

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

DATE: February 05, 2018
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

- 1 1. Adopt January 15th, 2018 Regular Council meeting minutes
- 7 2. Adopt January 29th, 2018 Special Council meeting minutes
- 9 3. Adopt January 29th, 2018 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 11 1. Kathleen Johnson, Comox Valley & District Branch ACA3, BC SPCA, PetSmart Charities Spay/Neuter Grant Programme

4.00 STAFF REPORTS/PRESENTATIONS

(a) CAO and Legislative Services

- 1. Inspector Tim Walton – RCMP – General Duty Staffing Analysis – Resource Request
- 13 2. Suggested Resolution UBCM 2018 Via AVICC: Draft Common Asset Management Policy

(b) Development Services

- 19 3. Development Variance Permit No. 1710 for New Sign - 1350 England Avenue
- 29 4. Temporary Building for Habitat for Humanity Site - 1330 Lake Trail Road

(c) Financial Services

- 5. 2018 – 2022 Water and Sewer Budget Highlights Presentation
- 31 6. 2018 – 2022 Water Fund Financial Plan
- 45 7. 2018 – 2022 Sewer Fund Financial Plan

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 57 1. Comox Valley Accessibility Committee – Ryan Road Hill Walkway and Crossing to North Island Hospital Comox Valley and North Island College
- 61 2. Appreciation Letter – Indigenous Women’s Sharing Society

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 63 1. Briefing Note - 2018 Citizen Budget Consultation
- 77 2. Routine Release of In Camera Resolutions per Council Policy #540.00.02 (for the period of July to December 2017)
- 87 3. Heritage Advisory Commission Meeting Minutes November 22, 2017

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. Councillor Hillian Ryan Road Sidewalk Resolution

Whereas on 5th September 2017, Council passed the following resolution:

“That the City engage with the Ministry of Transportation & Infrastructure to engineer a safe crossing of Ryan Road between North Island College and Cowichan Avenue, and to enhance pedestrian, scooter and cycling safe access along Ryan Road between the North Island Highway and Lerwick Road”; and

WHEREAS Council representatives met with the Minister of Transportation and Ministry officials at UBCM on September 28th, 2017 and have not received further response from the Ministry;

THEREFORE BE IT RESOLVED that the City write to the Minister requesting that funding to engineer a safe crossing of Ryan Road between North Island College and Cowichan Avenue, and to enhance pedestrian, scooter and cycling safe access along Ryan Road between the North Island Highway (Highway 19-A) and Lerwick Road, be included in next month’s provincial budget.

BE IT FURTHER RESOLVED that Council seek a meeting with the MLA and the Ministry of Transportation & Infrastructure officials in support of this request.

2. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held February 5th, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- -90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

9.00 UNFINISHED BUSINESS

89 1. January 15th Delegation - Kumugwe Cultural Society Funding Request & Potlatch 67-67 Budget

Rob and Lee Everson, Kumugwe Cultural Society, made a presentation to Council requesting funding support in the amount of a \$10,000 contribution (10% of the \$100,000 budget) for Potlatch 67-67, a public art exhibition hosted at the Comox Valley Art Gallery (CVAG) in July 2018. To further contribute to the project's success, the Curator would welcome offers of in-kind contributions such as rental of City facilities, Sid Williams Theatre and Native Sons Hall and request Council response prior to March 2018 to align with their budgeted timeline (March through July).

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

91 1. 2018 Comox Valley Water Committee Voting Structure

Staff Note: In January 2016 Council passed the following resolution:

“That the letter from the Comox Valley Regional District be received and that the following distribution of weighted votes for City of Courtenay Directors on the Comox Valley Water Committee for 2017 be as follows:

| | |
|----------------------------|-----------------|
| <i>Mayor Jangula</i> | <i>1 vote</i> |
| <i>Councillor Theos</i> | <i>2 votes</i> |
| <i>Councillor Wells</i> | <i>2 votes</i> |
| <i>Councillor Eriksson</i> | <i>2 votes”</i> |

Confirmation of Council's decision to be reported back to the Comox Valley Regional District prior to the Comox Valley Water Committee meeting the afternoon of Tuesday, February 06, 2018.

12.00 BYLAWS

For Third Reading

- 103 1. “Official Community Plan Amendment Bylaw No. 2910, 2017”
(A bylaw to change the land use designation from Commercial to Urban Residential, 468 3rd Street)
- 105 2. “Zoning Amendment Bylaw No. 2911, 2017”
(A bylaw to rezone from Commercial Five Zone (C-5) to Residential Two B R-2B, to allow for a secondary suite at 468 3rd Street)

For Final Adoption

- 103 1. “Official Community Plan Amendment Bylaw No. 2910, 2017”
(A bylaw to change the land use designation from Commercial to Urban Residential, 468 3rd Street)
- 105 2. “Zoning Amendment Bylaw No. 2911, 2017”
(A bylaw to rezone from Commercial Five Zone (C-5) to Residential Two B R-2B, to allow for a secondary suite at 468 3rd Street)

13.00 ADJOURNMENT

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, January 15, 2018 at 4:03 p.m.

Attending:

Mayor: L. V. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
W. Sorichta, Manager of Corporate Administrative Services
I. Buck, Director of Development Services
T. Kushner, Director of Public Works Services
R. O’Grady, Director of Engineering Services
B. Parschauer, Director of Financial Services

1.00 ADOPTION OF MINUTES

.01 Moved by Wells and seconded by Theos that the January 2nd, 2018
MINUTES Regular Council meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

Rob and Lee Everson, Kumugwe Cultural Society, made a presentation to Council requesting funding support for Potlatch 67-67, a public art exhibition hosted at the Comox Valley Art Gallery (CVAG) in July 2018 and is seeking a contribution in the amount of \$10,000 (10% of the \$100,000 budget required to host the event).

4.00 STAFF REPORTS/PRESENTATIONS

.01 Moved by Hillian and seconded by Wells that based on the
APPOINTMENT OF January 15th, 2018 staff report “Appointment of Election Officials”,
ELECTION OFFICIALS Council approve OPTION 1 and make the following statutory
4200-07 appointments to conduct the 2018 General Local Election:
1. Chief Election Officer - John Ward, Director of Legislative and
Corporate Services; and
2. Deputy Chief Election Officer - Wendy Sorichta, Manager of
Corporate Administrative Services
Carried

.02
OCP AMENDMENT
BYLAW NO. 2905 &
ZONING AMENDMENT
BYLAW NO. 2909
(907 & 919 2ND ST.)
3360-20-1713

Moved by Hillian and seconded by Frisch that based on the January 15, 2018 staff report, “OCP Amendment Bylaw No. 2905 and Zoning Amendment Bylaw No. 2909 - 907 and 919 2nd Street” Council approve OPTION 1 and proceed to First and Second Readings of OCP Amendment Bylaw No. 2905, 2018 and Zoning Amendment Bylaw No. 2909, 2018;

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaws on February 5th 2018 at 5:00 p.m. in City Hall Council Chambers; and

That the applicant be required to enter into a restrictive covenant prior to final adoption of the amendment bylaws that restricts the multi residential units from being rented as short term rentals.

Carried

.03
DEVELOPMENT
VARIANCE PERMIT
No. 1706 - 3300
MISSION ROAD
3090-20-1706

Moved by Wells and seconded by Frisch that based on the January 15, 2018 staff report, “Development Variance Permit No. 1706 - 3300 Mission Road” Council approve OPTION 1 and Development Permit with Variances No. 1706.

Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

The council meeting recessed at 4:57 p.m. for the Public Hearing regarding Bylaw No.’s 2910 and 2911.

The meeting reconvened at 5:07 p.m.

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01
UPDATE ON 5TH
STREET COMPLETE
STREETS PILOT
PROJECT
8620-01; 16009

Moved by Frisch and seconded by Lennox that the January 15, 2018 briefing note, “Update on 5th Street Complete Streets Pilot Project”, be received for information.

Carried with Councillor Eriksson opposed

.02
PARKS AND
RECREATION
ADVISORY
COMMISSION
MEETING MINUTES
0360-20

Moved by Wells and seconded by Frisch that the Parks and Recreation Advisory Commission meeting minutes for January 04, 2018, be received for information.

Carried

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

COUNCILLOR FRISCH Councillor Frisch reviewed his attendance at the following events:

- Meeting with Mable Elmore, Parliamentary Secretary, Ministry of Social Development & Poverty Reduction
- DCBIA meeting and mentioned the upcoming Winterfest/6th Street Rail Jam event in February, summer night markets on Fridays, July & August and the upcoming request for City support for the 2018 Christmas parade
- IRTSC meeting and mentioned the upcoming presentation to Council by the IRTS committee

COUNCILLOR HILLIAN Councillor Hillian reviewed his attendance at the following events:

- Presented certificate of appreciation to retiring volunteers, Judy and Bruce Wing, for their fundraising efforts at the 1st Tuesday Fundraisers
- July 1st Commission meeting
- Social Planning Society meeting
- Homeless Coalition meeting
- Meeting with Mable Elmore, Parliamentary Secretary, Ministry of Social Development & Poverty Reduction

COUNCILLOR WELLS Councillor Wells mentioned the installation of the Ultraviolet reactor as part of the Comox Valley water treatment project

MAYOR JANGULA Mayor Jangula reviewed his attendance at the following events:

- Mable Elmore, Parliamentary Secretary, Ministry of Social Development & Poverty Reduction

Mayor Jangula brought forth the Crown Isle Truck Traffic FAQ sheet distributed and read aloud by Council January 15, 2018.

Moved by Wells and seconded by Frisch that based on the January 02, 2018 In Camera resolution to rise and report that the FAQ sheet, “Frequently Asked Questions – Crown Isle Truck Traffic”, be received for information

Carried

**Councillor Lennox left Council Chambers at 5:46 p.m.
Councillor Lennox returned to Council Chambers and took her seat at 5:47 p.m.**

8.00 RESOLUTIONS OF COUNCIL

.01
COUNCILLOR FRISCH
COMMUNITIES ON
THE MOVE MOTION

Moved by Frisch and seconded by Wells that the City of Courtenay endorses the Communities on the Move declaration published on the BC Alliance for Healthy Living’s website; and

THAT the City of Courtenay adds its name to the growing list of endorsers of the Communities on the Move declaration; and

THAT by February 13, 2018, the City of Courtenay submits a resolution to the Association of Vancouver Island and Coastal Communities (AVICC) Annual General Meeting and Convention asking the provincial government to implement the recommendations outlined in the Communities on the Move declaration.

Carried with Mayor Jangula and Councillor Theos opposed

.02
IN CAMERA
MEETING

Moved by Wells and seconded by Frisch that a Special In-Camera meeting closed to the public will be held January 15th, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(g) litigation or potential litigation affecting the municipality;
and
- 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Carried

9.00 UNFINISHED BUSINESS

.01
AVICC FUNDING FOR
LOCAL GOVERNMENT
AND CANNABIS
RESOLUTION
AND
UBCM SUBMISSION
TO SECRETARIAT OF
BC CANNABIS AND
LEGALIZATION AND
REGULATION

Moved by Lennox and seconded by Wells that the correspondence dated November 30, 2017 from the Union of BC Municipalities (UBCM) and submitted to the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General for local government input regarding the legalization and regulation of non-medical cannabis in British Columbia be received for information and furthermore that UBCM’s engagement with the Minister on behalf of local government satisfied the October 30th Council resolution.

Carried

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

.01
BYLAW NO. 2905,
2018
OFFICIAL
COMMUNITY PLAN
AMENDMENT
(AMEND FROM
URBAN RESIDENTIAL
TO MULTI
RESIDENTIAL)
907 & 919 2ND ST.

Moved by Hillian and seconded by Frisch that “Official
Community Plan Amendment Bylaw No. 2905, 2018” pass first and
second reading.

Carried

.02
BYLAW NO. 2909,
2018
ZONING AMENDMENT
(REZONE FROM
RESIDENTIAL TWO
ZONE [R-2] TO
RESIDENTIAL FOUR B
ZONE [R-4B])
907 & 919 2ND ST.

Moved by Wells and seconded by Frisch that “Zoning
Amendment Bylaw No. 2909, 2018” pass first and second reading.

Carried

13.00 ADJOURNMENT

.01

Moved by Frisch and seconded by Wells that the meeting now
adjourn at 6:10 p.m.

Carried

CERTIFIED CORRECT

Director of Legislative and Corporate Services

Adopted this 5th day of February, 2018

Mayor

S1/18 – January 29, 2018

Minutes of a Special Council Meeting held in the City Hall Council Chambers, Courtenay BC, on Monday, January 29, 2018 at 11:09 a.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

I. Buck, Director of Development Services

T. Kushner, Director of Public Works Services

D. Love, Senior Advisor Strategic Initiatives

R. O’Grady, Director of Engineering Services

B. Parschauer, Director of Financial Services

D. Snider, Director of Recreation and Cultural Services

1.00 RESOLUTIONS OF COUNCIL

.01

IN CAMERA
MEETING

Moved by Wells and seconded by Lennox that Council now adjourn to a Special In-Camera meeting closed to the public pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Carried

2.00 ADJOURNMENT

.01

ADJOURNMENT

Moved by Hillian and seconded by Frisch that the meeting now adjourn at 11:10 a.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 5th day of February, 2018

Mayor

Minutes of a Committee of the Whole meeting held Monday, January 29, 2018 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

Mayor: L.V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

R. Lennox

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Corporate Administrative Services

I. Buck, Director of Development Services

T. Kushner, Director of Public Works Services

B. Parschauer, Director of Financial Services

D. Snider, Director of Recreation and Cultural Services

1.00 STAFF REPORTS/PRESENTATIONS

.01 Moved by Hillian and seconded by Wells that based on the
COURTENAY CANADA January 29, 2018 staff report “Courtenay Canada Day Leadership
DAY LEADERSHIP Structure”, Council adopt OPTION 1 and utilize existing staff resources
STRUCTURE to direct the Courtenay Canada Day celebrations along with the
0550-20 recommendations of an ad hoc advisory team.
Carried

2.00 RESOLUTIONS OF COUNCIL

.01 Moved by Frisch and seconded by Lennox that;
COUNCILLOR FRISCH WHEREAS the City of Courtenay is a desirable place to live and;
DEVELOPMENT WHEREAS Development Services have a significant number of
PLANNING AND applications and;
PROCESS WHEREAS it is in the City’s best interest to plan for future growth, and
have a timely and efficient development process;
THEREFORE BE IT RESOLVED that staff propose terms of reference
for a committee of Council to make recommendations on development
planning, the development application process, and the subdivision
review process, and that staff prepare the proposal for the first council
meeting in February.

Amendment Motion

Moved by Lennox and seconded by Frisch that staff propose
terms of reference and ideas for an advisory board of some type and that
staff prepare the proposal for the second Council meeting in February
(February 19th, 2018).

Amended Motion Defeated

In favour: Councillors Lennox and Frisch

Opposed: Mayor Jangula, Councillors Eriksson, Hillian, Theos and Wells

Main Motion

The main motion came back to the table and was put to a vote.

Main Motion Defeated

In favour: Councillors Lennox and Frisch

Opposed: Mayor Jangula, Councillors Eriksson, Hillian, Theos and Wells

.02

IN CAMERA
MEETING

Moved by Frisch and seconded by Wells that a Special In-Camera meeting closed to the public will be held January 15th, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- -90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Carried

3.00 ADJOURNMENT

.01

Moved by Wells and seconded by Frisch that the meeting now adjourn at 4:51 p.m.

Carried

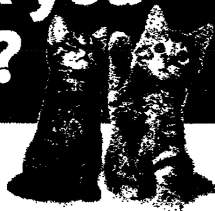
CERTIFIED CORRECT

Director of Legislative Services

Adopted this 5th day of February, 2018

Mayor

Why should you fix your cat?



Research shows that, as an individual, you can reduce the cat overpopulation problem by spaying and neutering your cat.

There are benefits for you as an individual, if you fix your cat. Fixing your cat will be one of the best things you can do to protect your cat's health. Your cat will fight less, your vet bills will be lower and your fixed cat will be healthier and happier.

It's the right thing to do for your cat, your community, and your pocket book too.

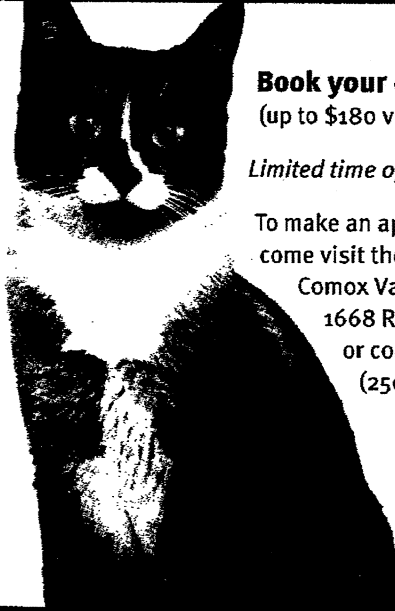
Book your cat in today!

PETSMART
Charities.
of Canada

BCSPCA
SPEAKING FOR ANIMALS

FREE SPAY/NEUTER

available for all cats in the City of Courtenay



Book your cat in today!
(up to \$180 value!)

Limited time offer.

To make an appointment
come visit the BC SPCA
Comox Valley branch at
1668 Ryan Rd E
or contact us at
(250) 339-7722.

PETSMART
Charities.
of Canada

BCSPCA
SPEAKING FOR ANIMALS



FREE SPAY AND NEUTER

available for cats in Courtenay/Comox

Book your cat in today!
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Up to \$180 value.

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Comox Valley BC SPCA at (250) 339-7722
or visit us in person at 1668 Ryan Road East.



PETSMART
Charities
of Canada

BCSPCA
SPEAKING FOR ANIMALS

12



STAFF REPORT

To: Council

File No.: 1670-01

From: Chief Administrative Officer

Date: February 5, 2018

Subject: Suggested Resolution UBCM 2018 via AVICC: Draft Common Asset Management Policy

PURPOSE:

To provide a suggested Resolution to UBCM via AVICC acknowledging there are three intertwined yet distinct communications channels within local government that should be promoted to achieve Asset Management for Sustainable Service Delivery across British Columbia.

POLICY IMPLICATIONS:

The City of Courtenay has an opportunity to fulfil one of the City's Strategic Priorities by promoting organizational and governance excellence. Further, the City can leverage and magnify the potential benefits to all BC local governments by requesting support from UBCM via AVICC in addressing the gap in local government policy related to Asset Management for Sustainable Service Delivery.

CAO RECOMMENDATION:

That based on the February 6th 2017 staff report "Suggested Resolution UBCM 2018 via AVICC: Draft Common Asset Management Policy", Council approve the following resolution.

Whereas, the purposes of a British Columbia municipality and regional district include providing for stewardship of the public assets of its community;

And Whereas, the powers, duties and functions of British Columbia municipal and regional district Chief Administrative Officers include:

(a) overall management of the operations of the local government;

(b) ensuring that the policies, programs and other directions of the council or board are implemented; and

(c) advising and informing the council or board on the operation and affairs of the local government.

Now Therefore be it Resolved THAT, the Association of Vancouver Island Coastal Communities supports sound Asset Management practices as the means to achieve local Sustainable Service Delivery;

THAT BC municipalities and regional districts, their respective CAOs and staffs would benefit from guidance to a common communications approach to enhance Asset Management Practices;

And THAT the AVICC recommends the Union of BC Municipalities Resolve to develop and implement such a common communications approach in partnership with the LGMA and Asset Management BC.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Asset Management BC (AMBC) has been providing awareness of Asset Management best practices for nearly a decade and throughout that time senior City Staff have been closely affiliated with AMBC. The City has benefited from that relationship by adopting many of the practices AMBC devised or has otherwise supported and after several years, the positive impacts are beginning to be felt.

AMBC is a group of Associations, governments and first nations with a collective interest in Asset Management. It's important to emphasize that AMBC quite deliberately refers to itself as a "Community of Practice", meaning it does not depend upon or represent a particular entity or sector. Therefore, the various observations and suggested practices are motivated only by objectivity and excellence in Asset Management practices.

Given its chosen position as a neutral party, it might be considered presumptuous of AMBC to offer advice to elected officials without it first being requested. That is possibly why there has not yet been a collation of policy practices offered in support of CAOs and council/board elected officials where, from a public administrator's perspective, something of that nature would be very useful. Ironically, our affiliation with AMBC has helped us to recognize that this form of guidance does exist, but it is located in various places and has not been provided or promoted in a coherent, unified way. The guidance is located in statutes, senior government publications and Courtenay Council's Asset Management Policy.

What follows is respectfully suggested as an overview of this guidance for Council's consideration. Also, a further suggestion is made below of how the information might be provided on a much broader basis to other local governments through a Resolution at the Association of Vancouver Island Coastal Communities conference and perhaps beyond that to the Union of BC Municipalities annual conference. And finally, a suggestion that AMBC might be asked to help disseminate any adopted practices along these lines.

DISCUSSION:

Beyond the operational aspects, to be successful over the long-term a local government AM program depends upon three intertwined yet distinct communications channels and their respective content:

1. The **relationship between council members/regional directors with their constituents** to consider and agree upon continuing levels of service balanced with the constituents' willingness to pay;
2. The **relationship between council members/regional directors and their respective CAOs** to agree upon policy objectives (and reporting) and provision of the means to achieve them; and

3. The **relationship between municipal/regional district CAOs and their staffs** to set the operational and capital work plans in place to achieve sustainable service delivery through sound AM practices.

These three channels have their origins in the following references:

- *Community Charter (CC)* and *Local Government Act (LGA)*;
<http://www.bclaws.ca/>
- Auditor General for Local Government (**AGLG**) Perspectives Series Booklet, “Asset Management for Local Governments”;
<https://www.aglg.ca/> and
- City of Courtenay **Policy #1670.00.02** “Asset Management Policy”.
<http://www.courtenay.ca/EN/main/city-hall/asset-management.html>

COUNCIL/BOARD MEMBERS AND CONSTITUENTS:

As most will know, municipalities and regional districts are distinct, but are both referred to as ‘local governments’ and the *Community Charter* and *Local Government Act* are the two principal sources of their respective authority. These statutes provide for the purposes of these two forms of local government. One purpose is “providing for stewardship of the public assets of its community”.¹ They also stipulate that ‘the powers, duties and functions of a municipality or regional district are to be exercised and performed by its council or board’² as the case may be.

The BC AGLG provides even more succinct guidance to the elected officials:

“Local residents, as service customers and taxpayers, expect to be advised and consulted on how you are spending tax dollars... It is important for you to... engage and educate members of the community on what asset management involves, why it is important and the implications if your local government fails to proactively manage publicly-owned assets. This communication provides an opportunity for your local government to ask the community about their service level expectations and their willingness to pay the costs of meeting those expectations.”³

This guidance is echoed the City’s Asset Management Policy: “...council members are responsible for adopting policy and ensuring that sufficient resources are applied to manage the City’s capital assets” and for providing “...those we serve with services and levels of service for which they are willing to pay”.⁴

COUNCIL/BOARD AND THEIR CAOs:

The *CC* and *LGA* speak to this relationship, too: CAOs’ powers, duties and functions include overall management of operations of the local government; ensuring that the policies, programs and other

¹ *Community Charter* s. 7 and *Local Government Act* s. 185.

² *Community Charter* s. 114 and *Local Government Act* s. 194.

³ Auditor General for Local Government (**AGLG**) Perspectives Series Booklet, “Asset Management for Local Governments”, pp. 17-18.

⁴ This latter policy statement is reiterated in the City of Courtenay Strategic Priorities 2016-2018.

directions of the council/board are implemented; and advising and informing the council/board on the operation and affairs of the local government.⁵

The AGLG also considers this relationship:

“Elected officials have a stewardship responsibility and an oversight role, while staff are responsible for implementation and for reporting back to the council/board. It is important for both parties to understand and respect the distinction between governance and management and to maintain an appropriate balance of accountability... As elected officials, you can help ensure effective asset management by supporting staff in their efforts to develop and implement asset management planning.”⁶

Council’s AM Policy commits to “Ensuring necessary capacity and other operational capabilities are provided” and to “...providing sufficient financial resources to accomplish them”. As a reflection of the legislation and AGLG guidance, the Policy goes on: “The Chief Administrative Officer has responsibility for Asset Management plans, strategies and procedures as well as reporting to Council on the effectiveness of Asset Management practices and their outcomes.”

CAOs AND THEIR STAFF:

Communications as part of this relationship is a matter of leadership style and public administration practices. How these manifest themselves locally is a function of the individuals’ education and experience along with ongoing professional development. This is offered by agencies such as the Local Government Management Association of BC and more formalized training through various academic institutions.

While the statutes do not speak to this particular relationship, the AGLG does provide some guidance:

“Asset management is a highly integrated activity requiring staff from across the local government to interact and share knowledge and data. It requires a shift to a new business model based on sustainable service delivery. To succeed, your chief administrative officer must champion asset management, select the right group of staff from finance, planning, operations, information technology and engineering, give them the proper authority and make them accountable for action.”⁷

This AGLG guidance coincides with the City’s AM Policy as provided above.

As is obvious, the guidance to successfully develop these three channels of communication does exist. However, it would be more effective if it were coalesced in a singular form that could be consistently referred to by local governments wishing to more effectively develop Asset Management for Sustainable Service Delivery. One way of accomplishing this could be for BC local governments to collectively request it be done on their behalf by an organization or agency such as Asset Management BC.

⁵ Paraphrased for convenience from *Community Charter* s. 147 and *Local Government Act* s. 235.

⁶ Auditor General for Local Government (AGLG) Perspectives Series Booklet, “Asset Management for Local Governments”, pp. 17 & 13.

⁷ Auditor General for Local Government (AGLG) Perspectives Series Booklet, “Asset Management for Local Governments”, p. 18.

To that end, the following AVICC Resolution is recommended, for Council endorsement and subsequently be forwarded to the next UBCM Convention for consideration.

Whereas, the purposes of a British Columbia municipality and regional district include providing for stewardship of the public assets of its community;

And Whereas, the powers, duties and functions of British Columbia municipal and regional district Chief Administrative Officers include:

- (a) overall management of the operations of the local government;*
- (b) ensuring that the policies, programs and other directions of the council or board are implemented; and*
- (c) advising and informing the council or board on the operation and affairs of the local government.*

Now Therefore be it Resolved THAT, the Association of Vancouver Island Coastal Communities supports sound Asset Management practices as the means to achieve local Sustainable Service Delivery;

THAT BC municipalities and regional districts, their respective CAOs and staffs would benefit from guidance to a common communications approach to enhance Asset Management Practices;

And THAT the AVICC recommends the Union of BC Municipalities Resolve to develop and implement such a common communications approach in partnership with the LGMA and Asset Management BC.

FINANCIAL IMPLICATIONS: Nil

ADMINISTRATIVE IMPLICATIONS: Nil

ASSET MANAGEMENT IMPLICATIONS:

Would formalize the processes of communications and clarify roles and responsibilities for present and future council members, CAOs, staff and the public.

STRATEGIC PRIORITIES REFERENCE:

We 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 is considered in all decisions we make
- We responsibly provide services at a level which the people we serve are willing to pay

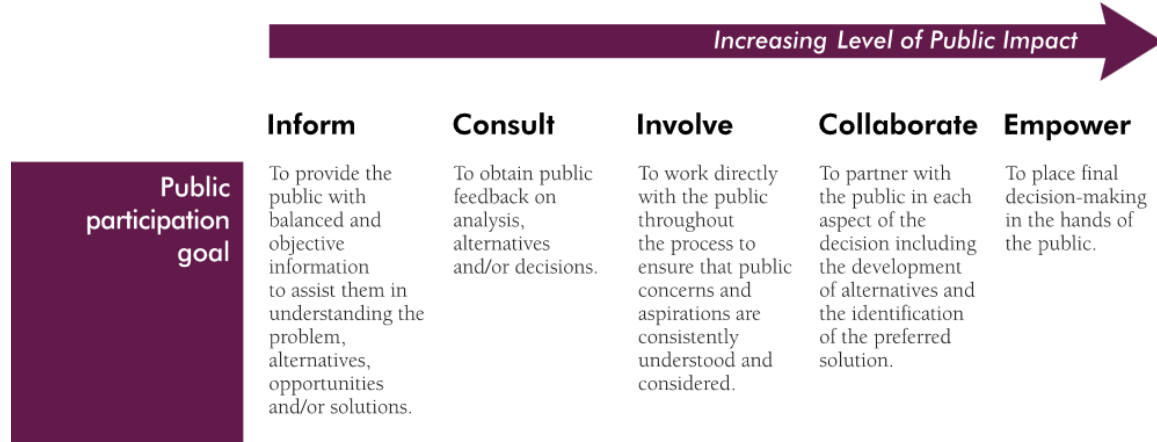
OFFICIAL COMMUNITY PLAN REFERENCE: None

REGIONAL GROWTH STRATEGY REFERENCE: None

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:

OPTION 1: Council supports the recommendation.

OPTION 2: Council does not support the recommendation.

Prepared by:

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



STAFF REPORT

To: Council

File No.: 3090-20-1710

From: Chief Administrative Officer

Date: February 5, 2018

Subject: **Development Variance Permit No. 1710 – New sign at 1350 England Avenue**

PURPOSE:

The purpose of this report is to consider a Development Variance Permit to vary provisions of the City's Sign Bylaw to allow a freestanding sign within the required setback of an adjoining street on a commercial property with a health clinic.

CAO RECOMMENDATIONS:

That based on the February 5th, 2018 staff report "Development Variance Permit No. 1710 – New sign at 1350 England Avenue", Council approve OPTION 1 and issue Development Variance Permit No. 1710.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is located at 1350 England Avenue, is zoned MU-2 (Multiple Use Two) and is occupied by the Courtenay Medical Centre. The property is approximately 4,700 m² (0.47 ha) in size and is legally described as Strata Lot 1, Section 41, Comox District, Strata Plan VIS2998.

The applicant is proposing to replace an existing sign while retaining the existing concrete base and subsurface infrastructure. The current sign placement was approved in 1994 under a previous Sign Bylaw No. 1426 which permitted siting to be closer to streets than the current Sign Bylaw No. 2760 permits. Bylaw No. 1426 required a minimum 5 foot (1.52m) setback from a street, whereas Bylaw No. 2760 requires a minimum 2m (6.56 foot) setback. The existing sign is therefore considered legally non-conforming and is permitted to continue as is. However a new sign must comply with the current Sign Bylaw or seek a variance.



Figure No. 1: Subject Property (outlined in red)

The proposed dual sided freestanding sign will have a sign area of 2.67 m² on each side and a height of 2.16 m. The surface is opaque brushed aluminium panels that extend to the base of the sign, with LED backlighting of the lettering. The proposed sign will be setback 5.38 m from the property line adjacent to 13th Street, but only setback 1.52m from England Avenue. A close-up of the sign setbacks, a photo of the existing and proposed sign are shown in Figures No. 2 through 4. The applicant’s submissions are referenced in **Attachment No. 2**.

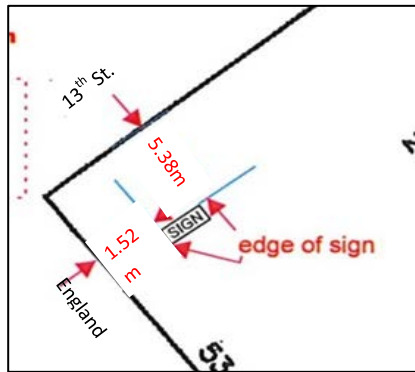


Figure No. 2: Close-up of sign setbacks.



Figure No. 3: Showing existing sign from 13th St..



Figure No. 4: Rendering of proposed sign in relation to size of existing sign (shown as grey background).

Table 1: sign dimensions

| Existing sign | Proposed sign |
|--|--|
| Height: 3.53m | Height: 2.16m |
| Width: 3.35m | Width: 1.24m |
| Surface area: 9.52m ² each side | Surface area: 2.67m ² each side |

DISCUSSION:

The City’s Sign Bylaw No. 2760 regulates the number, size, type, form, appearance and location of signs within City boundaries. The intent of the Bylaw is to encourage aesthetically pleasing and harmonious streetscapes and to prevent erecting signs that pose a safety or hazard to life or property, create traffic hazards or interfere with traffic control devices. The proposed sign meets all the Bylaw requirements with the exception of the siting requirement.

| Bylaw Requirement | Variance Sought by Applicant |
|--|--|
| 5.3.5 (Location) c. No sign shall be located within 3.0m (9.8 ft.) of an adjoining property line or within 2.0m (6.56 ft.) of the property line facing a street and no sign shall be located within a sight triangle. | Locating the sign 1.52m from the property line adjoining England Avenue. |

The applicant requests the variance so that they can re-purpose existing on-site infrastructure including the concrete sign foundation and electrical servicing contained within an underground structure that is 1.5m deep. The proposed sign is significantly smaller in size (2.67 m²) as shown in the comparative Figures No. 3 and 4, thus resulting in less presence on the streetscape. The new sign also will include landscaping around the base. Staff believe that the proposed variance is minor, and that the sign does not pose any safety issues, and will improve the existing situation.

FINANCIAL IMPLICATIONS:

Should Development Variance Permit No. 1710 be approved, the applicant would be required to apply for a sign permit. Sign permit fees are \$45 for freestanding sign under 2.5 m in height. The Development Variance Permit application fee paid by the applicant for the sign variance was \$400. There are no other financial implications related to this application.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component. Staff has spent 4 hours reviewing the application and preparing the staff report. The City incurs costs related to mailing out notices and registering the notice of the permit with the land titles office.

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 the sign permit.

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 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

OFFICIAL COMMUNITY PLAN REFERENCE:

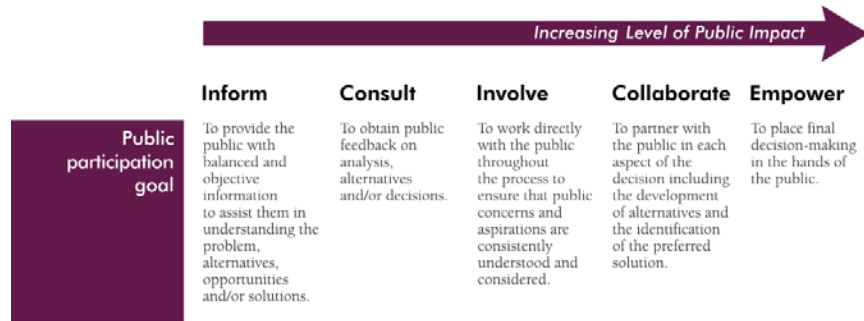
There is no direct implication to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There are no Regional Growth management implications related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

The level of public input staff is undertaking is to **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. To-date, staff has received no responses.



OPTIONS:

OPTION 1: (Recommended): Approve Development Variance Permit No. 1710.

OPTION 2: Not approve Development Variance Permit No. 1710.

Prepared by:

Nancy Gothard, MCIP, RPP
Policy Planner

Reviewed by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. Attachment No. 1: Development Variance Permit and Associated Schedules

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3090-20-1710

DEVELOPMENT VARIANCE PERMIT

February 5, 2018

To issue a Development Variance Permit

To: Aqua Terra Health Inc., Inc.NO. A0092016

Property to which permit refers:

Legal: Strata Lot 1, Section 41, Comox District, Strata Plan VIS2998 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot shown on Form 1

Civic: 1350 England Avenue

Conditions of Permit:

Permit issued to allow one internally illuminated freestanding sign with the following variances to the City of Courtenay Sign Bylaw No. 2760, 2013:

- Section. 5.3.5 (Location) c. – Notwithstanding the setback requirement in this Section, the minimum setback of the permitted sign from England Avenue may be reduced from 2.0m to 1.52m.

Development Variance Permit No. 1710 is subject to the following conditions:

1. Sign graphics and dimensions must be in accordance with the renderings contained in *Schedule No. 1*, which is attached to and forms part of this permit;
2. Sign location must be in accordance with the renderings contained in *Schedule No. 1*, which is attached to and forms part of this permit;
3. Freestanding sign must be located within a landscaped area of at least 5.0 m²;
4. The sign must be in conformance with all other regulations contained within Section 5.3.5 of Sign Bylaw No. 2760.

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.

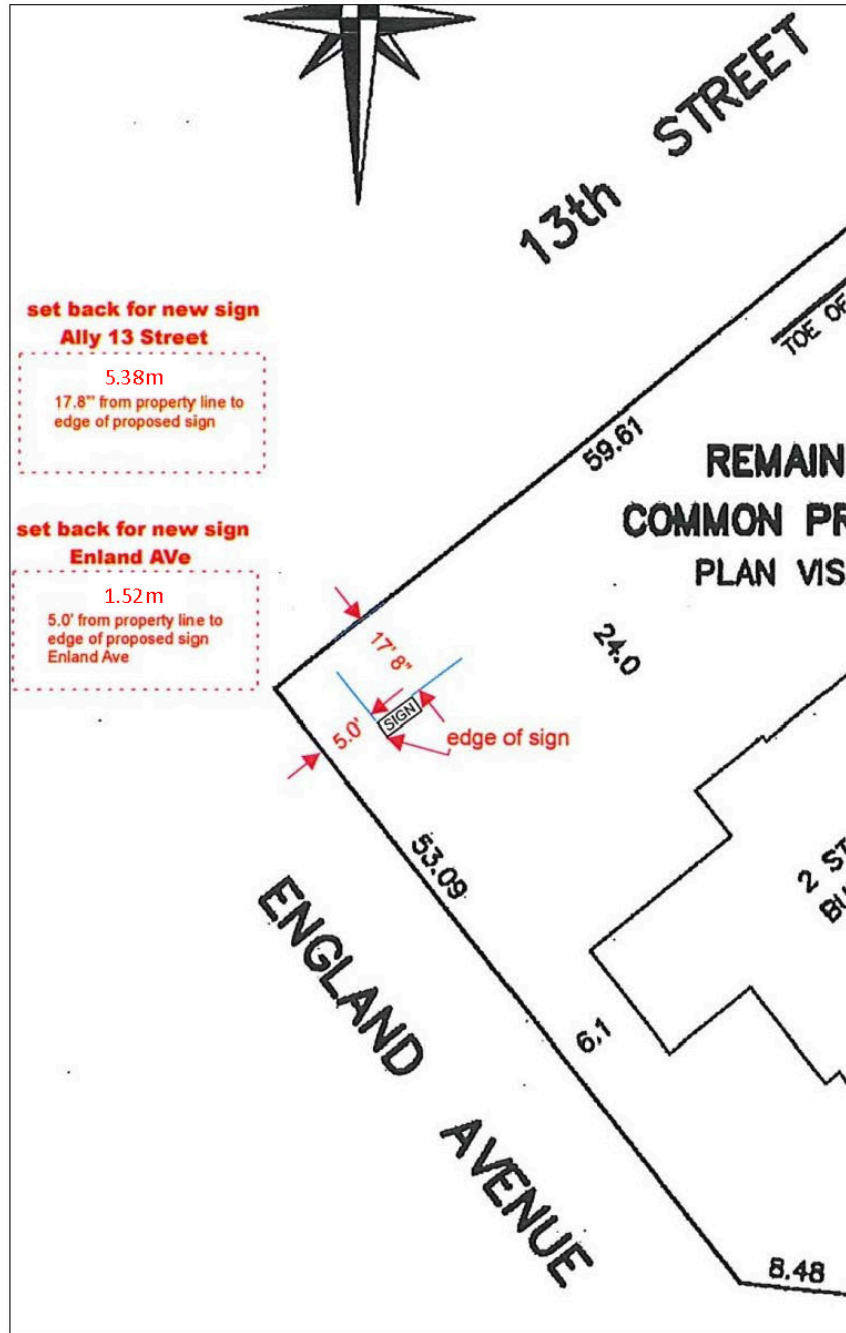
Date

Director of Legislative Services

DVP1710

Schedule No. 1: Site plan and drawings

Page 1 of 5



DVP1710

Schedule No. 1: Site plan and drawings
Page 2 of 5

1350 Courtenay Medical

Specifications:

LED illumination

Brushed alum panel faces

White plex backing inserts to illuminated logo or letters

All steel structure powder coated black

Aluminum sign frame powder coated black

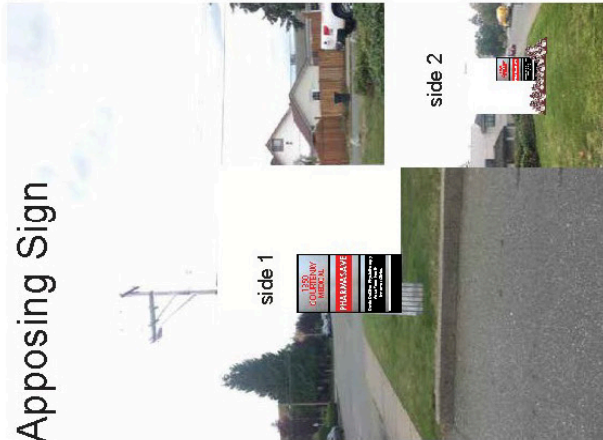
Graphics applied to alum panel surface

1 Illuminated double sided pylon

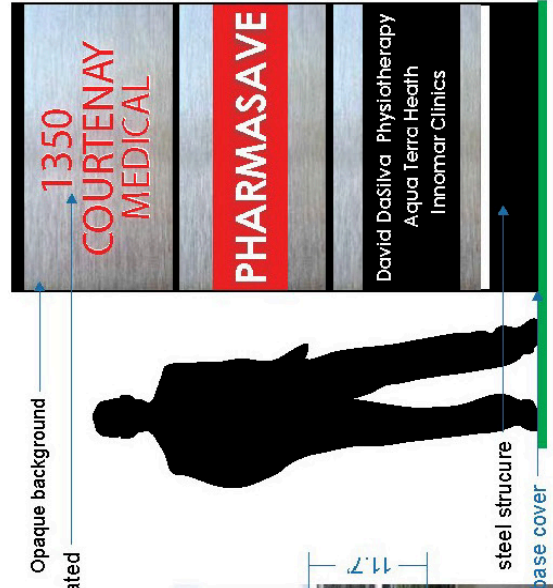
PLEASE REVIEW AND LOOK OVER ARTWORK CAREFULLY

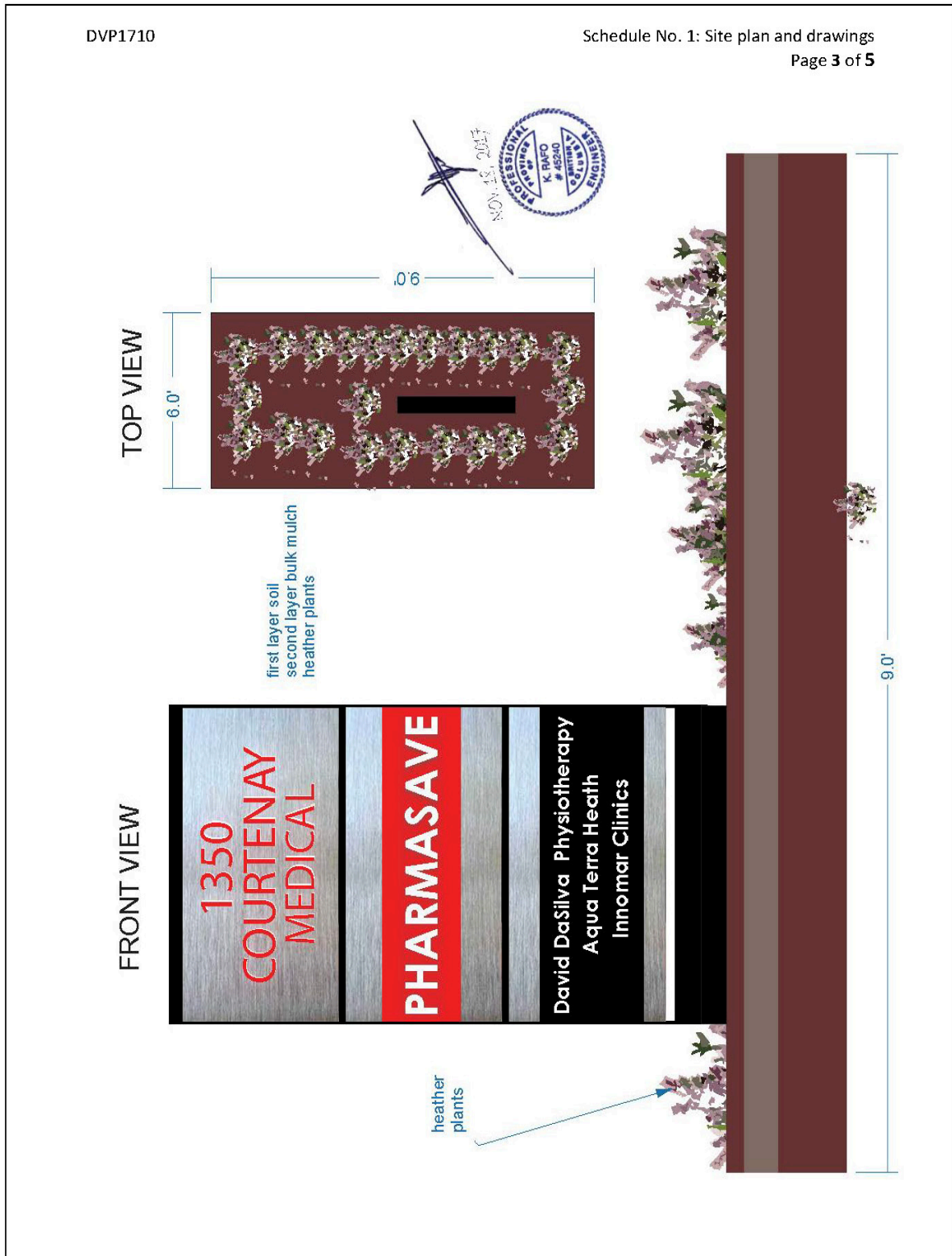
"Note"
Existing foundation, anchor bolts
and electrical to stay

Apposing Sign



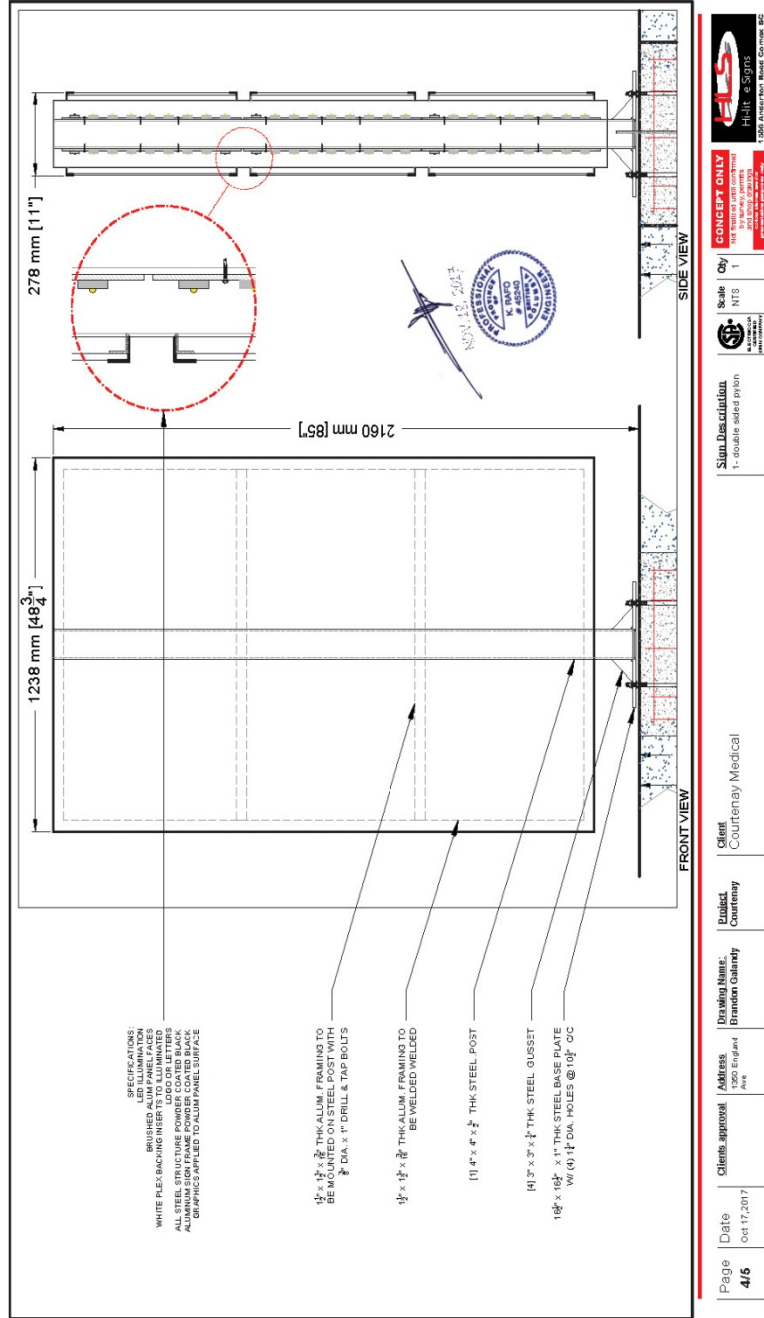
front view





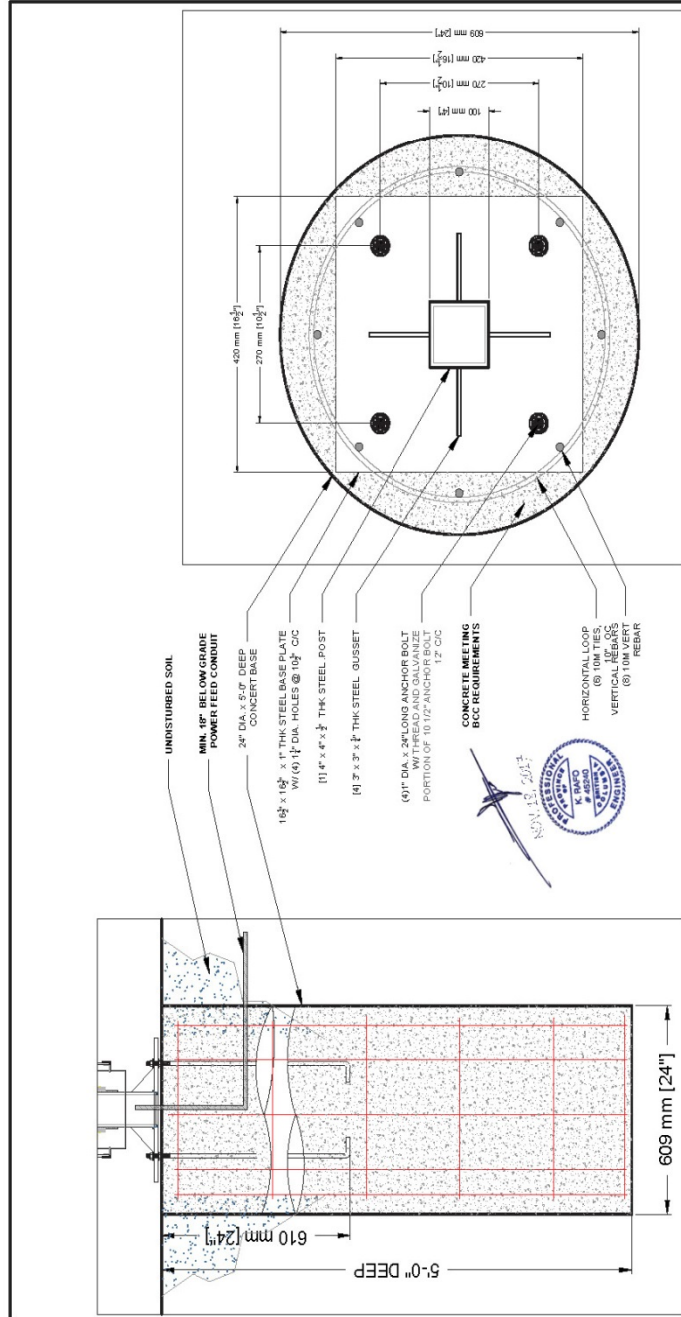
DVP1710

Schedule No. 1: Site plan and drawings
 Page 4 of 5



DVP1710

Schedule No. 1: Site plan and drawings
 Page 5 of 5



| | | | |
|------------------|-----------------------------|------------------|--------------|
| Page | 6/6 | Date | Oct 17, 2017 |
| Client approval | Address | 1350 England Ave | |
| Designer Name: | Brandon Gallantry | | |
| Unit/est | Courtenay | | |
| Client | Courtenay Medical | | |
| Sign Description | 1 - concrete sign base plan | | |
| Scale | NTS | City | 1 |
| CONCEPT ONLY | NOT FOR CONSTRUCTION | | |
| | | | |



STAFF REPORT

To: Council

File No.: DPV00006

From: Chief Administrative Officer

Date: February 5, 2018

Subject: Temporary building for Habitat for Humanity site - 1330 Lake Trail Road

PURPOSE:

The purpose of this report is for Council to authorize a temporary building on the Habitat for Humanity building site on Lake Trail Road.

CAO RECOMMENDATIONS:

That based on the February 5, 2018 staff report "Temporary building for Habitat for Humanity site – 1330 Lake Trail Road", Council authorize a temporary building on the Habitat for Humanity building site for a period of approximately 2 years.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Habitat for Humanity was recently approved for rezoning and development permit to facilitate the construction of five (5) duplex buildings in phases on the subject property. As part of their usual development process they construct a temporary amenity building that serves to house volunteer engagement services as well as their personal protective equipment and supplies.

DISCUSSION:

Any building over 10 square metres is subject to the BC Building Code. The building code does however exempt certain temporary buildings such as construction site offices, seasonal storage and special event facilities where permission has been granted by the authority having jurisdiction.

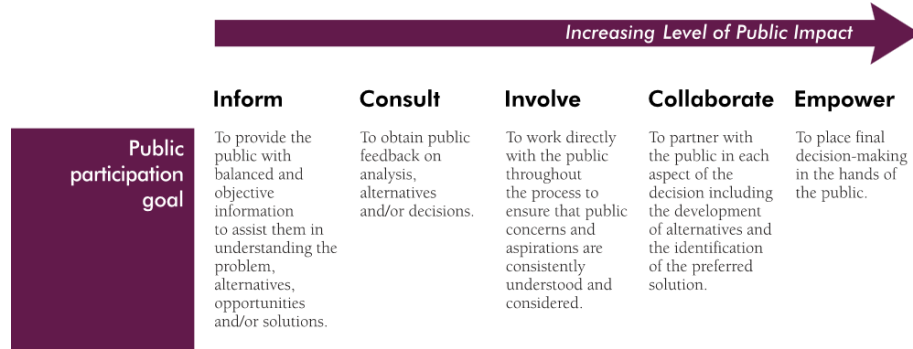
In the instance of the structure built by Habitat for Humanity it would be difficult to comply with building code requirements without significant cost. As such staff are seeking approval of Council to treat this building as temporary building under clause 1.1.1.1(2)(f) of BC Building Code.

Staff do not anticipate any issues as the group has used similar facilities with other builds. If authority is not granted for the temporary building, Habitat for Humanity would face increased costs to construct the building impacting funds available for the construction of the dwelling units, which are intended to provide affordable housing in Courtenay.

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



There is no direct community engagement required with this request. However, should the public enquire staff would inform of the temporary nature of the building and the associated Building Code provisions.

OPTIONS:

OPTION 1: Approve the building as a temporary structure.

OPTION 2: Do not approve the building as a temporary structure.

OPTION 3: Defer decision on the request until further information is provided.

Prepared by:

Ian Buck, MCIP, RPP
Director of Development Services



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2018 – 2022 Water Fund Financial Plan

File No.: 1705-20 / 1830-05
Date: February 05, 2018

PURPOSE:

The purpose of this report is for Council to consider the 2018 – 2022 Water Fund Budget and Financial Plan.

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a five-year financial plan adopted annually and Section 194 permits the levying of a fee for the provision of a utility service.

At the May 1, 2017 Council meeting, final approval was given to Bylaw No. 2873 and 2874, 2017 increasing City water User Fees and Frontage Fees for 2017 and 2018.

“BYLAW NO. 2873, 2017 FEES AND CHARGES AMENDMENT BYLAW

Moved by Hillian and seconded by Wells that “City of Courtenay Fees and Charges Amendment Bylaw No. 2873, 2017” be finally adopted.

BYLAW NO. 2874, 2017 WATER SERVICE FRONTAGE TAX BYLAW

Moved by Hillian and seconded by Wells that “Water Service Frontage Tax Bylaw No. 2874, 2017” be finally adopted.”

The Frontage Fees and User Fees for the Water fund have been incorporated into the 2018 – 2022 Water Fund budget plan. The 2018–2022 Water Fund budget is a component of the City’s annual five year Financial Plan.

EXECUTIVE SUMMARY:

The water system has a regional and a municipal component and each plays a vital role in providing water services to the residents of Courtenay. The Comox Valley Regional District (CVRD) has planned significant capital upgrades and expansion to their source water infrastructure in order to address ongoing boil water advisories, and provide a continuous supply of high quality water to the growing Comox Valley population. In order to pay for these capital improvements, bulk water rates to CVRD customers are systematically increasing for the next five years. For 2018, the CVRD bulk water rate is increasing to \$0.75 from \$0.71 per cubic meter. This rate has a significant impact to the City’s, as it represents over 60% of the total annual operating costs.

Similar to the CVRD, the City is required to generate revenues sufficient for it to fulfil its commitment to operate a Class 4 water system that provides safe drinking water to residents. The 2018 – 2022 Financial Plan is developed from the condition assessments, life-cycle analysis and risk management information

contained in the Water Asset Management (AM) plan. It incorporates higher CVRD bulk water rates with staffing levels set to meet capacity requirements and to ensure compliance with water operating permit health standards and regulations. The recommended 2018 Financial Plan incorporates a 10% User Fee increase for operating cost increases and a 25% increase to Frontage Fees for capital needs, as approved at the May 1st 2017 council meeting.

A single family residence with an average frontage of 21.83 meters will see a combined annual cost increase of \$67.85 which translates to \$5.65 monthly or \$0.186 per day.

CAO RECOMMENDATIONS:

That based on the February 05, 2018 staff report “2018 – 2022 Water Fund Financial Plan”, Council approve the 2018 – 2022 Water Fund Financial Plan; and,

That any budget surplus funds be allocated to the Water Fund Asset Management Reserve.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The supply of water to Courtenay residents is a combined effort involving the Comox Valley Regional District (CVRD) who supplies and transmits treated water from Comox Lake to the City boundary where it is then distributed to property owners through the City’s distribution system. The City purchases bulk water from the CVRD and operates and maintains a Class 4 Water Distribution System.

In September 2015, the City’s Water Distribution System was re-classified to a Class 4 Facility from a Class 1 Facility by the Environmental Operators Certification Program (EOCP) A Class 4 Facility is the highest classification for a water system and is a result of a number of criteria including population served, number of connections (Residential, Commercial, Institutional, and Industrial), complexity of system and vertical assets (ie PRVs, reservoirs) The result of this reclassification is the City’s Water Operators must be trained to a Level 4 designation through the EOCP.

As a Water Purveyor, the City must comply with the Drinking Water Protection Act and the Island Health Authority’s (IHA) permit requirements. The City’s Permit to Operate was also reviewed and updated in 2016 by Island Health. This resulted in a number of new operational activities that must be completed annually These include:

- Unidirectional Flushing Program.
- Cross Connection Control Program.
- Leak Detection Program.
- Operator Training Program.
- Emergency Response Program.

- Water Sampling Program.
- Annual Report (Water Quality).

To provide this Service to the public, the City develops a five year financial plan to meet the legislative requirements of Section 165 of the *Community Charter*. This financial plan covers the period of 2018 - 2022.

The water utility service is designed to be self-funding with no reliance on funding from the general property tax levy. In 2017, Bylaw 2873, 2017 approved increasing water user fees to account for escalating CVRD bulk water rate increases and Bylaw 2874, 2017 approved increasing water service Frontage Fees to cover rising water capital infrastructure needs. Table # 1 shows the City's user fee and frontage rates since 2014.

Table 1 :

| | User Fees | | Frontage | |
|------|-----------|----------|-----------|---------|
| | One-time | Change | Per metre | Change |
| 2014 | \$ 348.38 | | \$ 3.74 | |
| 2015 | \$ 358.83 | \$ 10.45 | \$ 3.74 | \$ - |
| 2016 | \$ 369.59 | \$ 10.76 | \$ 3.74 | \$ - |
| 2017 | \$ 425.03 | \$ 55.44 | \$ 4.68 | \$ 0.94 |
| 2018 | \$ 467.53 | \$ 42.50 | \$ 5.84 | \$ 1.16 |

DISCUSSION:

City of Courtenay 2018 – 2022 Water Financial Plan

2018 Budget Summary

Attachment # 1 in this report is the Water Operating Budget Overview. Proposed 2018 operating revenues total \$8,147,100 with 2018 operating expenditures totalling \$6,964,800; contributions to reserves and capital of \$1,168,100, leaving a surplus of \$14,200.

2018 Operating Budget Expenditure Sources

The City's Asset Management Program continues to be the primary source of information guiding the sustainable operation, maintenance, and long-term infrastructure renewal needs of the City. Excluding Transfers to Reserves and to Capital, the total change between 2017 and 2018 is \$359,400.

Table 2:

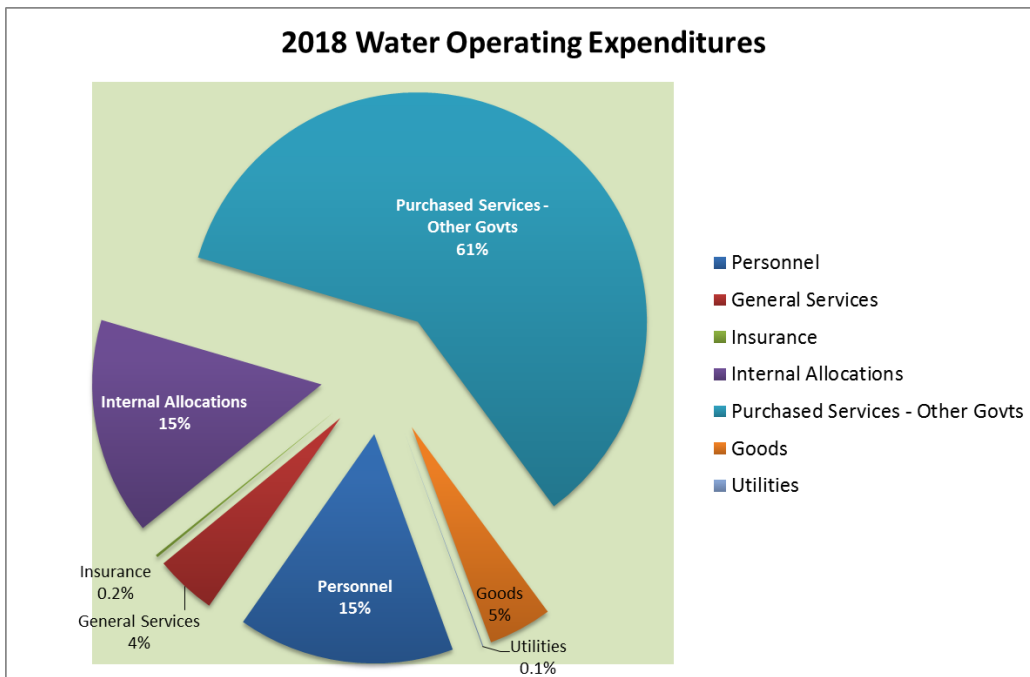
| Water Operating Fund | 2017 Budget | 2018 Budget | Budget Increase (decrease) |
|---------------------------------|------------------|------------------|----------------------------|
| Expenses | | | |
| Operating | | | |
| General Administration | 1,453,400 | 1,627,300 | 173,900 |
| CVRD - Supply | 3,598,400 | 4,022,600 | 424,200 |
| Transmission and Distribution | 1,253,600 | 1,014,900 | (238,700) |
| | 6,305,400 | 6,664,800 | 359,400 |
| Amortization | 300,000 | 300,000 | - |
| Total Operating Expenses | 6,605,400 | 6,964,800 | 359,400 |

The Operating budget broken into segmented pieces is noted below:

Table 3:

| WATER FUND | 2017 Final Budget | 2018 Budget | 2017-2018 Budget Variance | % of Total 2018 Budget | Breakdown of Current User Fee |
|--|-------------------|------------------|---------------------------|------------------------|-------------------------------|
| Expenditures by Economic Segments | | | | | |
| Personnel | 679,800 | 1,017,200 | 337,400 | 15.3% | \$ 71.36 |
| General Services | 673,700 | 289,400 | (384,300) | 4.3% | \$ 20.30 |
| Insurance | 10,700 | 12,000 | 1,300 | 0.2% | \$ 0.84 |
| Internal Allocations | 1,072,500 | 1,020,200 | (52,300) | 15.3% | \$ 71.57 |
| Purchased Services - Other Govts | 3,598,400 | 4,022,600 | 424,200 | 60.4% | \$ 282.18 |
| Goods | 265,300 | 299,300 | 34,000 | 4.5% | \$ 21.00 |
| Transfer payments (rebates) | 1,000 | - | (1,000) | 0.0% | \$ - |
| Utilities | 4,000 | 4,100 | 100 | 0.1% | \$ 0.29 |
| Sub-Total Operating costs | 6,305,400 | 6,664,800 | 359,400 | 100.0% | \$ 467.53 |

Graph # 1:



- “Personnel costs” are increasing due to the following factors.
 - Island Health permit requirements and a reclassification of the City’s water system from a Class 1 to a Class IV in 2015), led to a need for additional staff and a higher level of staff training and certification..
 - CUPE Collective Agreement includes a 2% wage increase, and exempt staff cost increases are also reflected in 2018.
 - Proportional allocation of the Asset Manager’s position in recognition of time spent working on the water fund asset management plan.
 - Recognition of a full time budget for the City Engineer position previously vacant for 6 months of 2017.
 - Higher utility service connection costs due to community growth. In the past, the identification of utility service connection costs was offset by the deposits paid by developers and the public. These costs are being separated to provide a more accurate depiction of all costs and revenues required for the service.
 - Request for temporary project consultants to assist with completing various capital projects.

- “General Services” in 2018 budget dollars **decrease by \$384,300** in this area due to:
 - Removal of one-time 2017 expenditures totals \$424,500:
 - hydrant and water meter repairs at various locations removed;
 - looping watermains through nine (9) properties by external contractors;
 - removal of a water meter chamber
 - Decommissioning existing buried and abandoned valves on 5th Street - East side of river, and removing a hydrant out of the floodplain.

Offsetting the above decreases is a budget increase of \$35,000 for continued work on the Water Master plan in 2018 (funded by Gas Tax funds) and \$15,000 related to utility service connections.

- “Purchased Services – Other Governments” relates to the bulk water purchased from the Comox Valley Regional District (CVRD) and represents the largest cost driver for this Fund – 60.4%. The **increase of \$424,200 is due to:**
 - CVRD bulk water rate increasing from \$0.71/m³ in 2017 to-\$0.75/m³ in 2018, an 5.6% increase from the previous year (2017).
 - community growth and historical weather patterns increasing the volume of water consumed; and
 - the City’s updated operating permit requiring a number of maintenance programs.

These are the primary cost drivers for the City’s water fund operations.

2018 Revenue Sources

Water Fund revenues provide funding for both operating and capital budget requirements. Best practise suggests that Frontage Fees and Parcel Taxes fund capital renewal expenditures while User Fees fund operating costs.

- Frontage Fees: Bylaw 2874, 2017, approved on May 1st 2017, raised Frontage Fees by 25% for the next two years (2018-2019). In 2017, the rate increased from \$3.74 per linear meter to \$4.68 and for 2018, the rate increases to \$5.84. The impact on an average residential property with a frontage of 21.83 meters is an additional **\$25**, which equates to \$2.11 per month. The total projected revenue from Frontage Fees is \$1,159,900.
- User Fees: Bylaw 2873, 2017, also approved on May 1st 2017, increased User Fees for the next two years (2017-2018) to offset operational cost increases. In 2017 User Fees increased to \$425.03 and in 2018 increase to \$467.53, a difference of \$42.50 or \$3.54 per month. The increase in fees is expected to generate an additional \$586,100. Total projected revenue from User Fees is \$6,409,100.
- Revenue – Additional – Meter rental fees and hydrant rentals are the primary sources of revenue in this category. The projected revenue increase is \$8,000.
- Other Sources: Staff continue to pursue federal, provincial and regional funding programs to help offset operating costs, capital renewals and new construction.

2018 Capital Budget

Table 4 is a summary of the 2018 capital projects showing debt payments. 2018 capital revenues and expenditures total \$3,186,000.

Table 4:

| WATER CAPITAL FUND | 2017 Final Budget | 2018 Final Budget |
|---|-------------------------|-------------------------|
| CAPITAL EXPENDITURES | | |
| DEBT | | |
| Interest - Debenture Debt | 10 500 | 10 500 |
| Principal - Debenture Debt | 20 100 | 20 100 |
| | 30 600 | 30 600 |
| ASSETS | | |
| Renewal | 2 150 000 | 1 593 500 |
| New | 1 886 000 | 1 561 900 |
| Total Assets | 4 036 000 | 3 155 400 |
| Total Water Capital Expenditures | 4 066 600 | 3 186 000 |

Table 5 itemizes the capital program for 2018.

Table 5:

| Project description | 2018 Final Budget |
|--|-------------------|
| Sandwick Conversion | 1 549 900 |
| Braidwood Affordable Housing - Water Servicing | 12 000 |
| Buckstone Water Booster Pump Station - Improvements | 250 000 |
| Comox Rd Fire Chamber Removal | 125 000 |
| Old Island Hwy & 5 St - Water Valve Replacement | 75 000 |
| Lerwick Rd - Valve Replacement | 75 000 |
| Willemar Ave -17 St to 21 St - Watermain Replacement | 1 025 000 |
| Braidwood Rd - Road & Utility Reconstruction - Water | 43 500 |
| Grand Total | 3 155 400 |

Transition of the City of Courtenay residents in the defunct Sandwick Water District to the City of Courtenay was an approved project in 2017 and is continuing to occur in 2018. Unspent 2017 funding is being used to fund this project.

Attachment # 2 in this report identifies each project and notes the respective funding source.

Water Reserves and Surplus Balances

Table 6 identifies the projected totals of the Water Reserves and Surpluses. The projected balance at the end of 2018 for Water Operating Surpluses is \$692,000, Water Capital Reserves is \$1,980,000 and Water Development Cost Charges (DCC) is \$371,000.

Table 6:

| | Estimated balance | |
|---|-------------------|------------------|
| | Dec.31, 2017 | Dec.31, 2018 |
| Operating Surplus | | |
| Surplus | 677,000 | 692,000 |
| Surplus Reserve for Future Expenditures | 20,000 | - |
| Total | 697,000 | 692,000 |
| Capital Reserves | | |
| Water Reserve | 1,416,000 | 1,454,000 |
| Asset Management | 1,388,000 | 213,000 |
| Water Machinery and Equipment | 283,000 | 313,000 |
| Total | 3,087,000 | 1,980,000 |
| Total Surplus and Reserves | 3,784,000 | 2,672,000 |
| Water DCC Bylaw #2426/2755 | 530,000 | 371,000 |

FINANCIAL IMPLICATIONS:

Attachment # 3 links water revenue sources with budget expenditure categories. Even with user rate increases, operating expenditures exceed projected User Fee revenues and Frontage Fees are currently used to offset those costs. To move toward sustainable service delivery User Fees have been increased by 10% for 2019, 7.5% in 2020, 4.0% in 2021 and 2.0% in 2022. This allows the City to continue to contribute to reserves for future water system infrastructure renewal.

The 2018 Frontage Fee of \$5.84 per meter (per Bylaw 2874, 2017) is less than 1% of the average linear

meter cost (average of \$650 per linear meter) incurred by the City for water infrastructure replaced in 2017. While the new rate is expected to generate \$1,151,500 for capital expenditures, it is lower than what the City requires for sustainable capital renewal and fails to provide sufficient resources to build reserves for unplanned larger water capital infrastructure failures, planned renewals, or new developments.

To address this shortfall, it is recommended that frontage fee rates continue to increase by 25% until they are similar to sewer frontage rates of \$10.24/metre. Capital renewal for 2019 – 2022 is budgeted at \$1.5M in 2019 and increases to \$2.0M in 2022. Increasing Frontage Fees over several years will assist with building reserves to facilitate a sustainable capital asset management program for this utility, achieve the recommendations to come from the water master plan to be prepared in 2018, and moderate the impact to water users over time.

Whenever possible, the City will use its reserves and external funding sources to assist with capital renewal. However, reserves once used must be replenished before they can be used for future renewal projects. Relying on external revenue sources is also an unreliable source of capital revenue as upper-level government policies and programs often are modified or discontinued.

ADMINISTRATIVE IMPLICATIONS:

Once finalized, the Water budget will be incorporated as part of the statutory component of the five year Financial Plan. The compilation of the Financial Plan will require a minimum of 20 hours of staff time.

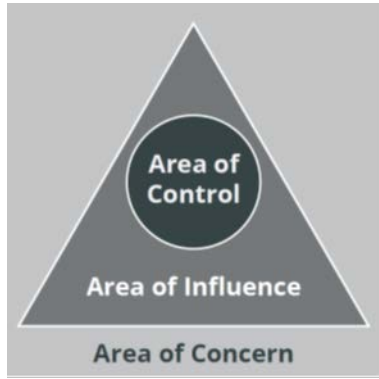
ASSET MANAGEMENT IMPLICATIONS:

Unlike other services, a Utility is designed to be independent and fully self-sustaining. The operating costs to provide potable water to the community are funded by User Fees. Replacing water infrastructure at the end of its life and planning for future development and growth is the backbone of the City's capital program. This program is intended to be paid for by Frontage Fees (based on the length of property frontage) so the individual water customer pays a fair share related to the amount of the total network consumed to provide the service to their property (smaller property, less length of pipe and vice versa).

STRATEGIC PRIORITIES REFERENCE:

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- ▲ We look for regional infrastructure solutions for shared services to our community



- **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 6.2 Water Supply

6.2.1 to ensure a high level of water quality is maintained,

6.2.2 to protect the watershed of the Comox Lake and thereby protect the City’s source of water.

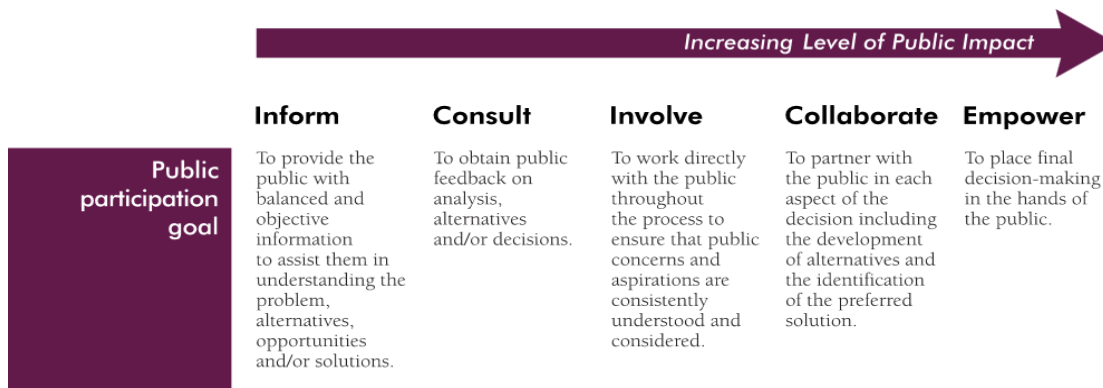
REGIONAL GROWTH STRATEGY REFERENCE:

This budget is presented with the intent of encouraging water management approaches and the use of processes and technologies that provide the public with infrastructure that addresses public health needs and concerns and provides equal service to all residents within the municipality and region. It is presented with the intent to protect the quality of water sources (5-B) as well as to promote water conservation and efficiency throughout the Comox Valley (5-A).

CITIZEN/PUBLIC ENGAGEMENT:

The *Community Charter* (sec 166) requires the City to consult with the public regarding the proposed financial plan before it is adopted. Staff will **consult** 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:

Option 1:

That Council approve the 2018 – 2022 Water Fund Financial Plan; and

That any budget surplus funds be allocated to the Water Fund Asset Management Reserve.
(Recommended)

Option 2:

That Council defer approval of the proposed 2018 -2022 Water Fund Financial Plan for further discussion at a later Council meeting.

Prepared by:



Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachments:

- *Attachment # 1 – Water Operating Budget Overview*
- *Attachment # 2 – Water Capital Budget Overview*
- *Attachment # 3 – Water User Fee-Frontage Fee analysis*

| Water Operating Fund | Budget | Financial Plan | | | |
|---------------------------------|------------------|------------------|------------------|-------------------|-------------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Revenues | | | | | |
| Operating | | | | | |
| Frontage & Parcel Taxes | 1 159 900 | 1 462 200 | 1 844 800 | 2 326 300 | 2 349 500 |
| Sale of Services | 6 409 100 | 7 058 800 | 7 607 000 | 7 938 000 | 8 127 900 |
| Revenue from Own Sources | 132 800 | 141 500 | 144 700 | 147 700 | 150 700 |
| | 7 701 800 | 8 662 500 | 9 596 500 | 10 412 000 | 10 628 100 |
| Reserves | | | | | |
| Future Expenditure | 19 800 | - | - | - | - |
| Water Efficiency | 15 500 | 15 800 | 16 100 | 16 400 | 16 800 |
| Gas Tax | 110 000 | - | - | - | - |
| | 145 300 | 15 800 | 16 100 | 16 400 | 16 800 |
| Equity in Assets | 300 000 | 300 000 | 300 000 | 300 000 | 300 000 |
| Total Revenues | 8 147 100 | 8 978 300 | 9 912 600 | 10 728 400 | 10 944 900 |
| Expenses | | | | | |
| Operating | | | | | |
| General Administration | 1 627 300 | 1 512 000 | 1 545 400 | 1 618 800 | 1 613 500 |
| CVRD - Supply | 4 022 600 | 4 495 300 | 4 889 600 | 5 251 500 | 5 509 900 |
| Transmission and Distribution | 1 014 900 | 1 033 600 | 1 052 900 | 1 072 000 | 1 092 300 |
| | 6 664 800 | 7 040 900 | 7 487 900 | 7 942 300 | 8 215 700 |
| Amortization | 300 000 | 300 000 | 300 000 | 300 000 | 300 000 |
| Total Operating Expenses | 6 964 800 | 7 340 900 | 7 787 900 | 8 242 300 | 8 515 700 |
| Transfers to Other Funds | | | | | |
| Transfer from Operating | 994 800 | 1 530 600 | 1 780 600 | 2 030 600 | 2 030 600 |
| Transfers to Reserves | | | | | |
| Asset Management | 100 000 | - | 250 000 | 350 000 | 300 000 |
| Water Utility | 37 700 | 41 400 | 42 400 | 43 400 | 44 300 |
| Water Machinery & Equip | 30 000 | 30 000 | 30 000 | 30 000 | 30 000 |
| MFA | 100 | 100 | 100 | 100 | 100 |
| Carbon Offsets | 5 500 | 5 500 | 5 500 | 5 500 | 5 500 |
| | 173 300 | 77 000 | 328 000 | 429 000 | 379 900 |
| Total Transfers | 1 168 100 | 1 607 600 | 2 108 600 | 2 459 600 | 2 410 500 |
| Total Expenses | 8 132 900 | 8 948 500 | 9 896 500 | 10 701 900 | 10 926 200 |
| Surplus (Deficit) | 14 200 | 29 800 | 16 100 | 26 500 | 18 700 |

Fund Water

| | | Values | | | | | | | | | | | |
|----------------------|---|-------------------|-------------------------|--------------------------|---------------------|---------------|-------------------|-------------------|----------------------|------------------|------------------|------------------|------------------|
| Category | Project description | 2018 Final Budget | 2018FB General Revenues | 2018FB New Works Reserve | 2018FB Reserve for | | | 2018FB CVRD Grant | 2018FB Total Funding | 2019 Total | 2020 Total | 2021 Total | 2022 Total |
| | | | | | Future Expenditures | DCC Reserve | Gas Tax Fed Grant | | | | | | |
| New | Sandwick Conversion | 1 549 900 | 30 000 | 1 275 000 | | | | 244 900 | 1 549 900 | - | - | - | 0 |
| | Braidwood Affordable Housing - Water Servicing | 12 000 | | 12 000 | | | | | 12 000 | - | - | - | 0 |
| New Total | | 1 561 900 | 30 000 | 1 287 000 | | | | 244 900 | 1 561 900 | - | - | - | 0 |
| Renewal | Water - Projects Identified Through Asset Management Strategy | | | 0 | | | | | 0 | 1 500 000 | 1 750 000 | 2 000 000 | 2 000 000 |
| | Buckstone Water Booster Pump Station - Improvements | 250 000 | 230 200 | | | 19 800 | | | 250 000 | - | - | - | 0 |
| | Comox Rd Fire Chamber Removal | 125 000 | 125 000 | | | | | | 125 000 | - | - | - | 0 |
| | Old Island Hwy & 5 St - Water Valve Replacement | 75 000 | 75 000 | | | | | | 75 000 | - | - | - | 0 |
| | Lerwick Rd - Valve Replacement | 75 000 | 75 000 | | | | | | 75 000 | - | - | - | 0 |
| | Willemar Ave -17 St to 21 St - Watermain Replacement | 1 025 000 | 365 700 | | | | 159 300 | 500 000 | 1 025 000 | - | - | - | 0 |
| | Braidwood Rd - Road & Utility Reconstruction - Water | 43 500 | 43 500 | | | | | | 43 500 | - | - | - | 0 |
| Renewal Total | | 1 593 500 | 914 400 | | | 19 800 | 159 300 | 500 000 | 1 593 500 | 1 500 000 | 1 750 000 | 2 000 000 | 2 000 000 |
| Grand Total | | 3 155 400 | 944 400 | 1 287 000 | | 19 800 | 159 300 | 500 000 | 244 900 | 3 155 400 | 1 500 000 | 1 750 000 | 2 000 000 |

| | 2018 | | 2019 | | 2020 | | 2021 | | 2022 | |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Operating | Capital | Operating | Capital | Operating | Capital | Operating | Capital | Operating | Capital |
| Water Revenue | | | | | | | | | | |
| Frontage-Parcel-External Sources | | | | | | | | | | |
| Frontage Fees | | 1 151 500 | | 1 453 800 | | 1 836 400 | | 2 317 900 | | 2 341 100 |
| Parcel Taxes | | 8 400 | | 8 400 | | 8 400 | | 8 400 | | 8 400 |
| Reserve for Future Expenditures | | 19 800 | | - | | - | | - | | - |
| Gas Tax Funding | 110 000 | 500 000 | | - | | - | | - | | - |
| External Sources (CVRD) | | 244 900 | | | | | | | | |
| Miscellaneous Reserves | | 1 461 800 | | 15 800 | | 16 100 | | 16 400 | | 16 800 |
| Frontage Fee Revenues Sub-Total | | 3 386 400 | | 1 478 000 | | 1 860 900 | | 2 342 700 | | 2 366 300 |
| | | | | | | | | | | |
| User Fees | 10% | | 10% | | 7.5% | | 4% | | 2% | |
| | | | | | | | | | | |
| Metered Water | 2 198 600 | | 2 420 200 | | 2 606 200 | | 2 714 400 | | 2 771 900 | |
| Flat Rate | 3 996 100 | | 4 421 900 | | 4 781 700 | | 5 002 200 | | 5 132 200 | |
| Water Use - Parks | 114 400 | | 116 700 | | 119 100 | | 121 400 | | 123 800 | |
| Sale of Services | 100 000 | | 100 000 | | 100 000 | | 100 000 | | 100 000 | |
| Hydrant Rentals | 56 500 | | 57 600 | | 58 800 | | 59 900 | | 61 100 | |
| Meter Rentals | 75 300 | | 82 800 | | 84 800 | | 86 700 | | 88 500 | |
| Misc. Rev | 1 000 | | 1 100 | | 1 100 | | 1 100 | | 1 100 | |
| User Fee & Gas Tax Revenue Sub-Totals | 6 651 900 | | 7 200 300 | | 7 751 700 | | 8 085 700 | | 8 278 600 | |
| Total Revenues | | 10 038 300 | | 8 678 300 | | 9 612 600 | | 10 428 400 | | 10 644 900 |
| Water Expenditures | | | | | | | | | | |
| Water Admin | 1 627 300 | | 1 512 000 | | 1 545 400 | | 1 618 800 | | 1 613 500 | |
| Water Operations | 5 037 500 | | 5 528 900 | | 5 942 500 | | 6 323 500 | | 6 602 200 | |
| Transfer to Capital | | 3 186 000 | | 1 530 600 | | 1 780 600 | | 2 030 600 | | 2 030 600 |
| Transfers to Reserves | 5 500 | 167 800 | 5 500 | 71 500 | 5 500 | 322 500 | 5 500 | 423 500 | 5 500 | 374 400 |
| Expenditure Sub-Totals | 6 670 300 | 3 353 800 | 7 046 400 | 1 602 100 | 7 493 400 | 2 103 100 | 7 947 800 | 2 454 100 | 8 221 200 | 2 405 000 |
| | | | | | | | | | | |
| Surplus/(Deficit) | (18 400) | 32 600 | 153 900 | (124 100) | 258 300 | (242 200) | 137 900 | (111 400) | 57 400 | (38 700) |
| | | | | | | | | | | |
| Surplus-Reserves/(Deficits) | | 14 200 | | 29 800 | | 16 100 | | 26 500 | | 18 700 |



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2018–2022 Sewer Fund Financial Plan

File No.: 1705-20/1715-20

Date: February 5, 2018

PURPOSE:

The purpose of this report is for Council to consider the 2018–2022 Sewer Fund Budget and Financial Plan.

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a five-year financial plan adopted annually and Section 194 permits the levying of a fee to recover the costs for the delivery of a service and for the renewal of infrastructure.

At the May 9, 2016 Special Council meeting, final approval was given to Bylaw No 2845,2016 authorizing increases to the 2016 – 2018 Sewer User Fees.

“BYLAW NO. 2845, 2016

FEES/CHARGES

Moved by Wells and seconded by Frisch that “City of Courtenay Fees and Charges Amendment Bylaw No. 2845, 2016” be finally passed and adopted.”

The frontage rates and user fees for the Sewer fund have been incorporated into the 2018 – 2022 Sewer Fund budget plan. The 2018–2022 Sewer budget is a component of the City’s annual five-year Financial Plan.

EXECUTIVE SUMMARY:

The City owns and operates a Class 3 Sewer Collection System that collects and conveys sewage to the Comox Valley Regional District (CVRD) Courtenay Lift Station for conveyance to the treatment plant. Each component plays a vital role in providing sewer services to the residents of Courtenay and its regional partners. The Regional District has planned capital conveyance upgrades and treatment plant expansion in order to provide funding to ensure the sustainability, capacity and integrity of their portion of the system’s infrastructure. The City must also provide funding for its investment in the sewer service’s capital and operational needs.

The cost of sewer service delivery is funded through a combination of user fees and frontage and parcel taxes. It is not funded from general property tax revenues. The 2018 Budget incorporates an asset management planning process and applies it to the total budgetary needs of this service. It incorporates a 10% user fee increase as approved by Bylaw 2845, 2016 to provide revenue funding for the sewer

operations. There is no change in frontage fees charged in 2018. Frontage revenues are used to provide funding for capital purposes and to assist with offsetting any operational revenue shortfalls.

For 2018, User Fees increase from \$294.70 to \$324.17 and Frontage Fees remain constant at \$10.24 per meter. The annual increase to a single family residence is \$29.47.

CAO RECOMMENDATIONS:

That based on the February 5, 2018 staff report “2018–2022 Sewer Fund Financial Plan”, Council approve the 2018-2022 Sewer Fund Financial Plan; and,

That any budget surplus funds be allocated to the Sewer Fund Asset Management Reserve.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The sanitary sewer utility service provided to Courtenay residents is a combination of City and Comox Valley Regional District (CVRD) infrastructure. The CVRD infrastructure includes sewer pumping stations, sewer force mains (including the force main on Comox Road) and a wastewater treatment plant with an outfall for treated effluent. It was constructed in the early 1980's and designed with a 25 year life-cycle. As a result of the 2011 CVRD Sanitary Sewer Master Plan a 10-year capital plan was developed and approved by members of the CVRD Sewer commission in 2012.

City infrastructure includes lift stations, sewer trunk mains, a collection system and sewer connections within the boundaries of the municipality. This infrastructure varies in age depending on a resident's location within the City. Infrastructure on the west side of the City varies from relatively new to over 60 years, whereas infrastructure on the east side of the river is generally newer and less than 25 years old.

The City develops an annual budget and a five year financial plan to meet the legislative requirements of Section 165 of the *Community Charter* in order to provide a sewer service to the public. The City sewer service is budgeted as an independent fund separate from the general property tax levy. The largest cost component of this financial plan is the cost for the regional sewer service.

The 2018 - 2022 Financial Plan is a cooperative effort of multiple departments following the City's Asset Management Policy and the CAO Asset Management Working Group Directive.

DISCUSSION:

City of Courtenay 2018 – 2022 Sewer Financial Plan

2018 Budget Summary

An overview of the Sewer Operating Budget is provided as Attachment # 1 in this report. 2018 revenues total \$7,299,900 with 2018 operating expenditures totaling \$5,665,700 and contributions to capital and reserves of \$1,630,600, leaving a surplus of \$3,600.

2018 Operating Budget Expenditure Sources

The City’s Asset Management plan continues to be the primary source of information guiding the sustainable operation, maintenance and long-term infrastructure renewal needs of the City. Excluding Transfers to Reserves and to Capital, the total change between 2017 and 2018 is \$267,200.

Table 1:

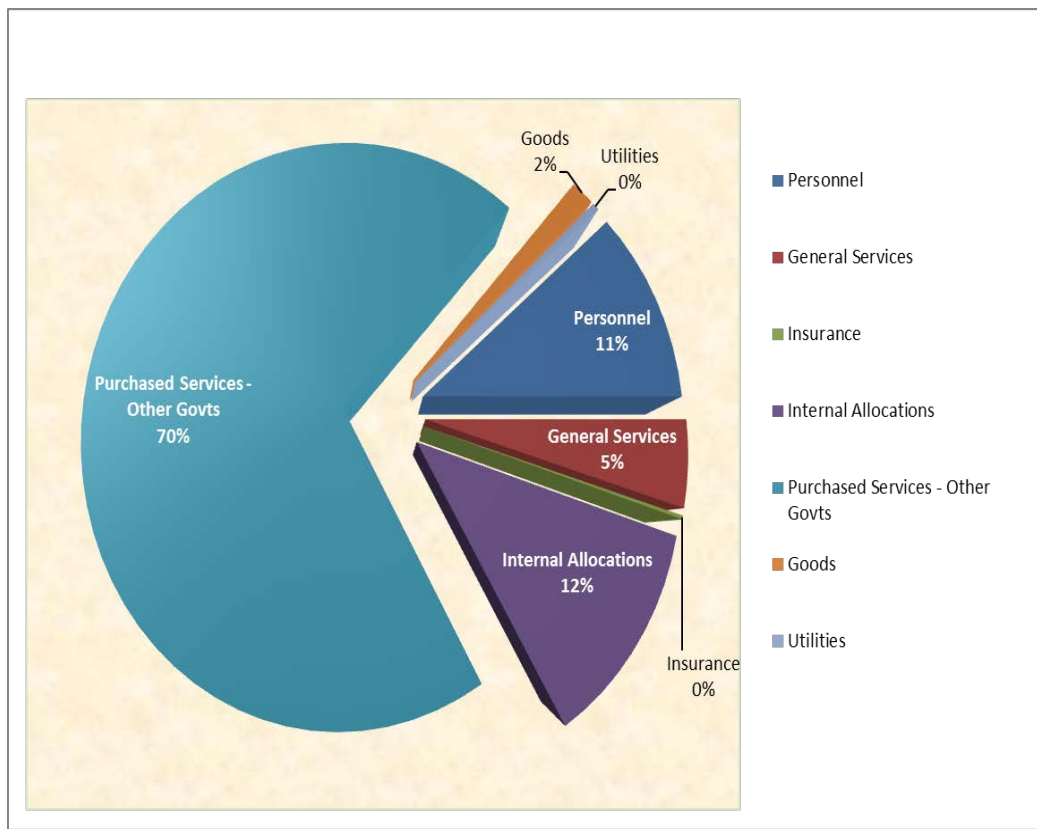
| Sewer Operating Fund | 2017 Budget | 2018 Budget | Budget increase (decrease) |
|------------------------|------------------|------------------|----------------------------|
| Expenses | | | |
| Operating | | | |
| General Administration | 1,123,000 | 1,118,800 | (4,200) |
| CVRD | 3,670,700 | 3,890,900 | 220,200 |
| Collection | 479,800 | 531,000 | 51,200 |
| | 5,273,500 | 5,540,700 | 267,200 |
| Amortization | 125,000 | 125,000 | - |
| Total Expenses | 5,398,500 | 5,665,700 | 267,200 |

The Operating budget broken down into economic segments is noted below:

Table 2:

| Sewer Operating | 2017 Final Budget | 2018 Final Budget | Dollar Change 2017-18 Budget | % of Total 2018 Budget | Breakdown of 2018 User Fee Bylaw Rate |
|--|-------------------|-------------------|------------------------------|------------------------|---------------------------------------|
| Expenditures by Economic Segments | | | | | |
| Personnel | 503 600 | 615 900 | 112 300 | 11.1% | \$ 36.03 |
| General Services | 211 400 | 262 300 | 50 900 | 4.7% | \$ 15.35 |
| Insurance | 9 900 | 10 700 | 800 | 0.2% | \$ 0.63 |
| Internal Allocations | 789 500 | 648 300 | (141 200) | 11.7% | \$ 37.93 |
| Purchased Services - Other Govts | 3 670 700 | 3 890 900 | 220 200 | 70.2% | \$ 227.65 |
| Goods | 63 700 | 87 100 | 23 400 | 1.6% | \$ 5.10 |
| Utilities | 24 700 | 25 500 | 800 | 0.5% | \$ 1.49 |
| Sub-Totals | 5 273 500 | 5 540 700 | 267 200 | 100.0% | \$ 324.17 |

Graphically, the above information appears as follows:

Graph # 1:

- “Personnel costs” are proposed to **increase by \$112,300** due to:
 - CUPE Collective Agreement and exempt staff wage and salary increases,
 - Proportional distribution of the Asset Manager’s salary and benefits in recognition of time spent working on the sewer asset management planning process,
 - Recognition of a full year’s budget costing for the City Engineer position previously vacant for 6 months of 2017,
 - Temporary project management personnel to complete capital projects,
 - Higher utility service connection costs due to community growth. In the past, the identification of utility service connection costs was offset by the deposits paid by developers and the public. These costs are being separated to provide a more accurate depiction of all costs and revenues required for the service.
- “General Services” are proposed to **increase by \$50,900** primarily due to additional funding for continued work on the Sewer Master plan, engineering consultant and legal services.
- “Purchased Services – Other Governments” relates to the Comox Valley Regional District

(CVRD) annual sewer requisition. It is based on prior year sewer flows and a dollar rate applied to that flow. Table 3 identifies actual requisitions from 2014 to 2017 and includes the CVRD’s 2018-2022 Financial Plan sewer requisition and apportionment to the City.

Table 3:

| | Year | CVRD Requisition | Courtenay portion of Requisition | % change |
|-------------|------|------------------|----------------------------------|----------|
| Actuals | 2014 | \$ 4,303,482 | \$ 2,730,129 | |
| | 2015 | \$ 4,776,865 | \$ 3,061,970 | 12% |
| | 2016 | \$ 5,063,477 | \$ 3,484,685 | 14% |
| | 2017 | \$ 5,367,286 | \$ 3,670,687 | 5% |
| CVRD Budget | 2018 | \$ 5,689,323 | \$ 3,890,928 | 6.0% |
| | 2019 | \$ 6,030,682 | \$ 4,124,383 | 6.0% |
| | 2020 | \$ 6,392,523 | \$ 4,371,846 | 6.0% |
| | 2021 | \$ 6,800,000 | \$ 4,650,520 | 6.4% |
| | 2022 | \$ 7,200,000 | \$ 4,924,080 | 5.9% |

The CVRD requisition continues to represent the largest operating cost (70%) for the sewer operations and in 2018 is **increasing by \$220,200**, or 5.9% from the previous year.

2018 Operating Revenues

Revenues generated by Sewer User Fees and Frontage Fees have been collectively used to pay for operating and capital renewal expenditures. Frontage Fees are expected to generate \$1,973,500 for capital renewal.

Bylaw 2845, 2016 authorized increases to sewer user fees for three years. 2018 is the final year of approved user fee increases. The 2018 User Fee will be \$324.17, an increase of \$29.47 from the 2017 fee and is expected to generate \$4,767,900 to cover operating expenditures. These increases were requested to address the higher CVRD sewer requisitions for their sewer capital infrastructure program. Table 4 identifies the change in the City’s Sewer System user fees and frontage fees since 2014.

Table 4:

| Annual | User Fees | | Frontage | |
|--------|-----------|----------|-----------|--------|
| | One-time | Change | per meter | Change |
| 2014 | \$ 217.94 | | \$ 10.24 | |
| 2015 | \$ 243.55 | \$ 25.61 | \$ 10.24 | \$ - |
| 2016 | \$ 267.91 | \$ 24.36 | \$ 10.24 | \$ - |
| 2017 | \$ 294.70 | \$ 26.79 | \$ 10.24 | \$ - |
| 2018 | \$ 324.17 | \$ 29.47 | \$ 10.24 | \$ - |

2018 Capital Budget

Table 5 is a summary of the 2018 capital projects including debt payments totaling \$130,100.

Table 5:

| SEWER CAPITAL FUND | 2017 Final Budget | 2018 Final Budget |
|---|-------------------------|-------------------------|
| CAPITAL EXPENDITURES | | |
| DEBT | | |
| Interest - Debenture Debt | 54 900 | 54 900 |
| Principal - Debenture Debt | 75 200 | 75 200 |
| | 130 100 | 130 100 |
| ASSETS | | |
| Equipment - Scada | 909 000 | 585 000 |
| Engineering - Renew al | 225 000 | 643 500 |
| Engineering - New | 129 400 | 570 000 |
| | 1 263 400 | 1 798 500 |
| Total Sewer Capital Expenditures | 1 393 500 | 1 928 600 |

Table 6 itemizes the capital program for 2018.

Table 6:

| Project description | 2018 Final Budget |
|--|-------------------|
| Scada System Implementation | 585 000 |
| Greenwood Trunk Connection | 90 000 |
| Braidwood Affordable Housing - Sewer Servicing | 10 000 |
| Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement | 112 500 |
| 1 St Lift Station Replacement | 220 000 |
| Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade | 267 500 |
| Hudson Trunk Main Connection | 255 000 |
| 20 St & Riverside Lane - Trunk Main Realignment | 215 000 |
| Braidwood Rd - Road & Utility Reconstruction - Sanitary | 43 500 |
| Grand Total | 1 798 500 |

The Supervisory Control and Data Acquisition System (SCADA) project was approved in the 2017 budget and will be complete and in-service by March 1, 2018.

Attachment # 2 in this report identifies each capital project and notes the respective funding source.

Sewer Reserves and Surplus Balances

Table 7 identifies the projected totals of the Sewer Reserves and Surpluses. The projected balance at the end of 2018 for Sewer Operating Surpluses is \$767,500 and Sewer Capital Reserves is \$3,878,700, with Sewer DCC funds totaling \$434,300.

Table 7:

| Sewer Reserves and Surplus | Estimated balance | |
|---|-------------------|------------------|
| | Dec.31, 2017 | Dec.31, 2018 |
| Operating Surplus | | |
| Surplus | 601 600 | 767 500 |
| Surplus Reserve for Future Expenditures | 469 900 | - |
| Total | 1 071 500 | 767 500 |
| Capital Reserves | | |
| Sewer Reserve | 476 100 | 476 100 |
| Asset Management | 2 425 000 | 2 625 000 |
| Sewer Machinery and Equipment | 702 600 | 777 600 |
| Total | 3 603 700 | 3 878 700 |
| Total Surplus and Reserves | 4 675 200 | 4 646 200 |
| DCC | | |
| Sewer DCC Bylaw #1638/2755 'northeast zone' | 33 600 | 33 600 |
| Sewer DCC Bylaw #2426/2755 | 467 400 | 400 600 |
| Total Sewer DCC | 501 000 | 434 200 |

FINANCIAL IMPLICATIONS:

Attachment # 3 of this report links sewer revenue sources with budget expenditure categories. Even with user rate increases, operating expenditures continue to exceed user fee revenues and frontage fees continue to subsidize operations while providing revenues for capital. This is not consistent with best practice. As part of moving toward the City’s goal of sustainable service delivery, staff will be recommending changes to user and frontage fees over the next several years.

The Asset Management Working Group (AMWG) has identified a capital program of over \$5.0 million for three key projects in 2019 that are required due to the City’s growth and resulting capacity issues caused by that growth. They are:

- Renewal of 1st Street lift station at an estimate of \$2.0M;
- Sewer Infrastructure upgrade for Riverside on 20th Street at an estimate of \$1.0M; and,
- Sewer Infrastructure upgrade for Cliffe Avenue from 8th to 19th Street at an estimate of \$2.0M.

Funding from reserves and external sources will be used to pay for these projects.

ADMINISTRATIVE IMPLICATIONS:

Once finalized, the sewer budget will be incorporated as part of the statutory component of the five year Financial Plan. The compilation of the Financial Plan will take a minimum of 20 hours of staff time.

ASSET MANAGEMENT IMPLICATIONS:

Unlike other services, a Utility is designed to be independent and fully self-sustaining. The operating costs to provide sewer service to the community are funded by User Fees. Replacing sewer infrastructure at the end of its life and planning for future development and growth is the backbone of the City’s capital program. This program is intended to be paid for by Frontage Fees (based on the length of property frontage) so the individual sewer customer pays a fair share related to the amount of

the total network consumed to provide the service to their property (smaller property, less length of pipe and vice versa).

Much of the sewer network in west Courtenay was built during a three-year period in the early 1960s and is projected to reach its end-of-life in the early 2020s. Detailed Condition Assessment (CCTV inspections) work is being used to determine:

- a) Preventative maintenance programs and
- b) Confirmation of the life-cycle of the City’s sewer system infrastructure in order to determine if renewal can be deferred and whether long-term debt would have to be considered as the funding source.

STRATEGIC PRIORITIES REFERENCE:

The 2018-2022 Sewer Financial Plan focuses on Asset Management for Sustainable Service Delivery and is tailored to guide infrastructure renewal, operating spending and maintenance programs.

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- ▲ We look for regional infrastructure solutions for shared services to our community



- **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 6.3 Sanitary Sewer Treatment to follow policies to reduce infiltration, consider downstream capacity of existing sewer mains, and to provide an effluent network that is limited to areas within the City’s municipal boundaries.

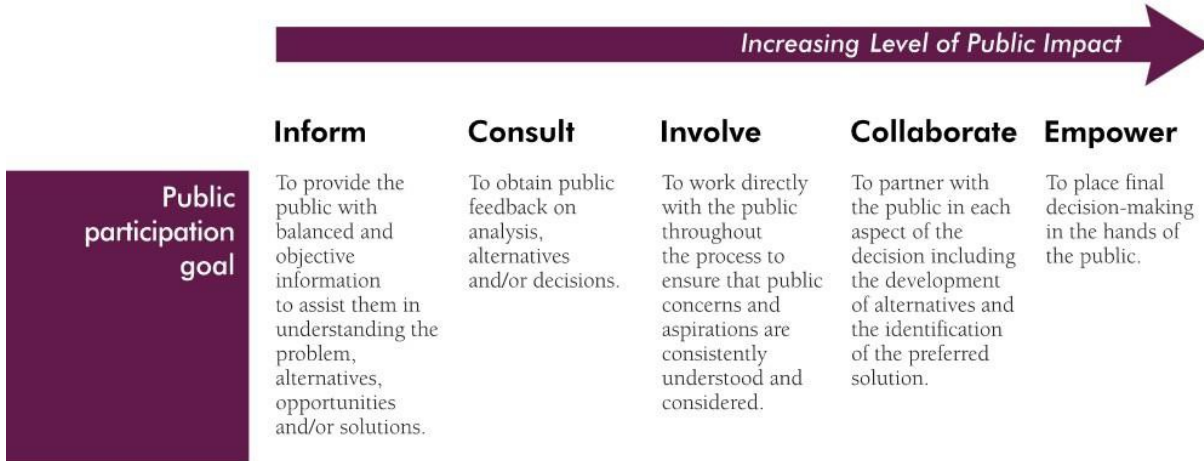
REGIONAL GROWTH STRATEGY REFERENCE:

This budget is presented with the intent of encouraging sewer management approaches and the use of processes and technologies that provide the public with infrastructure that addresses public health needs and concerns and provides equal service to all residents within the municipality and region (per Comox Valley Regional Growth Strategy Bylaw No. 120, 2010, Part 3.2.5, Objective 5-D Page 56).

PUBLIC ENGAGEMENT:

The *Community Charter* (sec. 166) requires that a council must undertake a process of public consultation regarding the proposed financial plan before it is adopted. The City will **consult** with 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:

Option 1:

That Council approve the 2018-2022 Sewer Fund Financial Plan; and,
That any budget surplus dollars be allocated to the Sewer Fund Asset Management Reserve.
(Recommended)

Option 2:

That Council defers approval of the proposed 2018–2022 Sewer utility financial plan for further discussion at a later Council meeting.

Prepared by:

Annie Bérard, CPA, MBA
Financial Analyst

Concurrence:

Brian Parschauer, BA, CPA, CMA
Director of Financial Services

Attachments:

- Attachment # 1 – Sewer Operating Budget Overview
- Attachment # 2 – Sewer Capital Budget Overview
- Attachment # 3 – Sewer User Fee-Frontage Analysis

Attachment 1 - Sewer Operating Budget Overview

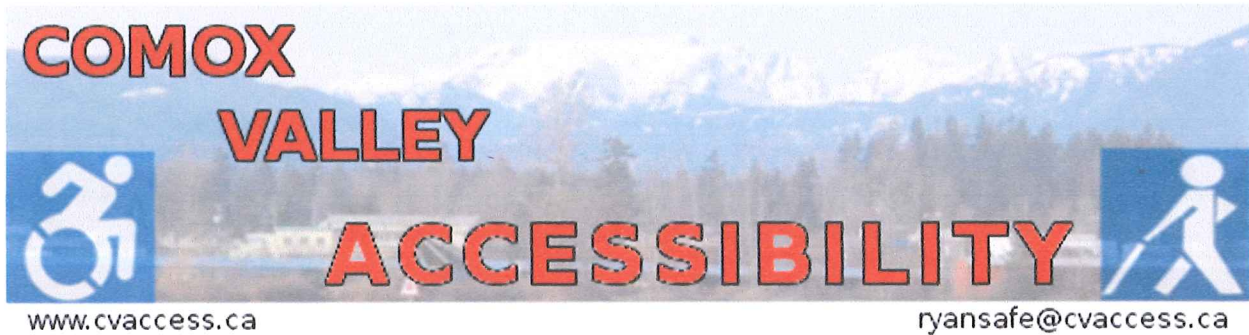
| Sewer Operating Fund | Budget | Financial Plan | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Revenues | | | | | |
| Operating | | | | | |
| Frontage & Parcel Taxes | \$ 1 973 500 | \$ 2 266 600 | \$ 2 268 200 | \$ 2 275 300 | \$ 2 285 200 |
| Sale of Services | 4 767 900 | 5 027 200 | 5 299 300 | 5 582 200 | 5 880 200 |
| Revenue from Own Sources | 50 900 | 50 800 | 50 700 | 50 700 | 50 700 |
| | 6 792 300 | 7 344 600 | 7 618 200 | 7 908 200 | 8 216 100 |
| Reserves & Surplus | | | | | |
| Future Expenditure Reserve | 307 600 | - | - | - | - |
| Gas Tax Fund | 75 000 | - | - | - | - |
| | 382 600 | - | - | - | - |
| Equity in Capital Assets | | | | | |
| | 125 000 | 125 000 | 125 000 | 125 000 | 125 000 |
| | 125 000 | 125 000 | 125 000 | 125 000 | 125 000 |
| Total Revenues | \$ 7 299 900 | \$ 7 469 600 | \$ 7 743 200 | \$ 8 033 200 | \$ 8 341 100 |
| Expenses | | | | | |
| Operating | | | | | |
| General Administration | 1 118 800 | 1 026 000 | 1 049 100 | 1 068 500 | 1 096 000 |
| CVRD | 3 890 900 | 4 124 400 | 4 371 800 | 4 634 200 | 4 912 200 |
| Collection | 531 000 | 542 100 | 553 300 | 564 500 | 576 000 |
| | 5 540 700 | 5 692 500 | 5 974 200 | 6 267 200 | 6 584 200 |
| Amortization | 125 000 | 125 000 | 125 000 | 125 000 | 125 000 |
| Total Expenses | 5 665 700 | 5 817 500 | 6 099 200 | 6 392 200 | 6 709 200 |
| Transfers to Other Funds | | | | | |
| Sewer Capital Fund | 1 249 400 | 1 341 500 | 1 341 500 | 1 341 500 | 1 341 500 |
| Transfers to Reserves | | | | | |
| Asset Management Reserve | 300 000 | 200 000 | 200 000 | 200 000 | 200 000 |
| Machinery/Equip Reserve | 75 000 | 75 000 | 75 000 | 75 000 | 75 000 |
| MFA Reserve Fund | 700 | 600 | 500 | 500 | 500 |
| Carbon Offsets Reserve | 5 500 | 5 500 | 5 500 | 5 500 | 5 500 |
| Total Transfers | 381 200 | 281 100 | 281 000 | 281 000 | 281 000 |
| Total Transfers | 1 630 600 | 1 622 600 | 1 622 500 | 1 622 500 | 1 622 500 |
| Total Expenses | \$ 7 296 300 | \$ 7 440 100 | \$ 7 721 700 | \$ 8 014 700 | \$ 8 331 700 |
| Surplus (Deficit) | 3 600 | 29 500 | 21 500 | 18 500 | 9 400 |

Fund Sewer

| | | Values | | | | | | | | | | |
|------------------------|--|-------------------|-------------------------|--------------------------|---------------------------------|--------------------|--------------------------|------------------|------------------|------------------|------------------|------------------|
| Category | Project description | 2018 Final Budget | 2018FB General Revenues | 2018FB New Works Reserve | 2018FB | 2018FB DCC Reserve | 2018FB Gas Tax Fed Grant | 2018FB | 2019 Total | 2020 Total | 2021 Total | 2022 Total |
| | | | | | Reserve for Future Expenditures | | | Total Funding | | | | |
| New | Greenwood Trunk Connection | 90 000 | 23 200 | | | | 66 800 | 90 000 | - | - | - | 0 |
| | Braidwood Affordable Housing - Sewer Servicing | 10 000 | | 10 000 | | | | 10 000 | | | | |
| | Hudson Trunk Main Connection | 255 000 | 255 000 | | | | | 255 000 | - | - | - | 0 |
| | 20 St & Riverside Lane - Trunk Main Realignment | 215 000 | 215 000 | | | | | 215 000 | 1 000 000 | - | - | 0 |
| New Total | | 570 000 | 493 200 | 10 000 | | | 66 800 | 570 000 | 1 000 000 | - | - | 0 |
| Renewal | Sewer - Projects identified through Asset Management Strategy | | | | | | | 0 | - | 1 250 000 | 1 250 000 | 1 250 000 |
| | Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement | 112 500 | 12 500 | | | 100 000 | | 112 500 | 500 000 | - | - | 0 |
| | 1 St Lift Station Replacement | 220 000 | 95 000 | | | 75 000 | | 220 000 | 2 000 000 | - | - | 0 |
| | Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade | 267 500 | 167 500 | 100 000 | | | | 267 500 | 2 000 000 | - | - | 0 |
| | Braidwood Rd - Road & Utility Reconstruction - Sanitary | 43 500 | 43 500 | | | | | 43 500 | | | | |
| Renewal Total | | 643 500 | 318 500 | 100 000 | | 175 000 | | 643 500 | 4 500 000 | 1 250 000 | 1 250 000 | 1 250 000 |
| Equipment | Scada System Implementation | 585 000 | | | | | | 585 000 | - | - | - | 0 |
| Equipment Total | | 585 000 | | | | 132 600 | | 585 000 | - | - | - | 0 |
| Grand Total | | 1 798 500 | 811 700 | 110 000 | | 307 600 | 66 800 | 1 798 500 | 5 500 000 | 1 250 000 | 1 250 000 | 1 250 000 |

Current Operating vs Capital Rates Analysis

| | 2018 | | 2019 | | 2020 | | 2021 | | 2022 | |
|---|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | Operating | Capital | Operating | Capital | Operating | Capital | Operating | Capital | Operating | Capital |
| <i>Sewer Budgeted Revenues</i> | | | | | | | | | | |
| Frontage Fees | | 1 949 500 | | 1 959 300 | | 1 969 100 | | 1 978 900 | | 1 988 800 |
| Parcel Taxes | | 24 000 | | 24 000 | | 15 800 | | 13 100 | | 13 100 |
| Local Area Improvement | | - | | 283 300 | | 283 300 | | 283 300 | | 283 300 |
| Reserve for Future Expenditures | | 307 600 | | - | | - | | - | | - |
| Gas Tax Funding | 75 000 | 502 400 | | - | | - | | - | | - |
| Miscellaneous Reserves | | 176 800 | | 2 000 000 | | 250 000 | | 250 000 | | 250 000 |
| New debt | | | | 2 500 000 | | | | | | |
| Frontage Fee Revenues Sub-Total | | 2 960 300 | | 6 766 600 | | 2 518 200 | | 2 525 300 | | 2 535 200 |
| <i>User Fees - related % inc.</i> | 10% | | 5% | | 5% | | 5% | | 5% | |
| Residential | 3 857 600 | | 4 068 900 | | 4 290 200 | | 4 519 800 | | 4 761 500 | |
| Commercial | 621 600 | | 656 800 | | 694 000 | | 733 200 | | 774 600 | |
| Institutional | 237 700 | | 249 500 | | 262 000 | | 275 100 | | 288 900 | |
| Misc. Rev | 101 900 | | 102 800 | | 103 800 | | 104 800 | | 105 900 | |
| User Fee Revenue Sub-Totals | 4 893 800 | | 5 078 000 | | 5 350 000 | | 5 632 900 | | 5 930 900 | |
| Combined Revenues | | 7 854 100 | | 11 844 600 | | 7 868 200 | | 8 158 200 | | 8 466 100 |
| <i>Sewer Budgeted Expenditures</i> | | | | | | | | | | |
| Administration | 1 118 800 | | 1 026 000 | | 1 049 100 | | 1 068 500 | | 1 096 000 | |
| Operations | 4 421 900 | | 4 666 500 | | 4 925 100 | | 5 198 700 | | 5 488 200 | |
| Transfer to Capital | | 1 928 600 | | 5 841 500 | | 1 591 500 | | 1 591 500 | | 1 591 500 |
| Transfer to Reserves | 5 500 | 375 700 | 5 500 | 275 600 | 5 500 | 275 500 | 5 500 | 275 500 | 5 500 | 275 500 |
| Operating Expenditure Sub-Totals | 5 546 200 | 2 304 300 | 5 698 000 | 6 117 100 | 5 979 700 | 1 867 000 | 6 272 700 | 1 867 000 | 6 589 700 | 1 867 000 |
| <i>Sub-Total Revenues minus Expenses</i> | (652 400) | 656 000 | (620 000) | 649 500 | (629 700) | 651 200 | (639 800) | 658 300 | (658 800) | 668 200 |
| <i>Surplus/(Deficit)</i> | | 3 600 | | 29 500 | | 21 500 | | 18 500 | | 9 400 |



7 January 2018



Re: Ryan Road Hill Walkway and Crossing to the hospital and the college.

Dear Mayor Jangula, City Council & CAO
Courtenay City Hall

I am writing on behalf of the Comox Valley Accessibility Committee (CVAC) to invite you and/or your representatives to a collaborative workshop hosted by the CVAC early in the new year. The focus of the workshop is to develop possible solutions to the challenges of the narrow walkway on the north side of Ryan Road as well as the lack of safe crossing between Cowichan Avenue and North Island College entrance.

Ryan Road is the most direct route to the new hospital from downtown Courtenay. However, for those people who cannot (or choose not to) take public transit or drive a car, the existing sidewalk is dangerously narrow for safety or comfort.

As this route is currently configured, neither the shoulder nor the sidewalk is safe for people in wheelchairs, scooters or bicycles to use. The south side of Ryan Road has a very narrow Highway shoulder that is risky for bicyclists to use and downright foolish for a wheelchair or scooter. On the north side there is a slightly wider shoulder and an asphalt sidewalk. This sidewalk is bounded on the traffic side by a curb on the edge of the roadway. It is bounded on the north (the College side) by a heavy grass verge that conceals humps and hollows before dropping off in some places 10 metres or more in an almost vertical escarpment. The one metre width of the sidewalk means that if a scooter or wheelchair meets another scooter, wheelchair or stroller coming in the opposite direction, there is no room to safely pass. The one exception is at the halfway point where there is a utility shed and surrounding access area where passing can safely be done.

Across from the North Island College Entrance, Cowichan Rd. intersects with Ryan Road. Students and residents crossing Ryan Road, whether they be walking, riding bicycles, using wheelchairs or scooters, deserve safe passage across Ryan Road to access the college and return home.

Below is a list of stakeholders who would benefit and could share the responsibility for the funding of the engineering and the building of a Ryan-Road walkway, with a crossing at Cowichan Road, that will provide a safe and comfortable room to the hospital, to the college and all and had an to the aquatic Centre:

1. British Columbia Ministry of Transportation and Infrastructure: they own the whole of the Ryan Road corridor and are currently planning upgrades to the road which would include sidewalks and walkways as well as bicycle paths.
2. Comox Valley regional district: the new hospital is a regional facility.
3. The Aquatic Centre: This is a CVRD facility.
4. City of Courtenay: the new hospital is situated within the city limits and the city is responsible for the maintenance of sidewalks throughout their jurisdiction.
5. North Island college: is situated on Ryan road. Students would clearly benefit with safer and more direct access to the college grounds.
6. Vancouver Island Health Authority: this agency has overall responsibility for the health and well-being of Comox Valley residents. VIHA will greatly benefit from a well-designed and safe walkway. More people will walk, bicycle, take scooters or power wheelchairs. This greater activity will lower healthcare costs by improving the physical and mental health and fitness of residents of the Comox Valley.
7. Bike BC: cycling infrastructure projects which improve safety for cyclists, reduce traffic congestion and lower greenhouse gas (GHG) emissions.
8. Canada and BC: New Building Canada Fund – shared funding between governments of Canada and the BC for cycling infrastructure projects.
9. Hon. Claire Trevena, BC Minister of Transportation and Infrastructure
10. Ronna-Rae *Leonard*, MLA for Comox Courtenay
11. Rt. Hon. John Horgan, Premier of BC

We have neglected this unsafe and poorly accessible walkway for far too long.

If the above stakeholders were able to come together and strategize the best way to develop an engineering and financial plan, this project could be completed within a short time frame following the opening of the new hospital. On completion, all the communities in the Comox Valley would benefit from the increased efficiency of the changes and the resultant inclusiveness of our whole population.

We thank all stakeholders for individual and collective considerations in the process of resolving the challenges of the narrow walkway on the north side of Ryan Road. We are also grateful for the consideration of providing a safe crossing between Cowichan Avenue and the North Island College entrance. We look forward to you or your representatives meeting with the Comox Valley Accessibility Committee in March 2018 for a more detailed discussion.

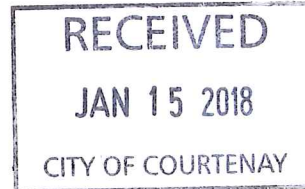
Best regards,

John Higginbotham

John Higginbotham
higgsome@shaw.ca
 250-703-0049

Comox Valley Accessibility Committee
RyanSafe@cvaccess.ca





Indigenous Women's Sharing Society

#202- 576 England Avenue

Courtenay, B.C.

V9N 2N3

City of Courtenay

830 Cliffe Avenue

Courtenay, B.C. V9N 2J7

January 9, 2018

Indigenous Women's Sharing Society would like to formally thank you for the \$1900.00 grant.

These funds will allow us to pursue our aims to set up our meeting space, to provide programs of language, food and knowledge, as well as sharing our knowledge of Native and cultural values. By sharing our values with all peoples, this helps with our reconcillations.

Our group is growing every month and with our one year anniversary coming soon we hope to open our space to showcase the talents and values that we have, on a regular basis.

We sincerely Thank you for the funds to move our Indigenous Womens Sharing Society closer to our visions.

A handwritten signature in blue ink that reads "Suzanne Taylor". The signature is fluid and cursive, with a long horizontal stroke at the end.

Suzanne Taylor

Acting President



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: 2018 Citizen Budget Consultation

File No.: 1705-20
Date: February 5, 2018

ISSUE:

This briefing note presents the results of the 2018 “Citizen Budget” online consultation process.

BACKGROUND:

Citizen Budget is an interactive tool that provides the public with a quick and easy means of sharing their spending priorities. 2018 is the fifth year the City has contracted with Open North to produce the Citizen Budget tool for residents to share their perspective on City spending priorities. This year Citizen Budget also queried the public about their top three strategic priorities.

The City signed a three year contract for \$6,024 to provide this online consultation for 2018 through to 2020. In addition, advertising cost \$360 this year.

The 2018 Citizen Budget ran for three weeks, from October 11th through to November 1st, 2017 and had 63 responses compared to 132 in 2017 and 133 in 2016. Staff undertook extensive advertising, which included a media release, Facebook, Twitter, and newspaper advertising throughout the duration. The consultation was also a featured news item on the City’s website. In 2015 the survey ran during February to March, whereas the past three years ran during October - November. The length of time it was open has varied each year, with the shortest being 15 days to the longest of 46 days. This year the survey was open for 21 days. This may have contributed to the smaller public response. Staff believe the Parks Master Plan survey running just prior to the Citizen Budget also contributed to the low response numbers recorded this year.

KEY CONSIDERATIONS:

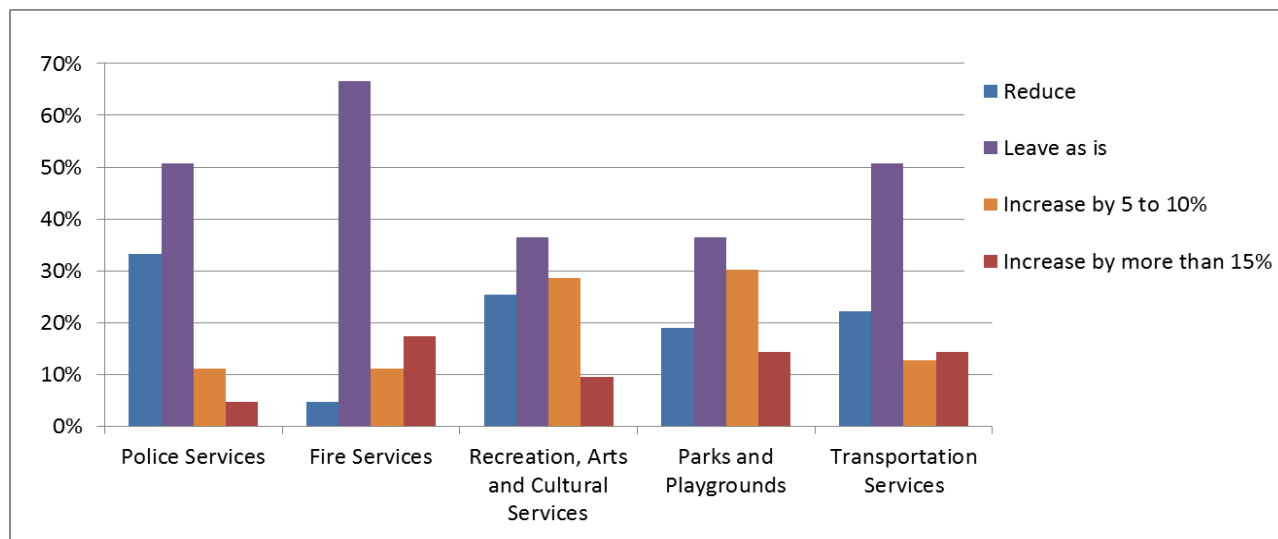
The table below is an extract from the 2018 Citizen Budget noting how respondents wanted their property taxes adjusted for the various service areas. The majority wish to leave funding for these services as they are.

The City asked:

How would you adjust your property tax funding for this particular service area?

| Service Area | Total Responses | Reduce | | Leave as is | | Increase by 5 to 10% | | Increase by more than 15% | |
|--|-----------------|--------|-----|-------------|-----|----------------------|-----|---------------------------|-----|
| | | Number | % | Number | % | Number | % | Number | % |
| Police Services | 63 | 21 | 33% | 32 | 51% | 7 | 11% | 3 | 5% |
| Fire Services | 63 | 3 | 5% | 42 | 67% | 7 | 11% | 11 | 17% |
| Recreation, Arts and Cultural Services | 63 | 16 | 25% | 23 | 37% | 18 | 29% | 6 | 10% |
| Parks and Playgrounds | 63 | 12 | 19% | 23 | 37% | 19 | 30% | 9 | 14% |
| Transportation Services | 63 | 14 | 22% | 32 | 51% | 8 | 13% | 9 | 14% |

Graphically, this information appears as follows:



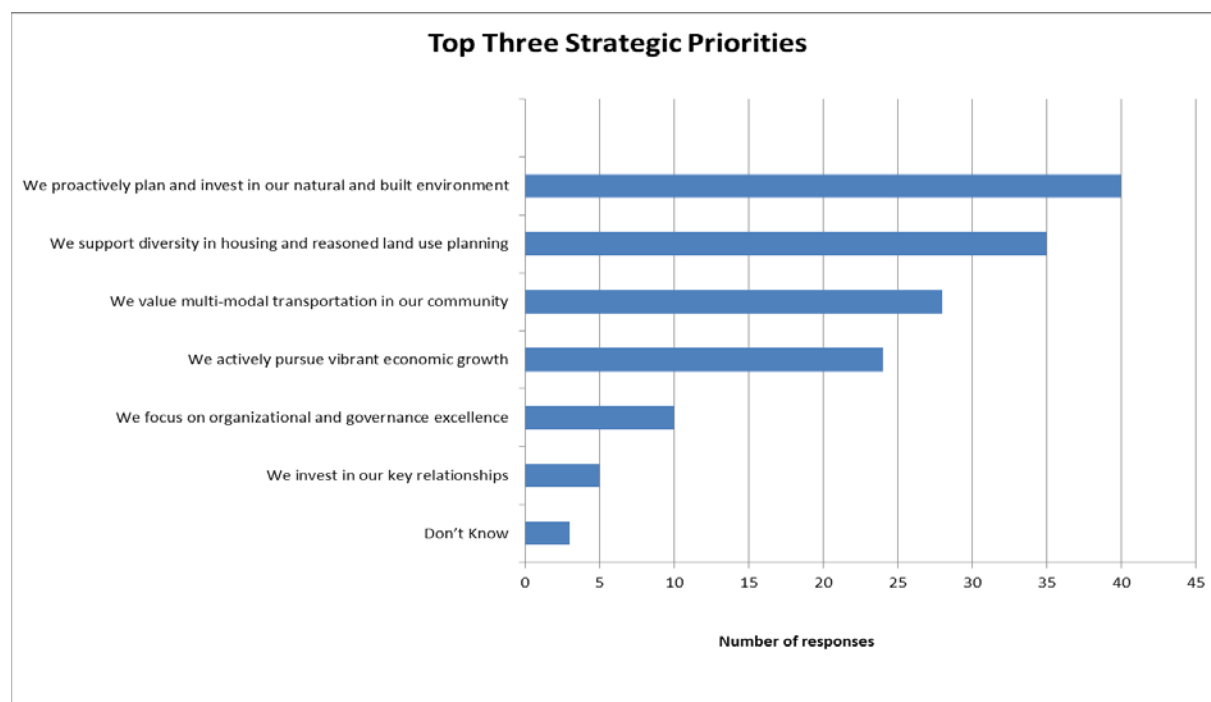
The majority of the respondents are supportive of a 1-2 percent increase for water and sewer user fees, and zero increases to property taxes as indicated in the table below.

The City asked:

What percentage increase would you be willing to pay in 2018

| | Total Responses | Leave as is | | Increase by 1-2% | | Increase by 3-4% | | Increase by more than 5-6% | | Increase by more than 7-8% | |
|----------------------------------|-----------------|-------------|-----|------------------|-----|------------------|-----|----------------------------|-----|----------------------------|----|
| | | Number | % | Number | % | Number | % | Number | % | Number | % |
| General Municipal Property Taxes | 60 | 22 | 37% | 21 | 35% | 8 | 13% | 9 | 15% | 0 | 0% |
| Water Infrastructures | 61 | 16 | 26% | 22 | 36% | 13 | 21% | 5 | 8% | 5 | 8% |
| Sewer Infrastructures | 61 | 22 | 36% | 26 | 43% | 7 | 11% | 2 | 3% | 4 | 7% |

In the next section, the respondents were asked to choose the top three strategic priorities that should receive the greatest attention from municipal leaders.



The following table summarizes respondents overall satisfaction for City of Courtenay programs and services over the past three consultations. Overall the majority of respondents feel they receive good value from the City of Courtenay.

| Overall satisfaction | 2016 Budget | | 2017 Budget | | 2018 Budget | |
|--------------------------|-------------|------------|-------------|------------|-------------|------------|
| | Number | % | Number | % | Number | % |
| Very good value | 13 | 10% | 10 | 8% | 7 | 11% |
| Fairly good value | 81 | 64% | 73 | 57% | 35 | 56% |
| Fairly poor value | 25 | 20% | 35 | 27% | 13 | 21% |
| Very poor value | 5 | 4% | 9 | 7% | 5 | 8% |
| Don't know | 2 | 2% | 2 | 2% | 2 | 3% |
| | 126 | 100% | 129 | 100% | 62 | 100% |

Noteworthy demographic information is as follows:

- 47 noted they were homeowners, 4 renters and 2 non-resident property owners.
- 48 respondents noted they were older than 35, of which 26 are older than 55
- 45 respondents have lived in the City for more than 2 years and 28 for 10 years or more

Based on the latest Stats Canada census, the City of Courtenay’s population is 25,600. Assuming 80% of the population is within voting age, 63 responses to this consultation represents only 0.3% of the voting population of Courtenay.

All comments received from respondents can be found on the last two pages of Appendix A attached to this briefing.

In conclusion, the 2018 Citizen Budget is intended to provide City Council with an indication of the public's opinion regarding the various services that the City provides, the disposition to pay for different rate adjustments, and respondent's perspective of the quality and level of services provided by the City. It is meant to be a source of information when developing the 2018 Budget and Five Year Financial Plan.

Respectfully submitted,

Concurrence:



Jennifer Nelson, CPA, CGA
Manager of Financial Planning



Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachments:

Appendix A – Citizen Budget Results

CITIZEN BUDGET RESULTS
City of Courtenay, British Columbia
November 2nd, 2017



Online Budget Consultation Report

For the period October 2 to November 01, 2017

Prepared by Open North for: City of Courtenay

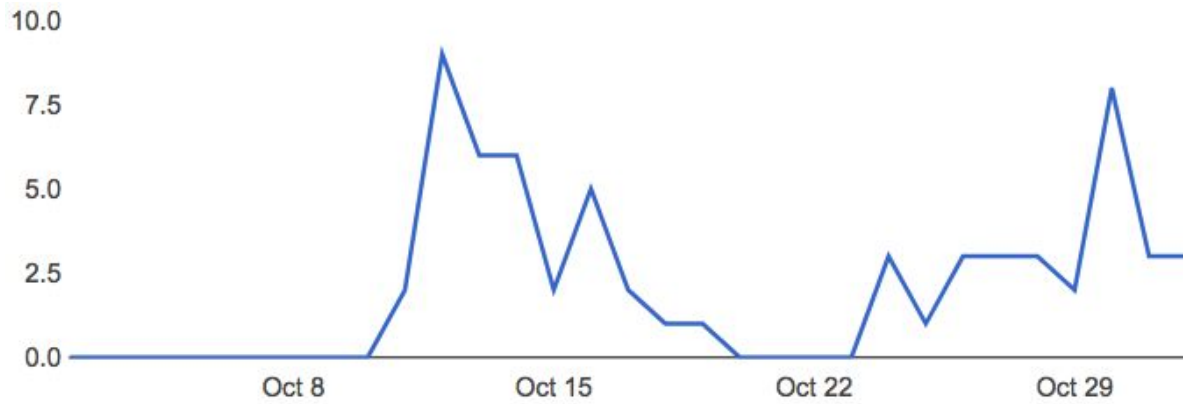
63

Responses

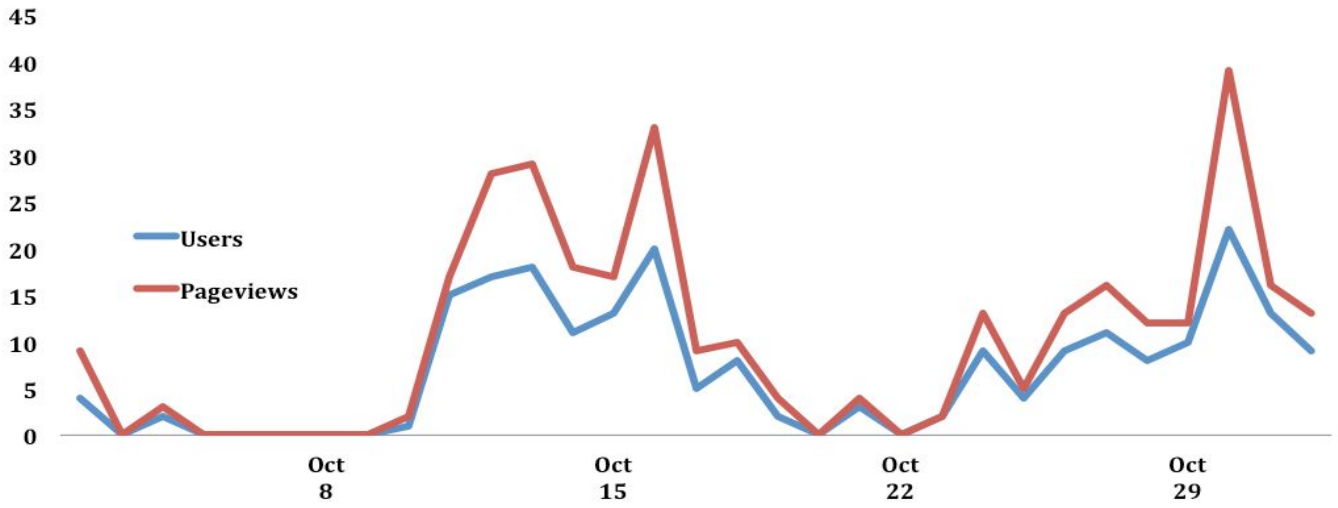
6 minutes

Median time to complete

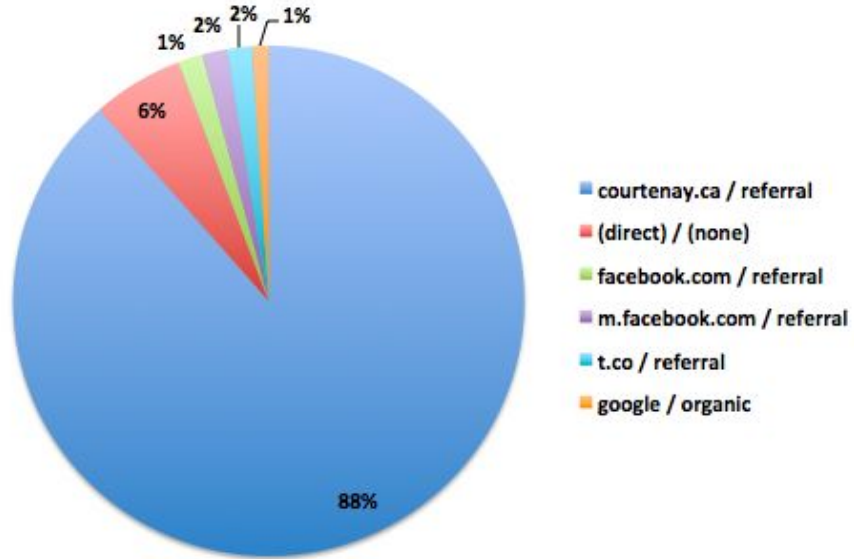
Responses per Day



Total Number Visitors: 216



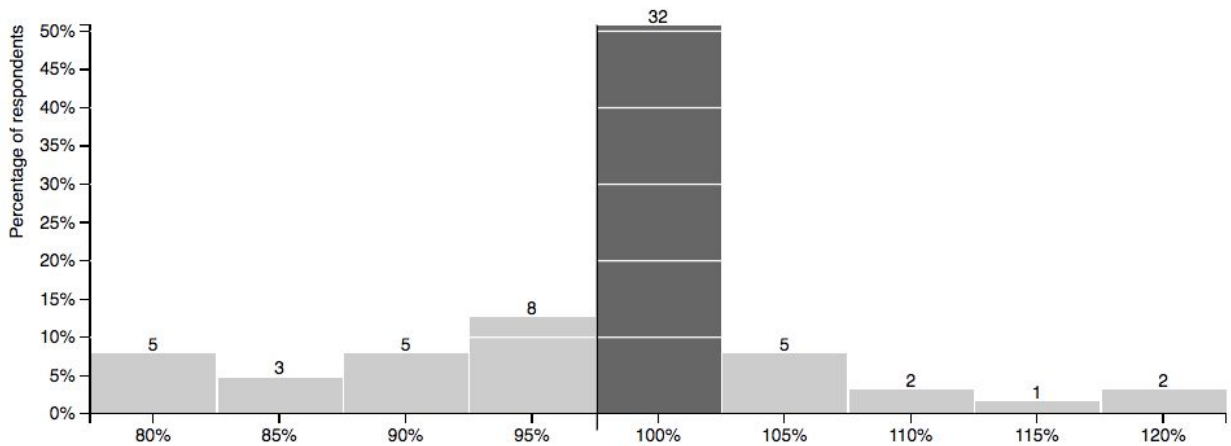
Web Traffic Sources



Questions

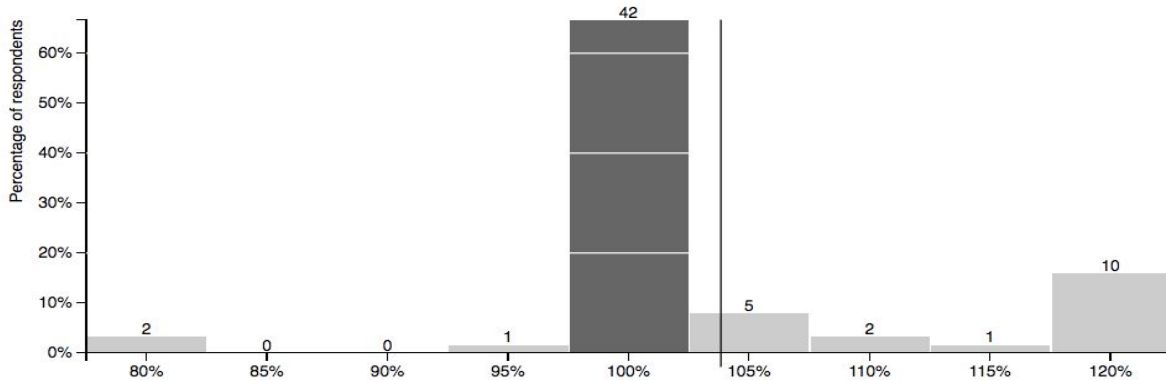
Police Services

Based on your current satisfaction level for Police Services, would you adjust your property tax funding for this particular service area?



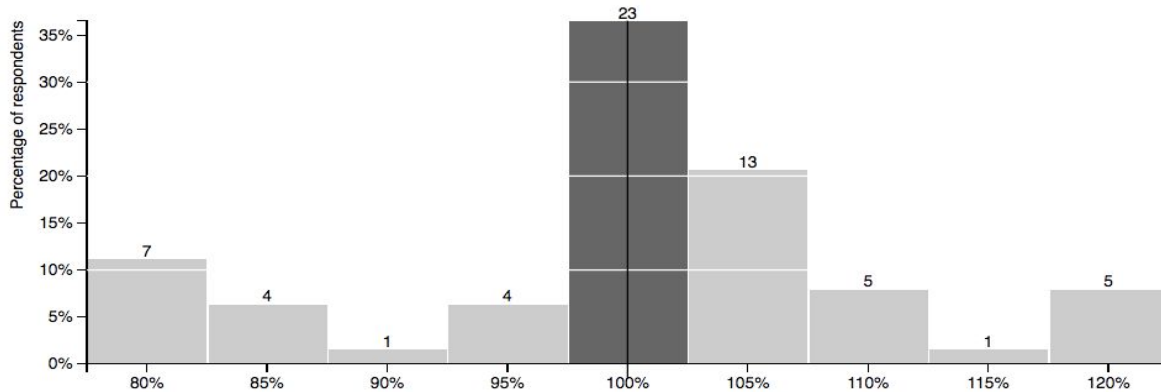
Fire Services

Based on your current satisfaction level for Fire Services, would you adjust your property tax funding for this particular service area?



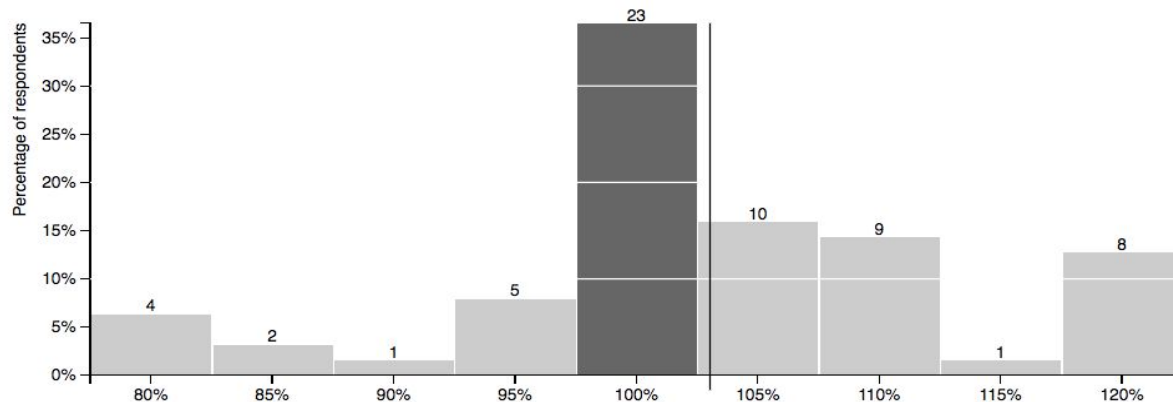
Recreation, Arts and Culture

Based on your current satisfaction level for Recreation, Arts and Culture Services, would you adjust your property tax funding for this particular service area?



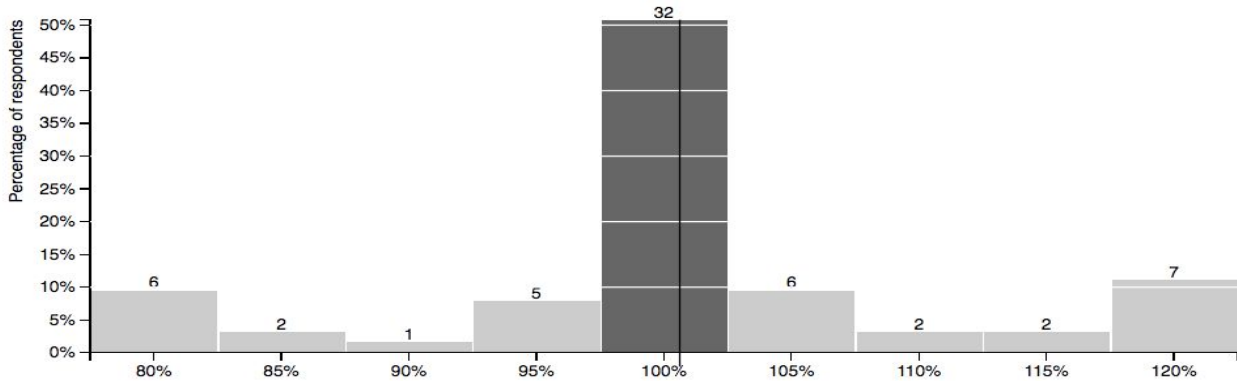
Parks and Playgrounds

Based on your current satisfaction level for the Parks and Playgrounds, would you adjust your property tax funding for this particular service area?



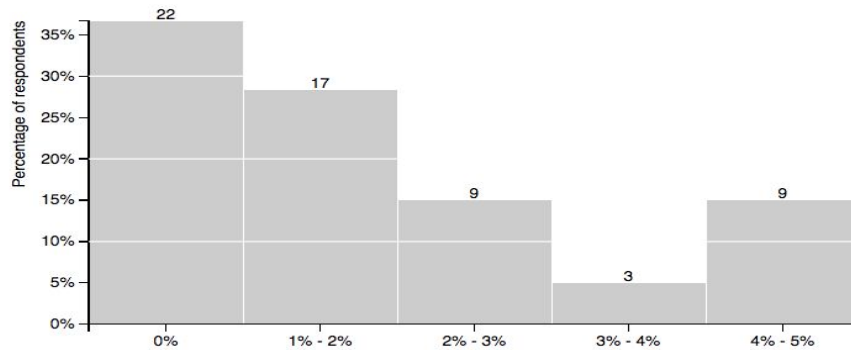
Transportation Services

Based on your current satisfaction level for Transportation Services, would you adjust your property tax funding for this particular service area?



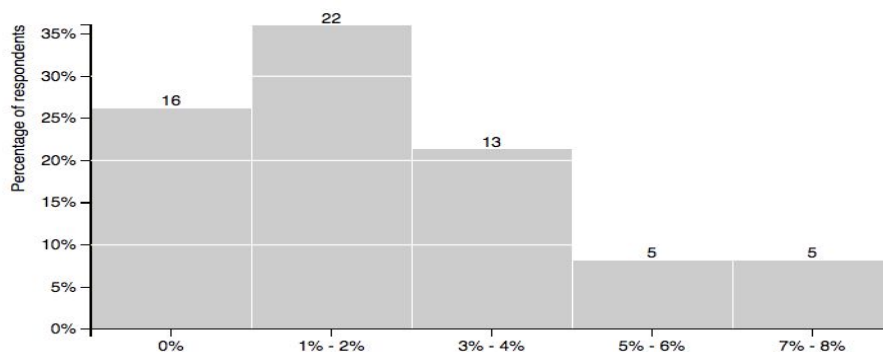
General Municipal Property Taxes

Thinking about all the programs and services you receive from the City of Courtenay that are funded by general municipal property taxes, what percentage increase would you be willing to pay in 2018?



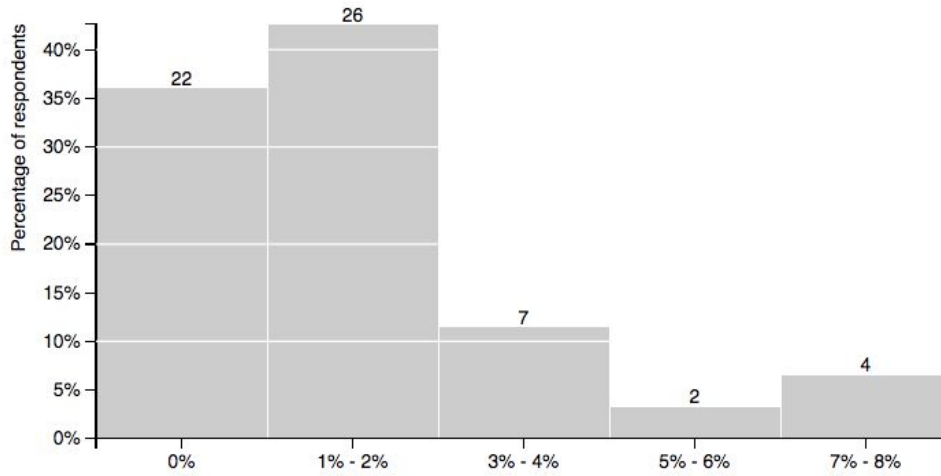
Water Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD water network?



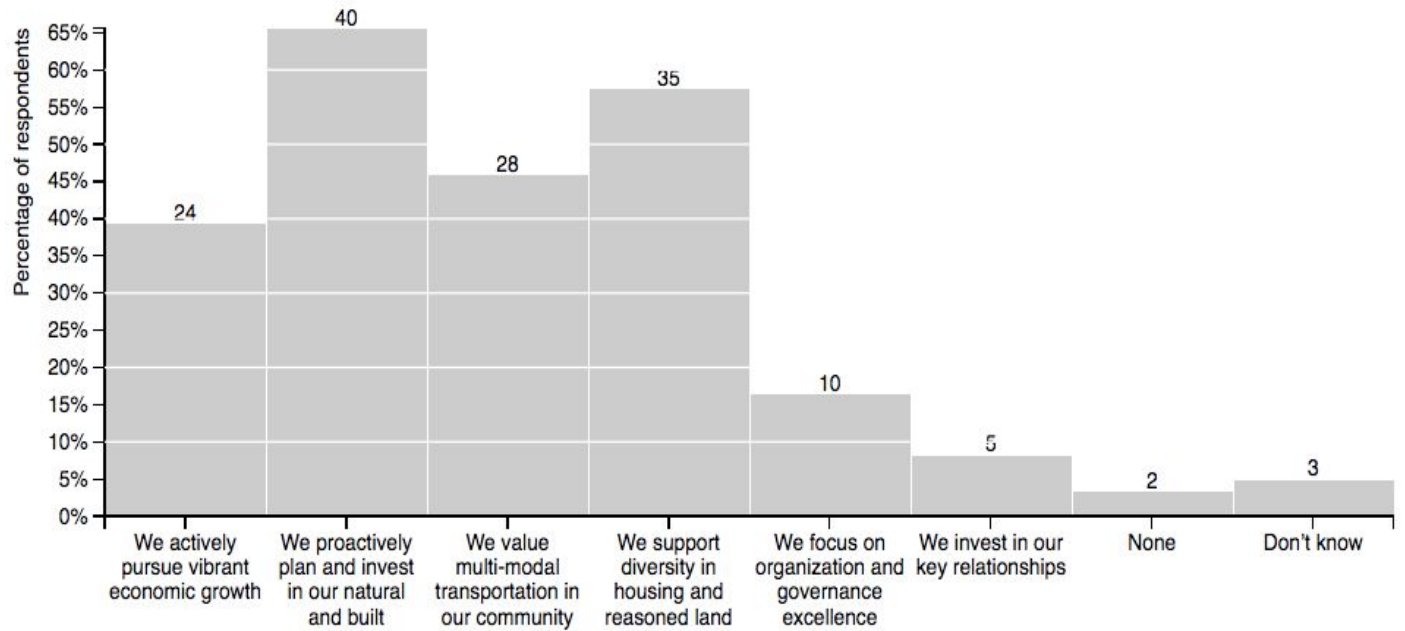
Sewer Infrastructure

With Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD sewer network?



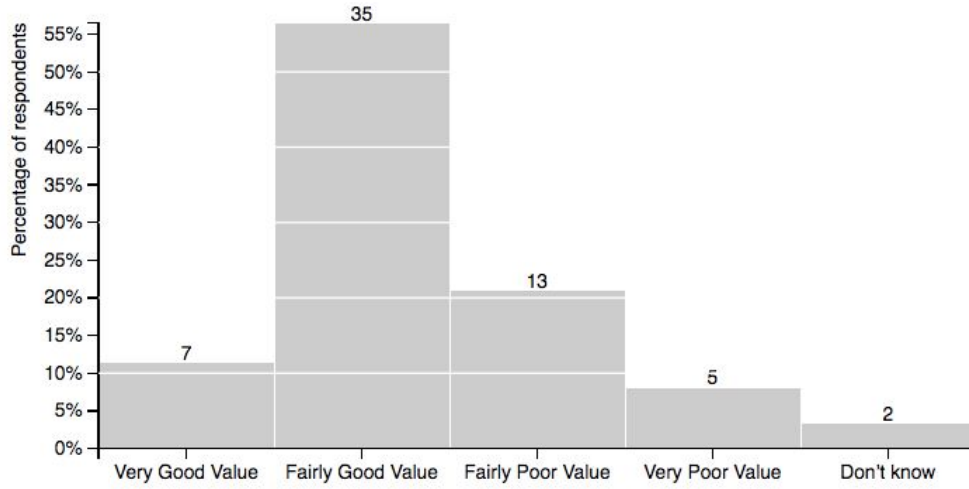
Important Issues

As a resident of the City of Courtenay, what are the top 3 Strategic Priorities that should receive the greatest attention from your local municipal leaders?



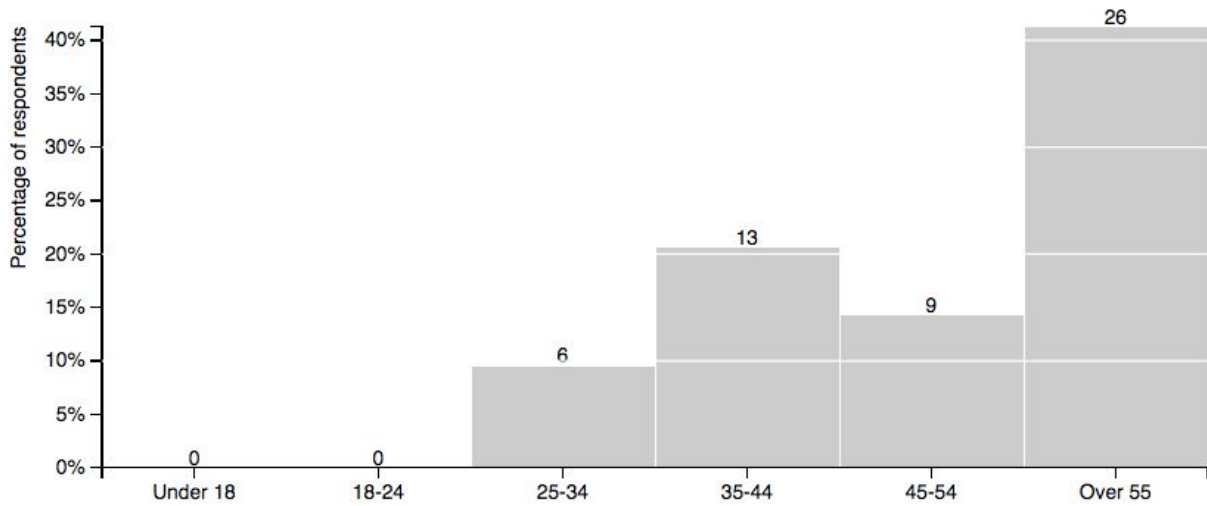
Overall Satisfaction

Thinking globally about all the services you receive from the City of Courtenay, would you say that you get good value or poor value for your tax dollars?

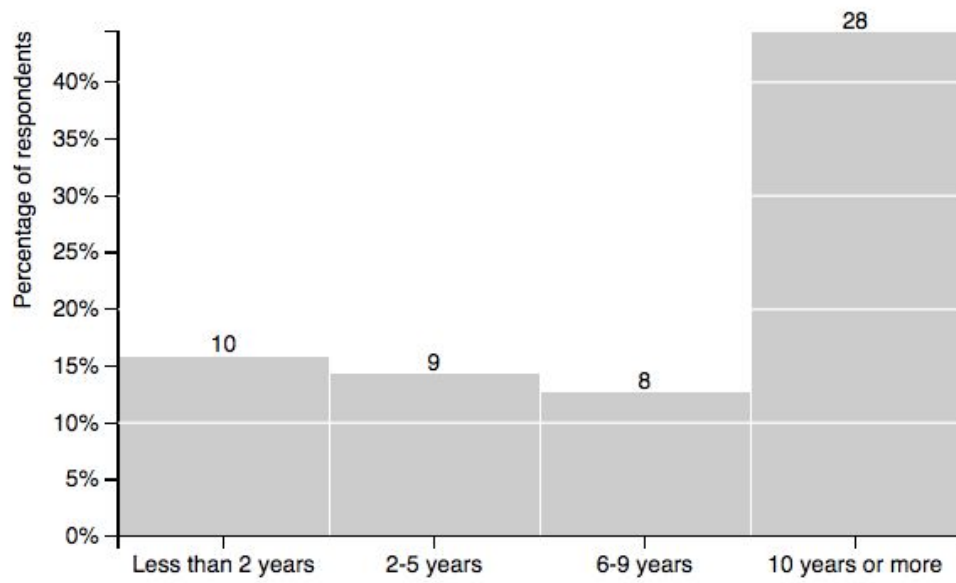


Tell Us About Yourself

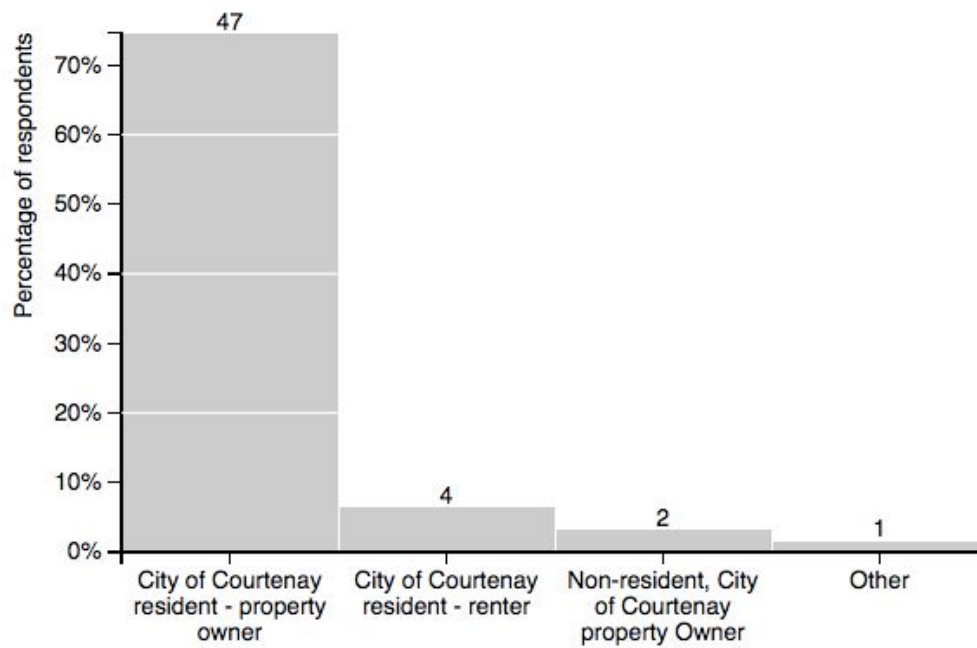
Age



Residency



Status



Comments

| |
|---|
| <p>I am willing to pay my share of the taxes if they are going to better the overall health of the community, and not just to increase the wealth of a few developers and their buddies.</p> |
| <p>I have been annexed into the city of Courtenay a few years ago which doubled my yearly taxes....without any improvement in my services. I would like to return, taxes were affordable, didn't get any service then, don't get any service now.</p> |
| <p>I noticed that in school areas you have florescent yellow strips the full length of the sign post. I like this idea and would like to see it on all stop signs as well. I would also like to see them on concrete road dividers. The dividers are hard to see on dark rainy nights wrapping the florescent strips at road level at the base of the concrete would work to prevent accidents at a minimum cost</p> |
| <p>I would like to see less money used for policing. They should not be wasting resources on fighting with marijauna shops or users of. Embrace the coming change.</p> |
| <p>I'm surprised a community of this size doesn't seem to do much community planning type of work. Sounds like much of the development administration is reactionary, and probably not a great use of staff's time. I applaud the education on asset management. People likely don't realize how expensive community infrastructure is. More education needed. Please keep it up and invest in education more. Also surprised there is only one bylaw officer. Enforcement is important. Survey doesn't capture all of my thinking - e.g. I would want to invest more in transportation, would be willing to pay more, but don't want it to go to car-oriented sprawling development.</p> |
| <p>In general things are managed well. Combination of the levels of government into one municipal governing body would be advantageous (Comox, Courtenay, CVRD all into one). Expropriation of some of the Comox Bay farmland would be beneficial to build street access from 17th st bridge intersection directly to 10th East on the hill; this would alleviate some of the traffic congestion on Ryan Road. Other traffic: the house that burned down at the corner of Fitzgerald and 17th - city could purchase the land and make a proper right hand turn lane from Fitzgerald. City should monitor air quality and ban slash pile burning in the valley. City should also monitor air quality and police the valley farms that are spraying manure on their land and affecting everyone in the valley....better methods must be mandated as in the Fraser Valley.</p> |
| <p>It is time for the City of Courtenay to pursue climate mitigation practices in earnest. A more robust transit system and enhancements to pedestrian and cycling infrastructure would assist in moving people out of their cars. We need to be focusing on renewal energy options for all City buildings and facilities and encouraging adoption of these practices in private homes and businesses.</p> |
| <p>New to the area - why oh why aren't Courtenay Comox and the parts of the Regional District one town/city or municipality. How much time, energy and money could be saved by amalgamating? One mayor, one council, one head of utilities etc. Shared buildings, trucks, snow plows, pension programs etc. Our schools are underfunded. Can the council help this situation? So many kids need so many more supports than are available. Could we have published bus maps? We need reasonably priced bus service to ferries. Walking paths and cycling paths are valuable for health, fitness, community connections, well-being, cost savings and the environment. We need more benches along sidewalks and pathways for elderly people. I want more money for policing to enforce traffic rules e.g. people speeding on Back Road. Let's have more public access to beaches, rivers etc.</p> |
| <p>open to an increase in taxes especially if the money goes to parks and recreation. I'd be okay with less being spent on transportation</p> |
| <p>Our streets are becoming congested. Rather than spending huge amounts to widen roads lets invest much less money to develop a complete cycling network and improve transit service.</p> |

| |
|---|
| <p>Please bring Wifi into the Recreation Centres, the Linc and the Lewis Park. It's nice to work out with music. Participants can text their parents pics of the activities, socially promote programs etc.</p> |
| <p>We could also use a newer outdoor skate park. Cumberland has done a great job and the Isfeld one is great for East Courtney residents.</p> |
| <p>Lastly, we need a more open minded forward thinking attitude with small business. It is the way of the future and an a more holistic approach for some people seeking alternative medicine. Besides our Federal Government is legalizing it.</p> |
| <p>Please build more outdoor recreation equipment for tweens and teenagers. As a society we do not encourage physical activity for this age group. I would like to see teenage consultation in the building of parks in or near schools like Lake Trail Middle School.</p> |
| <p>Should do more research on taxes for all users. i.e. Residential vs Business. Watch the City Council meetings and have decided where my vote will go. Taxes are getting to high and no taxes should be raised unless all other [cuts] avenues explored. No need to pay all the money we pay to attract business or more people. If they want to come, great, but no need to pay to have people come here. I understood more people would mean more money for tax base but it appears the more people we attract the higher the taxes go.</p> |
| <p>Tax increases must be minimized. \$7000+ a year in property taxes is way out of line for what we get. Property taxes are going to start removing people from house ownership.</p> |
| <p>The tax increases in the past few years put an incredible strain on many citizens of Courtenay and point to a very dangerous trend for the average home-owner. No amount of propaganda from the City of Courtenay officials who manage the budget can negate the irresponsibility of not doing more to keep tax increases reasonable.</p> |
| <p>The Valley suffers from a duplication of services. How many mayors, councillors and administrators does it take to regulate services for 37 thousand people?</p> |
| <p>Transportation continues you be the biggest downfall of courtenay as continued population growth is not met with reasonable transportation infrastructure improvements. Another crossing, a connector behind superstore to back road, and the completion of 2 lanes on lerwick to the Comox border are all years overdue.</p> |
| <p>What happen to the 2.4 million dollars allocated to the city by the Federal Gov't for bridge repairs etc., furthermore under Parks. and recreation, Far too many staff, for to little rewards .</p> |
| <p>Working with BC Transit: create an efficient small bus system between Campbell River and Courtenay that stays on the Island highway - is fast and efficient and offered 1x/ hour during the communting hours in each direction...this would be an effective way to lower accidents on the highway, and increase Commuter happiness. Right now the bus takes over 1.5 hours, and is offered at terrible times for work schedules.</p> <p>And I would increase tax dollars to making the bus system more effective for students going to Highschool.</p> |

Minutes of an In Camera Meeting held July 17, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 7:12 p.m.

Attending:

Mayor: L. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox – via Teleconference
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative Services/Deputy CAO

.01

MINUTES

Moved by Wells and seconded by Theos that the July 04, 2017 special In Camera meeting minutes be adopted.

Carried

.02

CONFIDENTIAL
DISCUSSION PAPER

████████████████████
ZONING BYLAW CONCERNS

Moved by Frisch and seconded by Wells that the confidential discussion paper dated July 17, 2017 “████████████████████ Zoning Bylaw Concerns” be received for information.

Carried

.03

ADJOURNMENT

The meeting adjourned at 7:26 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 8th day of August, 2017

Mayor

Minutes of an In Camera Meeting held August 8th, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:45 p.m.

Attending:

Mayor: L. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox – via Teleconference
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative Services/Deputy CAO
I. Buck, Director of Development Services

.01

MINUTES

Moved by Wells and seconded by Frisch that the July 17th, 2017 special In Camera meeting minutes be adopted.

Carried

.02

CROWN ISLE TREE
CUTTING
4020-20-01

Moved by Frisch and seconded by Hillian that the based on the August 8, 2017 Confidential Staff Report “Update on Crown Isle Tree Cutting Enforcement”, Council proceed with Option 1 and direct staff to engage Lidstone & Company to proceed with prosecution of tree cutting without a permit for the area on Ryan Road east of the Mazda dealership.

Carried with Mayor Jangula opposed

.03

MICHAEL LAVER REQUEST
TO PURCHASE ROAD RIGHT
OF WAY
0940-20

Moved by Frisch and seconded by Wells that staff be directed to work with Michael Laver towards an “Option to Purchase” agreement for the 11th Street Road end, subject to Council final approval and public land disposition process.

Carried with Councillors Eriksson and Lennox Opposed

.04

CVRD BUILDING SHARED
SPACE
0890-20

Moved by Hillian and seconded by Frisch that Council approve in principle the concept of shared Council Chambers/Board Room and Emergency Operations Centre, subject to further review and confirmation of layout, scheduling and costs.

Carried

.05

ADJOURNMENT

Moved by Frisch and seconded by Wells that the meeting now adjourn at 7:40 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 8th day of August, 2017

Mayor

Minutes of an In Camera Meeting held September 5th, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:00 p.m.

Attending:

Mayor: L. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative Services/Deputy CAO

.01
MINUTES

Moved by Frisch and seconded by Wells that the August 8th, 2017 special In Camera meeting minutes be adopted.
Carried

.02
CROWN LAND TENURE
AIRPARK WALKWAY
4020-20-01

Moved by Frisch and seconded by Wells that the based on the September 5, 2017 confidential staff report, “Crown Land Tenure – Airpark Walkway”, Council approve OPTION 1 and authorize the Mayor and the Director of Legislative Services to execute the attached lease for District Lot 310, Nanaimo District; and

That the lease and related documents be removed from In Camera once the lease is executed by the Province.

Carried

.03
ADJOURNMENT

Moved by Frisch and seconded by Wells that the meeting now adjourn at 6:02 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 16th day of October, 2017

Mayor

Minutes of an In Camera Meeting held October 16th, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:21 p.m.

Attending:

Mayor: L. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox via teleconference
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
T. Kushner, Director of Public Works Services
I. Buck, Director of Development Services

.01
MINUTES

Moved by Wells and seconded by Eriksson that the September 5th, 2017 special In Camera meeting minutes be adopted.
Carried

.02
CROWN ISLE TREE
CUTTING
4020-20-01

Moved by Hillian and seconded by Wells that the verbal update regarding the Crown Isle tree cutting be received.
Carried

.03
LEAF COMPASSION
UPDATE

Moved by Frisch and seconded by Wells that the verbal update regarding Leaf Compassion be received.
Carried

.04
ADJOURNMENT

Moved by Frisch and seconded by Wells that the meeting now adjourn at 7:02 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 30th day of October, 2017

Mayor

Minutes of an In Camera Meeting held October 30th, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:10 p.m.

Attending:

Mayor: L. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
R. Lennox
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO

.01
MINUTES

Moved by Wells and seconded by Lennox that the October 16th, 2017 special In Camera meeting minutes be adopted.
Carried

.02
LEAF COMPASSION
UPDATE

John Ward, Director of Legislative and Corporate Services provided a legal update on the Leaf Compassion business licence issue.

.03
ADJOURNMENT

Moved by Lennox and seconded by Wells that the meeting now adjourn at 6:25 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 6th day of November, 2017

Mayor

Minutes of an In Camera Meeting held November 6th, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 6:20 p.m.

Attending:

Acting Mayor: D. Frisch

**Councillors: D. Hillian
R. Lennox
M. Theos
B. Wells**

Staff: D. Allen, CAO

.01
MINUTES

Moved by Wells and seconded by Theos that the October 30th, 2017 special In Camera meeting minutes be adopted.
Carried

.02
CITY HALL
ASBESTOS BUILDING
MATERIALS TESTING &
REPAIRS

David Allen, CAO provided a verbal update on the City Hall renovation and asbestos survey performed by Apex EHS Services.

.03
ADJOURNMENT

Moved by Lennox and seconded by Theos that the meeting now adjourn at 6:36 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 14th day of November, 2017

Mayor

Minutes of an In Camera Meeting held November 20th, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 5:58 p.m.

Attending:

Mayor: L. V. Jangula
Councillors: E. Eriksson
D. Frisch via Teleconference
D. Hillian
R. Lennox
M. Theos
B. Wells

Staff:

D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO
I. Buck, Director of Development Services

.01
MINUTES

Moved by Wells and seconded by Theos that the November 14th, 2017 Special In Camera meeting minutes be adopted.
Carried

.02
11TH STREET ROAD END
LAND EXCHANGE –
MIKE LAVER

Moved by Wells and seconded by Theos that the based on the November 20, 2017 Confidential Staff Report “11th Street Road End Land Exchange”, Council approve OPTION 1 and authorize the CAO and Mayor to sign the attached agreement to sell a portion of the 11th Street road end to Michael Laver in exchange for an equivalent portion of land providing water access on the north west side of Lot A Plan 32204; and

That this report and documentation be removed from In Camera in order to proceed with the public process regarding road closure and land disposition.

Carried

.03
ADJOURNMENT

Moved by Wells and seconded by Theos that the meeting now adjourn at 6:05 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 4th day of December, 2017

Mayor

Minutes of an In Camera Meeting held December 4th, 2017 in the City Hall Council Chambers, Courtenay, B.C. commencing at 5:36 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Hillian

M. Theos

B. Wells

Staff:

D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

D. Snider, Director of Recreation and Cultural Services

.01

MINUTES

Moved by Hillian and seconded by Wells that the November 20th, 2017 Special In Camera meeting minutes be adopted.

Carried

.02

CRA TRANSITION

Dave Snider provided Council with a verbal update regarding the CRA transition process.

.03

ADJOURNMENT

Moved by Wells and seconded by Theos that the meeting now adjourn at 6:00 p.m.

CERTIFIED CORRECT

Director of Legislative Services

Adopted this th day of , 2018

Mayor

Minutes of a City of Courtenay Heritage Advisory Commission meeting held November 22, 2017 at 10:00 a.m. at the City of Courtenay Council Chambers.

Present: L. Burns C. Piercy J. Hagen J. Fortin A. Ireson
R. Dingwall L. Grant
Staff: T. Setta

Absent: D. Griffiths R. Smith

MINUTES Moved by L. Grant and seconded by R. Dingwall that the October 25, 2017 minutes be adopted as circulated.

Carried

OLD BUSINESS

HERITAGE CLOCKS

A. Ireson updated the status of the project. Committee agreed to make a recommendation to Council.

PIONEER GRAVES TREE

R. Dingwall presented permanent storage options for the tree to the Museum. R. Dingwall will follow-up on current status.

RESIDENTIAL INVENTORY

Member's individual work in progress
Committee members to submit inventory sheet to Planning Department as completed.

HERITAGE ARCHIVE STORAGE

City Hall renovation is in progress. Final location of heritage archives is not yet determined.

TRAIN STATION

L. Burns and A. Ireson to schedule meeting with Mayor Jangula

WORKSHOP REPORT

Downtown workshop is scheduled on November 29th, 2017 at the Museum.

CUMBERLAND HERITAGE FAIR INVITATION

L. Burns announced that the fair is scheduled on February 17, 2018 at Cumberland Cultural Centre

NEW BUSINESS

MUSEUM REPORT

Tabled

IN KIND HOURS

Nine hours

BUDGET

T. Setta reported that the invoice for the Heritage Clock report has been submitted to the Finance Department.

Remaining balance for 2017 is \$2,352. Committee wishes to carry over remaining budget to conduct unfinished project.

CITY'S HERITAGE WEBSITE

L. Grant proposed improvements on the page.
T. Setta will report at the next meeting on the current status and options for improvements.

CORRESPONDENCE

No report

FOR YOUR INFORMATION


L. Burns reported that he has been invited to speak about "History of Courtenay River" at the Project Watershed event at Stan Hagen Theatre on November 30, 2017.

L. Burns regretfully announced his resignation from the chair position. L. Burns will remain as an active member of the Committee.

NEXT MEETING

January 24, 2018.

ADJOURNMENT at 11:10 am.

A handwritten signature in cursive script that reads "Lawrence Burns". The signature is written in black ink and is positioned above a horizontal line.

Lawrence Burns,
Chair

| | | |
|--|--|----------|
| Budget Details | | |
| POTLATCH 67--67 CULTURAL PROGRAM | | |
| exhibition, public talks, ceremony, screening, gathering and feast | | |
| | | |
| EXPENSES | | |
| ARTISTS, CURATORS, CULTURAL ADVISORS + PROJECT COORDINATION | | |
| Artist Fees (\$500 x 15 exhibiting artists) | | \$7,500 |
| Project Director | | \$10,000 |
| Cultural knowledge carrier and advisor (Hereditary Chief) | | \$2,000 |
| Learning and sharing coordinator (K'omoks elder) | | \$2,000 |
| Project Coordination - CVAG artistic staff time allocated to the project includes Curator, Executive Director, staff and interns performing management, oversight, liaison work, administrative support, etc. CVAG Contribution. | | \$6,000 |
| Film directors' screening fees | | \$2,000 |
| Cultural advisor and Master of Ceremonies (Hereditary Chief) | | \$4,000 |
| Other Artistic honoraria - consultation with K'omoks Elders | | \$2,000 |
| Performance Fees. Kumugwe Dancers . Gift in kind. | | \$2,000 |
| Administrative coordinator / community outreach facilitator | | \$3,000 |
| Fees for artist presentations and workshops | | \$4,560 |
| subtotal | | \$45,060 |
| DOCUMENTATION + PROMOTION | | |
| Photographer | | \$3,000 |
| Two videographers | | \$4,000 |
| Digital coordinator: digital production, website promotion, e-publication. Half (3,000) CVAG contribution. | | \$6,000 |
| Project promotion -- invitations, press releases, social media. CVAG contribution. | | \$1,500 |
| Project website construction - Update Company . Half (3,000) in-kind gift. | | \$6,000 |
| Publicist/writer | | \$2,000 |
| subtotal | | \$22,500 |

| | | |
|---|------------------|------------------|
| VENUE AND EQUIPMENT RENTAL | | |
| Sid Williams Theatre -- Film Screening Venue | \$1,000 | |
| Native Sons Hall -- Blanket exercise venue | \$500 | |
| Comox Valley Art Gallery -- exhibition venue, edit suites, fabrication studio. CVAG contribution. | \$2,000 | |
| Traditional Big House Welcoming Ceremony Feast Venue. Gift in kind. | \$1,000 | |
| PA systems rental -- Comox Valley Community Arts Council. Gift in kind. | \$600 | |
| Audio equipment rental-- Gift in kind. | \$800 | |
| 3 HD video projectors and video cameras. CVAG contribution. | \$1,800 | |
| subtotal | \$7,700 | |
| EXHIBITION PRODUCTION | | |
| Exhibition installation and preparatory. CVAG contribution. | \$2,000 | |
| subtotal | \$2,000 | |
| TRAVEL / TRANSPORTATION / SHIPPING | | |
| Artists' travel cost | \$4,000 | |
| Accommodation + per diem | \$6,000 | |
| Transportation for equipment and artwork | \$7,900 | |
| Packing and crating. CVAG contribution. | \$2,000 | |
| Transportations of students SD 71-72. Gift in kind. | \$3,000 | |
| subtotal | \$22,900 | |
| TOTAL EXPENSES | \$100,160 | |
| REVENUES | | |
| | Confirmed | Pending |
| Local business and organization sponsorship cash | \$32,000 | |
| Local business and organization in-kind contributions | \$9,000 | \$1,400 |
| Comox Valley Art Gallery | \$18,300 | |
| City of Courtenay | | \$10,000 |
| Town of Comox | | \$8,000 |
| Village of Cumberland | | \$1,000 |
| Merchandise sales | | \$2,000 |
| Provincial and federal arts grants | | \$18,500 |
| subtotal | \$59,300 | \$40,900 |
| TOTAL REVENUE | | \$100,200 |

File: 0540-20/CV Water

January 12, 2018

Sent via email only: jward@courtenay.ca

John Ward
 Director of Legislative Services
 City of Courtenay
 830 Cliffe Avenue
 Courtenay, BC V9N 2J7

Dear John:

Re: 2018 Comox Valley water committee voting structure

The Comox Valley Regional District (CVRD) operates the Comox Valley water supply system under Bylaw No. 1783 being “Water Local Service Establishment Bylaw, 1995” (attached as appendix ‘A’) and includes the Town of Comox, City of Courtenay and Electoral Areas ‘A’, ‘B’ and ‘C’ as participants. The bylaw, including subsequent policy direction by the committee, requires annual reporting based on the previous year’s water consumption to determine the assignment of weighted votes for water supply system decisions.

The bylaw and subsequent policy direction in March 2012 require that the per cent of water consumption in 2017 be compared against the per cent of water consumption in 1995 and that if any participant’s relative amount of consumption increases by 4.17% or more, then that participant shall receive an additional vote. Any increase in votes shall be added to the original 1995 assignment of votes. Table 1 below illustrates the consumption values and resulting votes for 2018.

| Participant | 2017 consumption | 2017% | 1995% | % change | baseline | 2018 votes |
|--------------------|------------------|--------|--------|----------|----------|------------|
| City of Courtenay | 5,192,086 | 62.00% | 51.69% | 10.31% | 6 | 7 |
| Town of Comox | 2,319,846 | 27.70% | 30.48% | -2.78% | 3 | 3 |
| Electoral Area 'A' | 31,327 | 0.37% | 2.74% | -2.37% | 1 | 1 |
| Electoral Area 'B' | 594,192 | 7.10% | 12.52% | -5.42% | 1 | 1 |
| Electoral Area 'C' | 236,485 | 2.82% | 0.44% | 2.38% | 1 | 1 |
| | | | | | | 13 |

At this time, the City of Courtenay and the Town of Comox are both required to adopt resolutions that assign whole votes for the water committee to the City of Courtenay and Town of Comox regional district directors. That is, three City of Courtenay directors are to receive two votes each and one City of Courtenay director must be assigned one vote for 2018. Further, one Town of Comox director must be assigned two water committee votes and the other Town of Comox director must be assigned one water committee vote for 2018. Please have your council consider the vote assignments as soon as possible and provide the results to me at your earliest convenience. The results of the council voting assignments will enable the water committee to conduct its first meeting, scheduled for Tuesday, February 6, 2018.

If you have any questions, please contact me.

Table 2 shows the historic consumption and per cent consumption values.

| | City of Courtenay | | Town of Comox | | Area A | | Area B | | Area C | | Total m3 |
|------|-------------------|-------|---------------|-------|--------|------|---------|-------|---------|------|-----------|
| | m3 | % | m3 | % | m3 | % | m3 | % | m3 | % | |
| 1995 | | 51.69 | | 30.48 | | 2.74 | | 12.52 | | 0.44 | |
| 2000 | 4,326,535 | 54.46 | 2,428,098 | 30.56 | 50,439 | 0.63 | 797,858 | 10.04 | 341,928 | 4.30 | 7,944,858 |
| 2001 | 4,353,645 | 54.49 | 2,450,856 | 30.67 | 42,674 | 0.53 | 810,983 | 10.15 | 331,981 | 4.15 | 7,990,139 |
| 2002 | 4,643,105 | 54.44 | 2,569,743 | 30.13 | 46,908 | 0.55 | 956,084 | 11.21 | 313,008 | 3.67 | 8,528,848 |
| 2003 | 5,282,535 | 57.74 | 2,596,438 | 28.38 | 53,064 | 0.58 | 806,926 | 8.82 | 409,867 | 4.48 | 9,148,830 |
| 2004 | 5,284,562 | 57.62 | 2,639,371 | 28.78 | 54,608 | 0.60 | 806,965 | 8.80 | 385,201 | 4.20 | 9,170,707 |
| 2005 | 4,715,895 | 58.90 | 2,263,918 | 28.28 | 37,989 | 0.47 | 675,725 | 8.44 | 312,430 | 3.90 | 8,005,957 |
| 2006 | 5,297,371 | 57.23 | 2,719,867 | 29.39 | 47,147 | 0.51 | 789,429 | 8.53 | 402,014 | 4.34 | 9,255,828 |
| 2007 | 4,643,588 | 57.62 | 2,499,919 | 31.02 | 37,705 | 0.47 | 478,999 | 5.94 | 399,062 | 4.95 | 8,059,273 |
| 2008 | 4,757,131 | 58.40 | 2,531,740 | 31.08 | 39,485 | 0.48 | 557,952 | 6.85 | 258,883 | 3.18 | 8,145,191 |
| 2009 | 4,796,412 | 57.12 | 2,636,103 | 31.40 | 42,318 | 0.50 | 627,979 | 7.48 | 293,602 | 3.50 | 8,396,414 |
| 2010 | 4,667,929 | 59.30 | 2,348,114 | 29.83 | 42,012 | 0.53 | 548,175 | 6.96 | 265,720 | 3.38 | 7,871,950 |
| 2011 | 4,688,793 | 60.52 | 2,326,610 | 30.03 | 44,433 | 0.57 | 457,186 | 5.90 | 230,190 | 2.97 | 7,747,212 |
| 2012 | 4,850,901 | 60.39 | 2,439,895 | 30.37 | 48,683 | 0.61 | 458,181 | 5.70 | 235,253 | 2.93 | 8,032,913 |
| 2013 | 4,548,999 | 60.03 | 2,339,562 | 30.87 | 30,863 | 0.41 | 454,297 | 6.00 | 203,816 | 2.69 | 7,577,537 |
| 2014 | 4,739,429 | 60.78 | 2,377,421 | 30.49 | 31,723 | 0.41 | 460,102 | 5.90 | 189,068 | 2.42 | 7,797,743 |
| 2015 | 4,761,951 | 62.22 | 2,201,125 | 28.76 | 30,833 | 0.40 | 465,846 | 6.09 | 193,811 | 2.53 | 7,653,566 |
| 2016 | 4,978,973 | 61.65 | 2,282,252 | 28.26 | 33,458 | 0.41 | 555,434 | 6.88 | 226,478 | 2.80 | 8,076,595 |
| 2017 | 5,192,086 | 62.00 | 2,319,846 | 27.70 | 31,327 | 0.37 | 594,192 | 7.10 | 236,485 | 2.82 | 8,373,936 |

Sincerely,

J. Martens

Jake Martens
Manager of Legislative Services

Enclosure: Appendix 'A' – Bylaw No. 1783 being “Water Local Service Establishment Bylaw, 1995”



**Water Local Service
Establishment
(Comox Valley)**

The following is a consolidated copy of the Comox Valley water local service establishment bylaw and includes the following bylaws:

| Bylaw No. | Bylaw Name | Adopted | Purpose |
|------------------|---|-------------------|---|
| 1783 | Water Local Service Establishment Bylaw, 1995 | December 12, 1996 | A bylaw to convert the water supply service to a local service for that portion of the regional district located within the boundaries of the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C' of the regional district. |
| 2640 | Water Local Service Establishment Bylaw 1995, Amendment Bylaw No. 1, 2004 | May 31, 2004 | Amends Bylaw No. 1783 to allow for the supply of water from a bulk water dispensing system and to allow the sale of water to the Sandwich waterworks district in the event of an emergency |
| 2670 | Water Local Service Establishment Bylaw 1995, Amendment Bylaw No. 2, 2004 | August 30, 2004 | Amends Bylaw No. 1783 to allow for the supply of water from the Comox Valley water supply system, by agreement, to the Comox Indian Band and to allow the redistribution of water supply by the Town of Comox to HMCS Quadra |
| 418 | Water Local Service Establishment Bylaw, 1995, Amendment No. 3 | May 31, 2016 | To amend the service establishing bylaw for the Comox Valley water supply system to allow the City of Courtenay to redistribute water to the K'ómoks First Nation Indian Reserve No. 2 |

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.

The following actions are the result of committee and board resolutions and meant to apply as policy directives for the Comox Valley water supply system and Comox Valley water committee:

| Date | Action |
|------------------|--|
| May 3, 2011 | <p>At its May 3, 2011 the CVRD board endorsed the following statement from a service review that concluded in April 2011 and relates to this Bylaw No. 1783:</p> <p>“Following a full review of the concerns expressed at the outset of the Comox Valley water supply system service review, including receipt of the CVRD administrative and corporate staffing review by Performance Concepts, the service review members feel that those concerns have been addressed and that there will be an annual performance monitoring report. In addition, the service review members:</p> <ul style="list-style-type: none"> - support that voting on all issues at the Comox Valley water committee including the selection of the chair and vice-chair will be done using the weighted method; - acknowledge that the allocation of votes to committee members remains unresolved; and - recognize that where a decision has been made and that one or more parties may want to revisit that decision, that the parties be sensitive to such a request. <p>The service review members hereby conclude the Comox Valley water supply system service review and extend their appreciation to all staff at the Comox Valley local governments for their assistance through the process.”</p> |
| May 2011 | <p>THAT the Comox Valley water committee authorize its chair to cancel committee meetings where no reports are available for the committee’s consideration and/or no committee business is required;</p> <p>AND FURTHER THAT the monthly meeting requirement in section 13(d) of Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995” be waived in such instances.</p> |
| May 2011 | <p>THAT the Comox Valley water committee approve the non-voting members on the committee as being the administrators for the Comox Valley Regional District, City of Courtenay and the Town of Comox, the general manager of property services at the CVRD and the senior manager for operations City of Courtenay and the Town of Comox in accordance with section 13(b) of Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995.</p> |
| June 2011 | <p>THAT the Comox Valley water committee approve that all references to ‘secretary’ in Bylaw No. 1783 being “Water Local Service Establishment Bylaw 1995” be interpreted as ‘corporate legislative officer or deputy corporate officer’.</p> |
| January 24, 2012 | <p>The Comox Valley water committee defeated a proposal to divide evenly the assignment of votes to committee members at its January 24, 2012 meeting. Council resolutions required to divide weighted votes amongst committee members where equal division is not possible,</p> |

| Date | Action |
|-----------------------|--|
| <p>March 13, 2012</p> | <p>WHEREAS the Regional District of Comox-Strathcona enacted Bylaw 1783 in 1995 thereby establishing a “Water Local Service” for various areas in the Comox Valley;</p> <p>AND WHEREAS all policy related to the administration and operation of this local water service has been delegated to a standing committee of the regional board known as the “Water Committee”;</p> <p>AND WHEREAS for the purpose of voting on all matters related to the water local service, a voting structure was assigned to each participant from January 1, 1997 based on the percentage of the water consumed by each of the participants relative to the total of water provided by the water local service;</p> <p>AND WHEREAS the solicitor for the regional district has “interpreted Section 15(d) of the bylaw...as meaning that when a participant’s water consumption exceeds the base 1995 level by at least .50 of 8.33 per cent (or 4.17 per cent)-being one half of one vote – that particular participant is then entitled to an additional vote”;</p> <p>AND WHEREAS the solicitor for the regional district has further advised “that there is no explicit indication .in bylaw 1783 that the number of votes was inalterably fixed at twelve” and it was his “opinion Courtenay is therefore entitled to an additional vote in accordance with Section 15(d) of the bylaw”;</p> <p>AND WHEREAS it is the opinion of the solicitor for the regional district “that Courtenay is now entitled (i.e. 2010) to a 7th vote at the water committee and at the board in connection with the Comox Valley service in accordance with bylaw 1783; and, “must be added to the total in order to give effect to Section 15(d) of the bylaw, creating a new voting structure that involves thirteen votes;</p> <p>AND WHEREAS based on the historical development of bylaw 1783 in 1995, the Town of Comox should have been assigned four votes based on consumption and to correct that action, the Town of Comox be awarded an additional vote;</p> <p>THEREFORE to give effect to the advice from the regional district solicitor, that the water committee determine the voting structure not be limited to twelve votes; and that for determining each participant’s voting entitlement henceforth, the corporate officer interpret Section 15(d) of the bylaw as meaning when a participant’s water consumption exceeds the base 1995 level by at least 0.50 per cent of 8.33 per cent (or 4.17 per cent)-being one half of one vote – that particular participant will be entitled to an additional vote;</p> <p>FURTHERMORE the water committee agree that there be an increase in the number of votes commencing in January 2012, as follows: - City of Courtenay 7 votes; Town of Comox 4 votes; Electoral Area A 1 vote; Electoral Area B 1 vote; Electoral Area C 1 vote</p> <p>AND FURTHERMORE the water committee adopt a dispute resolution process that will assure fairness and equity when resolving differences.</p> |

| Date | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|---|-------------------|------------------|--------|-------------------|-------------------|---------|-------------------|----------------|---------|-------------------|----------------|--------|---------------|----------------|--------|---------------|----------------|---------|------------------|-------------------|--------|------------------|-----------------|--------|------------------|-----------------|--------|--------|--|----------|
| December 2012 | <p>Comox Valley water committee resolution dated December 11, 2012: THAT the Comox Valley water committee approve that the corporate officer shall:</p> <ul style="list-style-type: none"> a) report the percentage of water consumed by the participants in the Comox Valley water supply system as early in each year as possible; and, b) apply weighted votes, in accordance with Bylaw No. 1783 being "Water Local Service Establishment Bylaw 1995" and subsequent policy direction approved by the committee on or before January 20 in each year; <p>AND FURTHER THAT the Comox Valley water committee chair and vice-chair selection shall occur at the first meeting of the water committee in each year, rather than in January as required under section 13(g) of Bylaw No. 1783.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| January 2017 | <p>Following council resolutions on weighted vote assignments, Comox Valley water committee weighted votes for 2017 are as follows:</p> <table border="1" data-bbox="289 730 1344 1098"> <tbody> <tr> <td>City of Courtenay</td> <td>Director Jangula</td> <td>1 vote</td> </tr> <tr> <td>City of Courtenay</td> <td>Director Eriksson</td> <td>2 votes</td> </tr> <tr> <td>City of Courtenay</td> <td>Director Theos</td> <td>2 votes</td> </tr> <tr> <td>City of Courtenay</td> <td>Director Wells</td> <td>2 vote</td> </tr> <tr> <td>Town of Comox</td> <td>Director Price</td> <td>1 vote</td> </tr> <tr> <td>Town of Comox</td> <td>Director Grant</td> <td>2 votes</td> </tr> <tr> <td>Electoral Area A</td> <td>Director Jolliffe</td> <td>1 vote</td> </tr> <tr> <td>Electoral Area B</td> <td>Director Nichol</td> <td>1 vote</td> </tr> <tr> <td>Electoral Area C</td> <td>Director Grieve</td> <td>1 vote</td> </tr> <tr> <td colspan="2">Totals</td> <td>13 votes</td> </tr> </tbody> </table> | City of Courtenay | Director Jangula | 1 vote | City of Courtenay | Director Eriksson | 2 votes | City of Courtenay | Director Theos | 2 votes | City of Courtenay | Director Wells | 2 vote | Town of Comox | Director Price | 1 vote | Town of Comox | Director Grant | 2 votes | Electoral Area A | Director Jolliffe | 1 vote | Electoral Area B | Director Nichol | 1 vote | Electoral Area C | Director Grieve | 1 vote | Totals | | 13 votes |
| City of Courtenay | Director Jangula | 1 vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City of Courtenay | Director Eriksson | 2 votes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City of Courtenay | Director Theos | 2 votes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City of Courtenay | Director Wells | 2 vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town of Comox | Director Price | 1 vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town of Comox | Director Grant | 2 votes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electoral Area A | Director Jolliffe | 1 vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electoral Area B | Director Nichol | 1 vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electoral Area C | Director Grieve | 1 vote | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals | | 13 votes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

REGIONAL DISTRICT OF COMOX-STRATHCONA

BYLAW NO. 1783

A bylaw to convert the water supply service to a local service for that portion of the regional district located within the boundaries of the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C' of the regional district.

WHEREAS by supplementary Letters Patent dated the 17th day of February, 1967, the Regional District under Division VI Water Supply was empowered to design, construct, reconstruct, purchase, maintain and operate facilities for the purpose of supplying water in bulk to the City of Courtenay and to the Town of Comox, for redistribution by them within their municipalities, and to individual customers not within the boundaries of a municipality or improvement district having water supply as an object, which Letters Patent were further amended on the 9th day of March, 1977 to provide for the establishment of debt limit by the Inspector and on the 14th day of July, 1977 to renumber subsections;

AND WHEREAS a recommendation was made by Order in Council approved the 6th day of April, 1978 for the alteration of the basis for apportionment of costs;

AND WHEREAS the Board of the Regional District now wishes to exercise the power granted to it by the Letters Patent in accordance with Part 24 of the *Municipal Act* subject to all the terms and conditions contained in the Letters Patent except where the powers are herein amended;

AND WHEREAS the Board of the Regional District wishes to proceed to convert the service to a local service exercised under the authority of a bylaw for a portion of the Regional District under sections 767(4), 794 and 802 of the *Municipal Act*.

NOW THEREFORE the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled enacts as follows:

Local Service

1. The service hereby established is to design, construct, reconstruct, purchase, maintain and operate facilities for the supply, treatment, conveyance, storage and distribution of water,
 - (a) in bulk to the City of Courtenay and the Town of Comox for redistribution by those municipalities, including redistribution by the City of Courtenay to K'ómoks First Nation Indian Reserve No. 2 and by the Town of Comox to HMCS Quadra;
 - (b) in bulk to water service areas in that part of the Regional District not within the boundaries of the City of Courtenay and the Town of Comox located within a participating area for this service;
 - (c) in bulk to the K'ómoks First Nation;
 - (d) in bulk to the Sandwick Waterworks District in the event of an emergency;
 - (e) in bulk from the bulk water dispensing system; and
 - (f) the service shall be known as "The Comox Valley Water System".

Boundaries

2. The boundaries of the local service area shall be the boundaries of the participating areas.

Participating Areas

3. The participating areas for the service shall be the City of Courtenay, the Town of Comox and Electoral Areas 'A', 'B' and 'C' of the Regional District.

Cost Recovery

4. The annual costs for the local service may be recovered by:
 - (a) the imposition of fees and other charges that may be fixed by separate bylaw for the purpose of recovering these costs.

Apportionment

5. The annual debt costs and operating costs of operating and maintaining the water service shall be apportioned among the participating areas on the basis of the volume of water supplied by the local service consumed within each participating area each year as a percentage of the total water supplied in that year by the water service.

Metering

6. Water supplied from the local service shall be metered at the point of delivery from the facility of the local service to the City of Courtenay, to the Town of Comox and to each local service area within each participating Electoral Area that receives water from the local service authorized by this Bylaw.
7. The Regional District is authorized to sell water in bulk to the City of Courtenay and to the Town of Comox at a rate sufficient to meet the cost of such supply.
8. The Regional District is authorized to sell water in bulk to water local service areas created in the participating Electoral Areas at a rate sufficient to meet the cost of the Regional District providing such water service.

Local Service Areas Within Electoral Areas

9. The existing Specified Areas of Comox Valley, Arden and Marsden/Camco Road as defined in the bylaws converting those specified areas to local service areas will continue to be entitled to receive water in bulk as local service areas within the participating Electoral Areas as shown on Schedule 'A' attached hereto and forming part of this Bylaw.
10. No new water local service area may obtain water from the water local service area created by this Bylaw unless approved by a majority of the weighted votes of the Water Committee created by this Bylaw.
11. Notwithstanding section 10, if a water supply is required by the Medical Health Officer as a result of a failure of the water supply of persons outside municipal boundaries located within one of the participating Electoral Areas to supply potable water, the water local service area to be created for the purpose of obtaining water under this section shall be restricted to the area specified by the Medical Health Officer if supply to the new local service area is approved by the Water Committee.

Water Committee

12. The local service created by this Bylaw shall be operated by a standing committee of the Regional Board to be known as the Water Committee.
13. The Water Committee:

- (a) shall consist of the Regional Board members of the participating Municipalities and Electoral Areas as voting members;
- (b) shall consist of the Administrators of the Regional District, the City of Courtenay and the Town of Comox and the Engineer of the City of Courtenay, the Supervisor of Field Services of the Regional District and the Superintendent of Works of the Town of Comox as non-voting members;
- (c) shall have the exclusive authority to approve or refuse the connection of any municipality or local service area under the Municipal Act, to the water system other than the City of Courtenay, the Town of Comox, the Arden Local Service Area, the Comox Valley Local Service Area and the Marsden/Camco Road Local Service Area which are more particularly shown on the map annexed hereto as Schedule 'A'.
- (d) shall meet at least monthly to conduct its business;
- (e) shall conduct their meetings in accordance with the Procedure Bylaw of the Regional District as applicable;
- (f) where a member of the Regional Board cannot attend then his/her Alternate may attend as provided for attendance at the Regional Board;
- (g) shall, on adoption of this Bylaw, then in January of each year, select from amongst their voting members, a Chairman and Vice-Chairman who shall be responsible for preparing the agenda for each meeting and chairing the meeting;
- (h) shall determine all policy related to the administration and operation of this local water service.

Voting

14. For the purpose of voting on all matters related to the water local service including the creation or expansion of local service areas and notwithstanding the provisions of Part 24 of the *Municipal Act* and the Letters Patent of the Regional District, votes at the Water Committee and at the Regional Board under section 781(4) of the Municipal Act shall be as follows:
- (a) City of Courtenay 6 votes
 - (b) Town of Comox 3 votes
 - (c) Electoral Area 'A' 1 vote
 - (d) Electoral Area 'B' 1 vote
 - (e) Electoral Area 'C' 1 vote
15. The number of votes assigned to each participant from January 1, 1997 will be determined as follows:
- (a) The percentage of the water consumed by each of Courtenay and Comox and through the water local service areas by each Electoral Area of the total of water provided by the Water Local Service created by this Bylaw, shall be determined by the Regional District and provided to the Secretary of the Regional District and each member of the Water Committee on or before January 5th of each year for the previous year.
 - (b) The Secretary of the Regional District shall, on or before January 10th of each year, apply the percentage of water consumed within each participant area to 12 votes.
 - (c) For the purpose of determining any change in percentage for the calculation of vote entitlement in 1997, consumption within the participating areas for January 1, 1995 and the 1995 entitlement is:

| | | |
|--------------------|--|---------|
| City of Courtenay | 51.69% | 6 votes |
| Town of Comox | 30.48% | 3 votes |
| Electoral Area 'A' | 2.74% less the amount in Arden within Electoral Area 'C' | 1 vote |
| Electoral Area 'B' | 12.52% | 1 vote |
| Electoral Area 'C' | .44% plus the amount of Arden not in Electoral Area 'A' | 1 vote |

- (d) Where the number determined for any participant includes a part of a vote if the percentage exceeds .50 of a vote, the participant will be assigned the whole vote.
- (e) In no event shall any participant be assigned less than one vote.
- (f) At the first Board Meeting in February, the Secretary will report the result of the assignment of votes as determined by this section and his/her assignment will be final and binding for that year.

Pressures and Flows

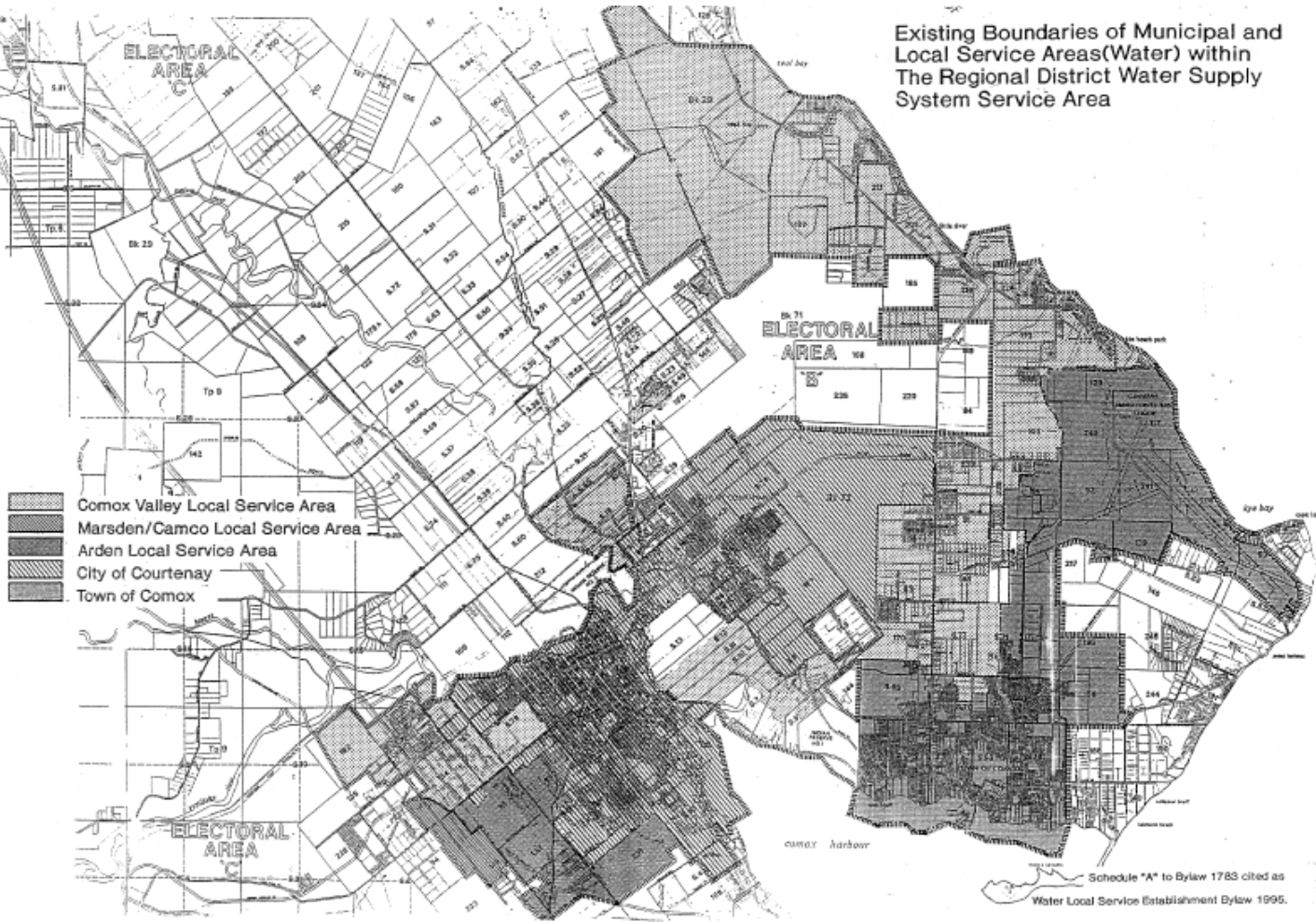
- 16. If a proposed expansion to the use of water from the local service system in any participating area would cause the pressure and flow of water to fall below 275 Kpa (40 psi) or 1800 litres/capita/day (400 imperial gallons/capita/day) or such other volume which may be determined by the Water Committee, the Water Committee shall refuse to approve such expansion until such time as the system can absorb the expansion and maintain the above specified pressures and flows.

Citation

- 17. This Bylaw may be cited for all purposes as "Water Local Service Establishment Bylaw, 1995".

Schedule A

Existing Boundaries of Municipal and Local Service Areas(Water) within The Regional District Water Supply System Service Area



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2910

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

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

- 1. This bylaw may be cited for all purposes as **“Official Community Plan Amendment Bylaw No. 2910, 2017”**.
- 2. That “Official Community Plan Bylaw No. 2387, 2005” be hereby amended as follows:
 - (a) by changing the land use designation of Lot 12, Block 3, Section 61, Comox District, Plan 472, Except that part thereof lying to the south east of a boundary parallel to the south easterly boundary of said lot and perpendicularly distant 10 feet therefrom (468 3rd Street); from Commercial to Urban Residential as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw; and
 - (b) That Map #2, Land Use Plan be amended accordingly.
- 3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 18th day of December, 2017

Read a second time this 18th day of December, 2017

Considered at a Public Hearing this 15th day of January, 2018

Read a third time this day of , 2018

Finally passed and adopted this day of , 2018

Mayor

Director of Legislative Services



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2911

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

- 1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2911, 2017**”.
- 2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 12, Block 3, Section 61, Comox District, Plan 472, Except that part thereof lying to the south east of a boundary parallel to the south easterly boundary of said lot and perpendicularly distant 10 feet therefrom (468 3rd Street), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Commercial Five Zone (C-5) to Residential Two B (R-2B); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
- 3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 18th day of December, 2017

Read a second time this 18th day of December, 2017

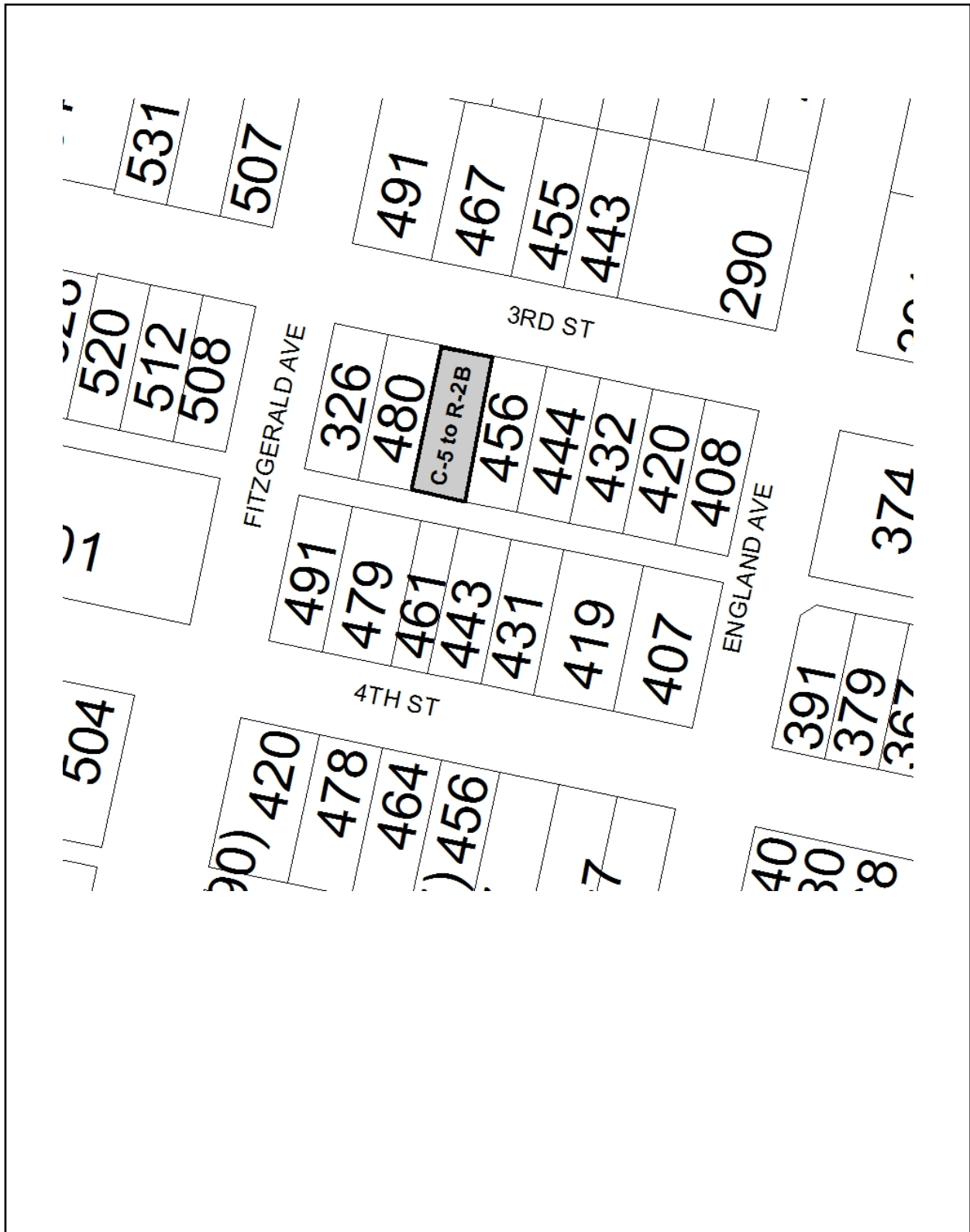
Considered at a Public Hearing this 15th day of January, 2018

Read a third time this day of , 2018

Finally passed and adopted this day of , 2018

Mayor

Director of Legislative Services



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2911, 2017
 Amendment to the
 Zoning Bylaw No. 2500, 2007