.
- o FOR **OUTDOOR RECREATION**, WE HAVE DESIGNED BOTH PRIVATE AND COMMON OUTDOOR SPACES THROUGHOUT THE PROJECT. PRIVATE OUTDOOR SPACES ARE SIMPLE LARGE PATIOS AT THE GROUND LEVELS, COMMON OUTDOOR AMENITY AREAS STARTS RIGHT AT THE ENTRANCE TO THE BUILDING, STARTING FROM THE EDGE OF THE STREET BOULEVARD TO THE EDGE OF THE BUILDING.

3100 CLIFFE AVENUE

3100 CLIFFE AVENUE, COURTENAY, BC

Client
CLIFFE AVE APARTMENTS LTD.
 NORTH VANCOUVER, BC

Project Number	1703
Project Name	3100 Cliffe Avenue
Project Address	3100 Cliffe Avenue, Courtenay, BC
Project Date	2017-06-13
Project Status	Proposed



SOCIAL SUSTAINABILITY



Attachment 2
Rationale for Variance

May 11, 2017

CITY OF COURTENAY
PLANNING DEPARTMENT
830 Cliffe Avenue
Courtenay, BC V9N 2J7

RECEIVED
MAY 16 2017
CITY OF COURTENAY

Attention: Erin Ferguson, Land Use Planner

RE: 3100 CLIFFE AVENUE, COURTENAY, BC

RATIONALE FOR REQUEST OF MINOR VARIANCE RE: OVERHANGS BEYOND SETBACKS

Dear Erin,

We appreciate the staff's support for this variance regarding overhangs beyond setbacks.

This project consists of two relatively large buildings. The architectural design of the building is a modernism approach towards traditional west coast style.

On the exterior of the building, we have used a colourful scheme of a happy and vibrant range of contrasting warm and cold colours. For the building cladding, we have introduced fibre cement paneling, that provides a perfect rainscreen protection. These colours and materials are not normally used in traditional buildings. The design is simple, yet articulated to provide light and shades in different hours of the day and seasons. We have also used some familiar elements, such as pitched roofs, gables, knee brackets, and ventilation louvers.

To visually break up the bulk of having a large building, along with the need to confront the weather elements, dictates the use of projections at the main entrances and unit entry doors to provide shades, and protection from rain, snow and wind, for whomever awaits at the door to be let in, or for the resident searching for his keys in his pocket to open or lock the door, or simply to sit on the porch watching passers-by, breathing fresh air and/or mingling with the neighbours.

Even though the property is occupying a large area, there are setback on all sides of the property, along with inflexible, rigid zoning requirements on the number of oversized parking stalls and drive aisles, and the required open spaces, which practically forces us to push the buildable areas right to the edges of the setbacks. In practice, it leaves no room, or very limited space, for maneuvering and positioning the buildings. Therefore,

RAFI ARCHITECTS INC.



SUITE ONE
1600 HOWE ST
VANCOUVER BC
V6Z 2L9 CANADA

TEL
604.688.3655
FAX
604.688.3522
EMAIL
rai@rafiarchitects.com
WWW
rafiarchitects.com

any architectural features and overhangs will project beyond setback lines. The zoning has limited these projections to a maximum of 600mm. In practice, this would not provide any usable or meaningful use, and wouldn't even provide sufficient rainwater protection for the buildings higher than one storey.

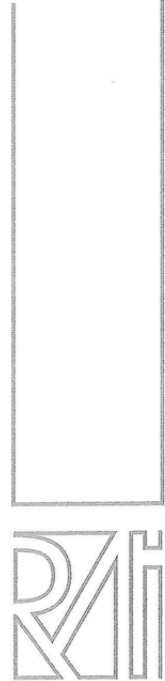
We believe the overhangs are essential for this project, and we have frugally limited these weather protection overhangs to 1m for individual unit entry doors, and to 1.8m for main entrance doors beyond the setbacks.

This rationale is provided to explain and support our request for a minor variance to the Zoning requirement for the overhangs beyond the building setbacks.

Thank you for your consideration and best regards,



Hassan Moayeri, M.Arch M.A.Eng
Architect AIBC MRAIC AIA RANY



Attachment 2
Site Plan Showing
Variances



Note: Proposed Variances Shown in Yellow

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. DPwV 1703

DRAFT

DEVELOPMENT PERMIT

June 13, 2017

To issue a Development Permit

To: Name: Cliffe Avenue Apartment Inc (INC NO BC1080674)
Address: 163 East 4th Street
North Vancouver, BC
V7L 1H7

Property to which permit refers:

Legal: Lot A, Section 67, Comox District, EPP68965
Civic: 3100 Cliffe Avenue

Conditions of Permit:

Permit issued to allow for the development of 34 unit multi residential development with the following variance to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

8.4.15 Setbacks

Notwithstanding the setback requirements above, the following minimum building setbacks shall apply on Lots 8, 9 & 10, Block 1, Section 67, Comox District, Plan 9900:

- (1) Reduce the required front yard from 6.0 m to 4.1 to accommodate a covered main building entrance with a small second storey balcony above;
- (2) Reduce the required rear yard setback from 6.0 m to 5.0 m to accommodate a covered entry for individual dwelling units;
- (3) Reduce the required exterior side yard setback adjacent to Cliffe Avenue from 7.5 m to 5.6 m to accommodate a covered main building entrance with a small second storey balcony above and from 7.5 m to 6.5 m to accommodate a covered entry for individual dwelling units;
- (4) Reduce the side yard adjacent to Comox Logging Right of Way from 4.5 m to 3.5 m to accommodate a covered main building entrance with a small second storey balcony above.

Development Permit with Variance No. 1703 is subject to the following conditions:

- a) Development must be in accordance with the plans and elevations contained in Schedule No.1
- b) Installation of landscaping in general conformance with the plans and specifications contained in **Schedule No. 2**;
- c) Minimum depth of topsoil or amended organic soil on all landscaped areas as follows:
shrubs – 450 mm, groundcover and grass – 300 mm, trees 300 mm around and below the root ball;

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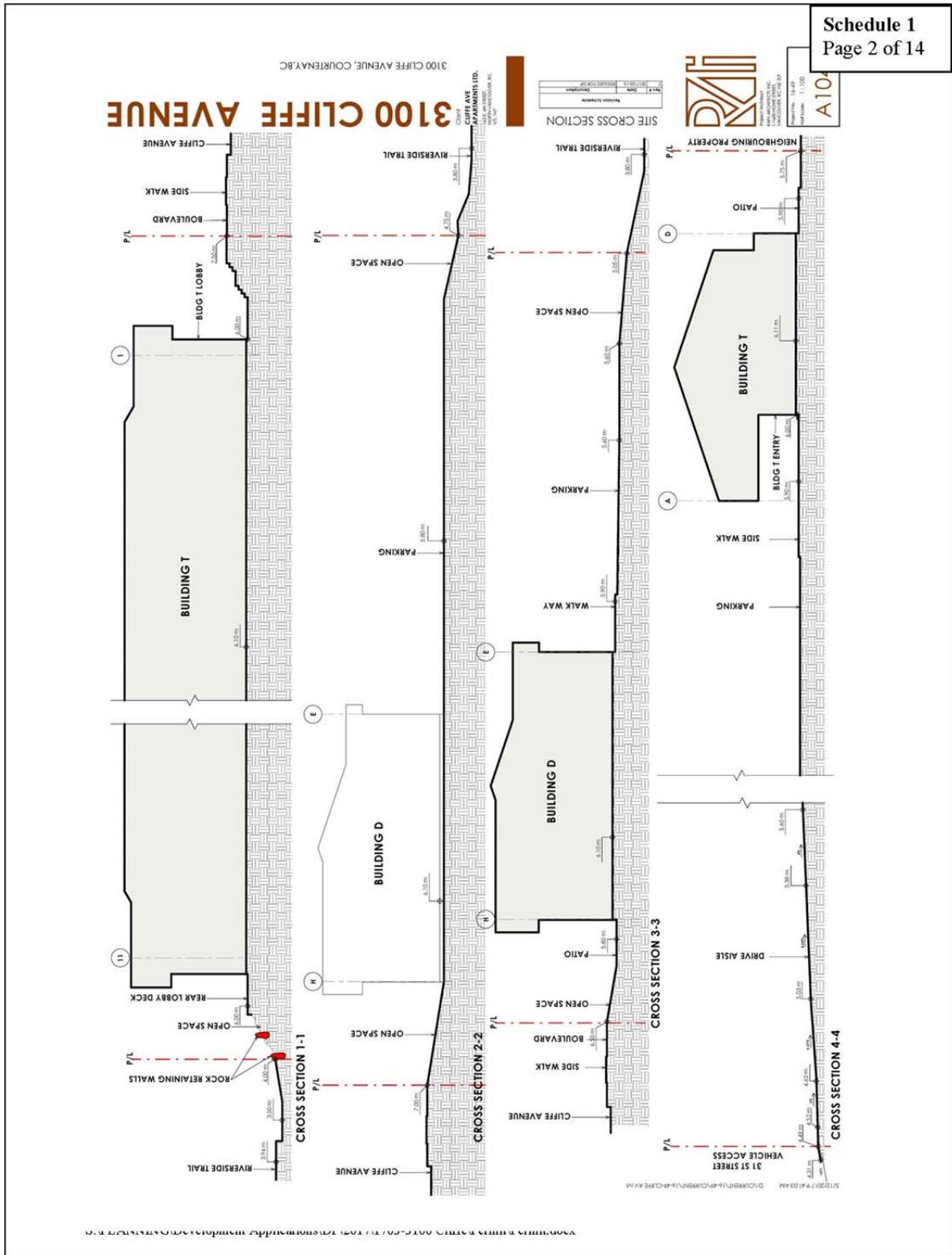
- d) Submission of landscape security in the amount of $(125\% \times \$184,680)$ \$230,850;
- e) BC Society of Landscape Architects Schedules L-1 and L-2 must be submitted prior to issuance of a building permit;
- f) Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- g) All building, and site lighting must be full cut off, flat lens in accordance with the City's Dark Skies Policy. All proposed lighting must be approved by the City prior to installation;
- h) Parking areas must be developed in accordance with Zoning Bylaw No. 2500, 2007, Division 7, Off-Street Parking and Loading Spaces. Visitor parking spaces must be clearly marked;
- i) A sign permit shall be obtained prior to installation of a development identification sign.

Time Schedule of Development and Lapse of Permit

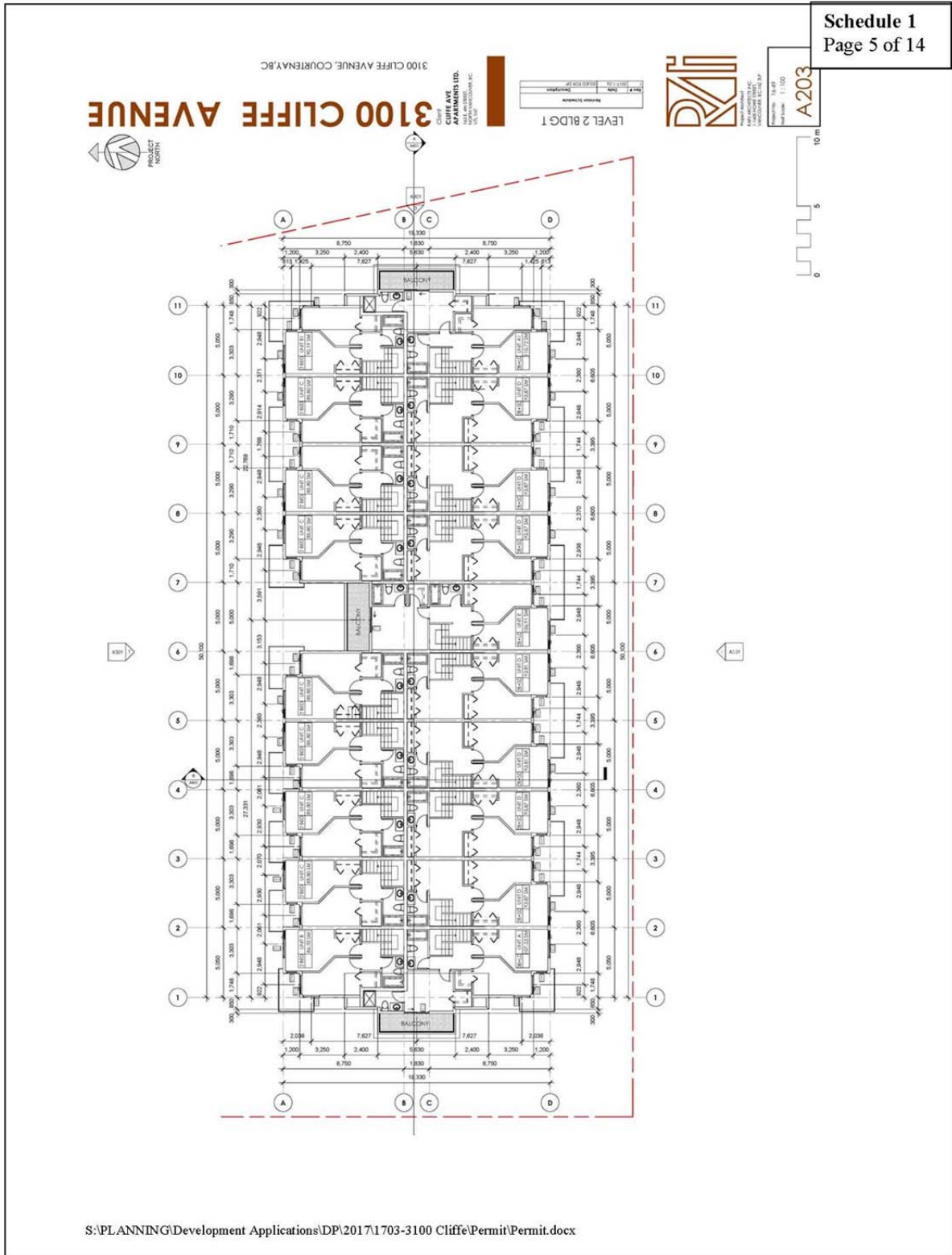
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

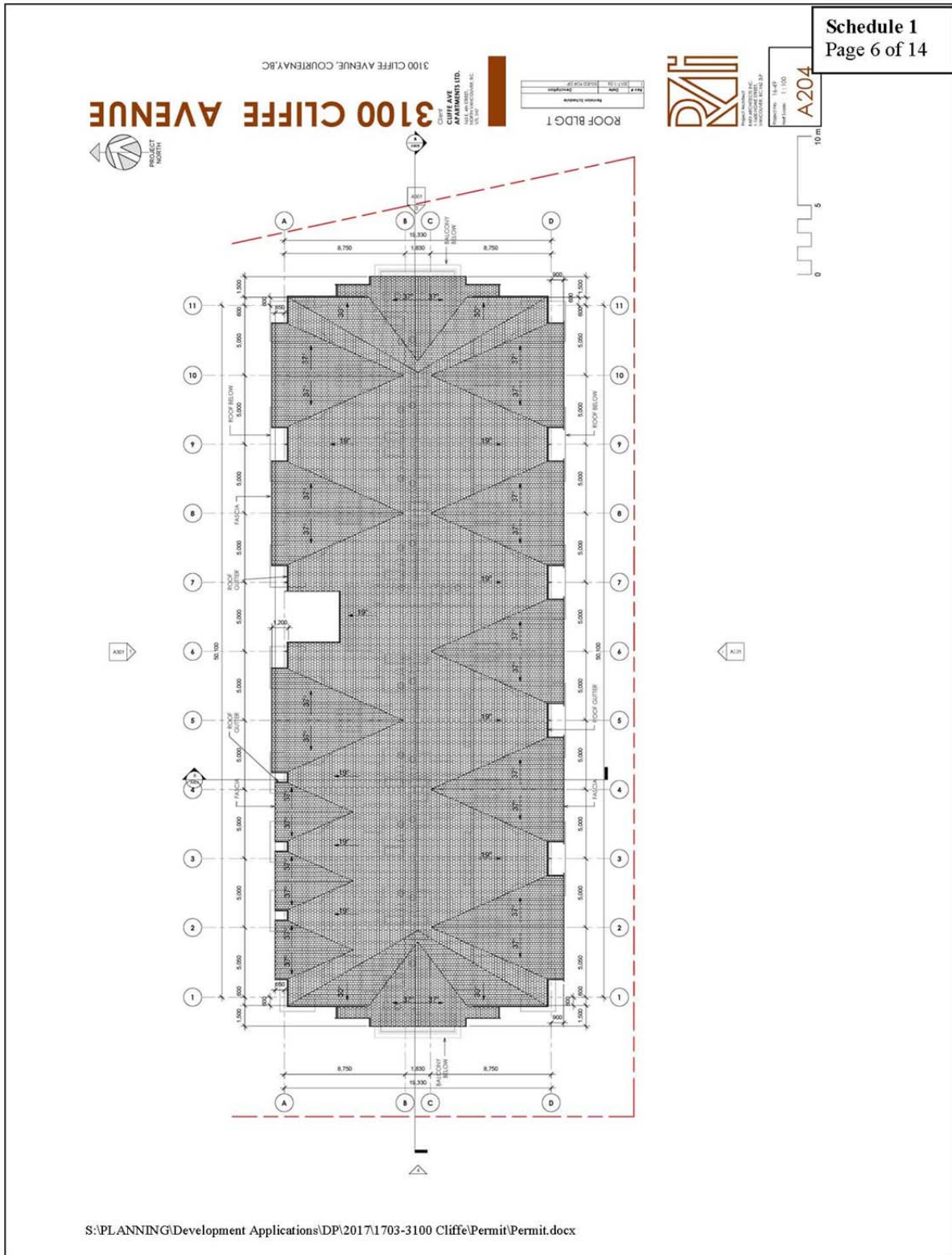
Date

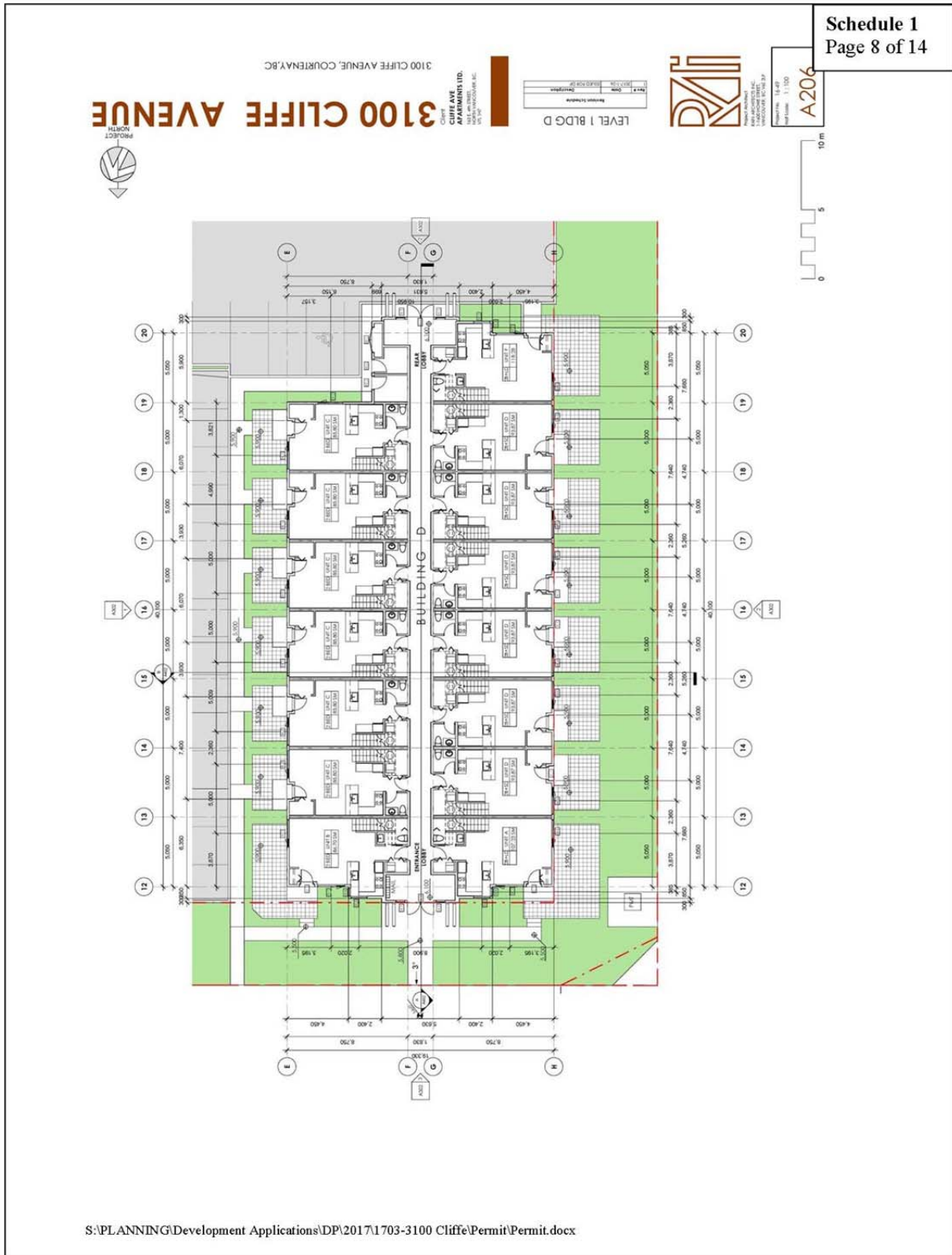
Director of Legislative Services

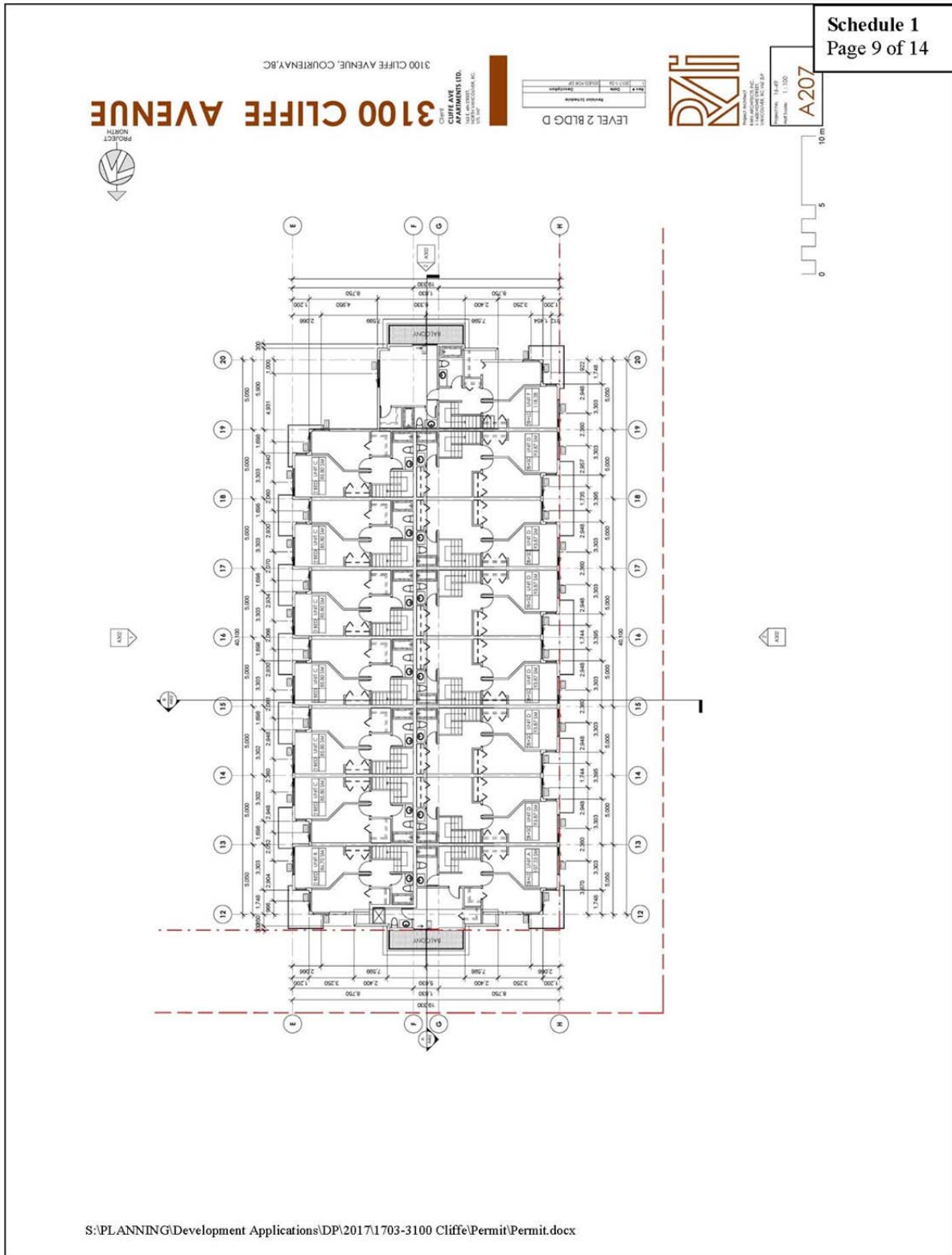


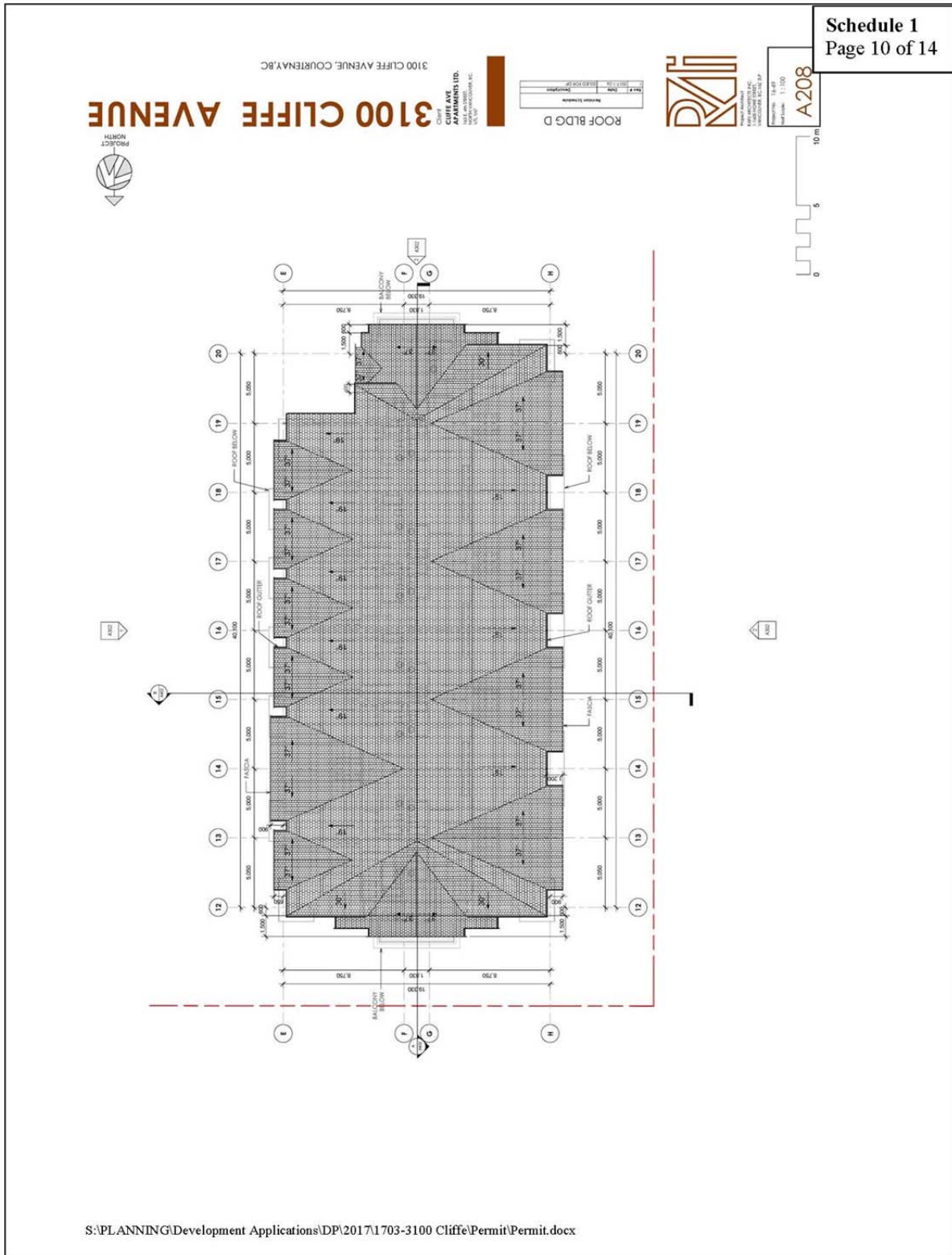




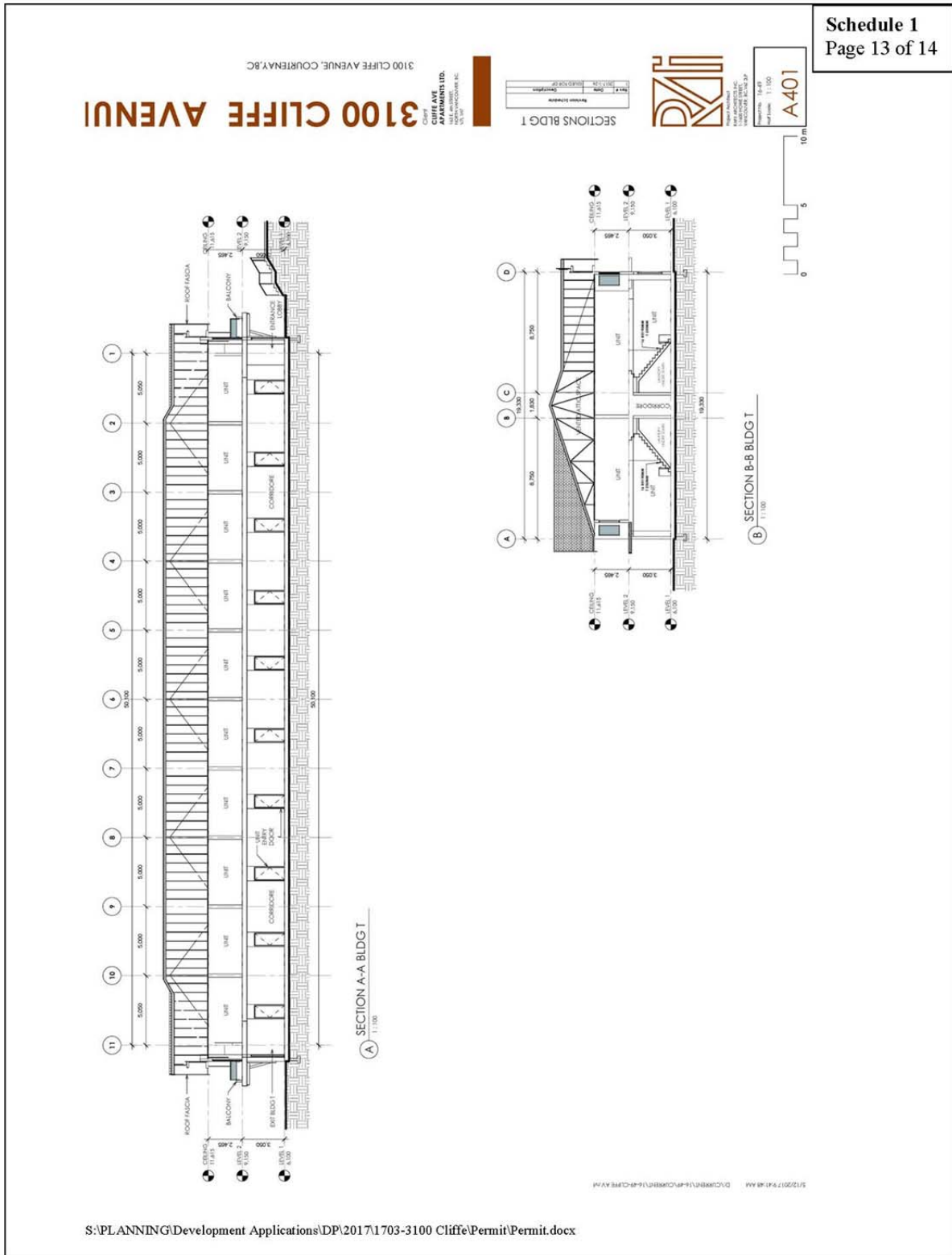


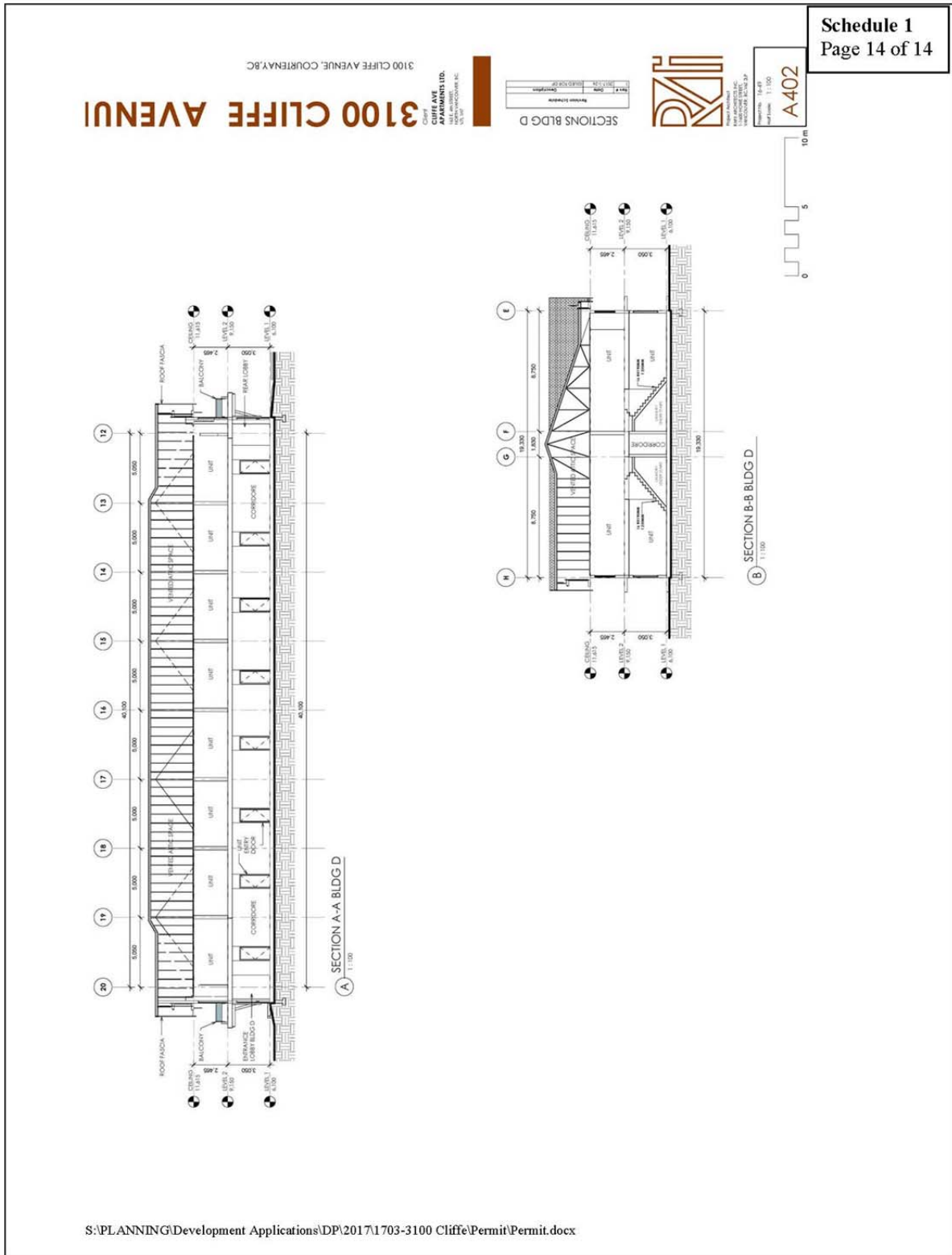


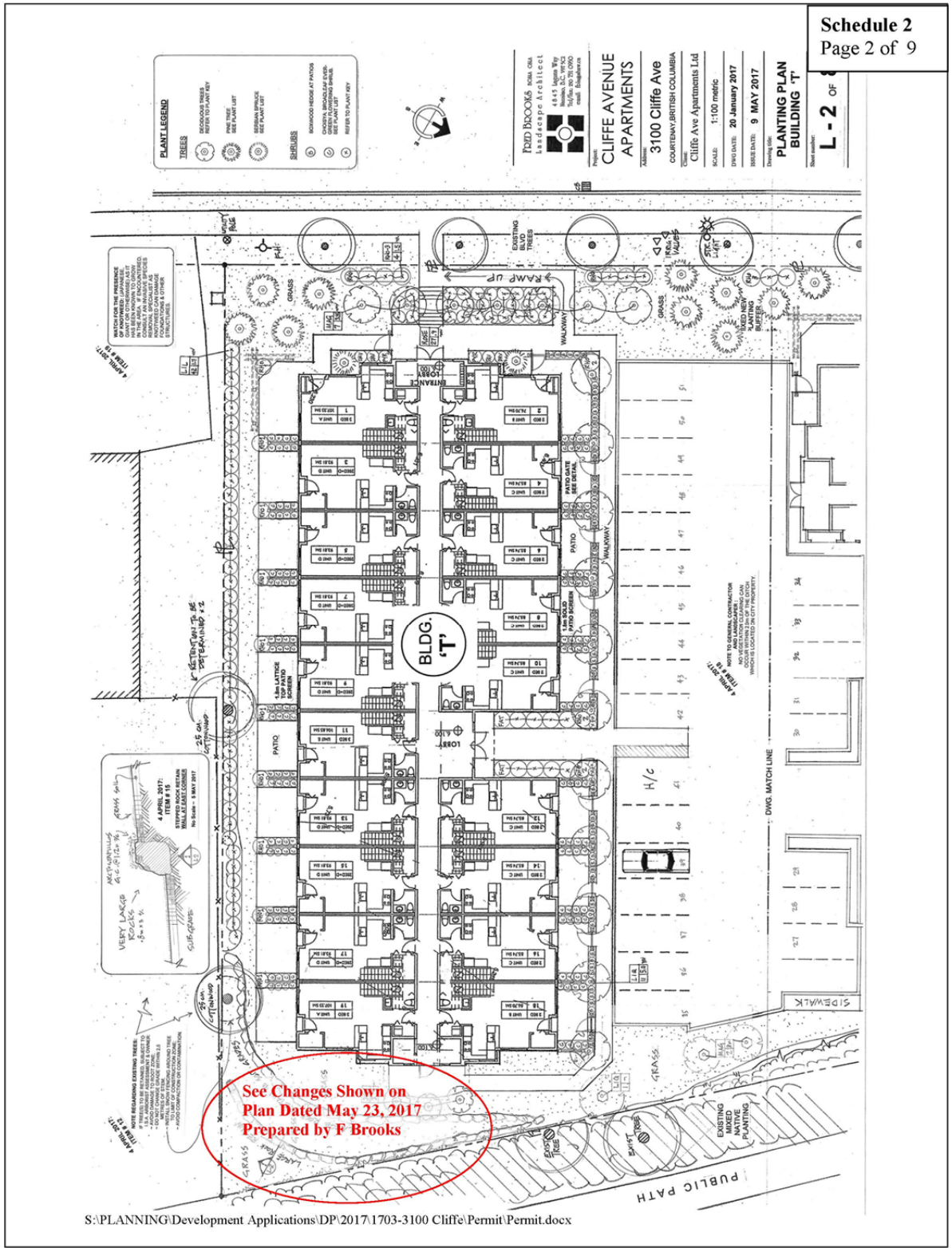




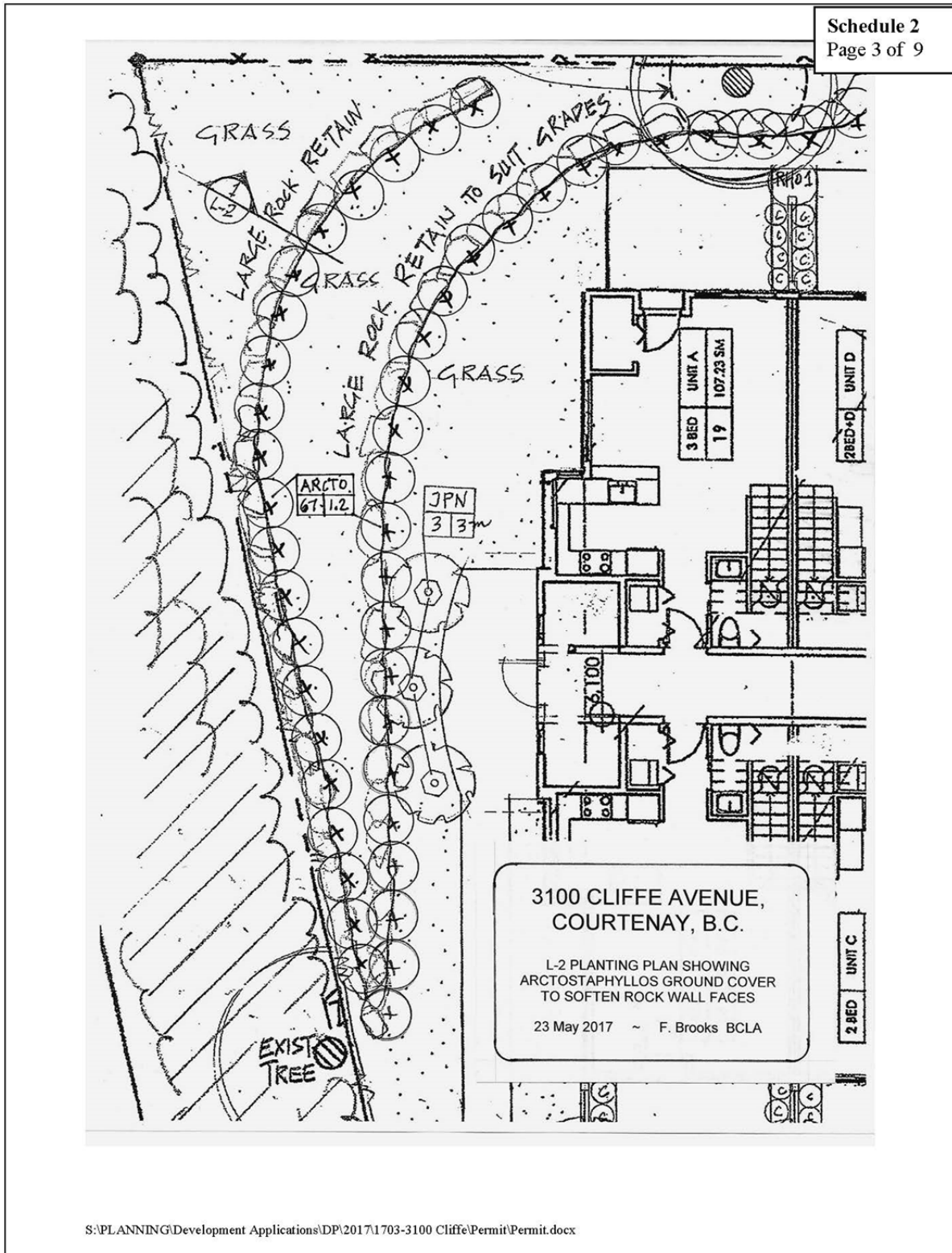








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REFUSE/RECYCLE DEPOT
 METRIC DIMENSIONS * N/A.

KLING STUBBINS ARCHITECT
 1000 WEST 10TH AVENUE
 SUITE 100
 VANCOUVER, BC V6H 2Y9
 TEL: 604 278 1000
 WWW.KSARCHITECT.COM

CLIFFE AVENUE APARTMENTS
 3100 Cliffe Ave
 COURTESY/BRITISH COLUMBIA
 Cliffe Ave Apartments Ltd.

SCALE: NOTED
 DATE: 20 JANUARY 2017
 DATE: 9 MAY 2017
 DRAWING NO. CONSTRUCTION DETAILS

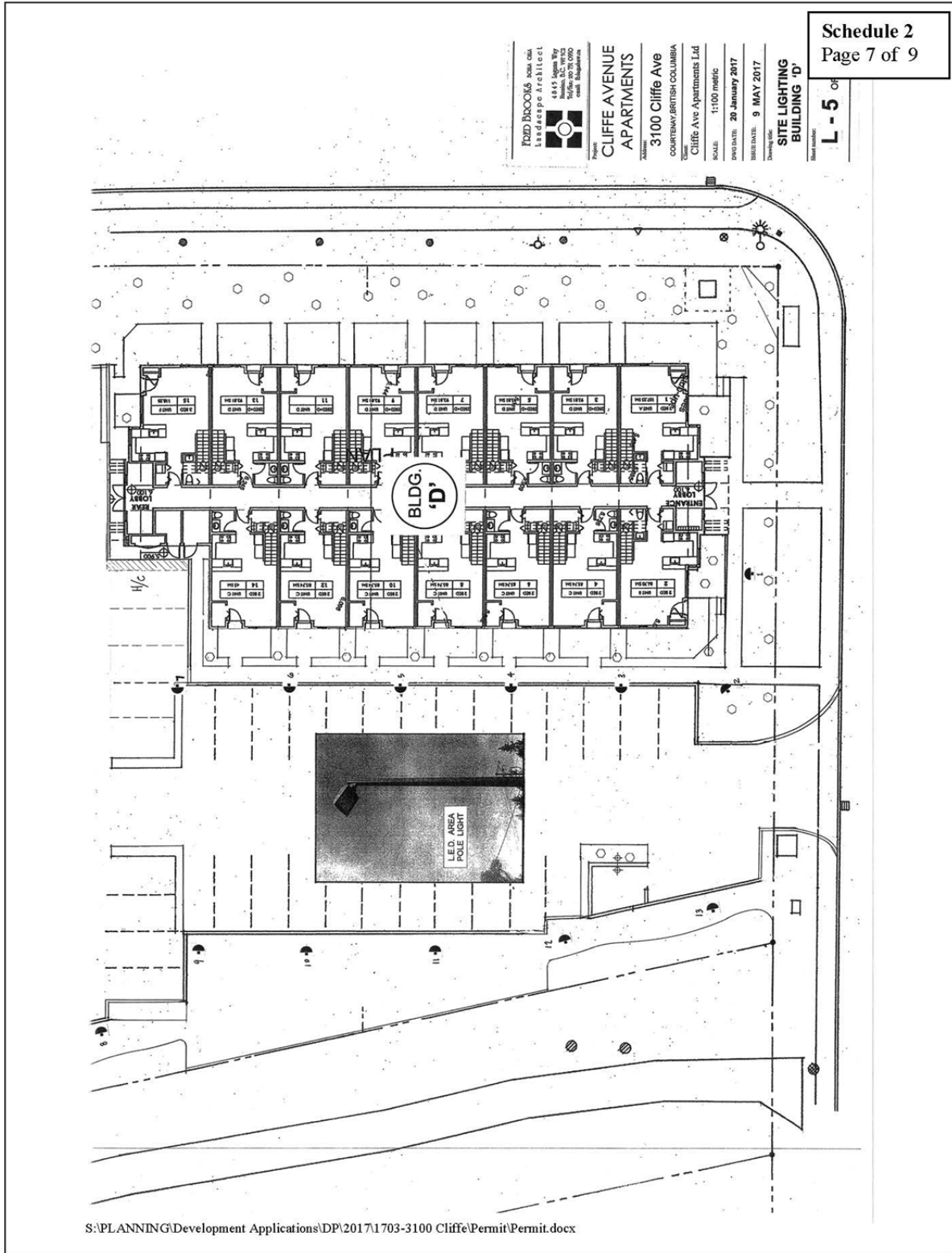
SHEET NO. **L-3** OF

REFUSE DOOR DETAIL

ENTRY PATIO & GARDEN PATIO DIVIDER SCREEN
 METRIC DIMENSIONS * N/A.

REFUSE/RECYCLE DEPOT
 METRIC DIMENSIONS * N/A.

PATIO GATE TO SUITES
 METRIC DIMENSIONS * N/A.





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1660-20

From: Chief Administrative Officer

Date: June 12, 2017

Subject: 2017/18 RCMP Municipal Policing Contract Expenditure Cap: Final Approval

PURPOSE:

The purpose of this report is to consider and provide final approval to the City of Courtenay RCMP municipal policing expenditure cap for the 2017/18 contract year.

POLICY ANALYSIS:

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

EXECUTIVE SUMMARY:

On July 20, 2016 Council provided “approval in principle” for a 2017/18 RCMP Municipal Policing Expenditure Cap of \$6,020,724, of which Courtenay is responsible for \$5,418,651 or 90%, which includes a staffing complement increment of one full-time member. Approval in principle is required by June each year in order for the RCMP to obtain the Federal Treasury Board 10% contract funding by the deadline of the end of July.

Council is requested to provide “final” approval of the policing contract by May 1, 2017 however the City has been granted an extension as the City’s Financial Plan did not receive three readings until May 1, 2017 and final passage until May 8, 2017.

In the City’s 2017 Financial Plan, a vacancy pattern of 12.68% (3.98 members) has been factored into the budgeted policing expenditure. Prior years surplus has been used to hold the tax impact of policing costs for the 2017 year.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report “2017/18 RCMP Municipal Contract Expenditure Cap: Final Approval” Council approve OPTION 1, which establishes the 2017 staffing strength at 31.4 members and provides for an expenditure cap of \$6,020,724, of which Courtenay is responsible for \$5,418,651 or 90%.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Comox Valley RCMP Detachment is a combined Provincial/Municipal detachment which provides police protection services for the entire Comox Valley from its facility on Ryan Road. Of the 64 members currently staffed in the detachment, 21 are funded by the Province, 31.4 are funded by Courtenay, and 11.6 are funded by Comox.

In compliance with the terms of the Municipal Policing Agreement, the preliminary letter of “approval in principle” for the 2017/18 Municipal Policing Expenditure Cap was provided by Council last year on July 2016.

DISCUSSION:

The “Final Confirmation Letter” confirming the 2017/18 Municipal Policing Expenditure Cap is due by May 1, 2017. As there have been no significant changes from the July 2016 “approval in principle” provided by Council, staff recommend that the final approval of the 2017/18 expenditure cap and authorized strength remain as initially approved.

The Expenditure Cap of \$6,020,724 is based on 31.4 members and Courtenay’s 90% share of \$5,418,651 has been provided for in the City’s 2017 Financial Plan. A vacancy pattern of 12.68% (3.98 members) has been factored into the budget and prior year surplus has been used to hold the taxation impact for anticipated 2017 policing costs.

FINANCIAL IMPLICATIONS:

The City funds two of its officers from Gaming Fund revenues, two from the Provincial traffic fine revenue sharing grant, and the remaining 27.4 members are funded from general property taxation. Each year, the City also budgets for a projected “vacancy pattern” to more accurately project anticipated costs and avoid over taxation for this service. For 2017, with the use of prior year surplus and a budgeted anticipated vacancy pattern of 12.68% (3.98 members), the cost of policing will only be contributing about \$7,000 to the overall property tax increase.

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

TABLE 1: City of Courtenay Municipal Policing Expenditure Cap2010 – current

Contract Year	Expenditure Cap 100%	Courtenay Share 90%	Number of Members
2010/11	4,289,117	3,860,205	28.4
2011/12	4,893,656	4,404,290	30.4
2012/13	5,104,007	4,593,606	30.4
2013/14	5,370,530	4,833,477	30.4
2014/15	5,325,081	4,792,573	30.4
2015/16	5,493,584	4,944,226	30.4
2016/17	5,718,216	5,146,394	30.4
2017/18	6,020,724	5,418,652	31.4

The 2017 Financial Plan also includes utilization of prior year’s surplus to cover the allotment of \$275,000 for the one-time settlement of the 2015 – 2016 retro-pay increases for full-time regular members. The Treasury Board approved increases of:

- January 1, 2015: 1.25%
- January 1, 2016: 1.25%
- April 1, 2016: 2.30%

On a pay per member basis, the projected cost is \$8,100. For Courtenay, the total estimated retro-pay cost increase, based on 31.4 members, is \$255,000. The remaining \$20,000 is allocated for the nine Public Service employees who are also receiving an increase of 1.25% per year.

The annual allotment for Accommodation is \$285,986 and the allotment for 9 Public Service employees working in conjunction with the RCMP is \$591,603.

Total 2017 budgeted costs for the RCMP contract plus Accommodation and PSAC employees is \$6,296,241.

ADMINISTRATIVE IMPLICATIONS:

On Council “final” approval, Staff will provide the RCMP with the final confirmation letter for 2017/18. Annual financial management of the 2017/18 policing contract requires approximately 15 hours of staff time and includes review of the monthly financial statements, payment of quarterly invoicing, and budget approval reports to Council.

STRATEGIC PRIORITIES REFERENCE:

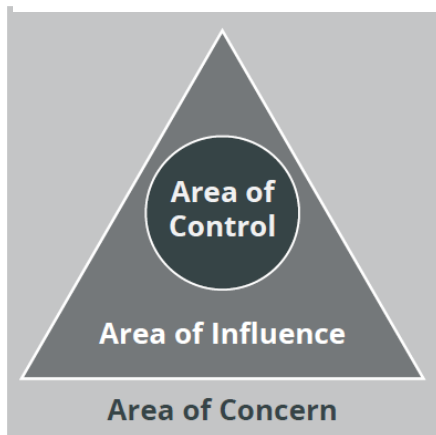
The 2016 – 2018 Strategic Priorities does not directly address the matter of the policing contract and related expenditures, however it relates to organizational and governance excellence and investing in key relationships.

We invest in our key relationships

△ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city

We focus on organizational and governance excellence

● We responsibly provide services at a level which the people we serve are willing to pay



● **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:

4.11.4 Police Protection

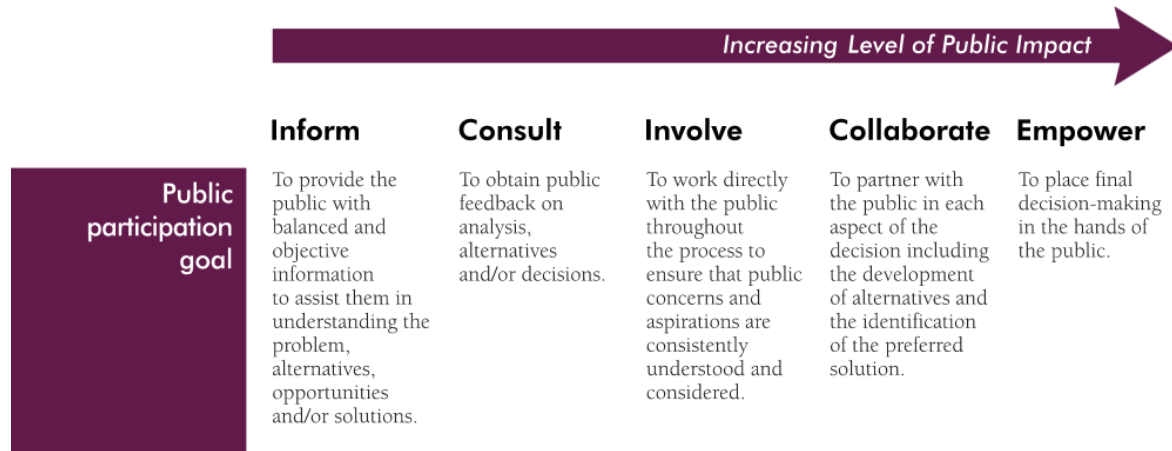
Police is provided by the RCMP with the detachment located on Ryan Road.

REGIONAL GROWTH STRATEGY REFERENCE:

NA

CITIZEN/PUBLIC ENGAGEMENT:

The public will be "**informed**" of the outcome of Council's consideration of the 2016 Audited Financial Statements. This is based on level one of the IAP2 Spectrum of Public Participation adopted as an element of Sound Project Design for the Corporate Workplan.



OPTIONS:

OPTION 1: That Council grant final approval of the 2017/18 Municipal Policing Contract expenditure cap of \$6,020,724, of which Courtenay is responsible for 90% or \$5,418,651; and that the established number of members for Courtenay be 31.4. [RECOMMENDED]

OPTION 2: That Council defers final approval of the 2017/18 Municipal Policing Contract expenditure cap for further discussion at a future meeting.

While Option 2 provides additional time for Council review, Staff advise that the RCMP deadline for the “final approval” is May 1, 2017.

Prepared by:

Brian Parschauer BA, CPA-CMA
Director, Financial Services

Attachment: 2017/18 RCMP Expenditure Forecast

COURTENAY 2016-17 to 2017-18 Fiscal Estimates	16/17 Budget	17/18 Estimates	\$ Change	% Change	Notes
Contract Strength	30.4	31.4		3.3%	
Funded Strength	30.4	31.4		3.3%	
COST ELEMENT GROUP (CEG)					
01 - PERSONNEL					
REGULAR PAY	2,716,109	2,873,538	157,429	5.8%	Estimated pay increase of 2.5% + 1 additional FTE
OVERTIME - MEMBERS	305,325	312,958	7,633	2.5%	
PAYROLL ALLOWANCES *	183,760	189,960	6,200	3.4%	
OTHER PAYROLL ITEMS	116,500	119,285	2,785	2.4%	
01 - PERSONNEL: TOTAL	3,321,694	3,495,741	174,047	5.2%	
02 - TRANSPORT & TELECOM	65,912	72,479	6,567	10.0%	Increase in training related travel
03 - INFORMATION	775	775	0	-	
04 - PROFESSIONAL & SPEC SVCS	139,440	157,738	18,298	13.1%	Increase in training costs for IARD (Immediate Action Rapid Deployment), OST and carbine training
05 - RENTALS	11,274	11,612	338	3.0%	
06 - PURCHASE, REPAIR AND MAINT	50,500	52,015	1,515	3.0%	
07 - UTIL, MATERIAL AND SUPP	170,040	175,141	5,101	3.0%	
09 - MACHINERY & EQUIPMENT	208,449	161,305	(47,144)	(22.6%)	Decrease in vehicle forecast in 17/18
12 - OTHER SUBSIDIES & PMTS	5,000	5,000	0	-	
TOTAL DIRECT COST	3,973,085	4,131,807	158,723	4.0%	
COST OF RM PENSIONS	647,769	684,101	36,332	5.6%	Increase in pensionable earnings
COST OF DIVISIONAL ADMINISTRATION	750,880	828,960	78,080	10.4%	Increase in Div Admin rate from \$24,700 to \$26,400
COST OF OTHER INDIRECT COSTS	346,682	375,855	29,173	8.4%	Primarily due to increase in training and recruiting rates from \$4,373 to \$4,918
TOTAL INDIRECT COST	1,745,331	1,888,916	143,585	8.2%	
TOTAL COSTS (Direct + Indirect)	5,718,416	6,020,724	302,308	5.3%	
FEDERAL COST 10 %	571,842	602,072	30,231	5.3%	
MUNICIPAL POLICING COSTS 90%	5,146,574	5,418,651	272,077	5.3%	
ESTIMATED COST PER RM (90%)	169,295	172,569	3,273	1.9%	

ACCOMMODATION & PSE COSTS 100%	
MUNICIPAL COST 90% from above	5,418,651
PUBLIC SERVICE EMPLOYEE COSTS 100%	591,603
ACCOMMODATION 100%	285,986
TOTAL MUNICIPAL BUDGET CAP	6,296,240

based on 9 FTEs

* Allowances and Benefits include: Service Pay, Senior Constable, Occupational Clothing, and Shift Differential

** 2016/17 budgets do not include an amount for Retroactive Pay. Please refer to Appendix B for information to assist in estimating your Retroactive Pay liability.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1660-20

From: Chief Administrative Officer

Date: June 12, 2017

Subject: 2018/2019 RCMP Municipal Policing Contract: Approval in Principle

PURPOSE:

The purpose of this report is to consider and provide “approval in principle” to the municipal policing expenditure for the 2018/2019 contract year.

POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This Agreement has a twenty year term and will provide policing in the City until March 31, 2032. In order to secure the 10% Federal share of the Contract, Council’s “approval in principle” of the contract expenditure cap is required each year.

EXECUTIVE SUMMARY:

For the RCMP 2018/2019 Contract Year, Council has been requested to consider providing “approval in principle” to an RCMP Municipal Policing Expenditure of \$6,066,563 which provides for a full-time complement of 31.4 members, the same as noted in 2017/18.

During the upcoming 2018 budget deliberations, Council will have the opportunity to revisit this “approval in principle” and provide “final” approval by May 2018 for the 2018/19 policing contract year.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report “2018/2019 RCMP Municipal Policing Contract: Approval in Principle”, Council approve OPTION 1 which provides approval in principle for an expenditure of \$6,066,563 of which Courtenay is responsible for 90% (\$5,459,906).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Comox Valley RCMP detachment is a combined Provincial/Municipal detachment which provides police protection services for the entire Comox valley. Of the 64 members currently staffed in the detachment, 21 are funded by the Province, 31.4 are funded by Courtenay, and 11.6 are funded by Comox.

DISCUSSION:

Under the terms of the Municipal Policing Agreement, the letter of “approval in principle” for the 2018/19 Municipal Policing Expenditure Cap is due by June 9, 2017. The June 5th Council meeting was changed to June 12, 2017 due to the FCM conference, which is why the City will not meet the deadline. Staff requested an extension of the aforementioned date to allow Council the opportunity to discuss this matter before submitting the requested correspondence.

The estimated 2018/19 budget costs note the contract strength will be 31.4 members.

TABLE 1 – City of Courtenay, RCMP Contract Expenditure Cap: 2018/19 Projections

	Approved 2017/18	Estimated 2018/19
Established Strength (since 2011)	31.4	31.4
Expenditure Cap (100%)	\$6,020,724	\$6,066,563
Courtenay Share (90%)	\$5,418,651	\$5,459,906

The RCMP note the following cost drivers impacting the 2018/19 Contract year:

- Division administration costs associated to Green Timbers;
- Severance liquidation costs estimated at \$1,023 per FTE is included;
- Estimated pay increases for regular members, RCMP reservists and Civilian Members (PSE) staff;
- Retro-pay for 2015 and 2016;
- Increased Training and recruiting costs;
- Higher firearms and ammunition costs;
- Increased telephone/radio/security and licensing fees
- Indirect costs such as Member Pension, CPP, EI and Division Administration.

FINANCIAL IMPLICATIONS:

The City funds two of its officers from gaming fund revenues, two officers from the provincial traffic fine revenues, and the remaining 27.4 members are funded from general property taxation and prior year’s surplus dollars. The 2017 Financial Plan utilized \$275,000 of prior year’s surplus to address the 2015 and 2016 retro–pay for regular police members.

To more accurately reflect anticipated costs, the City also budgets for a projected “position vacancy pattern”. These vacancies occur when positions have not yet been filled due to members on leave for a variety of reasons. Over the past three years, the budgeted vacancy pattern has been 2 - 3 members.

Council is reminded that these estimates are preliminary, and that Council will make the final decision on the contract expenditure cap during the 2018 budget deliberations set to occur in the latter part of 2017.

ADMINISTRATIVE IMPLICATIONS:

On Council’s decision, Staff will provide the RCMP with the “approval in principle” confirmation letter for the 2018/2019 Municipal Policing Contract year.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications.

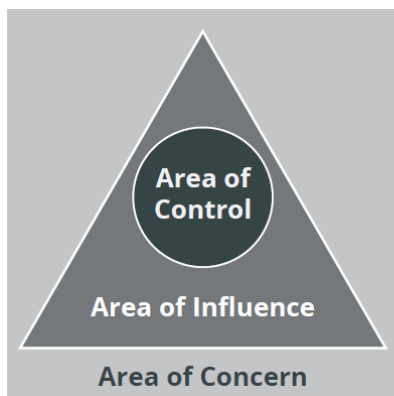
STRATEGIC PRIORITIES REFERENCE:

As noted below, the focus is on meeting statutory obligations at a cost acceptable to the general public.

We focus on organizational and governance excellence

● We responsibly provide services at a level which the people we serve are willing to pay

● 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:

4.11.4 Police Protection

Policing services are provided by the RCMP with the detachment located on Ryan Road.

- 3. The City supports all residents and businesses within the area served by the local RCMP detachment pay on an equal basis.

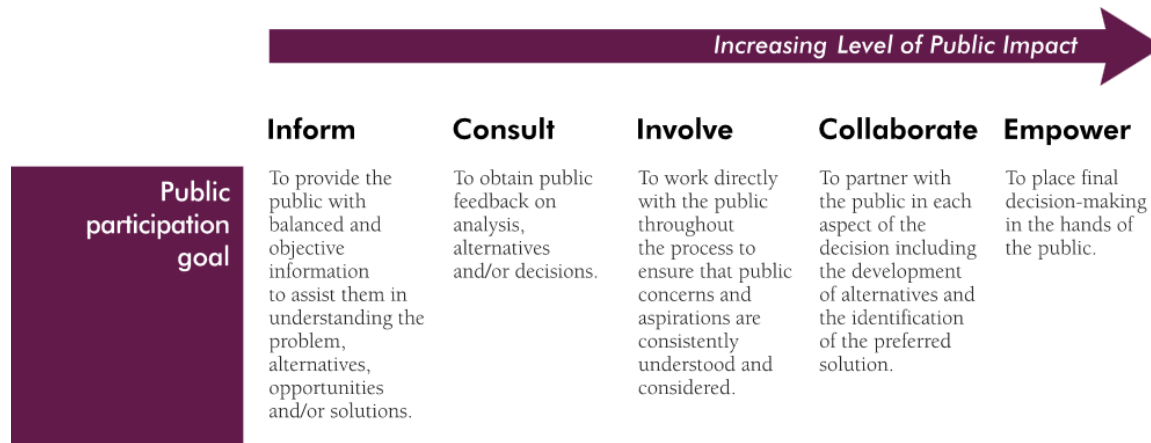
REGIONAL GROWTH STRATEGY REFERENCE:

There is no applicable reference in the Regional Growth Strategy.

CITIZEN/PUBLIC ENGAGEMENT:

The public will be **informed** of the outcome of Council’s consideration of approval in principle for the 2018/2019 RCMP Contract expenditure budget based on level one of the IAP2 Spectrum of Public Participation. In addition, during the 2018-2022 Financial Plan budget process, the public will be consulted and will be able to provide feedback for Council’s consideration.

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



OPTIONS:

OPTION 1: That Council provide “approval in principle” for an expenditure cap of \$6,066,563 for the 2018/19 Municipal Policing Contract of which Courtenay is responsible for 90% (\$5,459,906). [Recommended]

OPTION 2: That Council defers “Approval in Principle” of the 2018/19 Municipal Policing Contract for further discussion.

While Option 2 is presented as an alternative, Council must be aware that, under the terms of the Municipal Policing Agreement, Approval in Principle must be provided to the RCMP as soon as possible.

Prepared by:

Brian Parschauer, BA, CPA CMA
Director of Finance

Attachments: 2018/19 RCMP Expenditure Forecast



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

May 11, 2017



David Allen
Chief Administrative Officer
Corp. of the City of Courtenay
830 Cliffe Ave.
Courtenay, BC V9N 2J7

Your File Votre

Our File Notre
E753-28-1

Dear Mr. Allen:

Re: Municipal Contract Policing Multi-Year Plan – (2018/19)

In keeping with the *Municipal Police Service Agreement* of 2012, we are communicating with our Municipal Partners to establish projections of our human and financial resource needs in **2018/19**.

We are asking that you meet with your Detachment Commander to discuss the police service needs of the community and the related human and financial resource requirements.

Some of these requirements have been discussed at different meetings/forums such as the Government Finance Officers Association of BC's (GFOABC) annual budget meetings, Lower Mainland CAO/PPC meetings, and local presentations before Mayor and Council. The next GFOABC meeting is on June 15, 2017 in Victoria, BC. We hope to see you or your representative there. If you have questions, or would like a custom presentation on your 5-year municipal plan, please contact Autumn Longley, Senior Financial Manager, Contract Policing at 778-290-4804.

Attached for your information are:

- a. Our five year budget for your RCMP Municipal Policing costs. This is a detailed listing of actual costs for fiscal year 2015/16, pre-final costs for 2016/17, current year budget for 2017/18, and budget estimates for 2018 – 2023 inclusive (see Schedules 1, 2 and 3 for 2018/19).
- b. Five year budget for Division Administration Costs (Schedule 4);
- c. Sample Response Letter (Schedule 5)
- d. Sample Request Letter to Decrease/Increase Authorized Strength (Schedule 6)

A number of items remain under discussion between the Provincial and Federal Governments, including:

Division Administration costs associated to Green Timbers: While this item is currently still under discussion, the provisional amount of \$900 per member has been included in the Division Administration estimate.

Severance Liquidation: As of April 1, 2012, severance no longer accumulates for members who resign or retire, but will continue to accrue for lay-off, death, and disability. For budgeting purposes, an estimated amount of \$1,023 per full time equivalent (FTE) has been included. The payment amount and schedule for severance liquidation is currently being discussed between the Provincial and Federal Governments.

Member Pay: On April 5, 2017, a new pay package for regular members was approved by the Treasury Board. The approved increases are:

January 1, 2015: 1.25%
January 1, 2016: 1.25%
April 1, 2016: 2.30%

Retroactive pay adjustments are expected to be paid by the end of September 2017. The estimated retroactive pay related will be approximately \$8,100 per member, including pension impacts. Retroactive pay is not included in 2017/18 budgets.

The 2017/18 in-year pay impact of the approved raises will be approximately \$5,800 per member, including pension. Budgets for 2017/18 included pay raise estimates of 2.5% per year. The net impacts in 2017/18 of the new pay package will vary by municipality, depending on the rank and tenure of detachment members.

It should be noted that the pay package did not include a pay increase for 2017. Municipalities should plan for retroactive pay in future years related to 2017.

An estimated pay increase of 1.25% per year has been included in this five year budget for federal public servants where applicable. Retroactive payments have not been included and will be payable once new agreements have been negotiated.

Lower Mainland Integrated Teams: If applicable, this 5-year plan includes your municipality's share of costs for Lower Mainland Integrated Teams. These costs represent proposed budgets based on current information. You will have the opportunity to discuss this budget, ask questions and provide input at an upcoming CAO/PPC meeting.

Letters: We recognize that your calendar year Budget Cycles are not synchronized with the Government of Canada's fiscal year, however, we are requesting that you provide information earlier than the Municipal Budget Cycle normally requires. This is to ensure that the Federal Treasury Board can secure their share of the Municipal Contract costs within the federal budget cycle time lines.

Please submit a "Letter of Approval in Principle" by **June 9, 2017**. The letter should address all increases for fiscal year 2018/19, including:

- Proposed establishment increase in regular and/or civilian members;
- Estimated Municipal Policing Budget at 100% costs;
- If applicable, estimates for Integrated Units, RTIC and Accommodation at 100% costs; and
- If applicable, approval in principle and basis of payments for any equipment costing \$150,000 or more per item.

We would like to emphasize that this "Letter of Approval in Principle" ("AIP") is for **planning purposes only** to address the Federal Government's Annual Reference Level Update (ARLU) process. It is important to include any anticipated increases in establishment at the AIP stage, as this impacts both recruitment and financial planning at the federal government level. However, the AIP is not a final commitment on your part for the additional personnel or for the increased financial budget indicated. A copy of a sample response is provided for your reference (Schedule 5).

To affect an actual change in authorized strength, a letter to the provincial minister requesting an amendment to Annex A of the Agreement(s) to increase/decrease strength is required (Sample provided as Schedule 6).

First Reply Letter:

Approval in Principle Letter for 2017/18

Due: June 9, 2017

A) Please address the letter to:

Mr. Clayton Pecknold
Assistant Deputy Minister and Director of Police Services
Ministry of Justice
P.O. Box 9285 Stn Prov Govt.
Victoria, BC V8W 9J7

B) Please forward a copy to the RCMP addressed to:

Mr. Max Xiao
Regional Director of Finance, RCMP "E" Division
Mailstop #908, 14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

Second Reply Letter:

Final Confirmation Letter for 2018/19

Due: April 30, 2018

By **April 30, 2018**, please forward a second letter to confirm the 2018/19 budget to:

A) Assistant Deputy Minister and Director of Police Services

B) Regional Director of Finance, RCMP "E" Division

When you decide to change human resources (authorized strength changes) to your detachment strength, please be advised that a third letter is required that outlines your request. (Sample provided as Schedule 6).

A) Please address the letter to:
The Honourable Mike Morris
Solicitor General & Minister of Public Safety
P.O. Box 9010 Stn Prov Gov't.
Victoria, BC V8W 9L5

B) Please forward a copy of the letter to:

a) Regional Director of Finance, RCMP "E" Division

b) C/Supt. Ray Bernoties, District Commander, Island District

If you have any questions regarding your municipal budget or your contractual obligations, please contact Autumn Longley, Senior Manager Contract Policing at 778-290-4804.

Yours truly,



Robert H. Jorssen
Executive Director,
Corporate Management & Comptrollership Branch
Royal Canadian Mounted Police, Pacific Region
Mailstop # 906, 14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

Cc: Mayor Larry Jangula, Corp. of the City of Courtenay
C/Supt. Ray Bernoties, District Commander, Island District
OIC Comox Valley Detachment
Max Xiao, Regional Director of Finance, RCMP "E" Division

Canada 

RCMP E Division
Finance Section, Mailstop #908
14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

COURTENAY	17/18	18/19	\$	%	
2017-18 to 2018-19 Fiscal Estimates	Budget	Estimates	Change	Change	Notes
Contract Strength	31.4	31.4		-	
Funded Strength	31.4	31.4		-	
COST ELEMENT GROUP (CEG)					
01 - PERSONNEL					
REGULAR PAY	2,887,526	2,931,048	43,523	1.5%	Estimated pay increase of 2.5%
OVERTIME - MEMBERS	315,000	322,900	7,900	2.5%	
PAYROLL ALLOWANCES *	183,800	190,900	7,100	3.9%	
OTHER PAYROLL ITEMS	120,000	135,400	15,400	12.8%	Estimated pay for reservists
01 - PERSONNEL: TOTAL	3,506,326	3,580,248	73,923	2.1%	
02 - TRANSPORT & TELECOM					
03 - INFORMATION					
04 - PROFESSIONAL & SPEC SVCS					
05 - RENTALS					
06 - PURCHASE, REPAIR AND MAINT					
07 - UTIL, MATERIAL AND SUPP					
09 - MACHINERY & EQUIPMENT					
12 - OTHER SUBSIDIES & PMTS					
TOTAL DIRECT COST	4,128,992	4,251,228	122,237	3.0%	
COST OF RM PENSIONS					
COST OF DIVISIONAL ADMINISTRATION	828,960	825,820	(3,140)	(0.4%)	
COST OF OTHER INDIRECT COSTS	376,064	402,969	26,905	7.2%	Primarily due to increase in training and recruiting rates from \$4,918 to \$5,641
TOTAL INDIRECT COST	1,891,932	1,815,334	(76,597)	(4.0%)	
TOTAL COSTS (Direct + Indirect)	6,020,924	6,066,563	45,639	0.8%	
FEDERAL COST 10 %	602,092	606,656	4,564	0.8%	
MUNICIPAL POLICING COSTS 90%	5,418,831	5,459,906	41,075	0.8%	
ESTIMATED COST PER RM (90%)	172,574	173,882	1,308	0.8%	

PSE & ACCOMMODATION ESTIMATES @ 100%	
PUBLIC SERVICE EMPLOYEES	700,818
ACCOMMODATION	279,830
TOTAL PSE & ACCOMMODATION	980,648

based on 9 FTEs

* Allowances and Benefits include: Service Pay, Senior Constable, Occupational Clothing, and Shift Differential
 ** 2017/18 budgets do not include an amount for Retroactive Pay.

COURTENAY 2018/19 to 2022/23 Fiscal Estimates	COURTENAY 15/16 Final	COURTENAY 16/17 Pre-Final	COURTENAY 17/18 Budget	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates	COURTENAY 20/21 Estimates	COURTENAY 21/22 Estimates	COURTENAY 22/23 Estimates
CONTRACT STRENGTH ACTUAL / FUNDED STRENGTH	30.40	30.4	31.4	31.4	31.4	31.4	31.4	31.4
COST ELEMENT GROUP (CEG)	27.12	25.08	31.4	31.4	31.4	31.4	31.4	31.4

STD OBJ. 01 - PERSONNEL

CE 501107 EXPENSES/CHARGES FOR INTERCHANGE CANADA								
CEG 30 - PAY - MEMBERS:								
CE 500110 - REGULAR PAY	2,287,096	2,106,497	2,887,526	2,931,048	3,004,325	3,079,433	3,156,419	3,235,329
CE 500112 - RETROACTIVE PAY								
CE 500113 - ACTING PAY	13,928	18,274	15,000	15,400	15,800	16,200	16,600	17,000
CE 500114 - SERVICE PAY	66,024	64,465	73,500	82,700	83,100	83,500	83,900	84,300
CE 500117 - SHIFT DIFFERENTIAL	32,441	28,015	35,000	35,900	36,800	37,700	38,600	39,600
CE 500119 - PERFORMANCE AWARD								
CE 500164 - SENIOR CST ALLOWANCE	60,100	53,948	65,000	62,000	63,500	65,100	66,700	68,400
CE 501194 - REGULAR TIME RESERVISTS	120,827	142,152	105,000	120,000	123,000	126,100	129,300	132,500
CE 501198 - BILINGUAL BONUS - Current	2,697	334						
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	15,532	6,234	10,300	10,300	10,600	10,900	11,200	11,500
MISC. CE's incl. under CEG 30	10,871							
CEG 30 - PAY - MEMBERS - TOTAL	2,609,515	2,430,516	3,191,326	3,257,348	3,337,125	3,418,933	3,502,719	3,588,629
CEG 31 - OVERTIME - MEMBERS	328,574	246,792	315,000	322,900	329,400	336,000	342,700	349,600
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item	7,881							
CEG 33 - RCMP PAY - OTHER								
CEG 40 - ALLOWANCES - INTRA MEMBERS (Credit Item)	21,177	20,527						
CEG 41 - ALLOWANCES - INTER MEMBERS (Credit Item)								
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENCY								
TOTAL STD OBJ. 01 - PERSONNEL	2,967,148	2,697,836	3,506,326	3,580,248	3,666,525	3,754,933	3,845,419	3,938,229

STD OBJ. 02 - TRANSPORTATION & TELECOM

CEG 50 - TRAVEL	21,307	10,927	29,705	30,300	30,900	31,500	32,100	32,700
CEG 51 - TRAVEL ADVANCES								
CEG 52 - TRAINING TRAVEL (DCCEG)	23,519	22,198	22,100	22,900	23,700	24,500	25,400	26,300
CEG 53 - TRAINING TRAVEL (POST)	7,862	4,374	11,940	12,200	12,200	12,600	13,000	13,500
CEG 54 - IPA & FSD TRAVEL								
CEG 55 - CENTRALIZED TRAINING TRAVEL								
CEG's 60-66 - TRANSFER COSTS (Credit Item)	176,249	137,425						
CEG 70 - FREIGHT, POSTAGE, ETC.	7,538	4,878	8,734	8,900	8,900	9,200	9,500	9,800
CEG 100 - TELEPHONE SERVICES (DCCEG)								
CEG 101 - TELEPHONE SERVICES (POST)								
CEG 140 - COMPUTER COMM SERVICES								
TOTAL STD OBJ. 02 - TRANSPORT & TELECOM	236,474	179,801	72,479	74,300	75,700	77,800	80,000	82,300

STD OBJ. 03 - INFORMATION

CEG 120 - ADVERTISING	580	7	600	600	600	600	600	600
CEG 130 - PUBLICATIONS SERVICES	154	1,035	175	200	200	200	200	200
TOTAL STANDARD OBJ. 03 - INFORMATION	735	1,042	775	800	800	800	800	800

STD OBJ. 04 - PROFESSIONAL & SPEC. SVCS

CEG 160 - LEGAL SERVICES (Credit Item)	17,823	7,166						
CEG 170 - CONTRACTED SERVICES (DCCEG)		0						
CEG 171 - CONTRACTED SERVICES (Post)		460						
CEG 190 - TRAINING & SEMINARS (DCCEG)	53,881	49,983	55,000	56,900	58,900	61,000	63,100	65,300
CEG 191 - TRAINING & SEMINARS (POST)	92	2,393	3,090	3,200	3,300	3,400	3,500	3,600
CEG 192 - OFFICIAL LANGUAGE TRAINING								
CEG 219 - PROFESSIONAL SERVICES	32,296	33,150	35,000	35,700	36,400	37,100	37,800	38,600
CEG 220 - OTHER SERVICES	6,906	2,655	6,798	6,900	7,000	7,100	7,200	7,300
CEG 221 - OTHER SERVICES IM/IT	2,517	2,591	36,350	37,000	37,700	38,500	39,300	40,100
CEG 223 - RADIO COMMUNICATION SYSTEMS	38,215	35,391	5,500	5,600	5,700	5,900	6,100	6,300
CEG 228 - CADSPENDING OF PROCEEDS								
CEG 229 - CADSPENDING ALLOCATED	-9,915	-1,873						
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC SVCS	141,816	131,915	141,738	145,300	149,000	153,000	157,000	161,200

STD OBJ. 05 - RENTALS

CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)		0						
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	3,615	1,751						
CEG 250 - RENTAL COMNS EQUIP (DCCEG)								
CEG 251 - RENTAL COMNS. EQUIP (POST)								
CEG 258 - RENTAL MOTORIZED VEHICLES	1,015	1,776						
CEG 265 - LEASED VEHICLES								
CEG 280 - RENTAL COMPUTER EQUIP	1,813	7,493	2,060	15,500	15,800	16,100	16,400	16,700
CEG 290 - RENTAL - OTHERS	6,739	6,571	9,552	9,800	10,100	10,400	10,600	10,800
TOTAL STANDARD OBJ. 05 - RENTALS	13,182	17,591	11,612	25,300	25,900	26,500	27,000	27,500

STD OBJ. 06 - PURCHASE, REPAIR AND MAINT

CEG 310 - REPAIR OF BUILDINGS & WORKS		358						
CEG 311 - REPAIR OF BUILDINGS & WORKS								
CEG 370 - REPAIR OF VEHICLES	35,586	40,923	46,350	47,300	48,200	49,200	50,200	51,200
CEG 380 - REPAIR OF OFFICE & LAB EQUIP								
CEG 390 - REPAIR OF MISC. EQUIP	5,075	1,975	5,150	5,200	5,300	5,400	5,500	5,600
CEG 392 - REPAIR OF AFIS EQUIP								
CEG 393 - REPAIR OF EDP EQUIPMENT	468		515	500	500	500	500	500
TOTAL STANDARD OBJ. 06 - PURCHASE, REPAIR AND MAIN	41,129	43,256	52,015	53,000	54,000	55,100	56,200	57,300

STD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES

CEG 400 - UTILITIES								
CEG 430 - FUEL	50,572	42,876	61,800	63,000	64,300	65,600	66,900	68,200
CEG 470 - PHOTOGRAPHIC GOODS	391	3,937	2,500	2,550	2,601	2,653	2,706	2,760
CEG 500 - STATIONERY	14,345	13,761	26,265	26,800	27,300	27,800	28,400	29,000
CEG 510 - CLOTHING & KIT	12,566	15,676	20,000	20,400	20,800	21,200	21,600	22,000
CEG 530 - LAB SUPPLIES								
CEG 540 - POST BUDGET EXPENDITURES	32,580	56,445	65,663	67,000	68,300	69,700	71,100	72,500
CEG 550 - HOUSE FURNISHINGS								
TOTAL STD OBJ. 07 - UTIL, MATERIAL AND SUPP	110,453	132,695	176,228	179,750	183,301	186,953	190,706	194,460

COURTENAY 2018/19 to 2022/23 Fiscal Estimates	COURTENAY 15/16 Final	COURTENAY 16/17 Pre-Final	COURTENAY 17/18 Budget	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates	COURTENAY 20/21 Estimates	COURTENAY 21/22 Estimates	COURTENAY 22/23 Estimates
CONTRACT STRENGTH ACTUAL / FUNDED STRENGTH COST ELEMENT GROUP (CEG)	30.40 27.12	30.4 25.08	31.4 31.4	31.4 31.4	31.4 31.4	31.4 31.4	31.4 31.4	31.4 31.4

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

CEG 440 - TRANSPORT SUPPLIES	557	4,984	5,573	5,700	5,800	5,900	6,000	6,100
CEG 441 - VEHICLE CHANGEOVERS	18,112	26,823	24,750	25,500	26,250	26,250	26,250	26,250
CEG 450 - COMMS PARTS & CONSUMABLES	2,551		2,781	1,700	1,700	1,700	1,700	1,700
CEG 480 - FIREARMS & AMMUNITION	20,118	17,159	9,418	20,000	20,400	20,800	21,200	21,600
CEG 770 - COMMS. SYSTEMS (CAPITAL)	14,538		16,480	17,000	17,300	17,600	18,000	18,400
CEG 771 - COMMS. EQUIPMENT	341		417	430	400	400	400	400
CEG 820 - PHOTOGRAPHIC EQUIP								
CEG 821 - AFIS EQUIP	24,250							
CEG 822 - IDENT EQUIP.								
CEG 830 - FURNITURE & FIXTURES								
CEG 840 - COMPUTER EQUIPMENT (CAPITAL)								
CEG 841 - COMPUTER EQUIP.	11,905	26,090	16,600	19,000	19,600	20,200	20,800	21,400
CEG 842 - COMPUTER S/WARE - INFORMATICS								
CEG 845 - SPECIALIZED EQUIPMENT								
CEG 850 - AUDIO VISUAL AIDS		5,188						
CEG 860 - INVESTIGATIONAL EQUIP.			5,150	5,300	5,500	5,700	5,900	6,100
CEG 890 - VEHICLES (CAPITAL)	105,935	58,656	66,000	68,000	70,000	70,000	70,000	70,001
CEG 891 - MISC. VEHICLES								
CEG 900 - OTHER EQUIP.		455	4,502	4,600	4,700	4,800	4,900	5,000
CEG 910 - OFFICE MACHINES	6,912	13,873	10,000	10,300	10,600	10,900	11,200	11,500
CEG 920 - SECURITY EQUIP.		10,825	1,148	10,000	10,300	10,600	10,900	11,200
TOTAL STD OBJ. 09 - MACHINERY & EQUIPMENT	205,218	164,291	162,819	187,530	192,550	194,850	197,250	199,651

STD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS

CEG 570 - PRISONER EXPENSES								
CEG 580 - SECRET EXPENSES	3,393	5,200	5,000	5,000	5,000	5,000	5,000	5,001
CEG 581 - SPECIAL "I" EXPENDITURES								
CEG 590 - MISC EXPEND	26							
CEG 591 - DISCOUNT FOR EARLY PAYMENT								
CEG 592 - PAYMENT IN LIEU OF TAXES								
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Credit Item)	191,389	59,536						
CEG 650 - WRITE-OFF								
TOTAL STD OBJ. 12 - OTHER SUBSIDIES & PMTS	194,809	64,736	5,000	5,000	5,000	5,000	5,000	5,001

LESS - YEAR TO DATE CREDITS

SO 01 - CEG 32 - Medical Leave / Suspension > 30 days	7,881							
SO 01 - CEG 40 & 41 - Transfer Allowances	21,177	20,527						
SO 02 - CEG's 60-66 Transfer Cost	176,249	137,425						
100% SHARED SERVICES CANADA - (Various CEGs)		1						
SO 04 - CEG 160 - Legal Services	17,823	7,166						
SO 04 - CEG's 200, 201 & 202 - Health Services								
SO12 - CEG 620 - Compensation Claims/Ex-Gratia	191,389	59,536						
ICBC Repairs to Police Vehicles Credit								
Refund of Credits under CE 1691	615							
TOTAL CREDITS	415,135	224,654						

TOTAL DIRECT COSTS

TOTAL DIRECT COSTS	3,495,828	3,208,509	4,128,992	4,251,228	4,352,776	4,454,936	4,559,375	4,666,442
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INDIRECT COSTS (Summary)

1) RM Pensions	548,413	505,130	686,908	586,545	600,881	615,586	630,648	646,097
2) RM CPP	67,700	63,924	82,343	84,099	86,201	88,356	90,565	92,829
3) Employer's Contr. to E.I. for R/M's	31,039	28,062	37,753	36,919	37,842	38,788	39,758	40,752
4) Division Administration (per cap x avg.# RM's)	647,909	626,888	828,960	825,820	857,220	888,620	923,160	957,700
5) Recruitment & Training	105,915	110,257	154,425	177,127	186,579	186,579	186,579	186,579
6) National Programs	67,796	62,122	79,496	79,349	79,432	79,515	79,601	79,687
7) Police Dog Service Training	19,672	18,803	17,663	17,713	17,835	17,835	17,835	17,835
8) Amortization of Equipment > \$150,000 @ 10%								
9) Reservists - CPP & EI	5,603	5,845	4,383	7,762	7,956			
TOTAL INDIRECT COST	1,494,046	1,421,032	1,891,932	1,815,334	1,873,945	1,915,279	1,968,145	2,021,478

TOTAL COSTS (Direct + Indirect) @ 100%	4,989,874	4,629,541	6,020,924	6,066,563	6,226,721	6,370,215	6,527,520	6,687,920
FEDERAL COST 10 %	498,987	462,954	602,092	606,656	622,672	637,022	652,752	668,792
MUNICIPAL POLICING COSTS 90%	4,490,887	4,166,587	5,418,831	5,459,906	5,604,049	5,733,194	5,874,768	6,019,128
MUNICIPAL COSTS - 100 % (Schedule 3B & 3C)	774,597	835,760	877,589	980,648	985,552	990,479	995,432	1,000,409
TOTAL MUNICIPAL POLICING COSTS 90% & 100%	5,265,483	5,002,347	6,296,420	6,440,555	6,589,601	6,723,673	6,870,200	7,019,537

COURTENAY 2018/19 to 2022/23 Fiscal Estimates	COURTENAY 15/16 Final	COURTENAY 16/17 Pre-Final	COURTENAY 17/18 Budget	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates	COURTENAY 20/21 Estimates	COURTENAY 21/22 Estimates	COURTENAY 22/23 Estimates
CONTRACT STRENGTH ACTUAL / FUNDED STRENGTH COST ELEMENT GROUP (CEG)	30.40 27.12	30.4 25.08	31.4 31.4	31.4 31.4	31.4 31.4	31.4 31.4	31.4 31.4	31.4 31.4

INDIRECT COSTS - REGULAR & CIVILIAN MEMBERS								
1) Pensions (Total Pensionable Earnings)	2,415,917	2,225,244	3,026,026	3,075,748	3,150,925	3,228,033	3,307,019	3,388,029
Pension Rate	22.70%	22.70%	22.70%	19.07%	19.07%	19.07%	19.07%	19.07%
Total Cost of RM/CM Pension	548,413	505,130	686,908	586,545	600,881	615,586	630,648	646,097
2) CPP (Pensionable Earnings) on a Per Capita Cost	2,496	2,549	2,622	2,678	2,745	2,814	2,884	2,956
Total Cost (Per Capita x FTE Utilization)	67,700	63,924	82,343	84,099	86,201	88,356	90,565	92,829
3) Employer's Contr. to E.I. on a Per Capita Cost	1,144	1,119	1,202	1,176	1,205	1,235	1,266	1,298
Total Cost (Per Capita x FTE Utilization)	31,039	28,062	37,753	36,919	37,842	38,788	39,758	40,752
4) Division Administration on a Per Capita Cost	23,888	25,000	26,400	26,300	27,300	28,300	29,400	30,500
Total Cost of Div. Administration	647,909	626,888	828,960	825,820	857,220	888,620	923,160	957,700
5) Recruitment & Training								
Per Capita Cost of Recruitment	2,880	3,267	3,560	4,392	4,600	4,600	4,600	4,600
Per Capita Cost of Training	1,025	1,130	1,358	1,249	1,342	1,342	1,342	1,342
Total Cost of Recruitment & Trng	105,915	110,257	154,425	177,127	186,579	186,579	186,579	186,579
6) Other National Indirects Per Capita (Addendum 'A')	2,500	2,477	2,532	2,527	2,530	2,532	2,535	2,538
Total Cost (Per Capita x FTE Utilization)	67,796	62,122	79,496	79,349	79,432	79,515	79,601	79,687
7) Police Dog Svc. Trng. as a Per Cap. cost	27,983	26,862	25,233	25,304	25,478	25,478	25,478	25,478
Total Cost (Per cap X PD Teams) - COURTENAY=70%	19,672	18,803	17,663	17,713	17,835	17,835	17,835	17,835
TOTAL INDIRECT COSTS - RM's & CM's	1,488,444	1,415,187	1,887,549	1,807,572	1,865,990	1,915,279	1,968,145	2,021,478

INDIRECT COSTS - RESERVISTS								
	FTE	1.47	1.52	1.10	1.22	1.22	1.22	1.22
a) CPP for Reservist on a Per Capita Cost..	2,496	2,549	2,622	2,678	2,745	2,814	2,884	2,956
Total Cost (Per Capita x FTE)	3,673	3,876	2,873	5,147	5,275	5,408	5,544	5,682
b) Employer's Contr. to E.I. on a Per Capita Cost..	1,311	1,295	1,378	1,361	1,395	1,430	1,466	1,502
Total Cost (Per Capita x FTE)	1,930	1,970	1,509	2,615	2,681	2,748	2,817	2,887
TOTAL INDIRECT COSTS - RESERVISTS	5,603	5,845	4,383	7,762	7,956	8,156	8,362	8,569

TOTAL INDIRECT COSTS	1,494,046	1,421,032	1,891,932	1,815,334	1,873,945	1,923,435	1,976,507	2,030,048
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ADDENDUM 'A'								
OTHER INDIRECT COSTS								
Public Complaints Committee (PCC)	480	445	494	489	489	489	489	489
Legal Advisory Services	168	170	174	175	178	181	184	186
Enhanced Reporting & Accountability	118	118	120	118	118	118	118	118
Estimated Annual Severance	1,023	1,023	1,023	1,023	1,023	1,023	1,023	1,023
CONSOLIDATED SERVICES								
Shared Services Canada (SSC)	710	721	721	721	721	721	721	721
Accounting Operations								
Pay & Compensation								
TOTAL PER CAPITA COST (Indirects #6)	2,500	2,477	2,532	2,527	2,530	2,532	2,535	2,538

FISCAL YEAR TO CALENDAR YEAR CONVERSION TABLE								
Calendar Year	2015	2016	2017	2018	2019	2020	2021	2022
Fiscal Year Total Current	5,265,483	5,002,347	6,296,420	6,440,555	6,589,601	6,723,673	6,870,200	7,019,537
Fiscal per Qtr Current	1,316,371	1,250,587	1,574,105	1,610,139	1,647,400	1,680,918	1,717,550	1,754,884
Fiscal Year Total Prior Year	4,814,836	5,265,483	5,002,347	6,296,420	6,440,555	6,589,601	6,723,673	6,870,200
Fiscal per Qtr Prior Year	1,203,709	1,316,371	1,250,587	1,574,105	1,610,139	1,647,400	1,680,918	1,717,550
Calendar								
Jan - Mar	1,203,709	1,316,371	1,250,587	1,574,105	1,610,139	1,647,400	1,680,918	1,717,550
Apr - June	1,316,371	1,250,587	1,574,105	1,610,139	1,647,400	1,680,918	1,717,550	1,754,884
Jul - Sept	1,316,371	1,250,587	1,574,105	1,610,139	1,647,400	1,680,918	1,717,550	1,754,884
Oct - Dec	1,316,371	1,250,587	1,574,105	1,610,139	1,647,400	1,680,918	1,717,550	1,754,884
City Calendar Year Total	5,152,821	5,068,131	5,972,902	6,404,521	6,552,339	6,690,155	6,833,568	6,982,203

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

**NOTES & ASSUMPTIONS for 2018/19
Municipal Contracts**

Our terminology for the grouping of General Accounts:

- Cost Element Group (CEG)
- Cost Element (CE)

NOTES ON DIRECT COSTS

CEG 30 - RCMP Members Pay

CE 110 - Regular Pay

- Approved member pay raises are:
 - 1.25% as of January 1, 2015
 - 1.25% as of January 1, 2016
 - 2.30% as of April 1, 2016
- 2.50% estimated salary increase for each future year
- The Civilian Member (CM) category of employee will be deemed to be appointed under the Public Service Employment Act as of April 26, 2018 under Bill C-42. As of 2018/19, pay and pension will be charged at Public Service Employee (PSE) rates, billable to municipalities at 100%. Other indirect costs will continue to be charged on a per FTE basis.

CE 1127 – Retro Pay – Prior Years

Retroactive payments will be made in the 2017/18 fiscal year. A provision for this was not included in the 2017/18 budget, but it was communicated in the 2017/18 Multi-Year Plan package.

CEG 190 – Training

The 2018/19 increase over 2017/18 budget is due to the reallocation of administrative overhead of the Pacific Region Training Centre. This was previously included in Division Administration. The current plan reflects the full cost of all mandatory training. Mandatory training includes Operational Skills Training, AFQ, Immediate Action Rapid Deployment (IARD), Carbine, PRIME, and CORE (e.g. investigational).

CEG 480 – Firearms/Ammunition

The 2018/19 increase over 2017/18 budget is due to the fact that the 2017/18 budget was underestimated. The 2018/19 forecast is based on prior year usage and is higher due to increases in carbines and handguns.

CEG 100 – Telephone Services

The forecast includes such costs as bandwidth increases and satellite phones.

CEG 280 – Rental Computer Equipment

The forecast includes increases due to recent trend for annual software license fees. iBooks purchased in 16/17 will be implemented in 2017/18 and 2018/19. Implementation of iBooks will result in reduction of costs for LiveScans and CardScans.

CEG 221 – Other Services IMIT

The forecasts for PRIME levy and RTID levy are now included in CEG 221, instead of CEG 223, starting in 2017/18.

CEG 223 – Radio Communications

Forecasts for ECOMM are included here. Those municipalities on ECOMM will see a slight increase related to replacing loan radios. Municipal radio repair technician charges are also included here.

CEG 920 – Security Equipment

Installation and equipment costs for Closed Circuit Video Equipment (CCVE) will be included here.

DIRECT COST DEDUCTIONS

These are deducted from the Total Direct Cost for each municipality.

Non-billable costs are deducted and paid by the Federal Government:

- CEGs 40 & 41 - Transfer Allowances.
- CEGs 60-66 – Relocation Costs.
- CEG 160 - Legal Services.
- CEG 620 - Claims and Compensation Settlements.

These costs are deducted and included in the Division Administration Costs in the Indirect Costs:

- CEG 32 – Pay Members (Severance, Maternity and Parental allowances).
- CEGs 200-202 - Health Services.

INDIRECT COSTS

With the exception of Member Pension, all costs listed below are charged on a per FTE basis for members.

- Member Pension – 19.07% of pensionable cost element items
- Member Canada Pension Plan - \$2,678
- Employment Insurance - \$1,175
- Division Administration - \$26,300 – (Please refer to attached schedule 4) - Includes an estimate for E Division HQ @ \$900 per FTE

SCHEDULE 2

- A separate calculation is listed for EI and CPP with respect to Reservists (if used).
- Other Indirect Costs:
 - Civilian Review and Complaints Commission (formerly PCC) - \$489
 - Legal Advisory Services - \$175
 - Enhanced Reporting & Accountability - \$118
 - Estimated Annual Severance – Based on annual liability - \$1,023

Shared Services Canada (SSC) - \$721 – SSC provides telecommunication and email services, networks, data centres, and servers to the RCMP. This rate is based on the historical costs for certain covered services. Units requesting additional services will be billed separately for those services.

Training & Recruiting: Forecasted as a national program starting in 2015/16. For 2018/19 rates are estimated at \$4,392 per FTE for the Cadet Training Program and \$1,249 per FTE for recruiting.

Police Dog Service Training: Forecasted as a national program starting 2015/16 based on established PDS teams in each contract jurisdiction. For 2018/19, the cost is estimated at \$25,304 per PDS team. For Lower Mainland District municipalities, this cost will be included in the Integrated Teams budget.

COSTS BILLABLE AT 100%

The following are some of the items that are billable at 100% per the policing contract:

- Accommodation costs (including occupancy charge) for municipal units in federally owned buildings.
- PS Support staff costs (including backfills, overtime, severance, pension, CPP, etc.).
- Furniture and fixtures.
- House Furnishings
- Prisoner costs (including mattresses and blankets for cells).
- Kit and Clothing for auxiliaries.

Courtenay - 5 Year Salary Forecast

RMs	2017-18	2018-19		2019-20			2020-21			2021-22			2022-23			
Annual Raise	2.50%	2.50%		2.50%			2.50%			2.50%			2.50%			
Effective Increm	2.50%	2.50%		2.50%			2.50%			2.50%			2.50%			
<i>(April to March: applying 9 months @ current year raise + 3 months following year raise)</i>																
	Avg Salary	FTE	Avg Salary	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost
Spl CST	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CST	89,119	24.70	91,346	2,256,258	24.70	93,630	2,312,664	24.70	95,971	2,370,481	24.70	98,370	2,429,743	24.70	100,829	2,490,486
CPL	95,991	4.00	98,390	393,562	4.00	100,850	403,401	4.00	103,371	413,486	4.00	105,956	423,823	4.00	108,605	434,418
SGT	104,801	2.00	107,421	214,842	2.00	110,107	220,213	2.00	112,859	225,719	2.00	115,681	231,361	2.00	118,573	237,146
Regular Members		30.7		\$ 2,864,661	30.7		\$ 2,936,278	30.7		\$ 3,009,685	30.7		\$ 3,084,927	30.7		\$ 3,162,050
Civilian Members																
ESS		0.70		\$ 66,387	0.70		\$ 68,047	0.70		\$ 69,748	0.70		\$ 71,492	0.70		\$ 73,279
Grand Total		31.4		\$ 2,931,048	31.4		\$ 3,004,325	31.4		\$ 3,079,433	31.4		\$ 3,156,419	31.4		\$ 3,235,329
Average \$/FTE				\$ 93,345			\$ 95,679			\$ 98,071			\$ 100,523			\$ 103,036

CITY OF COURTENAY
COST of PUBLIC SERVICE EMPLOYEES

	2016/17 ACTUALS	2017/18 BUDGET	2018/19 ESTIMATE
FTEs	9.74	9.0	9.0
DIRECT COSTS:			
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES			
CE 500100 REGULAR PAY F/T IND. PSE	322,608	362,000	369,200
CE 500136 REG. PAY P/T IND. PSE	25,860	32,325	33,000
CE 500141 PSE CASUALS	86,917	75,000	76,500
CE 500142 PSE TERM > 6 MONTHS	53,797		30,000
CE 500180 VACATION PAY TERM/CASUAL	4,499	-	4,000
CE 500301 PREMIUM PAY & ALLOWANCES	6,866		5,000
CE 501154 GOVT EMPL COMPENSATION	1,580		
CEG 11 - OVERTIME - PS	31,162	33,257	33,900
CEG 12 - PSE ALLOWANCES	23,707	-	30,000
TOTAL DIRECT COSTS	556,996	502,582	611,600
INDIRECT COSTS:			
A) COST OF PS PENSIONS (CE 100, 136,142)	402,265	394,325	432,200
PENSION RATE	10.73%	11.80%	10.73%
TOTAL COST OF PS PENSIONS	43,163	46,530	46,375
B) COST OF PS CPP			
AS A PER CAPITA COST	2,549.25	2,622.40	2,678.31
X PSE UTILIZATION	9.74	9.00	9.0
TOTAL COST OF PS CPP	24,832	23,602	24,105
C) COST OF EMPLOYERS CONTRIB. to E.I.			
AS A PER CAPITA COST	1,295.46	1,377.78	1,361.04
X PSE UTILIZATION	9.74	9.00	9.0
TOTAL COST OF E.I. CONTRIBUTIONS	12,619	12,400	12,249
D) COST OF SHARED SERVICES			
AS A PER CAPITA COST	726	721	721
X PSE UTILIZATION	9.74	9.00	9.0
TOTAL COST OF SSC	7,074	6,489	6,489
TOTAL INDIRECT COSTS	87,688	89,021	89,218
TOTAL COST OF PUBLIC SERVICE EMPLOYEES	644,683	591,603	700,818

**Municipal Contract Accommodation Estimate 2018-19
as of March 31, 2017**

City of Courtenay

Direct Operating Costs:

CEG		2016-17 PRE-FINAL	2017-18 ORG. EST	2017-18 FORECAST	2018-19 ESTIMATE
700170	Contracted Services - Real Property	44,898	70,000	70,000	72,100
700171	Contracted Services - Real Property - Unit Commander Authority	1,643	-	-	-
700218	Contaminated Sites	-	-	-	-
700240	Rental of Buildings, Land & Works	3,823	5,300	5,300	5,800
700310	Repair of Buildings & Works	4,200	14,000	14,000	14,000
700311	Repair of Buildings & Works - Unit Commander Authority	-	-	-	-
700400	Utilities	14,626	18,900	18,900	19,300
700592	Payment in Lieu of Taxes	16,643	26,100	26,100	26,900
Total O&M Charge		85,834	134,300	134,300	138,100

Occupancy Charge Calculation:

RCMP Municipal Contract EST	32.4	39.4	39.4	39.4
Municipal Employee EST	2.0	2.0	2.0	2.0
Total Municipal EST (RM plus ME)	34.4	41.4	41.4	41.4
Total EST in building (RM plus support)	122.5	121.0	121.0	121.0
Municipal percentage of total building EST	28.1%	34.2%	34.2%	34.2%
Building Gross Interior Space (sq. m)	1,687.7	1,936.6	1,936.6	1,936.6
Prorated space charged to Municipal Contract	473.9	662.6	662.6	662.6
x Provincial rate per square meter	213.90	213.90	213.90	213.90
Occupancy Charge	101,367	141,730	141,730	141,730

Total Property Cost Estimates for Municipal Contract:	187,201	276,030	276,030	279,830
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NOTES:

- (1) 2016-17 original estimate from Municipal Contract Policing Resource Requests - was prepared and sent in May 2015
- (2) 2017-18 - The basis of calculations will change to be consistent with the PPSA/MPSA and reflect the actual establishment for Courtenay (30.4 RM + 9 PS + 2 ME). In previous years and up to 2016/17, the establishment was adjusted down by approx. 6 positions due to a previous detachment level arrangement that should have ended in 2011/12 for location 130B 19th Ave .

RCMP - E Div - Divisional Administration

	Final	Pre-Final	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2022/23	2022/23
A. Administration & Overhead Costs	\$ 40,221,588	\$ 46,898,800	\$ 51,173,475	\$ 51,135,554	\$ 51,875,986	\$ 52,387,040	\$ 53,248,392	\$ 53,811,484	\$ 53,248,392	\$ 53,811,484
B. Special Leave Costs	\$ 65,287,915	\$ 83,100,281	\$ 87,189,522	\$ 89,173,516	\$ 93,468,393	\$ 97,924,501	\$ 102,597,293	\$ 107,497,257	\$ 102,597,293	\$ 107,497,257
C. Health Services Costs	\$ 22,794,959	\$ 22,854,347	\$ 23,997,065	\$ 25,196,918	\$ 26,456,764	\$ 27,779,602	\$ 29,168,582	\$ 30,627,011	\$ 29,168,582	\$ 30,627,011
Total Costs	\$ 128,304,462	\$ 152,853,428	\$ 162,360,061	\$ 165,505,988	\$ 171,801,143	\$ 178,091,326	\$ 185,014,267	\$ 191,935,752	\$ 185,014,267	\$ 191,935,752
Administration & Overhead Costs Per Capita Rate	\$ 6,544	\$ 7,453	\$ 8,132	\$ 8,126	\$ 8,243	\$ 8,325	\$ 8,462	\$ 8,551	\$ 8,325	\$ 8,462
Special Leave Costs Per Capita Rate	\$ 10,622	\$ 13,205	\$ 13,855	\$ 14,170	\$ 14,853	\$ 15,561	\$ 16,303	\$ 17,082	\$ 15,561	\$ 16,303
Health Services Costs Per Capita Rate	\$ 3,709	\$ 3,632	\$ 3,813	\$ 4,004	\$ 4,204	\$ 4,414	\$ 4,635	\$ 4,867	\$ 4,414	\$ 4,635
Total Per Capita Rate	\$ 20,875	\$ 24,289	\$ 25,800	\$ 26,300	\$ 27,300	\$ 28,300	\$ 29,400	\$ 30,500	\$ 28,300	\$ 29,400

Details

A. Administration & Overhead:										
Pay, O&M and Capital (Divisional Units)	28,384,226	31,065,056	32,174,483	32,824,786	33,483,349	33,911,176	34,687,360	35,163,863	33,911,176	34,687,360
Accounting Operations	2,413,053	1,521,328	1,666,475	1,637,040	1,637,040	1,637,040	1,637,040	1,637,040	1,637,040	1,637,040
RM Compensation	2,183,829	2,146,991	2,477,018	2,311,782	2,311,782	2,311,782	2,311,782	2,311,782	2,311,782	2,311,782
PSE Compensation	585,235	631,799	680,771	661,508	661,508	661,508	661,508	661,508	661,508	661,508
Shared Services Canada	1,053,277	1,053,277	1,053,277	1,053,277	1,053,277	1,053,277	1,053,277	1,053,277	1,053,277	1,053,277
Employee Assistance Services	315,096	322,548	319,383	319,383	319,383	319,383	319,383	319,383	319,383	319,383
NCO Promotion Unit	662,733	920,176	1,043,354	1,043,354	1,043,354	1,043,354	1,043,354	1,043,354	1,043,354	1,043,354
Disability Management Program	-	2,241,214	1,990,740	1,754,132	1,754,132	1,754,132	1,754,132	1,754,132	1,754,132	1,754,132
Members Pension/CPP/EI	-	2,287,493	2,001,984	2,001,984	2,035,073	2,068,735	2,102,980	2,137,820	2,068,735	2,102,980
PSEs Pension/CPP/EI	-	2,521,083	2,567,981	2,615,809	2,664,587	2,714,336	2,765,075	2,816,826	2,714,336	2,765,075
E Div HQ Accommodations	5,055,000	5,347,500	5,347,500	5,347,500	5,347,500	5,347,500	5,347,500	5,347,500	5,347,500	5,347,500
Non-Billable & Credits (Legal, Interdivision, Prior Year Refund)	(430,860)	(872,173)	(435,000)	(435,000)	(435,000)	(435,000)	(435,000)	(435,000)	(435,000)	(435,000)
Total Administration & Overhead	40,221,588	46,898,800	51,173,475	51,135,554	51,875,986	52,387,223	53,248,392	53,811,484	52,387,223	53,248,392
Special Leave:										
Mat/Pat	7,590,834	6,471,976	6,795,575	7,135,354	7,492,121	7,866,727	8,260,064	8,673,067	7,866,727	8,260,064
Pay in Lieu of Leave	3,169,800	4,170,196	4,371,321	4,536,832	4,661,218	4,739,842	4,817,849	4,894,897	4,739,842	4,817,849
Medical Leave, Gradual Return to Work, Other LWP	54,527,281	57,289,725	60,154,212	63,161,922	66,320,018	69,636,019	73,117,820	76,773,711	69,636,019	73,117,820
Members Pension/EI/CPP (on Leave)	-	15,168,383	15,868,414	14,339,408	14,995,036	15,681,912	16,401,561	17,155,582	15,681,912	16,401,561
Total Special Leave Cost	65,287,915	83,100,281	87,189,522	89,173,516	93,468,393	97,924,501	102,597,293	107,497,257	97,924,501	102,597,293
Total Health Services Costs	22,794,959	22,854,347	23,997,065	25,196,918	26,456,764	27,779,602	29,168,582	30,627,011	27,779,602	29,168,582
Total Costs	128,304,462	152,853,428	162,360,061	165,505,988	171,801,143	178,091,326	185,014,267	191,935,752	178,091,326	185,014,267

Divisional Component FTEs (RM / CM) - Note 1	6,173	6,293	6,293	6,293	6,293	6,293	6,293	6,293	6,293	6,293
Divisional Component of Per Capita Div Admin Rate	20,786	24,289	25,800	26,300	27,300	28,300	29,400	30,500	28,300	29,400

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Reference Information								
Estimated Annual Severance Liability	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766
Estimated Annual Severance Per Capita Rate - Note 2	1,023	1,023	1,023	1,023	1,023	1,023	1,023	1,023

RCMP - E Div - Divisional Administration

Variables (Growth)	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Personnel	4 Year Average	1.02	1.02	1.02	1.02	1.02
O&M	4 Year Average	1.02	1.02	1.02	1.02	1.02
Mat/Pat	1.05	1.05	1.05	1.05	1.05	1.05
Pay in Lieu of Leave	1.05	1.04	1.03	1.02	1.02	1.02
Medical Leave, Gradual Return to Work, Other LWP	1.05	1.05	1.05	1.05	1.05	1.05
Health Services Costs	1.05	1.05	1.05	1.05	1.05	1.05

Note 1: Divisional FTEs = Total Members (RM / CM) less Members on Leave (RM / CM) less Div Admin Members (RM / CM).

Note 2: Severance - For budgeting purposes, we are continuing to identify an annual estimate of the severance liability.

Note 3: Civilian Members (CM) will be deemed to be Public Service Employees effective April 26, 2018. All CM positions at that point in time will continue to be treated as members for Div Admin calculations even after deeming.

Schedule 5

City of XXXXXX
XXXXX Ave
XXXXXX, BC

Municipality Over 15,000 Sample Response

June 9, 2017

Mr. Clayton Pecknold
Assistant Deputy Minister and Director of Police Services
Ministry of Justice
P.O. Box 9285 Stn Prov Govt,
Victoria, British Columbia
V8W 9J7

Dear Sir:

Re: Municipal Contract Policing Resource Request – 2018 /19

This Letter of Approval in Principle is issued to conform to the Federal Treasury Board requirements to enable the Federal Government to set aside sufficient financial resources to cover their share of the Municipal RCMP contract costs.

The City of XXXXXX anticipates that we will require the addition of ### (#) members to our detachment strength of ## to bring the total detachment strength to ## for the 2018/19 fiscal year. The budget estimate that is approved in principle is \$XX.X million at 100% (that our municipality is responsible for the 90%). It includes \$XXX of capital equipment costing (>\$150K).

As outlined above, this letter provides an “approval in principle” and is issued for planning purposes only. It should not be taken as approval to add the anticipated ## of members to the detachment. City Council will be meeting on XXX, 2017 to confirm the 2018/19 budget and the number of additional human resources. We will inform you of that decision once it is made.

If you have any questions, please give me a call at 604-XXX-XXXX.

Sincerely,

John Doe
Treasurer/Deputy Administrator

cc: XXXXXXXX RCMP Detachment
Max Xiao, Regional Director, Finance Section, E & M Divisions, Corporate Management & Comptrollership Branch

City of XXXXXX
XXXXX Ave
XXXXXX, BC

Month, Date Year

The Honourable Mike Morris
Solicitor General & Minister of Public Safety
P.O. Box 9010 Prov. Govt.
Victoria, British Columbia V8W 9L5

Dear Minister Morris:

RE: Request for Decrease/Increase in Member(s) to [Municipality Name] Authorized Strength

The Council of the [Municipality Name] has authorized a decrease/increase of one (1) regular member to its municipal policing establishment for the 2018/2019 fiscal year, effective September 1, 2018. The current [Municipality Name] establishment is nine (9) members. With the increase/decrease of one position, the authorized establishment will be ten (10).

I confirm our incremental financial commitment for the costs for the requested increase/decrease.

Since establishment increases/decreases require amendments to Annex "A" of the Federal/Provincial Agreement, please take the necessary steps to amend the Annex "A" by contacting the Solicitor General of Canada.

Thank you for your attention to this matter.

[Name/signature]

Cc:
Officer in Charge, [Local Detachment]
Michelle Lee, Establishment Coordinator, RCMP "E" Division Headquarters
Max Xiao, Regional Director, Financial Management, RCMP "E" Division Headquarters



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Land Sales and Use Reserve

File No.: 1871-01
Date: June 12, 2017

PURPOSE:

To update the existing Land Sale Reserve Bylaw to reference current legislation and to refine the intended use of money placed within the reserve.

POLICY ANALYSIS:

Section 188 of the *Community Charter* permits the establishment of reserve funds for a specified purpose and notes under section 2 (e) the following.

“188 (1) 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.

(2) If a municipality receives money in respect of any one of the following, the council must establish a reserve fund for the applicable purpose:

.... (e) except for tax sale proceeds, money received from the sale of land and improvements, which must be placed to the credit of a reserve fund for the purposes of paying any debt remaining in relation to the property and of acquiring land, improvements and other assets of a capital nature.”

EXECUTIVE SUMMARY:

During a review of the City’s reserve funds, staff identified that the Land Sales Reserve Bylaw No 1911, 1996 requires updating. It references the *Municipal Act*, which is no longer in effect and it references “real property” which requires updating to current legislative terminology.

Rewriting the City’s existing Land Sales Reserve Bylaw is strictly for housekeeping purposes.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report, “Land Sales and Use Reserve”, Council approve Option 1 and endorse the “Land Sales and Use Reserve Bylaw No. 2886, 2017”.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City's Land Sale Reserve Bylaw No 1911, 1996 references the *Municipal Act*. The Bylaw was established to deposit money received from the sale of real property and for it to be used for future purchases of land and improvements.

DISCUSSION:

Bylaw 1911, 1996 references the *Municipal Act* which was replaced by the *Community Charter*. Section 188, subsection 2 (e) of the *Community Charter* references the "sale of land and improvements" whereas the *Municipal Act*, Section 572 (1) referenced sale proceeds from "real property". Canada Revenue Agency defines property in the following way:

“Property

Property is anything tangible or intangible, moveable or immovable, that a person or an entity owns, including rights. There are two types of property:

- *real property, which is any interest in land, including the buildings or the improvements to them*
- *personal property, which is anything other than land, includes items such as furniture, clothing, art, bank accounts, stocks, patents, and copyrights”*

To alleviate future confusion staff suggest the wording in the Bylaw be changed to reflect terminology used in the *Community Charter* referencing land and improvements versus real property, as identified in the *Municipal Act*.

The most recent transactions flowing through this reserve include the deposit of land proceeds from the sale of 865 Cliff Avenue from the CVRD in September, 2013 and the utilization of approximately \$271,988 for 810 Braidwood.

As of December 31, 2016, there is approximately \$149,738 dollars in this reserve, of which \$67,840 remains restricted by the CVRD land sale agreement.

FINANCIAL IMPLICATIONS:

There are no financial implications to updating this bylaw. These funds are properly reported and annually audited.

ADMINISTRATIVE IMPLICATIONS:

There are no administrative implications to updating this particular reserve and bylaw. Future spending from this reserve will be dependent on Council's intentions for these funds.

ASSET MANAGEMENT IMPLICATIONS:

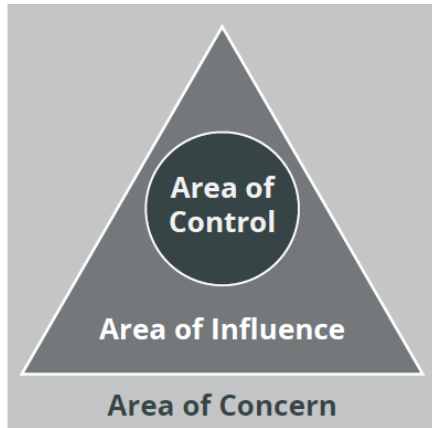
Each specific fund has its own asset management reserve.

STRATEGIC PRIORITIES REFERENCE:

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 Applicable

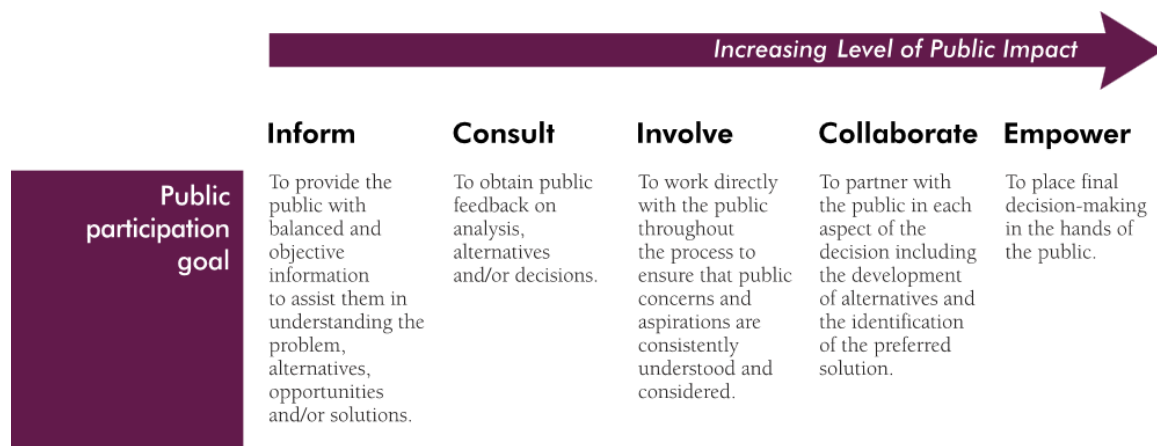
REGIONAL GROWTH STRATEGY REFERENCE:

Not Applicable

CITIZEN/PUBLIC ENGAGEMENT:

Staff would **inform** the public based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

1. That Council endorse three readings of the Land Sales and Use Reserve Bylaw No. 2886,2017.[Recommended]

2. That Council amend the Land Sales and Use Reserve Bylaw No. 2886,2017.
3. That no changes be made to Bylaw 1911,1996.

Prepared by:



Brian Parschauer, BA, CPA-CMA
Director of Finance



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Water Utility Reserve Fund

File No.: 1871-01
Date: June 12, 2017

PURPOSE:

To update the existing Water Utility Reserve Fund bylaw to reference current legislation and to define the intended use of the reserve funds.

POLICY ANALYSIS:

Section 188 of the Community Charter permits the establishment of reserve funds for a specified purpose.

“188 (1) 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.”

EXECUTIVE SUMMARY:

During a review of the City’s reserve funds, staff identified that the Water Utility Reserve Fund, Bylaw No 365 requires updating. The original bylaw was adopted in 1939 and refers to an obsolete electric light utility and the *Municipal Act*, which is no longer in effect.

A portion of the funds in this reserve is intended to fund water efficiency projects which the current bylaw is silent on.

CAO RECOMMENDATIONS:

That based on the June 12, 2017 staff report, “Water Utility Reserve Fund”, Council approve Option 1 and endorse “Water Efficiency Reserve Bylaw No. 2885, 2017” proceeding to first, second and third reading.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In 1939, Bylaw 365 established the “Water Utility Reserve Fund” under the *Municipal Act* to set aside a portion of the profits generated from the supply of domestic water and electric light and was purposed for the future renewal and extension of the respective utilities. In 1948 the electric light utility was sold.

In 2008 and 2009, the CVRD administered a Universal Water Metering program charging residents a levy of \$0.06 per cubic meter of water. On March 2, 2010 City Council passed a resolution requesting the collected funds be submitted to the City for its own water efficiency initiatives.

“That Council approve the 2010 – 2011 schedule of water efficiency initiatives for the City of Courtenay, and That in order to provide funding for the water efficiency initiatives, Council request that the 2008 and 2009 funds collected by the Comox Valley Regional District, being an amount of \$860,894 in total, be transferred to the City of Courtenay.”

These funds were placed into the Water Utility Reserve.

DISCUSSION:

Bylaw number 365 is outdated as it references the *Municipal Act* that was replaced by the *Community Charter*, and an electric light utility that no longer exists.

It is suggested that:

1. Bylaw No. 365 be repealed and the establishing bylaw be updated to include current legislation,
2. the electric light utility reference be removed, and
3. wording to permit the use of these reserve funds for water efficiency initiatives be incorporated in the new bylaw.

Surplus profits from the water utility operations continue to be transferred to this reserve. As of December 31, 2016, there is approximately \$1.516 million dollars in this reserve.

FINANCIAL IMPLICATIONS:

There are no financial implications to updating this bylaw. These funds are properly reported and annually audited.

ADMINISTRATIVE IMPLICATIONS:

There are no administrative implications to updating this particular reserve and bylaw. Future spending from this reserve will be dependent on Council’s intentions for these funds.

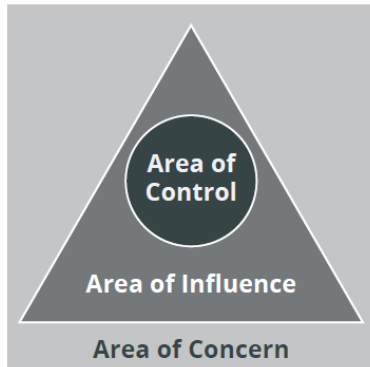
ASSET MANAGEMENT IMPLICATIONS:

The intended use of this updated reserve is to promote water distribution improvements and residential water efficiency programs to residents. It will work in conjunction with the asset management program.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies



● **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:

Section 10. Planning for Climate Change

10.2, item 5. "Water: To reduce water use with a target of 30% lower household water usage rates below 2007 levels by 2020..."

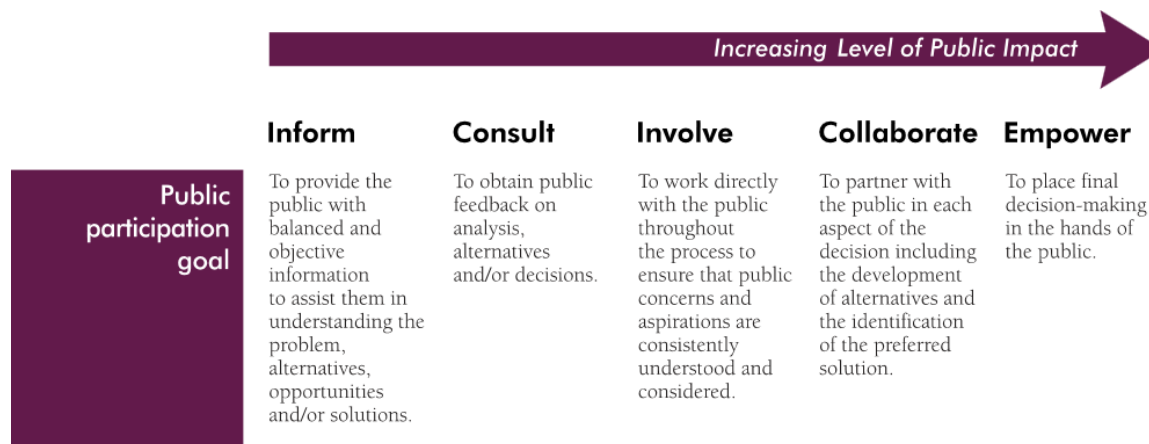
REGIONAL GROWTH STRATEGY REFERENCE:

Objective 5-A: To promote water conservation and efficiency throughout the Comox Valley.

CITIZEN/PUBLIC ENGAGEMENT:

Staff would **inform** the public based on the IAP2 Spectrum of Public Participation:


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



OPTIONS:

1. That Council endorse three readings of the Water Efficiency Reserve Bylaw No. 2885, 2017.
(RECOMMENDED)
2. That Council amend the Water Efficiency Reserve Bylaw No. 2885, 2017.
3. That no changes be made to Bylaw 365 of 1939, known as the Courtenay Utilities Reserve Fund.

Prepared by:



Brian Parschauer, BA, CPA-CMA
Director of Finance

May 7, 2017

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

Re: Increasing enforcement in the Downtown Courtenay Area

Dear Mayor Jangula and Councillors,

The Downtown Courtenay Business Improvement Association has worked tirelessly in creating a vibrant downtown centre. Not only do we have businesses opening and moving here we have been successful in bringing art/culture as well as attracting tourists from afar. Unfortunately, in the last while we have seen a dramatic increase in a number of incidences of unwanted behavior such as pan handling, vagrancy, drug-use, public urination, defecation and solicitation. Sadly, it is getting to the point that some people coming to the downtown area do not feel safe – one of our businesses has had to endure the cost of hire private security through the night.

We formally would like to ask that the following topics be addressed.

The DCBIA would like the City to formally request that there is more police enforcement in the Downtown Courtenay area. We understand that there are many services located in the Downtown area that cater to this crowd however we feel that official enforcement will discourage some from “hanging-out”.

We would like the City (and Regional District) to lean on the Vancouver Island Regional Library (VIRL) management (not the local staff as they are simply following protocols) to be more aware of what is happening on their property and the behavior that they are currently allowing. The activities that are being performed at the library is reducing access to community members as many are uncomfortable entering the Courtenay location for fear of walking past individuals who may be unpredictable due to drug- induced states.

Lastly, we encourage the City, possibly the RD, Comox and Cumberland (since former residents of their communities seem to be congregating in Downtown Courtenay as well) to consider putting pressure on ICF for the use of the old train station. We strongly believe that this is a good location for Vancouver Island Health Authority (VIHA) to operate some excellent community support such as sanitation services, counseling, transitional shelter, meal delivery and/or other services.

Thank you for taking the time to consider these points. We would like to remind you that this is an urgent matter that is distracting our community from enjoying our vibrant downtown core.

Sincerely,



Jenny Deters
President

Downtown Courtenay Business Improvement Association

PRESIDENT

Jenny Deters
Design Therapy Inc.
250-650-2338

VICE-PRESIDENT

Sandra Viney
Atlas Café
250-338-9838

TREASURER

Alana Pearson
MNP
778-225-7246

RECORDING SECRETARY

Lorna Hughes
Cardero Coffee & Tea
250-338-2519

DIRECTORS

Brett Walker
Walker 24 Menswear

Colin Wilson

Dr. Colin Wilson, Chiropractor
250-898-8683

Craig Carson

Second Page Books
250-338-1144

Deana Simkin

Billy D's Pub & Bistro
250-334-8811

Grant Powers

Bank of Montreal
250-334-3181

Jorden Marshall

Hot Chocolates and
Cakebread Bakery
250-338-8211

Mackenzie Gartside

Select Mortgage
250-331-0800

Tamara Carter

Coastal Community
250-331-1363

EXECUTIVE DIRECTOR

Haeley Campbell
250-650-2015

info@downtowncourtenay.com

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



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Update on Downtown Courtenay Playbook

File No.: 6520-20
Date: May 12, 2017

ISSUE:

To provide Council an update on the activities associated with the Downtown Courtenay Playbook.

BACKGROUND:

Council adopted the Downtown Courtenay Playbook in September 2016. The Playbook provides a number of action items with target timelines. Since the adoption of the Playbook some task are underway, however others have been delayed due to limited staff resources.

KEY CONSIDERATIONS:

Human resources have been a limiting factor with respect to policy development generally and specifically with regard to downtown planning work. Council has recognised this limitation and the need to maintain the expected level of service for development applications while also working on policy development and furthering downtown planning projects. To this end, Council has recently approved a new Policy Planner position. It's anticipated this position will be staffed later this year at which time the Director of Development Services and Manager of Planning will develop a work plan. While there are many policy areas that would benefit from review, downtown planning will certainly form a part of the position's portfolio.

A significant part of the Playbook is the concept of working groups. This is intended to assist in creating partnerships between the City, community and other interest groups (e.g. DCBIA, Chamber, general public). Late last year staff began exploring the options for forming a committee and realized that the more formal structures of Standing or Select Committees of Council are not well suited to the intended goal. That is, these Committees tend to be formal in nature with a high degree of Council involvement which may not be well suited to the earlier conceptual design stages of projects. To that end, Staff discussed the concept of more informal consultation groups as projects move forward. For example, when we begin discussing Duncan Commons there would be community engagement opportunities similar to other planning processes that could involve more focussed meetings with DCBIA members and property owners more immediately impacted by proposals. To date without resources to dedicate to downtown work further exploration of a working group has not yet been pursued.

Staff will revisit the playbook in more detail following the successful hire of the Policy Planner recently approved by Council. This is anticipated to occur late in the third quarter of 2017. Prior to any community engagement activities staff will seek direction from Council.

Notwithstanding the limitations some of the action items that have been completed or underway are:

1. **Parks/Open Space review.** Work on the Parks Master Plan has started and some preliminary fact finding/gap analysis has been reviewed. This is a City wide review including downtown.
2. **Special Event Coordination** – The City has hired a special event coordinator. July 1st has been transferred to the new position and future discussion is required for permitting of other events (eg. Farmers Market, Market Days, Car Show)
3. **Infill Housing Study** background work has been started however the volume of development applications has impacted the ability to progress further. This will be one of the tasks given to the policy planner.
4. **Downtown Parking Analysis** – Analysis was completed by McElhanney Consulting Services Ltd. last summer. The City has just received the final mapping and staff will need to prepare a report for Council information. In general the results show a surplus availability of parking in the core.
5. **Establish a Transit Hub** - This work is being undertaken by the CVRD through the Frequent Transit Corridor Study. Fitzgerald appears to be the preferred location.
6. **Sidewalk Patio Policy** – Staff are continuing to apply the pilot project regulations used last year to approve patios again for this season.
7. **5th Street Compete Street Pilot Project** – design work is continuing. Construction anticipated 2018.
8. **River Greenways** – some very preliminary discussion have occurred within the Parks Master Plan process.

Prepared by:



Ian Buck, MCIP, RPP
Director of Development Services



BRIEFING NOTE

To: Council

File No.: 550-20

From: Chief Administrative Officer

Date: June 12, 2017

Subject: Close of the Centennial Committee

ISSUE:

With the successful completion of the Courtenay centennial celebrations, and all final events and debriefing concluded, the Centennial Committee is now disbanded.

BACKGROUND:

On April 29, 2013 Council approved the creation of a steering committee to develop a terms of reference for the Centennial Committee and appointed 2 councillors to the task. On June 10, 2013 the attached terms of reference were adopted by council. The Committee coordinated many successful events throughout the City's centennial in 2015. These included:

- "Memories are Made of This" event on New Years' Eve, December 31 2014.
- The official centennial launch happened on January 1, 2015
- Citizens of the Century April 2015, 330 people were chosen to receive this award.
- Homecoming Week June 27 to July 5, 2015.
 - Kids Sports Festival,
 - Tailgate Party,
 - July 1st Celebrations,
 - concerts at Simms Park,
 - a street dance in downtown Courtenay,
 - Symphony and Fireworks at the Courtenay Airpark,
 - and neighbourhood block parties.
- Centennial Murals
- Centennial Legacy Endowment Fund (Later changed to the Randy Wiwchar Memorial Fund)

The committee consisted of:

- | | |
|------------------------------|---------------------|
| - Ron Webber (chair) | - Sharon Farquarson |
| - Doug Hillian (council rep) | - Bob McQuillam |
| - Starr Winchester | - Wayne Webb |
| - Randy Wiwchar | - Melissa Webb |
| - Wendy Lewis | - Edwin Grieve |
| - Rod Hunter | - Jim Benninger |
| - Lawrence Burns | - Mark Middleton |

KEY CONSIDERATIONS:

With the completion of each of the committee's core functions and final reporting as outlined in their terms of reference, their role is complete and the committee is now disbanded. This frees the appointed members of their responsibility and will help Council maintain an accurate list of active committees.

Many thanks go to those that served on the committee for their countless volunteer hours to make these celebrations a success.

Respectfully submitted,

Prepared by



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



Dave Snider MBCSLA
Director of Recreation and Cultural Services

Attachment: Centennial Committee Terms of Reference

Courtenay Centennial Celebration Committee**General Purpose:**

To provide leadership and advice that will help the City of Courtenay organize, plan and implement projects and events that will celebrate Courtenay's heritage in its Centennial year in 2015.

- Committee would be a "select committee" of Council
- Council representation may be changed at any time at the determination by Council
- Council representative to report to Council on the committee's activities
- The request for funds for this committee would be requested through Council via the regular annual budget process
- The accounting of all funds and expenditures would be approved by the committee and administered by City Finance staff.
- The application of all grants for the committee's activities would be approved by Council
- The committee is to meet on a monthly basis and on a more frequent basis as determined by the Committee Chair
- The Committee Chair is to be determined at the first meeting of the Committee
- The Committee membership is to include:
 - Representatives from various community sectors including but not limited to sports, service clubs, youth, business, arts and culture, and community events. The committee shall do a public invite to recruit members, and shall have the responsibility of adding, changing or replacing members as it sees fit.
 - One representative from each of the following organizations:
 - Courtenay Heritage Commission
 - K'omoks First Nations
 - An Honorary Chairperson

- The committee shall be disbanded upon the conclusion of the Centennial celebrations. Key committee members will be required to finalize reporting for a period of time after the celebrations are concluded.



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Former Fields Sawmill (Kus Kus Sum) Site

File No.: 3200-00
Date: June 12, 2017

ISSUE:

To follow up on a resolution of Council to identify concerns or tax implications for the proposed habitat banking and restoration project of the former Fields Sawmill.

BACKGROUND:

At the May 15, 2017 Council meeting the following resolution was passed:

“Moved by Hillian and seconded by Wells as identified in the Project Watershed presentation for the habitat banking and restoration project of the former Fields Sawmill (Kus Kus Sum) site, that the proposed land partnership between the City of Courtenay and KFN be referred to staff for a report to Council to identify any concerns or tax implications at the next regular council meeting.

Carried”

KEY CONSIDERATIONS:

1. Should the City purchase all four pieces of property owned by Interfor Corp there would be an annual property tax revenue loss of approximately \$66,500 (2017 tax information).
2. The property could be sold to another a developer for another purpose consistent with the current zoning of I-1 (Industrial) (allowable uses include Saw mills, Boat works and storage, Heliport, Manufacturing), which could generate additional tax revenue to the City.
3. If the City partners with KFN, discussion should occur with respect to the parameters of the partnership and a determination made with respect to KFN’s annual financial contribution for the property.
4. A determination of whether or not there is contamination and the level of contamination on the site must be identified and corrected before any land partnership occurs. Any potential contamination liability issues should be resolved in order to avoid any financial implications for the City.

These are preliminary concerns only and the City should seek professional advice on the many complex issues related to this proposed land partnership.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Minutes of a City of Courtenay Heritage Advisory Commission meeting held April 26, 2017 at 10:00 a.m. at the City of Courtenay.

Present: L. Burns C. Piercy J. Hagen J. Fortin D. Griffiths
R. Dingwall. A. Ireson L. Grant
Visitor: Sandie Jordan

Absent: R. Smith Staff: E. Ferguson

MINUTES

Moved by R. Dingwall and seconded by C. Piercy that the March 22 2017 minutes be adopted.

Carried

OLD BUSINESS

40 HOUSES

Plaque unveiling date TBA.

STEWART BLOCK

Andrew reported on a meeting with Gary Renkema of Monterra Design, owner of the block re: the possibility of installing a heritage information billboard on the building. He is interested, but defers a decision as exterior finishing of the building may be changed.

WEBINARS

Upcoming: "Statements of Significance" in Cumberland.

HERITAGE CLOCKS

No further info.

HARMSTON GRAVES TREE

A letter has been sent to Tony Schultes, Retirements Concepts maintenance manager, re: the dead tree, for him to take to his superiors.

ANNUAL REPORT

Planned for May or June.

RESIDENTIAL INVENTORY

New photos are being taken to document any changes to the buildings. Erin will arrange for printing them on sheets to include in the residential inventory binders.

BUDGET 2017

TBA.

APPRECIATION LETTER

Lawrence read the letter he has sent to the City in appreciation for infrastructure and landscaping upgrades to heritage neighbourhoods.

HERITAGE ARCHIVE STORAGE

Lawrence and Deb reported on the plan to store heritage materials in locations at City Hall and the Museum.

NEW BUSINESS

TRAIN STATION

Visitor Sandie Jordan spoke about the current dilapidated state of the E & N train station, which has national heritage status. Her father was the last station master in Courtenay, arriving in 1962, and she lived in the station building until 1969. Her father retired in 1979.

Moved by D. Griffiths, seconded by J. Hagen:
That Andrew research the particulars of ownership and status of the train station.

CARRIED

MUSEUM REPORT

Deb reported that the museum has a federal Canada 150 grant for another book "Step into Wilderness". They have 3 students coming for the summer, and are preparing for summer activities. They are working with the City on plans for the exterior of the building. They have just signed a 5-year agreement with the City.

IN KIND DONATIONS

Month of March:
Photographing residential buildings:
R. Dingwall 2 hours
C. Piercy 6 hours
J. Fortin 3 hours
Total: 11 hours

WORKSHOPS

May 10 at 9.15, to research 200 block of 5th Street.

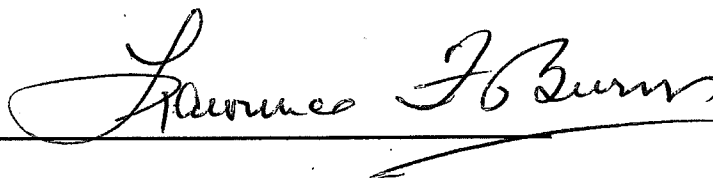
FYI

Lawrence has dealt with several enquiries. He will attend the Heritage BC Conference on May 4,5,6.

NEXT MEETING

May 24 2017.

ADJOURNMENT at 11.45am.



Chair



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Council
From: Purchasing Manager
Subject: Disposition of Used Fire Vehicle

File No.: 1670-01
Date: June 12, 2017

ISSUE:

The purpose of this memo is to inform Council that Courtenay staff has received an offer to sell a used Fire Department vehicle to a local paramedic Ryan Thorburn, who will relocate the vehicle to a rural Mexican Fire Department at no cost to the Mexican municipality or City.

BACKGROUND:

The City of Courtenay 2016 Capital budget included the replacement of a Fire Department fleet vehicle, specifically unit FD-18A, a 2008 Chevrolet Colorado light duty pickup (Appendix 1). The new Fire Department vehicle was received on August 23, 2016. Staff approved the disposal of FD-18A as part of the 2017 Asset Disposal program coordinated by the City's Purchasing Division.

Unit FD-18A is an emergency response vehicle complete with substantial lighting modifications and decaling. The lighting modifications required numerous holes in the body. For this reason the vehicle was offered to another municipal or related emergency response organization versus being offered to the general public. It was advertised for auction on CivicInfo BC with a reserve bid of \$8,000. Only one bid was received for \$1,550, well below the City's designated reserve. The City notified the bidder that their bid did not meet the reserve.

City Fire Department staff notified other BC municipal fire departments of the availability of FD-18A. There was no interest in this vehicle. After the auction closed Mr. Ryan Thorburn contacted the Purchasing Division and offered \$2,000 for the vehicle. He is a local paramedic who has worked with Rotary clubs in the Comox Valley and municipalities in Mexico. Over the past three years, he has been involved in the delivery of 4 ambulances to Mexican communities in need. Mr. Thorburn's offer notes that the vehicle will be donated to a mountain village between Puerto Vallarta and Guadelajara since they presently have no EMS vehicles.

KEY CONSIDERATIONS:

The City will be receiving a reduced salvage value (\$2,000) for the vehicle but it will be put to good use in Mexico.

Respectfully submitted,

Bernd Guderjahn
Purchasing Manager

Brian Parschauer, BA, CPA-CMA
Director of Finance

Appendix 1 – FD-18A



Friends of Rail to Trail Presentation to the Comox Valley Regional District Board

About 75 people attended the Regional District Board meeting of April 11, 2017. Most were there to support the presentation by the Friends of Rails to Trails Vancouver Island promoting the conversion of the E&N rail corridor to a non-motorized multi-use recreation trail. The presenters did an excellent job of identifying many positive elements of the idea, both for local inhabitants, and for an enhanced active tourism industry.

The CVRD board members were not unanimous in their views towards this proposal. It was well received by some directors recognizing the obvious benefits of enhanced tourism opportunities and the encouragement of a healthy lifestyle. Other directors pointed out that the Island Corridor Foundation is (and has been for some time) making efforts to restore rail service and that we should wait until they are ready with their own implementation proposal. The point was also made that a pathway could be built adjacent to the tracks within the existing right of way, so we could “have both”.

The Comox Valley Cycling Coalition strongly supports the Rails to Trails Project. We think the Island will benefit if the project can be implemented sooner rather than later. We believe a continuous multi-purpose trail on the existing E&N corridor could be a world class tourist attraction as well as a safe walking and cycling corridor for recreation and commuting in and around the adjacent island communities.

Waiting for the rail service to be re-established would likely take a very long time and run the risk of losing parts of the corridor to other interested parties who see the area as a wasted resource. We are told the ICF has secured funding of some \$20 million for upgrading the tracks. For a rail line of over 200km in length, this seems a very modest amount. The Friends of Rail to Trail estimate that it would take at least \$100 million to bring the line up to a safe operating standard. We think the latter estimate is closer to reality and may still be low. A minimalist fix of the old railbed would not be an improvement over the rather poor passenger service offererd before it was shut down six years ago. Population density and established transportation infrastructure on the Island are not conducive to efficient rail transportation at this time. It would be an ongoing money loser, particularly north of Nanaimo. While there may be some ongoing discussion about a possible commuter rail service for the Victoria region, we think the line north of Nanaimo should be considered for a trail conversion as a high priority.

The suggestion that we could have a trail adjacent to the rail tracks would be technically difficult and very expensive. It would require hundreds of stream crossings and major trail construction to cross valleys where the rail line is on large trestles. The cost of such a trail would likely be prohibitive if there is barely enough money available for the train tracks. The continuity of such a trail would be questionable. The CV Cycling Coalition would rather see a high quality trail than a mediocre train service with a piecemeal trail adjacent to the tracks.

Let's work together to change the old rail bed to a non-motorized multi-use trail beginning with the Courtenay to Nanaimo corridor.

Comox Valley Cycling Coalition
Cyclecv.com

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2885

A Bylaw to establish Water Efficiency Reserve Fund to improve water efficiencies

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

CITATION

1. This Bylaw may be cited for all purposes as the "**Water Efficiency Reserve Fund Bylaw No. 2885, 2017.**"

ESTABLISHMENT

2. Subject to section 188 of the *Community Charter*, this bylaw establishes a reserve fund for a specified purpose and directs that money be placed to the credit of the reserve fund.
3. Funds reserved under the "Courtenay Utilities Reserve Fund Bylaw No. 365 of 1939" shall be deemed to be reserves under this Bylaw.
4. Monies in this reserve fund and interest earned on it must be used only for the purposes for which the reserve fund was established.
5. Monies are to be received through budget transfers or other Council approved allocations as authorized by the *Community Charter* and other applicable legislation and regulations.
6. From time to time as deemed appropriate a portion of any surplus monies generated by the provision of water services to customers of the City of Courtenay may be contributed to this reserve fund.
7. Amounts included in the Financial Plan adopted under Section 165 of the *Community Charter* for the purpose of undertaking water efficiency programs, or other allocations approved by Council, may from time to time be paid into this reserve fund.

ADMINISTRATION

8. The accumulated funds in the Water Efficiency Reserve Fund will be used to promote the operational improvements to the City's water distribution system and/or to promote and implement programs that encourage residents to use water more efficiently.
9. All expenditures of money from the Water Efficiency Reserve shall be provided for in the annual Financial Plan or approved by Council amendment thereto.
10. Council hereby authorizes the Director of Finance as responsible for the administration of this bylaw.

SEVERANCE

11. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion.

EFFECTIVE DATE

12. This Bylaw will come into force on the date of its adoption.

REPEAL

13. “Courtenay Utilities Reserve Fund Bylaw No. 365, 1939” is hereby repealed.

Read a first time this day of June, 2017

Read a second time this day of June, 2017

Read a third time this day of June, 2017

Finally passed and adopted this day of June, 2017

Mayor

Director of Legislative Services

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Water Efficiency Reserve Bylaw No. 2885, 2017

REASON FOR BYLAW

This Bylaw is presented to:

- repeal the Courtenay Utilities Reserve Fund Bylaw 365 of 1939,
- promote operational improvements to the City’s water distribution system, and
- promote and implement programs that encourage residents to use water more efficiently.

STATUTORY AUTHORITY FOR BYLAW

Section 188 of the *Community Charter*

OTHER APPROVALS REQUIRED

N/A

STAFF COMMENTS AND/OR REPORTS

See SR-DFS-2017-06-12 Water Utility Reserve Fund report

OTHER PROCEDURES REQUIRED

June 12, 2017

B. Parschauer
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2886

A Bylaw to establish a Land Sales and Use Reserve

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

CITATION

1. This Bylaw may be cited for all purposes as the "**Land Sales and Use Reserve Bylaw No. 2886, 2017.**"

ESTABLISHMENT

2. Subject to section 188 of the *Community Charter*, this bylaw establishes a reserve for a specified purpose and directs that money be placed to the credit of the reserve.
3. Funds reserved under the "Land Sale Reserve Fund Bylaw No. 1911 of 1996" shall be deemed to be reserves under this Bylaw.
4. Monies in this reserve and interest earned on it must be used only for the purposes for which the reserve was established.
5. Monies are to be received through budget transfers or other Council approved allocations as authorized by the *Community Charter* and other applicable legislation and regulations.
6. Monies generated by the sale of land, improvements, and/or land and improvements shall be contributed to this reserve.
7. Amounts included in the Financial Plan adopted under Section 165 of the *Community Charter* or other allocations approved by Council, may from time to time be paid into this reserve.

ADMINISTRATION

8. The accumulated funds in the Land Sales and Use Reserve shall be used only for capital expenditures.
9. All expenditures of money from the Land Sales and Use Reserve shall be provided for in the annual Financial Plan or approved by Council amendment thereto.
10. Council hereby authorizes the Director of Finance as responsible for the administration of this bylaw.

SEVERANCE

11. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion.

EFFECTIVE DATE

12. This Bylaw will come into force on the date of its adoption.

REPEAL

13. “Land Sale Reserve Fund Bylaw No. 1911, 1996” is hereby repealed.

Read a first time this day of June, 2017

Read a second time this day of June, 2017

Read a third time this day of June, 2017

Finally passed and adopted this day of June, 2017

Mayor

Director of Legislative Services

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

Land Sale and Use Reserve Bylaw No. 2886, 2017

REASON FOR BYLAW

This Bylaw is presented to:

- repeal the Land Sale Reserve Fund Bylaw No 1911,1996,
- create a reserve for the placement of proceeds from land and improvement sales and to permit the use of said funds for land, improvement or land and improvement purchases

STATUTORY AUTHORITY FOR BYLAW

Section 188 of the *Community Charter*

OTHER APPROVALS REQUIRED

N/A

STAFF COMMENTS AND/OR REPORTS

See SR-DFS-2017-06-12 Land Sale Reserve report

OTHER PROCEDURES REQUIRED

June, 2017

B. Parschauer
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2883, 2017

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. 2883, 2017.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - (a) That Schedule of Fees and Charges, Section II, Appendix I, “Development Fees”, be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Schedule of Fees and Charges Section II, Appendix I – Development Fees

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

Read a first time this 15th day of May, 2017

Read a second time this 15th day of May, 2017

Read a third time this 15th day of May, 2017

Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW
NO. 2883, 2017**

**SECTION II
APPENDIX I
DEVELOPMENT FEES**

SCHEDULE OF FEES AND CHARGES - DEVELOPMENT APPLICATIONS

APPLICATION	TOTAL
Official Community Plan (OCP) Amendment	
Application Fee.....	\$3,000.00
Small projects (less than 4 residential units or less than 465 m ² of commercial floor area)	\$2,500.00
Temporary Commercial or Industrial Use Permit	
Application fee	\$2,500.00
Zoning Bylaw or Land Use Contract Amendment	
1. Application fee	\$3,000.00
a. For existing developed residential property to allow for a secondary suite.....	\$500.00
2. Large projects - if application is for a parcel with a site area:	
a. Site area over 2 ha or if floor area exceeds 4500 m ²	\$5,000.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of (\$10,000)	
b. Site area over 8 ha or if floor area exceeds 9000 m ²	\$6,500.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)	
3. Comprehensive Development zone (other than 2b)	\$7,500.00
*Plus:	
i. \$100 per residential unit for multi-family developments (to a max of \$10,000)	
ii. \$1.00 per m ² for commercial developments (to a max of \$10,000)	
4. For each additional public hearing or public information meeting	\$2,000.00
If, at the discretion of the Director of Planning, a Peer Review is required for any technical documentation submitted in conjunction with an application, the applicant shall be required to cover the costs of such a review	
Development Permit Applications	
1. Application fee	\$2,500.00
a. For residential projects, add \$50 per residential unit or parcel over 25 units or parcels	
b. For commercial/industrial projects, add \$100 per 100 m ² of gross floor area over 500 m ² or add \$50 per 0.1 ha of site area over 0.4 ha whichever results in the greater fee (round up to nearest \$100.00)	
2. Application for a residential unit in an intensive residential zone	\$500.00/unit
3. For the Exterior renovation of existing commercial properties within the Downtown Courtenay Business Improvement Area.....	\$100.00
4. Environmental Development Permit.....	\$1,000.00
5. Minor Environmental Development Permit	\$500.00
6. Application to extend the period of validity for an existing permit	\$750.00
7. Application to amend an existing permit.....	\$750.00

Development Variance Permit Applications		
1. Application fee for commercial, industrial and multi-residential		\$1,500.00
2. Application for single residential or duplex		\$1,000.00
3. Application for variance of the Sign Bylaw		\$400.00
4. Application to extend the period of validity for an existing permit		\$500.00
Application for a phased strata development		\$1,500.00
Applications to the ALC		
1. Application to include or exclude land in the ALR		\$1000.00
2. Application to subdivide land within the ALR		\$600.00
3. Application to use land in the ALR for non-farm purposes		\$600.00
4. Application to place fill or remove soil for non-farm purposes		\$600.00
5. For each additional public hearing or public information meeting		\$1000.00
ALC Application Refunds		
1. If an application which requires a public hearing is withdrawn or rejected by Council prior to public notification, a partial refund will be issued.....		\$600.00
2. If an application to the ALC is withdrawn by the applicant prior to Council's consideration, a partial refund will be issued.....		\$300.00
Board of Variance		
Application to the Board of Variance		\$250.00
Building Permits		
1. Building permit (\$7.50 per \$1000 of construction value)	Minimum \$50	
2. Plumbing permit (\$8 per fixture).....	Minimum \$50	
3. Damage deposit. If value of construction is:		
a. Up to \$30,000		\$200.00
b. \$30,001 to \$80,000		\$500.00
c. \$80,001 to \$200,000		\$700.00
d. \$200,001 to \$2,000,000		\$1,000.00
e. Over \$2,000,000		\$1,500.00
Liquor License Applications		
1. Application fee, or	\$500 + GST	\$525.00
2. If a public hearing is to be held	\$1,250 + GST	\$1,312.50
Landscaping Inspections		
1. After 3 landscaping inspections, fee for each additional inspection	\$100 + GST	\$105.00
Sign Permits		
1. Freestanding Sign over 2.5 m in height		\$100.00
2. Freestanding Signs under 2.5 m in height		\$45.00
3. Fascia Signs, Canopy Signs, Projecting Signs		\$45.00
4. Portable Signs, Under Canopy Signs.....		\$10.00
Site Profile		
1. Administration Fee	\$150 + GST	\$157.50
Soil Removal or Replacement Fee		\$600.00

Strata Conversion

1. Application for a strata conversion of a previously occupied building		
a. Inspection fee	\$100 + GST	\$105.00
b. Application fee		\$500.00
c. For each additional unit/parcel		\$100.00

Subdivision Application Fees

1. First parcel		\$600.00
Each additional parcel		\$150.00

Tree Cutting & Removal Permit

1. Single family lots equal to or under 2000m ² in size, or when only two trees are removed on any sized lot.....		\$50.00
2. Single family lots between 2000m ² and 4000m ² in size.....		\$100.00
3. Lots of a land use other than single family residential, lots larger than 4000m ² and multi-lot subdivisions.....		\$250/4000m ² of lot area
4. Hazardous tree removal.....		No fee

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2884, 2017

A bylaw to amend City of Courtenay Municipal Ticket Information Bylaw No. 2435, 2006

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 Municipal Ticket Information Amendment Bylaw No. 2884, 2017.”**
2. That “City of Courtenay Municipal Ticket Information Bylaw No. 2435, 2006” be amended as follows:
 - a) That Schedule 1, Column 1 “Designated Bylaws” line item No. 12 “Tree Management and Protection Bylaw No. 2422, 2005”, be hereby repealed and substituted therefore by the following: “Tree Protection and Management Bylaw No. 2850, 2017”.
 - b) That Appendix 12 to Schedule 1, “Offence, Bylaw Section No. and Fine” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

Appendix 12 to Schedule 1

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

Read a first time this 15th day of May, 2017

Read a second time this 15th day of May, 2017

Read a third time this 15th day of May, 2017

Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services

APPENDIX 12 TO SCHEDULE 1

Tree Protection and Management Bylaw No. 2850, 2017

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Cutting or removal of tree without permit	6.1	\$1000.00
Carrying out tree damaging activities	6.1	\$1000.00
Failure to comply with terms of permit	6.1	\$1000.00
Removal of remains of a tree subject to this bylaw, prior to completion of investigation by a Designated Bylaw Enforcement Officer	6.2	\$1000.00