

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

DATE: Monday, October 15, 2012
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt October 9, 2012 Regular Council Meeting Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

1. Lawrence Burns, Chair, Heritage Advisory Commission re: Strategic Directions & Action for Heritage Conservation in Courtenay (see page #7)

4.00 COMMITTEE/STAFF REPORTS

(a) Legislative Services

- 1 1. Alternate Approval Process – Proposed Boundary Extensions

(b) Development Services

- 7 2. Report from Heritage Advisory Committee – Strategic Directions

(c) Financial Services

- 31 3. 2012 Grant request – Operation Red Nose

- 45 4. Cummings Road/Sheraton Road Local Area Service Project and requested rate reduction

(d) Operational Services

- 49 5. DCBIA Request for 5th Street Closure – November 25th

- 55 6. Transportation Master Plan

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 REPORTS FROM COUNCIL REPRESENTATIVES

7.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That under the provisions of Section 90(1)(c) of the *Community Charter*, notice is hereby given that a Special In-Camera meeting closed to the public, will be held October 15, 2012 at the conclusion of the Regular Council Meeting.

8.00 UNFINISHED BUSINESS

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

- 59 1. Letter from Suzanne Vosberg – Valley View Drive School Safety Issues
- 65 2. Greyhound Canada – Proposed Change in Route Frequency

11.00 BYLAWS

12.00 COUNCIL MEMBER ROUND TABLE

13.00 ADJOURNMENT

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Director of Legislative Services

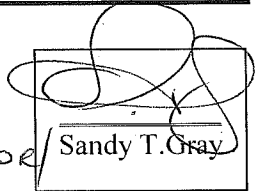
FILE #: 3720-20

DATE: October 10, 2012

SUBJECT: Alternative Approval Process – Municipal Boundary Extensions

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Legislative Services be accepted.

For  Sandy T. Gray

RECOMMENDATION:

That Council seek the approval of the electors for the following municipal boundary extensions individually through alternative approval processes;

1. South Courtenay
2. Beaver Meadows Farms/Beaver Meadows Cranberry Corporation
3. Baptist Church on Lake Trail Road; and
4. Lannan Lands – Crown Isle

That Council establish elector response forms as attached to this report;

That Council determine 18,778 as the total number of electors to which the approval process applies; and

That Council establish the deadline for receiving responses for these alternative approval processes as Friday, November 23rd, 2012 at 4:30 p.m.

PURPOSE:

To proceed with the elector approval process in relation to proposed boundary extensions.

BACKGROUND:

Council has approved proceeding with the required advertising and referrals for the above mentioned boundary extensions.

According to section 20 of the *Local Government Act*, approval of the City of Courtenay electors is required for municipal boundary extensions:

"20 (3) Before the minister makes a recommendation referred to in subsection (1),

(a) the minister must

- (ii) have received from the council a request for the extension,
- (b) the council must give public notice of the proposed extension once in the Gazette, and
- (c) the council must obtain the approval of the electors of the municipality in relation to the proposed extension.”

Pursuant to section 84 of the *Community Charter*, approval of electors may be obtained by assent of the electors (referendum), or the alternate approval process. It is recommended that Council seek the approval of the electors through the alternative approval process.

DISCUSSION:

Pursuant to section 86 of the *Community Charter*, Council is required to take the following steps regarding the alternative approval process:

- Establish a deadline by which elector responses are to be submitted, which must be at least 30 days after the second publication of public notice. The public notice of the alternative approval process must be published in a newspaper once each week for 2 consecutive weeks;
- Establish elector response forms and make them available to the public from the time of the first publication until the deadline; and
- Make a fair determination of the number of electors to which the alternative approval process applies. In the case of boundary extensions, the process applies to all electors in the City. The recommendation of 18,778 electors is based on list of electors from the 2011 local general election plus new registrations.

Council may proceed with the boundary extensions unless at least 10%, or 1878, of the electors indicate that Council must obtain the assent of the electors (referendum) before proceeding, prior to the deadline of November 23rd, 2012 at 4:30 p.m.

STRATEGIC PLAN REFERENCE:

N/A

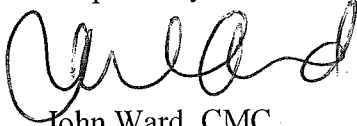
OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,



John Ward, CMC
Director of Legislative Services

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Pursuant to section 86 of the *Community Charter*, the following City of Courtenay electors request that Council not proceed with the proposed Lannan Lands (Crown Isle) boundary extension unless it is approved by assent of the electors.

I hereby certify that I am a person entitled to be registered as an elector (pursuant to the *Local Government Act*) within the City of Courtenay, and I have not previously signed an elector response form with respect to this proposed boundary extension.

[illegible]

The deadline to submit responses is 4:30 p.m. Friday November 23rd, 2012

Note: If applicable the address of the property in relation to which a person is entitled to register as a non-resident property elector must also be included.

Date received by Corporate Officer _____

Signature of Corporate Officer _____

PROPOSED BEAVER MEADOWS FARMS/CRANBERRY CORPORATION BOUNDARY EXTENSION

Pursuant to section 86 of the *Community Charter*, the following City of Courtenay electors request that Council not proceed with the proposed Beaver Meadows Farms/Cranberry Corporation boundary extension unless it is approved by assent of the electors.

I hereby certify that I am a person entitled to be registered as an elector (pursuant to the *Local Government Act*) within the City of Courtenay, and I have not previously signed an elector response form with respect to this proposed boundary extension.

[illegible]

The deadline to submit responses is 4:30 p.m. Friday November 23rd, 2012

Note: If applicable the address of the property in relation to which a person is entitled to register as a non-resident property elector must also be included.

Date received by Corporate Officer _____

Signature of Corporate Officer _____

PROPOSED BAPTIST CHURCH (LAKE TRAIL ROAD) BOUNDARY EXTENSION

Pursuant to section 86 of the *Community Charter*, the following City of Courtenay electors request that Council not proceed with the proposed Baptist Church (Lake Trail Road) boundary extension unless it is approved by assent of the electors.

I hereby certify that I am a person entitled to be registered as an elector (pursuant to the *Local Government Act*) within the City of Courtenay, and I have not previously signed an elector response form with respect to this proposed boundary extension.

[illegible]

The deadline to submit responses is 4:30 p.m. Friday November 23rd, 2012

Note: If applicable the address of the property in relation to which a person is entitled to register as a non-resident property elector must also be included.

Date received by Corporate Officer

Signature of Corporate Officer:

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THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Development Services Department

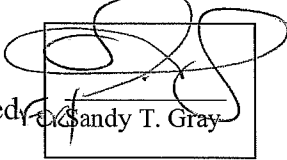
FILE #: 6800-01

DATE: October 10, 2012

SUBJECT: Report from Heritage Advisory Committee

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services be accepted.


Sandy T. Gray

RECOMMENDATION:

That the report from the Heritage Advisory Commission, "Strategic Directions and Actions for Heritage Conservation in Courtenay", be received for information and that it be endorsed in principle.

PURPOSE:

To present ideas and options for strengthening heritage conservation in Courtenay.

BACKGROUND:

The Heritage Advisory Commission (HAC) was first established by bylaw in 1980 and replaced with an updated bylaw in 1996 specifying duties including:

- Advise Council on any matter referred to it by Council;
- Undertake and provide support for such heritage activities as directed by Council;
- Develop and implement educational and public awareness programs related to heritage conservation in the City;
- Raise funds for local heritage conservation projects;
- Make recommendations on heritage policy and advise Council on policy issues relating to heritage property and neighbourhoods.

Since that time, members of the HAC have worked to recognize and promote Courtenay's natural, social and cultural heritage through the installation of heritage plaques, interpretive signage, community displays, liaison with community groups, homeowners and business owners, and the documentation of heritage assets through key documents such as the Heritage Inventory and Heritage Register.

Most the HAC activities to date have focused on education and public awareness. After hosting a heritage planning presentation given by Chris Sholberg, a Heritage Planner in Nanaimo, and in preparation of the second annual report, the HAC recognized opportunities to fulfil other areas of their mandate that not only advance heritage conservation but that also align with Council goals and policy, capital projects and community initiatives. The HAC also sees the city's upcoming 100 year anniversary in 2015 as an ideal time to refocus heritage conservation efforts and to celebrate our past as we look towards the future.

DISCUSSION:

The Heritage Advisory Commission held a series of workshops over the summer that led to a list of ideas and potential actions to strengthen heritage conservation in Courtenay. These ideas and actions are presented in the attached document under five headings: strengthening our downtown; protecting and enhancing heritage neighbourhoods and managing heritage resources; recognizing and connecting heritage properties; celebrating our past, present and future; and an environmentally sustainable community.

The attached document primarily serves as a resource to consider when developing new policy, work plans and undertaking capital projects. Many of the items are ideas that will require further exploration if there is Council or community interest. Other items will make their way in the Heritage Advisory Commission's work plan over the next few years. While there are more than 40 ideas presented, the HAC would like Council to consider five of the items as high priority. Each of the items is explained in greater detail in the attached document.

- Revising the C-1 zone to allow residential use in heritage properties;
- Supporting the addition of properties to the Heritage Register;
- Restoration and renovation of the train station through a Heritage Legacy Grant;
- Creating a storage and archival space for heritage planning and HAC documents; and
- Celebrating our past, present and future through events and legacy projects connected to the 100 year anniversary of the railway in 2014 and the city in 2015.

If Council chooses to endorse this plan it will provide direction to the HAC to pursue heritage conservation initiatives and will frame the HAC's 2012 – 2015 work plans. The priority items listed above and other projects as directed by Council will require staff assistance. Staff or the HAC would report back to Council prior to the implementation of any items.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

Many of the ideas in the attached document support Council's values and goals for the 2012 – 2014 term including:

- Demonstrate leadership in environmental management
- Ensure infrastructure is sustainable
- Provide proactive leadership for growth management
- Advocate for high standards of design and community aesthetics
- Promote community engagement
- Support community initiatives and distinct neighbourhoods
- Be a regional centre for arts and culture
- Promote healthy lifestyles

Appendix A of the attached document provides further information on how the proposed ideas and actions align with Council's goals as stated in the 2011 City of Courtenay Annual Report.

OCP SUSTAINABILITY REFERENCE:

The OCP contains policy supporting heritage conservation and for the reduction of building and transportation related emissions. The attached document contains action items related to the reuse and renovation of older structures, and the beautification of routes promoting active transportation and connecting heritage assets and civic facilities.

REGIONAL GROWTH STRATEGY REFERENCE:

The attached document aligns with number RGS policies related to Housing, Protecting Natural Areas, Local Economic Development and Climate Change.

Respectfully submitted,



Erin Ferguson
Planning Technician



Peter Crawford, MCIP
Director of Development Services



Strategic Directions & Actions for Heritage Conservation in Courtenay

October 2012

City of Courtenay Heritage Advisory Commission

Lawrence Burns, Chair

Julie Fortin

Linda Grant

Debra Griffiths

Judy Hagen

Maude Hobson, Vice Chair

Dorothy Levett

Cliff Piercy

Roberts Smith

Harry Squire

Erin Ferguson, Staff appointee

Courtenay is fortunate to have many buildings, landmarks, and features that express our natural, social and cultural heritage. These assets connect us to our past and provide continuity and guidance as we plan for the future. The conservation and management of heritage resources provides many community benefits including enhancing local identity, revitalizing downtowns and older neighbourhoods, supporting tourism and economic development, creating distinct neighbourhoods with diverse architectural styles, providing spaces for community celebrations, and contributing to a sense of civic pride. Heritage conservation is also an important strategy for fulfilling many climate change objectives. You will find many of these same benefits reflected in Council's key goals and objectives for the 2012-2014 Council term as outlined in the 2011 City of Courtenay Annual Report.

Purpose of this Document

This document presents a renewed focus for heritage conservation activities within Courtenay with a list of potential actions to assist in the recognition, protection and enhancement of our community's heritage. Much effort has been directed at conserving and celebrating Courtenay's heritage over the years from various City Councils, advisory groups, community organizations, businesses and individual citizens. The City of Courtenay Heritage Advisory Commission believes that there is even more that can be done by building on the experiences of other local governments, capitalizing on current municipal initiatives, and by embracing local knowledge and community interest.

Why Now?

Heritage is connected to many current City and community initiatives. By strengthening this thread, we can make the whole system stronger. Supporting heritage properties and districts through changes to policy can help to revitalize the downtown area. Allowing a return to the historic residential use of older houses within the commercial core could bring more residents into the downtown area while preventing the vacancy or demise of older structures. Many older structures also meet the needs of our changing demographics with smaller and often single storey houses suitable for older adults and households with fewer people.

The proposed 6th street bridge will provide a direct pedestrian connection between four sites recognized on the Heritage Register: Simms Park, Courtenay River, the Riverway, and the library. The Rail with Trails project also connects a number of heritage sites including 5th Street, the train station, and the 40 houses (veteran housing).





Research has shown that the value of heritage properties appreciates at greater rates than the local market overall and they are less affected by downturns in the market translating into greater property tax revenues¹

Streetscape improvements and beautification of these routes would make connections more apparent and add to the appeal of this community. A public plaza or art installation at the start of the rail trail could enhance the entrance, provide a landmark, and celebrate two significant elements of Courtenay's heritage and growth: the arrival of the railway and our historic main street. With the upcoming 100 year anniversary of the Rail Station in 2014 and Courtenay's centennial in 2015, what better time is there to reflect, celebrate our past and plan the future of this community!

Who is the Heritage Advisory Commission?

The Heritage Advisory Commission (HAC) was established in 1984. Currently, the HAC has ten active members with a strong interest in heritage and affiliations with many other community groups and organizations. Duties of the Heritage Advisory Commission are to:

- Advise Council on any matter referred to it by Council
- Undertake & provide support for such heritage activities as directed by Council
- Develop and implement educational and public awareness programs related to heritage conservation in the City
- Raise funds for local heritage conservation projects
- Make recommendations on heritage policy and advise Council on policy issues relating to heritage property and neighbourhoods

(City of Courtenay Heritage Commission Bylaw No. 1918):

Members of the HAC collectively have more than **570** years living, working, and volunteering in the Courtenay Area

To date, the main activities of the Heritage Advisory Commission have been related to the recognition and promotion of heritage properties through documentation of heritage properties, the installation of plaques, and hosting public displays at community events. The HAC believes that there is now an opportunity to build on this ongoing success of promoting heritage by fulfilling other areas of their mandate to support downtown revitalization efforts, tourism, climate change mitigation and enhancing our community identity.





Heritage by the numbers.

- 3 structures **designated**² by bylaw
- 21 properties in the **Heritage Register**³
4 houses, 9 commercial & institutional buildings, 6 landmarks /parks, 2 natural features
- 9 of 21 register properties are publicly owned
- 221 properties in the **Heritage Inventory**⁴
- > 20 inventory properties have been demolished or moved
- 23 information plaques installed

How can I use this document?

The remainder of this document presents ideas to further heritage conservation efforts in Courtenay. Many of the proposed actions align with other Council priorities, City initiatives, and community projects or build on the momentum of a renewed interest in heritage expressed by the many groups and individuals who contact the HAC on an ongoing basis. Other actions take advantage of a unique opportunity presented by the upcoming 100 year anniversaries of the railway and city.

This document is not meant to be a comprehensive strategic plan. Rather, it presents a series of ideas for discussion and for consideration when contemplating new policies, work programs, and capital projects. Many ideas are just that – ideas. They will need further exploration if there is Council or community interest. Other ideas represent items that the HAC feel the City can achieve quite quickly with limited resources. Still other items will make their way into the HAC work plan over the next few years. Items that the HAC would like Council to consider as high priority items are marked as gold stars. ★

How did the Heritage Advisory Commission come up with these potential actions?

The HAC conducted a series of workshops over the summer. The first workshop provided an overview of the current situation including the HAC's mandate, heritage planning legislation and available tools, and the City of Courtenay policies and programs related to the management of heritage resources including the Official Community Plan, the Old Orchard Development Permit Guidelines, the Heritage Register, and Heritage Designation Bylaws.

At the second workshop, members of the HAC performed a brainstorming exercise looking at the strengths, weaknesses, opportunities and threats related to heritage conservation in Courtenay. The results of this exercise are summarized in Figure 1.

The third and fourth workshops involved brainstorming potential actions related to each of the identified strengths, weaknesses, opportunities and threats. Together the outcomes of each of these workshops provided the basis for this document and generated the list of potential actions described on the following pages.



Figure 1. Identification of the Strengths, Weaknesses, Opportunities and



Threats Related to Heritage Conservation in Courtenay



1. Heritage planning fits with many of Council's new strategic goals (see Appendix A)
2. Momentum of downtown revitalization
3. Community and municipal interest in climate change goals
4. Palace Theatre site
5. Aging demographic, many older homes are small footprint single storey homes within walking distance of services
6. Renewed interest in downtown living
7. Growing interest in heritage (all the inquiries received by the HAC, youth interest, growing interest in genealogy)
8. City's upcoming 100 year anniversary (also neighbourhood 100 anniversaries this year and railway 100 year anniversary in 2014)
9. Tourism driven interest
10. Capital projects such as rail with trails, potential pedestrian/cycling bridge



1. Demolition of structures
 - Zoning can contribute to this through really restrictive uses or upzoning
 - Condition of structure
 - Interests of owner/developer
 - Costly to move houses/structures
2. Market/economics
3. Offshore owners not motivated to redevelop or sell property
4. Neglect of public spaces/private property (undervalued leading to further deterioration)
5. Regulation (over or under)
6. Lack of financial resources
7. Lack of interest in some sectors/organizations for heritage conservation so harder to gain support

Ideas & Actions for Strengthening Heritage Conservation in Courtenay

As previously discussed, the following ideas and actions represent a starting point. Further discussion and exploration of many of the items is required. Each of the items not only assists in more effectively conserving, managing and celebrating Courtenay's heritage but they also contribute towards achieving climate change objectives, enhancing community character, boosting the downtown core, improving aesthetics, stimulating tourism, and fostering a sense of pride in our community. For these reasons, the HAC believes the items merit consideration in the development of new policy such as the transportation and local area plans, reviewing work programs and capital projects, and in the pursuit of grant opportunities.

More than 40 ideas are presented below. For ease of reference the ideas have been organized into five broad categories. However, many of the ideas benefit more than one category or relate to more than one of the strengths, weakness, opportunities and threats listed in Figure 1.

Strengthening Our Downtown. There are many examples from across the country where heritage conservation has assisted in the revitalization of downtowns in decline.

- Beautification of downtown, especially upper portion of 5th street heritage corridor extending up to Willemar and 4th street as commercial street that transitions into a historic residential area
- ★ Revise the downtown C-1 zone to allow residential use in historic properties. *Many of these properties have been converted to commercial uses and once this has occurred the zoning no longer allows residential use on the ground floor. Properties now sit vacant waiting for commercial tenants while commercial areas continue to expand across the City. Allowing a return to the historic use of these structures would allow more people to live downtown and help to retain older structures.*
- Enhanced wayfinding with a comprehensive signage package. *This could help define the downtown, and also assist in connecting heritage resources. See Appendix B.*
- Create a more welcoming entrance coming South into Courtenay from Highway 19A (from Campbell River). *Currently, all visual clues lead you to bypass downtown. An attractive entrance with an improved streetscape design might lead*

The Importance of Way Finding

The towns of Courtenay and Comox have grown together into a tangle of suburbs and box stores. Drive straight through, keeping to Hwy. 19A until in the countryside again. North lies Campbell River and the 10-minute ferry ride to the second art-island duo: Quadra and Cortes. ~ *Westworld Magazine*



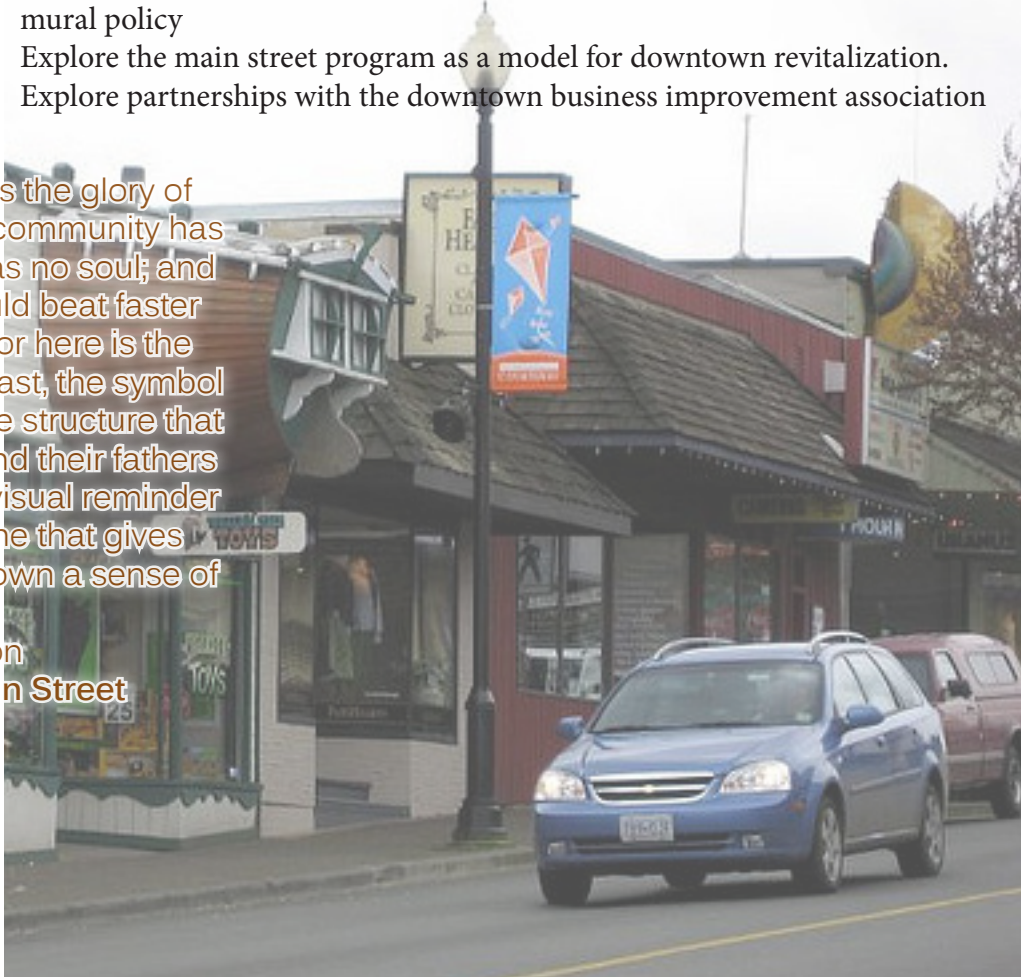
more people into the heart of our community - our downtown, while recognizing the historical importance of this route as the connection to the surrounding agricultural communities and main link to the communities further North.

- Consider designating 5th Street as a Heritage Conservation Area. A Heritage Conservation area provides long-term protection to a distinct area which has heritage value. It requires properties identified in this area to obtain a heritage alteration permit prior to altering, subdividing or constructing a new building. This doesn't prevent development but it is one way of ensuring that redevelopment, such as the palace theatre site, is done in a manner which is sensitive to the heritage character of the area.
- Create commercial sign guidelines for heritage properties within the downtown
- Promote heritage theme murals on commercial buildings as part of a city-wide mural policy
- Explore the main street program as a model for downtown revitalization.
- Explore partnerships with the downtown business improvement association

"Main Street is the glory of Canada. If a community has no heart, it has no soul; and its heart should beat faster at the core. For here is the glory of the past, the symbol of stability, the structure that our fathers and their fathers erected, the visual reminder of another time that gives every small town a sense of continuity."

~ Pierre Berton

Reviving Main Street



Credit: Brian Chow





Protecting and Enhancing Heritage Neighbourhoods and Managing Heritage Resources.

The Old Orchard and Downtown Courtenay are widely recognized as having heritage character but there are other areas of Courtenay that also have heritage value. The careful management of these resources using many of the strategies and tools available to local governments will ensure these special places are maintained as key pieces of our heritage.

- Develop a resource guide for property owners explaining options for retaining and restoring heritage structures, the relocation of heritage structures, or as a last resort, documentation of heritage structures and salvaging heritage materials prior to demolition. *Currently there are limited tools in place to prevent the demolition of buildings with heritage value and there is little information available to property owners explaining alternatives.*
- Consider allowing increased density on properties with heritage structures. *Increasing the allowed density of a site in exchange for the preservation of a heritage structure provides an incentive for developers.*



Add additional properties to the Heritage Register that capture different architectural styles. *Currently there are 21 properties in the register. The heritage register is the main way of tracking and flagging development that may affect properties with heritage value.*

- Update and complete the heritage inventory to include new properties such as the “40 houses”, properties with heritage value in areas that have been recently annexed into the City, and record any additional heritage structures that have been demolished or moved.
- Continue to support voluntary heritage designation. *Heritage designation protects heritage properties for the long-term. Changes to a designated property require a special heritage alteration permit approved by Council. Currently there are 3 structures in Courtenay that have heritage designation: train station, Native Sons Hall and Sandwich War Memorial Cairn.*
- Develop design guidelines similar to the Old Orchard for other areas of Courtenay that have a significant number of properties with heritage values or consider creating heritage conservation areas (See Figure 2).
- Provide small municipal grants for homeowners of designated heritage properties to improve the exteriors. *This is one of the tools many municipalities are using to encourage investment in heritage properties and to encourage voluntary designation thereby protecting heritage properties in the long-term. One option might be to consider this as a pilot project in*



connection to the 100 year celebrations.

- Create a resource package or web page to assist people in making older structures more energy efficient.
- Work with community partners to pursue grant opportunities. *There are a number of projects that align with heritage grant opportunities such as interpretive signage along the rail with trails and renovating the train station as described below.*

★ Restore & renovate the train station through a Heritage Legacy grant. *The federal “Building Communities Through Arts and Heritage” legacy grant offers grants up to \$500,000.00 and is a great fit as the 100 year of the train station is coming up. There are other provincial and federal grant opportunities available. See the text box below for a description of grant opportunities.*

- Update the City’s website to include heritage resources and information
- Prioritize maintenance of public roadways (sidewalk repair, weed removal, street cleaning etc) for heritage areas, particularly 5th street corridor from Cliffe to Willemar.
- Develop a heritage procedures bylaw to better integrate heritage into development planning processes
- Continue to facilitate heritage workshops for HAC members, staff and members of Council to increase understanding around heritage management

★ Create a storage and archival space for heritage planning and HAC documents

did
you
know

Available Heritage Grants

Heritage Legacy Grant (Heritage BC) up to \$25,000 for restoration/renovation of built structure. Could assist restoration of train station

Heritage Awareness Program (Heritage BC) up to \$10,000 could assist with Rails with Trails Interpretive Signage

Building Communities through Arts and Heritage Legacy Grant (federal) up to \$500,000 (50% cost share) for building renovation, fantastic fit for train station as the 100 year anniversary is coming up and it is in the national register of heritage properties

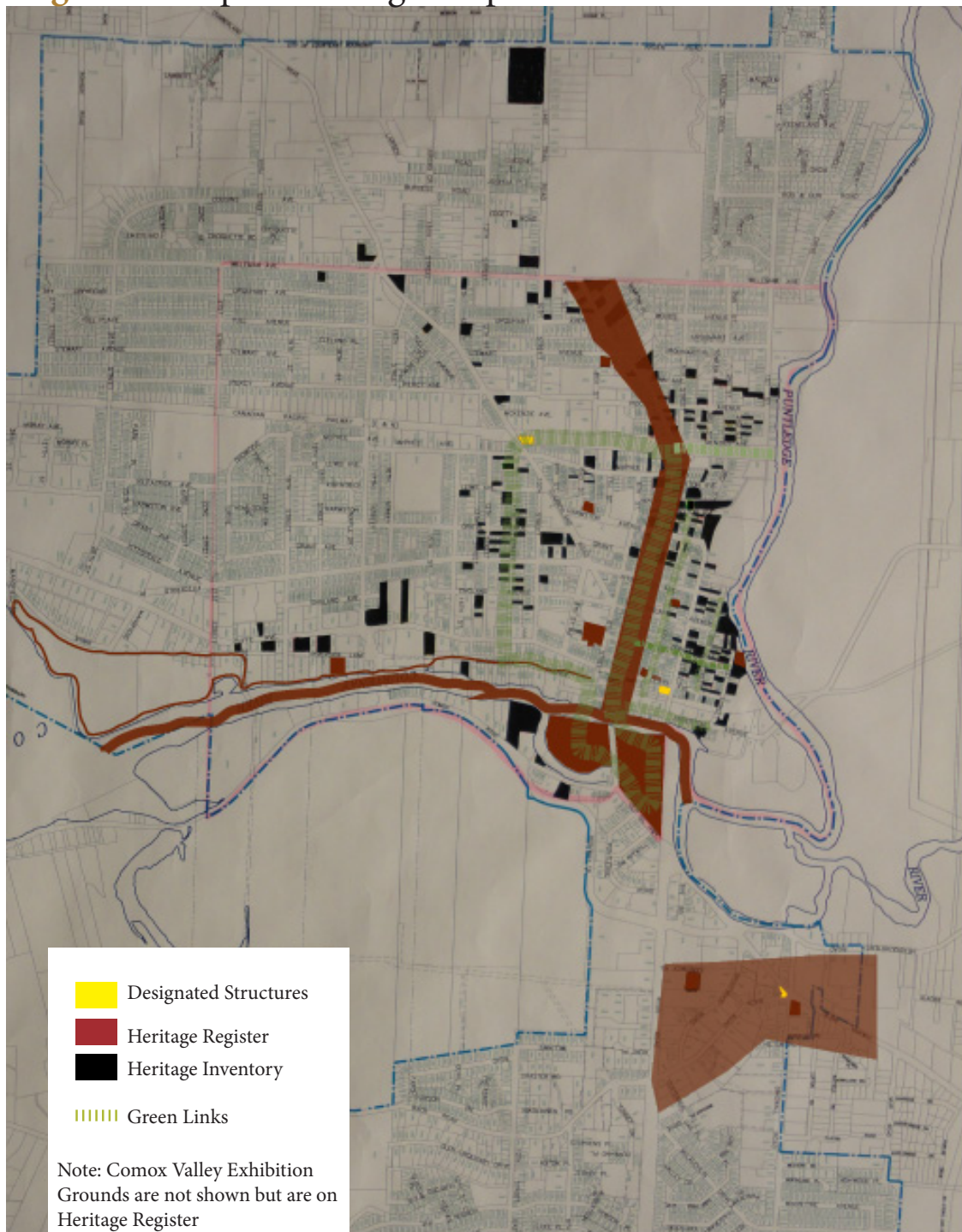
Building Communities through the Arts and Heritage Community Anniversary Grant (federal) to \$200,000 fully funded for anniversary events such as the upcoming Courtenay Centennial



Recognizing and Connecting Heritage Properties.

- Prepare an inventory and document memorial trees and spaces throughout the City
- Place naming of Public Open Spaces, names could reflect previous uses
- Beautification of streetscapes linking heritage resources, creating a green civic spine (See Figure 2). *We have many recognized heritage features but poor link-ages between them. Enhanced streetscapes would provide visual clues that there is something special about these streets.*
- Produce an Architectural Styles Guide documenting the diverse architectural styles found in Courtenay (see Appendix C for an example).
- Initiate new street sign program for heritage neighbourhoods. *Street sign styles could be created for historic neighbourhoods such as Old Orchard, Terminal Addition, etc which help identify historic districts. Signs could gradually replace standard street signs over time.*
- Develop an comprehensive way-finding scheme to link not only downtown but important civic facilities, heritage features and public places. *See Appendix B*
- Send appreciation cards to those who have renovated or restored buildings/ property on the heritage registry or inventory along with heritage conserva-tion information.
- Partner with local media on newspaper article series documenting restoration process or for articles related to renovation of heritage style homes.
- Develop a display linking climate change initiatives and historic neighbour-hoods as part of this year's provincial heritage week theme "Heritage Homes and Neighbourhoods".
- Host guided architectural walking tours of Courtenay's heritage as part of Heritage Week or centennial celebrations.
- Explore the development of a Tsolum River walkway.
- Work with local businesses and the Museum to display historic photos of downtown buildings in business premises.
- Develop a mural policy and support natural, social and cultural heritage as one of the preferred themes.
- Explore opportunities to partner with local First Nations on projects involving cultural heritage

Figure 2. Map of Heritage Properties



★ Celebrating our Past, Present, and Future.

The centennial presents a unique opportunity to celebrate our heritage through events, ongoing public displays, and legacy projects. The 100 year anniversaries of both the railway and the city can act as a catalyst to initiate pilot projects and grant opportunities while getting the entire community involved.

- Host guided architectural tours or heritage tours as part of the 100 year celebrations.
- Create a public plaza at the start of rails with trails as part of a legacy project commemorating both the role of the railway and historic 5th street in the development of Courtenay.
- Support large digital projections of historic photos on buildings during the centennial year.
- Make a video on Courtenay Heritage to be used as part of 100 year celebrations
- Access Community Anniversary Grant for up to \$200,000.00 of fully funded community celebrations! See page 11.
- Use 100 year anniversary to pilot small facade improvement grants for residential or commercial property owners of heritage or historic properties.
- Commission series of limited addition artworks commemorating Courtenay's heritage to use throughout the centennial year celebrations and fund-raising
- Create time capsule project involving youth and community groups (past, present, future)

An Environmentally Sustainable Community.

Heritage conservation is also closely tied to many sustainability initiatives. The most environmentally friendly building is the one that already exists! Conserving buildings keep materials out of landfill and new buildings require new materials which use a lot of energy to manufacture. Beyond the building scale, most of the older neighbourhoods in our cities were built prior to the car so they were designed in manner that facilitates walking and cycling to commercial services and amenities. Streets were also used in a different manner with streets serving as public space and lanes used as service corridors.

- Create information package to assist people in making older structures more energy efficient
- Allow residential uses within older structures within the C-1 zone (downtown) and allow new residential buildings without ground floor commercial space in the C-1 zone.



- Allow greater flexibility in use on heritage properties such as carriage houses, expanded home occupations, granny flats, multi-family
- Encourage retention of heritage structures through tax exemptions, density bonusing, and heritage revitalization agreements
- Maintain and restore the historic lot size and road pattern which includes smaller lots, and a grid network of streets and lanes
- Revise tree protection bylaw to better protect mature trees in older neighbourhoods and to protect specific heritage trees
- Expand street tree program to established neighbourhoods
- Create green connections between heritage areas that facilitates exploration by foot, bike or car.

FOOTNOTES

¹ Shipley, R. (2000). Heritage designation and property values. Is there an effect? *International Journal of Heritage Studies*.

Singbeil, K. (2005). Study of the Comparative Value of Heritage and Non-Heritage Houses in Vancouver. Prepared for the Vancouver Heritage Foundation.

² Heritage Designation Bylaw. Part 27 of the *Local Government Act* contains specific provisions related to designation of a heritage structure by bylaw. A Council may protect a property with heritage value or character long-term by designating it as a heritage property by bylaw. The bylaw can apply to part of a property, the entire property including all buildings and structures, multiple properties, affixed interior features, and landscape features. Properties that are designated by bylaw must go through a public hearing process and may require compensation to the owner. Once designated, a heritage alteration permit authorized by Council is required prior to making any changes to the exterior of the building, structural changes, moving a building, altering an affixed interior feature (if covered by bylaw), landscape feature (if covered by bylaw), or to alter, excavate, or build on land protected by the bylaw unless the action is specifically exempted within the bylaw itself.

³ Heritage Register. An official listing of properties that are recognized by the community as having heritage value. Identification of a property on the register does not protect it in the long-term but it acts as a way of tracking changes to heritage property. It also is a means of temporarily withholding demolition in order to assess heritage values should long-term protection be sought. Adding properties to the register requires a resolution of Council.

⁴ Heritage Inventory. It is a document used to identify older residential buildings but it has no connection with heritage legislation and is only used at the community level. In Courtenay, the Heritage Advisory Commission created the inventory as a list of properties with buildings constructed prior to 1940.

HERITAGE TERMINOLOGY

Heritage Conservation Areas. Heritage Conservation Areas recognize that heritage character often emerges from a collection of buildings, structures, and their relationship to each other, the streetscape and the landscape and that this goes beyond individual buildings. Similar to a Development Permit, Heritage Conservation areas are designated in the Official Community Plan to manage change in a way that complements surrounding properties and promotes the heritage character of the area. Properties within a Heritage Conservation Area require a Heritage Alteration Permit prior to subdivision, exterior alteration of or addition to a property, construction of a new building or demolition.

Heritage Alteration Permit. A heritage alteration permit is an approval issued by the City to authorize changes to protected heritage property and is required prior to obtaining a building permit.

Main Streets Program. The main streets program is an economic revitalization strategy using heritage conservation as a tool and a catalyst. It follows a 4 point approach combining design, economic development, marketing and promotion, and organized development.

Heritage BC. A non-profit that operates province wide to promote and assist community-based heritage conservation. It has been operating since 1981 and was established with the assistance of the province.

Heritage Incentives. Can be in the form of density bonuses, heritage revitalization agreements, tax exemptions or small grants.

APPENDIX A - Council Goals for 2012- 2014 Term

1 A safe and caring community

Goal 1: Ensure protective services meet community needs

Objectives:

- Create a combined emergency services building in East Courtenay for Fire Department, Ambulance, CV Ground Search and Rescue and Comox Valley Emergency Program
- Develop and plan for new Police Services building
- Develop and plan for new Hospital project

Goal 2: Demonstrate leadership in environmental management

Objectives:

- Modify the Placement of Fill bylaw to include control of importing noxious weeds and insect infested soil
- Promote efforts to preserve and protect the estuary
- Complete flooding abatement studies and plan work

Note: Courtenay River and the Estuary are recognized in the Heritage Register as is the Garry Oak ecosystem.

2 A progressive, diverse and sustainable City

Note: Retaining and finding flexible solutions to work with heritage properties promotes infill development which typically means using existing infrastructure rather than building new infrastructure. Preserving the historic grid pattern allows more transportation, housing, and servicing options.

Goal 1: Ensure infrastructure is sustainable

Objectives:

- 5th Street Bridge – Complete rehabilitation work and recoating
- Completion of the Greenwood Trunk
- Complete an inventory and assessment of City roads, buildings, and utilities, and report on works required

Goal 2: Provide proactive leadership for growth management

Objectives:

- Address development service delivery timelines and procedures
- Review City's Affordable Housing Policy
- Ensure all infrastructure planning studies are current
- Develop an integrated management model for all development, subdivision and building projects

Goal 3: Advocate high standards of design and community aesthetics

Objectives:

- Review sign bylaw
- Review noise bylaw and development issues around noise
- Review development cost charges for the downtown area

Goal 4: Support diversification of local economy

Note text in red represents just some of the linkages between the proposed ideas and actions and Council's goals. It is not an item by item comparison.

Related Proposed Ideas & Actions:

- better integrate heritage planning into development process through heritage development procedures bylaw
- Encourage retaining heritage structures through changes to permitted use (C-1 zone) and density bonuses

Related Proposed Ideas & Actions:

- create signage guidelines for commercial heritage buildings
- consider designating 5th street as a heritage conservation area
- explore main streets model of downtown revitalization
- update heritage register to capture properties with diverse architectural styles
- create green streets to connect heritage properties, civic amenities and community destinations, especially upper 5th and 4th
- consider development permit guidelines similar to Old Orchard for other older neighbourhoods
- etc....

3 An open, inclusive and vibrant community

Goal 1: Promote community engagement

Objectives:

- Redevelop the City website and include the following:
 - Bylaw documents
 - Search engine tools
 - Full Council meeting documentation
 - Enhanced online services
- Web stream Council meetings
- Develop a Council Communications Strategy

Create Heritage Planning web page on website with resource information related to heritage designation, making heritage properties energy efficient & options for developing heritage properties

Goal 2: Support community initiatives and distinct neighbourhoods

Objectives:

- Determine a resolution to the Maple Pool Issue
- Determine a resolution to the homeless shelter location issue
- Continue to support neighbourhood associations
- Support Downtown Courtenay including
 - Revitalization of Palace Theatre Site
 - Encourage development of mixed use buildings
 - Review the Business Tax Multiplier
 - Advocate for a separate small business assessment class

Goal 3: Encourage regional partnerships

Source: 2011 City of Courtenay Annual Report

4 An active community with cultural and recreational opportunities

Goal 1: Be a regional centre for arts and culture

Objectives:

- Support cultural organization sustainability
- Promote regional funding for cultural organizations

Goal 2: Develop accessible, convenient, usable parks and green space

Objectives:

- Encourage land acquisitions including gifts
- Explore the concept of dog parks

Goal 3: Promote healthy lifestyles

Objectives:

- Develop a robust cycling infrastructure with a skeleton network to access all City within 3 years
- Reduce traffic congestion and delays and support traffic calming
- Develop plans to become one of Canada's "Most Bikeable Cities"
- Complete funding applications for pedestrian/cycling bridge project
- Complete Lewis Centre project
- Determine solutions to hospital/City owned playfield issue
- Explore the development of an artificial turf field
- Develop and enhance support services for seniors

See proposed ideas and actions related to recognizing and connecting heritage resources

APPENDIX B -

It can be as simple as a change in colour or shape of a street sign...

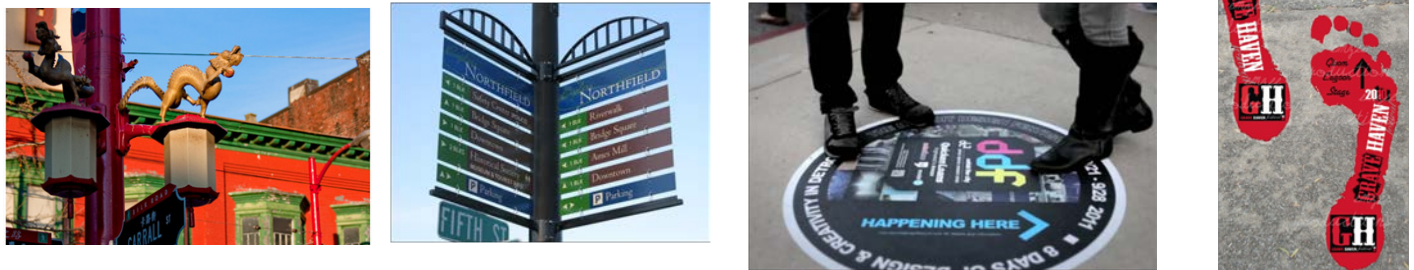


They can use existing infrastructure...

Neighbourhood



Or add new....



Or it can be part of an overall concept.



APPENDIX C - Architectural Styles Guide

The Abbott Street Heritage Conservation Area is a neighbourhood steeped in local history and features a wide variety of housing styles popular over the past 100 years. Some homes are iconic examples, while others have blended traditional elements, but all proudly enhance the diversity of the area.

The Elements of Styles

VICTORIAN REVIVAL

- regal feel to the architecture, up to 2.5 storey height
- steep gable roof with returned eaves and gabled dormers
- multiple pane windows
- wrap around open porch
- decorative detailing



Candler House, built 1908, 2124 Broadway St.
Queen Anne Revival style, inspired by the Queen Anne style of the late 19th century. The house was built by Thomas W. Candler, a local businessman and politician, and is now owned by the City of Kelowna.

ARTS & CRAFTS

- exposed, natural materials
- low-pitched gabled roof with wide, unadorned eave overhang
- roof rafters exposed
- decorative beams and braces
- porch supports extending to ground level, squared or slanting



Stone House, built 1922, 1806 Abbott Street
Built for Mary Stone in 1922, later associated with the Kelowna House of Commons. It is a fine example of the Arts & Crafts style, with its low-pitched roof and wide eaves.

MODERNE

- streamlined style
- flat parapet roof
- stucco and horizontal banding and cladding
- low horizontal massing
- multi-sash windows, narrow trim
- curved walls
- asymmetrical facade
- canopy over entrance



G.D. Leane House (2nd), built 1937, 1838 Abbott Street
Gordon D. Leane, a local businessman and politician, built this house in 1937. It is a fine example of the Moderne style, with its flat roof and horizontal banding.

DUTCH REVIVAL

- bell-cast gambrel roof
- shed or gable dormers
- vertical, double-bung, multiple pane windows
- asymmetrical front facade
- functional layout



A rare example on Riverside Avenue.

TUDOR REVIVAL

- decorative half-timbering
- steeply pitched roof
- prominent cross gables
- tall narrow windows
- small window panes



Candler House, built 1929, 2124 Broadway St.
Built for E. Candler, Sr., a local businessman and politician, this house is a fine example of the Tudor Revival style, with its half-timbering and steep roof.

MEDITERRANEAN REVIVAL

- Masonry feel to the form
- shed and high-gable roof
- sash forms
- stepped parapet, flat roof
- flush eaves and stucco detail
- single and multi-sash vertical windows
- asymmetrical front facade



McWilliams House, built 1931, 3077 Abbott St.
Built for J. McWilliams, a local businessman and politician, this house is a fine example of the Mediterranean Revival style, with its masonry feel and high-gable roof.

COLONIAL REVIVAL

- stately feel to the form
- high to medium gable roof
- horizontal siding
- grand entrance
- vertical, multi-sash windows
- window shutters
- symmetrical fronts



MacLean House, built 1942, 1869 Maple St.
Built for E. MacLean, a local businessman and politician, this house is a fine example of the Colonial Revival style, with its stately feel and high-gable roof.



Fountain House, built 1933, 1921 Abbott Street
Built for the Fountain family, this house is a fine example of the Cottage style, with its steep gable roof and small porch.



VERMONT HOUSE, built 1936, 1907 Abbott Street
Built for the Vermont family, this house is a fine example of the Vermont style, with its low-pitched roof and wide porch.



G.D. Leane House (2nd), built 1937, 1838 Abbott Street
Gordon D. Leane, a local businessman and politician, built this house in 1937. It is a fine example of the Moderne style, with its flat roof and horizontal banding.

EARLY SUBURBAN BUNGALOW

- Modern, convenient and popular in the post-WWII era
- many features in the Abbott Street area



H. Petterson House, built 1941, 238 Lake Avenue
Built for H. Petterson, a local businessman and politician, this house is a fine example of the Early Suburban Bungalow style, with its low-pitched roof and wide porch.

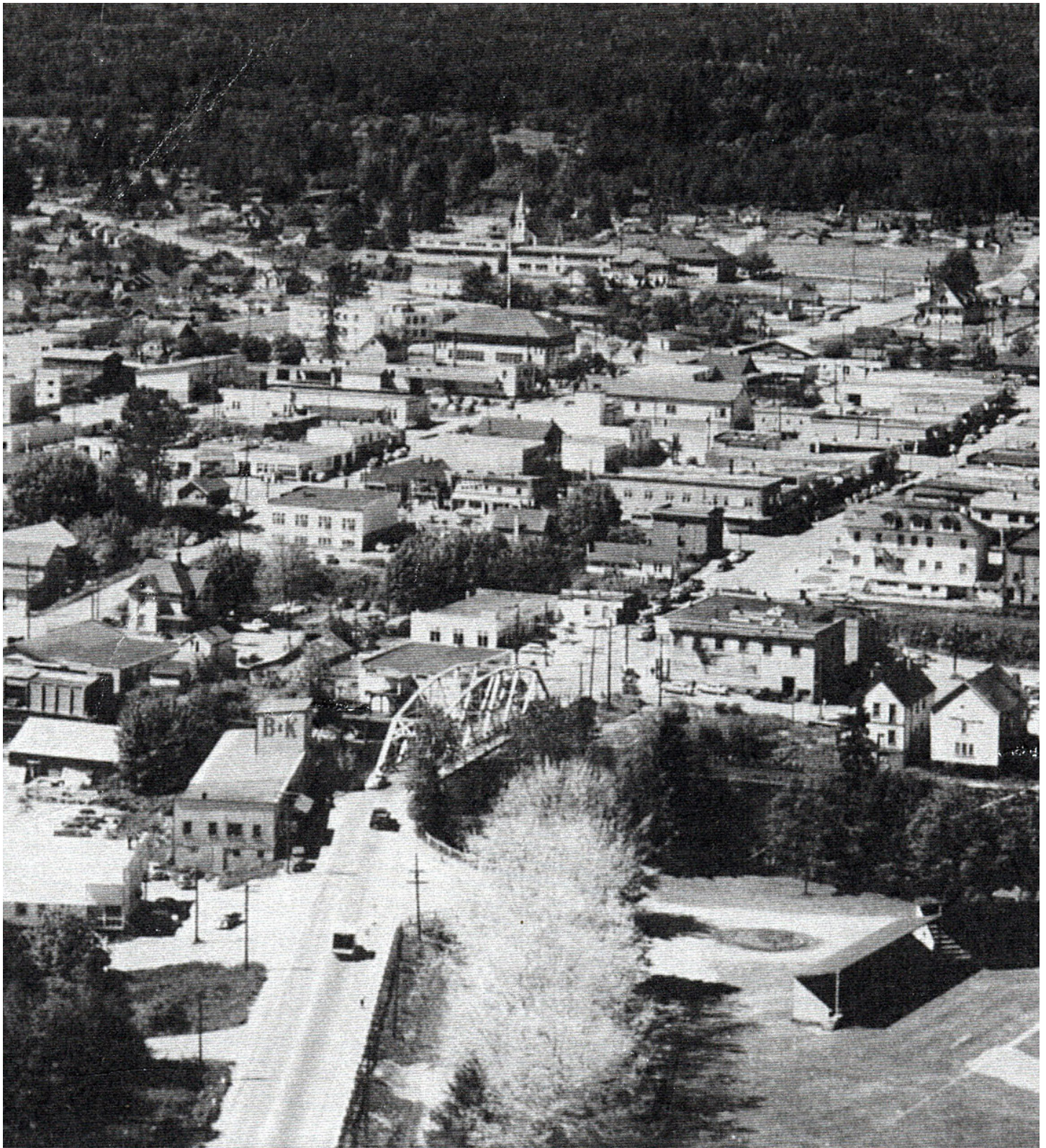


Heritage homes in an historic neighbourhood

Among the 325 homes in the Abbott Street Heritage Conservation Area, there are currently 48 listed on the Kelowna Heritage Register. These homes have been evaluated for their architectural style, age, builder, and influential residents and determined to have special historical and architectural significance to the community.

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- 2. Fountain House, 1933, 1921 Abbott St.
- 3. Vermont House, 1936, 1907 Abbott St.
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- 296. Fountain House, 1933, 1921 Abbott St.
- 297. Vermont House, 1936, 1907 Abbott St.
- 298. Moderne House, 1937, 1838 Abbott St.
- 299. G.D. Leane House (2nd), 1937, 1838 Abbott St.
- 300. H. Petterson House, 1941, 238 Lake Ave.
- 301. MacLean House, 1942, 1869 Maple St.
- 302. Mediterranean Revival House, 1931, 3077 Abbott St.
- 303. Dutch Revival House, 1931, 3077 Abbott St.
- 304. Tudor Revival House, 1929, 2124 Broadway St.
- 305. Colonial Revival House, 1942, 1869 Maple St.
- 306. Arts & Crafts House, 1922, 1806 Abbott St.
- 307. Victorian Revival House, 1908, 2124 Broadway St.
- 308. Early Suburban Bungalow House, 1941, 238 Lake Ave.
- 309. Cottage House, 1933, 1921 Abbott St.
- 310. Fountain House, 1933, 1921 Abbott St.
- 311. Vermont House, 1936, 1907 Abbott St.
- 312. Moderne House, 1937, 1838 Abbott St.
- 313. G.D. Leane House (2nd), 1937, 1838 Abbott St.
- 314. H. Petterson House, 1941, 238 Lake Ave.
- 315. MacLean House, 1942, 1869 Maple St.
- 316. Mediterranean Revival House, 1931, 3077 Abbott St.
- 317. Dutch Revival House, 1931, 3077 Abbott St.
- 318. Tudor Revival House, 1929, 2124 Broadway St.
- 319. Colonial Revival House, 1942, 1869 Maple St.
- 320. Arts & Crafts House, 1922, 1806 Abbott St.
- 321. Victorian Revival House, 1908, 2124 Broadway St.
- 322. Early Suburban Bungalow House, 1941, 238 Lake Ave.
- 323. Cottage House, 1933, 1921 Abbott St.
- 324. Fountain House, 1933, 1921 Abbott St.
- 325. Vermont House, 1936, 1907 Abbott St.

Source: City of Kelowna



Late 1950's

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FILE #: 1895-20

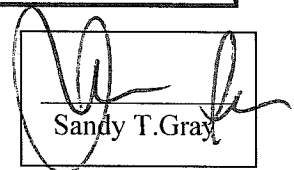
FROM: Director of Financial Services

DATE: October 10, 2012

2012 Grant Request – Operation Red Nose

C.A.O.'S COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Financial Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That Council approves a 2012 grant of \$3,000 to ValleyLinks Comox Valley to cover the costs of coordination and administration expenses for the 2012 Operation Red Nose program; and

That the grant be funded from Gaming Funds under the category of "Council Initiatives and Projects".

PURPOSE:

To consider a 2012 request for grant funding.

BACKGROUND:

In 2010 and 2011, the Comox Valley Valleylinks organization operated an "Operation Red Nose" program. The program involves an awareness campaign against drinking and driving as well as a volunteer-based designated driver service, and met with significant success in its first and second years of operation. Statistics provided are that 50 volunteers provided the following:

- 2010: 446 people get home safely in only 9 nights of service
- 2011: 557 people get home safely in only 10 nights of service

DISCUSSION:

Valleylinks wishes to again offer the Operation Red Nose program in 2012, and will be able to do so with funding sourced from grants, in-kind donations, and tips. Program expenses are estimated to be in the range of \$13,000. In addition, the program utilizes the additional value of \$15,200 in "in-kind" sponsorships for services such as advertising, food, fuel, insurance etc. Total 2012 program costs, including in-kind value, are projected to be in the range of \$25,000.

Under the terms of the ORN agreement, all "donations" received must be directed towards youth programming. This leaves zero funds for the provision of program coordination and administration. Financial sponsorship/contribution from local government to fund the coordination and administration component, therefore, is a key requirement to ensure the program can again be offered for the 2012 Christmas season. For 2012, ValleyLinks is requesting Council's consideration of a grant contribution in the amount of \$3,000.

ValleyLinks has approached the Village of Cumberland and the Town of Comox. Both have

deferred the request to 2013 budget discussions.

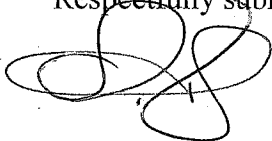
FINANCIAL IMPLICATIONS:

The grant request of \$3,000.00 to fund coordination and administrative expenses for the Operation Red Nose Program can be funded from the "Council Initiatives and Projects" category of the Gaming Funds held by the City.

STRATEGIC PLAN REFERENCE:

Goal #1: A Safe and Caring Community

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Tillie Manthey', written over a horizontal line.

Tillie Manthey, BA, CGA
Director of Financial Services

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Operation
Red Nose™



June 27, 2012

Attention: Tillie Manthey, Finance
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor Jangula & City of Courtenay Council:

We would like to take this opportunity to once again thank the City of Courtenay for your support of Operation Red Nose (ORN) 2011 campaign against drinking and driving providing alternative transportation options while reducing the devastating effects of impaired driving. Your support enabled us to obtain the necessary assistance of community outreach and volunteer coordination to ensure the continuation of this valuable community initiative.

During the 2011 ORN campaign, 50 volunteers helped 557 people get home safely during just 10 nights of service. This year due to growing community support, sponsorship and volunteer engagement we hope to increase volunteer involvement enabling us to better meet the high demand for service. Dedicated volunteers have stated their commitment to return and are expanding our volunteer base simply by sharing their positive volunteer experiences.

It is our hope that you and City Council will once again consider supporting this community service through a contribution of \$3000 to assist in administrative and coordination expenses. In recognition of this year's support the City of Courtenay logo will remain on the front of each red ORN volunteer vest and will appear on all printed promotional materials.

In addition to keeping our communities safer during the holiday season all donations from this program are designated to support local youth programs.

Thank you so much for your consideration of this request for support. Please contact me should you require additional information.

Yours in Community,

Adda Vallevand, Director of Member Services
Volunteer Comox Valley
Email: adda@valleylinks.net

phone: 250.334.8063
fax: 250.338.2488

comoxvalley@operationrednose.com

532 5th Street
Courtenay, BC
V9N 1K3

August 1, 2012

City of Courtenay
C/O Tillie Manthey, Finance
830 Cliffe Avenue
Courtenay BC

Dear Tillie,

Thank you for your interest in Operation Red Nose's 2012 campaign against drinking and driving supporting local youth programs. To address your request for additional information pertaining to contributions made to youth organizations, there are three key areas where funds have been allocated.

ValleyLinks is responsible for placement and support of 50 youth interns on Vancouver Island. Many of our training tools were created and developed by our local youth to assist interns in-training in communities, some of the funds raised through Operation Red Nose 2011 enabled us to provide additional supports to these youth in turn helping them to help their communities.

In addition, a local youth was hired to work full-time over the summer; she has been focusing her efforts on developing a guide for volunteer organizations specific to the needs of youth volunteers. Our plan is to present this guide throughout our local high schools as well as delivering the information to Volunteer Comox Valley's membership of 150 voluntary sector organizations. We anticipate very positive outcomes from this particular project both in bringing awareness and acknowledgement of the potential of today's youth while empowering youth to strive to make a difference both here at home and globally.

The third project we are developing is a mentorship program to help local voluntary sector organizations develop sustainability. This project is in development and is modeled after the successful program Youth Now, run out of Volunteer Richmond. We currently have interest from the Province of BC to support this project and are in the proposal phase of moving it forward. The youth specialist position will be sponsored in part through the ORN Youth funding from the upcoming year. This program is designed to tap into the potential found in our community by training youth ages 16 to 24 who are no longer in high school to serve as board members for local non-profit organizations.

There are two distinct components to the Youth Now module: 1) a leadership development program for youth who are looking to make an impact in their community; and 2) an opportunity for non-profit organizations to strengthen their boards and volunteers through the infusion of younger community leaders.

We will also work closely with organizations to define and implement best practices enabling their staff, volunteers and Board members to become "volunteer ready" to work with youth volunteers while creating a win, win situation for the future of the organization, its causes and programs, the volunteers and those they serve.

Please contact us if you require any addition information. Thank you for your consideration.

Yours in Community,

Adda Vallemand
Director of Member Services

Operation Red Nose - Program Requirements

- 5.3.1 Submit a preliminary financial report to the CORPORATION **no later than February 24th 2012**. If the ACCOUNTING FIRM is ready to submit the financial statements (audited, or unaudited financial statements, or review engagement) at this time, they may be forwarded. Otherwise, the financial statements prepared by the ACCOUNTING partner must be submitted **no later than May 31st 2012**.
- 5.3.2 Keep a detailed daily account of all funds collected during the *Operation Red Nose* campaign.
- 5.3.3 Produce written statements (minutes), through the organizing committee, for every decision concerning a withdrawal of funds. When the administration of the *Operation Red Nose* funds is the same as the HOST ORGANIZATION, the motions concerning the expenditures and revenues of *Operation Red Nose* must appear in the minutes as well as the financial report of the HOST ORGANIZATION.
- 5.3.4 Ensure that all decisions related to the distribution of money are signed by at least two (2) officers of the HOST ORGANIZATION and that all cheques bear two (2) signatures of qualified officers.
- 5.3.5 Turn over the collected funds to one (or more) officially recognized local non-profit youth organization(s), preferably linked to amateur sports, in the following manner:

Source of revenue of <i>Operation Red Nose</i>	Use and distribution of revenues
➤ Donations	➤ >100 % must be turned over to the youth organization(s).
➤ Financial sponsorship(s) ➤ Net profit from mascot and vest sponsorships ➤ Net profit from publicity on place mats or other promotional items produced locally	➤ A minimum of 25 % must be turned over to the youth organization(s). (The other 75 % may be used to help with certain expenses related to the staging of <i>Operation Red Nose</i> . In the case that this 75 % wasn't used in full to cover expenditures, the surplus must be turned over to the benefit of the youth organization(s)).
➤ Net profit from sales of promotional articles	➤ A minimum of 50 % must be turned over to the youth organization(s). (The other 50 % may be used to help with certain expenses related to the staging of <i>Operation Red Nose</i> . In the case that this 50 % wasn't used in full to cover expenditures, the surplus must be turned over to the benefit of the youth organization(s)).
➤ Government employment programs ➤ Travel allocation	➤ These funds may be used in their entirety by the HOST ORGANIZATION or an individual mandated by the HOST ORGANIZATION to cover certain expenses related to the staging of the <i>Operation Red Nose</i> campaign.

- 5.3.6 Submit a list of all local youth groups who will receive money from the HOST ORGANIZATION for approval by the CORPORATION, on the day of the signing of this agreement at the latest.

Operation Red Nose

Comox Valley

Financial Statement

2011/2012

Final @ March 31, 2012

Reviewed by: Pamela Munroe, CMA

Date: 2012 05 10

Pamela Munroe
Pamela Munroe, CMA

OPERATION RED NOSE- (Comox Valley) - (2011/12)
Revenue Expense

	Earned or accrued		In kind/gifts		Total	
	Current 2011/12	Previous 2010/11	Current 2011/12	Previous 2010/11	Current 2011/12	Previous 2010/11
REVENUES						
Donations and tips	4,112.68	3,681.13			4,112.68	3,681.13
Financial sponsorships	5,400.00	2,471.95			5,400.00	2,471.95
In kind sponsorships			15,212.10	15,464.00	15,212.10	15,464.00
Subsidies	-	-			-	-
Sale of promotional articles	-	60.00			-	60.00
Sponsorship for the mascot					-	-
Sponsorship for the caps					-	-
Sponsorship for volunteer vests					-	-
Other (specify) Grant-City of Courtenay	3,250.00				3,250.00	-
Total of revenues	12,762.68 \$	6,213.08 \$	15,212.10 \$	15,464.00 \$	27,974.78 \$	21,677.08 \$
EXPENSES						
Purchase of caps	-	-			-	-
Purchase of volunteer vests	-	1,102.81			-	1,102.81
Purchase of pins	-	161.81			-	161.81
Purchase of promotional articles	-	495.23			-	495.23
Rental of mascot		336.97			-	336.97
Office supplies	114.00	108.01			114.00	108.01
Contributions to youth organizations	8,112.68	4,299.12			8,112.68	4,299.12
Other office expenses	10.00	83.58			10.00	83.58
Immobilizations					-	-
Photocopying and printing	461.10				461.10	-
Telecommunications					-	-
Insurance					-	-
Travel expenses					-	-
Gas for volunteers					-	-
Volunteer meetings	29.65	19.10			29.65	19.10
Advertizing					-	-
Consultations					-	-
Rental of equipment					-	-
Freight on Mascot return		46.89			-	46.89
Volunteer appreciation	362.40	91.38			362.40	91.38
Coordinator	3,500.00				3,500.00	-
Banking fees					-	-
Total of expenses	12,589.83 \$	6,744.90 \$	- \$	- \$	12,589.83 \$	6,744.90 \$
Excess of revenues for the exercise	<u>172.85 \$</u>	<u>(531.82) \$</u>	<u>15,212.10 \$</u>	<u>15,464.00 \$</u>	<u>15,384.95 \$</u>	<u>14,932.18 \$</u>

Initials: PM

OPERATION RED NOSE- (COMOX VALLEY) - (2011/12)
FINANCIAL SPONSORSHIP

	Total	
	Current 2011/12	Previous 2010/11
COMPANIES		
Comox Firefighters	1,000.00	1,000.00
Comox Valley Lions Club	4,000.00	150.00
I.C.B.C.	200.00	
Comox R.C. Legion Br.160	200.00	100.00
Anonymous		1,000.00
Strathcona Sunrise Rotary		130.00
ABLE BC		91.95
City of Courtenay	3,250.00	
<hr/>		
Total of financial sponsorships	<u>8,650.00 \$</u>	<u>2,471.95 \$</u>
25 % must be turned over to the host organization	2,162.50 \$	617.99 \$
75 % may be used toward accrued expenses for Operation Red Nose	6,487.50 \$	1,853.96 \$

Initials:

PM

OPERATION RED NOSE - (COMOX VALLEY) - (2011/12)
IN-KIND SPONSORSHIPS

COMPANIES	SERVICES	Total	
		Current 2011/12	Previous 2010/11
97.3 The Eagle FM	Advertising-radio	5,910.00	5,910.00
Comox Valley Record	Advertising-press	1,606.50	1,000.00
The Westerly Hotel & Conv. Ctr.	Food	500.00	460.00
Little Caesars Pizza	Food	125.00	
Subway	Food	120.00	
Islander Pizza	Food	250.00	200.00
Fluid Bar & Grill	Food	500.00	380.00
Costco (Courtenay)	Cash Card	50.00	
Thrifty Foods	Gift Certificate	200.00	
Valleylinks	Headquarters space	630.00	550.00
Open Connection-Telus Dealership	Phones	1,240.00	-
Tom Harris Cellular	Phones	-	900.00
Valleylinks	Phones	150.00	150.00
Company E	Professional honorarium		
Sure Copy Centre	Printing & photocopying	636.00	400.00
Co-op Gas	Fuel - Gas Cards	500.00	125.00
Esso	Fuel	-	100.00
Petro Canada	Fuel	-	25.00
Husky	Fuel	-	90.00
Misc. Auto Dealerships	Escort Vehicles	-	910.00
Pacific Coastal Airlines	Other-Travel Voucher	560.00	
The Elks Club (Courtenay)	Other-Venue (Vol. Appr.)	89.60	
Courtenay Rec.-Tsolum Bldg.	Other-Venue-Vol. mtg.	-	30.00
Courtenay Rec.-Lawn Bowling Bldg.	Other-Venue (Vol. Appr.)	-	100.00
Canadian Tire	Other-	-	44.00
Misc. Auto Dealerships	Other-vehicle insurance		400.00
Valleylinks	Misc. office supplies, pstg., equipment etc.	350.00	350.00
CV Chamber of Commerce	Other		65.00
Misc. Suppliers	Misc. door prize items	155.00	85.00
Misc. Volunteers	Inkind fuel		100.00
Valleylinks	Staff wages	1,540.00	2,900.00
Valleylinks	Volunteer appreciation	100.00	190.00
Total of in-kind sponsorships		<u>15,212.10 \$</u>	<u>15,464.00 \$</u>

Initials: DM

OPERATION RED NOSE - (COMOX VALLEY) - (2011/12)
BALANCE SHEET

	Total	
	Current 2011/12	Previous 2010/11
Short term assets		
Cash balance	172.85	
Temporary placements		
Accounts receivable		111.21
Fees paid in advance		
Subtotal	<u>172.85</u>	<u>111.21</u>
Fixed assets		
Total of assets	<u>172.85 \$</u>	<u>111.21 \$</u>
Short term Equity		
Creditors		
Subtotal 1:	<u>-</u>	<u>-</u>
Long term equity - Balance of funds		
Working Capital fund		
Other funds(if applicable)		
Invested in immobilization		
Subtotal 2:	<u>-</u>	<u>-</u>
Total equity	<u>- \$</u>	<u>- \$</u>

Initials: PM

OPERATION RED NOSE - (COMOX VALLEY) - (2011/12)
CONTRIBUTIONS TO ORGANIZATIONS

	Total	
	Current 2011/12	Previous 2010/11
ORGANIZATION		
Organization A		
Valleylinks Youth Programs	8,112.68	4,049.12
John Howard Society Youth Enhancement Fund		250.00
Organization D		
Organization E		
<hr/>		
Total of contributions to youth organizations	<u>8,112.68 \$</u>	<u>4,299.12 \$</u>

Initials:

PM

OPERATION RED NOSE - (COMOX VALLEY) - (2011/12)
SUBSIDIES

SUBSIDIES

Provincial or national planning meeting
Travel expenses
Provincial or national evaluation meeting
Travel expenses

Reward system (if applicable)

Others (specify):

Total of subsidies

Total	
Current 2011/12	Previous 2010/11

 § §

Initials:

OPERATION RED NOSE - (COMOX VALLEY) - (2011/12)
PROMOTIONAL ITEMS

	Earned or accrued	
	Current 2011/12	Previous 2010/11
REVENUES		
Pins		60.00
Placemats		
Volunteer vests		
Tent cards		
Caps (hats)		
Other - specify		
<hr/>		
Total of revenues	- \$	60.00 \$
EXPENSES		
Pins		161.81
Placemats		
Volunteer vests		1,102.81
Tent cards		
Caps (hats)		
Other - specify		
Mascot Rental		336.97
Vehicle Flags		495.23
Total of expenses	- \$	2,096.82 \$
<hr/>		
Net profit	- \$	(2,036.82) \$
50 % must be turned over to the host organization	- \$	(1,018.41) \$
50 % can be used toward accrued expenses for <i>Operation Red Nose</i>	- \$	(1,018.41) \$

Initials: _____

MM

4

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Tillie Manthey, BA, CGA
Director of Financial Services/Deputy CAO

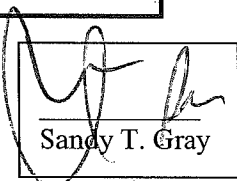
FILE#: 5600-20-Cummings Road
DATE: October 15, 2012

Peter Crawford, MCIP
Director of Development Services

SUBJECT: Cummings/Sheraton Local Area Service Project and 2620/2650 Sheraton Road
Requested Rate Reduction

C.A.O. COMMENTS/RECOMMENDATIONS:

That the report from the Director of Development Services and Director of Financial Services regarding the Cummings Road and Sheraton Road Local Area Service Project and the request by 2620 and 2650 Sheraton Road to reduce their rate of cost be accepted.


Sandy T. Gray

RECOMMENDATION:

That the report from the Director of Development Services and Director of Financial Services providing clarification regarding the availability of water at 2620 Sheraton Road and extension given by the City to connect the sanitary sewer be received for information.

PURPOSE:

To respond to Council resolution passed on October 1st, 2012 requesting staff provide additional clarification regarding the availability of water at 2620 Sheraton Road and extension given by the City to connect the Sanitary Sewer.

BACKGROUND:

At the October 1st, 2012 Council meeting, Margaret (Peggy) Waterton made a presentation to Council requesting a reduction to the pending Local Area Service Tax (Water) to be applied to 2620 & 2650 Sheraton Road. Margaret Waterton and Brian Cameron submitted a letter dated September 27th, 2012 in which justification for their request was provided.

Staff submitted a *Report to Council* dated September 21st, 2012 recommending that the request made by the owners of 2620 & 2650 Sheraton Road for a reduction to their pending Local Area Service Parcel Tax be denied.

At the October 1st, 2012 Council Meeting it was moved by Theos and seconded by Ambler that the request made by the owner of 2620 and 2650 Sheraton Road (Peggy Waterton & Brian Cameron) for a reduction to their Local Area Service Parcel Tax be denied.

It was moved by Hillian and seconded by Anglin that the above resolution be postponed to allow staff to provide clarification regarding the availability of water at 2620 Sheraton Road and time extension given by the City for Ms. Waterton to connect the sanitary sewer. The resolution was carried.

DISCUSSION:

1. Does the Waterton property currently have a water supply?

Yes: 2620 Sheraton Road currently receives potable water from a 750 gallon holding tank located on the property. The 750 gallon holding tank is refilled by delivery as required. The existing water supply for 2620 Sheraton Road does not restrict the property owner from connecting to the City sanitary sewer connection.

2. Is it possible for the Waterton and Cameron properties to be included in the adjacent Cummings Road Local Sewer Service Area for the purpose of applying a reduced fee?

No: These two properties were served with sewer under a separate sewer extension project, the Sheraton Road Sewer, and were charged the applicable bylaw fee for their connection. The 2650 and 2620 Sheraton Road properties cannot be included in the LASP (*sewer*) for Cummings Road as these two properties have existing sanitary service connections from the Sheraton Road sanitary sewer main. They are, however, included in the LASP (*water*) as the water main being installed to service 2620 & 2650 Sheraton Road also provides water supply to the properties on Cummings Road, and is being constructed as one project.

The Sheraton Road sanitary sewer main installed in 2006, provides service to 2620 & 2650 Sheraton Road, and was identified in the last DCC Study as required to be installed from Sheraton to Hawk to Cummings roads. When the City received the 50% grant funding from the Province for the installation of the bikeway on Sheraton Road (Phase 1), the City installed the sanitary sewer at the same time due to the cost effectiveness of dual project construction. Both projects were approved by Council in the Capital Budget. The original sewer project was only to extend to the east end of Lerwick Nature Park, however, the contractor provided such excellent unit rates that the pipe line was extended to Cummings Road (still within budget). Sanitary sewer service connections were installed to all properties receiving frontage, where practical, including the 2620 and 2650 Sheraton Road properties currently under consideration by Council. The Sheraton sanitary sewer main is required to service properties on Sheraton Road, as well as convey flows from Cummings Road and Evans Place.

2650 & 2620 Sheraton Road were provided sanitary sewer connections in accordance with City Bylaws. The connections were assessed the Bylaw rate of the time, a rate applied to approximately 250 other properties which fall within the bylaw category of "Connection Charges for Annexed Areas". This particular section of the Sanitary Sewer Fees and Charges Bylaw was created in order to "grandfather" and secure a subsidized connection rate for properties within boundary extensions that had taken place between 1997 and 2006.

3. Can the Sewer Frontage fee for 2620 Sheraton Road (Waterton) be waived as the owner has not yet connected to the sewer?

No: The *Community Charter* states that a frontage tax be imposed on parcels that have the opportunity to have the service, whether or not they are in fact being provided with the service.

The Sheraton sewer line runs by and is available to 2620 Sheraton Road. While the owner is not yet physically connected to the sewer, the opportunity exists and the frontage tax is therefore applicable. Sewer frontage taxes provide key funding for both sewer system operations and maintenance as well as capital works.

FINANCIAL IMPLICATIONS:

Should Council recommend granting the requested reduction, \$1,400.00 per property would be required to be paid out of the Sewer Operating Budget to subsidize the individual Water Local Area Service Parcel Taxes for 2620 & 2650 Sheraton Road.

There is also the risk that a precedent would be set, where the 250 other properties in annexed areas which were similarly charged the bylaw sewer connection fee of \$6,500 would request an identical credit.

STRATEGIC PLAN REFERENCE:

None.

OCP SUSTAINABILITY REFERENCE:

None.

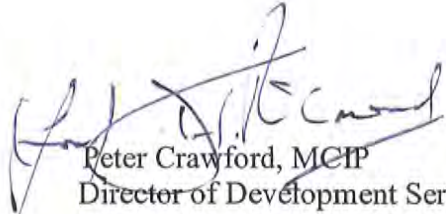
REGIONAL GROWTH STRATEGY REFERENCE:

None.

Respectfully submitted,



Tillie Manthey, BA, CGA
Director of Financial Services/Deputy CAO



Peter Crawford, MCIP
Director of Development Services



Craig Armstrong, B.A.Sc., EIT
Project Engineer

DR/ca

5

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

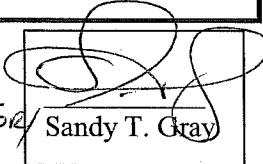
FROM: Kevin Lagan, P.Eng
Director of Operational Services

FILE #: 5460-08
DATE: October 11, 2012

SUBJECT: Request by DCBIA to close 5th Street Sunday, November 25th from 11:30 a.m. to 3:30 p.m. from Cliffe Avenue to McPhee Avenue.

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Operational Services regarding the closure of 5th Street from Cliffe Avenue to McPhee Avenue for the Comox Valley Christmas Parade be accepted.


Sandy T. Gray

RECOMMENDATION:

That 5th Street between Cliffe Avenue and McPhee Avenue be temporarily closed to traffic, on November 27, 2011 from 11:30 a.m. to 3:30 p.m. for the Comox Valley Christmas Parade (the parade to start at 2:00 p.m.);

That Duncan Avenue and England Avenue are not blocked by vehicles in order to allow the passage of emergency vehicles; and

That the necessary insurance be forwarded to the City and the emergency services are advised of the temporary closure, at least five working days before the event.

PURPOSE:

To temporarily close 5th Street between Cliffe Avenue to McPhee Avenue for the Christmas Parade.

BACKGROUND:

As described in the attached permit application package.

DISCUSSION:

The Downtown Courtenay Business Improvement Association will also be required to obtain a Special Event Permit to ensure the health and safety of the public during this large outdoor event. The DCBIA will also require the use of 54 barricades to be placed downtown according to their attached Traffic Plan.

FINANCIAL IMPLICATIONS:

Covered in the General Roads budget for events. Minimal cost for barricades being provided and collected by the City.

STRATEGIC PLAN REFERENCE:

N/A

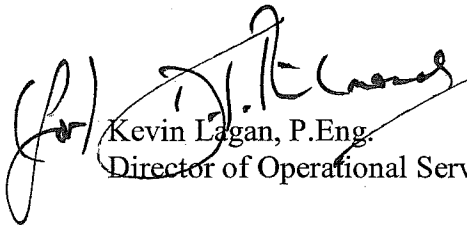
OCP SUSTAINABILITY REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

Respectfully submitted,


Kevin Lagan, P.Eng.
Director of Operational Services



COURTENAY

Downtown Courtenay Business Improvement Association

October 10, 2012

PRESIDENT
Mark Middleton
CV Echo
250-334-4722

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

TREASURER
Keith Currie
CV Echo
250-334-4722

RECORDING SECRETARY
Evelyn Gillespie
Laughing Oyster Bookstore
250-334-2511

DIRECTORS
Catherine Bell
Zocalo Café & Gallery
250-331-0933

Jan Bruce
Cody & Company
250-338-1571

Jenny Deters
Rattan Plus
250-650-2338

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

Sue Smith
'Beyond' the Kitchen Door
250-335-2062

Theresa Mooney
'Beyond' the Kitchen Door
250-338-4404

Tony McCloskey
Red Living
250-871-1325

EXECUTIVE DIRECTOR
Kim Stubblefield
250-337-2006

info@downtowncourtenay.com

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

Dear Mayor Jangula and Councillors:

Re: Comox Valley Christmas Parade 2012

On behalf of the Downtown Courtenay Business Improvement Association (DCBIA) we would like to request the support of the City of Courtenay for the Comox Valley Christmas Parade during the coming holiday season.

The parade will be held on Sunday, November 25th this year.

We would like to request the closure of Fifth Street for the parade during the following hours:

Sunday November 25 – Comox Valley Christmas Parade: 11:30 am – 3:30 pm; 5th St. from Cliffe Ave. to McPhee Ave. (the parade starts at 2:00 pm).

Application for Event/Parade Permit forms are attached as required.

Thank you for your support on this community event, and we look forward to your reply.

Best regards,

Kim Stubblefield
DCBIA Executive Director

PO Box 3373
Courtenay, BC
V9N 9N3



CITY OF COURTENAY

APPLICATION FOR EVENT/PARADE PERMIT

(To be completed and returned, with insurance acceptable to the City, prior to issuance of permit and at least 7 working days prior to the event)

Name of Applicant (or contact person): KIM STUBBLEFIELD
Mailing Address: DCBLA, PO BOX 3371, COURTENAY BC V9N 5N5
Phone No: 250-337-2096 Fax No: _____ Email: info@downtowncourtenay.com
Name of Event, Group etc: COMOX VALLEY CHRISTMAS PARADE
Date(s): NOV. 25, 2012 Time(s): 11:30 AM - 3:30 PM (PARADE IS 2-3 PM)
No. of Vehicles (if applicable): 30 APPROX No. of Participants (if applicable): APPROX 40 GROUPS

Proposed Route: (attach copy of map)
(If Yes which Streets?)

Closure of Street Required? ☒ Yes ☐ No

5TH STREET FROM CLIFFE TO MCPHEE + CLIFFE FROM 3RD TO 5TH

If street closures are required a report must be submitted to Council for approval. Please allow adequate time for this to occur prior to the event.

Traffic Control Arrangements: (Name of Company/Group and Contact Person)
(All traffic control persons to be certified)

Name: AUXILIARY RCMP Phone: _____

Are Signs and/or Barricades required? ☒ Yes ☐ No If yes how many 54 BARRICADES

Will any Pavement Marking Occur? ☐ Yes ☒ No
(If Yes give details on marking and product used etc.)

Is there any electrical wiring or installations required for the event? ☐ Yes ☐ No
If Yes, complete and sign attached electrical permit application.

Office Use Only

Insurance Accepted by Finance ☐

DCBLA notified ☐

Council Report ☐

Public Works Inspector Report ☐

Public Works notified ☐

Copied to Property Manager ☐

Parade Permit letter Authorized _____

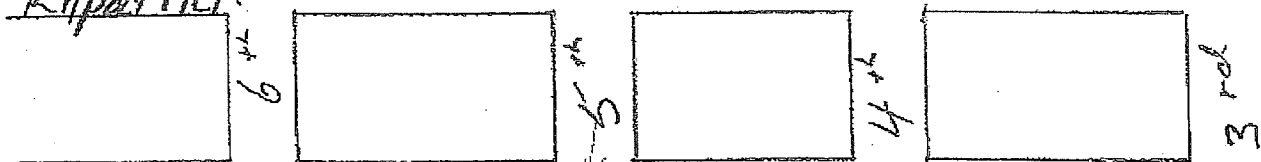
Parade Permit Letter issued date: _____

McPhee

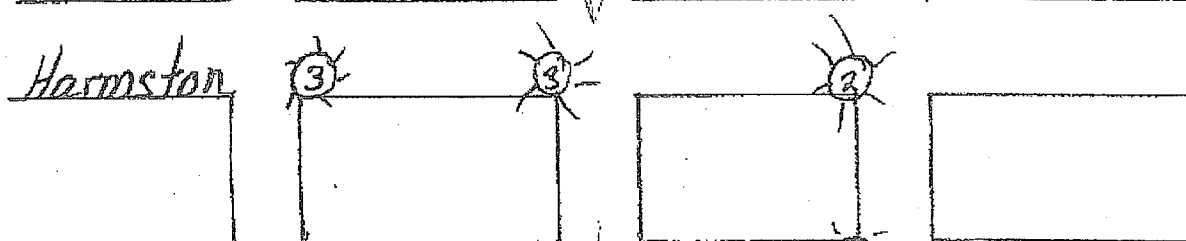
Parade
Route.

Total
54
barricades

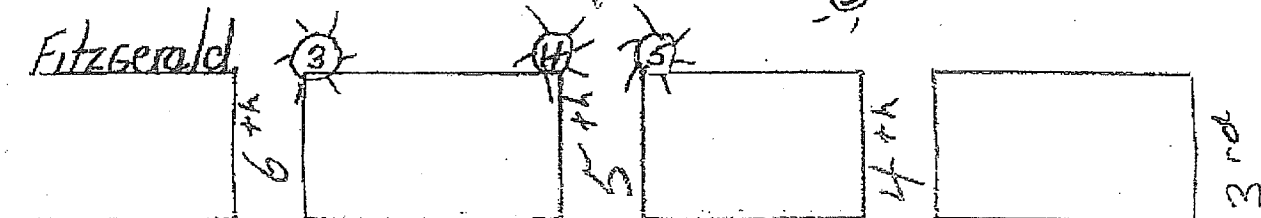
Kilpatrick



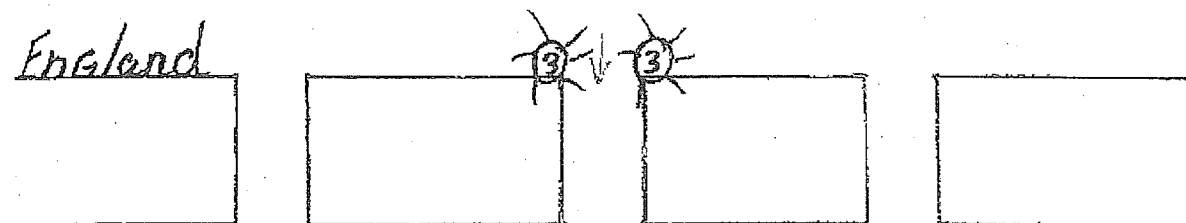
Harmston



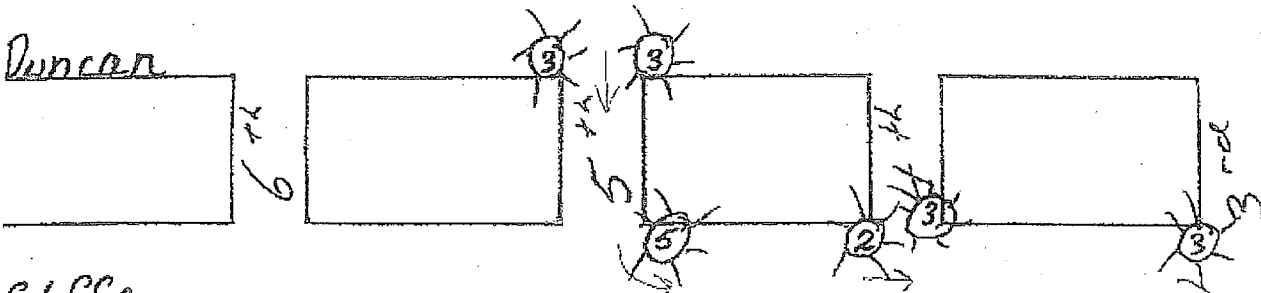
Fitzgerald



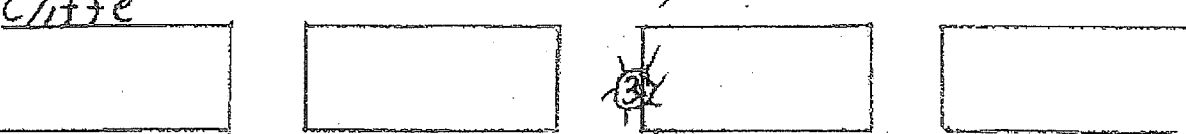
England



Duncan



Cliffe



Anderton

Bridge

COMOX VALLEY CHRISTMAS PARADE

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

FROM: Kevin Lagan, P. Eng.
Director of Operational Services

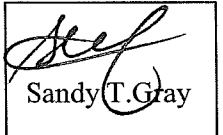
FILE: 8620-01

DATE: October 9, 2012

SUBJECT: Transportation Master Plan

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation from the Director of Development and Acting Director of Operational Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That Council receive the report on the status update for the Transportation and Land Use Master Plan for information.

PURPOSE:

To present to Council the on-going work and initial visionary framework for the Transportation Master Plan, including a presentation by consultants Morrison Hershfield and O2 Planning and Design.

BACKGROUND:

The City has recently started its Transportation Master Planning process. The consulting firm Morrison Hershfield in partnership with O2 Planning and Design have been retained to conduct the consultation, data collection, analysis and compilation of the Plan. *Attachment No. 1* contains a briefing note provided to Council at the May 24 2012 Strategic Planning Council describing the general purpose of the Plan.

The Transportation Master Plan will indicate the possible alignments of utility corridors. By engaging in this integrated review of public infrastructure services, the City will be well positioned to reflect on land use development trends.

DISCUSSION:

The Transportation Master Planning process is now entering the initial consultation phase. To date, City staff has worked with the consultants to develop an overarching visionary framework of transportation needs in Courtenay over the next 25 years (2037). The visionary framework has been guided by the Official Community Plan which calls for a strong orientation to multi-modal transportation options. This direction is also supported by the Regional Growth Strategy.

This visionary framework is the subject of Morrison Hershfield and O2's presentation today.

Public and stakeholder involvement

Public consultation is critical to the success of developing transportation options. The consultants, in partnership with City staff, will hold a public open house to discuss and receive feedback on the presented visionary framework on Tuesday, October 16, from 6-8pm at the Westerly Hotel and Convention Centre. A number of displays will be available to encourage public feedback. A stakeholder workshop will also be held from 2-3:30pm on the same day.

Following this initial public open house, there will be further opportunities for public involvement including:

- Survey (on-line and hard copies available) on the initial visionary framework;
- Second public open house following further analysis of the public comments of the visionary framework, traffic analysis and identification of implementation options, including survey feedback format;

- Third public open house following analysis of public comments from the implementation options phase, and identification of preferred options.

The Transportation Master Planning process is anticipated to reach completion by early 2013.

FINANCIAL IMPLICATIONS:

N/A

STRATEGIC PLAN REFERENCE:

Vision 2: A progressive, diverse and sustainable city

Goal 1: Ensure infrastructure is sustainable

Objective c) Complete an inventory and assessment of City roads, buildings, and utilities, and report on works required

Goal 2: Provide proactive leadership for growth management

Objective c) Ensure all infrastructure planning studies are current

Vision 4: An active community with cultural and recreational opportunities

Goal 3: Promote healthy lifestyles

Objective a) Develop a robust cycling infrastructure with a skeleton network to access all City within 3 years

Objective b) Reduce traffic congestion and delays and support traffic calming

Objective c) Develop plans to becoming one of Canada's "most bikeable cities"

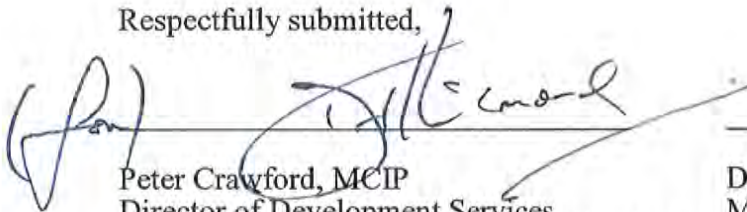
OCP SUSTAINABILITY REFERENCE:

Numerous goals, policies and targets to effectively service the community and support multi-modal transportation.

REGIONAL GROWTH STRATEGY REFERENCE:

Numerous goals, policies and targets to effectively service the community and support multi-modal transportation.

Respectfully submitted,



Peter Crawford, MCIP
Director of Development Services
and Acting Director of Operational Services

Derek Richmond, P. Eng., CSci., C.WEM
Manager of Engineering.

Operational Services Department 2012 Transportation Master Plan - Overview

Several studies are scheduled for this year. Those which have commenced include, 'Floodplain Mapping & Integrated Management Study/ Tsolum River Floodwall' and 'Aerial Mapping of the Courtenay area'.

Others scheduled for this year include master plan updates of the Water, Storm Drainage (or Integrated Stormwater Management Plan – ISMP), Sanitary Sewerage System and Transportation.

All of the various major utilities require corridors, whose alignments generally follow or are similar to those of transportation. Future transportation needs will undoubtedly need to address multi-modal transportation functions of bikes, pedestrians and public transit in addition to private and commercial vehicles. With this in mind, it is appropriate to establish a vision of the city's transportation needs and associated land-uses that will form the framework for general utility alignments for the city's infrastructure.

The Transportation Master Plan is proposed to be undertaken in two phases. The first phase will take the form of a city / consultant team workshop that will consider such documents as the OCP, zoning and bylaws, while visioning the city's multi-modal transportation needs and associated land-uses. The expected deliverable will be an overarching framework that can be used as an alignment guide for all other utilities.

The second phase (of the Transportation Master Plan) will be an update of major traffic flows, transportation concepts and key issues that impact long-range (transportation) planning, emanating from the 2005 Ward Transportation report. An implementation strategy will be produced that will assist with budgeting of large scale projects and accommodate modal shifts in accordance with goals outlined in the OCP.

We see the overall initiative as an integrated team-based approach with input solicited from appropriate interest groups. The anticipated end product will provide appropriate long-range x-sections for all road classifications, major multi-modal networks alignments, nodes and interconnectivity options, implementation schedules for major transportation components and phased rehabilitation that compliments road condition inventories.

The visioning / team approach to this project emanates from the paradigm shift in transportation needs, from vehicle-centric environments to multi-modal and community inclusive solutions.

KEY MESSAGES

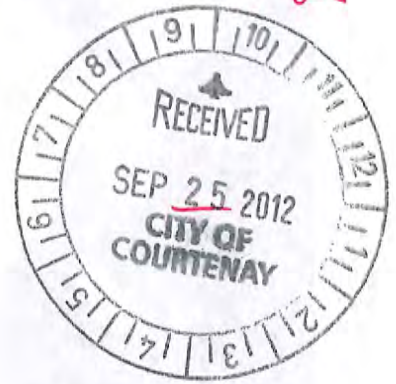
- Alignment of utility master plans with Transportation Master plan
- 'Long-range' visioning that compliments existing tools (OCP, by-laws, zoning, etc)
- Team approach (inter-departmental & interest groups)
- 2-Phase (initial workshop visioning; quantitative and details)
- paradigm shift - vehicle-centric environments to multi-modal and community inclusive solutions

NEW BUSINESS

9:32am
CA

September 24, 2012

John Ward
Manager of Corporate Administration
City of Courtenay
830 Cliffe Avenue
Courtenay, B.C. V9N 2J7



Dear Mr. Ward:

My name is Suzanne Vosberg and I am a resident at 2265 Valley View Drive in Courtenay. I would like to address council about serious safety issues my children face while walking to school.

The three concerns are – no sidewalk, an unsafe passing lane on the approach to the crosswalk and excessive speeds in the school zone.

I have expressed my concerns to both the City of Courtenay Engineering Department and the RCMP. The City of Courtenay has put the sidewalk on their "to do" list but no plans have been made to complete the sidewalk project. They have no plans to remove the passing lane. As for the speeding issue the RCMP has responded by explaining they have too few cars and no safe place to put a car in the area if they did have one.

Please let me explain how dangerous this situation is. In order to get to school my children walk with their backs to traffic across our neighbour's lawn to the crosswalk. Along this 25m route there is a passing lane where cars can pass cars turning into the school. I have witnessed cars go up on the grass and come within inches of hitting my children while passing the cars in the turning lane. Moreover the passing cars, buses and other commercial vehicles speed past the turning vehicle and there is very little time to stop before the crosswalk. This is very dangerous for all children in the crosswalk.

This passing lane is dangerous and ineffective.

A sidewalk would provide a safe route to the crosswalk for my children. Removing the passing lane and perhaps installing a median in the crosswalk and/or narrowing the lane to prevent cars from passing, I believe, would increase safety for our children walking to school.

I would appreciate any suggestions you might have for speeding vehicles.

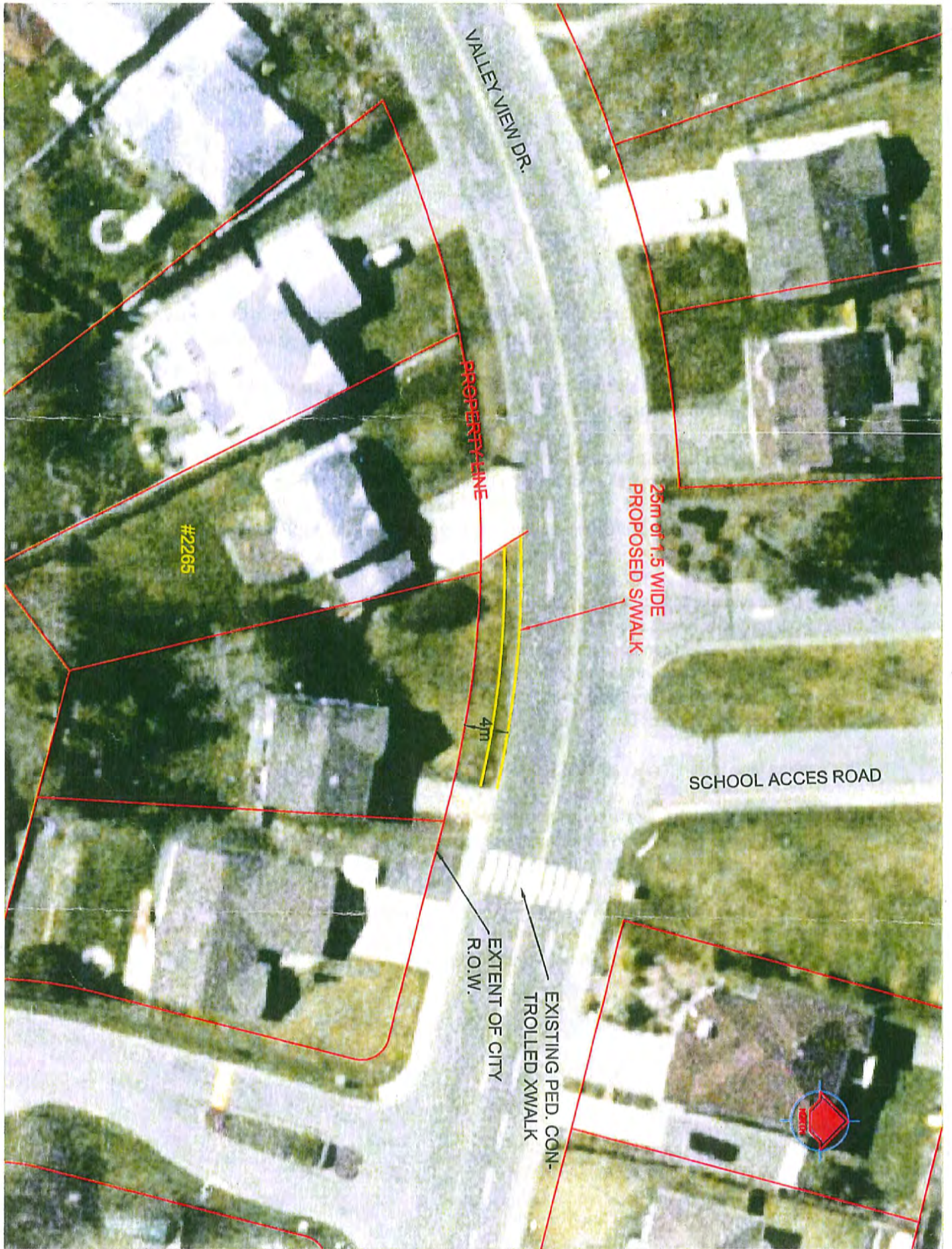
Thank you for your time and attention to this matter.

Sincerely,

Suzanne Vosberg
2265 Valley View Drive
Courtenay, BC V9N 8S5
250-871-6058

Copy: Mayor Larry Jangula ✓

Enclosures (4)



PROPOSED SIDEWALK LINK - #2265 VALLEY VIEW DR.

SCALE: 1:500

97DRAWING_SCHOOL9
11 01 14 DM

THE CORPORATION OF THE CITY OF COURTENAY
*Operational Services Department
Engineering Division
830 Cliffe Ave.,
Courtenay, B. C. V9N 2J7*

*Phone: (250) 334-4441
Fax: (250) 703-4864
E-Mail: engineering@courtenay.ca
Web Site: www.courtenay.ca*



File No: 5420-01 2265 Valley View Dr

January 27, 2012

Ms. Suzanne Vosberg
2265 Valley View Drive
Courtenay, BC
V9N 8S5

Re: Side walk Linkage at #2265 Valley View Drive

Thank you for your letter dated January 3, 2012, regarding your request for sidewalk linkage (approximately 25 meters) from your driveway to the pedestrian crossing on Valley View Drive.

Unfortunately the capital project funding originally slated to construct this sidewalk is not longer available in 2012. However, this sidewalk linkage however may be constructed under the 2012 Operational Budget if there are adequate funds and the work has a high enough sidewalk priority. (There are dozens of requests for sidewalks in Courtenay each year).

The linkage may also be considered as a 2013 Capital Project which will be reviewed by City Council for possible budget approval.

For the interim may I suggest that your children walk about 4 meters distance from the curb, through the grass boulevard which is within the City road allowance.

Sincerely,

A handwritten signature in black ink that reads 'Dan Mooney'.

Dan Mooney, A.Sc.T
Engineering Technologist

DM/ejh

cc: Keir Gervais, Manager of Public Works
Derek Richmond, Manager of Engineering

THE CORPORATION OF THE CITY OF COURTENAY

Operational Services Department
Engineering Division
830 Cliffe Ave.,
Courtenay, B. C. V9N 2J7



Phone: (250) 334-4441
Fax: (250) 703-4864
E-Mail: engineering@courtenay.ca
Web Site: www.courtenay.ca

File No: 5420-20 2265 Valley View

January 18, 2011

Suzanne Vosberg
2265 Valley View Drive
Courtenay BC
V9N 8S5

Safety Concerns for School Children at 2265 Valley View Drive/School Crosswalk

I have reviewed the issue as noted in your letter of November 9th, 2010 and respectfully submit the following.

The distance your children walk to reach the controlled crosswalk is approximately 25m, presently traversed on a grass boulevard strip adjacent to the existing rolled curb and gutter on Valley View Drive (refer to photo).

This grass boulevard strip is within the City's road allowance and is 4 metres wide; it is not on private property.

The existing curb is a low profile type, I agree that it does not prevent vehicles from driving on the grassed boulevard area. I will place your request for sidewalk linkage on the City's sidewalk "to do" list and it will be prioritized by the Manager of Engineering as to which budget year it may be constructed.

For the interim I would suggest that you instruct your children to walk about 4 metres from the existing curb line to enhance their safety on their way to the crossing location.

If you have any further comments or questions please contact me at the City Engineering Department, 250-334-4441.

Yours Sincerely,



Dan Mooney, A.Sc.T., Engineering Technologist

cc: Derek Richmond, P.Eng, M.Eng, Manager of Engineering
Alan Metcalf, Manager of Public Works

DM/sp

THE CORPORATION OF THE CITY OF COURTENAY

*Operational Services Department
Engineering Division
830 Cliffe Ave.,
Courtenay, B. C. V9N 2J7*



*Phone: (250) 334-4441
Fax: (250) 703-4864
E-Mail: engineering@courtenay.ca
Web Site: www.courtenay.ca*

File No: 5420-20 Valley View Dr

November 19, 2010

Suzanne Vosberg
2265 Valley View Drive
Courtenay BC
V9N 8S5

Safety Concerns for School Children at 2265 Valley View Drive

Thank you for your letter dated November 9, 2010.

I have passed your inquiry onto Derek Richmond, P.Eng, M.Eng, Manager of Engineering to review the location and provide a response to you.

Yours Sincerely,

Kevin Lagan, B.A., P.Eng.
Director of Operational Services

cc: Derek Richmond, P.Eng, M.Eng, Manager of Engineering

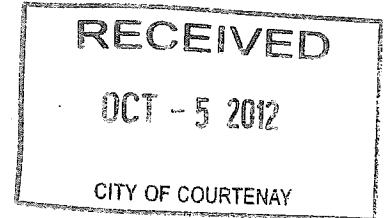
Kal/sp

NEW BUSINESS



From the desk of
Grant Odsen

Regional Manager, Passenger Services, British Columbia
Greyhound Canada Transportation ULC.
725 Notre Dame Dr.
Kamloops, B.C. V2C 5N8
Tel: 250-374-1226
EMAIL: GRANT.ODSEN@GREYHOUND.CA



October 3, 2012

City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Your Worship the Mayor and Councillors:

Greyhound Canada Transportation ULC has filed an application with the B.C. Passenger Transportation Board for a reduction of bus service that has the possibility of affecting your community. The service change is detailed in the enclosed Public Notice(s).

Should your community have any comments regarding this proposal, please notify the B.C. Passenger Transportation Board at the address set out in the Public Notice(s).

Sincerely,

G.M. Odsen
Regional Manager
Passenger and Garage Services, British Columbia
Greyhound Canada Transportation ULC



Route U

GREYHOUND CANADA TRANSPORTATION ULC

PUBLIC NOTICE: PROPOSED CHANGE IN ROUTE FREQUENCY

Greyhound Canada Transportation ULC has made application to the B.C. Passenger Board to reduce minimum route frequency between **Nanaimo** and **Campbell River**.

The proposed route frequency and current route frequency are set out on the attached worksheet for **Route U**.

Interested parties may provide written comments on or before **Wednesday, October 17, 2012**:

B.C. Passenger Transportation Board
Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

By Fax: 250.953.3788
By E-Mail: ptboard@gov.bc.ca
Quote Application # 305-12 / Route U

For further information on this application, please refer to an explanatory paper by Greyhound Canada and to the existing terms and conditions of Greyhound Canada's BC Passenger Transportation Licence both posted on Passenger Transportation Board web page www.th.gov.bc.ca/ptb/bus.htm and also posted on the Greyhound Canada website www.greyhound.ca and then go to the "Regulatory Alert BC—Application to Reduce Service Levels in BC" link on the home page.

Written comments are forwarded by the Board to Greyhound Canada. Comments from private individuals are subject to a privacy and confidentiality undertaking made by Greyhound Canada with the Passenger Transportation Board.

ICB Route Worksheet
Route U
City of Nanaimo
to District of Campbell
River
Table 734A / 734B

Route U

Route Point	Current Daily Minimum	Current Weekly Minimum	Proposed Daily Minimum	Proposed Total Weekly Minimum
City of Nanaimo	2	32	1	14
Nanoose	1fd	18fd	1fd	14fd
Craig's Crossing	1fd	18fd	1fd	14fd
City of Parksville	2	32	1	14
French Creek	1fd	18fd	1fd	14fd
Town of Qualicum Beach	1fd	18fd	1fd	14fd
Home Lake Road	1fd	18fd	1fd	14fd
Bowser	1fd	18fd	1fd	14fd
Fanny Bay	1fd	18fd	1fd	14fd
Buckley Bay	1fd	18fd	1fd	14fd
Union Bay	1fd	18fd	1fd	14fd
Cumberland	alt	alt	alt	alt
Royston	1fd	18fd	1fd	14fd
City of Courtenay	2	32	1	14
Merville	1fd	18fd	1fd	14fd
Black Creek	1fd	18fd	1fd	14fd
Oyster River	1fd	18fd	1fd	14fd
District of Campbell River	2	32	1	14



Route X

GREYHOUND CANADA TRANSPORTATION ULC

PUBLIC NOTICE: PROPOSED ROUTE ELIMINATION

Greyhound Canada Transportation ULC has made application to the B.C. Passenger Board to eliminate its **Route X between the City of Victoria and Mt. Washington Alpine Resort.**

Interested parties may provide written comments on or before **Wednesday, October 17, 2012:**

B.C. Passenger Transportation Board
Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

By Fax: 250.953.3788
By E-Mail: ptboard@gov.bc.ca
Quote Application # 305-12 / Route X

For further information on this application, please refer to an explanatory paper by Greyhound Canada and to the existing terms and conditions of Greyhound Canada's BC Passenger Transportation Licence both posted on Passenger Transportation Board web page www.th.gov.bc.ca/ptb/bus.htm and also posted on the Greyhound Canada website www.greyhound.ca and then go to the "Regulatory Alert BC--Application to Reduce Service Levels in BC" link on the home page.

Written comments are forwarded by the Board to Greyhound Canada. Comments from private individuals are subject to a privacy and confidentiality undertaking made by Greyhound Canada with the Passenger Transportation Board.

**ICB Route Worksheet
Route X
City of Victoria
to Mt Washington Alpine
Resort
Table 736**

Route X

Route Point	Current Weekly Minimum	Proposed Weekly Minimum
City of Victoria	3	0
District of Saanich	3	0
Town of View Royal	3	0
City of Langford	3	0
Mill Bay	3	0
City of Duncan	3	0
District of North Cowichan	3	0
Town of Ladysmith	3	0
City of Nanaimo	3	0
Nanoose	3	0
City of Parksville	3	0
City of Courtenay	3	0
Mt Washington Alpine Resort	3	0

**Route U****GREYHOUND CANADA TRANSPORTATION ULC****PUBLIC NOTICE: PROPOSED CHANGE IN ROUTE FREQUENCY**

Greyhound Canada Transportation ULC has made application to the B.C. Passenger Board to reduce minimum route frequency between Nanaimo and Campbell River.

The proposed route frequency and current route frequency are set out on the attached worksheet for Route U.

Interested parties may provide written comments on or before **Wednesday, October 17, 2012:**

B.C. Passenger Transportation Board
Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

By Fax: 250.953.3788

By E-Mail: ptboard@gov.bc.ca

Quote Application # 305-12 / Route U

2:10 only southbound
12:30 only north bound.

For further information on this application, please refer to an explanatory paper by Greyhound Canada and to the existing terms and conditions of Greyhound Canada's BC Passenger Transportation Licence both posted on Passenger Transportation Board web page www.th.gov.bc.ca/ptb/bus.htm and also posted on the Greyhound Canada website www.greyhound.ca and then go to the "Regulatory Alert BC—Application to Reduce Service Levels in BC" link on the home page.

Written comments are forwarded by the Board to Greyhound Canada. Comments from private individuals are subject to a privacy and confidentiality undertaking made by Greyhound Canada with the Passenger Transportation Board.

9:40am South

3:10pm from Nanaimo
in @ 5pm

> Up for
cancellation



Route T

GREYHOUND CANADA TRANSPORTATION ULC

PUBLIC NOTICE: PROPOSED CHANGE IN ROUTE FREQUENCY

Greyhound Canada Transportation ULC has made application to the B.C. Passenger Board to reduce minimum route frequency between **Victoria** and **Nanaimo**.

The proposed route frequency and current route frequency are set out on the attached worksheet for **Route T**.

Interested parties may provide written comments on or before **Wednesday, October 17, 2012**:

B.C. Passenger Transportation Board
Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

By Fax: 250.953.3788
By E-Mail: ptboard@gov.bc.ca
Quote Application # 305-12 / Route T

For further information on this application, please refer to an explanatory paper by Greyhound Canada and to the existing terms and conditions of Greyhound Canada's BC Passenger Transportation Licence both posted on Passenger Transportation Board web page www.th.gov.bc.ca/ptb/bus.htm and also posted on the Greyhound Canada website www.greyhound.ca and then go to the "Regulatory Alert BC--Application to Reduce Service Levels in BC" link on the home page.

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