



City of Courtenay

Request for Proposal R21-08 Downtown Wayfinding Sign Pylons

February 18, 2021

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SUMMARY OF KEY INFORMATION

RFP Reference	RFP R21-08 Downtown Wayfinding Pylons
Overview of the Opportunity	The purpose of this RFP is to source a qualified vendor to design and fabricate nine (9) “wayfinding” pylon type structures, (for future installation in the downtown core by City staff).
Questions?	Questions are to be submitted in writing quoting the RFP number and name, send to email purchasing@courtenay.ca
Addenda	Proponents are to check the BC Bid and City websites for any updated information and addenda issued, before the Closing Date at the following websites www.bcbid.gov.bc.ca and/or www.courtenay.ca/bids
Closing Date and Time	2:00 pm Pacific Standard Time Thursday, March 11, 2021
Instructions for Submission	Submissions are to be consolidated into one PDF file and sent electronically to purchasing@courtenay.ca 1. In the subject field enter: R21-08 Downtown Wayfinding Sign Pylons 2. Phone 250-338-1766 Ext. 7646 should assistance be required
Participation	The guidelines for participation that will apply to this RFP are included in this RFP.
Obtaining RFP Documents	RFP documents are available for download from these websites www.bcbid.gov.bc.ca and/or www.courtenay.ca/bids

1.0 INTENT

The City of Courtenay (the “City”) invites proposals from qualified sign manufacturing vendors to design and fabricate nine (9) wayfinding sign pylons, for future installation in the downtown core by City staff.

2.0 DOCUMENT AVAILABILITY AND RESPONSIBILITY

This RFP is being issued electronically through the BC Bid website and the City of Courtenay website where interested firms may download the RFP documents directly. No registration, tracking or other recording of RFP documents will be performed by the City. All addenda, amendments or further information will be published on www.bcbid.gov.bc.ca and www.courtenay.ca. It is the sole responsibility of the Proponent to monitor the websites regularly to check for updates.

3.0 DEFINITIONS

“City” or “Owner” means the City of Courtenay;

“Contract” means the written agreement or purchase order resulting from this RFP awarded to and/or executed by the City and the successful Proponent;

“Contract Documents” means the Request for Proposal documents, that part of the Proposal which is accepted by the City, the purchase order and executed agreement, if any, all applicable specifications and drawings including those issued by the City to the Proponent and those submitted by the Proponent during the performance of the work and accepted by the City, whether produced before or after the date of award of the Contract as the same may be modified, amended, substituted or replaced in accordance with the provisions of the Contract from time to time;

“Council” means the City of Courtenay Council;

“must”, “mandatory”, “required”, “shall”, means a requirement that must be met in order for a Proposal to receive consideration;

“Proponent” means a party, a company or an individual that has obtained a copy of this Request for Proposal and submits, or intends to submit, a Proposal in response to this “Request for Proposal”;

“Proposal” means the documents of the Proponent delivered to the City offering to perform the work as required under this RFP;

“RFP” means Request for Proposal;

“should” or “desirable” means a requirement having a significant degree of importance to the objectives of the RFP;

4.0 SCOPE OF WORK

- 4.1 The Vendor shall provide nine (9) triangular pylons for installation and use outdoors.
- 4.2 Each pylon to consist of two (2) – 94L” x 20W” panels and one (1) 94L” x 15W” panel.
- 4.3 The City shall provide pylon dimensions and print design, see Schedule B – Pylon Dimensions and Schedule C – Panel Designs respectively.
- 4.4 The Vendor shall provide shop drawings based on the information provided in Schedule B – Pylon Dimensions. Drawings should show frame and panel specifications.
- 4.5 Provide high quality, UV protection, exterior print or wrap on panels. An anti-graffiti component must be included and specified in the proposal.
- 4.6 The design of each panel covering will be different. Panel designs are provided in Schedule C – Panel Designs.
- 4.7 Provide signed and sealed engineering drawings related to the bases and the connection of the pylons. Drawings should provide all related concrete specifications, reinforcement specifications and information to ensure the bases are structurally sound enough to support the pylons.
- 4.8 Approval of final shop drawings is required before any fabrication is to be commenced.
- 4.9 Pylons are to be UV, corrosion, fade and weather resistant.
- 4.10 Pylons must be durable, impact resistant and able to handle the normal wear and tear of being out in public.
- 4.11 Pylons must be finished smooth and free of all rough or sharp surfaces.
- 4.12 Pylons should be easily cleanable.
- 4.13 Bases should be pre-cast, fabricated to finished pylon product and delivered to the City Public Works Yard as one package. Installation of finished product is **not** a part of this RFP. The City will undertake installation.

5.0 SUBMISSION FORMAT

5.1 Title Page

Showing RFP title and number, closing date, company name of the Proponent, address, contact name, email address and phone number.

5.2 Company Profile

This section to include, but not limited to, the following:

- Legal business name and names of any national or international affiliations;
- Company’s history;
- Number of staff employed;
- Current projects/contracts of similar scope;

5.3 **Design Specifications**

Provide pylon specifications detailing:

- Frame material, panel material and design
- Type of printing/wrapping material
- Type of anti-graffiti prevention
- UV protection
- Corrosion protection
- Fade protection
- Weather protection
- Durability
- Cleaning instructions
- Expected life of product

5.4 **Delivery Schedule**

Provide earliest guaranteed date for delivery upon time of award. Delivery will be FOB City of Courtenay, 1000 Piercy Ave.

5.5 **Warranty & Repair Process**

- Provide details of any standard warranty on products.
- If future repairs need to be made to the pylons, warranty or not, how would those be taken care of?
- What would be the potential timeline of repairs?
- If one panel is damaged, can it be replaced, or does the entire pylon need to be replaced?

5.6 **Pricing**

A detailed pricing schedule outlining each area of the RFP.

5.7 **Schedule A – Form of Submission**

The Schedule A – Form of Submission must be submitted with the Proponent's proposal. The Form of Submission must be signed by an authorized representative of the company.

6.0 INSTRUCTIONS TO PROPONENTS

- 6.1 An electronic submission of the proposal in .pdf format must be submitted to: **"purchasing@courtenay.ca"** no later than 2:00pm PST, Thursday, March 11, 2021, the RFP closing date. The email subject line shall read **"R21-08 Downtown Wayfinding Sign Pylons"**.

It is the sole responsibility of the Proponent to ensure that their proposal is received by the City within the proper time allocation. Late responses will be rejected by the City of Courtenay. All proposals, including Form of Submission, must be signed by an authorized Proponent representative.

Submission of a proposal indicates acceptance by the Proponent of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.

- 6.2 Questions are to be submitted in writing up to 2 business days prior to the RFP Closing Date quoting the RFP name, number and contact person below, and sent to email **purchasing@courtenay.ca**.

Graham Peterson
Procurement Specialist, City of Courtenay
purchasing@courtenay.ca

Any verbal communications will be considered unofficial and non-binding to the City. Proponents should rely only on written statements issued by the contact person listed above.

- 6.3 Notwithstanding any custom or trade practice to the contrary, the City reserves the right to, at its sole discretion and according to its own judgement of its best interest to waive any technical or formal defect in a proposal and accept that proposal.
- 6.4 Bid Protest Mechanism

The Bid Protest Mechanism (BPM) is an administrative review process that provides proponents submitting bids with a process to avoid disputes and resolve complaints that a specific procurement by a City division was not conducted in compliance with the rules of an applicable trade agreement or the City's Purchasing Policy. Contact the City's Purchasing Division at 250-338-1525 for further information.

7.0 EVALUATION CRITERIA

7.1 General

- a) An evaluation committee made up of City staff will be reviewing proposal submissions. The City reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on best value and not necessarily the lowest cost.

7.2 Evaluation Criteria & Weighting

The City reserves the right to accept any or none of the proposals submitted and will evaluate proposal submissions based on “best value” using the following criteria:

Proposal Evaluation Criteria Description	Criteria Weight
Financial Cost to the City	40 points
Design Specifications	30 points
Delivery Schedule	15 points
Warranty & Repair Process	15 points

8.0 GENERAL TERMS & CONDITIONS

8.1 Not a Tender Call

This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the City. Proposals will not be opened in public.

8.2 No Obligation to Proceed

- a) Though the City fully intends at this time to proceed through the RFP process in order to select the goods or services, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City for the purchase of the product, service or project.
- b) The City reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion.
- c) The City reserves the right to negotiate with any Proponent, or more than one Proponent. If the parties after having negotiated in good faith are unable to conclude a formal agreement, the City and the Proponent will be released without further obligations other than any surviving obligations regarding confidentiality and the City may, at its discretion, contact the Proponent of the next best rated proposal and attempt to conclude an agreement with it, and so on until an agreement is reached.

The City may at its discretion:

- 1) Negotiate with a Proponent to award a contract for all or the majority portion of the Work;
 - 2) Cancel this RFP and issue a new RFP with a new scope of work, or;
 - 3) Cancel this RFP in its entirety.
- d) Further, a proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and non-compliance with federal, provincial and municipal legislation.

- e) The City reserves the right to accept or reject a proposal where only one proposal is received.
- f) The City reserves the right to award the contract to other than the lowest cost Proponent.
- g) Award of any contract resulting from this RFP may be subject to City of Courtenay Council approval, and budget considerations.
- h) The City reserves the right to cancel this RFP at any time.

8.3 Cost of Preparation

Any cost incurred by the Proponent in the preparation of the proposal will be solely at the expense of the Proponent.

8.4 Confidentiality and Freedom of Information and Protection of Privacy Act

The proposal should clearly identify any information that is considered to be confidential or proprietary information (the "Confidential Information"). However, the City is subject to the Freedom of Information and Protection of Privacy Act. As a result, while the Act offers some protection for third party business interests, the City can't guarantee that any Confidential Information provided to the City can be held in confidence if a request for access is made under the Freedom of Information and Protection of Privacy Act.

8.5 Irrevocability of Proposals

By submission of a written request, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable and are valid for a minimum of **60** days. By submission of a proposal the Proponent agrees should the proposal be successful, the Proponent will enter into a contract with the City. Prices will be firm for the entire contract period, unless otherwise agreed to by both parties.

8.6 Pricing

Prices are to be quoted in Canadian funds with the Goods and Services Tax (GST) shown as a separate line item, if requested. Prices must be quoted inclusive of all shipping, duty and other applicable costs F.O.B. the location indicated in the RFP.

8.7 Sub-Contracting

Under no circumstances may the provision of goods or services, or any part thereof be sub-contracted, transferred, or assigned to another company, person, or other without the prior written approval of the City of Courtenay.

8.8 Accuracy of Information

The City makes no representation or warranty, either express or implied, with respect to the accuracy or completeness of any information contained or referred to in this RFP.

8.9 Default

- a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to make delivery of the Services within the time specified, or to perform any other provisions of this Contract.
- b) In the event the City terminates this Contract in whole or in part as provided in clause 8.9(a), the City may procure goods or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar goods or services.
- c) The Contractor shall not be liable for any excess costs under clause 8.9(a) or 8.9(b) if failure to perform the Contract arises by reason of Force Majeure or acts of the City.

8.10 Misrepresentation or Solicitation

If any director, officer or employee or agent of a Proponent makes any representation or solicitation to any Councillor, officer, employee or agent of the City of Courtenay with respect to the RFP, whether before or after the submission of the proposal, the City shall be entitled to reject or not accept the proposal.

8.11 Applicable Laws and Agreements

- a) The laws of the Province of B.C. shall govern this request for proposal and any subsequent Contract resulting.
- b) This RFP is subject to the terms and conditions of the Canadian Free Trade Agreement and the New West Partnership Agreement.

8.12 Ownership of Materials and Copyright

- a) Any drawings, audio-visual materials, plans, models, designs, specifications, software, reports and other similar documents or products produced by the Contractor for the benefit of the City as a result of the provision of the Services (the "Material") may be used by the City as part of its operations associated with the Materials provided.
- b) All Material shall be transferred and delivered by the Contractor to the City following the expiration or sooner termination of this Agreement, provided that the City may, at any time or times prior to the expiration or sooner termination of this Agreement, give written notice to the Contractor requesting delivery by the Contractor to the City of all or any part of the Material in which event the Contractor shall forthwith comply with such request. All materials created electronically must be provided in electronic format, in a format and in a medium acceptable to the City.
- c) The Contractor agrees that the City will own all of the Material and the Contractor irrevocably assigns to the City all of the Contractor's title in the Material. The Contractor retains ownership of the "Embedded IP". The Material does not include intellectual property or confidential information that is proprietary to the Contractor and (a) used by the Contractor to prepare, produce or supply the Material, or (b) that is otherwise embedded within the Material ("Embedded IP").

- d) The Contractor hereby represents and warrants that any portion of the Material produced by the Contractor will not infringe any patent or copyright or any other industrial or intellectual property rights including trade secrets.

8.13 Payment Terms

The successful Proponent shall invoice the City in an acceptable format and will be paid as per the City's standard payment terms, net 30 days from date of invoice. The City of Courtenay shall not pre-pay for any goods, or services for any period, unless agreed to in writing by the City.

All invoices must be emailed to finance@courtenay.ca, please do not mail invoices in addition to emailing.

The City offers electronic funds transfer for all vendor related payments. Use the attached form or contact finance@courtenay.ca for an application form to enroll in EFT payments.

9.0 ATTACHMENTS

- a) Schedule A - Form of Submission
- b) Schedule B – Pylon Dimensions
- c) Schedule C – Panel Designs

SCHEDULE A
FORM OF SUBMISSION

The Proponent offers to supply to the City of Courtenay the goods and services for the prices not including GST as follows:

- | | |
|--|-----------|
| 1. Total Price To Provide Nine (9) Triangular Pylons – Per RFP | \$ _____ |
| 2. Total Price to Provide One (1) Triangular Pylon – Per RFP | \$ _____ |
| 3. Design Specifications Included | Yes or No |
| 4. Delivery Schedule Included | Yes or No |
| 5. Warranty & Repair Process Included | Yes or No |

The above prices include and cover all duties, handling and transportation charges, and all other charges incidental to and forming part of this proposal.

Acknowledgement is hereby made of receipt and inclusion of the following addenda to the documents:

Addendum(s) No. _____ Dated: _____ No. Of Pages: _____

Legal Name: _____

Address: _____

Phone: _____ Email: _____

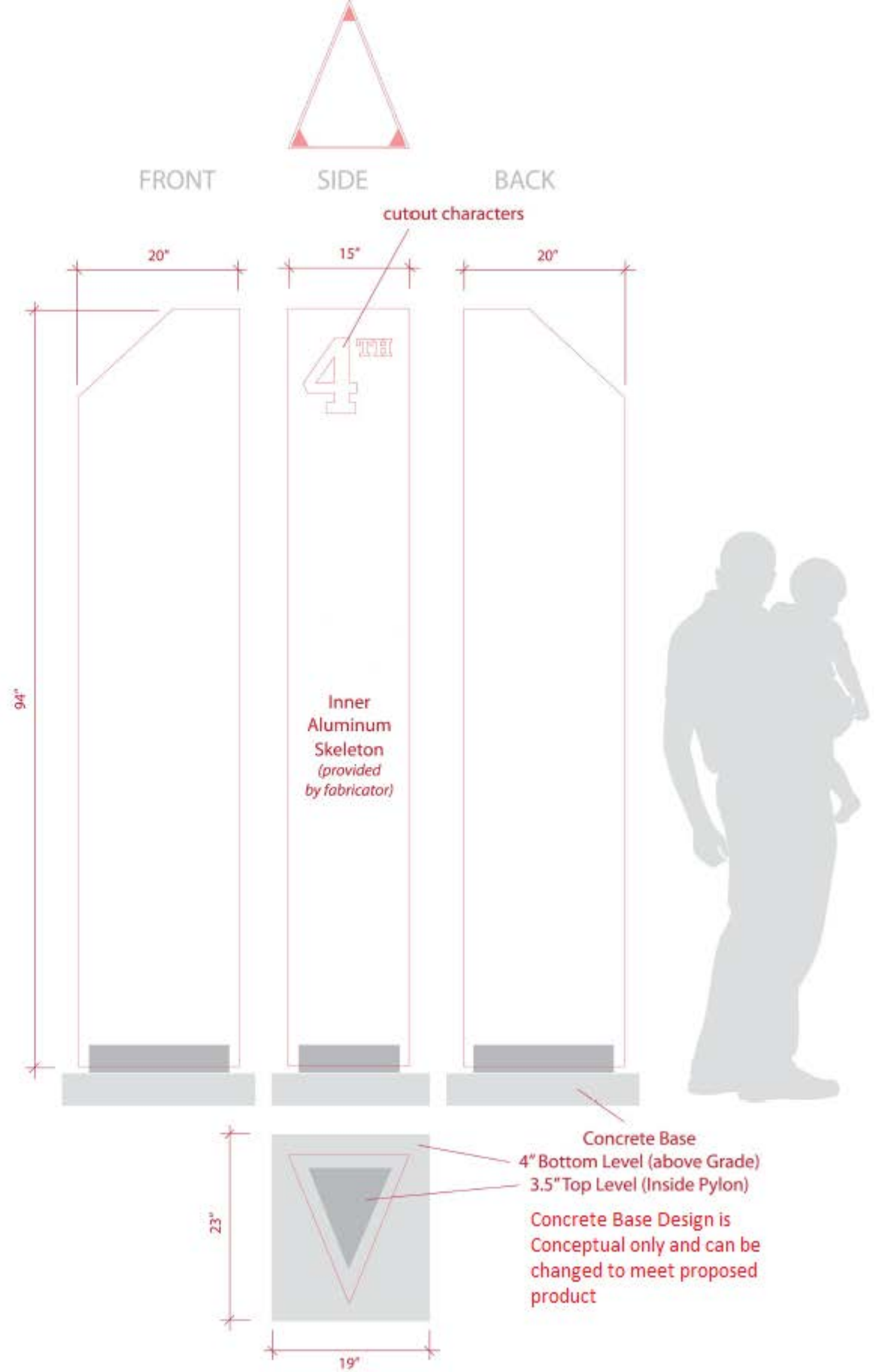
I/We the undersigned duly authorized representatives of the Proponent, having received and carefully reviewed the RFP, submit this proposal in response to the RFP. This proposal is offered by the Proponent this _____ day of _____, 2021.

Signature of Authorized Signatory

Print Name and Position of Signatory

City of Courtenay

Downtown Wayfinding Pylon



4TH



Core Downtown Area



- YOU ARE HERE**
- 1 Native Sons Hall
 - 2 Filberg Centre
 - 3 Courtenay & District Museum & Paleontology Centre
 - 4 Sid Williams Theatre
 - 5 Cornox Valley Art Gallery
 - 6 Vancouver Island Regional Library
 - 7 City Hall



4TH

- ▲ Native Sons Hall
- Filberg Centre
- Courtenay & District Museum & Paleontology Centre
- ▲ 4TH Street



STREET
4TH

4TH

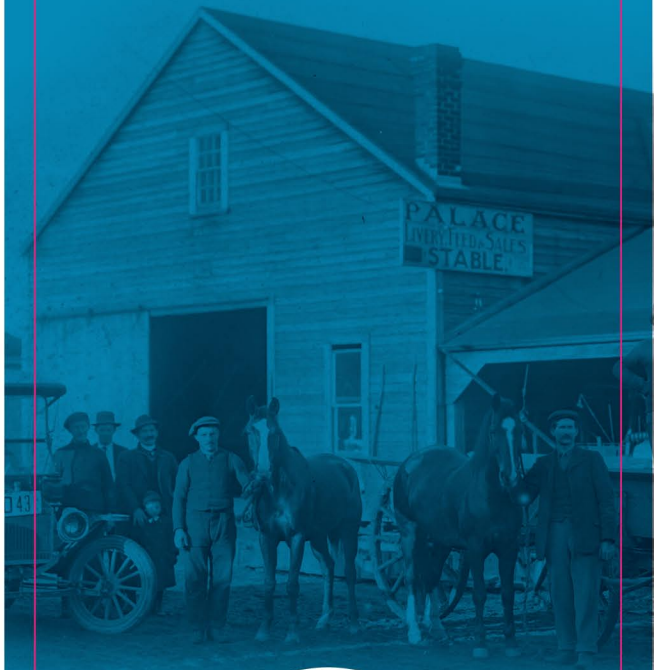


Up Close HISTORY



Palace Stables.
Photo: Courtenay and District Museum 974.72.9

The City of Courtenay was established in July 1915. The City was on the cusp of the old 19th century and the new, modern 20th century. Horse power was shifting to the automobile. The town was enlarging from the small cluster of businesses at the edge of McPhee's Orchard. Within a few years houses would be built to accommodate the influx of people that would arrive after the Great War.



4TH



Core Downtown Area



- YOU ARE HERE**
- 1 Native Sons Hall
 - 2 Filberg Centre
 - 3 Courtenay & District Museum & Paleontology Centre
 - 4 Sid Williams Theatre
 - 5 Comox Valley Art Gallery
 - 6 Vancouver Island Regional Library
 - 7 City Hall



4TH

- ← Courtenay & District Museum & Paleontology Centre
- ← Sid Williams Theatre
- ← Native Sons Hall
- ← Filberg Centre
- ← Comox Valley Art Gallery
- ← Vancouver Island Regional Library



4TH STREET

4TH



Up Close HISTORY



Central Garage.
Photo: Courtesy of Private Burns Collection

Central Garage, now a City parking lot, was owned by Cyril Burns who was born when the horse was the mode of travel, but in 1920, at age 17, he began to learn about the new automobile. In 1929 he purchased Central Garage but later moved the business into a new location. During the war, his garage supplied gasoline for army vehicles and also maintained the fleet of Island Coach Lines buses.



4TH



Up Close HISTORY



The Creech House.
Photo: Courtesy Private Collection

Typical of turn of the century workingman's home, built about 1900, it was always known affectionately as the Creech House. It was purchased in 1910 by Edward Creech; a member of his large family of eight children would live there for the next 71 years, until Dick died at age 90. He was one of the many characters who would sit near the Riverside Hotel discussing views on local issues.



4TH

- ← Courtenay & District Museum & Paleontology Centre
- ← Sid Williams Theatre
- ← Native Sons Hall
- ← Filberg Centre
- ← Comox Valley Art Gallery
- ← Vancouver Island Regional Library



4TH STREET

4TH



Core Downtown Area



- YOU ARE HERE**
- ① Native Sons Hall
 - ② Filberg Centre
 - ③ Courtenay & District Museum & Paleontology Centre
 - ④ Sid Williams Theatre
 - ⑤ Comox Valley Art Gallery
 - ⑥ Vancouver Island Regional Library
 - ⑦ City Hall



5TH



Core Downtown Area



- YOU ARE HERE**
- 1 Native Sons Hall
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 - 6 Vancouver Island Regional Library
 - 7 City Hall



5TH

- ← Sid Williams Theatre
- ← Courtenay & District Museum & Paleontology Centre
- ← Native Sons Hall
- ← Filberg Centre
- Comox Valley Art Gallery →
- Vancouver Island Regional Library →



5TH STREET

5TH

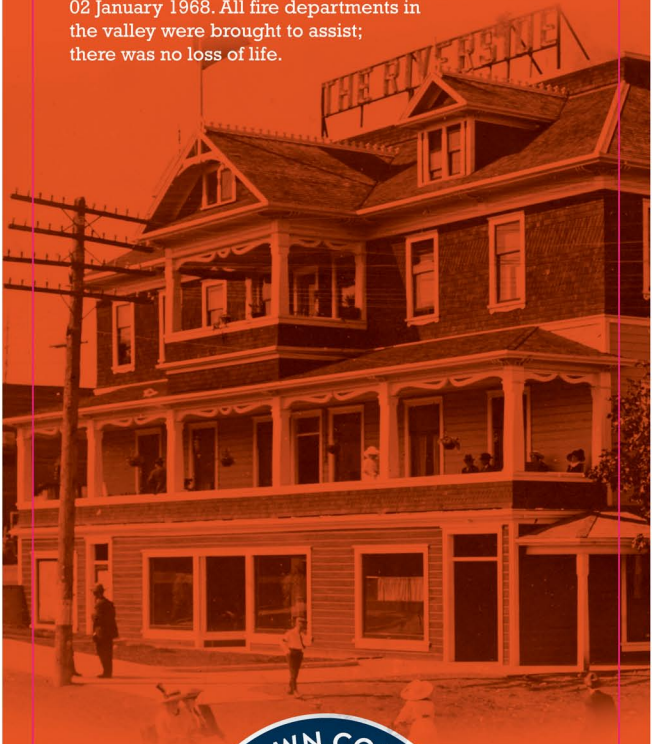


Up Close HISTORY



The Riverside Hotel.
Photo: Stubbs Collection at Courtenay and District Museum

In 1889 John Grant built the Riverside Hotel on the west side of the Courtenay River, on a corner that was the crossroads to the north island or south to Nanaimo and Victoria. It soon became the favoured accommodations for travellers and loggers who came in to town for the weekend. A retaining wall at this major corner was a popular bench for men who had time to discuss the business of the day. The hotel was destroyed in an inferno on 02 January 1968. All fire departments in the valley were brought to assist; there was no loss of life.



5TH



Core Downtown Area



- YOU ARE HERE**
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 - 2 Filberg Centre
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 - 4 Sid Williams Theatre
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 - 7 City Hall



5TH

- ← Courtenay & District Museum & Paleontology Centre
- ← Sid Williams Theatre
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- ← Filberg Centre
- ← Comox Valley Art Gallery
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5TH STREETS

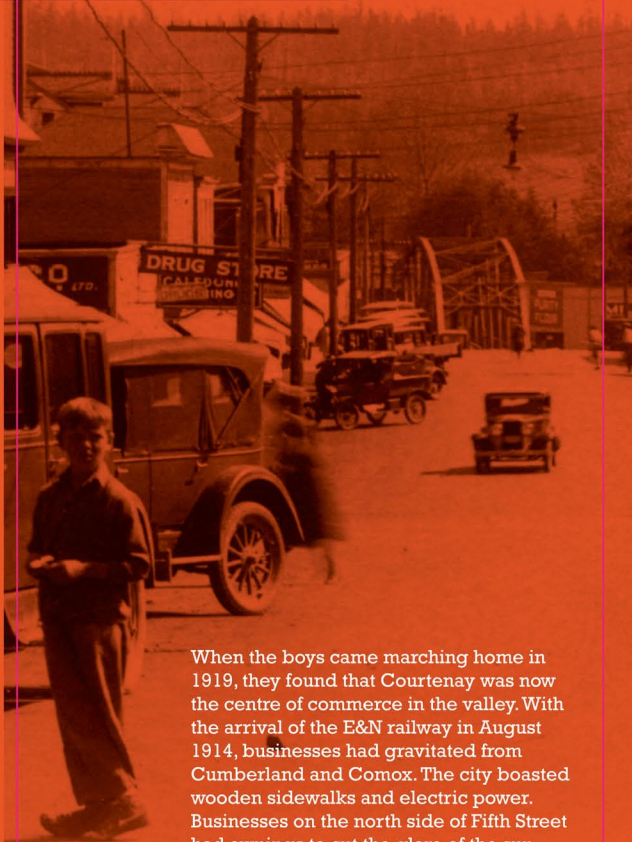
5TH



Up Close HISTORY



Fifth Street Scene Circa 1926.
Photo: Courtenay and District Museum 989.20.1



When the boys came marching home in 1919, they found that Courtenay was now the centre of commerce in the valley. With the arrival of the E&N railway in August 1914, businesses had gravitated from Cumberland and Comox. The city boasted wooden sidewalks and electric power. Businesses on the north side of Fifth Street had awnings to cut the glare of the sun, allowing easier window shopping.



5TH



Core Downtown Area



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5TH

- Comox Valley Art Gallery ➤
- Vancouver Island Regional Library ➤
- Sid Williams Theatre ➤
- Courtenay & District Museum & Paleontology Centre ➤
- Native Sons Hall ➤
- Filberg Centre ➤



5TH STREET

5TH

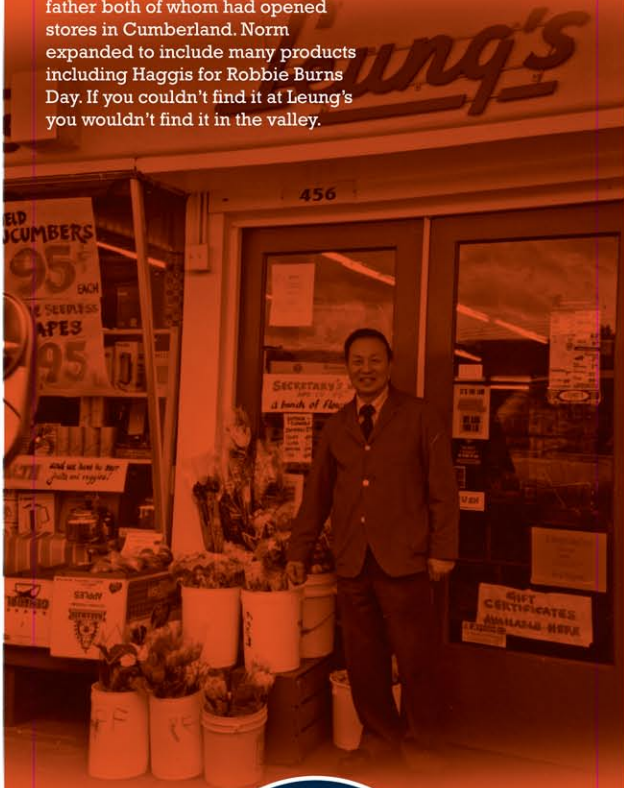


Up Close HISTORY



Norm and Lisa Leung of Leung's Grocery.
Photos: Courtesy of Leung Family Collection

When Norm Leung opened the doors on the first day of February 1951, he was the 3rd generation of his family to open a grocery store in the valley! He had followed the footsteps of his grandfather and his father both of whom had opened stores in Cumberland. Norm expanded to include many products including Haggis for Robbie Burns Day. If you couldn't find it at Leung's you wouldn't find it in the valley.



6TH



Up Close HISTORY



McPhee's Wharf with Freight.
Photo: Courtenay and District Museum 990.24.161

When commerce moved across to the west side of the Courtenay River it was easy to use barges to bring supplies up to the several wharves that lined the river banks. Many companies brought in the feed for local farmers. Joseph McPhee, often called the Father of the City of Courtenay, had the supplies for his General Store on 5th Street arrive at the bottom of 6th Street.



6TH

- Comox Valley Art Gallery
- Vancouver Island Regional Library
- Sid Williams Theatre
- Courtenay & District Museum & Paleontology Centre
- Native Sons Hall
- Filberg Centre



STREET
6TH

6TH



Core Downtown Area

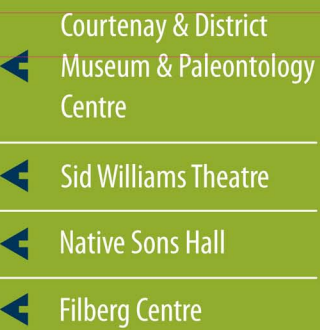
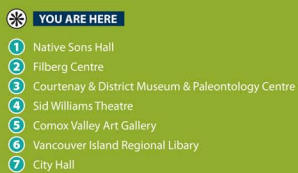


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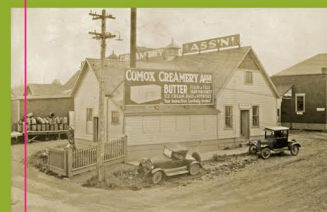
A map of downtown Portland, Oregon, showing the locations of seven bus rapid transit stations. The map includes major streets like 1st Street, 2nd Street, 3rd Street, 4th Street, 5th Street, 6th Street, 7th Street, and 8th Street. It also shows Commercial Avenue, Duane Avenue, and the Willamette River. The stations are numbered 1 through 7. Station 5 is highlighted in red and is located at the intersection of 5th Street and Commercial Avenue. A dashed circle around station 5 indicates a 3-minute walking distance. A north arrow is located in the top right corner.



6TH STREET

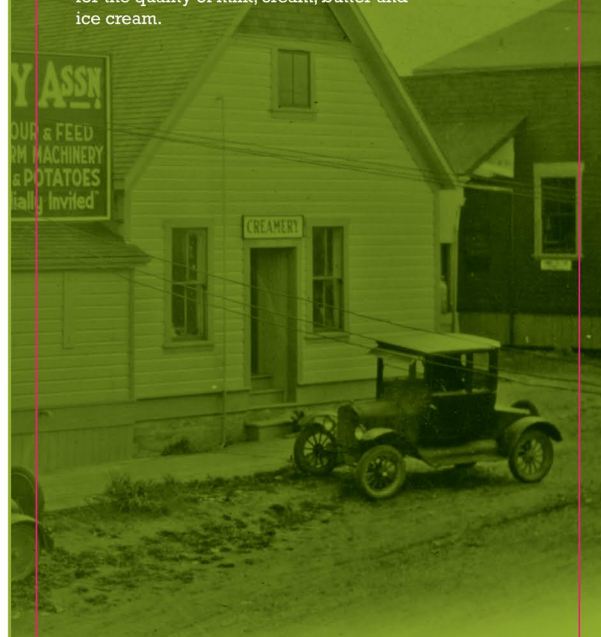


Up Close HISTORY



Comox Co-operative Creamery Association.
Photo: The Courtenay and District Museum 986.73.3

When the mines opened in Cumberland in 1888, valley farmers now had a ready market for their produce. It was soon recognized that small holdings needed assistance, so in 1901 local valley businessmen organized the Comox Co-operative Creamery Association so that farmers could sell their products under one label. The Creamery became well known for the quality of milk, cream, butter and ice cream.



6TH



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6TH

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- Native Sons Hall
- Filberg Centre



6TH STREET

6TH



Up Close HISTORY



Roof of Central Courtenay after the Earthquake.
Photos: Courtenay and District Museum 990.25.5 (above), 972.54.2 (below)



On Sunday, 23 June 1946, at 10am, without warning the valley suffered an earthquake which registered 7.2 on the Richter scale. It only lasted for 30 seconds, but glass fell out of windows, bricks parted, the Dyke Road to Comox was split open. The chimney of Central School dropped into the grade 8 classroom landing over several desks. Because it was a Sunday thankfully no children were at school.

