

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

DATE: April 03, 2018
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

- 1 1. Adopt March 19th, 2018 Regular Council meeting minutes
- 7 2. Adopt March 26th, 2018 Committee of the Whole Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 1. Russell Dyson, Chief Administrative Officer and Kevin Douville, Manager of Financial Planning, Comox Valley Regional District (CVRD) - 2018 CVRD Budget Overview
- 2. Andy Telfer, Consultant, Richard Campbell Executive Director and Marg Harris, President, British Columbia Cycling Coalition (BCCC) - Mid-Island Cycling and Active Transportation Route Feasibility Project

4.00 STAFF REPORTS/PRESENTATIONS

(a) CAO and Legislative Services

- 9 1. Summer Meeting Schedule – 2018
- 13 2. Merville Fire Services Agreement

(b) Development Services

- 23 3. Zoning Amendment Bylaw No. 2893 – 3420 Rhys Road - Buckstone Development (Phase 3A)
- 41 4. A Change to Existing Liquor Licence (Comox Valley Curling Club) – 4835 Headquarters Road
- 47 5. A Change to Existing Liquor Licence (Royal Canadian Legion) – 367 Cliffe Avenue

(d) Engineering Services

- 55 6. Subdivision and Development Servicing Bylaw – 3rd Reading

(d) Financial Services

69 7. 2018–2022 General Fund Budget and 2018–2022 Consolidated Financial Plan

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held April 3rd, 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;

9.00 UNFINISHED BUSINESS

1. Referral to staff from the March 19th, 2018 Council meeting re: K'ómoks First Nation recognition.

Recommendation: That the following statement be included on the first page of all Council meeting and Committee of the Whole meeting agendas:

We respectfully acknowledge that the land on which we gather is the unceded traditional territory of the K'ómoks First Nation

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 177 1. “Zoning Amendment Bylaw No. 2893, 2018”
(A bylaw to rezone subject lands to allow the future phase of the Buckstone Development, Phase 3A, (3420 Rhys Road)

For First, Second and Third Reading

- 179 1. “2018–2022 Consolidated Financial Bylaw No. 2924, 2018”

For Third Reading as Amended

- 191 1. “Subdivision and Development Servicing Bylaw No. 2919, February 2018”
(A bylaw to regulate and require the provision of works and services in connection with the subdivision and development of land)

13.00 ADJOURNMENT

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, March 19, 2018 at 4:00 p.m.

Attending:

Mayor: L. V. Jangula
Councillors: E. Eriksson
D. Frisch
D. Hillian
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
D. Snider, Director of Recreation and Cultural Services
A. Guillo, Manager of Communications
N. Borecky, Manager of IT

1.00 ADOPTION OF MINUTES

.01 Moved by Wells and seconded by Frisch that the March 5th, 2018
MINUTES Regular Council meeting minutes be adopted.
Carried

Moved by Wells and seconded by Eriksson that the March 13th,
2018 Special Council meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

1. Brian Goodwin, Principal, Phebe May, Teacher and the Arden Elementary School Ambassadors made a presentation to Council for the installation of a crosswalk, sidewalks and bike lanes along Lake Trail Road and Arden Road. The delegation requested that their presentation be considered a priority item in the next phase of the Courtenay Transportation Master Plan and provided Council with a signed petition to support their request for a safer commute to and from school.

2. Melanie Olson and Ali Doi made a presentation to Council for consideration of a local government action plan for a “Dementia Friendly Community” to provide people in the Comox Valley living with dementia, their families and caregivers opportunities for education, programming and support.

The council meeting recessed at 4:37 p.m. to permit delegations to clear Council Chambers
The meeting reconvened at 4:42 p.m.

4.00 STAFF REPORTS/PRESENTATIONS

.01

HARMSTON AVENUE
ROAD CLOSURE AND
PROPERTY
DISPOSITION
0950-20

Moved by Hillian and seconded by Frisch that based on the March 19, 2018 staff report “Harmston Avenue Road Closure and Property Disposition”, Council approve OPTION 1 and approve in principle the closure of an approximately 4.4 metre wide portion of Harmston Avenue;

That subject to public input, Council approve the disposition of the portion of closed road adjacent to the Comox Valley Regional District (CVRD) property and current School District 71 property, 567 square metres in size, to the CVRD for the appraised value of \$130,640 less the cost of any road improvements performed by the CVRD not required by the development of the new CVRD administration building;

That “Harmston Avenue Road Closure Bylaw No. 2920, 2018” proceed to first, second, and third reading; and

That statutory notice for the road closure and property disposition be published pursuant to section 94 of the Community Charter.

Subsidiary motion:

Moved by Hillian and seconded by Wells that Council postpone consideration of the resolution for a period of two weeks to allow staff time to clarify the points raised regarding potential parking implications if the proposed RCMP building comes to pass and roadway lease options.

Carried

.02

DEVELOPMENT
VARIANCE PERMIT
NO. 1721 – SIDE
YARD SETBACK
(237, 243, 255, 267 -
3RD STREET)
3060-20-1721

Moved by Hillian and seconded by Frisch that based on the March 19, 2018 staff report “Development Permit with Variances No. 1721 – 237, 243, 255, 267 – 3rd Street,” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1721.

Carried

.03

DEVELOPMENT
VARIANCE PERMIT
NO. 1722 – REAR &
SIDE YARD SETBACK
(361 HUNT ROAD)
3060-20-1722

Moved by Frisch and seconded by Hillian that based on the March 19, 2018 staff report “Development Permit with Variances No. 1722 – 361 Hunt Road,” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1722.

Carried

R6/2018 – March 19, 2018

.04 Moved by Hillian and seconded by Frisch that based on the
DEVELOPMENT March 19, 2018 staff report “Development Variance Permit No. 1801 –
VARIANCE PERMIT 758 16th Street”, Council approve OPTION 1 and proceed with issuing
NO. 1801 – CARPORT Development Variance Permit No. 1801.
SETBACK **Carried**
(758 – 16TH STREET)
3090-20-1801

The council meeting recessed at 5:16 p.m.

The meeting reconvened at 5:21 p.m.

.05 Moved by Frisch and seconded by Wells that based on the March
2018 – 2022 DRAFT 19, 2018 staff report “2018 - 2022 Draft General Fund Financial Plan”,
GENERAL FUND Council approve a 2.5% property tax increase for the 2018 - 2022 Draft
FINANCIAL PLAN General Fund Financial Plan which includes a 1% contribution to the
1705-20 Asset Management Reserve.
Carried with Mayor Jangula and Councillor Theos opposed

**Mayor Jangula left Council Chambers at 6:01 p.m.; Acting Mayor Hillian took the chair
Mayor Jangula returned to Council Chambers and took his seat at 6:03 p.m.**

Councillor Hillian left Council Chambers at 6:56 p.m.

Councillor Hillian returned to Council Chambers and took his seat at 6:58 p.m.

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Wells and seconded by Frisch that the letter of
CORRESPONDENCE appreciation dated February 20, 2018 from YANA thanking the City of
YANA LETTER OF Courtenay for grant-in-aid funds in the amount of \$7,000, be received for
APPRECIATION information.
0220-01 **Carried**

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Frisch and seconded by Wells that the Heritage
HERITAGE ADVISORY Advisory Commission meeting minutes for January 24, 2018 be received
COMMISSION for information.
MEETING MINUTES **Carried**
0360-20

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS
FROM COMMITTEES**

COUNCILLOR Councillor Eriksson reviewed his attendance at the following events:
ERIKSSON ➤ Comox Valley Community Health Network forum

R6/2018 – March 19, 2018

COUNCILLOR
FRISCH

- Councillor Frisch reviewed his attendance at the following events:
- Comox Valley Community Health Network forum
 - CVRD Committee of the Whole meeting
 - Comox Strathcona Waste Management meeting
 - Comox Strathcona Regional Hospital District meeting
 - Lake Trail Middle School Maker Class
 - Transportation Master Plan open house
 - Cassie Sharpe, Olympic Champion, community homecoming event
 - Vancouver Island Economic Alliance, Island Good Initiative
 - Comox Valley Cycling Coalition AGM
 - Federal NDP Leader Jagmeet Singh “Jagmeet & Greet” event

COUNCILLOR
HILLIAN

- Councillor Hillian reviewed his attendance at the following events:
- July 1st Commission meeting
 - Drug Strategy Committee meeting
 - Comox Valley Community Health Network forum
 - Comox Valley Justice Centre meeting
 - Project Watershed meeting
 - Lake Trail Middle School Maker Class
 - Transportation Master Plan open house
 - Vancouver Island Economic Alliance, Island Good Initiative

COUNCILLOR
WELLS

- Councillor Wells reviewed his attendance at the following events:
- K’omoks First Nations Intergovernmental Engagement meeting
 - Arden Area Residents Association meeting
 - Kus Kus Sum Trivia Night fundraiser
 - Vancouver Island Society for Adaptive Snowsports (VISAS) 23rd Herb Bradley Coca-Cola Classic fundraiser
 - Transportation Master Plan open house
 - Cassie Sharpe, Olympic Champion, community homecoming event
 - Vancouver Island Economic Alliance, Island Good Initiative

MAYOR
JANGULA

- Mayor Jangula reviewed his attendance at the following events:
- Courtenay Volunteer Fire Department 65th Annual Banquet
 - Regional Local Government Leadership Luncheon

8.00 RESOLUTIONS OF COUNCIL

.01
COUNCILLOR FRISCH
LAKE TRAIL ROAD
SIDEWALK MOTION

Moved by Frisch and seconded by Wells that
WHEREAS all Courtenay children should have safe access to school within the City of Courtenay boundaries by walking and by bike,

THEREFORE BE IT RESOLVED that the City of Courtenay designs and implements a safe pathway between Arden Elementary School and Lake Trail Middle School along Lake Trail Road, and furthermore,

BE IT RESOLVED that the 2018 budget include \$25,000 for surveying, concept design, and options analysis.

Carried

R6/2018 – March 19, 2018

.02

COUNCILLOR
LENNOX K'OMOKS
FIRST NATION
MOTION

Moved by Wells and seconded by Frisch that
WHEREAS the City of Courtenay is on unceded territory of the K'omoks
First Nation;

THEREFORE be it resolved that the City of Courtenay recognize such at
the start of each meeting.

Subsidiary motion:

Moved by Wells and seconded by Frisch that the resolution be
referred to staff to provide recommendations for implementation of the
recognition.

Carried

9.00 UNFINISHED BUSINESS

.01

JAN HESELLING,
EDEN CONCEPT FOR
AFFORDABLE
HOUSING

Council discussed the February 19th delegation presentation, Eden
Concept for Affordable Housing, presented by Jan Hesselning, Affordable
Housing Vancouver Island Society.

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

.01

BYLAW NO. 2920,
2018
HARMSTON AVENUE
ROAD CLOSURE

First, second and third reading of “Harmston Avenue Road
Closure Bylaw No. 2920, 2018” was postponed for a period of two
weeks pending recommendations from the deferred staff report
“Harmston Avenue Road Closure and Property Disposition.”

Carried

13.00 ADJOURNMENT

.01

Moved by Frisch and seconded by Wells that the meeting now
adjourn at 7:38 p.m.

Carried

CERTIFIED CORRECT

Director of Legislative and Corporate Services

Adopted this 3rd day of April, 2018

Mayor

Minutes of a Committee of the Whole meeting held Monday, March 26, 2018 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

M. Theos

B. Wells

Staff:

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

A. Guillo, Manager of Communications

N. Borecky, Manager of IT

1.00 STAFF REPORTS/PRESENTATIONS

.01

LAKE TRAIL ROAD
SIDEWALK SOURCE
OF FUNDING
1705-20

Moved by Frisch and seconded by Wells that based on the March 26th, 2018 staff report “Lake Trail Road Sidewalk – Source of Funding” Council approve the use of Gaming Funds, under the Category of Council Initiatives, to pay \$25,000 for the initial costs for surveying, concept design and options analysis for the Lake Trail Road Sidewalk.

Carried with Mayor Jangula opposed

2.00 RESOLUTIONS OF COUNCIL

.01

IN CAMERA
MEETING

Moved by Wells and seconded by Frisch that a Special In-Camera meeting closed to the public will be held March 26th, 2018 at the conclusion of the Committee of the Whole 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 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Carried

3.00 ADJOURNMENT

.01

Moved by Hillian and seconded by Theos that the meeting now adjourn at 4:08 p.m.

Carried

CERTIFIED CORRECT

Director of Legislative Services

Adopted this 3rd day of April, 2018

Mayor



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Summer Meeting Schedule - 2018

File No.: 0570-01
Date: April 3, 2018

PURPOSE:

The purpose of this report is to consider the cancellation of meetings during the 2018 summer season.

CAO RECOMMENDATIONS:

That based on the April 3rd, 2018 staff report "Summer Meeting Schedule - 2018", Council approve OPTION 1 and cancel the following scheduled meetings:

- July 30th, 2018 Committee of the Whole meeting;
- August 27th, 2018 Committee of the Whole meeting; and

That the June 4th, 2018 Regular Council meeting be rescheduled for June 11th, 2018.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In 2001, Council passed a resolution to reduce the number of Council meetings and Committee of the Whole meetings during the months of July and August. Since that time, this reduced schedule has been recommended and implemented annually, with no issues related to a reduction in City services identified to date.

DISCUSSION:

Under the current schedule pursuant to Council Procedure Bylaw No. 2730, 2013, there are two Council meetings and one Committee of the Whole (COW) meeting per month with the exception of December.

The FCM Annual Convention is being held June 1st to June 3rd, 2018; therefore it is recommended that that the June 4th Council meeting be rescheduled.

If approved, the revised schedule for July and August 2018 would be as follows:

- July 3rd, 2018 – Council
- July 16th, 2018 – Council
- August 7th, 2018 – Council
- August 20th, 2018 – Council

The Council meeting schedule would return to normal on Tuesday September 4th, 2018.

Council always has the option to call a special meeting if required.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE IMPLICATIONS:

The reduced meeting schedule in July and August reduces staff time spent in preparing Council and Committee of the Whole reports, meeting agendas and minutes, and allows staff to focus more of their time on other strategic priorities and projects. It also allows for more effective coverage of staff and Council vacations, most of which are taken in the summer months.

The 2018 Corporate Work plan includes tracking senior staff time spent on preparing for and attending Council and COW meetings, a summary of which will be identified in future Work plan updates.

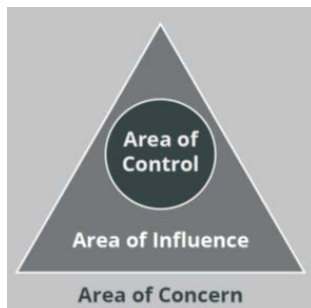
ASSET MANAGEMENT IMPLICATIONS:

None.

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



- **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:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

Changes to the Council meeting schedule will be posted on the City’s website. The public participation level of “Inform” is recommended.



Public participation goal

Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.

OPTIONS:

OPTION 1:

That Council cancel the following scheduled meetings:

- July 30th, 2018 Committee of the Whole meeting;
- August 30th, 2018 Committee of the Whole meeting; and

That the June 4th, 2018 Regular Council meeting be rescheduled for June 11th, 2018.

OPTION 2:

Cancel other meetings as Council so resolves.

OPTION 3:

Maintain the current meeting schedule.

Prepared by:

John Ward, CMC
Director of Legislative and Corporate Services
Deputy Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Deputy Chief Administrative Officer
Subject: Merville Fire Services Agreement

File No.: 7200-20
Date: April 3, 2018

PURPOSE:

The purpose of this report is to approve the Merville Fire Protection Agreement between the City of Courtenay (the "City") and the Comox Valley Regional District (the "CVRD").

CAO RECOMMENDATIONS:

That based on the April 3, 2018 staff report "Merville Fire Services Agreement", Council approve OPTION 1 and the attached agreement between the City and the CVRD for Merville Fire Services; and

That the Mayor and Corporate Officer be authorized to execute the agreement on behalf of the City.

Respectfully submitted,

John Ward, CMC
Deputy Chief Administrative Officer

BACKGROUND:

The City has been providing fire protection services through the Courtenay Volunteer Fire Department to the Merville Fire Protection District for decades.

On June 15th, 2017, the Merville Fire Protection District was converted to a CVRD service area. A new agreement with the CVRD is needed to replace the current contract for protection of the fire services area.

DISCUSSION:

The pre-existing agreement with the Merville Fire Protection District would have expired in 2019. Staff consider this agreement to be a straightforward renewal of a longstanding fire service agreement, and are recommending approval.

FINANCIAL IMPLICATIONS:

There are no additional financial impacts relating to renewal of the agreement, and cost recovery provisions are included in the agreement.

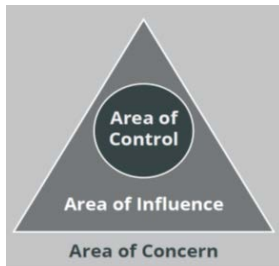
ADMINISTRATIVE IMPLICATIONS:

There are no administrative implications.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PRIORITIES REFERENCE:



- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Statutory in nature.

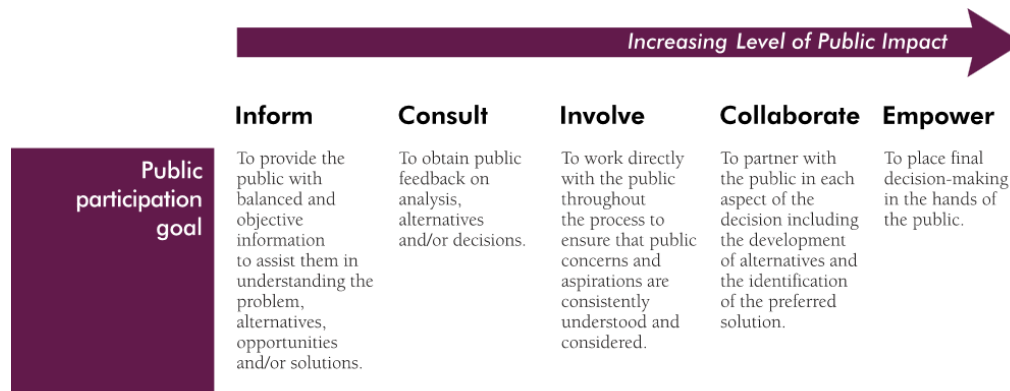
REGIONAL GROWTH STRATEGY REFERENCE:

Statutory in nature.

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: That Council approve **OPTION 1** and the attached agreement between the City and the CVRD for Merville Fire Services; and

That the Mayor and Corporate Officer be authorized to execute the agreement on behalf of the City. (Recommended)

OPTION 2: That Council refer the agreement back to staff for changes.

Prepared by:

A handwritten signature in black ink, appearing to read 'D. Bardonnex', with a long horizontal flourish extending to the right.

Donald. A. Bardonnex
Fire Chief

Attachments: 1. Merville Fire Services Agreement.

This agreement made this _____ day of _____, 2018.

BETWEEN:

COMOX VALLEY REGIONAL DISTRICT

600 Comox Road
Courtenay, BC V9N 3P6

(hereafter called the “CVRD”)
OF THE FIRST PART

AND:

CITY OF COURTENAY

830 Cliffe Avenue
Courtenay, BC V9N 2J7

(hereafter called the “City”)
OF THE SECOND PART

WHEREAS

- A. Pursuant to section 263(1) of the *Local Government Act* (RSBC 2015) the CVRD desires to enter into an agreement with the City for the provision of fire protection services in the CVRD’s Merville Fire Protection service area (the Service Area);
- B. The CVRD has requested that the City provide municipal fire protection services for land and improvements within the Service Area of the CVRD;
- C. The City is authorized to enter into an agreement with the CVRD to provide municipal fire protection services pursuant to section 13(1) of the *Community Charter*, and
- D. The CVRD and the City have resolved to enter into this agreement believing it to be mutually beneficial.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises and the mutual covenants and agreements hereinafter set forth in this agreement, the parties hereby agree to the terms and conditions contained in this agreement as follows:

1. DEFINITIONS

- (a) “Extraordinary fire” means a fire response call that, in the opinion of the fire chief, acting reasonably, requires any of the following:
 - i) Use of foam or fire retardant gels
 - ii) Fire crew and fire truck
 - iii) Specialized machinery costs
 - iv) Mutual aid costsand is materially beyond what is typically required to respond to a fire in the City.
- (b) “Extraordinary fire costs” means costs, over and above those costs associated with a fire that is not an extraordinary fire.
- (c) “Fire chief” means the person appointed from time to time as the chief of the fire department of the City or designate authorized by the fire chief to act on his behalf, or the senior ranking member of the fire department of the City present at the fire.
- (d) “Fire protection services” means fire services comparable to the fire services provided by the fire department within the boundaries of the City and includes but is not limited to

response to and attendance at all dispatched fire alarms, fire suppression, fire investigation and reporting, hazardous material handling, fire prevention activities, vehicle extrication, first responder medical services, and related activities.

- (e) “Net cost” for the purpose of calculating the cost to the CVRD shall mean the City’s budgeted expenditures for the fire protection service for the fiscal year, which for certainty may include any capital costs, debt service costs, or capital reserve funds for capital assets, less any expected revenues and contributions from the capital reserve fund to the fire department.
- (f) “Scene security costs” means costs associated with securing a fire-damaged premise from unauthorized entry.
- (g) “Service Area” means the service area established by “Merville Fire Protection Service Establishment Bylaw No. 484, 2017”.
- (h) “Term” means the period of time commencing January 1, 2018 and expiring on December 31, 2022 subject to an annual appropriation of funds as set out in section 6.

2. SERVICES

- (a) The fire protection services shall be provided within the Service Area on a 24-hour basis from the City.
- (b) The fire department resources in the Service Area under this agreement will be under the sole direction of the fire chief.
- (c) The number of firefighters and type of apparatus and equipment deemed necessary to provide adequate fire protection services are to be dispatched at the sole discretion of the fire chief or designate and such fire fighting personnel, equipment and apparatus may vary depending on the circumstances of each emergency.
- (d) The fire chief will have control, direction and management of all fire fighting personnel and apparatus and of all fire suppression and safety measures at a fire in the service area. Without limiting the generality of the foregoing, the fire chief may order the evacuation of the premises in the service area in an emergency arising from a fire or risk of explosion, where in the fire chiefs sole discretion there is a danger to life or property, and may order the demolition of any building or part of a building in order to prevent the spread of fire or damage to persons or property.
- (e) The fire chief may order the suspension of the use of water in the Service Area for purposes other than firefighting during an emergency.
- (f) In the event of simultaneous fire emergencies, the fire chief will have sole discretion as to the deployment of personnel and apparatus of the City fire department. The City shall not be held liable in any manner whatsoever for the decision of the fire chief concerning this provision.
- (g) The fire suppression service provided by the City will be dependent on the water available at the site of the fire.

- (h) As part of the services provided under this agreement, the City shall ensure that the fire chief or his or her designate, provide advice and make recommendations to the CVRD's manager of fire services and other officers and employees of the CVRD in relation to:
 - i) the establishment and administration of fire brigades and departments;
 - ii) the provision of adequate water supply and pressure;
 - iii) the installation and maintenance of fire protection equipment;
 - iv) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
 - v) fire prevention generally;
- (i) The fire chief shall administer the system for issuing permits for open burning including the collection of any permit fees under a regulatory bylaw as developed for the Service Area. To ensure that the fire chief is able to properly administer this system, the fire chief shall be consulted for input prior to the creation of any bylaw.

3. CONDITIONS OF SERVICE

- (a) The CVRD agrees that it:
 - i) shall provide accurate mapping that shows locations of homes, structures and roads within the Service Area and the CVRD shall be responsible to ensure the accuracy of the mappings and to provide updates to the City as new developments or changes occur;
 - ii) shall recognize the fire chief as the local assistant to the fire commissioner (LAFC) for the Service Area pursuant to the *Fire Services Act* of British Columbia;
 - iii) shall advise the City in writing of any proposed changes to or amendments of the Merville Fire Protection service establishment bylaw or a Merville Fire Protection service regulations bylaw;
 - iv) shall be responsible for the mutually agreed upon costs associated with an extraordinary fire.
- (b) The City agrees that it:
 - i) shall use its best efforts to respond to calls in the Service Area but may choose not to respond to locations where the fire chief deems the access routes to be unsafe or inadequate for fire department equipment;
 - ii) shall maintain at all times accurate records, books and accounts respecting the provision of the fire protection services;
 - iii) shall submit any fire incident reports to the office of the fire commissioner (OFC) that are required by the OFC and that the fire chief will report all fire department activity in the Service Area to the manager of fire protection services at the CVRD by letter or email, for review and statistical tracking purposes;
 - iv) shall advise the CVRD as soon as possible when an extraordinary fire takes place in the Service Area and advise if extraordinary fire costs were incurred that will be invoiced to the CVRD;
 - v) shall make every effort to mitigate the costs associated with an extraordinary fire.

4. INSURANCE AND INDEMNIFICATION

- (a) The CVRD will indemnify and save harmless the City, employees, officers, agents, elected officials and members of the fire department from and against all manner of actions, causes of actions, suits, claims, demands, costs (including legal fees), expenses, or liabilities of any nature whatsoever and by whosoever brought, made or suffered, for which the City shall or

may become liable, incur or suffer, any way associated or connected with the provision or failure to provide the fire protection services, whether arising out of injury to person (including death), loss or damage, save and except to the extent that such injuries, loss or damage are caused or contributed to by the negligence of the City, employees, officers, agents or members of the fire department.

- (b) The City and CVRD shall maintain general liability insurance policies in good standing during each year of the term of the agreement in an amount not less than \$5,000,000.00 per occurrence, and shall provide copies of all insurance policies to the other party.
- (c) The City shall take out and maintain automotive liability insurance on all vehicles used directly or indirectly in the performance of the fire suppression services under this agreement, protecting against damages arising from bodily injury (including death) and from claims of property damage, in an amount of not less than \$2,000,000.00.

5. RENEWAL AND CANCELLATION

- (a) This agreement may be terminated by either party provided notice of termination is given in writing 12 months prior to termination date.
- (b) Either party wishing to renew this agreement will advise the other in writing at least six months in advance of the intended date of renewal, and the terms on which such renewal is sought.
- (c) This agreement may be amended in writing with the mutual consent of both parties.

6. PAYMENT FOR SERVICES

- (a) The annual cost to the CVRD for the provision of fire protection services under this agreement shall be calculated by apportioning the net cost to the City of operating the fire department less the costs of extraordinary fire suppression and scene security costs in either the Service Area or the City to the total net taxable value of land and improvements for general taxation purposes within the Service Area divided by the sum of total net taxable value of land and improvements for general taxation purposes within the City and the Service Area.
- (b) In 2018 and any subsequent year of the term, the CVRD shall pay the City the CVRD's share of the City's net cost as follows:
 - i) The calculated amount due for the year following shall be based on the City's approved current year budget plus an adjustment to actual for the year prior. The City shall submit notice of the calculated amount due for the year following by May 31st of each year. Such amount shall be paid in full not later than May 31st in the year following an invoice for payment.

For clarity:

- 2019 Amount Due is based on the approved 2018 budget, plus an adjustment to actual for the 2017 calendar year; Notice of the 2019 amount due would be provided by May 31, 2018.
- 2020 Amount Due is based on the approved 2019 budget, plus an adjustment to actual for the 2018 calendar year; Notice of the 2020 amount due will be provided by May 31, 2019.

- (c) On or before November 15th of each year, further to the May advice to the CVRD of the net cost of the service for the upcoming year, the City shall further provide the CVRD with its estimated five-year financial plan to anticipate budget variations and proposed capital improvements.
- (d) Where the City's net cost for an upcoming years' service (as per the letter of notification provided by May 31st) exceeds the net cost for the preceding year by more than five per cent, the City's fire department budget will be discussed with the CVRD, who will make recommendations no later than December 31 to the City . The City will advise the CVRD of their decision on any recommendations on or before January 31.

7. PAYMENT FOR EXTRAORDINARY FIRE COSTS AND SCENE SECURITY COSTS

- (a) When the City has incurred extraordinary fire costs and / or scene security costs, the City shall provide to the CVRD an invoice for the proposed charge calculated in accordance with schedule A by January 15 in the year following the incurrence of the costs.
- (b) If the CVRD objects to any amount included as an extraordinary fire cost or scene security cost under section 7(a), it shall within ten business days advise the fire chief in writing of its objection to the invoice and the basis for the objection. The fire chief and the CVRD's manager of fire services shall attempt in good faith to resolve the CVRD's objections and if they are unable to do so, the matter shall be referred to the respective chief administrative officers.
- (c) If the chief administrative officers cannot resolve the dispute within 30 days of the dispute being referred, the dispute shall be referred for resolution under section 10(b).

8. NOTICE

- (a) Wherever in this agreement it is required or permitted that notice, demand or other communication will be given and served by either party to the other, such notice or demand will be given and served in writing and forwarded to the respective party at the address given in this agreement, provided that either party may change its address by giving the other prior notice of a change in address.

9. EFFECTIVE DATE

- (a) Notwithstanding the date of executing or date of reference of this agreement, the effective date of this agreement is January 1st, 2018.
- (b) This agreement replaces any previous agreement between the parties dealing with the provision of firefighting, fire protection or fire prevention services to the Service Area or any part of it.

10. GENERAL

- (a) This agreement shall be governed by the laws of British Columbia and is the entire agreement between the parties regarding this subject matter.
- (b) In the event of a dispute between the parties regarding this agreement that the parties cannot resolve otherwise, the dispute shall be submitted to arbitration under the *Commercial Arbitration Act* for determination by a single arbitrator mutually acceptable to the parties.
- (c) Time is of the essence of this agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the day and year first above written.

COMOX VALLEY REGIONAL DISTRICT

Bruce Jolliffe
Chair

James Warren
Corporate Legislative Officer

CITY OF COURTENAY

Mayor

Corporate Officer

SCHEDULE "A"

Charges for Extraordinary Fire Costs and Scene Security Costs

Hourly cost of each fire crew and fire truck (1 hour minimum)	Costs are in accordance with the provincially established rental rates for fire apparatus and personnel identified in the Inter-Agency Working Group report as revised from time to time.
Scene security costs	Actual cost
Hourly cost of specialized machinery <ul style="list-style-type: none">• (includes heavy machinery required in combating the fire)	Actual cost
Fire retardant gel/per unit cost	Actual cost
Fire retardant foam/per unit cost	Actual cost
Mutual aid costs	Actual cost



STAFF REPORT

To: Council

File No: 3360-20-1709

From: Deputy Chief Administrative Officer

Date: April 3, 2018

Subject: Zoning Amendment Bylaw No. 2893 – 3420 Rhys Road - Buckstone Development (Phase 3A)

PURPOSE:

The purpose of this report is for Council to consider a Zoning Amendment to the subject lands located at 3420 Rhys Road, legally described as Part of Lot B, District Lot 153, Comox District, Plan EPP19353. Minor amendments to the Residential 3 Zone (R-3), the Comprehensive Development 21 Zone (CD-21) and the Public Assembly (PA-2) are being proposed.

CAO RECOMMENDATIONS:

That based on the April 3, 2018 staff report “Zoning Amendment Bylaw No. 2893 - 3420 Rhys Road – Buckstone Development (Phase 3A)” Council approve Option No. 1 and proceed to First and Second Readings of “Zoning Amendment Bylaw No. 2893, 2018”; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on April 16th 2018 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

John Ward, CMC
Deputy Chief Administrative Officer

BACKGROUND:

The subject property is a previously cleared site located in South Courtenay in a residential development known as The Ridge (Figure No. 1). In 2011 lands within the Ridge were rezoned to a mix of multi-residential, single residential and park uses. Subdivision approval of the first two phases has previously been granted.

The City has received a subdivision application for phase 3 which will create 109 fee simple residential lots. Phase 3 of the proposed subdivision includes two sub-phases; phases 3A and 3B and are referenced in **Attachment No. 2**.

This application relates to phase 3A of the subdivision. As part of this proposal, Harbourview Boulevard is being extended west and re-aligned slightly from the original

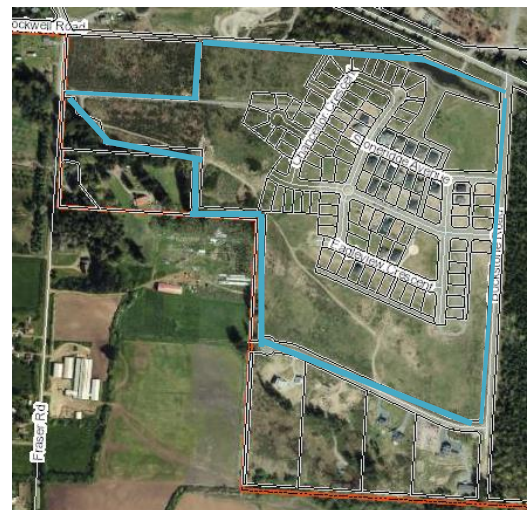


Figure No. 1: The Ridge shown outlined in blue.

concept to provide access to Fraser Road. In order to accommodate the re-alignment of Harbourview Boulevard and to allow for a 20 metre road dedication; the R-3 and CD-21 zoned lands lying south of Remi Place and the PA-2 and CD-21 zoned lands adjacent to Fraser Road need be to amended.

The application submissions indicate that 1060.1m² of R-3 land will be rezoned to CD-21 and 1177.1 m² of land will be rezoned from CD-21 to R-3. There is also a portion of road right-of - way area that will be zoned to CD-21. At the western end of the site 832.6 m² of land will be rezoned from CD-21 to PA-2 and 324.0 m² of land will be rezoned from PA-2 to CD-21. The proposed zoning amendments are summarized in a map *in Attachment No. 3*.

While the applicant has proposed the subdivision plan as part of the zoning application, it is important to note that the subdivision plan has not been finalized. This will be completed through the subdivision application process should the proposed zoning amendment be adopted by Council. Approval of the subdivision will be at the discretion of the Approving Officer.

DISCUSSION:

Official Community Plan Review

The proposed zoning amendment is consistent with the Master Planned Residential designation in the OCP and the South Courtenay Local Area Plan.

Zoning Compliance

The proposed rezoning is considered a minor amendment as only small portions of the zoning on the site are being amended to allow the road dedication of Harbourview Boulevard.

Staff has reviewed the subdivision plan against the proposed changes in zoning and has concluded that the all new lots being created within the CD-21 zone meet the minimum lot size and required lot frontages and depths.

FINANCIAL IMPLICATIONS:

For this application, the total application fee for the Zoning amendment was \$3,000. A subdivision fee of \$7,350 has been collected for phase 3A.

Development Cost Charges (DCC) are applicable to this development. The City of Courtenay's current DCC charges are \$6,942.07 for each single family residential dwelling or lot created. The CVRD DCC charges are payable for each lot upon subdivision at a rate of \$3,702 (water) and \$6,941(sewer).

Should the zoning amendment be approved amenity contributions to the "Parks, Recreation, Cultural and Seniors Facility Amenity Reserve Fund" and the "Affordable Housing Amenity Reserve Fund" is required at the time of building permit application as outlined in the PDA.

ADMINISTRATIVE IMPLICATIONS:

Processing the zoning amendment application is a statutory component of the corporate work plan. Staff have spent 15 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional 3 hours preparing for the public hearing, final readings, and updating bylaws and maps. Staff will also spend time reviewing the subdivision and building permit applications.

ASSET MANAGEMENT IMPLICATIONS:

There are no immediate asset management implications related to the proposed development. The developer is responsible for the design and installation of all required infrastructure. However, once the public infrastructure is installed, including parks, trails, roads, sidewalks, street trees, and stormwater, water and sewer systems, the City will assume ownership and maintenance of this infrastructure. Staff works closely with the applicants through the subdivision and building phases to ensure that the infrastructure design and installation satisfies City requirements.

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council’s area of control and specifically align with the strategic priorities to support meeting the fundamental corporate and statutory obligations of the City and to support diversity in housing.

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations
- We support diversity in housing and reasoned land use planning



- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Growth Management Goals:

3.2.2(5) *lead in creating inclusive neighborhoods for housing.*

Residential Goals:

4.4.2 (6) *Ensure new housing projects introduce innovative and creative design and streetscapes.*

4.4.2 (7) *Preserve the integrity and character of existing residential areas with any redevelopment proposal.*

4.4.2 (8) *Ensure all new development includes the provision of amenities including buffer areas along major roads, neighborhood parks, sidewalks and trails, and public facilities.*

4.4.3 (5) *The City supports the designation of multi-residential housing in a variety of locations to avoid large concentrations of the same type of housing in one area to help provide housing diversity within neighborhoods.*

Provision of Amenities Goal:

7.7 (1) *To ensure that the provision of community amenities is considered as part of the rezoning process.*

South Courtenay Local Area Plan

9.5.3.2.1 (4) Support high quality site, building, and landscape design in all areas through application of development permit guidelines, including multi-residential and intensive residential guidelines where applicable.

9.5.3.2.1 (5) Support Master Planned Residential areas that encourage a mix of housing types and densities; provide units for residents of various ages and income levels.

9.5.3.2.1 (7) Support Master Planned Residential areas that promote walking and biking through a fine-grained system of parks and greenways.

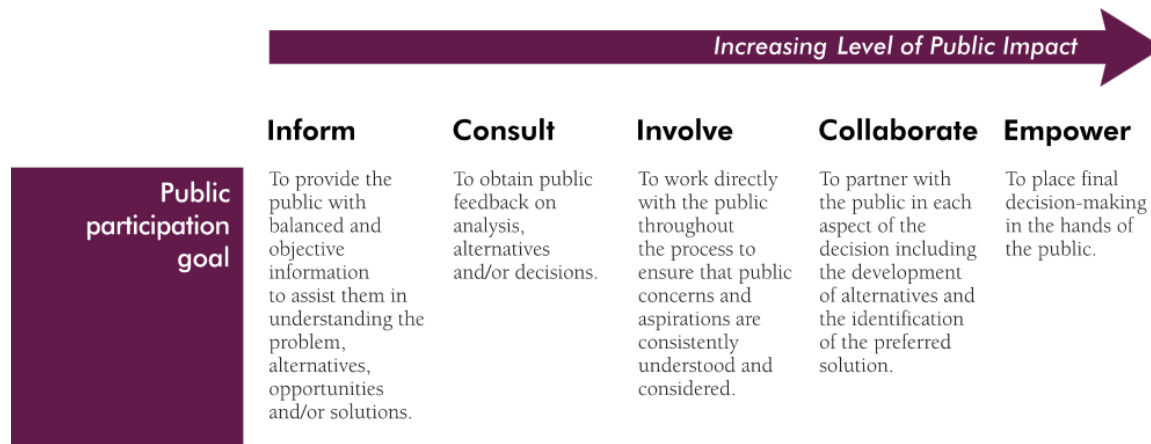
REGIONAL GROWTH STRATEGY REFERENCE:

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

CITIZEN/PUBLIC ENGAGEMENT:

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



Should Zoning Amendment Bylaw No. 2893, 2018 receive First and Second Readings, a statutory public hearing will be held to obtain public opinion in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held A public information meeting on January 16, 2018 at the 4053 Southwalk Drive. Property owners and occupiers within 100 metres of the subject property were invited to attend the meeting. A summary of the public information meeting and related public comments have been included as **Attachment No. 4**. According to the applicant’s report, 13 people attended the meeting. Attendees at the meeting did not express any concerns regarding the proposed zoning amendments and neighbors were supportive of the extension of Harbourview Boulevard.

OPTIONS:

OPTION 1: That based on the April 3, 2018 staff report 'Zoning Amendment Bylaw No. 2893 –3420 Rhys Road' Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2893, 2018; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on April 16th 2018 at 5:00 p.m. in City Hall Council Chambers (recommended).

OPTION 2: That Council postpone consideration of Zoning Amendment Bylaw No. 2893 with a request for more information.

OPTION 3: That Council not proceed with Zoning Amendment Bylaw No. 2893.

Prepared by:



Dana Beatson, MCIP, RPP
Land Use Planner

Approved by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Applicant's Project Description*
2. *Proposed subdivision plans*
3. *Map summarizing current zoning and proposed zoning changes*
4. *Public Information Meeting Summary & Public Comments*

ATTACHMENT No. 1
Written Project Description 1/1



June 9, 2017

Our File: 2211-46958-02

City File: 3320-20-1609

Mr. Bruce Clapham
Buckstone Investments
519 5th Street
Courtenay, BC V9N 1K2

Attention: Rich Feucht, P.Eng., Development Engineer

Dear Sir,

**BUCKSTONE INVESTMENTS – LOT B, DISTRICT LOT 153, COMOX DISTRICT, PLAN EPP19353
REZONING APPLICATION – “THE RIDGE”, PHASE 3A**

Please find the following items enclosed in support of application for preliminary layout:

- Completed Rezoning Application form;
- Current title search;

- Completed Site Profile;
- Re-Zoning and Park Land Swap plan, RZ-1.

The Re-Zoning and Park Land Swap plan indicates two areas of re-zoning:

1. The existing R-3 zoned multifamily area is to be re-configured to accommodate the re-alignment of Harbourview Boulevard, as discussed and agreed to with City staff.
2. The existing park land dedication at the west end of the site is to be re-configured to allow for a full 20m wide access to Fraser Rd. This is consistent with the current OCP.

Yours truly,

MCELHANNEY CONSULTING SERVICES LTD.



Destry Glover, E.I.T.

QMS Reviewed by:



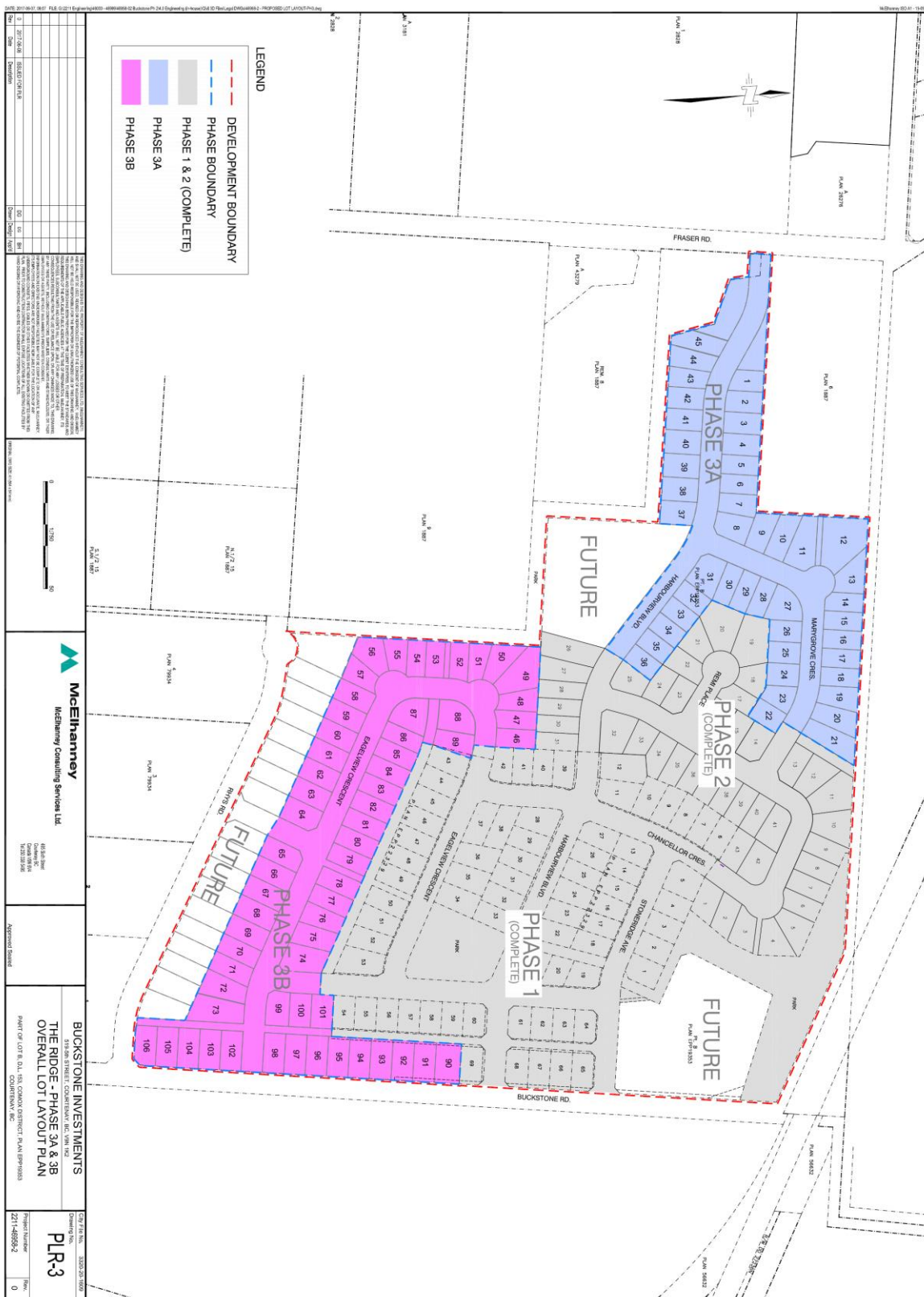
Bob Hudson P.Eng.

Enclosures

cc: Buckstone Investments, Bruce Clapham.

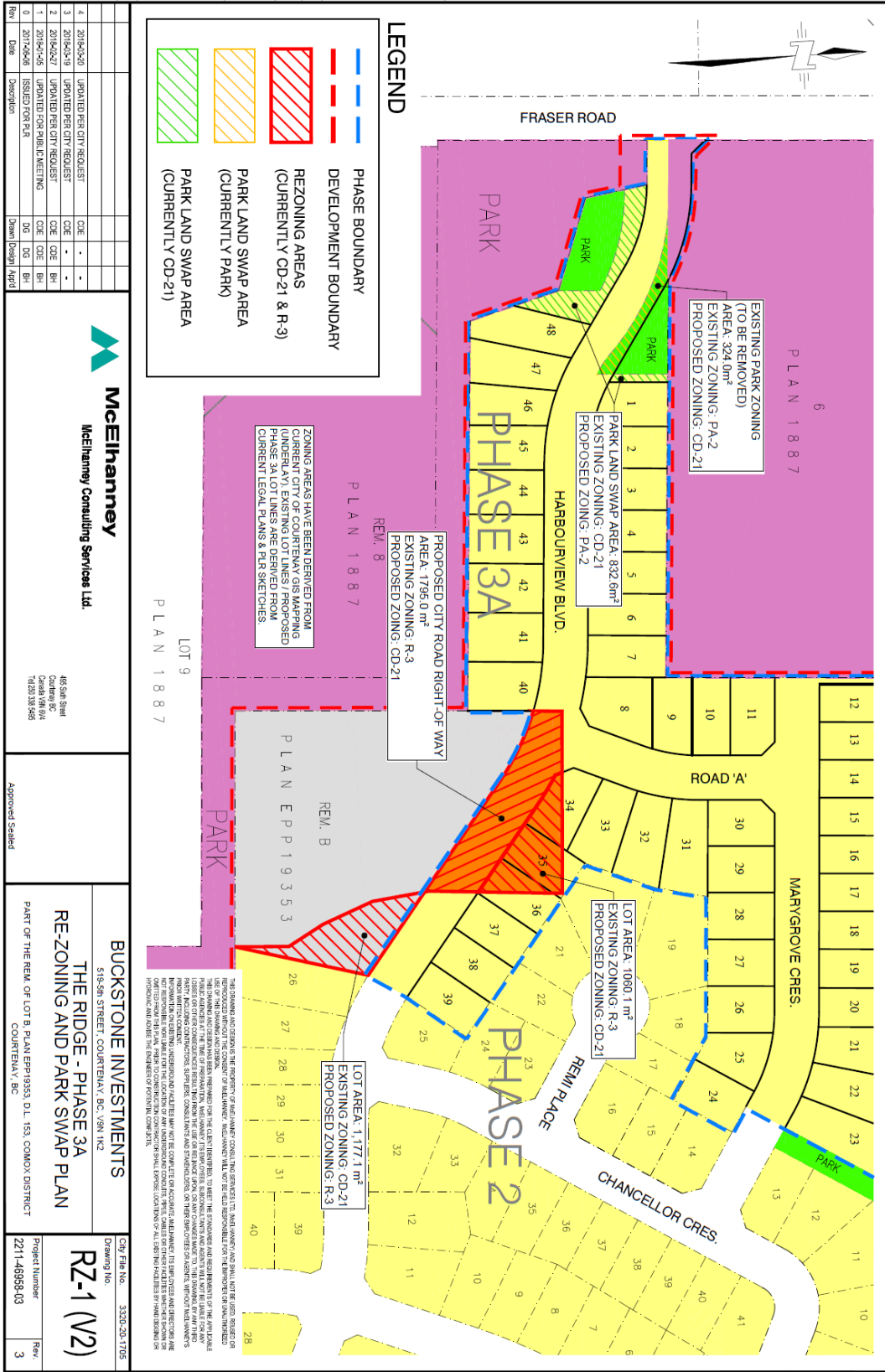
495 Sixth St
Courtenay BC
Canada V9N 6V4

Tel 250 338 5495
Fax 855 407 3895
mcelhanney.com



ATTACHMENT No. 2
 Subdivision Plan 1/1

DATE: 2018-03-20, 17:26 FILE: G:\2211 Engineering\4000-4889-4855-03 The Ridge Ph. 3\11.0 Drawings\10.2 Engineering\10.2.2 Sketches\4855-03-RZ SKETCHES.dwg



ATTACHMENT No. 3
Map Summarizing Current Zoning and Proposed
Zoning Amendments 1/1



January 30, 2018

Our File: 2211-46958-03

City File: 3320-20-1705

Ian Buck, MCIP, RPP, Director of Development Services
Planning Department
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Ian,

**BUCKSTONE INVESTMENTS - PHASE 3A
REZONING - NEIGHBOURHOOD MEETING**

A neighbourhood meeting regarding the above application was hosted by Buckstone Investments on Tuesday, January 16, 2018.

- 1) Meeting was located at 4053 Southwalk Drive, beginning at 5:00pm and finishing at 6:30pm.
- 2) We have record of 13 residents in attendance (attached).
- 3) Meeting notification details were hand delivered on January 8, 2017 to all properties as per the list provided by the City of Courtenay, and mailed to all owners listed (not within 30m of the developments).
- 4) Information provided during the meeting:
 - MCSL Plan RZ-1 (attached);
 - MCSL Plan Residential-3 Zone;
 - City of Courtenay Zoning Bylaw Part 48 CD-21;
 - South Courtenay Local Area Plan (Part of Bylaw No. 2568, 2009).
- 5) Generally, topics of discussion included:
 - Development timing;
 - Connection of Harbourview to Fraser Road; and,
 - Plans for future walkways.
- 6) Receipt of 7 comments sheets (attached).

...continued

495 Sixth St
Courtenay BC
Canada V9N 6V4

Tel 250 338 5495
Fax 855 407 3895
mcelhanney.com



ATTACHMENT No. 4
Public Information Meeting Summary 2/10

Page 2

We trust you find the above information in order. Please do not hesitate to contact the undersigned should any additional information or clarification be required.

Yours truly,

McELHANNEY CONSULTING SERVICES LTD.



Chris Ewing, ASCT.

/ldg



Reviewed by:

Bob Hudson, P. Eng.
Branch Manager

cc: Buckstone Developments, Bruce Clapham

ATTACHMENT No. 4
Public Information Meeting Comments 3/10

PUBLIC INFORMATION MEETING
January 16, 2018
SIGN IN SHEET
FOR
The Ridge - Phase 3A

	ADDRESS
[REDACTED]	4055 Chancellor Cr.
[REDACTED]	4055 Chancellor Cr.
[REDACTED]	3435 Stoneridge Ave.
[REDACTED]	3419 Stoneridge Ave.
[REDACTED]	3419 Eagleview Cres.
[REDACTED]	4064 Southwalk Dr.
[REDACTED]	3440 Stoneridge Ave
[REDACTED]	4047 Chancellor Cres
[REDACTED]	4047 Chancellor Cres.
[REDACTED]	4070 Fraser Road.
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

PUBLIC INFORMATION MEETING

January 16, 2018

The Ridge Phase 3A - Rezoning

COMMENT SHEET

Name: [Redacted] Email: [Redacted]
Address: 4079 Chancellor Crest Phone: [Redacted]

Buckstone Developments Ltd. has applied to the City of Courtenay for a Zoning Amendment for part of a portion of Lot B, DL 230, Comox District, Plan EPP19353 in the City of Courtenay. This project is under review by staff in the Planning Department of the City.

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

Please return your comments by January 30, 2018
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
3. Email your comment sheet to courtenay@mcelhanney.com

ATTACHMENT No. 4
Public Information Meeting Comments 5/10

PUBLIC INFORMATION MEETING

January 16, 2018

The Ridge Phase 3A - Rezoning

COMMENT SHEET

Name: [Redacted] Email: [Redacted]
Address: 4047 Chancellor Crescent Phone: [Redacted]

Buckstone Developments Ltd. has applied to the City of Courtenay for a Zoning Amendment for part of a portion of Lot B, DL 230, Comox District, Plan EPP19353 in the City of Courtenay. This project is under review by staff in the Planning Department of the City.

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

** Great Plan and great development. Full steam ahead. Access to the Rail to trail and waterfront area would be great.*
• Upgrade to Fraser and CL Road out to the Parkway and Fraser / CL intersection should be a priority.

Please return your comments by January 30, 2018
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
3. Email your comment sheet to courtenay@mcelhanney.com

PUBLIC INFORMATION MEETING

January 16, 2018

The Ridge Phase 3A - Rezoning

COMMENT SHEET

Name: [REDACTED]

Address: 344 STONERIDGE AVE. Phone: [REDACTED]

Buckstone Developments Ltd. has applied to the City of Courtenay for a Zoning Amendment for part of a portion of Lot B, DL 230, Comox District, Plan EPP19353 in the City of Courtenay. This project is under review by staff in the Planning Department of the City.

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

I have no concerns with the proposed changes.

Please return your comments by January 30, 2018
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
3. Email your comment sheet to courtenay@mcelhanney.com

PUBLIC INFORMATION MEETING

January 16, 2018

The Ridge Phase 3A - Rezoning

COMMENT SHEET

Name: [Redacted] Email: [Redacted]
Address: 3419 Stoneridge Ave Courtenay Phone: [Redacted]

Buckstone Developments Ltd. has applied to the City of Courtenay for a Zoning Amendment for part of a portion of Lot B, DL 230, Comox District, Plan EPP19353 in the City of Courtenay. This project is under review by staff in the Planning Department of the City.

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

No concerns with the developement charges. Looking forward to the road extension quickley- Thanks.

Please return your comments by January 30, 2018
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
3. Email your comment sheet to courtenay@mcelhanney.com

ATTACHMENT No. 4
Public Information Meeting Comments 8/10

PUBLIC INFORMATION MEETING

January 16, 2018

The Ridge Phase 3A - Rezoning

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: 3429 HARBOURVIEW BLVD Phone: [REDACTED]

Buckstone Developments Ltd. has applied to the City of Courtenay for a Zoning Amendment for part of a portion of Lot B, DL 230, Comox District, Plan EPP19353 in the City of Courtenay. This project is under review by staff in the Planning Department of the City.

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

WE AGREE WITH THE CHANGES. WE HOPE APPROVAL OF PHASE 3A GOES QUICKLY TO RELIEVE THE CONSTRUCTION TRAFFIC ON THE HARBOURVIEW STREET FROM THE ROUNDABOUT TO BUCKSTONE BECAUSE OF THE PARK ZONE.

Please return your comments by January 30, 2018
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
3. Email your comment sheet to courtenay@mcelhanney.com

ATTACHMENT No. 4
Public Information Meeting Comments 9/10

PUBLIC INFORMATION MEETING

January 16, 2018

The Ridge Phase 3A - Rezoning

COMMENT SHEET

Name: [Redacted] Email: [Redacted]
Address: 4070 Fraser Rd. Phone: [Redacted]

Buckstone Developments Ltd. has applied to the City of Courtenay for a Zoning Amendment for part of a portion of Lot B, DL 230, Comox District, Plan EPP19353 in the City of Courtenay. This project is under review by staff in the Planning Department of the City.

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

Looks like a great plan.

Nice park looking entrance!

Multi residential maintains a good fit in plans.

Keep up the good work Buckstone

Please return your comments by January 30, 2018

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
3. Email your comment sheet to courtenay@mcelhanney.com

ATTACHMENT No. 4
Public Information Meeting Comments 10/10

PUBLIC INFORMATION MEETING

January 16, 2018

Phase 3A - Rezoning



COMMENT SHEET

Name: [Redacted] Email: [Redacted]
Address: 4055 Chancellor Cres. Phone: [Redacted]

Buckstone Developments Ltd. has applied to the City of Courtenay for a Zoning Amendment for part of a portion of Lot B, DL 230, Comox District, Plan EPP19353 in the City of Courtenay. This project is under review by staff in the Planning Department of the City.

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

I'm all for it.
Just Do It.

- Please return your comments by January 30, 2018**
Comment sheets can be submitted by one of the following methods:
1. Hand your comment sheet in tonight.
 2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
 3. Email your comment sheet to courtenay@mcelhanney.com



STAFF REPORT

To: Council

File No.: 4320-20

From: Deputy Chief Administrative Officer

Date: April 3, 2018

Subject: A Change to Existing Liquor Licence (Comox Valley Curling Club) – 4835 Headquarters Road

PURPOSE:

The purpose of the report is to provide Council with the result of public notification of the Comox Valley Curling Club’s application made to the LCLB for a change of hours of liquor service at the club facility.

CAO RECOMMENDATIONS:

That based on the April 3, 2018 staff report, “A Change to Existing Liquor Licence (Comox Valley Curling Club) – 4835 Headquarters Road”, Council approve OPTION 1 as follows:

- 1) The Council of the City of Courtenay recommends the approval of the application by the Comox Valley Curling Club for a change of hours of liquor service at the club facility.
- 2) Council’s comments on the prescribed considerations are as follows:
 - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
 - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public; and
 - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City’s website outlining the Comox Valley Curling Club application. Additionally, the RCMP was contacted for comment.

Respectfully submitted,

John Ward, CMC
Deputy Chief Administrative Officer

BACKGROUND:

Comox Valley Curling Club, the applicant, has applied to the the Liquor Control and Licencing Branch (LCLB) for a permanent change to their current liquor license. The Club is requesting a change to their weekend hours of service as outlined in the following table. The Monday to Friday hours will remain the same.

Current Hours of Service:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Open	Noon	Noon	Noon	Noon	Noon	Noon	11AM
Close	1 AM	1 AM	1 AM	1 AM	1 AM	1 AM	Midnight

Proposed Hours of Service:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Open	Noon	Noon	Noon	Noon	Noon	9 AM	9 AM
Close	1 AM	1 AM	1 AM	1 AM	1 AM	1 AM	Midnight

Pursuant to the *Liquor Control and Licensing Act*, the City posted a notice of the application on the City’s main website for two weeks after the March 9th regular Council meeting. The City had received two public comments which are supportive of the proposal as attached in this report. Comment from the Regional District (owner of the property), were also received and indicate that the organization has no issue with the proposal.

DISCUSSION:

The Comox Valley RCMP responded to the original referral stating that they would be of support if a liquor service starts at 11 am, instead of 9 am. The Comox Valley RCMP consulted with several curling clubs in the mid Vancouver Island area. As the result of the consultation, the RCMP has discovered that none of the neighbouring clubs have liquor service hours before 11 am, nor could they foresee strong justification for service hours prior to 11 am. Other external agencies have confirmed that there is no issue with the application in concept.

Staff has concluded that there will be no significant negative impacts on surrounding land uses including agricultural lands, recreational facilities and the high school nearby or noise concerns for neighbouring residents.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing is included in the City’s general statutory duties. To date, staff has spent five hours to process the application.

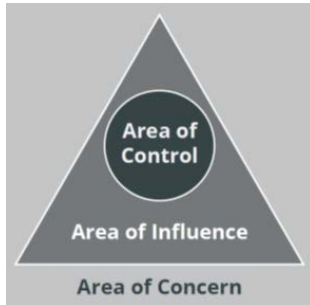
ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference related to this application.

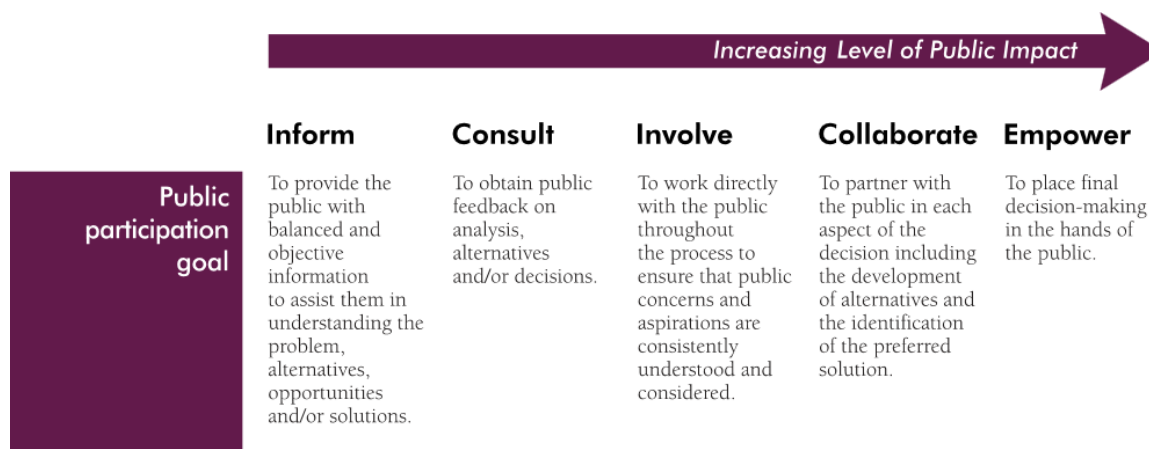
REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will consult members of 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



Public comment gathering period was open on the City’s home page from March 6th to 23rd, 2018. Two public comments have been sent to the Planning Department.

OPTIONS:

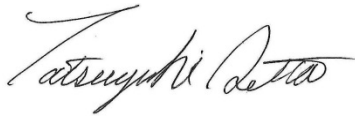
- Option 1:
- 1) The Council of the City of Courtenay recommends the approval of the application by the Comox Valley Curling Club for a change of hours of liquor service at the club facility.
 - 2) Council’s comments on the prescribed considerations are as follows:
 - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
 - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public;

- (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the Comox Valley Curling Club application. Additionally, the RCMP was contacted for comment.
(Recommended)

Option 2: That in addition to the comments included in Option 1, Council recommend the opening hour be 11am on Saturday and Sunday as recommended by the RCMP.

Option 3: That Council not recommend approval of the application.

Prepared by:



Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Approved by:



Ian Buck, MCIP, RPP
Director of Development Services

ATTACHMENTS:

Attachment No. 1: Public Comments (2)

Attachment No. 1: Received Public Comment
1/2

From: [Dennis Dixon](#)
To: [Setta, Tatsuyuki](#)
Subject: Change of Hours CVCC
Date: March-07-18 9:11:59 AM

I fully support the requested change at the Curling Club. Many events on the weekend commence at 7am and having a refreshment available after the game is common throughout the curling world. This is my personal observation having curled all over Europe and North America.

Dennis Dixon

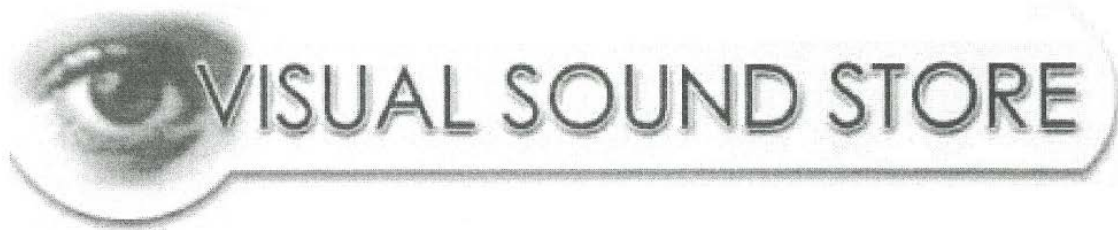


Attachment No. 1: Received Public Comment

2/2

Visual Sound Store, 456 5th Street, Courtenay ,B.C. V9N 1J8

Ph.250-338-5177 Fx.250-338-9907



I would like to voice my support for changes to the Comox Valley Curling Club's hours of liquor service. During the season and certainly during bonspiels, the later hours are detrimental to the bottom line finances of the club. Without the bar being opened when early games are played and finished, the players head to other establishments to eat, enjoy each other's company and have a drink. Curling is a social sport and being able to partake in these activities at the club itself is so much easier and appreciated.

Thank You for Your Time and Consideration.

RICHARD (RICK) AKER

March 15 2018

A handwritten signature in blue ink, appearing to read "R. Aker", is written below the typed name.





STAFF REPORT

To: Council

File No.: 4320-20

From: Deputy Chief Administrative Officer

Date: April 3, 2018

Subject: A Change to Existing Liquor Licence (Royal Canadian Legion) – 367 Cliffe Avenue

PURPOSE:

The purpose of the report is to provide Council with information for a resolution to the Liquor Control and Licencing Board (LCLB) with respect to the Royal Canadian Legion's application for transitioning licence classification from liquor primary club to liquor primary.

CAO RECOMMENDATIONS:

THAT, based on the April 3, 2018 staff report, "A Change to Existing Liquor Licence (Royal Canadian Legion)", Council approve OPTION 1 and direct staff to post notice on the City's website requesting public inputs on the proposed transition for Council consideration at the regular meeting scheduled for April 16, 2018.

Respectfully submitted,

John Ward, CMC
Deputy Chief Administrative Officer

BACKGROUND:

Royal Canadian Legion Branch number 17, the applicant, has applied to the the Liquor Control and Licencing Branch (LCLB) for a transition of the existing liquor licence from liquor primary club to liquor primary. The subject property is located at 367 Cliffe Avenue between 3rd and 4th Street. The purpose of this application is to enable the applicant to provide an added amenity liquor services to both the public and a wider range of events such as fundraisers, meetings, or ceremonies as it is restricted under the current licence.

Proposed hours of service will be maintained at Monday to Sunday between 11 AM and 1:00 AM.

According to the *Liquor Primary Terms and Conditions*, The general rules for Liquor Primary Club Licences are similar, but contain some special rules compared to Liquor Primary Licence as indicated below. A Club must:

- be legally incorporated as a society;
- have been in continuous operation for at least one year;
- have at least 50 members who pay \$10 or more in annual membership fees;
- have its own facilities; and

- do its own catering and liquor sales (these functions may not be sublet)

In addition, clubs must:

- only sell liquor to members or their guests;
- keep a visitors' register;
- impose a limit on the number of guests entering the club; and
- report to the branch the results of their annual board elections (this keeps the branch informed about who is responsible for the liquor licence).

A club may also not solicit the general public in its advertisements. Staff understand the primary difference between the liquor primary club and liquor primary license is that the licenced facility is open to the general public.

Pursuant to section 11.1 (2)(c) of the *Liquor Control and Licensing Act*, the local government must gather the views of residents when a licensee wishes to amend the existing approved licence. In order to gather the views of residents, the City will post notice of the application on the City's main website for minimum two weeks. Then, Council sends a resolution in writing to the LCLB Victoria Head Office upon final decision made at regular Council meeting.

DISCUSSION:

With respect to zoning classification, the subject property is currently zoned C-1, which the use intended is permitted. The property is in transition area between the traditional commercial area and residential area. Neighbouring land uses are: Courtenay and District Museum to the immediate south, Native Sons Hall across Cliffe Avenue, Comox Valley Child Development Association to the north. Property to the west is parking lot.

The application was referred to both internal departments and external agencies including Kòmoks First Nation, Comox Valley Economic Development Society, utility companies, and RCMP for comment. No comments have been received to date.

Section 71 (9) of the *Liquor Control and Licensing Regulation* states that a local government or first nation that wishes to provide comments and recommendations for the LCLB under section 38 (3) of the Act must do so in accordance with the following requirements:

- (a) the comments and recommendations must be in writing;
- (b) the comments must include the views of the local government or first nation on
 - (i) the impact of noise on the community in the immediate vicinity of the establishment unless subparagraph (ii) or (iii) apply,
 - (ii) in the case of an application that involves a temporary use area endorsement, the impact of noise on the community in the immediate vicinity of the proposed locations of event sites under corresponding temporary use area authorizations,
 - (iii) in the case of an application that involves a lounge or special event area endorsement, the impact of noise on the community in the immediate vicinity of the location of the service area under the endorsement,
 - (iv) the general impact on the community, and

- (c) if the local government or first nation has gathered the views of residents under section 38 (3) (c) of the Act, the comments must include
- (i) the views of the residents, and
 - (ii) a description of the method used to gather those views;
- (d) the recommendations must include whether the application should be approved or rejected;

With respect to the requirement in section 11.1 (2) (c) of the *Liquor Control and Licensing Act*, staff is of the opinion that a notice on the City’s website will satisfy the requirements of the LCLB as it has been normal practice in the past years. Once Council receives public input on the application, a resolution addressing these points will be forwarded to the LCLB for final consideration. A proposed resolution in the correct format will be presented to Council for consideration at the regular Council meeting scheduled on April 16, 2018.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing is included in the City’s general statutory duties. To date, staff has spent three hours to process the application.

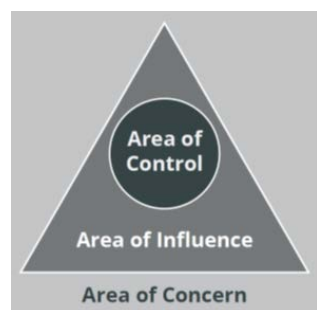
ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations



- **Area of Control**
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference related to this application.

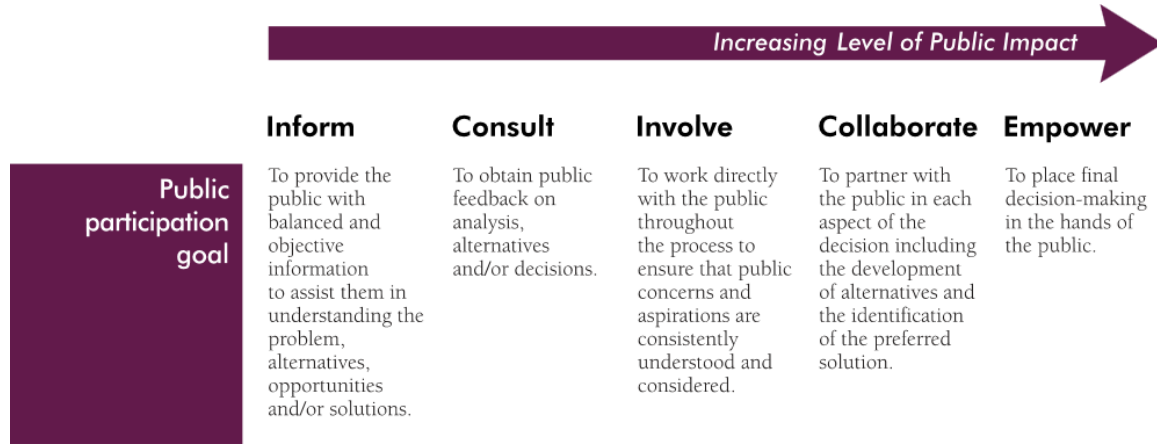
REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will consult members of 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



Public comment gathering period is open between April 4 and April 16, 2018 on the City’s main website. Any comments received from the public will be forwarded to Council prior to the Council meeting on April 16, 2018.

OPTIONS:

- Option 1: Direct staff to publish notice on the City’s website requesting public input on the proposed change of liquor service hours for Council consideration at the regular meeting scheduled for April 16, 2018. (Recommended)
- Option 2: Direct staff to obtain public input through an alternative method
- Option 3: Direct staff not to proceed with the application and advise the LCLB that the City opts out providing a resolution

Prepared by:

Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Approved by:

Ian Buck, MCIP, RPP
Director of Development Services

ATTACHMENTS:

Attachment No. 1: The applicant's written rationale

Attachment No. 1: The applicant's written rationale (1/3)



The Royal Canadian Legion
Branch 17
367 Cliffe Avenue
Courtenay, BC V9N 2J1
(250) 334-4322
rclbr17@shaw.ca
Web:
www.courtenaylegion.ca

APPLICATION TO TRANSITION FROM A LIQUOR PRIMARY CLUB LICENSE
TO LIQUOR PRIMARY LICENSE

AT: 367 CLIFFE AVENUE, COURTENAY, BC, V9N 2J1

APPLICANT: ROYAL CANADIAN LEGION, BRANCH NO. 17

LETTER OF INTENT

INTRODUCTION

This Letter of Intent is provided in support of the application submitted to the Liquor Control & Licensing Branch by the Royal Canadian Legion Branch 17 Courtenay for a transition of the existing Liquor Primary Club License to a Liquor Primary License. The proposed conversion will maintain a member only section and will also allow for a general public section.

The liquor primary license will provide an added amenity for liquor service to the public and a wide variety of events such as Fundraisers, Seasonal Parties (i.e. Christmas, Halloween), Corporate Meetings, Receptions, Public Functions, Ceremonies, Sporting Events, Celebrations of Life, Meat Draws, Music Events, Saturday bands, Card Games (for amusement only) and Dancing. The license will also provide a section for customers to come and play Games of skill (such as darts, and pool). Food service will be available, and the regular Friday Steak and Burger Nights will continue.

The hours of licensing will be maintained at Monday to Sunday 11 am – 01:00 am.

The target market for this venue will be local/visiting residents, businesses and Legion Members. The Liquor Primary license will allow the Legion to include the general public in its many functions and provide an additional venue for fundraisers as well as community and special events. It will also provide a venue for local musicians to perform, therefore support for local artists.

Attachment No. 1: The applicant's written rationale (2/3)

COURTENAY LICENSEES:

NAME	ADDRESS	LICENSE TYPE
MEX PUB	1010 RYAN RD	LIQUOR PRIMARY
BEST WESTERN WESTERLY HOTEL	1590 CLIFFE AVE	LIQUOR PRIMARY
BEST WESTERN WESTERLY HOTEL	1591 CLIFFE AVE	LIQUOR PRIMARY
ORDER OF ELKS, #60	231 6TH STREET	LIQUOR PRIMARY
WHISTLE STOP	2355 MANSFIELD DR	LIQUOR PRIMARY
HIGH TIDE PUBLIC HOUSE	268 5TH STREET	LIQUOR PRIMARY
MT. WASHINGTON HOSTEL	275 8TH STREET	LIQUOR PRIMARY
CHANCES COURTENAY	361 HUNT RD	LIQUOR PRIMARY
COURTENAY AND DISTRICT FISH AND GAME ASSOC.	3780 COLAKE RD	LIQUOR PRIMARY
CROWN ISLE GOLF CLUB	399 CLUBHOUSE DRIVE	LIQUOR PRIMARY
SID WILLIAMS CIVIC THEATRE	442 CLIFFE AVE	LIQUOR PRIMARY
COMOX VALLEY CURLING CLUB	4835 HEADQUARTERS RD	LIQUOR PRIMARY
SUNNYDALE GOLF CLUB	5291 ISLAND HWY N	LIQUOR PRIMARY

The Legion will not be increasing its seating capacity and will basically be operating in the same format as it currently is. The removal of the club endorsement will negate the requirement to sign in guests and will not result in any increase in the noise factor in the community.

OTHER FACTORS:

The applicant also submits the following additional factors for consideration:

- A Liquor Primary License would be of great benefit to the Legion and the community;
- The maximum licensed capacity of this facility will not be increased;
- There is a need for this type of space within the community;
- There will be food service available;
- The applicant wishes to retain their Family Food Services endorsement;
- The applicant wishes to retain their Off Premises Sales endorsement;
- There will be no notable noise increase;
- The Legion will continue to provide space for the many non-profit, Cadets, Minor Sports and fitness groups from the community;
- Since 1998 the Courtenay Legion has donated over \$175,000 to support healthcare in the Comox Valley; and
- The Legion has been a part of the Courtenay community since 1927

Attachment No. 1: The applicant's written rationale (3/3)

THE COURTENAY LEGION BRANCH OFFERS:

- A bright, friendly atmosphere;
- A range of BC Lotteries games (Keno, Pacific Hold'em and Pull Tabs);
- A games room with two (2) pool tables and (6) dart boards and a variety of Dart Leagues in the winter months;
- Meat draws on Friday (5-7pm) and Saturdays (2-5pm);
- A refurbished Upper Hall, ideal for weddings, meetings, banquets and sports tournaments;
- Special Events including steak nights, New Years Eve, Mothers/Fathers Day, Veterans lunches, Elders drop in darts, weekly dances, Remembrance Day Parade, services and Open House, Tour de Rock, Victoria Day, Canada Day celebrations, etc;
- Host to various sporting events, dart, pool and crib/euchre leagues.

Respectfully Submitted by:



Glenn Litchfield

President

Branch 17 Royal Canadian Legion



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5220-20

From: Chief Administrative Officer

Date: April 3, 2018

Subject: Subdivision and Development Servicing Bylaw – 3rd Reading

PURPOSE:

The purpose of this report is for Council to consider Third Reading of the amended Subdivision and Development Servicing Bylaw No. 2919, 2018.

CAO RECOMMENDATIONS:

That based on the April 3, 2018 staff report “Subdivision and Development Servicing Bylaw – 3rd Reading” Council approve OPTION 1 and the amendments proposed to the Subdivision and Development Servicing Bylaw No. 2919, 2018 as outlined in the staff report;

That “Subdivision and Development Servicing Bylaw No. 2919, 2018” be amended after second reading reflecting the amendments shown on Attachment “A” of the staff report; and

That the “Subdivision and Development Servicing Bylaw No. 2919, 2018” proceed to Third Reading as amended.

Respectfully Submitted,

For David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City of Courtenay is undertaking an update to the Subdivision Development Servicing Bylaw that is over 30 years old. This bylaw regulates the subdivision and development of land within the City of Courtenay and requires the provision of infrastructure works and services to a prescribed standard. This bylaw update aligns with Council’s interest in reviewing the current development process and increasing the efficiency and effectiveness of the process.

This update will modernize the bylaw to meet current community needs, through updated engineering design guidelines, construction specifications and detailed drawings. The updated engineering design guidelines, construction specifications and detailed drawings are based on documents published by the Master Municipal Construction Documents Association (MMCD), and include appropriate supplementary clauses to suit the City’s requirements.

City staff and the consultant team have completed multiple stakeholder engagements during the bylaw update. Following preparation of the initial draft document, the City held two open houses April 2016 following distribution of the draft document. Both open houses were well attended by the stakeholder groups including local engineering consultants, developers, and conservation groups.

Based on the feedback received during the initial engagement, the updated document was redistributed to specific stakeholders in November 2017. The City requested additional feedback on the updated document, and many comments were received. All comments were considered, and many resulted in updates. On February 19, 2018 Council passed First and Second Readings of the Subdivision and Development Servicing by Bylaw No. 2919, 2018.

DISCUSSION:

Following the February 19, 2018 Council Meeting, staff requested additional feedback from the same stakeholder group that reviewed the November 16, 2017 version of the bylaw. Feedback was received from four stakeholder groups. Staff invited the groups to one of two in person follow up meetings that were held on March 21, 2018. City staff and project representatives in attendance at the meetings included:

- David Allen, CAO
- Ian Buck, Director of Development Services
- Rich Feucht; Development Engineer
- Trevor Kushner; Director of Public Works Services
- Ryan O’Grady; Director of Engineering Services
- Dan Todd; Consultant; Community Infrastructure Engineer; Urban Systems

During these meetings, the stakeholder comments were discussed in detail. The Subdivision and Development Servicing Bylaw No. 2919, 2018 that is being presented for Third Reading includes these updates. These changes are attached to this report for reference.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to adopting the Subdivision and Development Servicing Bylaw.

ADMINISTRATIVE IMPLICATIONS:

The updating of the Subdivision and Development Servicing Bylaw is within the 2018 corporate work plan.

ASSET MANAGEMENT IMPLICATIONS:

The updating of the Subdivision and Development Servicing bylaw will provide the development community with an updated standard for the installation of infrastructure that the City will take over upon completion of the subdivision construction. The updated bylaw updates the previous standards and advances the design and construction practices to incorporate best practices for today, providing infrastructure that will have the lowest total lifecycle cost.

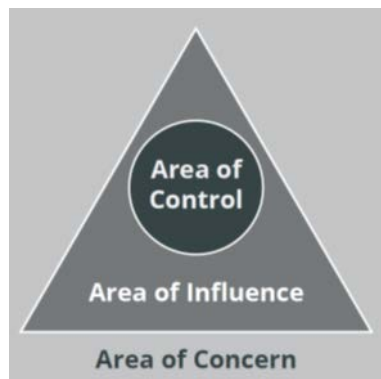
STRATEGIC PRIORITIES REFERENCE:

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource



- **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:

The Subdivision and Development Servicing standards reflect the policies contained within the Official Community Plan.

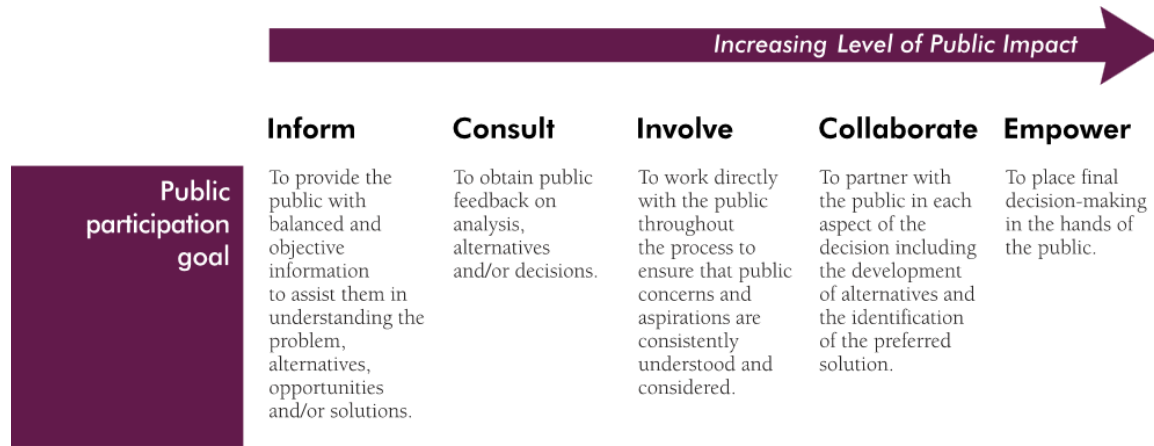
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced

CITIZEN/PUBLIC ENGAGEMENT:

Staff consulted with members of the development community and other specific stakeholders based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

Option 1: That based on the April 3, 2018 staff report “Subdivision and Development Servicing Bylaw – 3rd Reading” Council approve OPTION 1 and the amendments proposed to the “Subdivision and Development Servicing Bylaw No. 2919, 2018” as outlined in the staff report;

That “Subdivision and Development Servicing Bylaw No. 2919, 2018” be amended after second reading reflecting the amendments shown on Attachment “A” of the staff report; and

That “Subdivision and Development Servicing Bylaw No. 2919, 2018” proceed to Third Reading as amended.

Option 2: That Council refer the Staff Report back to staff for additional modification.

Prepared by:

Craig Perry, P.Eng.
Manager of Engineering Projects

Ryan O’Grady, P.Ag., P.Eng.
Director of Engineering Services

ATTACHMENT “A”
Bylaw updates completed since February 19, 2018 Council meeting

*Please note that some changes have been highlighted for clarity

Bylaw No. 2919

Delete: Section 12 (a)

- (a) In lieu of constructing or altering *Works and Services* required by this bylaw, cash in the amount determined by the *Development Engineer* to be the cost of constructing or altering the *Works and Services* as of the time of approval of the *subdivision* or issuance of the building permit, if the *Development Engineer* determines on the basis of sound civil engineering practice or cost considerations that the works should be constructed or altered at a later time or concurrently with the construction or alteration of *Works and Services* serving adjacent or nearby parcels of land, and in such cases the *City* shall deposit the funds into a reserve fund established for the construction or alteration of the *Works and Services*.

Replace with:

In lieu of constructing or altering *Works and Services* required by this bylaw, cash in the amount **approved** by the *Development Engineer* to be the cost of constructing or altering the *Works and Services* as of the time of approval of the *subdivision* or issuance of the building permit, if the *Development Engineer* determines on the basis of sound civil engineering practice or cost considerations that the works should be constructed or altered at a later time or concurrently with the construction or alteration of *Works and Services* serving adjacent or nearby parcels of land, and in such cases the *City* shall deposit the funds into a reserve fund established for the construction or alteration of the *Works and Services*.

Schedule 1 – Supplementary Design Guidelines

Delete: Section 3.12 - Curved Sewers

On curving roads, sanitary sewers shall be installed in straight runs such that sewer mains and manholes are entirely under the road pavement and no closer than 1m to the curb. Curvilinear sewers are permitted on horizontal curves and shall have a constant offset from property line. The radius of curve shall not exceed 50% of the manufacturer’s recommended maximum and shall not be less than 60m. The minimum grade shall be 1% and each joint shall be located by survey. Manholes are to be installed at the beginning and end of horizontal curve sections.

The minimum design velocity design velocity in curved sewers is 0.9 m/s.

Replace with:

On **straight** roads, sanitary sewers shall be installed in straight runs such that sewer mains and manholes are entirely under the road pavement and no closer than 1m to the curb. Curvilinear sewers are permitted on horizontal curves and shall have a constant offset from property line. The radius of curve shall not exceed 50% of the manufacturer’s recommended maximum and shall not

be less than 60m. The minimum grade shall be 1% and each joint shall be located by survey. Manholes are to be installed at the beginning and end of horizontal curve sections. **Curvilinear sewers are not permitted on vertical curves.**

The minimum design velocity design velocity in curved sewers is 0.9 m/s.

Delete: Section 3.16.4 - Details

Use standard wye fittings for connections to new mains. For connections to existing mains, use strap on saddle. No other saddles will be permitted. The service connection centreline must not be below the sewer main centreline.

Residential service connections are not to be connected to manholes. All wye connections to be a minimum of 1.0 m downstream from manhole.

Inspection chambers are required on residential connections. Control manholes are required on industrial connections and commercial connections. Inspection manholes are required on service connections 200mm diameter and larger.

Connections exceeding 30 m in length will be treated as mains.

Replace with:

Use standard wye fittings for connections to new mains. For connections to existing mains, strap on saddle and insertable tees are permitted. The service connection centreline must not be below the sewer main centreline.

Residential service connections are not to be connected to manholes. All wye connections to be a minimum of 1.0 m downstream from manhole.

Inspection chambers are required on residential connections. Control manholes are required on industrial connections and commercial connections. Inspection manholes are required on service connections 200mm diameter and larger.

Connections exceeding 30 m in length will be treated as mains.

Delete: Section 4.1.2 - Master Drainage Plan

The Master Drainage Plan (MDP), Watershed Plan (WP) or Integrated Stormwater Management Plan (ISMP) proposes an optimum drainage servicing strategy that meets the ultimate land use in the watershed. The proposed MDP must address all identified constraints and provide the following information as required:

- Conceptual schemes for storm drainage servicing including trunk storm sewers, catchment detention ponds, minor and major flow routes, and erosion protection.
- Department of Fisheries & Oceans and BC Ministry of Forests, Lands, Natural Resource Operations and & Rural Development review.

- Hydrological and hydraulic model of pre-development and ultimate development condition.
- Bio-inventory of creeks and watercourses.
- Hydrogeological Impact Assessment (in areas where DFO and MOE jointly require its consideration).
- Inventory of watercourses and trunk drainage facilities.
- Sizes and performance requirements of catchment detention facilities.
- Priority of MDP recommendations.

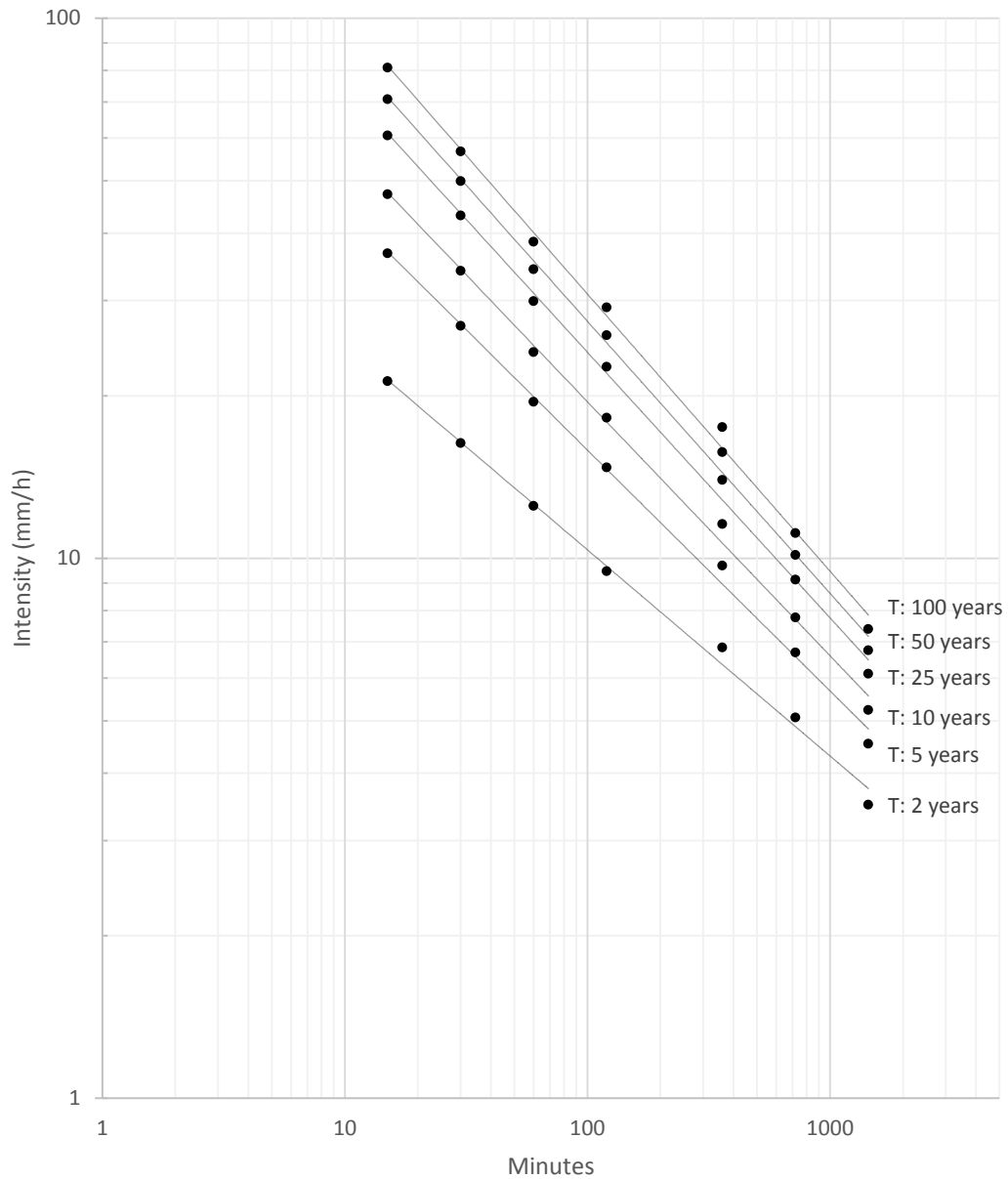
Replace with:

The Master Drainage Plan (MDP), Watershed Plan (WP) or Integrated Stormwater Management Plan (ISMP) proposes an optimum drainage servicing strategy that meets the ultimate land use in the watershed. If a City MDP is not available, developments with a cumulative phased development area greater than 5 hectares are required to provide an acceptable MDP. The proposed MDP must address all identified constraints and provide the following information as required:

- Conceptual schemes for storm drainage servicing including trunk storm sewers, catchment detention ponds, minor and major flow routes, and erosion protection.
- Department of Fisheries & Oceans and BC Ministry of Forests, Lands, Natural Resource Operations and & Rural Development review.
- Hydrological and hydraulic model of pre-development and ultimate development condition.
- Bio-inventory of creeks and watercourses.
- Hydrogeological Impact Assessment (in areas where DFO and MOE jointly require its consideration).
- Inventory of watercourses and trunk drainage facilities.
- Sizes and performance requirements of catchment detention areas.
- Priority of MDP recommendations.

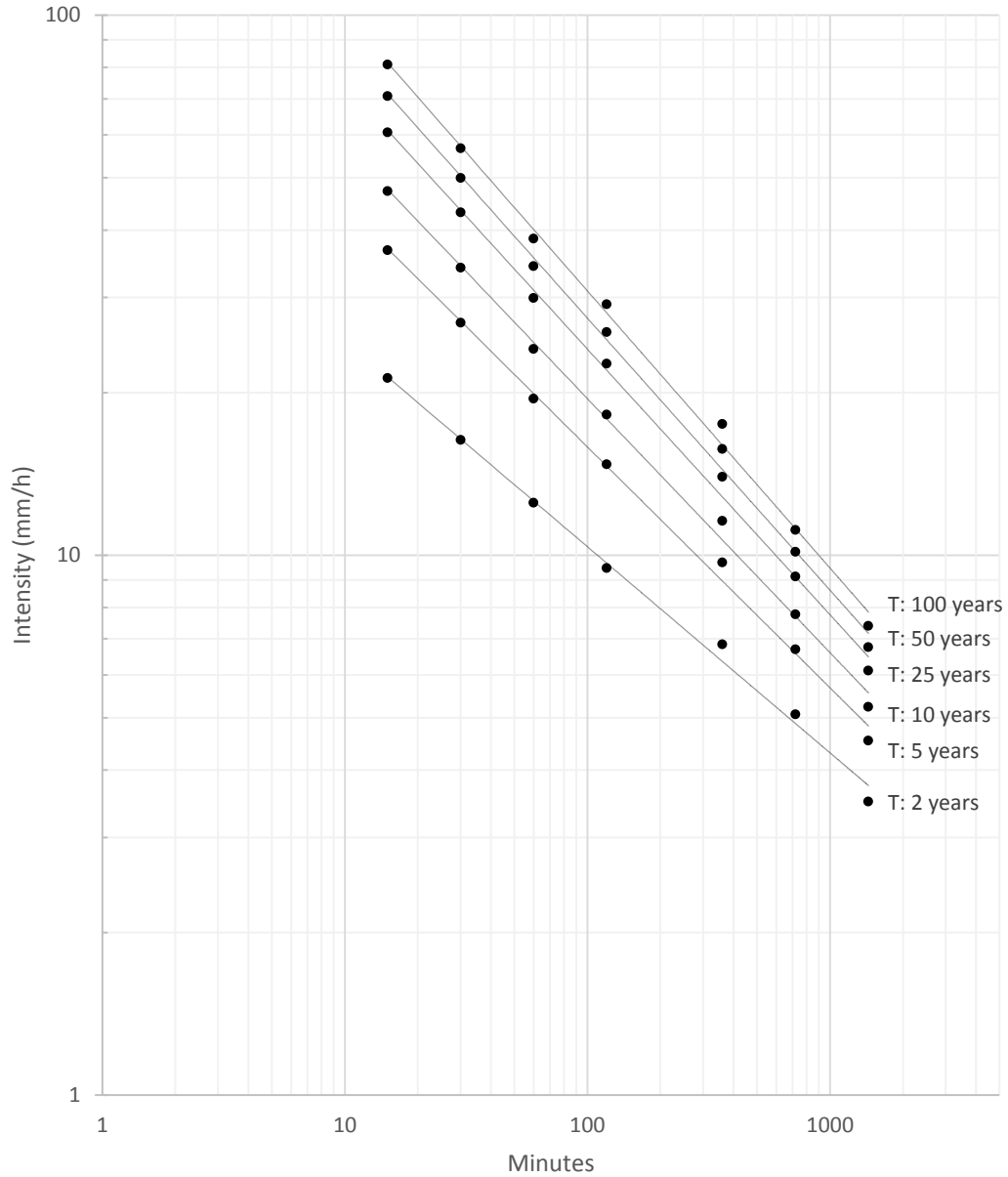
Delete: Figure 4.4 – Intensity Duration Frequency Curves

**Figure 4.4: Intensity Duration Frequency Curves – Courtenay Puntledge BCHP ID: 1021990
15% Increase from Historical Intensities (mm/hr)**



Replace with:

Figure 4.4: Intensity Duration Frequency Curves – Courtenay Puntledge BCHP ID: 1021990
15% Increase from Historical Intensities (mm/hr)
Years of Record: 1964-1995 (35 Years)



Delete: Section 4.9.8 - Curved Sewers

On curving roads, storm sewers shall be installed in straight runs such that sewer mains and manholes are entirely under the road pavement and no closer than 1m to the curb. Curvilinear sewers are permitted on horizontal curves and shall have a constant offset from property line. The radius of curve shall not exceed 50% of the manufacturer's recommended maximum and shall not be less than 60m. The minimum grade shall be 1% and each joint shall be located by survey. Manholes are to be installed at the beginning and end of horizontal curve sections.

The minimum design velocity in curved sewers is 0.9 m/s.

Sewers larger than 600 mm diameter may include deflections formed by mitred bends to a maximum mitre of 45°.

Replace with:

On **straight** roads, sanitary sewers shall be installed in straight runs such that sewer mains and manholes are entirely under the road pavement and no closer than 1m to the curb. Curvilinear sewers are permitted on horizontal curves and shall have a constant offset from property line. The radius of curve shall not exceed 50% of the manufacturer's recommended maximum and shall not be less than 60m. The minimum grade shall be 1% and each joint shall be located by survey. Manholes are to be installed at the beginning and end of horizontal curve sections. **Curvilinear sewers are not permitted on vertical curves.**

The minimum design velocity in curved sewers is 0.9 m/s.

Sewers larger than 600 mm diameter may include deflections formed by mitred bends to a maximum mitre of 45°.

Delete: Section 4.9.14 - Service Connections

Use standard wye fittings for connections to new mains. For connections to existing mains, use strap on saddle. No other saddles will be permitted. The service connection centreline must not be below the sewer main centreline.

No services shall be directly connected to manholes, all wye connections must be a minimum of 1.0m downstream from manholes.

Replace with:

Use standard wye fittings for connections to new PVC and HDPE mains. For connections to existing PVC and HDPE mains, strap on saddle and insertable tees are permitted. For connections to new or existing concrete mains, a cored tee is required. The service connection centreline must not be below the sewer main centreline.

No services shall be directly connected to manholes, all wye connections must be a minimum of 1.0m downstream from manholes.

Delete: Section 4.11.3 k) - Sediment Control

Use of storm ponds for sediment control is only acceptable during construction of the first phase of a development, and must be remediated prior to acceptance of the Works and Services by the City of Courtenay.

Replace with:

Use of storm ponds for sediment control is acceptable during construction of the first phase of a development, and must be remediated prior to acceptance of the Works and Services by the City of Courtenay. The City may accept the use of storm ponds for sediment control for multiple phases of a development if the appropriate maintenance agreement is established and the appropriate security is provided by the developer. The required security is 125% of the estimated remediation cost.

Delete: Section 4.11.4 m) - Sediment Control

Use of storm ponds for sediment control is only acceptable during construction of the first phase of a development, and must be remediated prior to acceptance of the Works and Services by the City of Courtenay.

Replace with:

Use of storm ponds for sediment control is acceptable during construction of the first phase of a development, and must be remediated prior to acceptance of the Works and Services by the City of Courtenay. The City may accept the use of storm ponds for sediment control for multiple phases of a development if the appropriate maintenance agreement is established and the appropriate security is provided by the developer. The required security is 125% of the estimated remediation cost.

Delete: Section 5.8 – Traffic Control Devices

Traffic control devices, signs, and pavement marking must be in accordance with the Manual of Uniform Traffic Control Devices for Canada. Pavement markings shall be thermoplastic and shall be installed within 7 days of the final pavement lift on a clean and dry surface.

Replace with:

Traffic control devices, signs, and pavement marking must be in accordance with the Manual of Uniform Traffic Control Devices for Canada. Pavement markings shall be thermoplastic and **should** be installed within 7 days of the final pavement lift on a clean and dry surface.

Delete: Section 5.22 - Retaining Walls

Retaining wall shall be a maximum of 1.8 m in height. Where larger retaining walls heights are required, they must be constructed as a stepped wall.

Replace with:

Retaining wall shall be a maximum of 2.4 m in height. Where larger retaining walls heights are required, they must be constructed as a stepped wall. The step must have a minimum width of 1.8 meters or 75% of the height of the highest adjacent wall.

Schedule 3 – Supplementary Standard Detail Drawings

Add note to Supplementary Standard Detail Drawing CSSD A2 as follows:

Note 7: Trail width may be reduced to 1.5m in riparian areas, but not where the trail is required for maintenance access

Supplementary Standard Detail Drawings CSSD L1, CSSD Cre, CSSD CRB, CSSD CRC, CSSD CUB, CSSD CUP, and CSSD AB have been updated as follows:

- Separation between sanitary sewer mains and storm sewer mains has been adjusted from 2.0 m (Min.) to 1.0m (Typ.)
- The gas main has been adjusted from 1.2m to 1.5m from property line

Delete Note 6 from Supplementary Standard Detail Drawing CSSD S7

Note 6: Developer to install inspection chamber 300mm above estimated grade. The City will adjust the inspection chamber once the final landscape grade has been determined.

Delete Note 7 from Supplementary Standard Detail Drawing CSSD S8

Note 7: Developer to install inspection chamber 300mm above estimated grade. The City will adjust the inspection chamber once the final landscape grade has been determined.

Reference Document 2: Approved Products List

Delete: Section 33 11 01 - Meter Pits

MMCD Section	Section Description	Product	Manufacturer	Approved Model	Restrictions/Additional Specifications
33 11 01	Waterworks				
	Meter Pits		<ul style="list-style-type: none"> • Langley Concrete • AE Concrete • Armtec 	<ul style="list-style-type: none"> • B937 with cast iron Lid for 25mm • 5686 with steel lid for 50mm 	Full Circumferential models only.

Replace with:

MMCD Section	Section Description	Product	Manufacturer	Approved Model	Restrictions/Additional Specifications
33 11 01	<i>Waterworks</i>				
	<i>Meter Pits</i>		<ul style="list-style-type: none"> • Langley Concrete • AE Concrete • Armtec 	<ul style="list-style-type: none"> • Type#66 with cast iron Lid for 25mm • 5686 with steel lid for 50mm 	Full Circumferential models only.



STAFF REPORT

To: Council

File No.: 1705-20

From: Chief Administrative Officer

Date: April 3, 2018

Subject: 2018–2022 General Fund Budget and 2018–2022 Consolidated Financial Plan

PURPOSE:

The purpose of this report is for Council to approve the 2018-2022 General Fund Budget and proposed general property tax increase for 2018. Once this budget is approved, this report subsequently requests that the Draft 2018–2022 Consolidated Financial Plan also be approved.

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a Five-Year Financial Plan. The Water, Sewer, and General Fund budgets are consolidated together to form the Five-Year Financial Plan document.

The City's 2016–2018 Strategic Priorities (Attachment # 1) guide staff when preparing budgets and the Five-Year Financial Plan. While all six themes identified within the Strategic Priorities are considered, the two themes of greatest relevance are noted below.

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
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

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

Sustainable Service Delivery, as noted in the excerpt from the City's Asset Management Policy, is also considered when budget and financial plans are developed.

The City's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, repair, renewal, upgrade, replacement and disposal of capital assets by:

- a) Ensuring that Courtenay's capital assets are provided in a manner that respects socio/cultural, economic and environmental sustainability;
- b) Meeting all relevant legislative and regulatory requirements;
- c) Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
- d) Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them;
- e) Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- f) Creating a corporate culture where all employees play a part in overall care for City assets by providing awareness, training and professional development; and
- g) Providing those we serve with services and levels of service for which they are willing to pay.

EXECUTIVE SUMMARY:

The 2018 General Fund budget proposes an increase of 2.5% in revenue derived from municipal property taxation allocated for general operations and capital infrastructure renewal. Overall, the General Fund budget provides \$33.328M for operating expenditures, \$11.166M in capital expenditures (including long-term debt payments) and \$2.704M to surpluses and reserves.

The 2018–2022 Consolidated Financial Plan (combined General, Solid Waste, Water, and Sewer Budgets) provides for a total of \$45.534 million in operating expenditures, \$14.727 million in capital expenditures, \$1.553M in long-term debt payments and \$3.605 million distributed to various surpluses and reserves.

CAO RECOMMENDATIONS:

That based on the April 3, 2018 Staff Report "2018–2022 General Fund Budget and 2018–2022 Consolidated Financial Plan", Council endorse OPTION 1 and approve the 2018–2022 General Fund Financial Plan which includes an increase of 2.5% derived from property taxation; and

That Council approve the 2018–2022 Consolidated Financial Plan as proposed, and direct Staff to include the various schedules in the 2018–2022 Consolidated Financial plan bylaw and that it be posted on the City's website for 10 days to allow for public input.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Consideration and approval of a Five-Year Financial Plan is an annual requirement under Section 165 of the *Community Charter*. Council has been given, in separate reports, the Solid Waste, Water, Sewer and General Fund budgets. The proposed 2018–2022 Consolidated Financial Plan combines these budgets into one document.

Council was presented with the 2018–2022 Solid Waste Budget on November 6, 2017 and passed the following resolution.

.04

2018 – 2022 MUNICIPAL SOLID WASTE, RECYCLABLES & YARD WASTE BUDGETS
1705-20/1830-05

Moved by Hillian and seconded by Lennox that based on the November 6, 2017 staff report “2018-2022 Municipal Solid Waste, Recyclables, and Yard Waste User Fees Budgets”

Council approve OPTION 1 and increase 2018 user fees by 3.75%, and;
That Bylaw Number 2904, 2017 a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, proceed to first, second and third reading in order to revise the proposed 2018 Solid Waste, Recyclables and Yard Waste user fees.

Carried

The 2018–2022 Water and Sewer budgets were presented to Council on February 5, 2018 at which time the following two motions were passed.

.05

2018 – 2022 WATER FUND FINANCIAL PLAN
1705-20 / 1830-05

Moved by Frisch and seconded by Wells that based on the February 5th, 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.

Carried

And,

.06

2018 – 2022 SEWER FUND FINANCIAL PLAN
1705-20 / 1715-20

Moved by Frisch and seconded by Wells that based on the February 5th, 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.

Carried

The 2018–2022 General Fund Financial Plan was presented to Council on March 19, 2018 and the following two motions passed.

.05 Moved by Frisch and seconded by Wells that based on the March 2018 – 2022 DRAFT 19, 2018 staff report “2018 - 2022 Draft General Fund Financial Plan”, Council approve a 2.5% property tax increase for the 2018 - 2022 Draft General Fund Financial Plan which includes a 1% contribution to the Asset Management Reserve.
GENERAL FUND
FINANCIAL PLAN
1705-20
Carried with Mayor Jangula and Councillor Theos opposed

And,

8.00 RESOLUTIONS OF COUNCIL

.01 Moved by Frisch and seconded by Wells that
COUNCILLOR FRISCH WHEREAS all Courtenay children should have safe access to school
LAKE TRAIL ROAD within the City of Courtenay boundaries by walking and by bike,
SIDEWALK MOTION
THEREFORE BE IT RESOLVED that the City of Courtenay designs and implements a safe pathway between Arden Elementary School and Lake Trail Middle School along Lake Trail Road, and furthermore,
BE IT RESOLVED that the 2018 budget include \$25,000 for surveying, concept design, and options analysis.
Carried

The four budgets and the resolution of Council have been incorporated into the 2018-2022 Consolidated Financial Plan (Attachment # 3).

DISCUSSION/FINANCIAL IMPLICATIONS/ADMINISTRATIVE IMPLICATIONS:

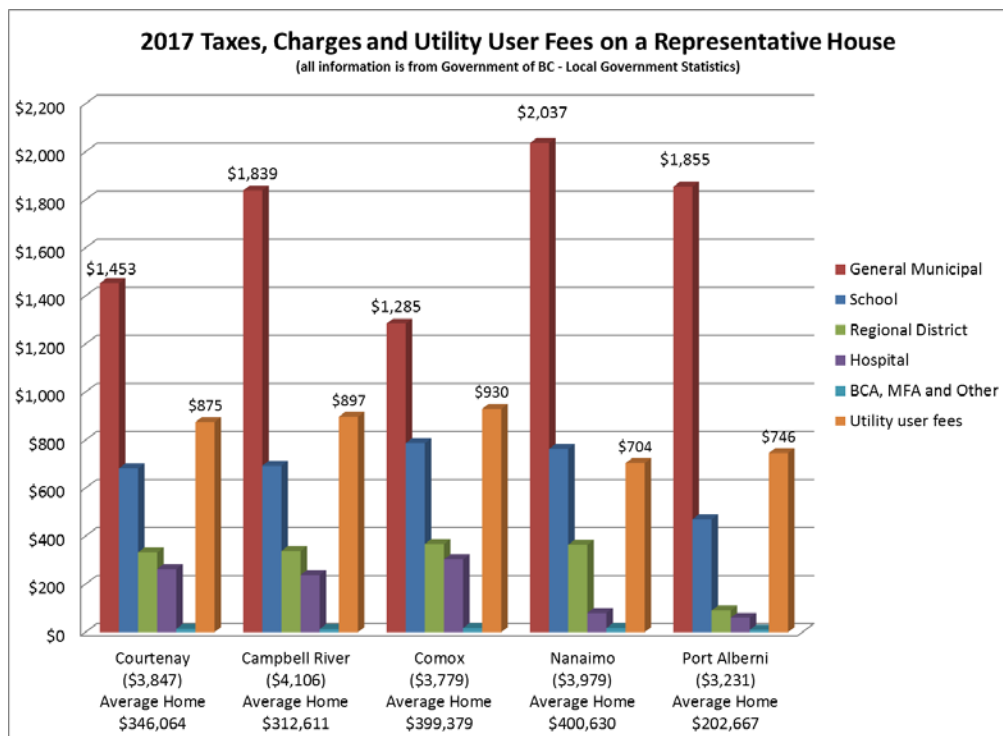
Budget Overview:

A Five-Year Financial Plan is an important statutory document produced by a local government. It sets the government’s spending direction for the current year and for four subsequent years. It is Council’s primary policy document establishing explicit service priorities for the City to meet and it serves as a communications device, making the municipality’s operations transparent to public officials and the general public.

The chart on page 13 of the attached 2018–2022 City of Courtenay Consolidated Financial Plan identifies where the money comes from for 2018, and the chart on page 14 identifies where the money goes.

The following 2017 comparison of property tax and utility costs from neighbouring municipalities on Vancouver Island has been compiled using BC Government statistics for Local Governments. It shows how an “average” residential property in Courtenay compares to other municipalities in relation to property taxes levied, dollars collected for other taxing authorities, utility user fees and parcel taxes.

Chart # 1:



CONSOLIDATED FINANCIAL PLAN REVENUES:

The Consolidated Financial Plan identifies that the primary source of funding is the General Fund Property Tax Levy. On March 19, 2018 Council was presented with a budgetary request to increase tax revenues by 2.5% overall. The Consumer Price Index from January 2017 to January 2018 was 2.1%. However, the City’s cost drivers differ from the average family costs represented in the CPI (for example, labour and substantially greater dependence on energy consumption to deliver services). Additionally, 2018 will see several one-time budget costs such as the municipal election and union contract negotiation expenditures.

The March 19, 2018 staff report on the 2018–2022 General Fund Budget identified the impact of assessment increases on the City’s overall property tax revenue and new construction revenue increases of approximately \$400,000.

Each respective fund uses prior year surplus dollars and reserve contributions to assist with funding their operating and capital expenditures. Using surplus and reserve dollars helps to moderate user fees, property taxes, and long-term debt, and also serves to level out shocks and surges to the levels of revenue and expenditure needs over the five year period of the plan.

CONSOLIDATED FINANCIAL PLAN EXPENDITURES:

2018 Cost Drivers

Services provided by the City for its residents include general government, police and fire protection, bylaw enforcement, animal control, transportation services, water, sewer, snow removal, street sweeping, storm drainage, street lighting, traffic, parking, solid waste pickup and recycling, yard waste pick up, parks,

playgrounds, recreation programs and facilities as well as cultural facilities such as the library, arts centre, museum and theatre.

Levels of service have been reviewed and budget funding adjusted to meet higher regulatory requirements, corporate and asset related risks, as well as to address public requests and suggestions. The largest cost drivers for the 2018 Consolidated Financial Plan are:

1. Personnel cost increases:
 - Impact of new staff and re-structuring of departments over the course of 2017 and 2018;
 - Wage and salary increases for unionized staff, volunteer fire fighters and exempt staff;
 - Temporary project management personnel (2-3 year employment contracts) to assist with the completion of the City's capital program and Master Plans;
 - Casual Training Assistant/Fire fighting position;
 - Accrued Actuarial post-employment retirement sick benefit cost increase; and
 - Medical Services Program (MSP) reduction offset by cost increases to other employee-employer benefits.

The impact of these increases is \$1.1M funded primarily by prior year's surplus and property tax revenues.

2. CVRD increases:

Water, Sewer and Solid Waste budgets are noted under Environmental Health Services section and are key services the City provides to its residents. These increases include:

- a) City's sewer requisition increasing by \$220,300;
- b) bulk water rate increasing by \$424,200 due to the bulk water rate increasing from \$0.71 to \$0.75 per cubic meter effective January 1, 2018; and
- c) solid waste costs increasing by \$34,100 due to higher volumes delivered to the solid waste facility.

The impact of these increases is \$678,600, with sewer and solid waste increases related to growth and development.

3. The City taking over programs (revenues and expenses) previously administered by the Courtenay Recreation Association – Adapted Programs and Summer Camp programs.
4. Utility (Fortis, BCHydro, Shaw) increases of \$75,500.
5. Protective Services:
 - The established strength for police protection is budgeted at 31.4 members with an anticipated vacancy of 4 members due to sick leave, maternity leave or retirement (based on 2017 actual contract costs). The budget is reduced by \$130,000 as a result of no retro-pay in 2018;
 - Wage increase for nine federal public service employees (PSAC) working at the RCMP; and
 - Additional commissionaire services in residential areas.
6. Master Plans, Asset Inventories and Asset Condition Assessments:
 - Additional funding for an Integrated Storm Water Master Plan (Gas Tax/one-time spending);

- Increased funding for the Multi-modal Transportation Study (Gas Tax / one-time spending);
- Parks/Buildings Inventory-Assessments (Gas Tax/one-time spending);
- Lerwick Road Storm System Monitoring;
- Initiation of update to the City’s Official Community Plan;
- Review of Development Cost Charges;
- Urban Forest Management Plan; and
- Flow Meter monitoring.

The impact of these increases is \$615,000.

7. Additional spending due to community growth and contributed assets from development:
 - Roads and Streets, Traffic Services, and Storm Sewers:
 - Additional budget funding of \$113,000 for:
 - Crack sealing program;
 - Sidewalk Trip and Fall Maintenance; and
 - Signs and Line Services.
 - Civic Properties Maintenance and Parks:
 - Increase service level for parks maintenance and clean-up
 - Additional Public Awareness advertising for Solid Waste and Recycling Programs
 - Additional budget dollars for solid waste and recycling programs - \$65,000
8. Budget cost reductions for:
 - Traffic Signal maintenance and repairs;
 - Creek Crossing Repairs;
 - Dike Replacement Strategy;
 - Consultant Services – Strategic Initiatives;
 - Recruitment Services;
 - Parks & Recreation Master Plan; and
 - City grant to CRA.

The impact of these reductions is \$241,100.

9. One-time spending items include:
 - Election costs;
 - Collective bargaining with union Staff;
 - Building demolition – 656 Arden Road;
 - Audit review and assistance; and
 - Ortho Photos.

The impact of these one-time items is \$175,000.

10. Budget increases also include:
 - Cyber Risk Insurance;
 - Additional software-hardware licensing for new staff; and
 - Training for staff.

The impact of these increases is \$94,300.

These cost drivers are covered primarily from efficiencies, external funding, prior year surplus dollars, user fee rate increases and the recommended property tax increase.

CAPITAL SPENDING

2018 Capital spending for all funds totals \$14,727,700.

Fund	Capital Expenditure	Category	2018 Final Budget
General	Capital Assets	Buildings	1,858,500
		Equipment	1,703,300
		Land and improvements	493,900
		New	110,000
		Other Tangible Assets	275,000
		Renewal	5,333,100
	Capital Assets Total	9,773,800	
Sewer	Capital Assets	Equipment	585,000
		New	570,000
		Renewal	643,500
	Capital Assets Total	1,798,500	
Water	Capital Assets	New	1,561,900
		Renewal	1,593,500
	Capital Assets Total	3,155,400	
Grand Total			14,727,700

Noteworthy expenditures include:

1. Capital “Renewal” Projects totalling \$7,570,100 as noted in Attachment # 4
2. Capital “New” Projects totalling \$2,241,900 as noted below:

Fund	Category	Project description	2018 Final Budget
General	New	Braidwood Affordable Housing - Storm & Road Servicing	110,000
		New Total	110,000
Sewer	New	20 St & Riverside Lane - Trunk Main Realignment	215,000
		Braidwood Affordable Housing - Sewer Servicing	10,000
		Greenwood Trunk Connection	90,000
		Hudson Trunk Main Connection	255,000
	New Total	570,000	
Water	New	Braidwood Affordable Housing - Water Servicing	12,000
		Sandwich Conversion	1,549,900
	New Total	1,561,900	
Grand Total			2,241,900

RESERVES, GRANTS AND SURPLUS FUNDS

The 2018 Consolidated Financial Report identifies the use of reserves, grants and surplus funds.

1. Funding for the 2018 Capital program consists of:
 - a) DCC Reserves - \$687,600
 - b) CVRD Grants - \$454,400

- c) Various Reserves - \$5,264,500
 - Statutory reserves and non-statutory reserves are created and used as funding sources for future operating or capital projects and purchases in order to avoid long-term debt or to minimize the amount of long-term debt necessary to complete capital works. The 2018 – 2022 Consolidated Financial Plan report uses \$5,264,500 of Reserve funding in 2018.
 - d) Gas Tax and Building Canada Fund
 - ❖ Community Works Fund (CWF) – approximately \$3,257,500 is designated for use in the 2018 budget year for various infrastructure condition assessments, master plan updates and capital projects.
 - ❖ Building Canada grant money has been provided to the City for:
 - a) Complete Streets project - over \$3.25 million (completion in 2018; and,
 - b) 5th Street Bridge project - approximately \$2.0 million (completion in 2019).
 - e) Transfer from Operating - \$4.727 Million (which includes the annual debt payments)
2. Within the regular revenue sources identified on page 13 of the Consolidated Financial Statements, is the revenues from three other significant revenue streams:

- ❖ Gaming Funds - per Council’s 2016-2018 policy on the distribution of gaming funds:
 - Two members of the 31.4 (FTE) RCMP members funded by the City of Courtenay.
 - Arts and Cultural organizations.
 - Payment of Grant-In-Aid dollars to organizations throughout the community.
 - Council initiatives such as July 1st Committee and Purple Ribbon Campaign.
- ❖ Traffic Fine Revenue/Police Contingency Reserve:
 - Two members of the total RCMP members allotted to the City of Courtenay.
- ❖ Surpluses

Pending the completion of the 2017 audit, the cumulative balance of operating fund surplus dollars is estimated to be around \$4.0 million. These surplus savings accumulate over a period of several years and for a variety of reasons, such as:

- operational and capital spending cost savings;
- project deferrals;
- police member vacancies;
- staff recruiting challenges
- changing weather patterns;
- commodity price reductions; and
- unexpected new revenue sources.

Any unallocated dollars in one year are kept to provide funding sources for future years for unexpected costs that might occur in the current year or to mitigate the impact to property tax increases when operational or capital needs arise (such as increasing staff to maintain levels of service in response to the City’s growth and changing regulatory requirements).

Even though budgets identify using the accumulated prior year’s surplus, over the course of the year, they may not be required and will be retained until a future need arises.

Reserve and surplus dollars are invested in higher yielding financial instruments until they are required for their intended purpose(s). Interest earned is applied to specific capital projects as required by provincial legislation or utilized to reduce property tax increases.

LONG-TERM DEBT

No new debt borrowing is proposed for 2018. However, debt is identified as a funding source for several larger capital projects in future years. These include:

1. Infrastructure development, renewal and replacement in areas such as:
 - Street and Road reconstruction and development,
 - Storm Drainage,
 - Water and Sewer projects
2. New Public Works facility
3. Satellite Fire Hall facility
4. New Ladder Truck for the Fire Department

The ceiling for the City’s allowable annual debt payment servicing capacity is 25% of its prior year’s operating revenue from all funds (general, water and sewer), a value of approximately \$11,800,000. The City is well below its allowable borrowing capacity and is only using about 13.4% of the \$12M payment servicing limit. This puts the City in a strong position to borrow funds for future capital renewal and in response to growth.

ASSET MANAGEMENT IMPLICATIONS:

In accordance with Council’s Asset Management Policy, the 2018-2022 Consolidated Financial Plan was guided by using the principles of Asset Management. Two concepts explain its purpose and scope: first, the objective of Asset Management is to meet a required level of service, in the most cost effective manner, through the management of assets for present and future users. Second, Lifecycle Asset Management encompasses all practices associated with considering management strategies as part of the asset lifecycle by looking at the lowest long-term cost when making decisions.

STRATEGIC PRIORITIES REFERENCE:

The Five-Year Consolidated Financial Plan focuses on asset management for sustainable service delivery plus infrastructure renewal within financial and staff capacity constraints. It has been developed with the intention of addressing Council’s 2016–2018 strategic priorities identified in Attachment # 1.

OFFICIAL COMMUNITY PLAN REFERENCE:

The 2018 – 2022 Consolidated Financial Plan touches several of the OCP Goals including:

- Balanced growth
- Parks and publicly accessible natural open spaces
- Sustainable development
- Provision of community services including fire/rescue and policing
- An effective transportation system

REGIONAL GROWTH STRATEGY REFERENCE:

The 2018–2022 Consolidated Financial Plan is presented to demonstrate Staff’s commitment to sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

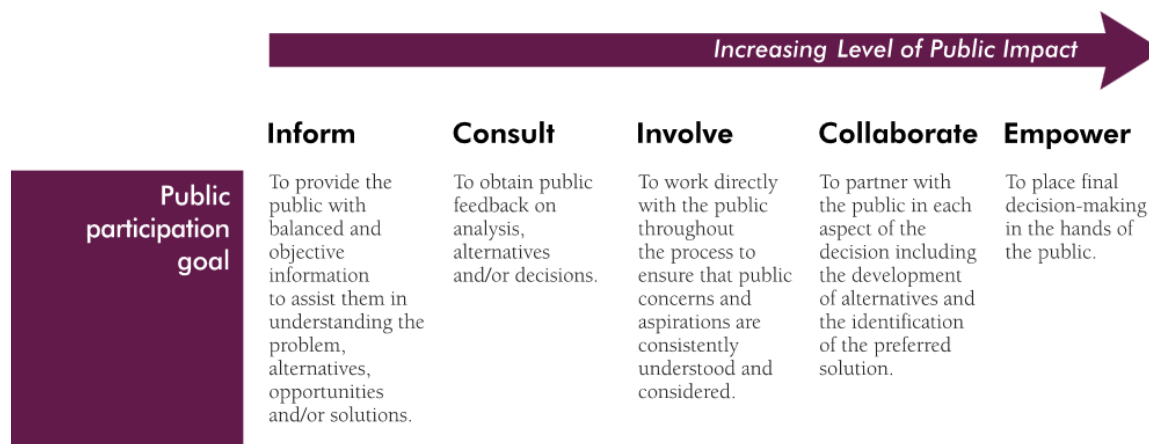
- Ecosystems, Natural Areas and Parks
- Transportation and Infrastructure
- Local Economic Development
- Climate Change

CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to Section 166 of the *Community Charter*, Council must undertake a process of public consultation regarding the proposed financial plan before it is adopted. The financial plan information will be posted on the City’s website for review.

Staff undertook the ‘consult’ level of public participation as per the IAP2 Spectrum of Public Participation with the circulation of the Citizen Budget last fall. The results of the Citizen Budget were presented to Council on February 5, 2018 (Attachment # 2).

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



OPTIONS:

Option 1:

That Council approve the 2018–2022 General Fund Financial Plan and an increase of 2.5% derived from property taxation; and

That Council approve the 2018–2022 Draft Consolidated Financial Plan as proposed, and direct Staff to include the various schedules in the 2018–2022 Consolidated Financial plan bylaw and that it be posted on the City’s website for 10 days to allow for public input. (Recommended)

Option 2:

That Council approve an amended the 2018–2022 General Fund Financial Plan and 2018–2022 Consolidated Financial Plan; and,

That Council direct staff to include the various amended schedules in the 2018–2022 Consolidated Financial Plan Bylaw and so it can be posted on the City’s website for 10 days to allow for public input.

Option 3:

That Council defer approving the 2018–2022 General Fund Financial Plan and 2018–2022 Consolidated Financial Plan and that further discussion occur at a later Council meeting.

Prepared by:



Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachments:

1. *City of Courtenay 2016–2018 Strategic Priorities*
2. *BN-DFS-2018-02-05 Citizen Budget Report*
3. *2018–2022 Draft-Consolidated Financial Plan Overview*
4. *2018 Capital Renewal Projects*

City of Courtenay Strategic Priorities 2016 – 2018

We actively pursue vibrant economic growth

- Revitalizing our downtown is critical to our economic future
- Continue to improve our relationship with business in our community
- ▲ Our investment in economic development is measurable
- ▲ Continue to explore innovative economic options
- The regional airport is a key economic driver

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
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

We value multi-modal transportation in our community

- We support developing multi-modal transportation network plans
- As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project
- ▲ Support our regional transit service while balancing service improvements with costs

We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and regional growth strategy
- Assess how city-owned lands can support our strategic land acquisitions and disposals
- ▲ Support initiatives and incentives to encourage lower cost housing
- Proactively pursue housing diversity and advocate for senior government support

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

We invest in our key relationships

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



- **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.



THE CORPORATION OF THE CITY OF COURTENAY

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:

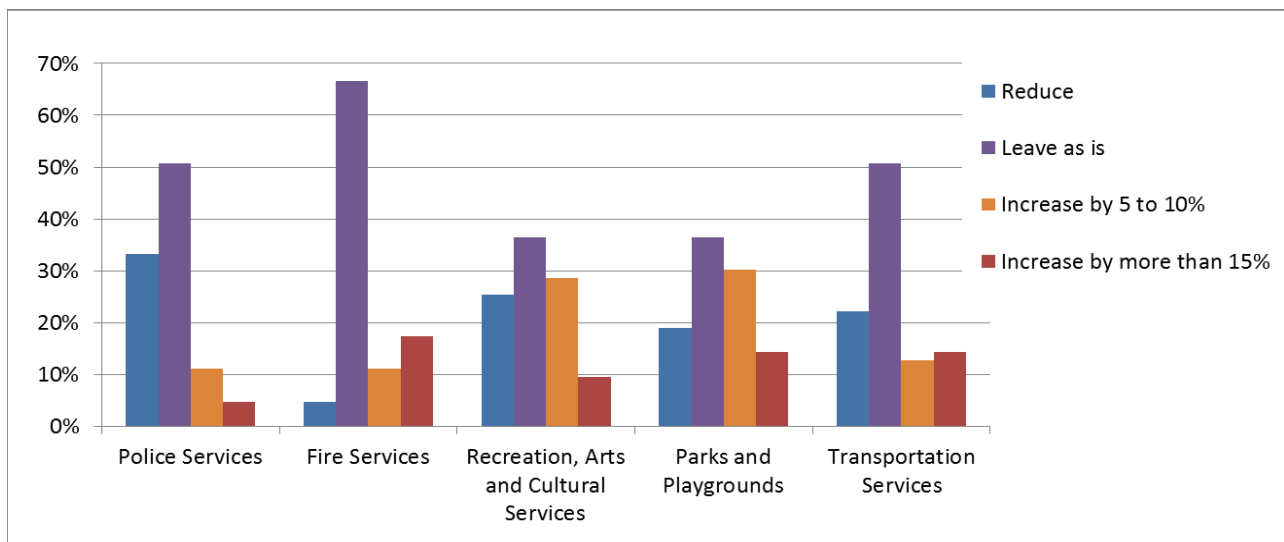
The table below is an extract from the 2018 Citizen Budget noting how respondents wanted their property taxes adjusted for the various service areas. The majority wish to leave funding for these services as they are.

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:



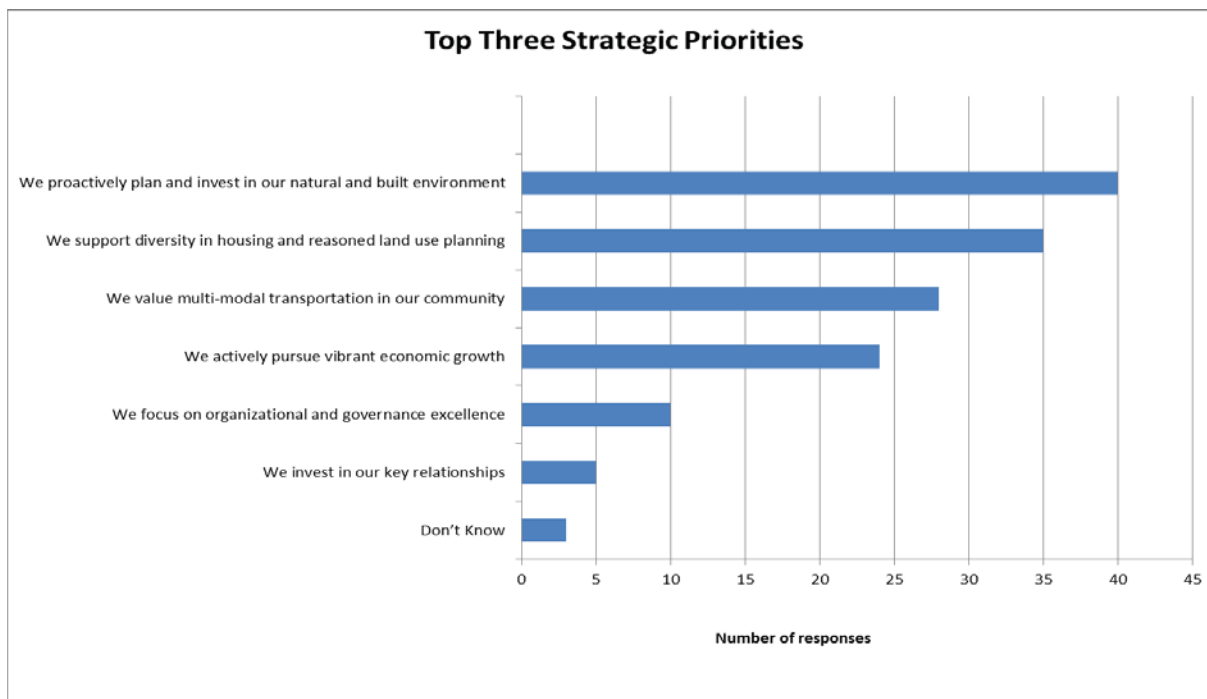
The majority of the respondents are supportive of a 1-2 percent increase for water and sewer user fees, and zero increases to property taxes as indicated in the table below.

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



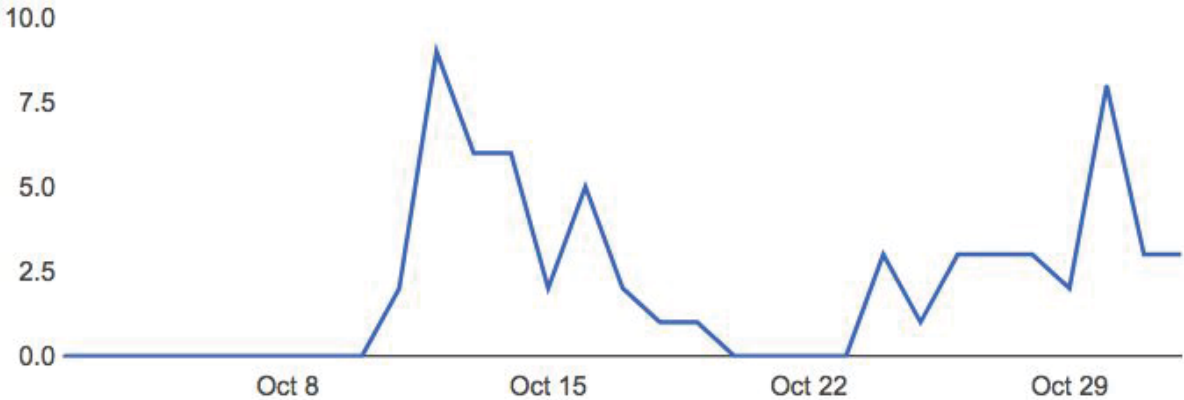
Online Budget Consultation Report

For the period October 2 to November 01, 2017

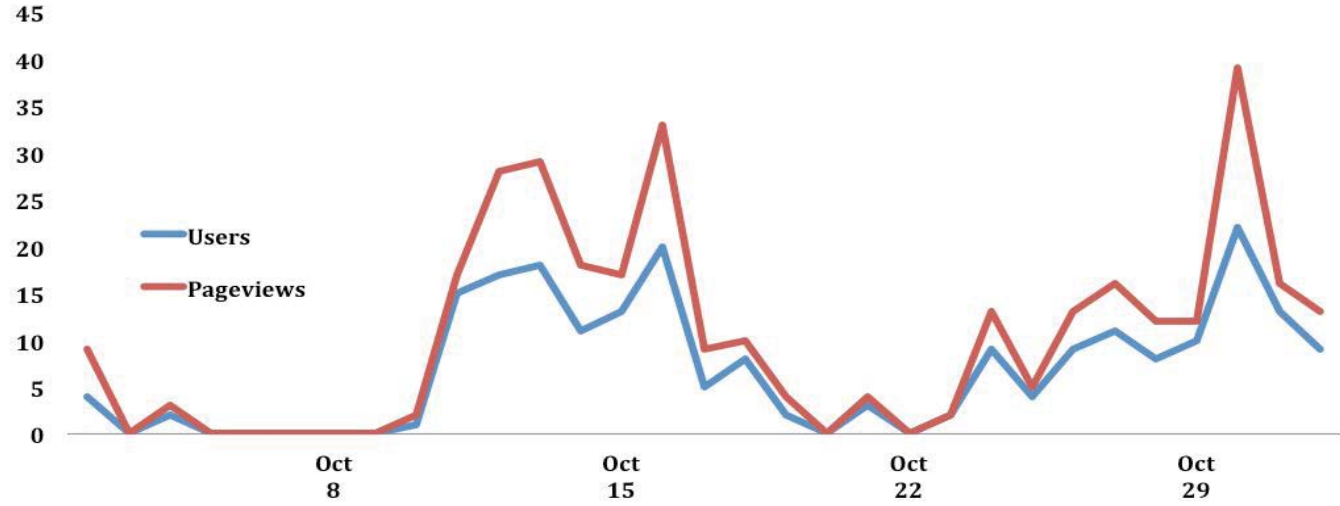
Prepared by Open North for: City of Courtenay

63 Responses	6 minutes Median time to complete
------------------------	---

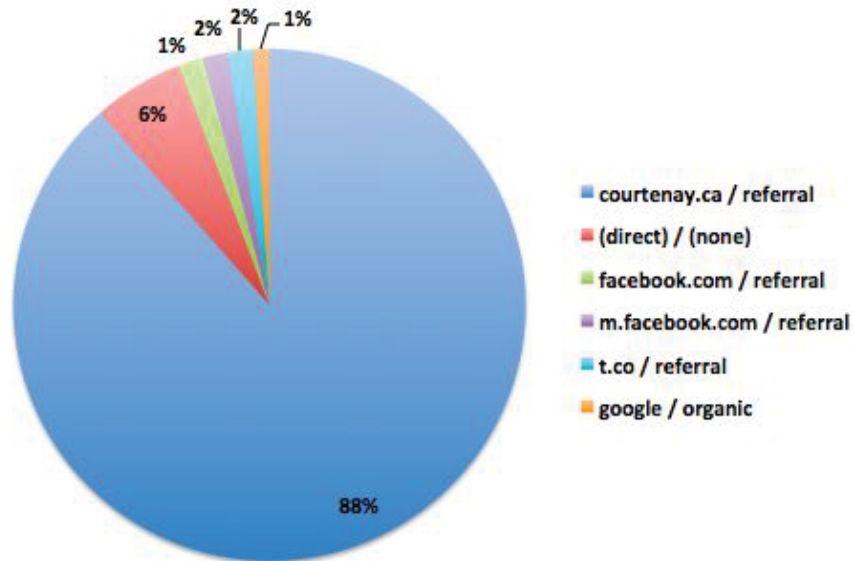
Responses per Day



Total Number Visitors: 216



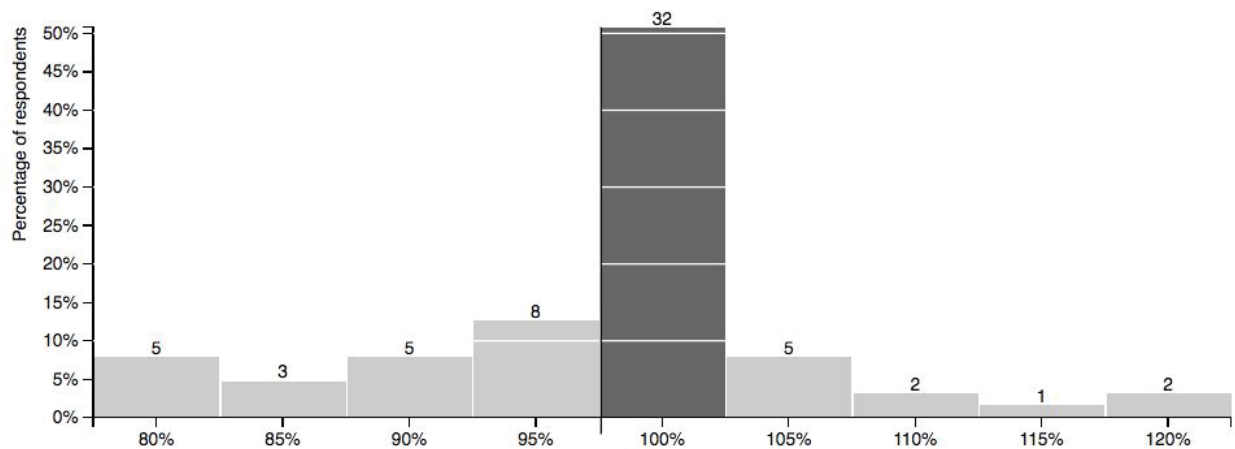
Web Traffic Sources



Questions

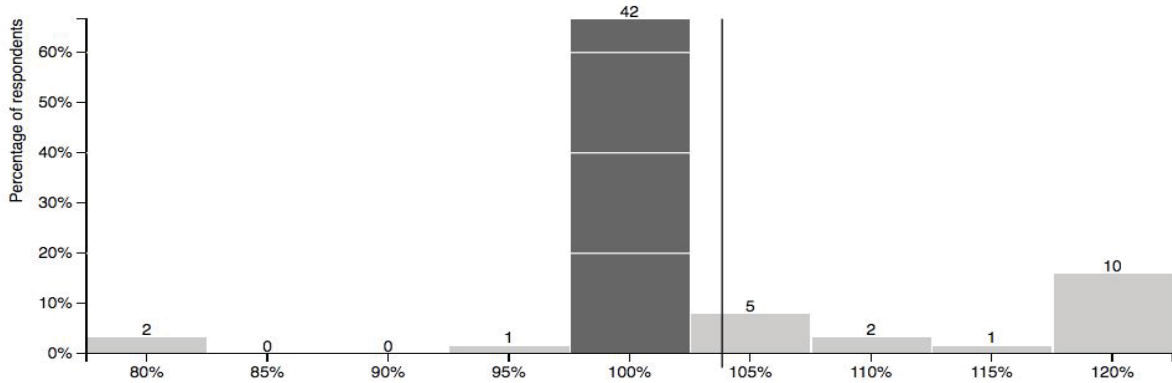
Police Services

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



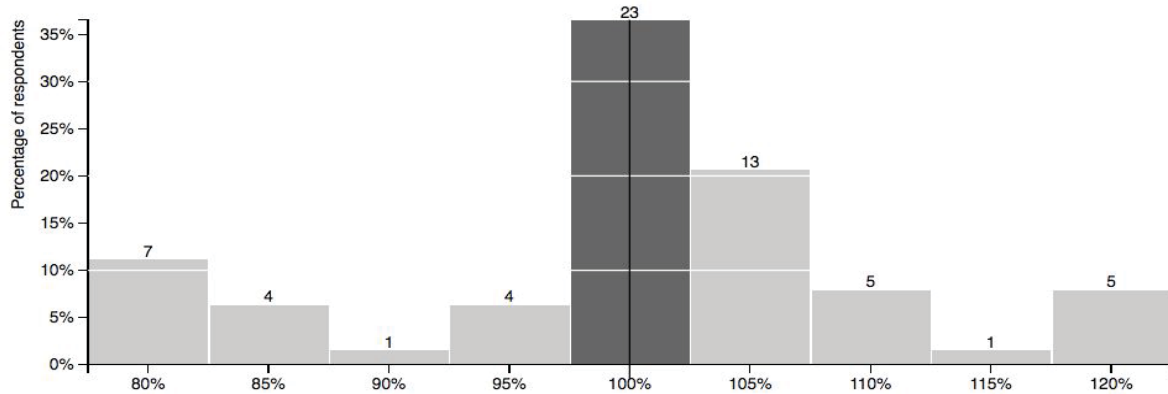
Fire Services

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



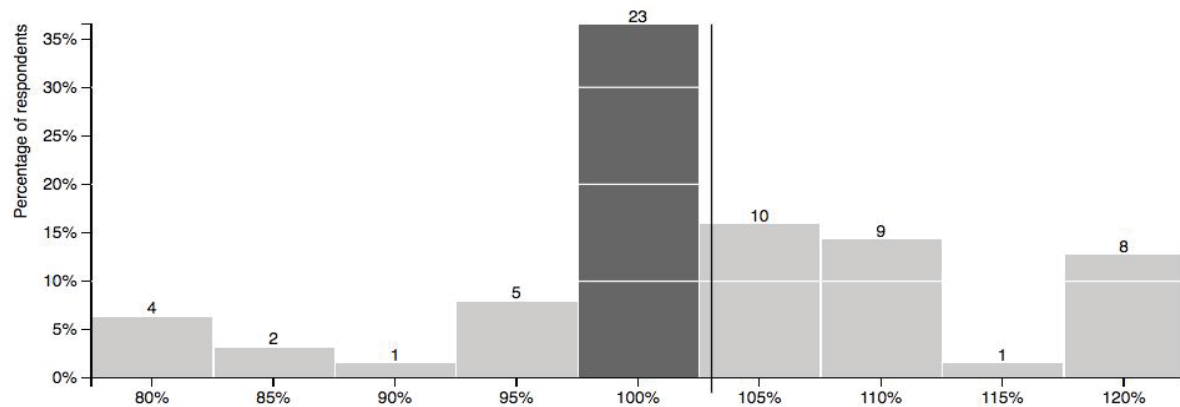
Recreation, Arts and Culture

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



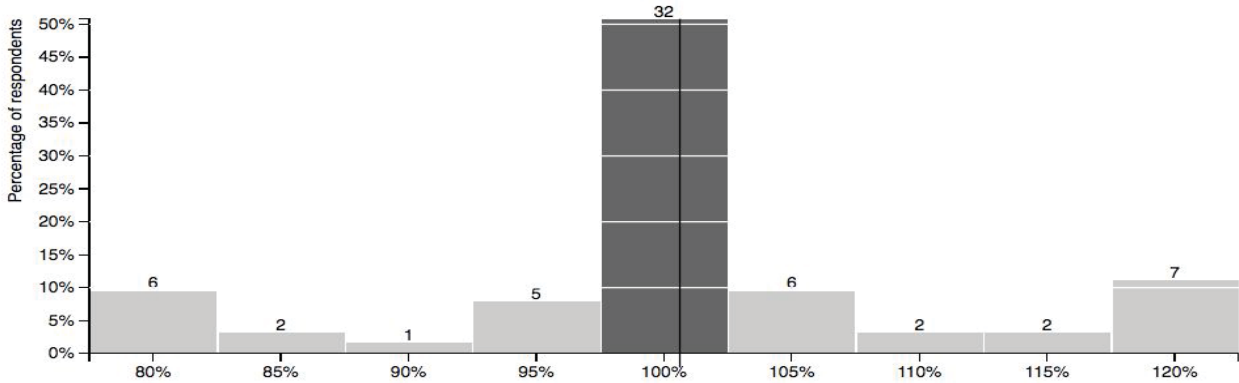
Parks and Playgrounds

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



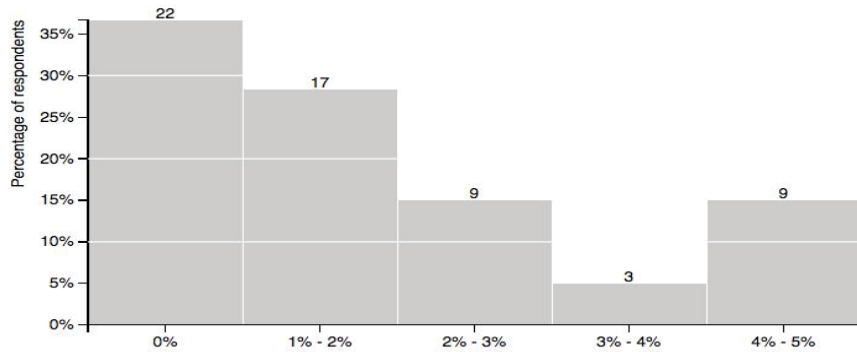
Transportation Services

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



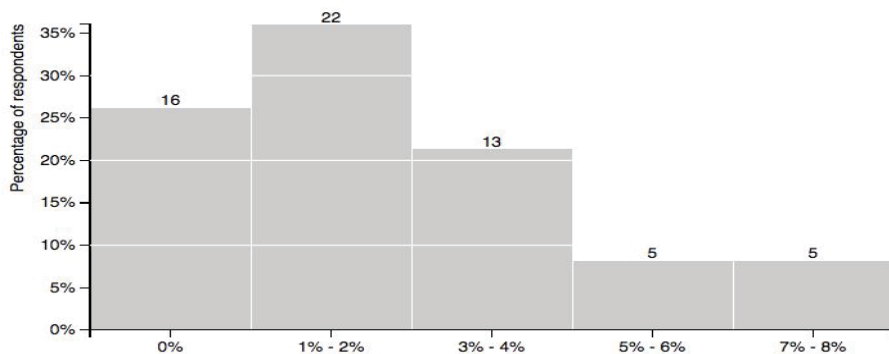
General Municipal Property Taxes

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?



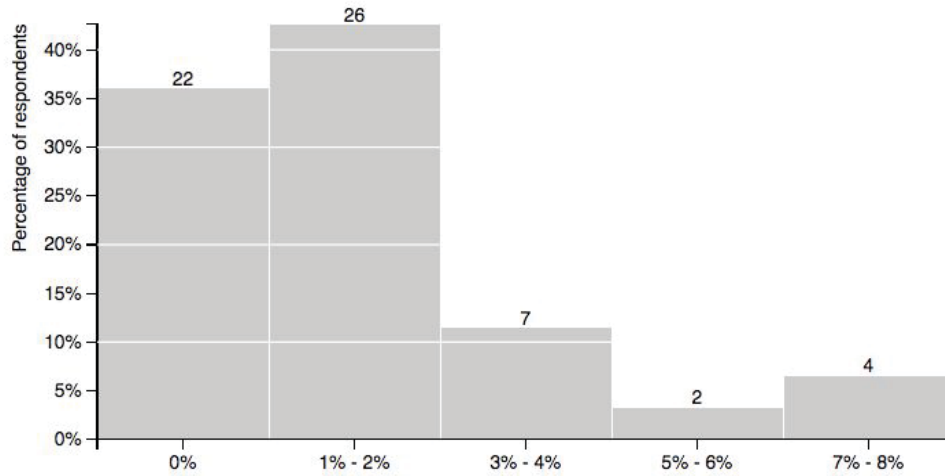
Water Infrastructure

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?



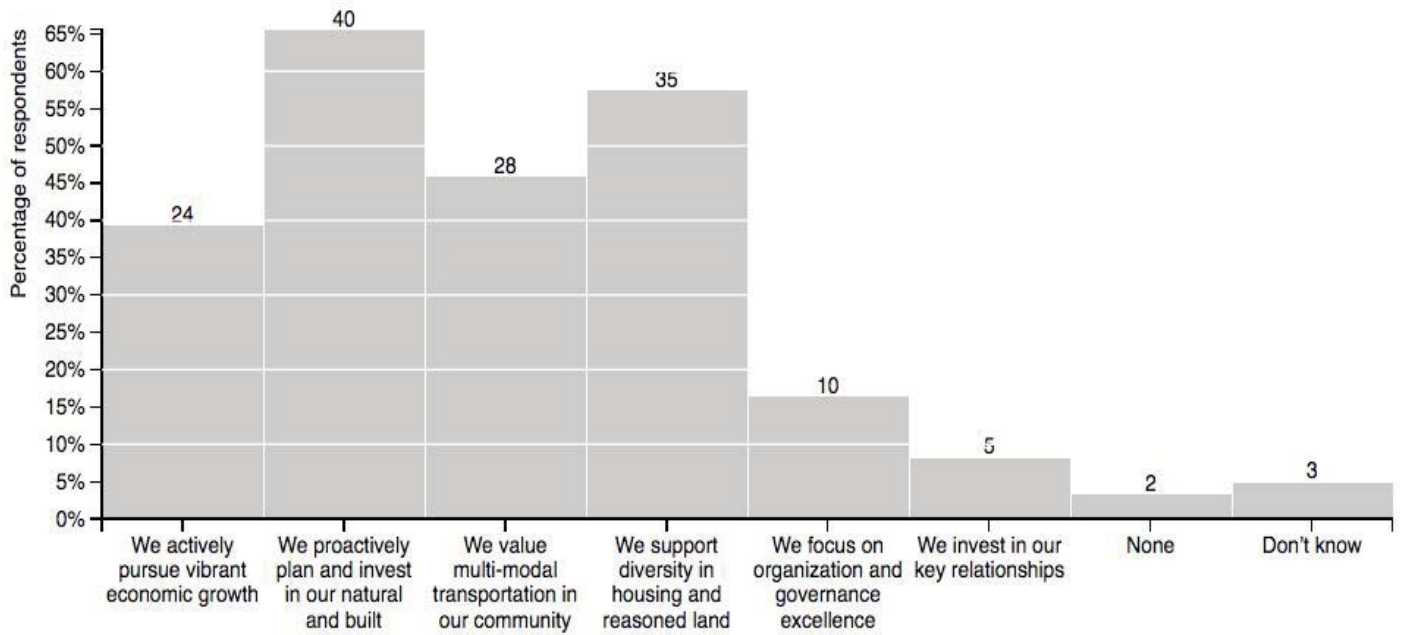
Sewer Infrastructure

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?



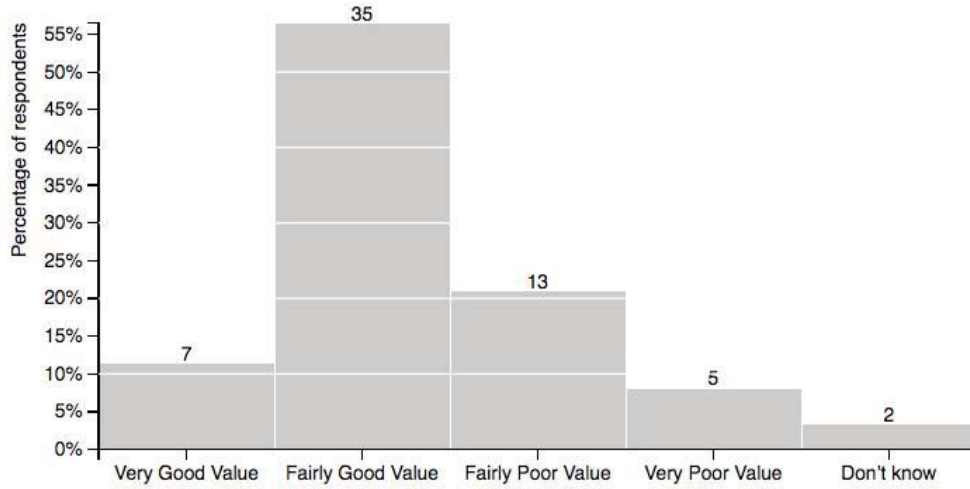
Important Issues

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?



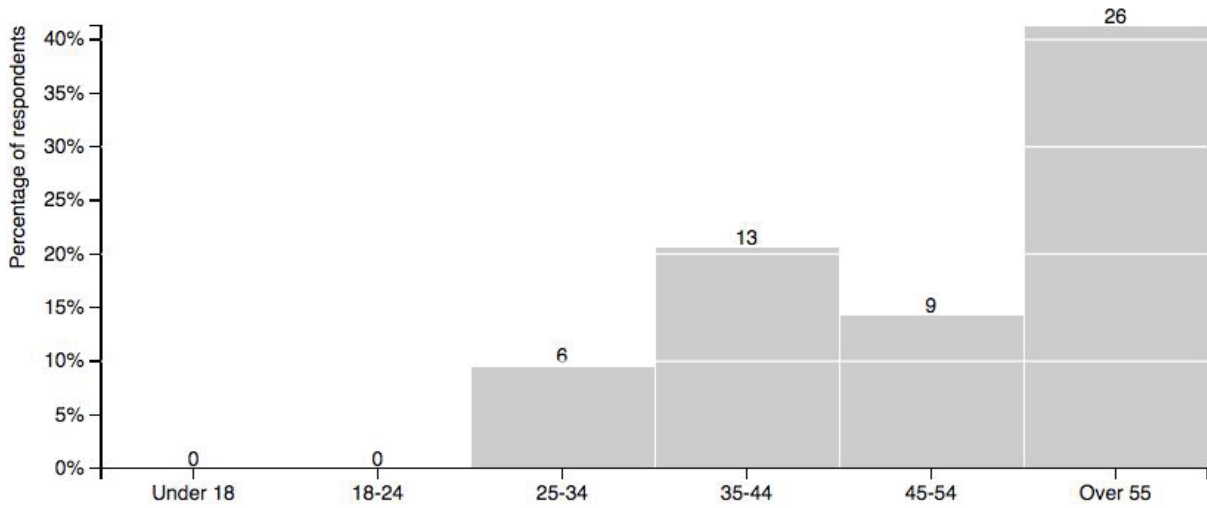
Overall Satisfaction

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?

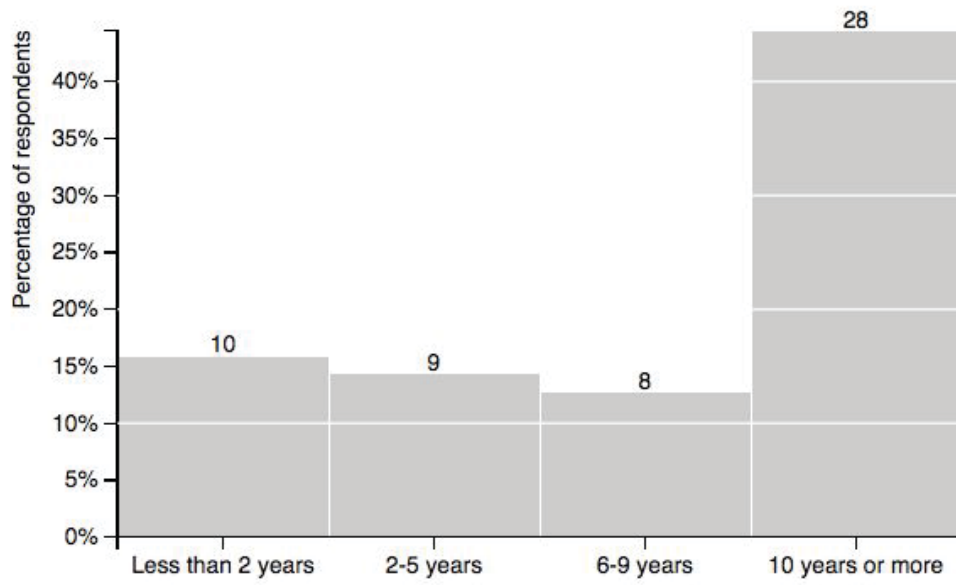


Tell Us About Yourself

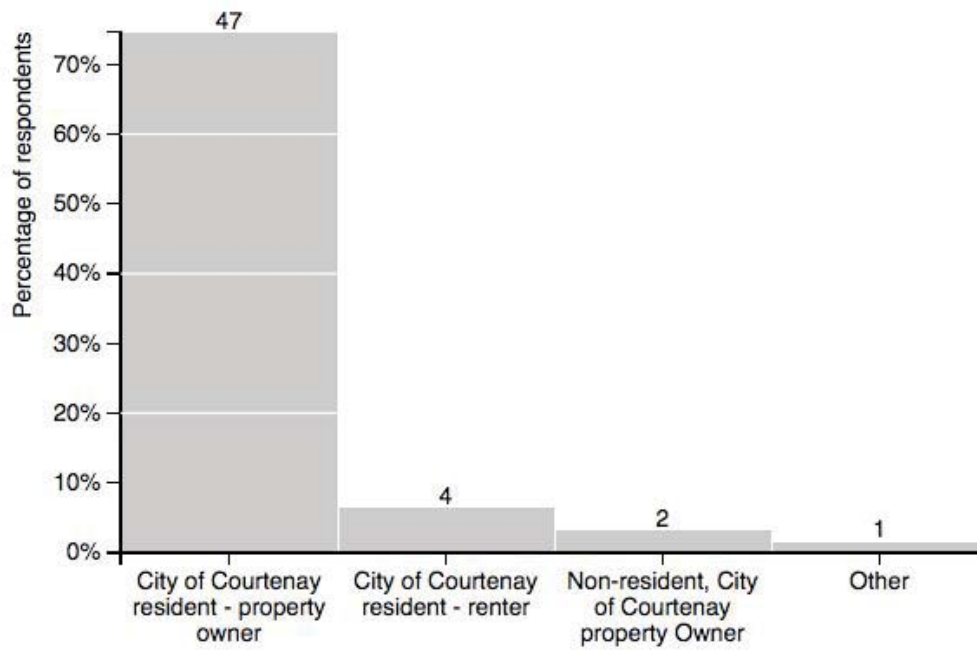
Age



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 Ierwick 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>

2018 Five Year Financial Plan



*photo by:
Kim Stallknecht*



DRAFT



Index

INTRODUCTION	6
PUBLIC CONSULTATION.....	8
ASSET MANAGEMENT	10
FINANCIAL PLAN OVERVIEW.....	11
BUDGETING BY FUNDS.....	11
CONSOLIDATED FINANCIAL PLAN TABLE.....	12
REVENUE AND FUNDING SOURCES.....	16
PROPERTY VALUE TAXES AND PARCEL TAXES	16
<i>Property Tax Increases.....</i>	<i>18</i>
<i>Frontage and Parcel Taxes.....</i>	<i>19</i>
<i>Permissive Tax Exemptions.....</i>	<i>19</i>
<i>Transfers to other governments.....</i>	<i>20</i>
FEES AND CHARGES	21
BORROWING	23
RESERVES AND SURPLUS	24
GENERAL FUND.....	26
GENERAL OPERATING EXPENSES.....	26
<i>Cost Drivers</i>	<i>27</i>
<i>General Government Services</i>	<i>29</i>
<i>Protective Services.....</i>	<i>31</i>
<i>Public Work Services.....</i>	<i>33</i>
<i>Environmental Health (Solid Waste).....</i>	<i>36</i>
<i>Public Health Services (Cemetery).....</i>	<i>37</i>
<i>Development Services.....</i>	<i>38</i>
<i>Recreation and Cultural Services.....</i>	<i>40</i>
GENERAL CAPITAL TRANSACTIONS	45
TRANSFERS TO RESERVES AND SURPLUS – ALL FUNDS	49
GAMING FUND.....	52
SEWER FUND.....	54
OVERVIEW.....	54
OPERATING AND CAPITAL REVENUES.....	54
OPERATING EXPENSES	55
CAPITAL TRANSACTIONS.....	57
RESERVES AND SURPLUS	58
WATER FUND.....	60
OVERVIEW.....	60
OPERATING AND CAPITAL REVENUES.....	60
OPERATING EXPENSES	62
CAPITAL TRANSACTIONS.....	64
RESERVES AND SURPLUS	65

2018 – 2022 Five-Year Financial Plan draft

APPENDIX.....	68
1. OBJECTIVES AND POLICIES FOR SCHEDULE "A" BYLAW 2924	69
2. OBJECTIVES AND POLICIES FOR SCHEDULE "B" BYLAW 2924	70
3. CONSOLIDATED SUMMARY FOR SCHEDULE "C" BYLAW 2924	71
4. GENERAL OPERATING FUND SUMMARY FOR SCHEDULE "D" BYLAW 2924	72
5. SEWER OPERATING FUND SUMMARY FOR SCHEDULE "E" BYLAW 2924.....	73
6. WATER OPERATING FUND SUMMARY FOR SCHEDULE "F" BYLAW 2924	74
7. GENERAL CAPITAL FUND SUMMARY FOR SCHEDULE "G" BYLAW 2924.....	75
8. SEWER CAPITAL FUND SUMMARY FOR SCHEDULE "H" BYLAW 2924	76
9. WATER CAPITAL FUND SUMMARY FOR SCHEDULE "I" BYLAW 2924	77

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City of Courtenay – Quick Facts



Official City Crest

Coordinates-City Hall
UTM Zone 10:
X: 356077 | Y: 5506012

Long: -124°59' 44" W
Lat: 49° 41' 22" N

- **Incorporated:** January 1, 1915
- **Population:** 25,599 (2016 Census) | Comox Valley RD: 66,527 (2016 Census)
- **City Area:** 33.7 km² | 3,369 ha. | 8,324 acres
- **City Land Area (not incl. Courtenay R. or Harbour):** 32.7 km² | 3,267 ha. | 8,075 acres
- **Private Dwellings:** 12,013 (2016 Census)
- **Private Dwellings occupied by usual residents:** 11,704 (2016 Census)
- **Density per km²:** 783
- **Population Growth (2011 – 2016):** +5.7%

Courtenay is a city on the east coast of Vancouver Island in the province of British Columbia, Canada. The city was named after the Courtenay River, which in turn, was named after George William Courtenay, captain of the British ship HMS Constance, which was stationed in the area between 1846 and 1849. Courtenay has the largest population and is the only city within the townships and municipalities that make up the Comox Valley Regional District.

Statistics

Utilities

Sanitary

- Sanitary Sewer Mains: 154.3 km (Jan 2018)
- Sanitary Sewer Connections: 6,926 (Estimate, based on Water)
- Sanitary Lift Stations: 12 Stations (23 Pumps)

Storm

- Storm Sewer Mains: 161.5 km (Jan 2018)
- Storm Catch basins: 4,062 (Jan 2018)
- Storm Sewer Connections**: 7,550 (Jan 2017)

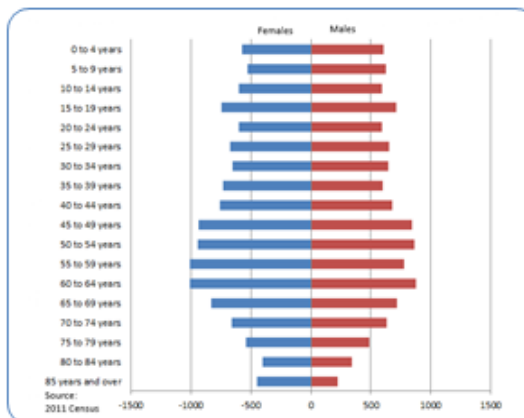
Water

- Water Mains*: 173.3 (Jan 2018)
- Water Service Connections: 6,926 (Dec 2016)
- Water Meters Setters: 1,782 (Dec 2016)
- Fire Hydrants: 755 (Jan 2018) Blow-off Valves: 127 (Jan 2018)
- Mainline Valves: 2,066 (Jan 2018) Air Valves: 82 (Jan 2018)
- Booster Station: 5 pumps PRV's: 3 (Jan 2018)

Transportation

- Roads: 161 km | 341 lane km (Jan 2018)
Aerial: 64 lane km, Collector: 81 lane km | Local: 196 lane km
- Sidewalks: 166km (2018) Paved Walkways: 11.3 km (2017)
- Streetlights: 1,316 (Jan 2018, incl. 174 Ornamental)
- Signalized Intersect's: 19 + 2 Flashing 4-Way Beacon (Mar 2017)
- Traffic Signals (individual): 84 Ped Controlled Crossings: 11

Age Pyramid for Courtenay, BC (Census 2011)



Environment

- Oceanfront: 3.1 km
- Riverfront: 12.0 km
- Max Elevation: 94m (Waters Pt Reservoirs)
- Min Elevation: 0m (Comox Harbour)

Notes:

**Storm Connections based on number of parcels in area with Storm utilities, where connections area known to have been installed.
*The Comox Valley Regional District transmission water mains throughout the City of Courtenay not included in the numbers posted.
Numbers posted included the Sandwick water district mains and hydrants.

All Data compiled by the City of Courtenay AMTS (2017-02-01)

Introduction

The five year financial plan provides a framework for planning and managing the City's resources, revenues and expenditures each year under the auspices of the City's strategic priorities and long-term asset management plans.

This 2018-2022 financial plan was developed as a broad-based, collective effort and was strongly influenced by the six themes of Council's 2016-2018 Strategic Priorities as presented on the next page. Efforts were also made to remain within Council's "Area of Control", "Area of Influence" and "Area of Concern" as defined in the adopted strategic priorities document.

The *Community Charter* outlines the purposes and fundamental powers of a municipality under sections 6 and 7, and establishes Council as the governing body.

- Municipal purposes include:
 - a. Providing for good government of its community;
 - b. Providing for services, laws and matters of community benefit;
 - c. Providing for the stewardship of the public assets of its community; and,
 - d. Fostering the economic, social and environmental well-being of its community.

Section 165 of the *Community Charter* requires that a local government adopt an annual five-year balanced financial plan bylaw before the annual tax rate bylaw is adopted each year prior to May 15.

Section 166 of the *Community Charter* states that Council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

Spending for service provision or for capital programs cannot move forward without Council's approval and direction. While the Financial Plan lays the groundwork for the organization and is the City's principal document, nothing is accomplished without Council approving or directing how finite resources will be allocated to pay for operational costs and capital programs.

City of Courtenay Strategic Priorities 2016 – 2018

We actively pursue vibrant economic growth

- Revitalizing our downtown is critical to our economic future
- Continue to improve our relationship with business in our community
- ▲ Our investment in economic development is measurable
- ▲ Continue to explore innovative economic options
- The regional airport is a key economic driver

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
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

We value multi-modal transportation in our community

- We support developing multi-modal transportation network plans
- As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project
- ▲ Support our regional transit service while balancing service improvements with costs

We support diversity in housing and reasoned land use planning

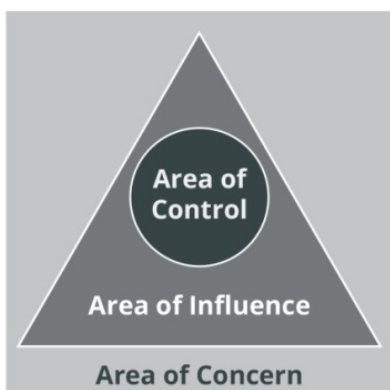
- Support densification aligned with community input and regional growth strategy
- Assess how city-owned lands can support our strategic land acquisitions and disposals
- ▲ Support initiatives and incentives to encourage lower cost housing
- Proactively pursue housing diversity and advocate for senior government support

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

We invest in our key relationships

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



● **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.

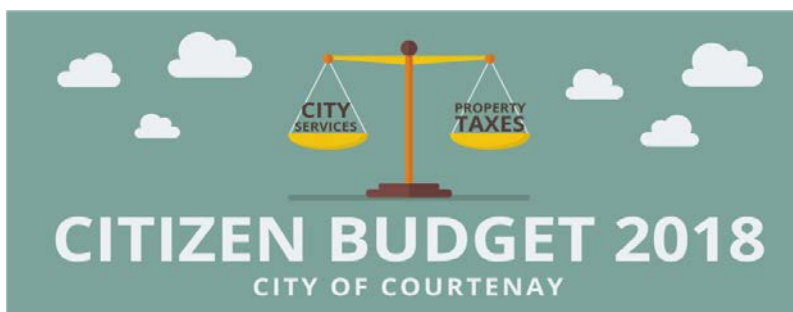
■ **Area of Concern**

Matters of interest outside Council's jurisdictional authority to act.

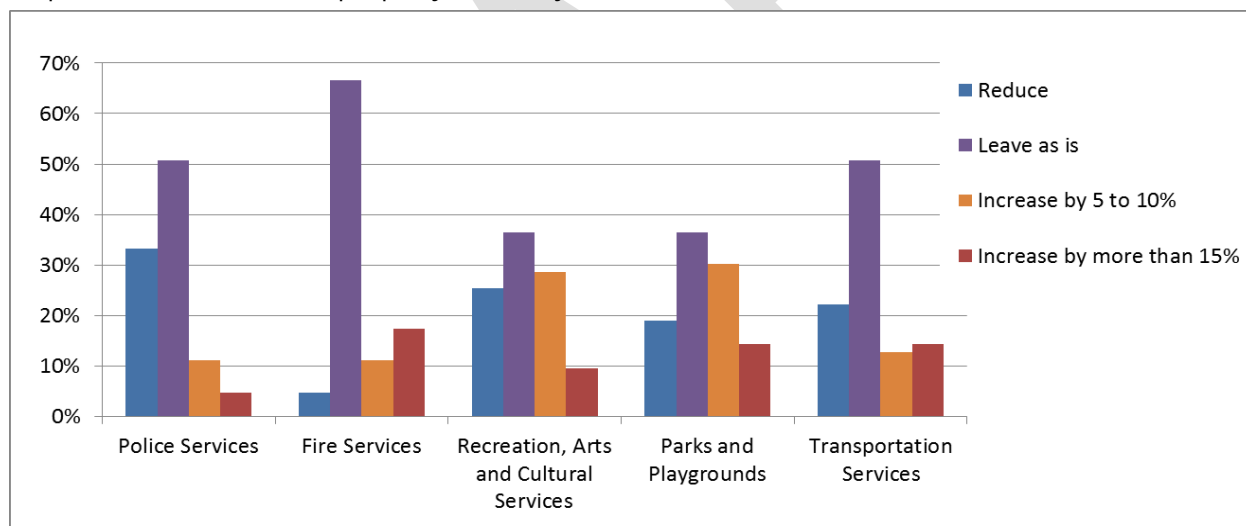
2018 – 2022 Five-Year Financial Plan draft

Public consultation

Public input is important for the City and has been considered for the 2018-2022 Five-Year Financial Plan using the results and comments gathered from the 2018 Citizen Budget Survey that ran from October 11 to November 1, 2017. This was the fifth year the City consulted the community using an online Citizen Budget Survey. 63 responses were received.



The table below is an extract from the 2018 Citizen Budget survey results and reports how respondents wanted their property taxes adjusted for the various service areas.

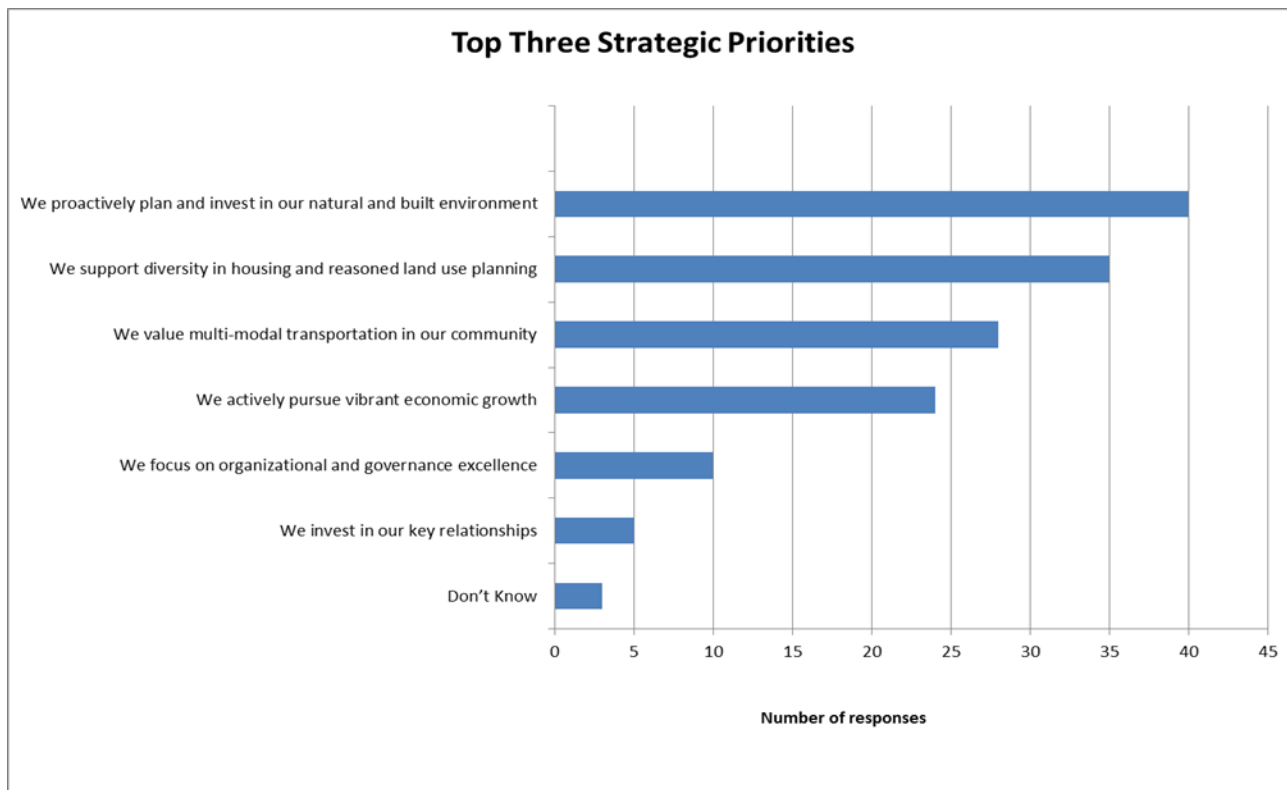


The majority of the respondents were supportive of a 1-2 percent or greater increase for water and sewer user fees. Of the 60 respondents, the majority (38) were in favour of an increase to property taxes and 22 preferred maintaining property taxes at the current level as indicated in the table below.

	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%

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Respondents were also asked to choose the top three strategic priorities that should receive the greatest attention from municipal leaders. The graph below lists the 2016-2018 City of Courtenay strategic priorities in order of the number of votes received.



Demographic information is as follows:

- 47 homeowners, 4 renters and 2 non-resident property owners
- 48 respondents are older than 35; 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 July 1st, 2016 BC STATS estimate, the City of Courtenay's population was estimated at 26,056. Assuming 80% of the population is within voting age, 63 responses to this consultation represents only 0.3% of the voting population of Courtenay.

Asset Management

In accordance with Council's Strategic Priorities and Asset Management Policy, the 2018-2022 Capital Financial Plan was guided by the principles of Asset Management. Two concepts explain its purpose and scope: first, the objective of Asset Management is to meet a required level of service, in the most cost effective manner, through the management of assets for present and future users. Second, lifecycle asset management encompasses all practices associated with considering management strategies as part of the asset lifecycle by looking at the lowest long-term cost when making decisions.

Sound Asset Management practices enable Sustainable Service Delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs and services. This focus is summarized by the following excerpt from Council's Asset Management Policy adopted in June of 2015:

The City's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, repair, renewal, upgrade, replacement and disposal of capital assets by:

- a) Ensuring that Courtenay's capital assets are provided in a manner that respects socio/cultural, economic and environmental sustainability;
- b) Meeting all relevant legislative and regulatory requirements;
- c) Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
- d) Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them;
- e) Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- f) Creating a corporate culture where all employees play a part in overall care for City assets by providing awareness, training and professional development; and
- g) Providing those we serve with services and levels of service for which they are willing to pay.



Financial Plan Overview

The Financial Plan information in this report is presented in four separate sections:

- Consolidated Financial Plan
- General Fund
- Sewer Fund
- Water Fund

It is intended to provide the reader with a perspective of what the City is working toward over the next five years and provide incremental improvements in reporting to the annual financial report issued each year.

Budgeting by Funds

The City provides a variety of services that are budgeted through three different operating funds, and three different capital funds. Annual property taxation and most other types of revenue are recognized in the General Fund whereas the Water and Sewer utility operating funds are intended to be self-supporting through separate and specific user fees and taxes.

The General Fund

The General Fund is divided into seven standard divisions utilized by most local governments. Within each division is the plan for each department and functional area. These plans are presented in a summarized format that is intended to facilitate the budget decision-making process.

The General Fund accounts for the widest variety of City activities. The costs of policing, fire and emergency services, streets and roads, planning and development, parks, recreation, culture, building maintenance, animal control, bylaw enforcement, solid waste services, and the majority of administrative costs of the City are shown in this fund. Most service areas generate additional revenue sources that are used to offset the cost of the service provided, and reduce the reliance on property taxes; however the largest revenue source continues to be property taxes.

The Water and Sewer Utility Funds

The Water Utility fund accounts for the City's activities in distributing potable water to the community while the Sewer Utility fund accounts for the removal of the waste water generated by residents. The Comox Valley Regional District (CVRD) provides bulk water and waste water treatment to Courtenay and surrounding regional partners. The CVRD bills Courtenay for water based on bulk water utilized and sewer services based on recorded proportional flows.

The activities in the Water and Sewer funds are paid via User Fees and Frontage-Parcel taxes on properties. There is a budgeted transfer from the General Fund to the water and sewer utility funds that represents the administrative costs associated with general government and public works providing services to each of these respective areas. Administrative costs are essentially the staff time and other resources required to provide support for each service.

Operating Budget Surplus

This budget follows generally accepted accounting principles by recording all revenues as operating revenues and only operating expenses as expenses. The result is a surplus from operations that is allocated to Capital purchases and projects, loan payments and contributions to reserves.

Debt

Unlike federal and provincial levels of government in Canada, municipal governments are not allowed to run deficits. Each year, they must balance their budgets, as required under the provincial legislation that governs their operations. The City's debt servicing costs in 2018 is estimated at about \$1,552,600.

The ceiling for the City's allowable annual debt payment servicing capacity is 25% of its prior year's operating revenue from all funds (general, water and sewer), a value of approximately \$11,800,000. The City currently only uses approximately 13.4% of the \$11.8M payment servicing limit, leaving the City in a strong position to determine future opportunities to borrow.

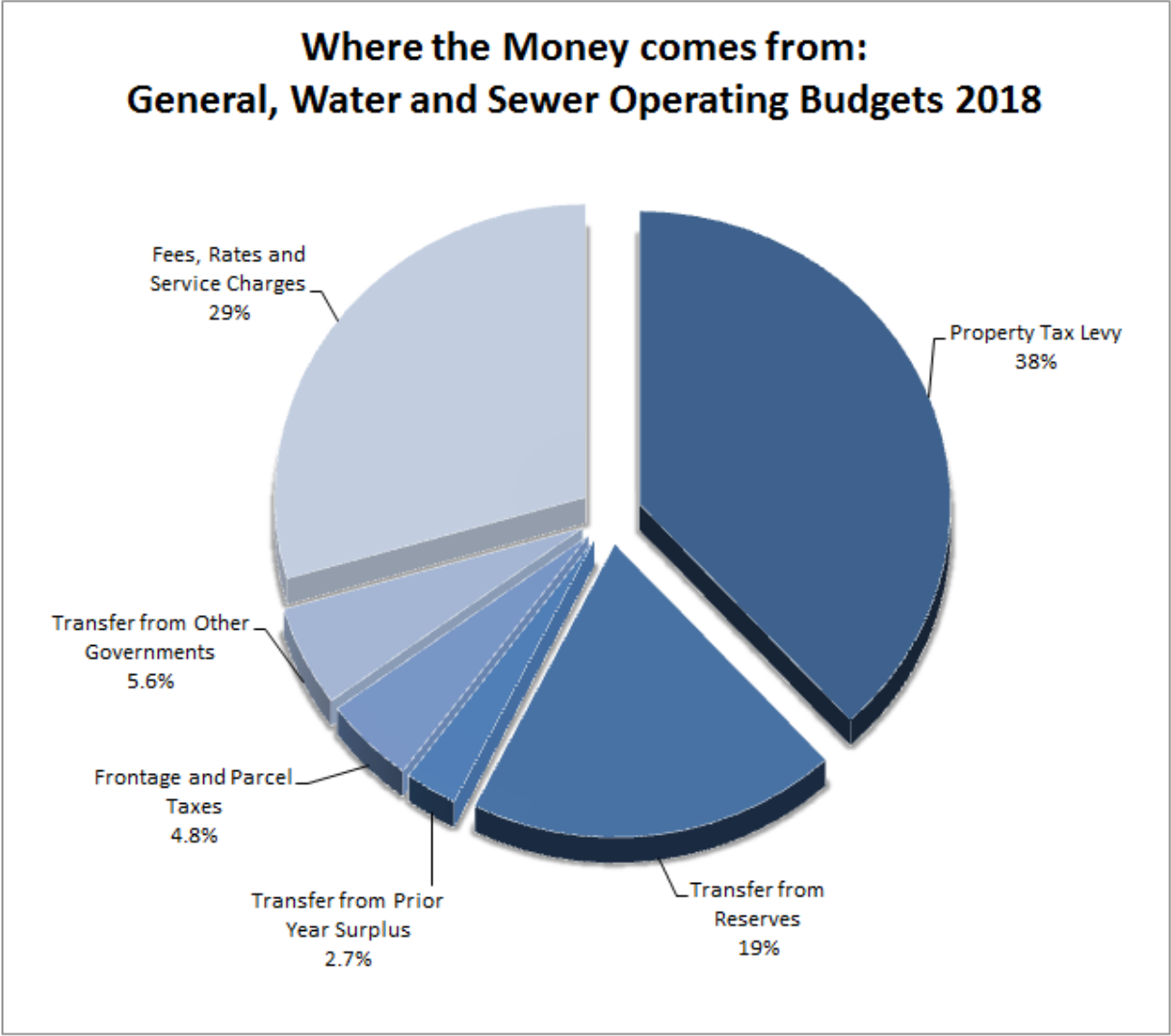
Capital Assets

The Capital budget proposals have been developed based on the City's Asset Management Program. These were collectively devised by the Asset Management Working Group and developed from an organization-wide perspective while also considering existing staff capacity and making best efforts to reduce the risk of in-service failures that might potentially lead to service disruption(s). A summary and more detailed list of capital spending are available later in this document. Total capital spending in 2018 is projected to be \$16,280,300.

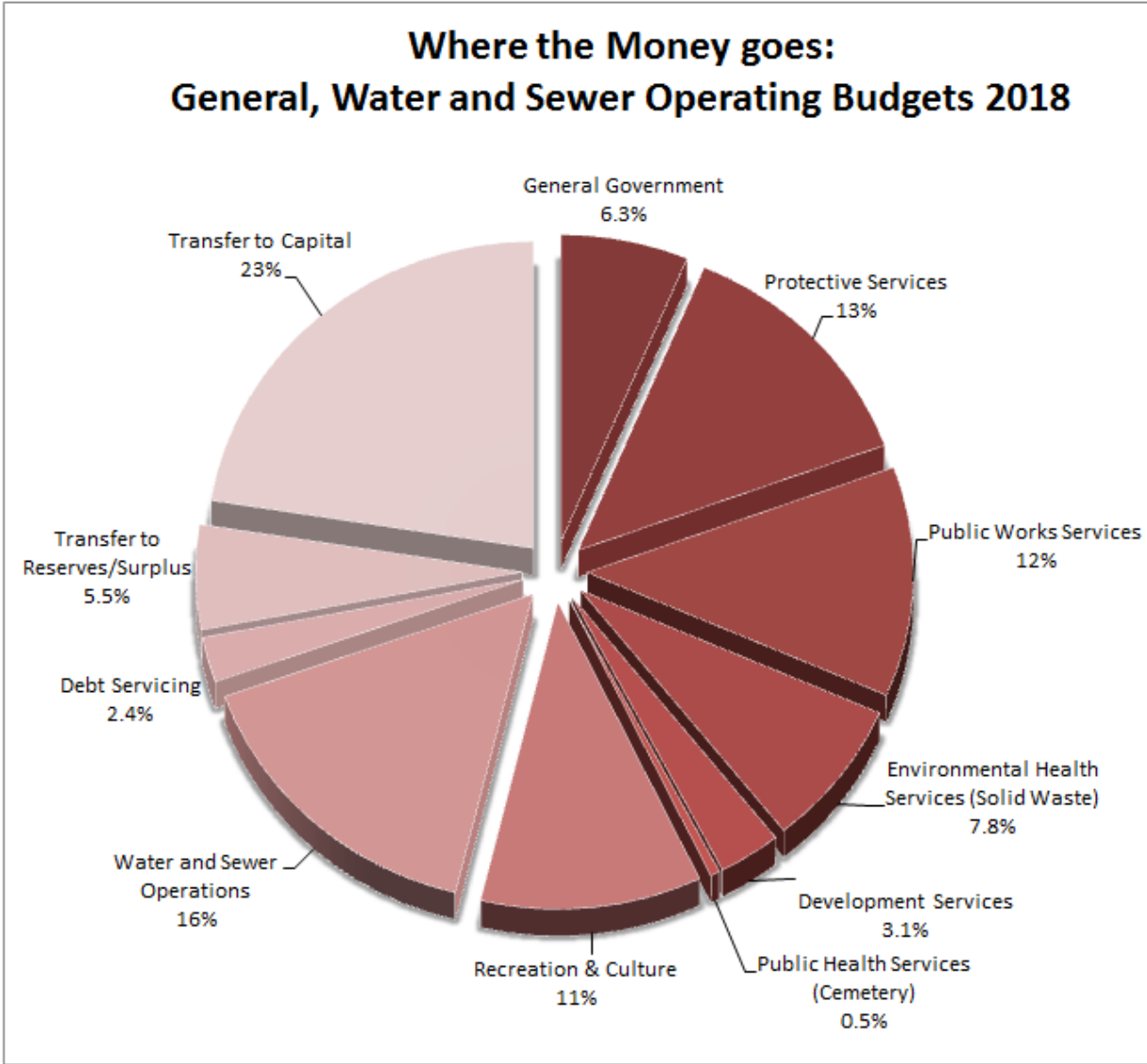
Consolidated Financial Plan Table

Consolidated Summary (without amortization)	2018 Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget
Revenues					
Operating Revenues	\$ 51 006 900	\$ 53 393 500	\$ 55 975 500	\$ 58 781 000	\$ 62 318 500
Reserves & Surplus	14 413 100	10 201 500	5 056 300	4 011 400	3 300 800
New Debt Financing	-	4 291 400	9 422 100	7 300 000	3 650 000
	\$ 65 420 000	\$ 67 886 400	\$ 70 453 900	\$ 70 092 400	\$ 69 269 300
Expenses					
Operating Expenses	\$ 45 534 200	\$ 46 370 400	\$ 47 471 400	\$ 48 833 500	\$ 50 149 700
Capital Assets	14 727 700	16 436 400	16 688 400	14 036 000	11 131 100
Capital Debt Payments	1 552 600	1 890 700	2 694 000	3 264 100	3 440 800
Transfers to Reserves & Surplus	3 605 500	3 188 900	3 600 100	3 958 800	4 547 700
	\$ 65 420 000	\$ 67 886 400	\$ 70 453 900	\$ 70 092 400	\$ 69 269 300

Consolidated Financial Plan – Source of Funds Chart



Consolidated Financial Plan – Use of Funds Chart



Consolidated Financial Plan

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Revenue and Funding Sources

The City's activities are supported by revenues from a variety of sources. This section provides information on the City's objectives and policies as established by Revenue and Tax Policy #1700.00.01, and includes information in light of these policies. Some of the information reported in this section is included in Schedule A of the Financial Plan Bylaw 2924 to meet the reporting requirements of the BC *Community Charter*, the primary Provincial legislation that governs the financial operations of municipalities.

The consolidated Financial Plan identifies 2018 revenue sources. The following table summarizes revenue sources. A detailed listing of these is presented further in this section.

Consolidated Financial Plan – Revenues Table

Consolidated Revenues	2017	2018	2019	2020	2021	2022
	Final Budget	Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
Taxes						
General Property Taxes	\$ 23 366 800	\$ 24 236 300	\$ 25 403 000	\$ 26 768 900	\$ 28 275 600	\$ 31 173 700
Collections for Other Governments	20 574 100	21 021 800	21 931 200	22 448 300	22 950 100	23 333 900
Total Property Taxes	43 940 900	45 258 100	47 334 200	49 217 200	51 225 700	54 507 600
Frontage & Parcel Taxes	2 858 000	3 133 400	3 728 800	4 113 000	4 601 600	4 634 700
Grants in Place of Property Taxes	415 100	462 400	469 900	477 100	484 800	492 700
% of Revenue Tax	403 400	399 500	407 500	415 700	423 900	432 400
Total Taxes Collected	47 617 400	49 253 400	51 940 400	54 223 000	56 736 000	60 067 400
Less: Transfers to Other Government	(20 703 100)	(21 165 500)	(22 077 300)	(22 596 600)	(23 100 900)	(23 487 100)
Net Taxes for Municipal Purposes	26 914 300	28 087 900	29 863 100	31 626 400	33 635 100	36 580 300
Other Revenues						
Fees and Charges	17 424 000	18 612 300	19 671 800	20 612 800	21 351 800	21 966 000
Revenue from Other Sources	2 871 700	1 754 800	1 279 100	1 279 100	1 379 400	1 401 700
Other Contributions	739 000	671 000	664 900	504 600	423 400	339 400
Transfers from Other Govt & Agencies	1 873 300	1 880 900	1 914 600	1 952 600	1 991 300	2 031 100
Total Other Revenues	22 908 000	22 919 000	23 530 400	24 349 100	25 145 900	25 738 200
Total Operating Revenues	49 822 300	51 006 900	53 393 500	55 975 500	58 781 000	62 318 500
Transfers From Reserves and Surplus						
From Reserves	10 163 000	12 621 400	9 424 400	4 481 100	3 501 400	3 300 800
From Surplus	1 397 200	1 791 700	777 100	575 200	510 000	-
Total from Reserves and Surplus	11 560 200	14 413 100	10 201 500	5 056 300	4 011 400	3 300 800
Funding from Debt	-	-	4 291 400	9 422 100	7 300 000	3 650 000
Total Revenues	61 382 500	\$ 65 420 000	\$ 67 886 400	\$ 70 453 900	\$ 70 092 400	\$ 69 269 300

Property value taxes and parcel taxes

Close to 51% of the City's total operating revenues are obtained through property value taxation. When reviewing the level of funding from taxation, the City first identifies the amount of expenditures required to provide all of the desired municipal services to users. It then quantifies the amount of revenue from other sources (other than property taxes) that the City can expect to receive through fees and charges, federal and provincial government grants, transfers from reserves and surplus, etc. The difference between budgeted expenditures and other revenue sources is the amount of property tax revenue the City must collect to provide services and balance the budget.

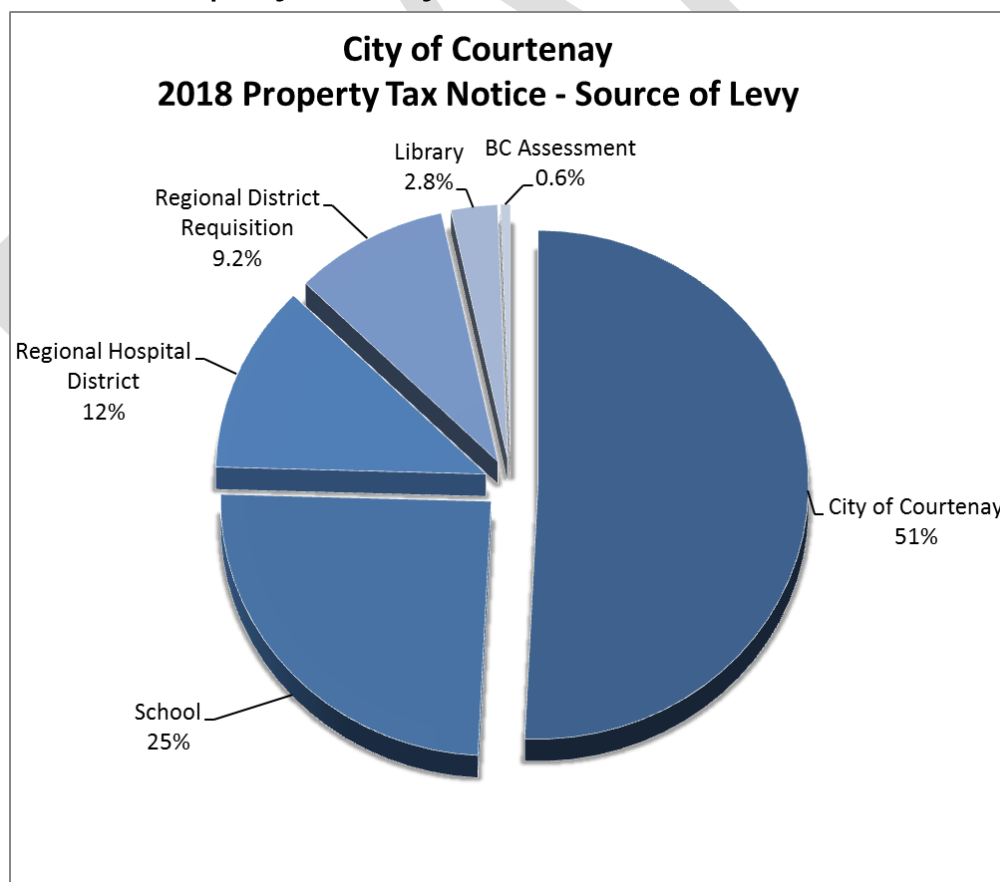
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The City is challenged to maintain stable or reduced taxation levels, while maintaining or increasing service levels. When the cost of providing a service increases (e.g. through inflation, changes in statutory requirements, or increases to demand from growth), the City must either raise more revenue to provide the same level of service or reduce the level of service to maintain the same level of funding.

The City's policy is to utilize new sources of revenue from senior governments whenever it is available in order to reduce its dependency on property tax resources. For example, if a specific area receives a local infrastructure improvement, the City is legislatively authorized to impose a parcel tax to those properties benefiting from the receipt of the local improvement. Sections 200 – 204 of the *Community Charter* outline the process to be followed.

The City also collects property value taxes on behalf of other agencies. As can be seen in the graphic below, these costs make up almost half of the annual property tax bill, and are clearly outside Council's Area of Control: "The policy, works and programming matters that fall within Council's jurisdictional authority to act". In these instances, the City is mandated by legislation to act as the collection agent on behalf of the other agencies entitled to collect funds from property value taxation and the City must then convey the funds to them. The City receives no fees for carrying-out these functions and with the exception of representation at the Comox Valley Regional District, Council has no influence over how all these other funds are calculated or expended.

2018 Sources of Property Tax Levy Chart



Property Tax Increases

The 2018 budget for municipal property taxes reflects an overall increase of 2.5% over prior year taxes, of which 1.5% is to fund general operations. This increase is to ensure levels of service are maintained in response to a number of cost drivers that directly impact the City's operations. A more detailed list of specific external cost drivers is outlined in the "Cost Drivers" section of this report.

The other portion of this increase will be used as a contribution to the infrastructure reserve. The infrastructure levy was originally established in 2016 at 1.5%. After a pause in 2017, it is recommended that in 2018 a 1% infrastructure levy be reinstated. The levy is proposed to be gradually increased to 1.5% in 2020 and 2% in both 2021 and 2022 to maintain a reserve for the long-term renewal program. This levy will be reviewed annually and informed by the development and refinement of specific asset management plans.

Projected Taxes for Municipal Purposes Table

Taxes for Municipal Purposes	2017 Final Budget	2018 Budget	2019 Proposed Budget	2020 Proposed Budget	2020 Proposed Budget	2022 Proposed Budget
REVENUES						
Annual increase						
General Operations	2.0%	1.5%	2.5%	2.5%	2.5%	2.5%
Special Levy - Infrastructure Renewal	0.0%	1.0%	1.0%	1.5%	2.0%	2.0%
	2.5%	2.5%	3.5%	4.0%	4.5%	4.5%
General Property Taxes						
General Purpose	\$ 20 364 500	\$ 21 111 900	\$ 22 049 700	\$ 23 021 200	\$ 24 027 500	\$ 25 069 700
Property Tax Estimation New Construction	435 400	400 000	410 000	420 300	430 800	441 500
Infrastructure & Asset Management Levy	-	211 900	219 100	343 000	477 200	497 800
Boundary Extension Tax Adjustment	-	-	-	-	-	-
BIA	60 000	60 000	60 000	60 000	60 000	60 000
Debt Levy	1 309 000	1 272 500	1 459 100	1 693 700	2 023 300	3 821 200
General Tax Supplementary Adjustment	(32 500)	(75 000)	(75 000)	(75 000)	(75 000)	(75 000)
Library	1 230 400	1 255 000	1 280 100	1 305 700	1 331 800	1 358 500
Total General Property Taxes	23 366 800	24 236 300	25 403 000	26 768 900	28 275 600	31 173 700
Collections for Other Governments	20 574 100	21 021 800	21 931 200	22 448 300	22 950 100	23 333 900
Total Property Taxes	43 940 900	45 258 100	47 334 200	49 217 200	51 225 700	54 507 600
Frontage & Parcel Taxes	2 858 000	3 133 400	3 728 800	4 113 000	4 601 600	4 634 700
Grants in Lieu of Property Taxes	415 100	462 400	469 900	477 100	484 800	492 700
% of Revenue Tax	403 400	399 500	407 500	415 700	423 900	432 400
Total Taxes Collected	47 617 400	49 253 400	51 940 400	54 223 000	56 736 000	60 067 400
Less Transfer to Other Governments	(20 703 100)	(21 165 500)	(22 077 300)	(22 596 600)	(23 100 900)	(23 487 100)
Taxes for Municipal Purposes	\$ 26 914 300	\$ 28 087 900	\$ 29 863 100	\$ 31 626 400	\$ 33 635 100	\$ 36 580 300

Frontage and Parcel Taxes

The City levies frontage taxes on all properties whether they are, or could be, connected to the City's water and sewer services. The purpose of these rates is to provide resources to support infrastructure maintenance and capital renewal for the water and sewer utilities. In 2018, the frontage tax rate for the sewer utility is the same as 2017 at \$10.24 per meter of frontage. The 2018 frontage tax rate for the water utility is \$5.84 per meter. This represents an increase of \$1.16 per meter and is intended to bring the rate closer to the actual cost of renewing and replacing the water utility lines and other infrastructure.

The City levies parcel taxes for local area improvements provided to specific properties that have chosen to finance, over time, the cost to connect to the City's services as opposed to paying a one-time fee.

The total revenue from parcel and frontage taxes in 2018 is \$3,133,400.

Permissive Tax Exemptions

The City grants permissive tax exemptions to qualifying organizations, as authorized by the *Community Charter*. A permissive tax exemption is approved at the discretion of Council. After careful consideration of all applications, Council may approve a full, partial, or zero tax exemption. The tax exemption may vary for different applicants.

The City's policy 1960.00.01 regarding permissive tax exemptions is that the cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year.

Permissive Property Tax Exemptions Table

Permissive Property Tax Exemptions	2016 (\$)	2017 (\$)	2018(\$)
City owned properties / managed by not-for-profit groups	175,040	182,352	176,946
Not-for Profit Organizations	133,867	136,224	144,990
Churches	15,486	15,760	16,052
TOTAL	324,393	334,336	337,988
Prior year tax levy for municipal purposes	21,106,452	21,951,300	22,108,900
As a percentage of municipal tax levy	1.54%	1.52%	1.53%

Transfers to other governments

The City is required to collect and remit property taxes for other taxing authorities. In addition, a portion of the grants in place of property taxes received from federal and provincial Crown agencies are transferred to these agencies.

Taxes Collected for Other Governments Table

Taxes for Other Authorities	2017 Final Budget	2018 Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget
School - Non-residential	\$ 3 976 500	\$ 4 056 000	\$ 4 137 100	\$ 4 219 900	\$ 4 304 300	\$ 4 390 400
School - Residential	6 964 300	7 103 600	7 245 700	7 390 600	7 538 400	7 689 100
Regional District Requisition	4 102 100	4 184 100	4 267 800	4 353 200	4 440 200	4 529 000
Municipal Finance Authority	1 100	1 100	1 100	1 100	1 100	1 100
Regional Hospital District	5 264 700	5 406 300	6 003 400	6 201 900	6 378 800	6 431 300
BC Assessment	265 400	270 700	276 100	281 600	287 300	293 000
	\$ 20 574 100	\$ 21 021 800	\$ 21 931 200	\$ 22 448 300	\$ 22 950 100	\$ 23 333 900

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Fees and Charges

The City charges fees and levies for a number of services and activities, including charges for water, sewer and solid waste utilities, fees for recreation activities, fees for fire protection for other jurisdictions, charges for building, development and other permits, as well as fine revenue.

The City's 1700.00.01 Revenue and Tax Policy, adopted in 2008 and summarized in Appendix 1, Schedule A of the Financial Plan Bylaw 2924, is that wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of costs recovered by fees and charges will vary by Council policy decisions with respect to the nature of the service provided.

2018-2022 Projected Fees and Charges

The following table provides a summary of the fees and charges the City levies by function, as well as the revenues from other sources and transfers from other Governments.

Fees and Charges, and Other Revenues Table

Fees and Charges, and Other Revenues	2017	2018	2019	2020	2021	2022
	Final Budget	Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
Fees and Charges						
General Government Services	\$ 73 500	\$ 62 000	\$ 63 100	\$ 64 100	\$ 65 300	\$ 66 500
Protective Services	921 900	869 500	886 800	904 400	922 400	940 900
Public Works Services	49 100	37 300	37 900	38 500	39 100	39 800
Environmental Health Services						
Solid Waste	3 092 700	3 198 600	3 276 700	3 323 900	3 373 600	3 423 200
Sewer	4 282 100	4 767 900	5 027 200	5 299 300	5 582 200	5 880 200
Water	5 743 000	6 409 100	7 058 800	7 607 000	7 938 000	8 127 900
Total Environmental Health Services	13 117 800	14 375 600	15 362 700	16 230 200	16 893 800	17 431 300
Public Health Services	143 200	149 000	152 000	155 000	158 100	161 200
Development Services	1 574 800	1 350 100	1 366 900	1 384 200	1 401 900	1 419 800
Parks, Recreation, & Cultural Services	1 543 700	1 768 800	1 802 400	1 836 400	1 871 200	1 906 500
	17 424 000	18 612 300	19 671 800	20 612 800	21 351 800	21 966 000
Revenue from Own Sources						
General Revenue	1 039 700	156 800	159 700	162 600	165 600	168 700
Investment & Penalty Revenue	911 600	893 300	907 100	921 100	1 015 400	1 031 600
General Capital	966 800	721 000	684 900	504 600	423 400	339 400
Sewer	1 100	50 900	50 800	50 700	50 700	50 700
Water	124 500	132 800	141 500	144 700	147 700	150 700
	3 043 700	1 954 800	1 944 000	1 783 700	1 802 800	1 741 100
Other Contributions						
Sewer - Capital	-	66 800	-	-	-	-
Water - Capital	567 000	404 200	-	-	-	-
	567 000	471 000	-	-	-	-
Transfers from Other Govt & Agencies						
Federal Government & Agencies	1 458 100	1 415 800	1 444 100	1 473 000	1 502 400	1 532 500
Provincial Government & Agencies	299 100	368 200	372 000	379 400	386 900	394 500
Local Government & Other Agencies	116 100	96 900	98 500	100 200	102 000	104 100
	1 873 300	1 880 900	1 914 600	1 952 600	1 991 300	2 031 100
	\$22 908 000	\$22 919 000	\$23 530 400	\$24 349 100	\$25 145 900	\$25 738 200

Environmental Services - Utilities

The primary revenue source for Solid Waste and the Water and Sewer utilities are user fees. In order to provide sufficient funding for utilities, the sewer user fee increases by 10% in 2018 and then by 5% from 2019 to 2022. The water utility increases 10% in 2018 and 2019, 7.5% in 2020, 4% in 2021 and 2% in 2022. These increases have been approved by City Council in order to ensure that the water and sewer utilities remain self-funded and provide sustainable service delivery. Tipping fees at the Regional District are currently set at \$130.00 per tonne and are not expected to increase for 2018. However, the City has increased solid waste rates by 3.75% to provide additional revenue for rising contractor costs due to the City's continued growth.

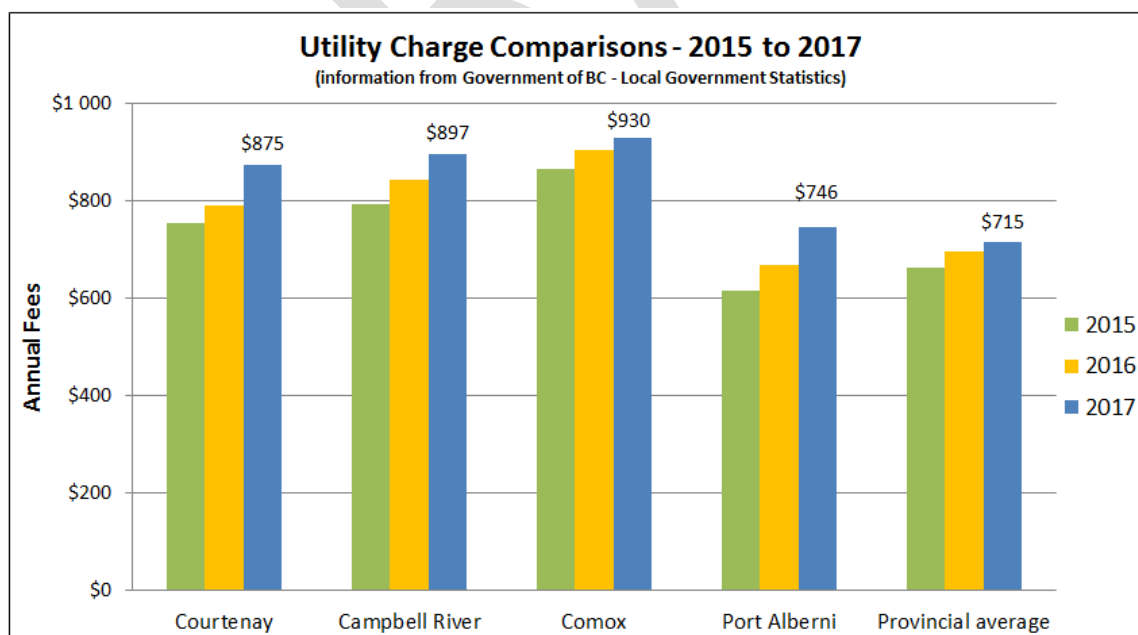
For 2018, the increase to residential consumers is \$29.47 for sewer, \$42.50 for water and \$5.83 for solid waste. The 2018 utility rate for a single family dwelling:

Sewer	\$324.17
Water	\$467.53
Solid Waste	<u>\$161.40</u>
Total	<u>\$953.10</u>



The following graph provides a comparison of the 2015-2017 user fees for utilities with other local governments. The graph demonstrates that the City's utility charges are close to the average among the group of Vancouver Island Communities, and above average for all municipalities in BC.

Utility User Fees on Single Family Dwelling Graph



Revenue from other sources

The City also receives revenue on the following:

- a) investment of reserves and surplus funds
- b) penalties and interest on taxes and utilities
- c) other contributions
- d) grants
- e) donations

The anticipated revenues from these sources are outlined in the Fees and Charges section of this report.

Borrowing

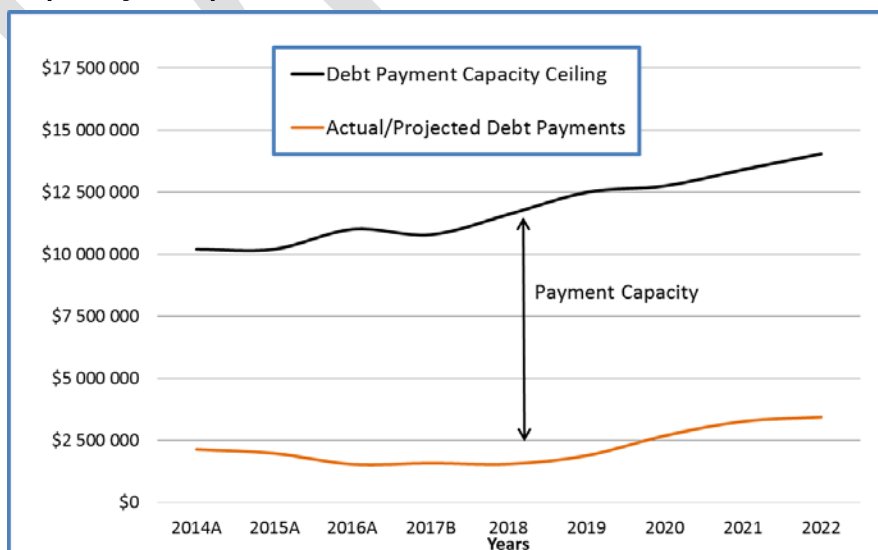
Borrowing is typically utilized to fund large capital projects that provide benefits to taxpayers over a long period of time.

The City has not incurred any new borrowing in the past few years, and has reduced borrowing payments and costs at the same time. The ceiling for the City's allowable annual debt payment servicing capacity is 25% of its prior year's operating revenue from all funds (general, water and sewer), a value of approximately \$11,800,000. The City currently only uses approximately 13.4% of the payment servicing limit.

However, with the objective of proactively managing the City's capital assets through the Asset Management program, the City will need to consider borrowing funds to facilitate future capital renewal. While some major capital renewal may be funded using grants and contributions from other sources, such as developer contributions through Development Cost Charges, new borrowing will be needed in future years. This will become more clear as the City continues to progress in developing its Asset Management Program.

The following graph depicts the City's borrowing capacity.

Borrowing Capacity Graph



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Reserves and Surplus

The City plans for future projects by creating reserve funds for projects requiring significant capital investment. This section summarizes the use of reserve and surplus funds. The Transfer to Reserves and Surplus section of this report provides a detailed summary of the anticipated balances in the various reserves and surplus accounts.

The 2018 Financial Plan requires \$14.4 Million to fund projects, initiatives, and operations.

Transfer from Reserves and Surplus Table

Surplus and Reserves Summary		2018	2019	2020	2021	2022
		Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
TRANSFERS FROM RESERVES						
Transfers from Operating Reserves						
General Operating	Gaming Funds	475 000	420 000	420 000	420 000	420 000
	Community Gas Tax Funds	953 600	515 000	515 000	515 000	515 000
	Police Contingency / Traffic Fines	300 000	300 000	300 000	300 000	300 000
	Cemetery Fund	3 000	3 000	3 000	3 000	3 000
Sewer Operating	Reserve for Future Expenditure	307 600				
	Community Gas Tax Funds	75 000				
Water Operating	Reserve for Future Expenditure	20 500				
Water Operating	Reserve for Water Efficiency	15 500	15 800	16 100	16 400	16 800
	Community Gas Tax Funds	110 000				
Total Transfers from Operating Funds		2 260 200	1 253 800	1 254 100	1 254 400	1 254 800
Transfers from Surplus						
General	Reserve for Future Expenditure					
General	Prior Years Surplus	1 791 700	777 100	575 200	510 000	-
Total Transfers from Operating Funds and Surplus		4 051 900	2 030 900	1 829 300	1 764 400	1 254 800
Transfers from Capital Reserves						
General Capital	Reserve for Future Expenditure	225 300	-	-	-	-
	Machinery & Equipment Reserve	760 000	981 000	608 000	515 000	515 000
	New Works Reserve	1 448 300	556 000	391 500	251 000	251 000
	Community Gas Tax Funds	1 116 500	1 290 000	1 100 000	800 000	800 000
	Building Canada Fund	2 977 800	1 964 900	-	-	-
	Infrastructure Reserve	57 500	410 000	842 500	300 000	-
	Housing Amenity	132 000	-	-	-	-
	Amenity Reserve	39 600	-	-	101 000	100 000
	Capital Equity - Unexpended Funds	208 700	933 700			
	Sid Theatre Equipment Reserve	40 000	35 000	35 000	30 000	30 000
Sewer Capital	Sewer Capital - General Reserve	307 600	-	-	-	-
	Asset Management Reserve	100 000	2 000 000	250 000	250 000	250 000
	Sewer Capital - Machinery & Equipment	487 500	-	-	-	-
	Sewer Capital - Community Gas Tax	502 400	-	-	-	-
Water Capital	Water Capital - New Works Reserve	20 500	-	-	-	-
	Asset Management Reserve	1 275 000	-	-	-	-
	Water Capital - Machinery & Equipment	162 500	-	-	-	-
	Water Capital - Community Gas Tax	500 000	-	-	-	-
Total Transfers from Capital Reserves		10 361 200	8 170 600	3 227 000	2 247 000	1 946 000
Total Transfers from Reserves and Surplus		\$ 14 413 100	\$ 10 201 500	\$ 5 056 300	\$ 4 011 400	\$ 3 200 800

General Fund
Operating Expenses
Capital Transactions
Reserves and Surplus



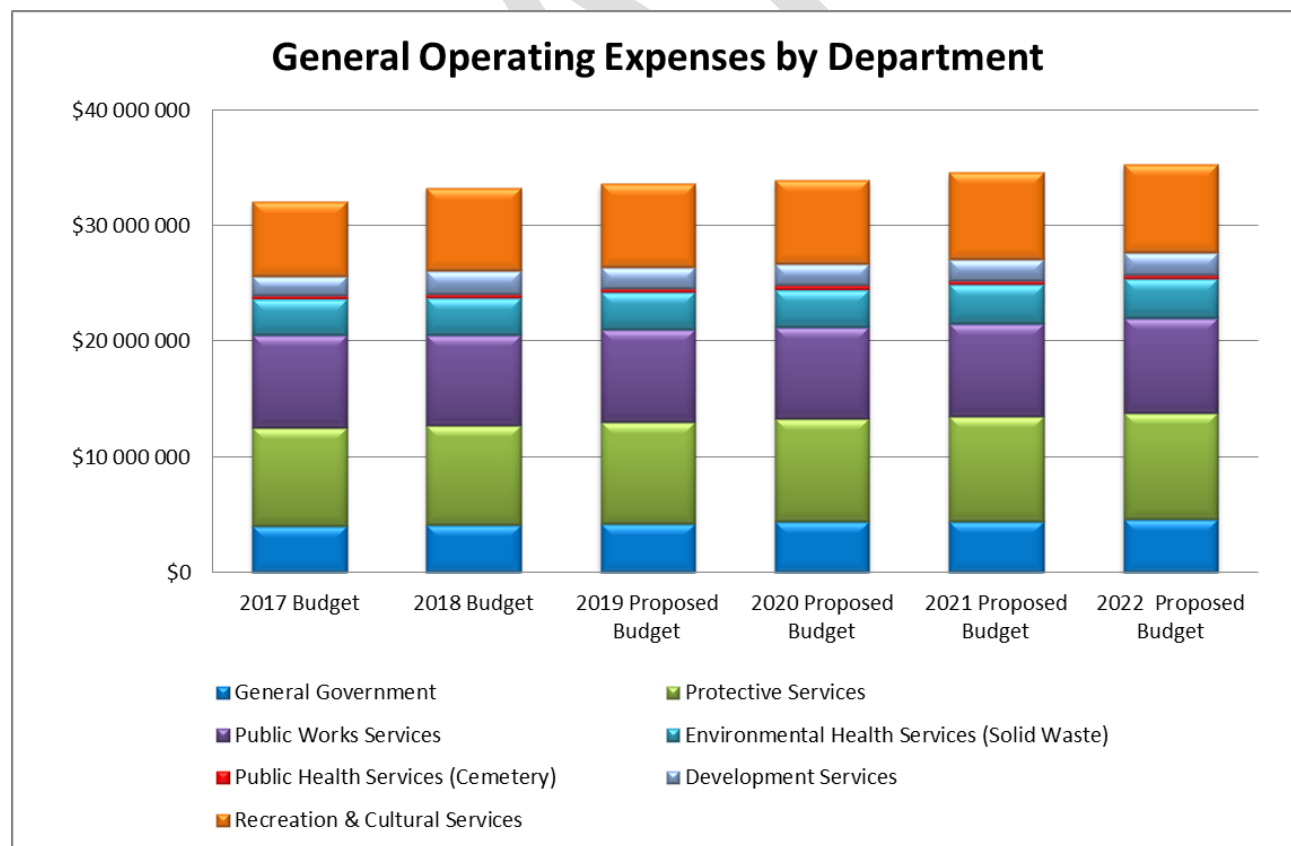
General Fund

General Operating Expenses

This section includes budget details on the operational functions of City Services. Operating expenses are separated into seven distinct service areas:

- General Government, providing governance and internal support for the entire organization
- Protective Services includes Police, Fire and Bylaw Enforcement services
- Public Works Services includes Roads, Walkways, Storm Sewer, Street Lighting services, Civic Properties Maintenance and Parks
- Environmental Health includes Solid Waste
- Public Health includes Cemetery services
- Development Services includes Land Use Planning, Subdivision Development and Building Inspection services
- Recreation and Cultural Services includes Recreation Facilities and Program services as well as buildings leased to various cultural and leisure activity providers.

General Operating - Expenses by Department Graph



Cost Drivers

External cost drivers are those that are outside of the direct control of the City, and typically represent energy costs, labour costs, and external contracts such as the RCMP contract and shared services such as utilities and waste management.

The City's operating costs are impacted by the following External Cost Drivers. The impacts are reflected in the proposed budgets.

- Personnel costs:
 - Collective Agreement – 2% for unionized employees
 - Full year impact of hiring of new staff to address staffing capacity gap to maintain current levels of services, in the face of significant growth of households, infrastructure, and related service demands. Details outlined in April 18, 2017 staff report “Human Resources Action Plan 2017”.
 - MSP rate reduction offset by employer health care benefit increases
- Protective Services:
 - Police protection is budgeted at 31.4 members with an anticipated vacancy of 4 members (based on 2017 actual contract costs)
- Goods and Services Increases :
 - 2.1% Consumer Price increases for purchased goods and services
 - Energy cost increases – fuel and hydroelectricity
 - CVRD fees and solid waste contractor increases
- Revenue Increases:
 - New construction – estimated tax impact for 2018 is \$400,000

2018 – 2022 Five-Year Financial Plan draft

General Operating - Expenses by Function Table

Operating Expenses (excluding amortization)	2017 Budget	2018 Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget
General Government	\$ 4 052 100	\$ 4 132 200	\$ 4 266 200	\$ 4 371 900	\$ 4 449 800	\$ 4 582 500
Protective Services	8 500 000	8 579 100	8 739 400	8 912 700	9 090 700	9 272 000
Public Works Services	8 061 200	7 925 000	8 005 800	7 933 700	8 037 200	8 189 400
Environmental Health Services (Solid Waste)	3 102 000	3 197 400	3 261 400	3 291 300	3 357 100	3 423 800
Public Health Services (Cemetery)	232 200	305 600	311 600	317 900	324 200	330 900
Development Services	1 717 600	2 021 600	1 882 000	1 867 000	1 901 500	1 937 300
Recreation & Cultural Services	6 495 900	7 167 800	7 170 600	7 314 800	7 463 500	7 613 900
Total	\$32 161 000	\$33 328 700	\$33 637 000	\$34 009 300	\$34 624 000	\$35 349 800

General Operating - Expenses by Economic Segment Table

Operating Expenditures by Economic Segment	2017 Budget	2018 Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget
Council Indemnity, Allowance, Benefits	\$ 210 100	\$ 208 400	\$ 212 600	\$ 216 800	\$ 221 100	\$ 225 600
Personnel	13 195 400	14 313 900	14 784 600	15 081 000	15 383 200	15 751 200
General Services	13 685 600	13 973 600	13 669 500	13 698 800	13 896 000	14 155 600
Insurance	470 000	509 900	519 700	529 000	539 700	550 200
Goods	1 778 400	1 857 600	1 894 600	1 876 500	1 914 500	1 952 400
Utilities	954 900	1 029 500	1 034 600	1 064 100	1 093 500	1 123 800
Grants	465 300	483 200	491 000	499 700	508 200	517 300
Transfers / Interdepartment Charges	977 200	786 700	802 200	818 100	834 600	851 200
Other Government - CVRD	1 374 100	1 408 200	1 436 400	1 465 100	1 494 400	1 524 300
Library Requisition	1 230 400	1 255 000	1 280 100	1 305 700	1 331 800	1 358 500
Other Transactions	47 500	48 500	49 500	50 400	51 500	52 500
Sub-total	34 388 900	35 874 500	36 174 800	36 605 200	37 268 500	38 062 600
Interfund charges	(2 227 900)	(2 545 800)	(2 537 800)	(2 595 900)	(2 644 500)	(2 712 800)
Total	\$32 161 000	\$33 328 700	\$33 637 000	\$34 009 300	\$34 624 000	\$35 349 800

General Government Services

General Government Services are the centralized services common to all functions of the organization. This includes the offices of Council, the CAO, Corporate Services, Communications, Human Resources, Financial Services, Purchasing, Stores, Information Technology, GIS, and other general services.

Legislative Services

The Legislative Services budget supports the “offices” of Council. It includes Council indemnity and expenses, travel costs, attendance at conferences (the Union of BC Municipalities annual convention, and the Federation of Canadian Municipalities annual convention, etc.), indemnity insurance and miscellaneous supplies.

Corporate Administration

Corporate Administration includes the office of the CAO, the Corporate Officer, Human Resources, Corporate Communications, Occupational Health and Safety and Strategic Initiatives. The 2018 budget also includes the new Business Performance group.

The 2018 budget was adjusted to include the cost of the CUPE collective agreement renewal.

Financial Services

The Financial Services Department is responsible for overseeing the City’s financial assets and long term financial planning. The department provides support to all other City departments and communicates financial information to Council, the general public, and other government agencies.

The Purchasing Division is part of Financial Services and provides supply management and risk management services to the various City departments to ensure goods and services are sourced and provided in an ethical, transparent and efficient manner.

The Financial Services 2018 budget is impacted by two changes:

- Two payroll employees, previously under Human Resources, will now report to the Finance Department.
- Council approval in 2017 to hire two additional Finance Clerks and one Cashier.

Information Technology / Geographical Information System

The IT/GIS division provides computer systems and technology to support organization-wide administrative and technical processes, including the financial information system and the work order management system. Work is continuing on systems for Development Services, Recreation Services, and the Geographical Information System (GIS).

2018 – 2022 Five-Year Financial Plan draft

Other Services

This section includes general expenses related to City Hall, the 2018 Elections, Insurance, and legal services. General government costs are also partially allocated to the water and sewer utilities.

In 2017, \$500,000 was approved to address a lack of staffing to maintain levels of service during a period when the City underwent significant growth. This coincided with the completion of an organizational review that resulted in realigning a number of City Departments to improve efficiencies and implement a corporate-wide asset management program.

Due to recruitment and operational challenges, including the completion of renovations at City Hall to provide additional office spaces, most of the new staff were not hired in 2017, leaving most of the \$500,000 unspent.

The new positions have now been budgeted in their appropriate departments for 2018.

General Government Services - Expenses by Function Table

General Government Services	2017 Budget	2018 Budget	Budget increase (decrease)
Legislative Services	265 200 \$	269 900 \$	4 700 \$
Corporate Administration	1 925 500	2 172 700	247 200
Financial Services	1 453 500	1 906 400	452 900
Information Technology	984 400	1 140 600	156 200
Common Services	151 900	159 500	7 600
Other General Government *	709 700	(51 400)	(761 100)
Sub-Total	5 490 200	5 597 700	107 500
Allocation to Water and Sewer	(1 438 100)	(1 465 500)	(27 400)
Net Cost General Government	4 052 100 \$	4 132 200 \$	80 100 \$

General Government Services - Expenses by Economic Segment Table

General Government Services Expenses by Economic Segments	2017 Budget	2018 Budget	Budget increase (decrease)
Council Indemnity, Allowance, Benefits	210 100	208 400	(1 700)
Personnel	3 727 900	3 604 900	(123 000)
General Services	1 301 100	1 479 900	178 800
Insurance	48 200	73 900	25 700
Goods	124 100	146 800	22 700
Utilities	44 100	44 500	400
Transfer	28 700	33 300	4 600
Grants	6 000	6 000	-
Total Cost - General Government	5 490 200	5 597 700	107 500
Allocation to Water and Sewer Fund	(1 438 100)	(1 465 500)	(27 400)
Net Cost General Government	4 052 100	4 132 200	80 100

Protective Services

Protective Services covers a wide spectrum including policing, fire, emergency measures, building inspections, bylaw enforcement and animal control. In 2018, over \$8.5 million is being directed to these various functions.

Police Protection

The City contracts the RCMP to provide policing services within the City. The RCMP contract is 73% of the overall budgeted dollars under Protective Services.

Specific cost drivers affecting the contract include increasing payroll labour and benefit costs. The City uses Gaming funds and Traffic Fine revenues to help offset the cost of policing. The balance is funded from general tax revenue.

Fire Protection

The Courtenay Fire Department provides fire protection and first responder services, including fire protection, prevention, suppression, and investigative services. The department conducts over 1,500 fire inspections annually.



The Courtenay Fire Department provides a cost effective mix of full-time and volunteer firefighters.

Number of Volunteers - 2017

- Full Time Firefighters: 6
- Total Volunteers: up to 50

The 2018 budget also incorporates increased funding of 2% for compensation to the Firefighter's society as per the agreement with the Firefighters Association. A casual training assistant has been added to support the Deputy Chief and Training Officer to deliver and maintain an effective fire training program.

Emergency Measures

This function supports the municipality in responding to emergency events and is relatively stable. The Comox Valley Regional District provides regional emergency services under contract with the City.

Bylaw Enforcement, Animal Control, Parking Control

Animal control is contracted to a third party and the City supports the SPCA for costs incurred for a “spay and neuter” program.

The Bylaw Enforcement program encourages people to adhere to Bylaws, policies, procedures and guidelines set either by federal, provincial or municipal legislation held within the confines of the municipality. This budget provides funding that supports this particular function.

Protective Services - Expenses by Function Table

Protective Services	2017 Budget	2018 Budget	Budget increase (decrease)
Police Protection	6 521 600	6 439 900	(81 700)
Fire Protection	1 698 100	1 836 300	138 200
Other Protective Services			
Emergency Management	75 500	78 100	2 600
Animal Control	66 900	68 200	1 300
Bylaw Enforcement	91 600	92 900	1 300
Parking Control	46 300	63 700	17 400
Total Other Protective Services	280 300	302 900	22 600
Total	8 500 000	8 579 100	79 100

Protective Services - Expenses by Economic Segment Table

Protective Services by Economic Segments	2017 Budget	2018 Budget	Budget increase (decrease)
Personnel	1 392 400	1 542 800	150 400
General Services	6 623 700	6 552 100	(71 600)
Insurance	43 800	43 500	(300)
Goods	240 100	237 000	(3 100)
Utilities	38 800	39 100	300
Transfer	64 000	64 400	400
Grants	97 200	100 200	3 000
Total	8 500 000	8 579 100	79 100

Public Work Services

Public Works Services is responsible for the water and sewer utility infrastructure, storm water collection, civic facilities, parks, and transportation network for the community. Services include maintenance of trails, transit, water, sewer and solid waste collection, capital projects, cemetery maintenance, fleet maintenance, and flood protection and dike maintenance.

Public Works is supported by a Director and four division Managers as well as public works administration staff. Engineering Services

Engineering Services is supported by a Director, one senior staff, three engineering technologists and one support staff. The team provides technical support and project management oversight for all civic infrastructure capital projects within the framework of asset management. A request is made in 2018 for additional temporary support to help with project management and master plans.

- Gas Tax funding is being utilized for:
 - Transportation Master Plan - \$150,000
 - Storm Sewer Master Plan - \$150,000
 - Dike Replacement Strategy - \$93,500
 - Cycling Network plan - \$10,000
- The Gaming Fund is being used to fund the concept design of a safe pathway on Lake Trail Road - \$25,000

Asset Management

The Asset Management Technical Services division resides in Public Works and includes a Manager and two engineering technologists. Their role is to provide technical support and perform asset condition assessment, which determines asset management needs, infrastructure replacement and renewal and maintenance programs.

- Gas Tax funding of \$490,000 is being utilized for various asset condition assessments:
 - Asphalt Assessment - \$30,000
 - Camera inspection of storm sewers - \$175,000
 - Sidewalk Assessment - \$40,000
 - Fuel System Assessment - \$20,000
 - Traffic Signal Assessment - \$25,000
 - Parks Buildings Inventory Assessment - \$150,000
 - Creek Crossing Assessment - \$50,000

Streets and Roads

The City maintains paved roads, as well as streets and lanes for vehicle and multi-modal traffic by:

- Streets and road maintenance, including pothole and crack sealing, milling or patching
- Street sweeping
- Snow and Ice Control
- Sidewalk inspection and maintenance
- Traffic signal maintenance



Additional budget funding is included for City's streets and roads, to keep up with new development, and support improvements to preventative maintenance programs:

- Crack sealing program - \$50,000
- Sidewalk maintenance program - \$28,000

Streets & Roads Quick Facts

- Roads: 161 km | 341 lane km *(Jan 2018)*
- Sidewalks: 166km *(2018)*
- Paved Walkways: 11.3 km *(2017)*
- Streetlights: 1,316 *(Jan 2018)*

Storm Sewers

Public Works Services maintains the storm sewer collection system throughout the City which is 161.5 km and includes 4,062 catch basins and 7,550 storm sewer connections (as of January 2018). The reduction in the storm sewer budget is due to creek crossing repairs being delayed until the finalization of the City's Integrated Storm Water Management Plan.

Street Lighting – Signs & Lines

This service includes street lighting maintenance and electricity cost, as well as street signs and lines maintenance. The City maintains 1,316 streetlights (as of January 2018). Additional funds (\$35,000) are requested in 2018 for the paving marking program, as a result of growth and increase in contributed assets.

Civic Properties Maintenance

The City owns and maintains a number of buildings, including City Hall, the Fire Hall, Public Works offices and shops, Recreation and Cultural facilities, the Marina, the Chamber of Commerce and a number of smaller buildings. The expenses of the Civic Properties Maintenance division are captured in this group as well as the maintenance costs related to the smaller buildings.

Parks and Playgrounds

Parks and playgrounds are found throughout the community's green spaces. Additional funds (\$25,000) are requested in 2018 for increased contractor clean-up service in parks and maintenance of contributed assets.



Parks and Playgrounds Quick Facts

The City maintains over 217 acres of green space, including 34 parks, sports fields, playground equipment, greenways, and picnic areas as well as the trail system across the City.

2018 – 2022 Five-Year Financial Plan draft

Public Works Services - Expenses by Function Table

Public Works Services	2017 Budget	2018 Budget	Budget increase (decrease)
Public Works Yard	1 351 100	1 280 000	(71 100)
Engineering Services	1 030 400	924 600	(105 800)
Asset Management	737 700	818 600	80 900
Roads and Streets	1 433 500	1 634 100	200 600
Storm Sewers	636 900	629 400	(7 500)
Bridges	63 000	67 000	4 000
Transit Shelters	6 700	6 900	200
Street Lighting	689 600	727 400	37 800
Traffic Signals	108 100	95 100	(13 000)
Airpark	3 800	3 900	100
Civic Properties Maintenance	393 200	405 000	11 800
Parks	2 397 000	2 413 300	16 300
Sub-total	8 851 000	9 005 300	154 300
Internal Allocation / Fleet Recovery	(789 800)	(1 080 300)	(290 500)
Total Public Works Expenses	8 061 200	7 925 000	(136 200)

Public Works Services - Expenses by Economic Segment Table

Public Works Services by Economic Segments	2017 Budget	2018 Budget	Budget increase (decrease)
Personnel	3 550 300	3 730 900	180 600
General Services	2 714 200	2 857 000	142 800
Insurance	202 400	215 600	13 200
Goods	970 600	993 500	22 900
Utilities	587 500	588 500	1 000
Transfer	804 500	600 800	(203 700)
Property Taxes	21 500	19 000	(2 500)
Total Expenditures	8 851 000	9 005 300	154 300
Interdept charges / Fleet Recovery	(789 800)	(1 080 300)	(290 500)
Net Cost	8 061 200	7 925 000	(136 200)

Environmental Health (Solid Waste)

Through contract with a private sector provider, the City provides weekly curbside pickup of Municipal Solid Waste (MSW) and yard waste, bi-weekly pickup of recyclables for residential properties, and scheduled MSW/cardboard pickup for commercial properties. The fees collected for this service cover the following two costs:

- The annual increase in the cost of the solid waste and recyclables collection calculated based on a formula which includes the annual change to the Consumer Price Index Vancouver (weighted 90%), and the Price Index of Diesel in BC (weighted 10%).
- The regional landfill fees for disposal of the mixed waste.

In 2014, the City signed an agreement with Multi-Material BC (MMBC) to provide recycling services to residents in Courtenay. Since that date, the City has received \$194,462 (2014-Partial year); \$322,711 (2015); \$366,198 (2016) and \$366,394 (2017) for recycled materials. MMBC also provides the City with an annual educational grant that is used to offset the costs of educating the public on residential recycling.

With the City continuing to grow, the MSW contract also increases. Rates at the local regional landfill are expected to remain constant at \$130 per tonne, but with the annual CVRD requisition projected to increase significantly over the next several years, the City has increased the 2018 solid waste utility rates by 3.75% to ensure this program remains self-funding. This rate increase is expected to generate approximately \$99,500 of additional revenue.

Environmental Health – Revenues and Expenses by Function Table

Environmental Health (Solid Waste)	2017 Budget	2018 Budget	Budget increase (decrease)
Revenues			
From Solid Waste pick up	2 728 000	2 827 400	99 400
For Recycled materials (MMBC)	326 700	333 200	6 500
MMBC Residential Education Grant	38 000	38 000	-
Solid Waste Revenues	3 092 700	3 198 600	105 900
Expenses			
Residential Collection	2 931 500	3 024 500	93 000
Dog Stations	32 100	32 300	200
Miscellaneous	9 500	9 000	(500)
Litter Baskets	128 900	131 600	2 700
Total Expenses	3 102 000	3 197 400	95 400
Expenses Net Revenues	9 300	(1 200)	

Public Health Services (Cemetery)

This includes the cost of the cemetery administration, maintenance, grave preparation, niche wall maintenance and new construction at the City's cemetery.

The Legislative Services Department is responsible for the administration of the services provided at the cemetery, including customer service, the sales of niches and plots and the interment authorizations. Legislative Services staff also works with operations staff, funeral service companies, maintain the cemetery software records and mapping in accordance with government legislation.

The City's Parks employees are responsible for the maintenance and operations of the cemetery. Personnel costs have increased in accordance with the Collective Agreement. The cemetery operating and maintenance costs have also increased in response to additional demand for cemetery services. The new Cemetery Master Plan is being implemented in order to develop a sustainable service to the public.

Public Health Table - Expenses by Economic Segment Table

Public Health (Cemetery) by Economic Segments	2017 Budget	2018 Budget	Budget increase
Personnel	163 400	213 300	49 900
General Services	12 200	12 500	300
Goods	35 000	35 800	800
Utilities	3 200	12 200	9 000
Transfer	18 400	31 800	13 400
Total	232 200	305 600	73 400



Development Services

The Development Services Department provides current and long range planning, building inspection, business licensing, subdivision and the servicing of land development. Providing guidance to City Council, applicants and to the general public, the Development Services Department ensures that land development reflects the public's interest and follows the City's adopted land development policies and regulatory documents.

Prior to 2018, the 2% Hotel Tax was paid to the City and recorded under other community development services and transferred to the Comox Valley Economic Development Society (CVEDS) to support tourism development. This program is now directly managed by CVEDS. The tax revenue collected for the Business Improvement Area (BIA) is still expensed in other community development services.

Planning Division

The Planning Division is responsible for processing development related applications such as rezoning, development permits, development variance permits, board of variance permits, tree permits, boundary extensions, sign permits, as well as keeping the related bylaws and policies up to date including long range planning.



The current staffing budget for the Planning Division includes the Director of Development Services, the Manager of Planning, an Environmental Planner, a Land Use Planner and Planner 1. A new Policy Planner position was approved in 2017.

The 2018 budget includes funds to begin undertaking an Official Community Plan review, and to develop an Urban Forest Management Plan.

Subdivision and Development Servicing Division

The subdivision and Development Servicing Division reviews subdivision and land development servicing within the City of Courtenay to ensure municipal bylaws, policies and operational concerns are followed, as well as applicable provincial policies and regulations. The staffing budget for this group includes a Development Engineer (including the Approving Officer function) and an Engineering Technologist. The 2017 budget included hiring of a second technologist, but this position was not filled until 2018.

Building Inspection Division

The Building Inspection Division is responsible for the enforcement of the British Columbia Building and Plumbing Codes and municipal bylaws relating to building construction, business licence administration, the review and investigation of complaints on building matters and the technical review of development applications.

The current staffing budget in the Building Inspection Division includes a Manager of Building and Administrative Services, a level 3 Building Inspector, a Plan Checker and three Department Clerks.

Development Services – Revenues and Expenses by Function Table

Development Services	2017 Budget	2018 Budget	Budget increase (decrease)
Revenues	1 574 800	1 350 100	(224 700)
Expenses			
Planning and Zoning	724 600	861 800	137 200
Subdivision Development & Servicing	288 800	506 000	217 200
Building Inspection	400 200	591 200	191 000
Other Community Development	304 000	62 600	(241 400)
Total Expenses	1 717 600	2 021 600	304 000
Expenses Net Revenues	142 800	671 500	528 700

Development Services - Expenses by Economic Segment Table

Development Services by Economic Segments	2017 Budget	2018 Budget	Budget increase (decrease)
Personnel	1 176 600	1 516 100	339 500
General Services	504 700	468 200	(36 500)
Insurance	8 000	8 300	300
Goods	17 100	17 500	400
Transfer	11 200	11 500	300
Total	1 717 600	2 021 600	304 000

Recreation and Cultural Services

The Recreation and Cultural Services Department is responsible for providing quality recreation, leisure and cultural opportunities in a healthy and safe environment. Recreation and cultural services also oversees inclusive programming, special events, park and sport field bookings, recreation facility bookings and is responsible for the long term planning for parks, recreation and cultural services to meet the diverse interests of the community.

The Department is comprised of the Recreation Facility Operations Division and the Recreation Programming Division. The department is also the liaison with the City's cultural partners such as the Comox Valley Art Gallery Society, Sid Williams Theatre Society and the Courtenay and District Historical Society through the Business Administration Division. Recreation and Cultural Services also liaises with associated organizations including the Drug Strategy Committee, the Arts Council, the Parks & Recreation Advisory Commission, the Courtenay Recreation Association (CRA) and the Evergreen Club.

The Recreation and Culture budget considerations for 2018 are:

- The costs and revenues relative to two new programs (Adapted Programs and Summer Camp programs) previously administered by the CRA are now being administered by the City.
- A reduction of \$25k in consultant fees for the transition with CRA.
- A 2% increase proposed to core operating expenses.
- An increase of \$106k between 2017 and 2018 in Recreation Administration, mostly due to the new Assistant Manager position and the staff salary increase.

Recreation Programming

The Recreation Programming Division is responsible for the provision of programs and leisure opportunities for all age groups. Program management staff oversees the delivery of programs through both contracted and staff instructors as well as volunteers. The Division promotes healthy lifestyles and works with individuals and community groups through the work of recreation programmers, coordinators, pre-school and pool staff.

Significant variances in the programming expenses for 2018 include:

- An increase for adult programs instructors due to higher demand, mostly offset by program revenue
- A realignment between children and adult programs expenses
- An increase for more coverage at the Wellness Centre as a risk management initiative
- A 2% increase in pool staff salary to offer competitive wages
- An increase in program expenses due to the addition of former CRA programs, however these will be entirely offset by program revenues.

Recreation Facility Operations

The Recreation Facility Operations Division is responsible for the operation, booking and safe use of City owned facilities. This division oversees the reception staff, custodial staff, special event coordination, facility agreements and the marketing of facilities. Recreation services are provided in a variety of locations, as summarized below.

Lewis Centre

The Lewis Centre offers a variety of recreational programs and bookable meeting spaces for the general public to utilize. Its focus is the promotion of wellness and health for all ages and abilities in Courtenay, and includes a 4,000 square foot Wellness Centre, two gymnasiums, activity rooms, preschool, craft rooms, meeting rooms, and four squash courts. Adjacent to the Lewis Centre is the Courtenay Memorial Outdoor Pool, outdoor stage, Rotary Water Park and playground.



The overall budget for the Lewis Centre Building operations and maintenance increased by approximately \$24k between 2017 and 2018, mainly due to the cost of water used at the water park now charged to the Lewis Operations.

Florence Filberg Centre

The Florence Filberg Centre is a multi-use facility that features larger spaces for weddings, conferences, seminars and special events. In addition to banquet and meeting room space, the facility is host to the CRA Evergreen Club.

The overall increase to the Filberg Centre operations budget is \$8k between 2017 and 2018.

Native Sons Hall

The historic Native Sons Hall is the largest free span log building in Canada. Built in 1928 as Courtenay's original Recreation Centre, it has hosted numerous weddings, dances, concerts, and community events.

LINC Youth Centre



The LINC Youth Centre provides healthy recreational opportunities for youth in the Comox Valley. The facility offers youth programs, low cost drop-in prices, out trips, skate programs, youth council, arts and technology programs. It includes an indoor skateboard park, concession, games room, digital arts lab, meeting room, and an outdoor basketball court.

Courtenay & District Memorial Pool

The Memorial Pool, wading pool and Rotary Water Park are located across from the Lewis Centre and are open throughout the summer.

The building and grounds operating budget was increased by \$11k in 2018 to include the cost of water usage now charged to the pool.



Business Administration

The Recreation and Cultural Business Administrative Services Division provides supports, guidance and analysis to the Recreation divisions and provides planning and performance management of the Cultural partners who operate and manage cultural facilities on behalf of the City. This new division was developed from internal resources to improve the business practices of both internal and partner services. The manager of this division oversees the agreements with the City's cultural partners.

Cultural groups

The Sid Williams Civic Theatre has been serving the Comox Valley for over 25 years as a performing arts facility, and has had professional administration since 1992. The Sid Williams Theatre Society operates the theatre for the benefit of all residents of the Comox Valley on behalf of the City and strives to be inclusive and accessible for all. The Sid Williams is dedicated to the stimulation and enhancement of artistic, cultural, and recreation activities in the Comox Valley and surrounding regions through its operations.



The Courtenay and District Museum was established in 1961 as a non-profit organization with the mandate to collect, preserve and interpret natural and cultural heritage of the Comox Valley region. Throughout the year, the museum offers on-site and outdoor programming suitable for all age groups. Program subjects include fossils, geology, First Nations history, pioneer settlement history, social history of the Comox Valley, logging and lumber history, riverway study, as well as a series of changing exhibitions spanning over 80 million years.

The Comox Valley Art Gallery was established in 1974 and since 2005 through a partnership with the City of Courtenay has occupied the main and lower level of the Comox Valley Centre of the Arts located at 580 Duncan Ave. The Comox Valley Art Gallery is a public art gallery featuring contemporary, experimental and applied art by regional, national and international artists presenting contemporary art issues and practices. CVAG actively engages the public, draws visitors, and enlivens the community through public events, performances, community collaborations, all-ages make art projects, youth training and mentorship programs, as well as a gift shop that sells the work of hundreds of local artists.

2018 – 2022 Five-Year Financial Plan draft

The budget proposes a 2% increase to management fees for the Courtenay Museum and the Sid Williams Theatre as well as a \$10k allocation for business planning for all of the cultural facilities. \$10k is also included for the museum floor refurbishing in 2018.

Courtenay Library

The library provides a literary centre for the public and is managed by the Vancouver Island Regional Library. The 2018 annual requisition is \$1,255,000, a 2% increase of \$25,000 from 2017.

Recreation and Cultural Services – Revenues and Expenses Summary Table

Recreation and Cultural Services	2017 Budget	2018 Budget	Budget increase
Recreation Revenues	1 626 200	1 909 400	283 200
Expenses			
Recreation	4 637 200	5 257 000	619 800
Cultural Services	1 858 700	1 910 800	52 100
Total Expenses	6 495 900	7 167 800	671 900
Net Recreation and Cultural Services	4 869 700	5 258 400	388 700

Recreation and Cultural Services - Expenses by Economic Segment Table

Recreation and Cultural Services by Economic Segments	2017 Budget	2018 Budget	Budget increase (decrease)
Personnel	3 120 800	3 641 600	520 800
General Services	947 800	961 500	13 700
Insurance	132 600	132 800	200
Goods	355 000	390 800	35 800
Utilities	281 300	345 200	63 900
Financial Charges	47 500	48 500	1 000
Grants	362 100	377 000	14 900
Interdepartment Charges	18 400	15 400	(3 000)
Library Requisition	1 230 400	1 255 000	24 600
Total	6 495 900	7 167 800	671 900

2018 – 2022 Five-Year Financial Plan draft

Recreation and Cultural Services - Expenses by Function Table

Recreation Administration and Programs	2017 Budget	2018 Budget	Budget increase (decrease)
Recreation Administration	1 018 000	1 123 600	105 600
Recreation Programs			
Childrens Programs	499 700	419 800	(79 900)
Adults Programs	352 300	496 300	144 000
Youth Programs	214 000	233 200	19 200
Outdoor Pool Programs	107 600	117 500	9 900
Preschool Programs	84 100	86 000	1 900
July 1st Commission	48 500	50 500	2 000
Special Events	42 700	42 600	(100)
Courtenay Recreation Association	100 800	75 800	(25 000)
Adapted Programs *	-	118 900	118 900
Summer Camps Programs *	-	279 100	279 100
Total Recreation Programs	1 449 700	1 919 700	470 000
Recreation Facilities			
Lewis Centre	1 212 700	1 236 300	23 600
Filberg Centre	701 300	709 200	7 900
Outdoor Pool	116 000	126 500	10 500
Youth Centre	71 200	73 800	2 600
Native Sons Hall	68 300	67 900	(400)
Total Recreation Facilities Expenses	2 169 500	2 213 700	44 200
Cultural Services			
Sid Williams Theatre	317 800	320 100	2 300
Museum	209 500	228 100	18 600
Library	1 260 600	1 285 800	25 200
Art Gallery	60 300	66 000	5 700
Civic Square & Heritage Church	10 500	10 800	300
Total Cultural Services Expenses	1 858 700	1 910 800	52 100
Services Expenses	6 495 900	7 167 800	671 900

* Programs managed by CRA until 2018

General Capital Transactions

The Capital section of the budget summarizes both the capital works planned each year, and any related debt servicing costs. This section summarizes the capital plans for general operations.

The summary table provides a high level overview of the capital programs for the five year period.

General Capital Summary Table

General Capital Fund	Budget				
	2018	2019	2020	2021	2022
Expenditures					
Capital Assets					
Land and improvements	493 900	389 000	614 000	752 000	967 000
Buildings	1 858 500	904 300	6 662 100	5 925 700	1 105 800
Equipments / Furnitures / Vehicles	1 703 300	1 212 000	794 000	701 000	2 201 000
Engineering Structures - Renewal	5 333 100	6 876 100	5 528 300	3 342 300	3 542 300
Engineering Structures - New	110 000	-	-	-	-
Other Tangible Capital Assets	275 000	55 000	90 000	65 000	65 000
Loss of disposal of assets					
	9 773 800	9 436 400	13 688 400	10 786 000	7 881 100
Debt					
Interest	535 400	\$ 582 800	\$ 878 800	\$ 1 106 100	\$ 1 161 400
Principal	856 500	935 800	1 443 100	1 785 900	1 907 300
	1 391 900	1 518 600	2 321 900	2 892 000	3 068 700
Total Expenditures	\$11 165 700	\$10 955 000	\$16 010 300	\$13 678 000	\$10 949 800

Assets

The capital projects are listed by the type of capital asset, as reported in the financial statement. The City's Capital Works program includes the renewal of existing capital assets and the acquisition of new capital items.

General Capital Assets Detail Table

Category	Department	2018 Final Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget
⊖ Buildings	Art Gallery	38 000	11 500	86 300		
	City Hall	390 000				
	Filberg Centre	45 000	34 500	222 000		300 000
	Fire			60 000	5 500 000	
	Lewis Centre	280 000	240 000	100 000	250 000	100 000
	Library	14 000		55 500		
	Memorial Pool	63 500	45 000	70 000	80 000	60 000
	Museum	-	90 300	178 300		50 000
	Native Sons Hall	100 000	250 000			
	Parks			25 000	45 000	45 000
	Police					250 000
	Public Works	450 000		5 700 000		150 000
	Rental Properties	280 000	75 000			
	Sid Theatre	128 000	80 000	35 000	50 700	150 800
	Walkways & Bikeways			30 000		
	Youth Centre	70 000	78 000	100 000		
Buildings Total		1 858 500	904 300	6 662 100	5 925 700	1 105 800
⊖ Equipment	Fire	65 000	65 000	-	-	1 500 000
	Fleet	1 345 000	916 000	608 000	515 000	515 000
	IT	228 300	186 000	141 000	141 000	141 000
	Lewis Centre	65 000	45 000	45 000	45 000	45 000
Equipment Total		1 703 300	1 212 000	794 000	701 000	2 201 000
⊖ Land and improvements	Cemetery	146 000	124 000	122 000	92 000	127 000
	Parks	269 500	210 000	362 000	410 000	640 000
	Walkways & Bikeways	78 400	55 000	130 000	250 000	200 000
Land and improvements Total		493 900	389 000	614 000	752 000	967 000
⊖ New	Storm Drainage	110 000				
New Total		110 000				
⊖ Other Tangible Assets	IT	275 000	55 000	90 000	65 000	65 000
Other Tangible Assets Total		275 000	55 000	90 000	65 000	65 000
⊖ Renewal	Road Paving	1 135 000	1 270 000	1 100 000	1 100 000	1 300 000
	Storm Drainage	538 000	1 190 000	547 500	300 000	300 000
	Traffic Projects		380 000	295 000	100 000	100 000
	Major Road Construction	3 317 800	3 693 800	3 243 500	1 500 000	1 500 000
	DCC Projects	342 300	342 300	342 300	342 300	342 300
Renewal Total		5 333 100	6 876 100	5 528 300	3 342 300	3 542 300
⊖ Debt	Debt Interest	535 400	582 800	878 800	1 106 100	1 161 400
	Debt Principal	856 500	935 800	1 443 100	1 785 900	1 907 300
Debt Total		1 391 900	1 518 600	2 321 900	2 892 000	3 068 700
Grand Total		11 165 700	10 955 000	16 010 300	13 678 000	10 949 800

2018 – 2022 Five-Year Financial Plan draft

General Capital Funding

This table summarizes the planned source of funding for the 2018 to 2022 general capital projects.

General Capital Funding Table

General Capital Fund	Budget				
	2018	2019	2020	2021	2022
Revenues					
Funding from Revenues					
Other Revenues	\$ 50 000	\$ 20 000	\$ -	\$ -	\$ -
Grant and Contributions	671 000	664 900	504 600	423 400	339 400
	721 000	684 900	504 600	423 400	339 400
Transfers					
Operating Funds	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
Reserves					
Community Works Reserve	4 094 300	3 254 900	1 100 000	800 000	800 000
Other Reserve Funds	3 539 400	2 915 700	1 877 000	1 197 000	996 000
	7 633 700	6 170 600	2 977 000	1 997 000	1 796 000
Total Transfers	10 444 700	8 478 700	6 083 600	5 954 600	6 960 400
Funding from Debt	-	1 791 400	9 422 100	7 300 000	3 650 000
Total Revenues	\$11 165 700	\$10 955 000	\$16 010 300	\$13 678 000	\$10 949 800

The 2018 General Fund Capital budget uses reserves, grants and surplus funds in order to keep the municipal tax levy at a rate deemed palatable for the general public and Council.

- Community Works Fund (CWF) – Gas Tax Grant Revenues:
 - CWF – Gas Tax grant funding of approximately \$2,070,000 is proposed in the 2018 budget year - \$953,600 for various infrastructure condition assessments and Transportation, Storm Sewer and Dyke Master plans, as well as \$1,116,500 for capital projects.
- Building Canada grant money has been provided to the City for:
 - Complete Streets project - just under \$3.0 million to be spent in 2018; and,
 - 5th Street Bridge project - approximately \$2.0 million to be spent in 2019.

Long Term Debt - All Funds

The City has used long term debt to fund capital assets, in accordance with the borrowing requirements outlined in the Community Charter. The City must gain the assent of the electors prior to incurring new debt for capital assets. The debt payments are approximately \$1,552,600 for 2018.

The financial plan projects new debt may be required in future years starting in 2019. For planning purposes, the following long term debt has been included in this financial plan:

- Infrastructure development, renewal and replacement in areas such as:
 - Street and road
 - Storm drainage
 - Sewer project
- New Public Works facility
- Satellite Fire Hall facility in East Courtenay
- Roof and elevator replacements
- Fire ladder truck replacement

New Debt Table

Funding from Debt					
Fund	2018 Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget
General	-	1 791 400	9 422 100	7 300 000	3 650 000
Sewer	-	2 500 000	-	-	-
Water	-	-	-	-	-
Grand Total	-	4 291 400	9 422 100	7 300 000	3 650 000

The planned use of debt funding results in an increase to debt payments in the year after the debt is incurred. The following table summarizes the projected change to the debt payments.

Debt Payments Table

Debt payments		2018 Budget	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget
General	Debt Interest	535 400	582 800	878 800	1 106 100	1 161 400
	Debt Principal	856 500	935 800	1 443 100	1 785 900	1 907 300
General Total		1 391 900	1 518 600	2 321 900	2 892 000	3 068 700
Sewer	Debt Interest	54 900	131 900	131 900	131 900	131 900
	Debt Principal	75 200	209 600	209 600	209 600	209 600
Sewer Total		130 100	341 500	341 500	341 500	341 500
Water	Debt Interest	20 100	20 100	20 100	20 100	20 100
	Debt Principal	10 500	10 500	10 500	10 500	10 500
Water Total		30 600	30 600	30 600	30 600	30 600
Grand Total		1 552 600	1 890 700	2 694 000	3 264 100	3 440 800

Transfers to Reserves and Surplus – All Funds

Annually the City plans for future projects. The City typically has a surplus from unspent funds at the end of each budget year, partly due to:

- Incomplete projects
- Weather constraints
- Capacity issues
- Priority changes
- Additional unanticipated external revenue sources (Federal / Provincial grants, donations)
- Staff turnover and attrition

Reserve and surplus funds are used for current and future operating and capital projects. In 2017, Council approved using surplus funds for 2017 and 2018 to fund the new staff positions created to maintain service levels in response to significant growth over the last several years. The following table summarizes the planned transfers to reserve accounts and funds, while the table on the next page summarizes the balances in the reserve funds and surplus accounts at the end of each budget year of this financial plan.

The City of Courtenay invests cash (operating and capital surplus and/or reserves) to minimize risk, provide flexibility, and maximize returns while meeting the short and long term cash flow demands of the municipality. Any investing must also comply with the statutory requirements of Section 183 of the *Community Charter* legislation.

2018 – 2022 Five-Year Financial Plan draft

Transfers to Reserve and Surplus Table

Surplus and Reserves Summary		2018	2019	2020	2021	2022
		Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
Transfer to Reserve Funds						
General						
Machinery & Equipment Reserve	\$	600 000	\$ 600 000	\$ 650 000	\$ 700 000	\$ 750 000
New Works & Other Reserves		616 900	626 200	751 200	944 300	1 447 400
Public Parking		6 600	6 600	6 700	6 800	6 800
MFA Reserve		8 300	8 500	8 600	8 800	9 000
Interfund Interest		80 800	81 600	82 400	83 200	84 100
New Works BYLAW 1835		1 362 000	1 418 800	1 424 800	1 430 900	1 437 100
Cemetery Care Fund		11 000	11 000	11 000	11 000	11 000
Carbon Offsets		18 800	18 800	18 800	18 800	18 800
		2 704 400	2 771 500	2 953 500	3 203 800	3 764 200
Sewer						
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
Future Expenditure		307 600	-	-	-	-
Carbon Offsets Reserve		5 500	5 500	5 500	5 500	5 500
		688 800	281 100	281 000	281 000	281 000
Water						
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
Future Expenditure		20 500	-	-	-	-
Carbon Offsets		5 500	5 500	5 500	5 500	5 500
		193 800	77 000	328 000	429 000	379 900
Total Transfer to Reserve Funds		3 587 000	3 129 600	3 562 500	3 913 800	4 425 100
Transfer to Surplus						
General		-	-	-	-	94 500
Sewer		3 600	29 500	21 500	18 500	9 400
Water		14 900	29 800	16 100	26 500	18 700
Total Transfer to Surplus		18 500	59 300	37 600	45 000	122 600
Total Transfer to Reserves and Surplus		\$ 3 605 500	\$ 3 188 900	\$ 3 600 100	\$ 3 958 800	\$ 4 547 700

2018 – 2022 Five-Year Financial Plan draft

Reserve and Surplus Projected Closing Balances Table (Unaudited)

UNAUDITED CLOSING BALANCE	2018	2019	2020	2021	2022
General	Budget	Proposed	Proposed	Proposed	Proposed
General Operating Surplus					
Surplus	\$ 2 186 000	\$ 1 408 900	\$ 833 700	\$ 323 700	\$ 418 200
Sid Williams Theatre Society	209 900	199 900	189 900	184 900	179 900
Gaming Funds	1 656 500	1 656 500	1 656 500	1 656 500	1 656 500
	4 052 400	3 265 300	2 680 100	2 165 100	2 254 600
General Capital Reserves					
Machinery and Equipment	1 392 000	1 011 000	1 053 000	1 238 000	1 473 000
Land Sale	150 600	150 600	150 600	150 600	150 600
New Works and Equipment	2 393 900	2 267 900	2 306 400	2 485 400	2 664 400
New Works - Community Gas Tax Funds	1 511 900	855 700	420 500	291 400	168 500
Infrastructure Reserve	808 700	617 800	118 300	295 500	793 300
Risk Reserve	101 000	101 000	101 000	101 000	101 000
Housing Amenity	360 400	360 400	360 400	360 400	360 400
Amenity	259 900	259 900	259 900	158 900	58 900
Public Parking	48 800	55 400	62 100	68 900	75 700
Parkland Acquisition	210 300	210 300	210 300	210 300	110 300
Trees	4 500	4 500	4 500	4 500	4 500
Assessment Appeals - New	50 000	50 000	50 000	50 000	50 000
Police Contingency - New	387 600	357 600	327 600	297 600	267 600
	7 679 600	6 302 100	5 424 600	5 712 500	6 278 200
Total General Surplus and Reserves	11 732 000	9 567 400	8 104 700	7 877 600	8 532 800
Sewer					
Sewer Operating Surplus					
Surplus	763 924	763 924	763 924	763 924	763 924
	763 924	763 924	763 924	763 924	763 924
Sewer Capital Reserves					
Sewer Reserve	476 139	476 139	476 139	476 139	476 139
Asset Management Reserve	2 625 000	825 000	775 000	725 000	675 000
Sewer Machinery and Equipment	290 083	365 083	440 083	515 083	590 083
	3 391 222	1 666 222	1 691 222	1 716 222	1 741 222
Total Sewer Surplus and Reserves	4 155 146	2 430 146	2 455 146	2 480 146	2 505 146
Water					
Water Operating Surplus					
Surplus	677 363	707 163	723 263	749 763	768 463
	677 363	707 163	723 263	749 763	768 463
Water Capital Reserves					
Water Reserve	1 454 003	1 495 403	1 537 803	1 581 203	1 625 503
Asset Management Reserve	212 837	212 837	462 837	812 837	1 112 837
Water Machinery and Equipment	150 554	180 554	210 554	240 554	270 554
	1 817 395	1 888 795	2 211 195	2 634 595	3 008 895
Total Water Surplus and Reserves	2 494 758	2 595 958	2 934 458	3 384 358	3 777 358
Total Operating Surplus	5 493 687	4 736 387	4 167 287	3 678 787	3 786 987
Total Capital Reserves	12 888 217	9 857 117	9 327 017	10 063 317	11 028 317
Total Surplus and Reserves	\$18 381 904	\$14 593 504	\$13 494 304	\$13 742 104	\$14 815 304

Gaming Fund

The City of Courtenay is a host community for a casino gaming facility operated under agreement with the British Columbia Lottery Corporation. The City receives a percentage of the net gaming income generated by the Chances Courtenay Gaming Centre to be used for public benefit through a quarterly unrestricted transfer from the Province of British Columbia.

In October 2016, the City Council adopted a revised Grants-in-Aid policy in order to provide a single process for organizations to follow when requesting financial assistance. Council agreed to use the funds on some specific projects and initiatives and leave some funds available to be distributed, by Council discretion, to eligible organizations applying for financial support every year.

The table below shows the proposed distribution of the funds for 2018.

City of Courtenay
2016 - 2018 Proposed Schedule of Annual Gaming Funds Distribution

Distribution: Major Categories	Distributions -2018 Estimated Annual Funds Available	\$ 895 000
<i>Support Downtown Arts and Culture</i>	CV Art Gallery	65 000
	Ctny & Dist Historical Society	50 000
	Sid Williams Theatre Society	105 000
	Downtown cultural events	5 000
		225 000
<i>Council Initiatives & Projects</i>	Purple ribbon Campaign	3 500
	Bus shelters - 3 per year	30 000
	Other projects and initiatives	41 500
		75 000
<i>Public Safety / Security</i>	Policing - fund two officers	395 000
<i>Social / Societal Initiatives</i>	Council supported supportive housing initiatives	50 000
<i>Infrastructure Works</i>	Reserve funds for third bridge crossing	100 000
<i>Green Capital Projects / Innovation</i>	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	50 000
Total Annual Distribution		\$ 895 000

Sewer Fund
Operating Revenues and Expenses
Capital Transactions
Reserves and Surplus



Sewer Fund

Overview

The sewer utility service is a self-funding utility. The service collects and conveys effluent to the regional district service for disposal.

Sewer services are provided to property owners through two systems:

- Municipal sewer collection infrastructure owned and operated by the City.
- Regional infrastructure including sewer force mains, pumping stations and a wastewater treatment plant that is owned, operated, and managed by the Comox Valley Regional District.

The City of Courtenay and the Town of Comox share costs for this regional infrastructure based on their respective sewer flows to the water treatment plant.

Quick Facts

- Sanitary Sewer Mains: 154.3 km (*Jan 2018*)
- Sanitary Sewer Connections: 6,926 (*Estimate, based on Water*)
- Sanitary Lift Stations: 12 Stations (*23 Pumps*)

Operating and Capital Revenues

There are two key sources of revenue for the Water and Sewer Funds:

- User Fees: typically used to fund operational costs. These are fees that are paid by anyone within the municipality currently connected to the sewer and water infrastructure in order to recover the cost of bulk wastewater processing or water purchases, chemicals, power-gas-telephone charges, chemicals, monitoring, general payroll and maintenance of the service.
- Frontage and Parcel Taxes: used to fund capital programs. These are taxes that are levied on all properties whether they are or could be serviced by the City's water and sewer services. Municipal residents can connect to the utility if and when the property is developed since the capital infrastructure currently exists past their respective property.

User Fee Rates:

The Sewer User Fee rates are set by Bylaw. The 2017 Sewer User Fee rate was set at \$294.70. For 2018, the user fees increase to \$324.10 and is expected to generate \$4,767,900 to cover operating expenditures.

No rate increase is planned for the frontage and parcel taxes in 2018. The frontage fees will remain constant at \$10.24 per meter and are expected to generate \$1,973,500 for capital renewal.

2018 – 2022 Five-Year Financial Plan draft

Operating Expenses

The table below provides a synopsis of the Operating Budget expenditures incurred by Economic Segments.

Sewer Operating Budget - Expenses by Economic Segment Table

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					324.17
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

- “Personnel costs” are increasing due to the addition of temporary project management personnel, to support completion of the capital program. These temporary personnel will be hired on short term (2-3 years) employment contracts at a cost of \$81,000.
- “General Services” in 2018 is increasing by \$50,900 primarily due to additional funding for continued work on the Sewer Master Plan and for general consultant engineering and legal services.
- “Internal Allocations” is a percentage transfer of General Fund and fleet costs to the Sewer Utility Fund. The intent is to transfer funds for General Government and Public Works expenditures (personnel, utilities, materials and supplies, insurance, contracted services and building costs) in recognition of the administrative costs necessary to support the sewer utility service. A transfer for engineering staff time when working on capital projects is also included. The variance of all internal allocations represents a decrease of \$141,200.
- “Purchased Services – Other Governments” relates to the Comox Valley Regional District’s (CVRD) annual sewer requisition. It is based on sewer flows from the prior year and a dollar rate applied to that flow. Table 2 identifies the CVRD’s actual and 2018-2022 Financial Plan sewer requisition and apportionment to the City.

2018 – 2022 Five-Year Financial Plan draft

2014 – 2022 Annual CVRD Sewer Requisition Table

	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%

In 2018 the CVRD sewer requisition is increasing by 6% or \$220,200, which represents the single largest operating cost (69%) of this Fund.



Capital Transactions

The 2018 Sewer Capital Budget has considered an asset management planning process involving planning, engineering and finance. These processes will effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community in an environmentally responsible manner.

The table below provides an overall summary of the Sewer Capital Budget.

Sewer Capital Budget Table

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 - Flow meters and Scada	909 000	585 000
Engineering Structures - Renewal	225 000	
1 St Lift Station Replacement		220 000
Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement		112 500
Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade		267 500
Braidwood Rd - Road & Utility Reconstruction - Sanitary		43 500
	225 000	643 500
Engineering Structures - New	129 400	
Hudson Trunk Main Connection	-	255 000
20 St & Riverside Lane - Trunk Main Realignment	-	215 000
Greenwood Trunk Connection	-	90 000
Braidwood Affordable Housing - Sewer Servicing		10 000
	129 400	570 000
	1 263 400	1 798 500
Total Sewer Capital Expenditures	1 393 500	1 928 600

The 2018 Sewer Capital Budget is \$1,928,600 and will be funded using:

- Gas Tax funds \$502,400
- Reserve for Future Expenditures \$307,600
- Transfer from Operations \$941,800
- Transfer from Reserve \$110,000
- Development Cost Charges (DCC) \$66,800

2018 – 2022 Five-Year Financial Plan draft

The Asset Management Working Group (AMWG) has identified capital needs of over \$5.0 million for three key projects in 2019:

- Renewal of 1st Street Lift Station at an estimate of \$2.0M;
- Sewer Infrastructure upgrade for Project 1919 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.

To prepare for these large capital expenditures any excess financial resources should be assigned to the Sewer Asset Management reserve. Long-Term debt will be necessary for the large 2019 capital projects.

Debt payments

\$130,100 is required for the servicing of the Long-Term Debt principal (\$75,200) and interest (\$54,900) payments relate to Bylaw 2305, 2353 and 2423. The principal balance as of December 31, 2018 for this long-term debt instrument is \$1,805,800.

Reserves and Surplus

The unaudited projected balance at the end of 2017 is \$1,071,500 for the Sewer Operating Surplus and \$3,603,700 for the Sewer Capital Reserves.

Sewer Reserves and Surplus Table

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



Water Fund
Operating Revenues and Expenses
Capital Transactions
Reserves and Surplus



Water Fund

Overview

The water utility service is a self-funding utility. This service is provided to property owners who use the City's municipal water network. Water services are not funded by property taxes. Citizens pay for these services through user fees listed on their annual tax notice. The water utility service is provided to property owners through two systems:

- Municipal water infrastructure owned and operated by the City.
- Regional water infrastructure which transports and treats the water supply from the Comox Lake Reservoir and transports it to the City's boundary.

The City of Courtenay purchases bulk water from the Comox Valley Regional District (CVRD) for water consumed within its distribution system. This bulk water purchase is a major component of the City's water budget.

Quick Facts

- Water Mains: 173.3km (Jan 2018)
- Water Service Connections: 6,926 (Dec 2016)
- Water Meters Setters: 1,782 (Dec 2016)
- Fire Hydrants: 755 (Jan 2018)
- Mainline Valves: 2,066 (Jan 2018)
- Booster Station : 5 pumps

Operating and Capital Revenues

Similar to the Sewer Fund, there are two primary sources of revenue for the Water Fund:

- User Fees: used to fund operational costs, such as personnel, bulk water purchases, power-gas-telephone charges, chemicals, monitoring and maintenance of the water distribution service. These fees are paid by anyone within the municipality who is connected to the water and sewer infrastructure.
- Frontage and Parcel Taxes: used to fund capital programs. These are taxes levied on all properties whether they are, or could be, serviced by the City's water and sewer services. Municipal residents can connect to the utility if and when their property is developed since the capital infrastructure exists past their respective property.

Revenues in the Water Fund are pooled together and not split into segmented parts.



Revenue User Fee Rates

Frontage Fees – The 2018 rate is increasing from \$4.68 to \$5.84 per meter and is expected to generate an additional \$410,000. The total projected revenue from Frontage Fees is \$1,159,900 for 2018. The purpose for this increase is to support the capital renewal program for the existing water distribution network.

User Fees - The 2018 User Fee is \$467.53, an increase of 10% from 2017. It is used to cover operating expenditures. In 2017, Bylaw 2873, 2017 approved increasing water user fees to account for escalating CVRD bulk water rate increases.

Three external factors necessitate an increase in user fees:

- Bulk water rate increases from \$0.71 to \$0.75 as noted in the CVRD's 2018 – 2022 Financial plan, which is a significant adjustment of over \$210,000.
- Vancouver Island Health Authority's (VIHA) new operating permit for the City's water system requires increases to training and certification for water system staff, as well as to monitoring and operating procedures.
- Re-classification of the City's water distribution system from Class 1 to Class 4.

Revenue additional – Meter rental fees and hydrant rentals are the primary sources of revenue in this category. The projected revenue increase is \$8,000.

Additional Revenue - Sandwich - In 2017, the City began negotiations with the CVRD for the transition of the Sandwich water system to the City of Courtenay. These negotiations are continuing and it is expected that once the transition is complete, revenues will increase by \$90,000 annually.

Operating Expenses

Over the past year, the City of Courtenay Water System Asset Management plan has been refined and is providing guidance with respect to the sustainable operation, maintenance, and the long-term infrastructure renewal needs of the City. The total change between the 2017 and 2018 Budgets (excluding Transfers to Reserves and to the Capital Fund) is \$359,400.

Water Operating Budget - Expenses by Economic Segment Table

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

1. "Personnel costs" are increasing due to multiple factors:

- Vancouver Island Health Authority (VIHA) permit requirements and water system classification changes from a Class 1 to a Class 4 facility necessitating more operators to comply with these guidelines.
- CUPE contractual commitments are increasing personnel costs.
- Proportional distribution of the Asset Manager's salary and benefits in recognition of time spent working on water fund operations.
- Recognition of a full year's budget costing for the Director of Engineering Services position previously vacant for part of 2017.
- Higher utility service connection costs due to new development and 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 management personnel (2-3 year employment contracts) to assist with completing various capital projects.

2018 – 2022 Five-Year Financial Plan draft

2. “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;
 - looping watermains through nine (9) properties by external contractors;
 - removing a water meter chamber by Hamilton Logging
 - Decommissioning existing buried and abandoned valves on 5th Street - east side of the 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 and \$15,000 related to utility service connections.

3. “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 – 60.5%. 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.
 - Community growth and historical weather patterns increasing the volume of water consumed from one year to the next; and
 - The City’s updated operating permit requiring a unidirectional flushing program and a cross connection control program.



Capital Transactions

The 2018 Water Capital Budget has considered an asset management planning process involving planning, engineering and finance to effectively manage existing and new municipal infrastructure in a sustainable manner. This will maximize benefits, reduce risk and provide satisfactory levels of service to the community user in an environmentally and ecologically responsible manner.

Water Capital Budget Table

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		
Engineering Structures - Renewal		
Comox Road Water Replacement	2 100 000	-
Buckstone Water Booster Pump Station - Improvements	50 000	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
Projects Identified from Asset Management Strategy	-	-
Renewal	2 150 000	1 593 500
Engineering Structures - New	1 886 000	
Sandwich Conversion		1 549 900
Braidwood Affordable Housing - Water Servicing		12 000
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

The 2018 Water Capital Budget is \$3,186,000 and will be funded using:

- Gas Tax funds \$500,000
- Reserve for Future Expenditures \$20,500
- Transfer from Operations \$974,300
- Transfer from Reserve \$1,287,000
- Other contributions \$244,900
- Development Cost Charges (DCC) \$159,300

Capital renewal for 2019 – 2022 is budgeted at \$1.50M in 2019 and increases to \$2.0M in 2022.



Debt payments

\$30,600 is required for the servicing of the Long-Term Debt principal (\$20,100) and interest (\$10,500) payments that relates to Bylaw 2424. The principal balance as of December 31, 2018 for this long-term debt instrument is \$297,200.

Reserves and Surplus

The unaudited projected balance at the end of 2017 is \$698,000 for the Water Operating Surplus and \$3,087,000 for the Water Capital Reserves.

Water Reserves and Surplus Table

Water Reserves and Surplus		Unaudited Balances
Operating Surplus		Dec.31, 2017
	Surplus	677 000
	Surplus Reserve for Future Expenditures	21 000
	Total	698 000
Capital Reserves		
	Water Reserve	1 416 000
	Asset Management	1 388 000
	Water Machinery and Equipment	283 000
	Total	3 087 000
	Total Surplus and Reserves	3 785 000
DCC		
	Water DCC Bylaw #2426/2755	530 000



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Appendix

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Appendix

The appendix provides the information used to prepare the Bylaw for the 2018 – 2022 Five Year Financial Plan, and includes the following.

1. OBJECTIVES AND POLICIES FOR SCHEDULE “A” BYLAW 2924
2. OBJECTIVES AND POLICIES FOR SCHEDULE “B” BYLAW 2924
3. OBJECTIVES AND POLICIES FOR SCHEDULE “C” BYLAW 2924
4. CONSOLIDATED SUMMARY FOR SCHEDULE “D” BYLAW 2924
5. GENERAL OPERATING FUND SUMMARY FOR SCHEDULE “E” BYLAW 2924
6. SEWER OPERATING FUND SUMMARY FOR SCHEDULE “F” BYLAW 2924
7. WATER OPERATING FUND SUMMARY FOR SCHEDULE “G” BYLAW 2924
8. GENERAL CAPITAL FUND SUMMARY FOR SCHEDULE “H” BYLAW 2924
9. SEWER CAPITAL FUND SUMMARY FOR SCHEDULE “I” BYLAW 2924
10. WATER CAPITAL FUND SUMMARY FOR SCHEDULE “J” BYLAW 2924

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1. Objectives and Policies for Schedule “A” Bylaw 2924

Proportion of Revenue by Source

City of Courtenay Revenue and Tax Policy 1700.00.01, 2008

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

Revenue Source	2016		2017		2018	
	Amount	% Total Revenue	Amount	% Total Revenue	Amount	% Total Revenue
Property Value Taxes	\$22,677,200	35.4%	24,056,300	39.2%	24,954,500	38.1%
Parcel Taxes	2,655,500	4.2%	2,858,000	4.7%	3,133,400	4.8%
Fees and Charges	16,077,600	19.3%	17,424,000	28.4%	18,612,300	28.5%
Other Sources	4,504,400	15.8%	5,484,000	8.9%	4,306,700	6.6%
Reserves/Surpluses	13,648,600	25.3%	11,560,200	18.8%	14,413,100	22.0%
Borrowing	-	0.0%	-	0.0%	-	0.0%
TOTAL	\$59,563,300	100.0%	\$61,382,700	100.0%	65,420,000	100.0%

2. Objectives and Policies for Schedule “B” Bylaw 2924

Permissive Tax Exemptions

- ❖ A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants.
- ❖ The cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year.

Permissive Property Tax Exemptions	2016 (\$)	2017 (\$)	2018(\$)
City owned properties / managed by not-for-profit groups	175,040	182,352	176,946
Not-for Profit Organizations	133,867	136,224	144,990
Churches	15,486	15,760	16,052
TOTAL	324,393	334,336	337,988
Prior year tax levy for municipal purposes	21,106,452	21,951,300	22,108,900
As a percentage of municipal tax levy	1.54%	1.52%	1.53%

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3. Consolidated Summary for Schedule "C" Bylaw 2924

Consolidated Financial Plan	Budget				
	2018	2019	2020	2021	2022
Revenues					
Taxes					
General Property Taxes	\$ 24 236 300	\$ 25 403 000	\$ 26 768 900	\$ 28 275 600	\$ 31 173 700
Collections for Other Governments	21 021 800	21 931 200	22 448 300	22 950 100	23 333 900
Total Property Taxes	45 258 100	47 334 200	49 217 200	51 225 700	54 507 600
Frontage & Parcel Taxes	3 133 400	3 728 800	4 113 000	4 601 600	4 634 700
Grants in Place of Property Taxes	462 400	469 900	477 100	484 800	492 700
% of Revenue Tax	399 500	407 500	415 700	423 900	432 400
Total Taxes Collected	49 253 400	51 940 400	54 223 000	56 736 000	60 067 400
Less: Transfers to Other Governments	(21 165 500)	(22 077 300)	(22 596 600)	(23 100 900)	(23 487 100)
Net Taxes for Municipal Purposes	28 087 900	29 863 100	31 626 400	33 635 100	36 580 300
Other Revenues					
Fees and Charges	18 612 300	19 671 800	20 612 800	21 351 800	21 966 000
Revenue from Other Sources	1 754 800	1 279 100	1 279 100	1 379 400	1 401 700
Other Contributions	671 000	664 900	504 600	423 400	339 400
Transfers from Other Govt & Agencies	1 880 900	1 914 600	1 952 600	1 991 300	2 031 100
Total Other Revenues	22 919 000	23 530 400	24 349 100	25 145 900	25 738 200
Total Operating Revenues	51 006 900	53 393 500	55 975 500	58 781 000	62 318 500
Transfers From Reserves and Surplus					
From Reserves	12 621 400	9 424 400	4 481 100	3 501 400	3 300 800
From Surplus	1 791 700	777 100	575 200	510 000	-
Total from Reserves and Surplus	14 413 100	10 201 500	5 056 300	4 011 400	3 300 800
Funding from Debt					
	-	4 291 400	9 422 100	7 300 000	3 650 000
Total Revenues	65 420 000	67 886 400	70 453 900	70 092 400	69 269 300
Equity in Capital Assets					
	4 425 000	4 425 000	4 425 000	4 425 000	4 425 000
	\$ 69 845 000	\$ 72 311 400	\$ 74 878 900	\$ 74 517 400	\$ 73 694 300
Expenses					
Operating Expenses					
General Government	\$ 4 132 200	\$ 4 266 200	\$ 4 371 900	\$ 4 449 800	\$ 4 582 500
Protective Services	8 579 100	8 739 400	8 912 700	9 090 700	9 272 000
Public Works Services	7 925 000	8 005 800	7 933 700	8 037 200	8 189 400
Environmental Health Services	15 402 900	15 994 800	16 753 400	17 566 600	18 223 700
Public Health Services	305 600	311 600	317 900	324 200	330 900
Development Services	2 021 600	1 882 000	1 867 000	1 901 500	1 937 300
Recreation & Cultural Services	7 167 800	7 170 600	7 314 800	7 463 500	7 613 900
	45 534 200	46 370 400	47 471 400	48 833 500	50 149 700
Amortization	4 425 000	4 425 000	4 425 000	4 425 000	4 425 000
Total Operating Expenses	49 959 200	50 795 400	51 896 400	53 258 500	54 574 700
Capital Transactions					
Capital Assets					
Land and Improvements	493 900	389 000	614 000	752 000	967 000
Buildings	1 858 500	904 300	6 662 100	5 925 700	1 105 800
Equipment	2 288 300	1 212 000	794 000	701 000	2 201 000
Engineering Structures - Renewal	7 570 100	12 876 100	8 528 300	6 592 300	6 792 300
Engineering Structures - New	2 241 900	1 000 000	-	-	-
Other Capital Assets	275 000	55 000	90 000	65 000	65 000
	14 727 700	16 436 400	16 688 400	14 036 000	11 131 100
Debt for Capital Assets					
Interest	600 800	725 200	1 021 200	1 248 500	1 303 800
Principal	951 800	1 165 500	1 672 800	2 015 600	2 137 000
	1 552 600	1 890 700	2 694 000	3 264 100	3 440 800
Total Capital Transactions	16 280 300	18 327 100	19 382 400	17 300 100	14 571 900
Transfers to Reserves & Surplus					
To Reserves	3 587 000	3 129 600	3 562 500	3 913 800	4 425 100
To Appropriated Surplus	18 500	59 300	37 600	45 000	122 600
Total to Reserves and Surplus	3 605 500	3 188 900	3 600 100	3 958 800	4 547 700
	\$ 69 845 000	\$ 72 311 400	\$ 74 878 900	\$ 74 517 400	\$ 73 694 300



2018 – 2022 Five-Year Financial Plan draft

4. General Operating Fund Summary for Schedule “D” Bylaw 2924

General Operating Fund	Budget				
	2018	2019	2020	2021	2022
REVENUES					
Taxes					
General Municipal Taxes	\$ 24 236 300	\$ 25 403 000	\$ 26 768 900	\$ 28 275 600	\$ 31 173 700
Collections for Other Governments	21 021 800	21 931 200	22 448 300	22 950 100	23 333 900
Total Taxes Collected	45 258 100	47 334 200	49 217 200	51 225 700	54 507 600
Less:					
Property Taxes for Other Governments	(21 021 800)	(21 931 200)	(22 448 300)	(22 950 100)	(23 333 900)
	(21 165 500)	(22 077 300)	(22 596 600)	(23 100 900)	(23 487 100)
Net Municipal Taxes	24 092 600	25 256 900	26 620 600	28 124 800	31 020 500
Grants in Lieu of Taxes	462 400	469 900	477 100	484 800	492 700
% of Revenue Tax	399 500	407 500	415 700	423 900	432 400
Taxes for Municipal Purposes	24 954 500	26 134 300	27 513 400	29 033 500	31 945 600
Fees and Charges	7 435 300	7 585 800	7 706 500	7 831 600	7 957 900
Revenue from Other Sources	1 050 100	1 066 800	1 083 700	1 181 000	1 200 300
Transfers from Other Govt & Agencies	1 880 900	1 914 600	1 952 600	1 991 300	2 031 100
Transfers-Reserves	1 731 600	1 238 000	1 238 000	1 238 000	1 238 000
Transfers-Surplus	1 791 700	777 100	575 200	510 000	-
Equity in Capital Assets	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000
	\$42 844 100	\$42 716 600	\$44 069 400	\$ 45 785 400	\$ 48 372 900
EXPENDITURES					
Operating Expenditures					
General Government	\$ 4 132 200	\$ 4 266 200	\$ 4 371 900	\$ 4 449 800	\$ 4 582 500
Protective Services	8 579 100	8 739 400	8 912 700	9 090 700	9 272 000
Public Works Services	7 925 000	8 005 800	7 933 700	8 037 200	8 189 400
Environmental Health Services	3 197 400	3 261 400	3 291 300	3 357 100	3 423 800
Public Health Services	305 600	311 600	317 900	324 200	330 900
Development Services	2 021 600	1 882 000	1 867 000	1 901 500	1 937 300
Parks, Recreation & Cultural Services	7 167 800	7 170 600	7 314 800	7 463 500	7 613 900
Total Operating Expenses	33 328 700	33 637 000	34 009 300	34 624 000	35 349 800
Amortization	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000
Total Expenses	37 328 700	37 637 000	38 009 300	38 624 000	39 349 800
Transfer to Capital Fund	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
Transfer to Reserve Funds	2 704 400	2 771 500	2 953 500	3 203 800	3 764 200
Transfer to Surplus	-	-	-	-	94 500
	5 515 400	5 079 600	6 060 100	7 161 400	9 023 100
	\$42 844 100	\$42 716 600	\$44 069 400	\$ 45 785 400	\$ 48 372 900

2018 – 2022 Five-Year Financial Plan draft

5. Sewer Operating Fund Summary for Schedule “E” Bylaw 2924

Sewer Operating Fund	Budget				
	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
Total Operating Revenues	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	-	-	-	-
Total Reserves & Surplus	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 Operating Expenses	5 665 700	5 817 500	6 099 200	6 392 200	6 709 200
Transfers to Other Funds					
General Fund					
Sewer Capital Fund	941 800	1 341 500	1 341 500	1 341 500	1 341 500
	941 800	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
Future Expenditure	307 600	-	-	-	-
Carbon Offsets Reserve	5 500	5 500	5 500	5 500	5 500
Total Transfers	688 800	281 100	281 000	281 000	281 000
Transfer to Appropriated Surplus					
Surplus contingency	3 600	29 500	21 500	18 500	9 400
	3 600	29 500	21 500	18 500	9 400
Total Expenses	\$ 7 299 900	\$ 7 469 600	\$ 7 743 200	\$ 8 033 200	\$ 8 341 100



2018 – 2022 Five-Year Financial Plan draft

6. Water Operating Fund Summary for Schedule "F" Bylaw 2924

Water Operating Fund	Budget				
	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
Total Operating Revenues	7 701 800	8 662 500	9 596 500	10 412 000	10 628 100
Reserves & Surplus					
Future Expenditure	20 500	-	-	-	-
Water Efficiency	15 500	15 800	16 100	16 400	16 800
Gas Tax	110 000	-	-	-	-
Total Transfers	146 000	15 800	16 100	16 400	16 800
Equity in Assets					
	300 000	300 000	300 000	300 000	300 000
Total Revenues	\$ 8 147 800	\$ 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					
Water Capital Fund	974 300	1 530 600	1 780 600	2 030 600	2 030 600
	974 300	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
Future Expenditure	20 500	-	-	-	-
Carbon Offsets	5 500	5 500	5 500	5 500	5 500
	193 800	77 000	328 000	429 000	379 900
Transfer to Appropriated Surplus					
Contingency	14 900	29 800	16 100	26 500	18 700
Total Transfers	208 700	106 800	344 100	455 500	398 600
Total Expenses	\$ 8 147 800	\$ 8 978 300	\$ 9 912 600	\$10 728 400	\$10 944 900

2018 – 2022 Five-Year Financial Plan draft

7. General Capital Fund Summary for Schedule "G" Bylaw 2924

General Capital Fund	Budget				
	2018	2019	2020	2021	2022
Revenues					
Revenues					
Other Revenues	\$ 50 000	\$ 20 000	\$ -	\$ -	\$ -
Grant and Contributions	671 000	664 900	504 600	423 400	339 400
	721 000	684 900	504 600	423 400	339 400
Transfers					
Operating Funds	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
Reserves					
Community Works Reserve	4 094 300	3 254 900	1 100 000	800 000	800 000
Other Reserve Funds	3 539 400	2 915 700	1 877 000	1 197 000	996 000
	7 633 700	6 170 600	2 977 000	1 997 000	1 796 000
Total Transfers	10 444 700	8 478 700	6 083 600	5 954 600	6 960 400
Funding from Debt	-	1 791 400	9 422 100	7 300 000	3 650 000
Total Revenues	\$11 165 700	\$10 955 000	\$16 010 300	\$13 678 000	\$10 949 800
Expenditures					
Capital Assets					
Land and improvements	493 900	389 000	614 000	752 000	967 000
Buildings	1 858 500	904 300	6 662 100	5 925 700	1 105 800
Equipments / Furnitures / Vehicles	1 703 300	1 212 000	794 000	701 000	2 201 000
Engineering Structures - Renewal	5 333 100	6 876 100	5 528 300	3 342 300	3 542 300
Engineering Structures - New	110 000	-	-	-	-
Other Tangible Capital Assets	275 000	55 000	90 000	65 000	65 000
	9 773 800	9 436 400	13 688 400	10 786 000	7 881 100
Debt					
Interest	535 400	\$ 582 800	\$ 878 800	\$ 1 106 100	\$ 1 161 400
Principal	856 500	935 800	1 443 100	1 785 900	1 907 300
	1 391 900	1 518 600	2 321 900	2 892 000	3 068 700
Total Expenditures	\$11 165 700	\$10 955 000	\$16 010 300	\$13 678 000	\$10 949 800



8. Sewer Capital Fund Summary for Schedule "H" Bylaw 2924

Sewer Capital Fund	Budget				
	2018	2019	2020	2021	2022
Revenues					
Funding from Operating Fund					
Other Revenues	66 800	-	-	-	-
Sewer Operating Fund	941 800	1 341 500	1 341 500	1 341 500	1 341 500
	1 008 600	1 341 500	1 341 500	1 341 500	1 341 500
Reserves & Surplus					
Sewer Operating Surplus	307 600	-	-	-	-
General Reserve Funds	110 000	2 000 000	250 000	250 000	250 000
Gas Tax Reserve Fund	502 400	-	-	-	-
	920 000	2 000 000	250 000	250 000	250 000
Funding from Debt	-	2 500 000	-	-	-
Total Revenues	\$1 928 600	\$5 841 500	\$1 591 500	\$1 591 500	\$1 591 500
Expenditures					
Debt					
Interest - Debenture Debt	54 900	131 900	131 900	131 900	131 900
Principal - Debenture Debt	75 200	209 600	209 600	209 600	209 600
	130 100	341 500	341 500	341 500	341 500
Capital Assets					
Equipment	585 000	-	-	-	-
Engineering Structures - Renewal	643 500	4 500 000	1 250 000	1 250 000	1 250 000
Engineering Structures - New	570 000	1 000 000	-	-	-
	1 798 500	5 500 000	1 250 000	1 250 000	1 250 000
Total Expenditures	\$1 928 600	\$5 841 500	\$1 591 500	\$1 591 500	\$1 591 500



2018 – 2022 Five-Year Financial Plan draft

9. Water Capital Fund Summary for Schedule "I" Bylaw 2924

Water Capital Fund	2018	2019	Budget 2020	2021	2022
Revenues					
Funding from Operating Fund					
Other Revenues	\$ 404 200	\$ -	\$ -	\$ -	\$ -
Water Operating Fund	974 300	1 530 600	1 780 600	2 030 600	2 030 600
	1 378 500	1 530 600	1 780 600	2 030 600	2 030 600
Reserves & Surplus					
Water Surplus	20 500	-	-	-	-
Community Works (Gas Tax)	500 000	-	-	-	-
Other Reserves	1 287 000	-	-	-	-
	1 807 500	-	-	-	-
Total Revenues	\$3 186 000	\$1 530 600	\$1 780 600	\$2 030 600	\$2 030 600
Expenditures					
Debt					
Interest - Debenture Debt	\$ 10 500	\$ 10 500	\$ 10 500	\$ 10 500	\$ 10 500
Principal - Debenture Debt	20 100	20 100	20 100	20 100	20 100
	30 600	30 600	30 600	30 600	30 600
Capital Assets					
Engineering Structures - Renewal	1 593 500	1 500 000	1 750 000	2 000 000	2 000 000
Engineering Structures - New	1 561 900	-	-	-	-
	3 155 400	1 500 000	1 750 000	2 000 000	2 000 000
Total Expenditures	\$3 186 000	\$1 530 600	\$1 780 600	\$2 030 600	\$2 030 600





*photo by:
Craig Carson*



CITY OF
COURTENAY
Financial Services

Fund	Category	Project description	2018 Final Budget
General	Renewal	Braidwood Road Design - Storm & Road	130,500
		MAJOR ROAD CONS - 13 th Street - Willemar to Burgess	25,000
		MAJOR ROAD CONS - 5th Street - Fitzgerald to Mezies COMPLETE STREETS PILOT PROJECT	3,065,300
		ROAD PAVING - 17th St - Cliffe to Railway Crossing	810,000
		ROAD PAVING - Cumberland Rd - Swanson to City Limits	300,000
		STORM DRAINAGE - 13 St - Burgess to Willemar Road and Storm Reconstruction	25,000
		STORM DRAINAGE - 200 Back Rd Storm Culvert improvement	75,000
		STORM DRAINAGE - Glacier View Plaza Drainage improvements	162,500
		STORM DRAINAGE - WOODS PARK STORM OUTFALL	70,000
		Road, Storm, Parks DCC Projects	342,300
		MAJOR ROAD CONS - MJR-09 5TH ST BRIDGE UPGRADE Deck renewal & Painting	252,500
		STORM DRAINAGE - Old Island Highway Storm System	75,000
			Renewal Total
Sewer	Renewal	1 St Lift Station Replacement	220,000
		Braidwood Rd - Road & Utility Reconstruction - Sanitary	43,500
		Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	112,500
		Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	267,500
			Renewal Total
Water	Renewal	Braidwood Rd - Road & Utility Reconstruction - Water	43,500
		Buckstone Water Booster Pump Station - Improvements	250,000
		Comox Rd Fire Chamber Removal	125,000
		Lerwick Rd - Valve Replacement	75,000
		Old Island Hwy & 5 St - Water Valve Replacement	75,000
		Willemar Ave -17 St to 21 St - Watermain Replacement	1,025,000
			Renewal Total
Grand Total			7,570,100

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2893

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. 2893, 2018”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning parts Lot B, District Lot 153, Comox District, Plan EPP19353 from R-3 to CD-21 and from CD-21 to R-3 as shown in bold outline on Schedule A;
 - (b) by rezoning parts Lot B, District Lot 153, Comox District, Plan EPP19353 from CD-21 to PA-2 and from PA-2 to CD-21 as shown in bold outline on Schedule A; and
 - (c) That Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this	day of	, 2018
Read a second time this	day of	, 2018
Considered at a Public Hearing this	day of	, 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

Schedule "A"

Part of Bylaw No. 2893, 2018

Amendment to the

Zoning Bylaw No. 2500, 2007



CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

2018-2022 Consolidated Financial Plan Bylaw No. 2924, 2018

REASON FOR BYLAW

To adopt the 2018 – 2022 Consolidated Financial Plan

STATUTORY AUTHORITY FOR BYLAW

Section 165(2) of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

OTHER PROCEDURES REQUIRED

April 3, 2018

B. Parschauer
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2924

A bylaw to adopt the consolidated five year financial plan

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

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

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

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

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

1. This bylaw may be cited for all purposes as **“The 2018 – 2022 Consolidated Financial Plan Bylaw No. 2924, 2018”**.
2. Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 statement of objectives and policies for the proportion of total revenue from property value taxes, parcel taxes, fees and charges, borrowing, and other funding sources.
3. Schedule “B” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 statement of the use of permissive tax exemptions.
4. Schedule “C” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 Consolidated Financial Plan.
5. Schedule “D” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 General Operating Fund Financial Plan.
6. Schedule “E” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 Sewer Operating Fund Financial Plan.
7. Schedule “F” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 Water Operating Fund Financial Plan.
8. Schedule “G” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 General Capital Fund Financial Plan.

9. Schedule “H” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 Sewer Capital Fund Financial Plan.
10. Schedule “I” attached hereto and made part of this bylaw is hereby adopted as the 2018 – 2022 Water Capital Fund Financial Plan.
11. “The Final 2017 – 2021 Financial Plan Bylaw No. 2879, 2017” is hereby repealed.

Read a first time this day of April, 2018

Read a second time this day of April, 2018

Read a third time this day of April, 2018

Finally passed and adopted this day of April, 2018

Mayor

Director of Legislative Services

City of Courtenay
 BYLAW NO. 2924, 2018
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2018 - 2022
 Schedule A

Objectives and Policies for Schedule “A” Bylaw 2924

Proportion of Revenue by Source

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

Revenue Source	2016		2017		2018	
	Amount	% Total Revenue	Amount	% Total Revenue	Amount	% Total Revenue
Property Value Taxes	\$22,677,200	35.4%	24,056,300	39.2%	24,954,500	38.1%
Parcel Taxes	2,655,500	4.2%	2,858,000	4.7%	3,133,400	4.8%
Fees and Charges	16,077,600	19.3%	17,424,000	28.4%	18,612,300	28.5%
Other Sources	4,504,400	15.8%	5,484,000	8.9%	4,306,700	6.6%
Reserves/Surpluses	13,648,600	25.3%	11,560,200	18.8%	14,413,100	22.0%
Borrowing	-	0.0%	-	0.0%	-	0.0%
TOTAL	\$59,563,300	100.0%	\$61,382,700	100.0%	65,420,000	100.0%

City of Courtenay
 BYLAW NO. 2924, 2018
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2018 - 2022
 Schedule B

Objectives and Policies for Schedule “B” Bylaw 2924

Permissive Tax Exemptions

- ❖ A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants.
- ❖ The cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year.

Permissive Property Tax Exemptions	2016 (\$)	2017 (\$)	2018(\$)
City owned properties / managed by not-for-profit groups	175,040	182,352	176,946
Not-for Profit Organizations	133,867	136,224	144,990
Churches	15,486	15,760	16,052
TOTAL	324,393	334,336	337,988
Prior year tax levy for municipal purposes	21,106,452	21,951,300	22,108,900
As a percentage of municipal tax levy	1.54%	1.52%	1.53%

City of Courtenay
BYLAW NO. 2924, 2018
A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
City of Courtenay for the Years 2018 - 2022
Schedule C

Consolidated Financial Plan	Budget				
	2018	2019	2020	2021	2022
Revenues					
Taxes					
General Property Taxes	\$ 24 236 300	\$ 25 403 000	\$ 26 768 900	\$ 28 275 600	\$ 31 173 700
Collections for Other Governments	21 021 800	21 931 200	22 448 300	22 950 100	23 333 900
Total Property Taxes	45 258 100	47 334 200	49 217 200	51 225 700	54 507 600
Frontage & Parcel Taxes	3 133 400	3 728 800	4 113 000	4 601 600	4 634 700
Grants in Place of Property Taxes	462 400	469 900	477 100	484 800	492 700
% of Revenue Tax	399 500	407 500	415 700	423 900	432 400
Total Taxes Collected	49 253 400	51 940 400	54 223 000	56 736 000	60 067 400
Less: Transfers to Other Governments	(21 165 500)	(22 077 300)	(22 596 600)	(23 100 900)	(23 487 100)
Net Taxes for Municipal Purposes	28 087 900	29 863 100	31 626 400	33 635 100	36 580 300
Other Revenues					
Fees and Charges	18 612 300	19 671 800	20 612 800	21 351 800	21 966 000
Revenue from Other Sources	1 754 800	1 279 100	1 279 100	1 379 400	1 401 700
Other Contributions	671 000	664 900	504 600	423 400	339 400
Transfers from Other Govt & Agencies	1 880 900	1 914 600	1 952 600	1 991 300	2 031 100
Total Other Revenues	22 919 000	23 530 400	24 349 100	25 145 900	25 738 200
Total Operating Revenues	51 006 900	53 393 500	55 975 500	58 781 000	62 318 500
Transfers From Reserves and Surplus					
From Reserves	12 621 400	9 424 400	4 481 100	3 501 400	3 300 800
Fom Surplus	1 791 700	777 100	575 200	510 000	-
Total from Reserves and Surplus	14 413 100	10 201 500	5 056 300	4 011 400	3 300 800
Funding from Debt	-	4 291 400	9 422 100	7 300 000	3 650 000
Total Revenues	65 420 000	67 886 400	70 453 900	70 092 400	69 269 300
Equity in Capital Assets	4 425 000	4 425 000	4 425 000	4 425 000	4 425 000
	\$ 69 845 000	\$ 72 311 400	\$ 74 878 900	\$ 74 517 400	\$ 73 694 300
Expenses					
Operating Expenses					
General Government	\$ 4 132 200	\$ 4 266 200	\$ 4 371 900	\$ 4 449 800	\$ 4 582 500
Protective Services	8 579 100	8 739 400	8 912 700	9 090 700	9 272 000
Public Works Services	7 925 000	8 005 800	7 933 700	8 037 200	8 189 400
Environmental Health Services	15 402 900	15 994 800	16 753 400	17 566 600	18 223 700
Public Health Services	305 600	311 600	317 900	324 200	330 900
Development Services	2 021 600	1 882 000	1 867 000	1 901 500	1 937 300
Recreation & Cultural Services	7 167 800	7 170 600	7 314 800	7 463 500	7 613 900
	45 534 200	46 370 400	47 471 400	48 833 500	50 149 700
Amortization	4 425 000	4 425 000	4 425 000	4 425 000	4 425 000
Total Operating Expenses	49 959 200	50 795 400	51 896 400	53 258 500	54 574 700
Capital Transactions					
Capital Assets					
Land and Improvements	493 900	389 000	614 000	752 000	967 000
Buildings	1 858 500	904 300	6 662 100	5 925 700	1 105 800
Equipment	2 288 300	1 212 000	794 000	701 000	2 201 000
Engineering Structures - Renewal	7 570 100	12 876 100	8 528 300	6 592 300	6 792 300
Engineering Structures - New	2 241 900	1 000 000	-	-	-
Other Capital Assets	275 000	55 000	90 000	65 000	65 000
	14 727 700	16 436 400	16 688 400	14 036 000	11 131 100
Debt for Capital Assets					
Interest	600 800	725 200	1 021 200	1 248 500	1 303 800
Principal	951 800	1 165 500	1 672 800	2 015 600	2 137 000
	1 552 600	1 890 700	2 694 000	3 264 100	3 440 800
Total Capital Transactions	16 280 300	18 327 100	19 382 400	17 300 100	14 571 900
Transfers to Reserves & Surplus					
To Reserves	3 587 000	3 129 600	3 562 500	3 913 800	4 425 100
To Appropriated Surplus	18 500	59 300	37 600	45 000	122 600
Total to Reserves and Surplus	3 605 500	3 188 900	3 600 100	3 958 800	4 547 700
	\$ 69 845 000	\$ 72 311 400	\$ 74 878 900	\$ 74 517 400	\$ 73 694 300

Schedule C

City of Courtenay
 BYLAW NO. 2924, 2018
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2018 - 2022
 Schedule D

General Operating Fund	Budget				
	2018	2019	2020	2021	2022
REVENUES					
Taxes					
General Municipal Taxes	\$ 24 236 300	\$ 25 403 000	\$ 26 768 900	\$ 28 275 600	\$ 31 173 700
Collections for Other Governments	21 021 800	21 931 200	22 448 300	22 950 100	23 333 900
Total Taxes Collected	45 258 100	47 334 200	49 217 200	51 225 700	54 507 600
Less:					
Property Taxes for Other Governments	(21 021 800)	(21 931 200)	(22 448 300)	(22 950 100)	(23 333 900)
	(21 165 500)	(22 077 300)	(22 596 600)	(23 100 900)	(23 487 100)
Net Municipal Taxes	24 092 600	25 256 900	26 620 600	28 124 800	31 020 500
Grants in Lieu of Taxes	462 400	469 900	477 100	484 800	492 700
% of Revenue Tax	399 500	407 500	415 700	423 900	432 400
Taxes for Municipal Purposes	24 954 500	26 134 300	27 513 400	29 033 500	31 945 600
Fees and Charges	7 435 300	7 585 800	7 706 500	7 831 600	7 957 900
Revenue from Other Sources	1 050 100	1 066 800	1 083 700	1 181 000	1 200 300
Transfers from Other Govt & Agencies	1 880 900	1 914 600	1 952 600	1 991 300	2 031 100
Transfers-Reserves	1 731 600	1 238 000	1 238 000	1 238 000	1 238 000
Transfers-Surplus	1 791 700	777 100	575 200	510 000	-
Equity in Capital Assets	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000
	\$42 844 100	\$42 716 600	\$44 069 400	\$ 45 785 400	\$ 48 372 900
EXPENDITURES					
Operating Expenditures					
General Government	\$ 4 132 200	\$ 4 266 200	\$ 4 371 900	\$ 4 449 800	\$ 4 582 500
Protective Services	8 579 100	8 739 400	8 912 700	9 090 700	9 272 000
Public Works Services	7 925 000	8 005 800	7 933 700	8 037 200	8 189 400
Environmental Health Services	3 197 400	3 261 400	3 291 300	3 357 100	3 423 800
Public Health Services	305 600	311 600	317 900	324 200	330 900
Development Services	2 021 600	1 882 000	1 867 000	1 901 500	1 937 300
Parks, Recreation & Cultural Services	7 167 800	7 170 600	7 314 800	7 463 500	7 613 900
Total Operating Expenses	33 328 700	33 637 000	34 009 300	34 624 000	35 349 800
Amortization	4 000 000	4 000 000	4 000 000	4 000 000	4 000 000
Total Expenses	37 328 700	37 637 000	38 009 300	38 624 000	39 349 800
Transfer to Capital Fund	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
Transfer to Reserve Funds	2 704 400	2 771 500	2 953 500	3 203 800	3 764 200
Transfer to Surplus	-	-	-	-	94 500
	5 515 400	5 079 600	6 060 100	7 161 400	9 023 100
	\$42 844 100	\$42 716 600	\$44 069 400	\$ 45 785 400	\$ 48 372 900

City of Courtenay
BYLAW NO. 2924, 2018
A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
City of Courtenay for the Years 2018 - 2022
Schedule E

Sewer Operating Fund	Budget				
	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
Total Operating Revenues	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	-	-	-	-
Total Reserves & Surplus	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 Operating Expenses	5 665 700	5 817 500	6 099 200	6 392 200	6 709 200
Transfers to Other Funds					
General Fund					
Sewer Capital Fund	941 800	1 341 500	1 341 500	1 341 500	1 341 500
	941 800	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
Future Expenditure	307 600	-	-	-	-
Carbon Offsets Reserve	5 500	5 500	5 500	5 500	5 500
Total Transfers	688 800	281 100	281 000	281 000	281 000
Transfer to Appropriated Surplus					
Surplus contingency	3 600	29 500	21 500	18 500	9 400
	3 600	29 500	21 500	18 500	9 400
Total Expenses	\$ 7 299 900	\$ 7 469 600	\$ 7 743 200	\$ 8 033 200	\$ 8 341 100

Schedule E

City of Courtenay
 BYLAW NO. 2924, 2018
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2018 - 2022
 Schedule F

Water Operating Fund	Budget				
	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
Total Operating Revenues	7 701 800	8 662 500	9 596 500	10 412 000	10 628 100
Reserves & Surplus					
Future Expenditure	20 500	-	-	-	-
Water Efficiency	15 500	15 800	16 100	16 400	16 800
Gas Tax	110 000	-	-	-	-
Total Transfers	146 000	15 800	16 100	16 400	16 800
Equity in Assets					
	300 000	300 000	300 000	300 000	300 000
Total Revenues	\$ 8 147 800	\$ 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					
Water Capital Fund	974 300	1 530 600	1 780 600	2 030 600	2 030 600
	974 300	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
Future Expenditure	20 500	-	-	-	-
Carbon Offsets	5 500	5 500	5 500	5 500	5 500
	193 800	77 000	328 000	429 000	379 900
Transfer to Appropriated Surplus					
Contingency	14 900	29 800	16 100	26 500	18 700
Total Transfers	208 700	106 800	344 100	455 500	398 600
Total Expenses	\$ 8 147 800	\$ 8 978 300	\$ 9 912 600	\$10 728 400	\$10 944 900

City of Courtenay
BYLAW NO. 2924, 2018
A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
City of Courtenay for the Years 2018 - 2022
Schedule G

General Capital Fund	Budget				
	2018	2019	2020	2021	2022
Revenues					
Revenues					
Other Revenues	\$ 50 000	\$ 20 000	\$ -	\$ -	\$ -
Grant and Contributions	671 000	664 900	504 600	423 400	339 400
	721 000	684 900	504 600	423 400	339 400
Transfers					
Operating Funds	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
	2 811 000	2 308 100	3 106 600	3 957 600	5 164 400
Reserves					
Community Works Reserve	4 094 300	3 254 900	1 100 000	800 000	800 000
Other Reserve Funds	3 539 400	2 915 700	1 877 000	1 197 000	996 000
	7 633 700	6 170 600	2 977 000	1 997 000	1 796 000
Total Transfers	10 444 700	8 478 700	6 083 600	5 954 600	6 960 400
Funding from Debt	-	1 791 400	9 422 100	7 300 000	3 650 000
Total Revenues	\$11 165 700	\$10 955 000	\$16 010 300	\$13 678 000	\$10 949 800
Expenditures					
Capital Assets					
Land and improvements	493 900	389 000	614 000	752 000	967 000
Buildings	1 858 500	904 300	6 662 100	5 925 700	1 105 800
Equipments / Furnitures / Vehicles	1 703 300	1 212 000	794 000	701 000	2 201 000
Engineering Structures - Renewal	5 333 100	6 876 100	5 528 300	3 342 300	3 542 300
Engineering Structures - New	110 000	-	-	-	-
Other Tangible Capital Assets	275 000	55 000	90 000	65 000	65 000
	9 773 800	9 436 400	13 688 400	10 786 000	7 881 100
Debt					
Interest	535 400	\$ 582 800	\$ 878 800	\$ 1 106 100	\$ 1 161 400
Principal	856 500	935 800	1 443 100	1 785 900	1 907 300
	1 391 900	1 518 600	2 321 900	2 892 000	3 068 700
Total Expenditures	\$11 165 700	\$10 955 000	\$16 010 300	\$13 678 000	\$10 949 800

City of Courtenay
 BYLAW NO. 2924, 2018
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2018 - 2022
 Schedule H

Sewer Capital Fund	Budget				
	2018	2019	2020	2021	2022
Revenues					
Funding from Operating Fund					
Other Revenues	66 800	-	-	-	-
Sewer Operating Fund	941 800	1 341 500	1 341 500	1 341 500	1 341 500
	1 008 600	1 341 500	1 341 500	1 341 500	1 341 500
Reserves & Surplus					
Sewer Operating Surplus	307 600	-	-	-	-
General Reserve Funds	110 000	2 000 000	250 000	250 000	250 000
Gas Tax Reserve Fund	502 400	-	-	-	-
	920 000	2 000 000	250 000	250 000	250 000
Funding from Debt	-	2 500 000	-	-	-
Total Revenues	\$1 928 600	\$5 841 500	\$1 591 500	\$1 591 500	\$1 591 500
Expenditures					
Debt					
Interest - Debenture Debt	54 900	131 900	131 900	131 900	131 900
Principal - Debenture Debt	75 200	209 600	209 600	209 600	209 600
	130 100	341 500	341 500	341 500	341 500
Capital Assets					
Equipment	585 000	-	-	-	-
Engineering Structures - Renewal	643 500	4 500 000	1 250 000	1 250 000	1 250 000
Engineering Structures - New	570 000	1 000 000	-	-	-
	1 798 500	5 500 000	1 250 000	1 250 000	1 250 000
Total Expenditures	\$1 928 600	\$5 841 500	\$1 591 500	\$1 591 500	\$1 591 500

City of Courtenay
 BYLAW NO. 2924, 2018
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2018 - 2022
 Schedule I

Water Capital Fund	Budget				
	2018	2019	2020	2021	2022
Revenues					
Funding from Operating Fund					
Other Revenues	\$ 404 200	\$ -	\$ -	\$ -	\$ -
Water Operating Fund	974 300	1 530 600	1 780 600	2 030 600	2 030 600
	1 378 500	1 530 600	1 780 600	2 030 600	2 030 600
Reserves & Surplus					
Water Surplus	20 500	-	-	-	-
Community Works (Gas Tax)	500 000	-	-	-	-
Other Reserves	1 287 000	-	-	-	-
	1 807 500	-	-	-	-
Total Revenues	\$3 186 000	\$1 530 600	\$1 780 600	\$2 030 600	\$2 030 600
Expenditures					
Debt					
Interest - Debenture Debt	\$ 10 500	\$ 10 500	\$ 10 500	\$ 10 500	\$ 10 500
Principal - Debenture Debt	20 100	20 100	20 100	20 100	20 100
	30 600	30 600	30 600	30 600	30 600
Capital Assets					
Engineering Structures - Renewal	1 593 500	1 500 000	1 750 000	2 000 000	2 000 000
Engineering Structures - New	1 561 900	-	-	-	-
	3 155 400	1 500 000	1 750 000	2 000 000	2 000 000
Total Expenditures	\$3 186 000	\$1 530 600	\$1 780 600	\$2 030 600	\$2 030 600



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2919

A bylaw to regulate and require the provision of works and services in connection with the subdivision and development of land

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

1. In this bylaw,

“Approving Officer” means the person appointed to that position under the *Land Title Act*, or a designate.

“Building Inspector” means a person designated to that position by the City of Courtenay.

“City” means the Corporation of the City of Courtenay.

“Construct” when used with respect to Works and Services referred to herein, means build, erect, install, repair, alter, add, enlarge, move, locate, relocate, rebuild, upgrade, demolish, remove, excavate or shore.

“Construction Costs” means the estimated construction costs of Works and Services as determined by the Qualified Professional and accepted by the Development Engineer.

“Contractor” means a person having a contract with a Developer or the City to construct Works and Services required by this Bylaw.

“Council” means the Council of the Corporation of the City of Courtenay.

“Developer” means the owner of land, or appointed agent for the owner, in respect of which a subdivision application or building permit application has been made.

“Development Engineer” means the person designated the Manager of the department responsible to approve subdivisions by the City of Courtenay, or a designate.

“Inspector” means a person who shall make inspections and tests, on behalf of the Developer, of any Works and Services being carried out to ensure compliance with this Bylaw.

“Master Municipal Construction Documents” means the most recent version of the Platinum Edition documents of that name issued by the Master Municipal Construction Documents Association including any revisions issued by the Association, as of the date of application for a subdivision or building permit referred to in Section 3 or Section 5 of this bylaw, respectively, which documents are incorporated into and form part of this bylaw.



“Qualified Professional” means a Professional Engineer who is registered or licensed to practice in British Columbia under the provisions of the *Engineers and Geoscientists Act*, who is responsible for the design, construction, supervision and certification of all Works and Services on behalf of the Developer.

“Security” means cash or a clean, unconditional, irrevocable and automatically renewing letter of credit drawn on a chartered bank or credit union having a branch in the City at which demand may be made on the letter of credit.

“Servicing Agreement” means an agreement between the Developer and the City for the construction and installation of Works and Services required under this Bylaw and pursuant to the *Local Government Act*.

“Subdivide” or “Subdivision” means:

- (a) a *subdivision* as defined in the *Land Title Act* including the adjustment of existing parcel boundaries; or
- (b) a *subdivision* as defined in the *Strata Property Act*.

“Works and Services” means the works and services a Developer is required to provide under this Bylaw, including all design, construction, installation and certification.

2. All *Works and Services* shall be designed by a *Qualified Professional* in accordance to this Bylaw, and adhere to all other *City Bylaws*, Provincial and Federal Regulations.
3. No person shall *subdivide* land in the *City* unless:
 - (a) the *Works and Services* required by this bylaw have been provided by the *Developer* to the satisfaction of the *Development Engineer*; or
 - (b) the *Developer* has entered into an agreement with the *City* to *construct* and install the required *Works and Services* by a date specified in the agreement, and provided to the *City security* in the amount determined by the *Development Engineer*, having regard to the cost of installing and paying for the *Works and Services*.
4. Section 3 does not apply:
 - (a) in relation to underground wiring, conduit and vaults, in the case of any *subdivision* resulting in the creation of fewer than 2 additional parcels in an area zoned for single-family residential use only, where the electrical and telephone services abutting the parcel being subdivided and all immediately abutting parcels are above-ground; or
 - (b) in relation to *Works and Services* of any type, in cases where the *Development Engineer* determines that the need for the *Works or Services* is not directly attributable to the *subdivision*, or to buildings likely to be constructed in the *subdivision*.
5. No person shall *construct* a building or structure in the *City* for which a building permit is required unless:



- (a) the *Works and Services* required by this bylaw have been constructed by the *Developer* to the satisfaction of the *Development Engineer*; or
- (b) the *Developer* has entered into an agreement with the *City* to *construct* and install the required *Works and Services* by a date specified in the agreement, and provided to the *City* *security* in the amount determined by the *Development Engineer*, having regard to the cost of installing and paying for the *Works and Services*.

6. Section 5 does not apply:

- (a) in relation to a building permit authorizing the construction of a single family dwelling whether or not the dwelling contains a secondary suite, or in relation to the construction of a two-family dwelling; or
- (b) in relation to *Works and Services* of any type, in cases where the *Development Engineer* determines that the need for the *Works and Services* is not directly attributable to the building for which a building permit application has been made.

7. The *Development Engineer* may:

- (a) from time to time, prescribe the form of *servicing agreement* referred to in sections 3 and 5, provided that each such agreement shall require the *Developer* to:
 - i. repair any deficiencies in design, materials or workmanship in the *Works and Services* that may arise during the Warranty Period following the completion of construction;
 - ii. provide to the *City* throughout the construction period performance, *security* in the amount of up to 125 percent of the *construction costs* in relation to the construction of the *Works and Services*;
 - iii. pay all applicable fees and charges associated with the application, review, administration and compliance of the *Works and Services*;
 - iv. carry third party liability insurance in an amount and form acceptable to the *City*, naming the *City* as an additional insured, in respect of claims arising out of death, personal injury or damage arising from the construction of the *Works and Services*; and
 - v. indemnify the *City* and save it harmless in respect of all costs and expenses it may incur as a result of faulty workmanship or defective material in the *Works and Services*, in respect of which the *City* has provided notice to the *Developer* prior to the *City's* final acceptance of the *Works and Services*;
- (b) execute and deliver such agreements on behalf of the *City*, and



- (c) require that such agreements be drafted in a form that is registrable under s. 219 of the *Land Title Act* against title to the land being subdivided or built upon.
8. The *Works and Services* required by this bylaw are the following:
- (a) highways and lanes, boulevards including, without limitation, street trees, boulevard landscaping, irrigation, culverts, transit bays, sidewalks, walkways and pathways, cycling facilities, fences, bridges, retaining walls, curbs and gutters, traffic signs and signals, street lighting and conduit and vaults for underground wiring;
 - (b) water distribution systems connected to the *City's* water distribution system including, without limitation, pipes, service connections, fire hydrant systems, valves and valve chambers, meters and meter chambers, pump stations and reservoirs;
 - (c) sewage collection systems connected to the *City's* sewage collection system including, without limitation, pipes, service connections, inspection chambers, lift stations, manholes and sewage holding facilities; and
 - (d) drainage collection systems connected to the *City's* drainage collection system including, without limitation, pipes, service connections, inspection chambers, catch basins, manholes, ditches, gates, stormwater retention and detention facilities, and environmental control facilities.
9. The *Works and Services* described in section 8 must, in all cases, be provided on that portion of any highway or lane immediately adjacent to the parcel that is the subject of the *subdivision* or building permit application, as the case may be, unless additional requirements are imposed under section 14.
10. The *Works and Services* required by sections 3 and 5 and under section 14 must be constructed and installed at the cost of the *Developer* to the standards set out in this Bylaw including its Schedules, and using only those materials and products as identified in the *City's* Approved Products List, as amended from time to time.
11. If *Works and Services* of the type described in section 8 are already in existence on or in the highway or lane adjacent to a parcel being subdivided or on which a building is proposed to be constructed, and the *Works and Services* do not comply with the standards specified in section 10, the *Developer* must alter the *Works and Services* so that they comply with the standards, and the provisions of sections 3 and 5 regarding agreements and *security* apply to the alterations.
12. The *Development Engineer* may require a *Developer* to pay to the *City*:
- (a) In lieu of constructing or altering *Works and Services* required by this bylaw, cash in the amount approved by the *Development Engineer* to be the cost of constructing or altering the *Works and Services* as of the time of approval of the *subdivision* or issuance of the building permit, if the *Development Engineer* determines on the basis of sound civil engineering practice or cost considerations that the works should be constructed or



altered at a later time or concurrently with the construction or alteration of *Works and Services* serving adjacent or nearby parcels of land, and in such cases the *City* shall deposit the funds into a reserve fund established for the construction or alteration of the *Works and Services*.

- (b) In the case of boulevard trees required by this bylaw, the *Developer* must pay to the *City*, in lieu of installing the trees, cash in the amount determined by the *Development Engineer* as the cost to procure and install the trees, which the *City* shall deposit into a reserve fund established for the installation of boulevard trees and apply to the cost of installing the trees, maintenance and replacement if the tree does not survive, at such time following the completion of all construction associated with the *subdivision* or development as the *Development Engineer* may determine. The *Developer* shall have no further obligations under this bylaw in respect of such boulevard trees after providing the cash payment required by the *Development Engineer*.
13. The *Works and Services* required by this bylaw shall be provided in dedicated highways, unless the *Development Engineer* has approved the location of the *Works and Services* in a statutory right of way granted to the *City*, in which case the statutory right of way, including any required plan of right of way, must be prepared at the cost of the *Developer*, in terms satisfactory to the *Development Engineer* and the *City Solicitor*, and deposited concurrently with the deposit of the *subdivision* plan in the case of a *subdivision* application and prior to the issuance of an occupancy permit in the case of a building permit application.
14. Any *Works and Services* required by this bylaw within an existing highway right-of-way shall be provided, at a minimum, to the centre line of the highway along the entire frontage of the property, except that all required utility upgrades for water, sanitary sewer, stormwater, natural gas, electrical, street lighting or telecommunications shall be provided within the entire right-of-way regardless of its location.
15. The *Council* delegates to the *Development Engineer* the powers of the *Council* under the *Local Government Act* to:
- (a) require a *Developer* to *construct* excess or extended services as defined in Sections 507 of the *Local Government Act* other than any excess or extended services that are required by this bylaw in respect of all *subdivision* and building permit applications;
 - (b) determine whether the cost to the *City* to provide the excess or extended services would be excessive and, in that event, that the cost must be paid by the *Developer*;
 - (c) determine the benefit of the excess or extended service that may be attributed to each of the parcels of land that will be served by the services; and
 - (d) impose latecomer charges under Section 508 of the *Local Government Act* including interest at a rate determined by the *City* and established in the *City of Courtenay Fees and Charges Bylaw No. 1673, 1992 as amended*.



- 16. For the purpose of section 15, the *Development Engineer* may require the *Developer's Qualified Professional* to provide information specifying parcels of land that will be served by the excess or extended services and the benefit that each such parcel derives from the services, and execute and deliver on behalf of the *City* agreements with Developers regarding the collection and remittance of latecomer charges, which agreements may be combined with *Works and Services* agreements as referred to in sections 3 and 5.
- 17. All *Works and Services* shall be completed in accordance with the following portions of the *Master Municipal Construction Documents*, unless specifically modified herein.
 - (a) Volume II Master Municipal Specifications – Division 01, 03, 06, and 31 to 34 inclusive including any relevant definitions in the Master Municipal General Conditions and excluding all provisions pertaining to measurement and payment;
 - (b) Volume II Standard Detail Drawings; and
 - (c) MMCD Design Guidelines.
- 18. The following schedules are attached to and form part of this Bylaw:
 - Schedule 1 – Supplementary Design Guidelines
 - Schedule 2 – Supplementary Construction Specifications
 - Schedule 3 – Supplementary Standard Detail Drawings
 - Schedule 4 – Standards for Sanitary Lift Stations
- 19. The City of Courtenay Subdivision Control Bylaw No. 1401, 1986 as amended, is hereby repealed.
- 20. This bylaw may be cited as “Courtenay Subdivision and Development Servicing Bylaw No. 2919”.

Read a first time this 19th day of February, 2018.

Read a second time this 19th day of February, 2018.

Read a third time this day of , 2018.

Finally passed and adopted this day of , 2018.

Mayor

Corporate Officer



