CORPORATION OF THE CITY OF COURTENAY COUNCIL MEETING AGENDA

DATE:Monday, May 13, 2013PLACE:City Hall Council ChambersTIME:4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt May 6, 2013 Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 COMMITTEE/STAFF REPORTS

(a) Legislative Services

- 1 1. Notice of Title 751A and 751B 9th Street
- 5 2. Notice of Title 759A and 759B 9th Street

(b) Development Services

9 3. Erosion and Sediment Control Bylaw

(c) Operational Services

- 4. City of Courtenay 25 Year Vision for Multi-Modal Transportation (Morrison Hershfield and O2 Planning and Design to speak to the report)
- 17 5. Bristol Way Road Closure and Land Exchange
- 23 6. Temporary Road Closure Second Annual Elevate the Arts Event
- 35 7. Application for Grant BC Flood Protection Program

(d) Financial Services

- 39 8. Island Corridor Foundation 2013 Property Taxes
- 43 9. Financial Information Act 2012 Statement of Financial Information
- 79 10. Policy Revisions Permissive Property Taxation
- 85 11. SCIF Traffic Fine Revenue Share Funds

5.00 REPORTS AND CORRESPONDENCE FOR INFORMATION

89 1. Heritage Advisory Commission Minutes

6.00 REPORTS FROM COUNCIL REPRESENTATIVES

7.00 RESOLUTIONS OF COUNCIL

8.00 UNFINISHED BUSINESS

1. CVRD Elected Officials Forum Topics

9.00 NOTICE OF MOTION

10.00 NEW BUSINESS

109 1. Boomer's Legacy Bike Ride

11.00 BYLAWS

For First, Second and Third Reading

113 1. "Road Closure Bylaw No. 2738, 2013" (to close a portion of Bristol Way)

Third Reading as Amended

117 1. "Erosion and Sediment Control Bylaw No. 2570, 2012"

12.00 COUNCIL MEMBER ROUND TABLE

13.00 ADJOURNMENT

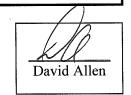
REPORT TO COUNCIL

		FILE #:	3800-20
FROM:	Director of Legislative Services	DATE:	May 1, 2013

SUBJECT: Notice on Title for 751A and 751B 9th Street

C.A.O. COMMENTS/RECOMMENDATIONS:

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



RECOMMENDATION:

That pursuant to section 57 (3) of the *Community Charter*, the Corporate Officer to file a notice in the Land Title Office against the properties located at 751A and 751B 9th Street Courtenay, B.C. stating that:

- (a) a Council resolution relating to that land has been made under this section; and
- (b) further information about it may be inspected at the offices of the municipality.

PURPOSE:

To file a notice on the property located at 751A and 751B 9th Street.

BACKGROUND:

As outlined in the attached documentation from the Chief Building Inspector, the building was altered to contain two additional suites and a building permit was not obtained.

DISCUSSION:

Pursuant to section 57 of the *Community Charter*, upon request by a Building Inspector to place a notice on title, the Corporate Officer is required to give notice to the property owner and place the matter before Council.

The required notice has been provided to the property owner.

FINANCIAL IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

Enforcement in nature.

1

OCP SUSTAINABILITY REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

Respectfully submitted,

John Ward, CMC Director of Legislative Services

Notice against title report Sklarchuk May 2013.docx

MEMORANDUM

TO: John Ward, Director of Legislative Services FROM: Dennis Mirabelli, Chief Building Inspector FILE #: 3800-20 DATE: April 19, 2013

SUBJECT: Notice Against Title – S.57(1)(b)(i & ii) of the *Community Charter* 751A & B 9th Street – Strata Lots 1 & 2, District Lot 127, Plan VIS6836 PID: 027-984-141 and 027-984-150

This memorandum is to inform the Director of Legislative Services that the Building Division is requesting the City proceed with putting a Notice against Title pursuant to S.57(1)(b)(i & ii) of the *Community Charter*, for the properties legally described as Strata Lot 1 & 2, DL 127, Comox District, Plan VIS6836 at 751A & B 9th Street.

During the course of carrying out duties, the Building Inspector discovered that the duplex building was altered to contain two additional suites. This alteration required a permit under Building Bylaw No. 2323, 2003 that was not obtained.

The Notice on Title would identify the properties are in contravention of the BC Building Code.

Respectfully submitted,

Dennis Mirabelli Chief Building Inspector

DM/jk

Legislative Services Department 830 Cliffe Avenue Courtenay, B.C. V9N 2J7

City File No.: 3800-20

April 23, 2013

Ted Daley Sklarchuk #811 – 3030 Kilpatrick Avenue Courtenay, B.C. V9N 8P1

Re: Notice of Action

Please be advised that pursuant to section 57 of the *Community Charter*, Council will be considering a recommendation relating to your following properties legally described as

- 1. P.I.D. 027-984-141, Strata Lot 1, District Lot 127, Comox District Strata Plan VIS6836 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V located at 751A 9th Street, Courtenay, B.C.; and
- P.I.D. 027-984-150, Strata Lot 2, District Lot 127, Comox District Plan VIS6836 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V, located at 751B 9th Street, Courtenay, B.C.

The recommendation Council will be considering is as follows:

That pursuant to Section 57 (3) of the Community Charter, the Corporate Officer file a notice in the Land Title Office against each of the properties located at 751A and 751 B 9th Street, Courtenay, B.C. stating that:

(a) a Council resolution relating to that land has been made under this section; and(b) further information about it may be inspected at the offices of the Municipality.

This action is a result of work being carried out in contravention the B.C. Building Code. Pursuant to section 57 (2) (a) of the *Community Charter* you are hereby notified of the recommendation, and advised that you have an opportunity to address Council on Monday May 13^h, 2013 at 4:00 p.m. prior to Council considering the recommendation. Alternatively you may make a submission in writing prior to Thursday, May 9th, 2013 at 4:00 p.m. that will be presented to Council.

Please advise the undersigned at 250.334.4441 if you wish to make a submission to Council, prior to Thursday, May 9th, 2013 at 4:00 p.m.

Yours truly,

John Ward, CMC Corporate Officer

Pc: D. Mirabelli, Chief Building Inspector

Notice on Title 751 A and B 9th Street May 2013.docx



Phone (250) 334-4441 Fax (250) 334-4241 jward@courtenay.ca

HAND DELIVERED

REPORT TO COUNCIL

		FILE #:	3800-20	
FROM:	Director of Legislative Services	DATE:	May 1, 2013	
SUBJECT:	Notice on Title for 759A and 759B 9 th Street			

C.A.O. COMMENTS/RECOMMENDATIONS:

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



RECOMMENDATION:

That pursuant to section 57 (3) of the *Community Charter*, the Corporate Officer to file a notice in the Land Title Office against the properties located at 759A and 759B 9th Street Courtenay, B.C. stating that:

- (a) a Council resolution relating to that land has been made under this section; and
- (b) further information about it may be inspected at the offices of the municipality.

PURPOSE:

To file a notice on the property located at 759A and 759B 9th Street.

BACKGROUND:

As outlined in the attached documentation from the Chief Building Inspector, the building was altered to contain two additional suites and a building permit was not obtained.

DISCUSSION:

Pursuant to section 57 of the *Community Charter*, upon request by a Building Inspector to place a notice on title, the Corporate Officer is required to give notice to the property owner and place the matter before Council.

The required notice has been provided to the property owner.

FINANCIAL IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

Enforcement in nature.

1

OCP SUSTAINABILITY REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

Respectfully submitted,

John Ward, CMC Director of Legislative Services

Notice against title report Mathot May 2013.docx

MEMORANDUM

TO: John Ward, Director of Legislative Services FROM: Dennis Mirabelli, Chief Building Inspector FILE #: 3800-20 DATE: April 19, 2013

SUBJECT: Notice Against Title – S.57(1)(b)(i & ii) of the *Community Charter* 759A & B 9th Street – Strata Lots 1 & 2, District Lot 127, Plan VIS6834 PID: 027-984-125 and 027-984-133

This memorandum is to inform the Director of Legislative Services that the Building Division is requesting the City proceed with putting a Notice against Title pursuant to S.57(1)(b)(i & ii) of the *Community Charter*, for the properties legally described as Strata Lot 1 & 2, DL 127, Comox District, Plan VIS6834 at 759A & B 9th Street.

During the course of carrying out duties, the Building Inspector discovered that the duplex building was altered to contain two additional suites. This alteration required a permit under Building Bylaw No. 2323, 2003 that was not obtained.

The Notice on Title would identify the properties are in contravention of the BC Building Code.

Respectfully submitted,

Dennis Mirabelli Chief Building Inspector

DM/jk

Legislative Services Department 830 Cliffe Avenue Courtenay, B.C. V9N 2J7

City File No.: 3800-20

April 23, 2013

Leonard Cornelius Mathot P.O. Box 3417 Courtenay, B.C. V9N 1G0

Re: Notice of Action



Phone (250) 334-4441 Fax (250) 334-4241 jward@courtenay.ca

HAND DELIVERED

Please be advised that pursuant to section 57 of the *Community Charter*, Council will be considering a recommendation relating to your properties legally described as:

- 1. P.I.D. 027-984-125, Strata Lot 1, District Lot 127 Comox District, Strata Plan VIS6834 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V, located at 759A 9th Street, Courtenay, B.C. ; and
- 2. P.I.D. 027-984-133, Strata Lot 2, District Lot 127, Comox District Plan VIS6834 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V, located at 759B 9th Street, Courtenay B.C.

The recommendation Council will be considering is as follows:

That pursuant to Section 57 (3) of the Community Charter, the Corporate Officer file a notice in the Land Title Office against the properties located at 759A and 759B 9th Street, Courtenay, B.C. stating that:

(a) a Council resolution relating to that land has been made under this section; and

(b) further information about it may be inspected at the offices of the Municipality.

This action is a result of work being carried out in contravention the B.C. Building Code.

Pursuant to section 57 (2) (a) of the *Community Charter* you are hereby notified of the recommendation, and advised that you have an opportunity to address Council on Monday, May 13th, 2013 at 4:00 p.m. prior to Council considering the recommendation. Alternatively you may make a submission in writing prior to Thursday, May 9th, 2013 at 4:00 p.m. that will be presented to Council.

Please advise the undersigned at 250.334.4441 if you wish to make a submission to Council, prior to Thursday, May 9th, 2013 at 4:00 p.m.

Yours truly,

John Ward, CMC Corporate Officer

Pc: D. Mirabelli, Chief Building Inspector

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REPORT TO COUNCIL

		FILE #:	2570-2012
FROM:	Director of Development Services Manager of Engineering	DATE:	April 29, 2013

SUBJECT: Erosion and Sediment Control Bylaw

C.A.O. COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Development Services and Manager of Engineering be accepted.

David Allen

RECOMMENDATION:

That third reading of "Erosion and Sediment Control Bylaw No. 2570, 2012" be rescinded;

That "Erosion and Sediment Control Bylaw No. 2570, 2012" be amended as outlined in this report; and

That Council consider third reading of "Erosion and Sediment Control Bylaw No. 2570, 2012" as amended.

PURPOSE:

To provide council with an update on Erosion and Sediment Control Bylaw 2570 upon receiving input from stakeholders and the development community following a series of meetings.

BACKGROUND:

The lack of, or ineffective, erosion and sediment control measures in construction activities can lead to the erosion of soils and hence the deposition and accumulations of sediment in the City's drainage system and watercourses. Mitigating the effects of sediment once it has entered the City's drainage system and aquatic environment is difficult, expensive, and labour intensive. Recent sustained development has resulted in an increased awareness the effects of sedimentladen water. Regulatory agencies, such as DFO, are asking for improvements to our existing practices.

The proposed Erosion and Sediment Control By-law is a proactive approach that will:

Address Drainage Concerns and Environmental Impacts

The proposed By-law will reduce the amount of sediment discharged from construction activities and improve the City's drainage system, as well as meet environmental objectives. Current construction practices have caused a build-up of sediment in the City drainage system which can reduce the capacity of the City storm drain system and subsequently, increase the cost of maintenance and reduce the infrastructure life-span. The City currently spends a substantial amount of money each year in maintenance costs directly associated with the build-up of silt in our system at key locations on a reactive basis. In addition, sediment-laden waters are considered a deleterious substance pursuant to the Federal Fish Act. Since the City's storm drainage systems discharge to fish bearing waterways, the City has a responsibility to prevent sediment-laden water from being discharged to watercourses. The proposed By-law will reduce the cost of maintaining City drainage systems, improve storm water conveyance, protect our aquatic environment, and reduce potential liability.

Create a Level Playing Field for the Development Industry

Many developers recognize the opportunities for and importance of protecting our watersheds and are investing resources to provide adequate erosion and sediment control measures; however, not all developers are fully engaged and committed to this practice. A uniform approach to erosion and sediment control protection will assist in creating a balanced environmental and fiscal playing field.

Provide Regulatory Clarity

Many of the existing Municipal regulatory tools have not been utilized in their entirety due to lack of clarity on what is required for erosion and sediment control. Currently, the Fill Placement and Soil Removal By-law, Building By-law and Tree Management and Protection By-law do not include a clear requirement of what is needed to effectively implement, monitor and enforce Erosion and Silt Control facilities. The proposed By-law will provide the opportunity to clarify the Erosion and Silt Control requirements and provide consistency.

DISCUSSION:

At its regular council meeting held October 15, 2012, City Council gave three (3) readings to the proposed Erosion and Sediment Control Bylaw. City staff advised council that two (2) separate meetings had been scheduled to receive input from both stakeholders/industry professionals, and the general public.

After the meetings, individuals were asked to provide comments back to city staff. Based on the input we received, city staff recommends the following changes to Bylaw 2570-2012:

- "Contractor" has been defined in the bylaw
- Section 4.2 Contractor as signatory of the ESC Plan
- "Turbidity" has been defined in the bylaw
- Section 2.2 Background levels of Turbidity
- Section 3.1 Construction on land of less than 2000m². Schedule "B" minimum requirements.

FINANCIAL IMPLICATIONS:

None

STRATEGIC PLAN REFERENCE:

Environment and Parks

• Develop and implement environmental protection and enhancement plans that

address both local and global environmental issues:

Water, Wastewater and Solid Waste

6(b) Ensure erosion and sedimentation issues are appropriately addressed in development in the City.

OCP SUSTAINABILITY REFERENCE:

Section 4.10 of the OCP speaks to the preservation and protection of the City's environmentally sensitive areas and river systems.

Section 6.4 of the OCP speaks to the protection of city infrastructure including storm drainage.

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 5

Objective 5-c: Stormwater is managed to preserve ecosystems and watershed health.

Respectfully submitted,

Peter Crawford, MCIP Director of Development Services

Derek Richmond, M.Eng, .Eng Manager of Engineering

Allan Gornall, B.Sc Sustainability Planner

S:\PLANNING\Allan

REPORT TO COUNCIL

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

FILE #: 8620-01 **DATE:** May 13, 2013

SUBJECT: City of Courtenay – 25 Year Vision for Multi-Modal Transportation

C.A.O. COMMENTS/RECOMMENDATIONS:

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

David Allen

RECOMMENDATION:

That Council receive the report on an update of "City of Courtenay – 25 Year Vision for Multi-Modal Transportation" for information.

PURPOSE:

To provide Council with a status update on "the City of Courtenay - 25 Year Vision for Multi-Modal Transportation", and have Morrison Hershfield (MH) and O2 Planning and Design (O2) provide a presentation updating Council on the project. To inform Council of the upcoming Public Open House and Stakeholder meeting to be held May 23, 2013.

BACKGROUND:

In July of 2012, the City retained Morrison Hershfield to prepare the Transportation and Land Use Planning Master Plan, now entitled "City of Courtenay - 25 Year Vision for Multi-Modal Transportation". The plan was initiated to provide the City with a framework for the transportation network and to develop a blueprint informing the City on how to meet multi-modal transportation needs over the next 25 years.

Existing City policies, studies and the current strategic plan have formed the foundation for the vision upon which the document is built. Numerous City documents have been previously completed providing support and guidance with respect to the future of transportation in the City of Courtenay. This vision reflects upon these documents and harmonizes with the previous documents to provide clear direction moving forward. The key documents referenced in this study are: *City of Courtenay OCP*, *Regional Growth Strategy*, 2005 Courtenay Transportation Study, Courtenay River - Third Bridge Crossing Conceptual Options Study, City of Courtenay Council Strategic Plan, The Comox Valley Sustainability Strategy, Comox Valley Cycling Plan and Road Assessment Study.

The work plan for completing this project was broken into 6 main components:

Phase A	– Data Collection (Traffic Counts, policy review, review of previous studies)
Phase B	– Model Development (Preparation of a transportation network model)
Phase C	– Develop Vision (Public needs, strategic document mandates, requirements to
	promote multi-modal transportation)
Phase D	- Assessment of Road Network (Transportation network model outputs and road
	assessment study)

Phase E – Implementation plan (Identification and prioritization of capital projects through

to 2037) **Phase F** – Final report

Phases A to D are now complete; the implementation plan and final report are in progress with the final report scheduled for completion in June 2013.

DISCUSSION:

Appendix 'A', entitled "Courtenay Transportation Plan 2013", is a summary report providing an overview of the results from the initial phases of this project. It is a draft document designed to provide the reader with an overview of the final "City of Courtenay – 25 Year Vision for Multi-Modal Transportation" document.

The final report will include a detailed implementation strategy, identifying the necessary infrastructure improvements to meet the increased transportation demand imposed by a rising population. The implementation strategy will prioritize the projects with recommended dates for completion and order of magnitude of cost estimates.

The summary report illustrates a vision developed through key stakeholder and public engagement for meeting multi-modal transportation needs over the next 25 years and is supported by strategic policy documents. City policy supports a departure from past transportation planning that traditionally provided for vehicle-centric environments, to multimodal and community inclusive solutions. Survey results from the engagement process showed that the public is generally satisfied with personal vehicle travel but there is a level of dissatisfaction with the opportunity to use other modes of travel such as walking, cycling and riding transit.

Key stakeholder and public engagement has included an open house which presented the draft vision and solicited input through surveys, a stakeholder meeting presenting the draft vision and soliciting opportunities for collaboration and a public survey that received more than 500 responses.

An additional public open house and key stakeholder meeting is scheduled for May 23, 2013 to present the draft report.

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:

10. Planning for Climate Change

10.2 Goals

Transportation: Achieve a modal split as follows targets as follows:

Mode	Courtenay current (2006	2020
	data, mode to work)	Courtenay target
Transit	1.4%	5%
Cycling	4.6%	10%
Walking	9.8%	15%
Carpool	7.6%	15%
Single occupancy vehicle	74%	55%

10.3 Objectives and Policies

Policies

- 1. The City will encourage and support initiatives that reduce the number of passenger vehicle trips throughout the community.
- 2. The City will create a Pedestrian Plan for the City of Courtenay which will:
 - a. Identify roads and trails within the City as important pedestrian priorities.
 - b. Develop guidelines and standards for the design and construction of pedestrian friendly streets and neighbourhoods, to be included in all development permit areas and subdivision and servicing regulations.
 - c. Promote walking as an important transportation mode.
- 3. The City will create a Cycling Plan for the City of Courtenay which will:
 - a. Identify a connected local network of dedicated bike lanes throughout the City that connect seamlessly with the region.
- b. Develop guidelines and standards for the design and construction of dedicated bike lanes and associated amenities, to be included in all Development Permit Areas and subdivision and servicing regulations.
- c. Contain a feasibility study on pedestrian and cycling friendly crossings across the Old Island Highway and Courtenay River as these have been identified as major barriers to east-west connectivity.
- d. Promote cycling as an important transportation mode.

In the interim before such a plan has been adopted, the City will use the 2007 Comox Valley Cycling Plan (prepared for the Comox Valley Cycling Task Force) as a reference document to negotiate cycling infrastructure amenities with developers and to provide a resource for granting opportunities.

- 4. The City will reduce the ratio of parking for new developments within its jurisdiction.
- 5. The City will review the Off-Street Parking Reserve Fund and consider future funds to be

used for low emission transportation infrastructure as well as vehicular parking.

- 6. The City will work to improve transit service throughout the community. This will involve:
 - a. Collaborating regularly with BC Transit, including on the development of a Comox Valley Transit
 - b. Plan in late 2011 (BC Transit plans to begin the planning process at the time).
 - c. Establishing transit amenity standards (e.g. upgrade or new local bus stop with amenities such as shelters, accessibility features and lighting) for all new developments within a reasonable range of an existing bus route.
- 7. The City will promote anti-idling as an educational tool that supports similar anti-idling efforts undertaken by School District 71.
- 8. The City will increase capital spending on improving walking access and cycling infrastructure through improved pedestrian friendly streetscapes and a City-wide connected trail system.
- 9. The City will require that all budget items reflect the goals of the OCP and aim to reduce GHGs specifically.

REGIONAL GROWTH STRATEGY REFERENCE:

Numerous goals, policies and targets to effectively service the community and support multimodal transportation.

Respectfully submitted,

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

Lesley Hatch, P.Eng., Municipal Engineer

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

REPORT TO COUNCIL

FROM: Kevin Lagan,

Director of Operational Services

FILE:

DATE:

May 1, 2013

3320-20-12660

David Allen

SUBJECT: Bristol Way Road Closure and Land Exchange

C.A.O. COMMENTS/RECOMMENDATIONS:

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

RECOMMENDATION:

That Council approve the closure of a portion of Bristol Way opposite Monarch Drive;

That "Road Closure Bylaw No. 2738, 2013" proceed to 1st, 2nd, and 3rd reading; and

That Council approve the disposition of the closed road of 459 square metres in size with an assessed value of \$20,498.94 legally described as Part of Block 72, dedicated as road at the Victoria Land Title Office by Plan EPP11548, Comox District, outlined in bold black on the draft Reference Plan EPP27746 prepared by Bruce Lewis, B.C.L.S. on the 23rd day of April, 2013, a reduced copy of which is attached to this report as Schedule "A", to Silverado Land Corp., (Inc. No. BC0870074), in exchange, for 617 square meters of land along Anderton Road with an assessed value of \$27,555.22 legally described as noted in Schedule "B" attached to this report and outlined in bold black on the draft Reference Plan EPP27748 prepared by Bruce Lewis, B.C.L.S. on the 21st day of February, 2013, a reduced copy of which is attached to this report as Schedule "C".

PURPOSE:

To close a portion of Bristol Way and exchange the 'Closed Road' for property located at Ryan Road and Anderton Road, to be dedicated as 'Road'.

BACKGROUND:

The portion of Bristol Way to be Closed, was dedicated by Plan EPP11548 in prelude of the development of the Crown Isle Commercial Corner by Jace Holdings Ltd. It was subsequently determined that the commercial development would not have a vehicular access to Bristol Way.

The Ministry of Transportation and Infrastructure previously had a right of way at the intersection of Ryan Road and Anderton Road and had also determined that the ultimate design road width for Anderton Road would be 30.48 meters (100 feet).

In conjunction with the Development Permit for the Crown Isle Commercial Centre, vehicular access to Bristol Way was deleted. Pedestrian access to Bristol Way was constructed in conjunction with the first phase of the Crown Isle Commercial Centre.

DISCUSSION:

The existing pedestrian access from the Crown Isle Commercial Centre to Bristol Way will remain within the remainder of the road allowance dedicated by Plan VIP11548. The subject area is no longer required as road allowance for vehicular access between the Crown Isle Commercial Centre and Bristol Way.

Silverado Land Corp., owner of the adjacent parcel from which the road was dedicated, has requested that portion of the area not required as ROAD dedicated by Plan EPP11548, be closed and amalgamated with the Remainder of Lot A, Block 72, Plan VIP74891, Comox District.

The Bristol Way – Road Closure is less area than the area to be dedicated at Ryan Road and Anderton Road.

The road dedication for the intersection of Ryan Road and Anderton Road is consistent with the Ministry of Transportation and Infrastructure requirements for the ultimate design width for Anderton Road.

Regarding disposition of the land subsequent to the road closure as well as the land to be dedicated as road, the values are based on average property values as determined by BC Assessment Authority for lands owned by Silverado Land Corp., in the vicinity of both the road closure and the road dedication.

Prior to the adoption of a road closure bylaw, Council is required to publish a notice of the road closure in order to allow members of the public to make representations to Council.

In addition, prior to disposing of municipal property, Council is required to publish notice outlining the details of such disposition.

FINANCIAL IMPLICATIONS:

Not applicable.

STRATEGIC PLAN REFERENCE:

Not applicable.

OCP SUSTAINABILITY REFERENCE:

Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

Respectfully submitted,

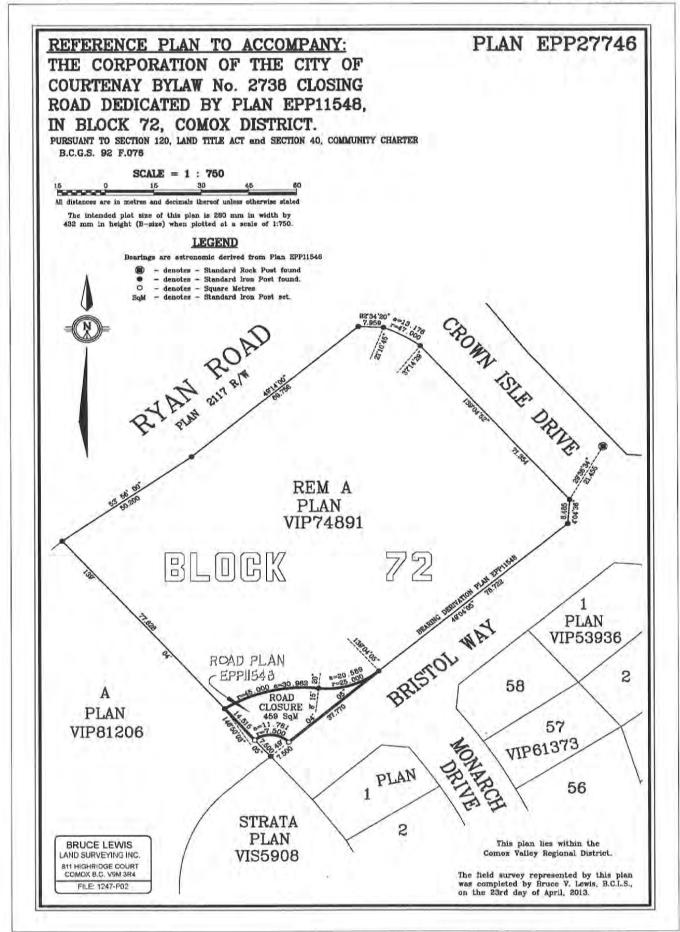
Kevin Lagan, P.Eng, Director of Operational Services

Afatch

Lesley Hatch, P.Eng. Municipal Engineer

LAD/ld

Schedule "A"

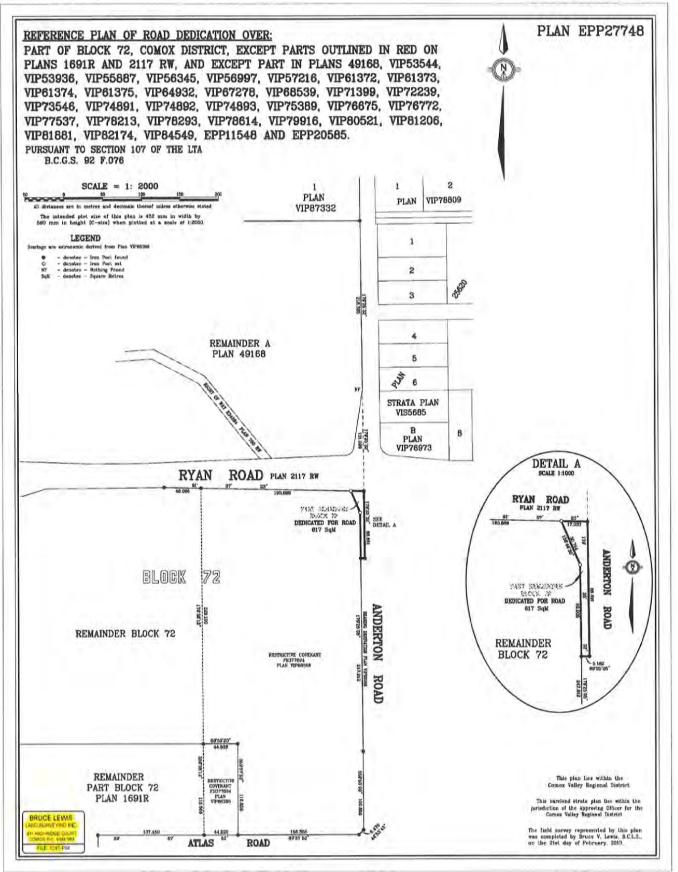


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Legal Description of Land to be Dedicated as Road

Part of Part of Block 72, Comox District, Except Parts Outlined In Red On Plans 1691R and 2117RW and Except Part In Plans 49168, VIP53544, VIP53936, VIP55887, VIP56345, VIP56997, VIP57216, VIP61372, VIP61273, VIP61274, VIP61375, VIP64932, 67278, VIP68539, VIP71399, VIP72239, VIP73546, VIP74891, VIP74892, VIP74893, VIP75389, VIP76675, VIP76772, VIP77537, VIP78213, VIP78293, VIP78614, VIP79916, VIP80521, VIP81206, VIP81881, VIP82174, VIP84549, EPP11548 and EPP20585

Schedule "C"



REPORT TO COUNCIL

FROM: Kevin Lagan, P. Eng. Director of Operational Services FILE #: 5460-08 Elevate the Arts

David Allen

DATE: May 2, 2013

SUBJECT: Temporary Road Closure - Second Annual Elevate the Arts Event

C.A.O. COMMENTS/RECOMMENDATIONS:

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

RECOMMENDATION:

That Council approve the temporary closure of Simms Street between Duncan and England Avenues and of the alleyway between 4th and 5th Streets from Cliffe Avenue to England Avenue from 7:00 a.m. on Friday June 7th to midnight on Saturday, June 8th, 2013 and the closure of Duncan Avenue between 5th and 6th Streets from 7am on Friday, June 7th to midnight on Saturday, June 8th in addition to the already approved lanes north and south of Fifth Street between Cliffe Avenue and Duncan Avenue and Duncan Avenue from Fifth Street to Sixth Street; and

That the necessary insurance be provided and emergency services be advised of the event at least five working days in advance.

PURPOSE:

To approve the temporary closure of an addition downtown street for the 2013 Elevate the Arts event.

BACKGROUND:

As described in the attached letter.

DISCUSSION:

This is the second annual event held by the Comox Valley Community Arts Council.

FINANCIAL IMPLICATIONS:

No direct financial implications at this time.

STRATEGIC PLAN REFERENCE:

No direct reference on this subject.

OCP SUSTAINABILITY REFERENCE:

Y:LGMA\TRAFFIC CONTROL (5460-01)\PARADES & EVENTS (5460-08)\2013\Elevate the Arts 2013\2013 Elevate the Arts COUNCIL REPORT Part 2.doc

No direct reference on this subject.

REGIONAL GROWTH STRATEGY REFERENCE:

No direct reference to this subject.

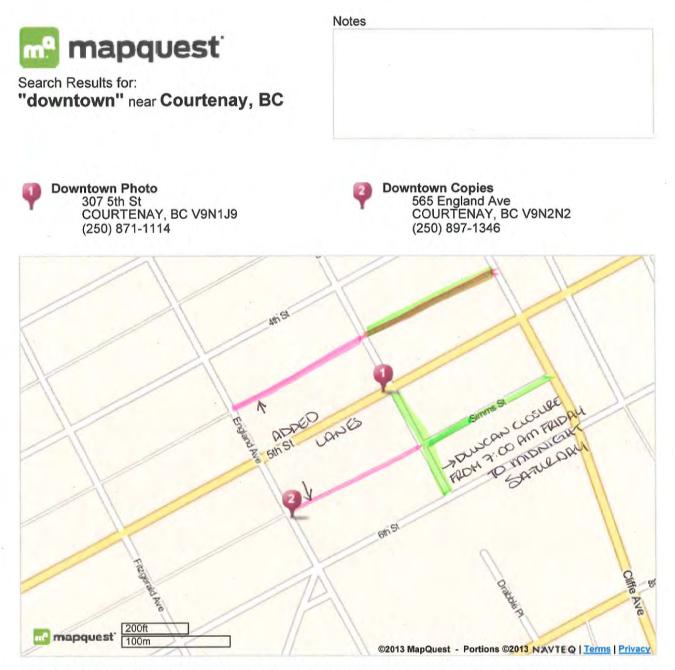
Respectfully submitted,

T. hagar

Kevin Lagan, P. Eng. Director of Operational Services

atch

Lesley Hatch, P.Eng., Municipal Engineer



Directions and maps are informational only. We make no warranties on the accuracy of their content, road conditions or route usability or expeditiousness. You assume all risk of use, MapQuest and its suppliers shall not be liable to you for any loss or delay resulting from your use of MapQuest. Your use of MapQuest means you agree to our Terms of Use

Usher, Kate

From: Sent: To: Cc: Subject: Attachments: info@downtowncourtenay.com May-02-13 11:51 AM Usher, Kate 'Comox Valley Community Arts Council'; kera mchugh RE: road closures LetterElevateRoadClosureSupport2013.pdf

Hello Kate,

Attached is a letter of support for the Elevate the Arts road closure requests, addressed to Mayor and Council. Can I leave this with you to pass on to them, or do I need to email or post it separately?

Many thanks, Kim



Kim Stubblefield, Executive Director 250.703.3790 #203 – 580 Duncan Ave., Courtenay, BC V9N 2M7



------ Forwarded message ------From: Usher, Kate <<u>kusher@courtenay.ca</u>> Date: Thu, May 2, 2013 at 9:41 AM Subject: RE: road closures To: Comox Valley Community Arts Council <<u>info@comoxvalleyarts.com</u>>

Dallas,

Because of the additions, the Director of Operational Services needs to see a letter from the DCBIA showing that they approve all the road closures for this area. I will pull the Council Report that I put in for the last addition and wait until we hear from you.

Thank you,

Kate Usher

Operational Services Clerk

City of Courtenay

(p) 250.334.4441 ext 225

(f) 250.703.4864

From: <u>comoxvalleyarts@gmail.com</u> [mailto:<u>comoxvalleyarts@gmail.com</u>] **On Behalf Of** Comox Valley Community Arts Council **Sent:** May-02-13 9:31 AM To: Usher, Kate **Subject:** Fwd: road closures

Hi Kate

I am so sorry but the Elevate crew is planning as people join in on the event. They have asked for a last revision on the road closure. This is the last one absolutely.

The insurance certificate should be through for you today.

Dallas

------ Forwarded message ------From: kera mchugh <<u>getitdone@time4somethingelse.com</u>> Date: Wed, May 1, 2013 at 10:58 AM Subject: road closures To: Comox Valley Community Arts Council <<u>info@comoxvalleyarts.com</u>>

Simms Alley - Friday 7am-Saturday Midnight, 2 blocks between England & Cliffe

Duncan Ave - Friday 7am-Saturday Midnight, 1 block between 5th & 6th

Other alley, Friday 7am-Saturday Midnight, 1 block between 4th & 5th/Cliffe & England

so what we're amending/adding is the Duncan TIME and the extra block of SIMMS alley btw duncan & england

peace,

kera mchugh, co-pilot Error! Filename not specified.

for people working virtually, alone <u>www.time4somethingelse.com</u> - <u>250.650.5425</u> - <u>getitdone@time4somethingelse.com</u> and join me on Kiva.org - change a life for \$25 - <u>http://kiva.org/invitedby/kera2840</u>

~~~~~~~~

---

**Dallas Stevenson** 

**Executive Director** 

Comox Valley Community Arts Council

www.comoxvalleyarts.com

202 – 580 Duncan Street Courtenay, BC V9N 2M7

(250) 334 2983

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

> Tony McCloskey Red Living 250-871-1325

EXECUTIVE DIRECTOR Kim Stubblefield 250-337-2096 info@downtowncourtenay.com

# DOWNTOWN COURTENAY Downtown Courtenay Business Improvement Association

May 2, 2013

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

Dear Mayor Jangula and Councillors:

#### **Re: ELEVATE THE ARTS 2013 EVENT – REQUEST FOR ROAD CLOSURES**

Since this is such a new event, the organizers have found it necessary to revise their original request for road closures as the participant programming has evolved.

We wish to forward our support of the additional road closure times and locations, as detailed in their most recent communications:

- Simms Alley Friday 7am-Saturday Midnight, 2 blocks between England and Cliffe Ave.
- Duncan Ave Friday 7am-Saturday Midnight, 1 block between 5th & 6th
- Other alley, Friday 7am-Saturday Midnight, 1 block between 4th & 5th/Cliffe & England

The Downtown Courtenay BIA Board of Directors wishes to thank Mayor and Council very much for their financial support and assistance with the Elevate the Arts event. This means a lot to the vibrancy of culture in our downtown core.

Sincerely yours,

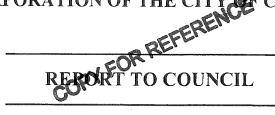
Middle

Mark Middleton President - Downtown Courtenay BIA

cc: Dallas Stevenson, Comox Valley Community Arts Council Kera McHugh, Elevate the Arts organizer

# www.downtowncourtenay.com

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



FILE #: 5460-08 Elevate the Arts

C.A.O. V ACTING

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

DATE: April 2, 2013

SUBJECT: Request from the Comox Valley Community Arts Council for a Temporary Road Closure to hold the Second Annual Elevate the Arts Event

#### C.A.O. COMMENTS/RECOMMENDATIONS:

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

#### **RECOMMENDATION:**

That Council approve the temporary closure of the lanes north and south of Fifth Street between Cliffe Avenue and Duncan Avenue from 7:00 a.m. on Friday June 7 to midnight on Saturday, June 8, 2013 and Duncan Avenue from Fifth Street to Sixth Street from 6:00 p.m. on Friday, June 7 to midnight on Saturday, June 8, 2013; and

That the necessary insurance is provided and emergency services are advised of the event at least five working days in advance.

#### **PURPOSE:**

To approve the temporary closure of downtown streets for the 2013 Elevate the Arts Event

#### **BACKGROUND:**

As described in attached letter.

#### DISCUSSION:

This is the second annual event held by the Comox Valley Community Arts Council.

#### FINANCIAL IMPLICATIONS:

No direct financial implications at this time.

#### STRATEGIC PLAN REFERENCE:

No direct reference on this subject.

#### **OCP SUSTAINABILITY REFERENCE:**

No direct reference on this subject.

COPY FOR REFERENCE

# **REGIONAL GROWTH STRATEGY REFERENCE:**

No direct reference to this subject.

Respectfully submitted,

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

Atlatch

Lesley Hatch, P.Eng., Municipal Engineer

Y/LGMA/TRAFFIC CONTROL (5460-01)/PARADES & EVENTS (5460-08)/2013/Elevate the Arts 2013/2013 Elevate the Arts COUNCIL REPORT.doc

#### **Engineering Casual**

From:

Sent: To: Subject: comoxvalleyarts@gmail.com on behalf of Comox Valley Community Arts Council [info@comoxvalleyarts.com] March-18-13 11:03 AM Engineering Casual Re: Attention Dallas Stevenson

Hi Pat/Kate

The letter looks great. I have been informed that the team will not need the Cumberland Rd Courthouse location any longer. Thank you amended Council Report attached

On Mon, Mar 11, 2013 at 3:46 PM, Engineering Casual < engcas@courtenay.ca> wrote:

Dallas,

Please review the attached draft report to Council to ensure that the road closures that you required have been included. There were some differences between your email and the attached map you provided. We have included the streets noted on the map but Kevin Lagan wants to confirm this information is correct before presenting to Council.

1

Please let us know at your earliest convenience.

Thank You.

Pat Widdifield

For:

Kate Usher,

Engineering Dept. Clerk

From: <u>Copier@courtenay.ca</u> [mailto:<u>Copier@courtenay.ca</u>] Sent: March-11-13 4:30 PM To: Engineering Casual Subject: Message from KMBT\_C353



JUNE 4-8 2013 IN THE O OF COURTENAY 202-500 DUNCAN AVE, COURTENAY, BC VAN 2017 INFORELEVATETHEARTS.COM

Dear City of Courtenay Mayor, Council and Staff,

Re: Request for Support and Road Closure for Elevate the Arts

We are getting organized to produce the second season "Elevate the Arts" and write to request your support. Elevate the Arts is a four day culture crawl in the heart of Courtenay to be held June 4 to 8, 2013. Featuring visual art, craft, design, music, photography, dance, film, healing arts, kids stuff and much more – the event will be held at variety of distinct venues and complemented by dynamic, roving arts of all kinds throughout the streets, stores, parks and rooftops!

We are also writing specifically requesting permission to close the streets at several locations beginning at 6pm June 6 to midnight on June 8. The sites and times are as listed below:

Alleyway between 4th Street and 5th Street - 7am Friday June 7 to midnight Sat June 8 Simms Street from Cliffe Avenue to Duncan - 7am Friday June 7 to midnight Sat June 8 Cumberland Rd/Courthouse - Thursday June 6 beginning at 6pm to Sat June 8 at 6pm Duncan Ave between 5<sup>th</sup> and 6<sup>th</sup> - Friday June 7 from 6pm to Sat June 8 at Midnight

We have attached a map and copy of insurance policy for your convenience.

We have the support and participation from the DCBIA and its members for the event.

We would also like to invite your participation and recommend visiting the website for continued updates about the scheduled events www.elevatethearts.com

Thank you for your consideration,

Dallas Stevenson, Executive Director Comox Valley Community Arts Council and the Elevate the Arts Team info@comoxvalleyarts.org 250-334-2983

# **REPORT TO COUNCIL**

**FROM:** Kevin Lagan, P. Eng. Director of Operational Services **FILE #:** 5225-04 IFMS

**DATE:** May 6, 2013

David Allen

SUBJECT: Application for Grant – BC Flood Protection Program

#### C.A.O. COMMENTS/RECOMMENDATIONS:

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

#### **RECOMMENDATION:**

That staff submit the application for funding of a ring dyke for the Lewis Centre and surrounding commercial lands to Emergency Management BC (EMBC) through the BC Flood Protection Program in order to obtain 2/3 funding for the project. Concurrently that Council commits to funding one third of the proposed initiative by undertaking the borrowing of \$1,062,000.00.

#### **PURPOSE:**

The purpose of this initiative is to apply for funding through the EMBC to assist with constructing flood mitigation structures on the Tsolum and Courtenay Rivers. The funding application will be based on a three-way equal cost sharing split between the Federal and Provincial governments and the City of Courtenay.

#### **BACKGROUND:**

In January of 2012, the City received funding from EMBC to address flooding issues related to the Puntledge and Tsolum Rivers. The proposed works included an update to the City's Floodplain Mapping, development of a hydraulic model, preparation of an Integrated Flood Management Study (IFMS) and investigation of flood mitigation options including the Tsolum River Floodwall.

With the benefit of the floodplain mapping and subsequent modeling, at the March 18, 2013 Council Meeting, McElhanney Consulting presented an animation illustrating the level of flood protection offered through construction of the proposed Tsolum River Flood Wall. The IFMS has confirmed that the Tsolum River Floodwall, similar to that envisioned in the original concept, would only offer flood protection up to a 1:50 year level. However, in order to meet the Provincial Diking Authority requirements and thus qualify for funding, flood mitigation works must provide 1:200 year flood protection. Therefore, the flood mitigation solution must expand beyond the original Tsolum River Floodwall concept.

Achieving 1:200 year flood protection would require construction of a ring dike structure as illustrated in Appendix 'A' and referred to as Option #2 - Ring Dike in the IFMS. This option was presented to the public and interest groups but was not selected as the preferred option (moderate support) as it lacked components of both 'planned retreat' and 'floodway accommodation'. Construction of a floodway in conjunction with partial diking, (referred to in the IFMS as option 3)

would not afford any significant degree of additional flood protection.

Any and all construction works funded under EMBC must meet Provincial Diking Authority standards which stipulate that all dike structures must be constructed to 1:200 year flood protection and meet current seismic standards.

McElhanney Consulting Services Ltd will provide a brief presentation on the status of the IFMS and recommended phased approach.

On April 12, 2013, EMBC sent notice to municipalities indicating that the Flood Protection Program is currently accepting applications for funding. The deadline for applications is May 22, 2013.

#### **DISCUSSION:**

The benefit of constructing the proposed ring dike structure is that it will provide 1:200 year flood protection to the area of land identified in Appendix 'A' which has a combined assessed property value of \$36M. This includes the City owned structures of the LINC Youth Centre and Lewis Centre as well as the CVRD offices, the local MOTI office and numerous industrial and commercial premises. In addition, the proposed ring dike will maintain an emergency response route between East and West Courtenay by protecting Old Island Highway and Ryan Road between 5<sup>th</sup> Street and Highway 19A. In the event of a 1:200 year flood, it is predicted that Highway 19A would experience flooding in the low lying areas between the 17<sup>th</sup> Street Bridge and Comox Road leaving 5<sup>th</sup> Street Bridge as the only viable river crossing.

While the IFMS recommends pursuit of the 'Tsolum River Floodwall' (Option #1) as a first phase of an overall flood mitigation strategy, it is noteworthy that under the BC provincial Dike Maintenance Act (DMA) any new structure deemed to act as a dike, regardless of the funding source, must conform to the criteria of the act. As such, the City is not in a position to undertake any dike works without statutory compliance, hence the need to extend the floodwall and dike to ensure compliance and protection to the 1:200 yr event.

Due to the increased capital cost required to construct the ring dike structure it is proposed that construction be undertaken in phases, commencing 2013 and concluding early 2015, balancing the initial capital costs over 3 years.

Phase 1 is to be two thirds funded with existing grant funds, and is to be completed within the approved 2013 Capital Budget. Construction of Phase 1, and the expenditure of existing grant funding, will be dependent upon approvals from EMBC and the Provincial Diking Authority. Provincial approvals will require the City to make a commitment to the construction of the subsequent phases which would involve a council resolution committing the required funds for the 2014 & 2015 budgets.

Phases 2A, 2B, & 3 will form the basis of the 2013 Grant Application with construction planned for 2014 & 2015.

Grant funding through EMBC is based on a three-way cost share with the Provincial Government, Federal Government, and Municipality all contributing one third funding. The City must provide a commitment to the one third cost share as part of the grant application.

#### FINANCIAL IMPLICATIONS:

The estimated cost of the ring dike (design and implementation) is \$3,893,000 which is inclusive of

Y:PROJECTS- BY LOCATION/CAPITAL/ACTIVE/STORM/86770 Flood Protection Program/~REPORTS/Council/May\_6\_2013\_Council\_Report/IFMS Application for Grant - COUNCIL Report\_May\_13.docx

design, construction administration, permitting and reporting requirements, construction costs and a 25% contingency.

If successful with the grant application, the City's one-third portion of the proposed initiative is **\$1,297,667** to be phased as follows:

| Year  | Phases to be | City Financial | Proposed Source of | Resulting Level of |
|-------|--------------|----------------|--------------------|--------------------|
|       | Constructed  | Commitment     | Funds              | Flood Protection   |
| 2013  | 1            | \$171,863      | 2013 Operational   | 1:25 (Existing)    |
|       |              |                | Services Capital   |                    |
|       |              |                | Budget – Storm     |                    |
| 2014  | 2A & 3       | \$730,000      | New Debt           | ~1:50-1:100        |
| 2015  | 2B           | \$332,000      | New Debt           | 1:200              |
| Total |              | \$1,297,667    |                    | 1:200              |

If the City chooses not to move forward with the ring dike structure, it is anticipated that the remaining existing grant funding will be forfeited. Currently there is approximately \$345,000 remaining on the existing grant. The City has expended approximately \$125,000 of EMBC grant funding and \$42,000 of City capital funds on this project to date.

Undertaking this new debt with will further reduce the City's borrowing capacity for other initiatives. It will also result in a 6 month approval process to meet the requirements for submitting a borrowing application to the CVRD (Comox Valley Regional District) and MFA (Municipal Finance Authority) for the 2014 Spring session. Borrowing is only considered twice annually (Spring & Fall) and there is insufficient time to complete the process for the 2013 Fall session.

#### **STRATEGIC PLAN REFERENCE:**

No direct reference on this subject.

#### **OCP SUSTAINABILITY REFERENCE:**

No direct reference on this subject.

#### **REGIONAL GROWTH STRATEGY REFERENCE:**

Goal 8: Climate Change

Objective 8-F: Plan for climate change adaptation

8F-2: Promote inclusion of climate change modeling and impacts in future infrastructure and resource studies.

Respectfully submitted,

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

Lesley Hatch, P.Eng., Municipal Engineer

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

# THE CORPORATION OF THE CITY OF COURTENAY

# **REPORT TO COUNCIL**

FROM:Director of Financial Services/Deputy CAOFILE #: 1850-20

**DATE:** April 30, 2013

SUBJECT: Island Corridor Foundation – 2013 Property Taxes, Courtenay Train Station

# CAO COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.

| da               |
|------------------|
| David Allen, CAO |

# **RECOMMENDATION:**

That a 2013 grant in the amount of \$2,978.49 to the Island Corridor Foundation is approved; and

That the grant is specifically intended to offset the City of Courtenay municipal and debt portion of 2013 property tax levy.

#### **PURPOSE:**

To consider a request from the Island Corridor Foundation that Council consider a grant in 2013 equal to the 2013 property tax levy.

# **BACKGROUND:**

In October 2011, Council passed the 2012-2021 Tax Exemption Bylaw No. 2689, 2011, which provided the Island Corridor Foundation with a ten year exemption from property taxes for the rail corridor lands. However, the property on which the Courtenay Train Station is located was not included in their application for tax exemption, and has been assessed annually as taxable Class 6 commercial property on which property taxes are levied and are due.

## **DISCUSSION:**

In the past VIA Rail Canada had taken responsibility for the payment of the annual property taxes for the Courtenay Train Station. However, in 2012, they advised the Island Corridor Foundation that they would no longer be responsible for the property taxes as they no longer operated the passenger service. The outstanding 2012 property tax levy was paid in full by the Island Corridor Foundation.

The Island Corridor Foundation will be applying for permissive exemption from taxation for the 2014 taxation year. However, as this property is not included in the exemption bylaw in effect for 2013, it will again attract a tax levy this year which must be paid. Based on the 2013 assessment and the 2013 tax rates, the levy is calculated to be \$5831.29 for 2013. A detailed breakdown of the tax levy for this year is as follows:

| 2013 Assessment    | Value                         | \$         | 260,000  |
|--------------------|-------------------------------|------------|----------|
| Property Taxes     | Pro                           | ected Levy |          |
| General Muncip     | al Taxes                      |            |          |
|                    | General Municipal & Debt Levy | \$         | 2,765.49 |
|                    | Frontage Taxes                |            |          |
|                    | Water Frontage                | \$         | 57.00    |
|                    | Sewer Frontage                | \$         | 156.00   |
| Subtotal Cour      | tenay Municipal Taxes         | \$         | 2,978.49 |
| Tax Collections    | for Other Authorities         |            |          |
|                    | School                        | \$         | 1,612.00 |
|                    | Library                       | \$         | 148.17   |
|                    | Regional District             | \$         | 534.33   |
|                    | Regional Hospital District    | \$         | 511.08   |
|                    | \$                            | 47.09      |          |
|                    | Municipal Finance Authority   | \$         | 0.13     |
| Subtotal Othe      | r Authorities Taxes           | \$         | 2,852.80 |
| otal Anticipated T | ax Levy                       | \$         | 5,831.29 |

Staff recommend the provision of a grant to offset only the Courtenay municipal taxes portion of the 2013 levy. It would be more appropriate for Island Corridor Foundation to apply to the other taxing authorities for consideration of a grant to offset their taxes for 2013, rather than commit Courtenay to covering the entire amount of the 2013 levy.

# FINANCIAL IMPLICATIONS:

While there is no budget provision specific to "grants" in the 2013 budget, the recommended grant amount of \$2,978 can be provided for within this year's overall government services budget allocation.

# **STRATEGIC PLAN REFERENCE:**

n/a

# **OCP SUSTAINABILITY REFERENCE:**

n/a

# **REGIONAL GROWTH STRATEGY REFERENCE:**

n/a

Respectfully submitted,

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



islandrail.ca | islandrail@shaw.ca office 250 754 7254 | fax 1 888 662 4197 Box 375 Stn A | Nanaiamo, BC | V9R 5L3

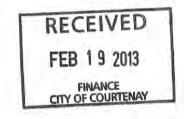
February 19, 2013

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

Attention: Tilley Mathey, Director of Finance

Dear Ms Mathey

Re: Folio 002154.012-Courtenay Train Station



During our recent telephone conversation I explained to you that at one time VIA Rail Canada, because they were operating passenger service, took on the responsibility for paying the taxes and any special area charges on two of our Island stations, the one in View Royal and the Courtenay Station. Up and down the corridor the manner in which these stations are handled from a property tax perspective is quite different. In Qualicum Beach, Parksville, Ladysmith and Duncan the stations are permissively exempted from taxes and either VIA or the Island Corridor Foundation (ICF) pay any imposed special area taxes. The reconstructed Nanaimo Train Station, because the reconstruction was done to heritage standards, is now also exempt for a 10 year period. ICF pays the special area taxes on this station. VIA pays the taxes on the View Royal Station. The Victoria Station was on Victoria owned land and that station has been removed and relocated by the City. I am not aware of how taxes were dealt with either by the City, PTE, or VIA Rail Canada. There are many other smaller kiosk type passenger facilities in the regional areas that are all tax exempt.

ICF requests that the City Council consider granting ICF Permissive Tax Exemption on the Courtenay station under the above folio for 2014. We realize that we omitted applying for 2013 exemption last year, but at that time were unaware of the position of VIA vis a vis taxes. Because they have not operated now for about 2 years and they did not, nor will they, pay the outstanding 2012 Taxes our Chief Financial Officer will be contacting your office shortly to pay this outstanding account.

Our position would be that had we applied, as in other Vancouver Island jurisdicitions, for PTE on the train station, that in all likelihood your council would have approved, if not all, a good portion of our request. As you know we have applied to the Province of BC for a remission of taxes where we believe, that while taxes had or have to be paid, that had we applied for exemption, in all likelihood they would have been exempted and therefore no taxes would have been required to be paid. As we will be required to pay our 2013 taxes we would also request that the City of Courtenay council consider a grant in lieu of taxes in 2013, for not only the GMP portion, but for all other purposes as well.

In our conversation you mentioned that you thought we have a commercial lease in place, and in checking our records I cannot find any such document. The Train Station

building is used by the Comox Valley Head Injury Society, however no rent is paid to us. The arrangement is very informal. From time to time our live in caretaker also allows other local non-profits to use the building for meetings as well. We have had some preliminary discussions with your local Rotary Club about partnering on some upgrades and improvements to the station but nothing definite yet has come about as a result of those discussions. We do have a taxable building at the north end of what might be the same legal. The old CP freight shed was leased to City Transfer of Powell River and they were responsible for taxes. We have entered into discussions with Purolator and will hopefully be leasing them the full building. We have had discussions with the BC Assessment folks and they are aware of our potential lease, and if finalized will get a copy of it so they can ensure that notices go to the occupant.

Please contact me if you need further information on our requests.

Sincerely

Jim Dias, Municipal Liaison & Administration ISLAND CORRIDOR FOUNDATION

Cc: Graham Bruce, COO, ICF John Berikoff, CFO, ICF Penny-Rae Schurr, School Tax Adminsitration Ministry of Education

# THE CORPORATION OF THE CITY OF COURTENAY

# **REPORT TO COUNCIL**

**FROM:** Director of Financial Services/Deputy CAO **FILE** #

**FILE #:** 1870-06 [2012]

**DATE:** May 9, 2013

**SUBJECT:** *Financial Information Act* – 201**L** Statement of Financial Information

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

That the recommendation of the Director of Financial Services/Deputy CAO be approved.

David Allen, CAO

# **RECOMMENDATION:**

That Council approves the 2012 Statement of Financial Information.

# **PURPOSE:**

To receive and approve the 2012 Statement of Financial Information in order to meet the requirements of the *Financial Information Act*, the *Financial Information Act Regulation*, and Section 168 of the *Community Charter*.

# **BACKGROUND:**

Under the Financial Information Act, each local government in British Columbia is deemed to be a "corporation" under the terms of the Act, and a Statement of Financial Information (SOFI) must be submitted to the Ministry by June 30<sup>th</sup> each year.

# **DISCUSSION:**

In November 2002, The Province enacted certain changes in the *Financial Information Act* legislation by adopting Financial Information Regulation #371/93. These changes to the Act legislation now include a requirement that the SOFI be approved by Council and by the Officer assigned responsibility for financial administration under the Local Government Act.

According, the 2012 City of Courtenay Statement of Financial Information is attached for review and approval by Council.

# FINANCIAL IMPLICATIONS:

None – this is an annual reporting requirement only.

# STRATEGIC PLAN REFERENCE:

n/a

# **OCP REFERENCE:**

n/a

# **RGS REFERENCE**:

n/a

Respectfully submitted,

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

G:\FINANCE\Tillie\REPORTS\COUNCIL\2012 SOFI.docx



# THE CORPORATION OF

# THE CITY OF COURTENAY

# **Statement of Financial Information**

Community Charter SBC Chapter 26, Section 168.1, Financial Information Act [RSBC 1996] Chap.140

# For the Year Ended December 31, 2012

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# MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian Public Sector Accounting Standards and are outlined under "Significant Accounting Policies" in the notes to the financial statements, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council of the City of Courtenay is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The external auditors, MNP LLP, conduct an independent examination, in accordance with Canadian Public Sector accounting standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of the Corporation of the City of Courtenay:



Tillie Manthey, BA, CGA Director of Financial Services\Deputy CAO May 3, 2013



# Independent Auditors' Report

To the Mayor and Council of the City of Courtenay:

We have audited the consolidated statement of financial position of The Corporation of the City of Courtenay as at December 31, 2012, the consolidated statements of operations, change in net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory notes.

#### Management's Responsibility for Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2012 the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Courtenay, BC.

April 15, 2013

MNPLLP

Chartered Accountants





ACCOUNTING > CONSULTING > TAX 467 CUMBERLAND ROAD; COURTENAY BC; V9N 2C5 P: 250-338-5464 F: 250-338-0609 www.MNP.ca

STATEMENT A

## THE CORPORATION OF THE CITY OF COURTENAY CONSOLIDATED STATEMENT OF FINANCIAL POSITION <u>AS AT DECEMBER 31, 2012</u>

| ·                                                                                                                                                                                                                                  | 2012                                                                                    | 2011                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| FINANCIAL ASSETS                                                                                                                                                                                                                   |                                                                                         |                                                                                         |
| Cash on Hand and on Deposit (Schedule 5)<br>Receivables (Note 1i)<br>Term Deposits (Schedule 5)                                                                                                                                    | \$ 24,661,024<br>2,806,150<br>11,222,083                                                | \$ 23,485,385<br>2,358,968<br>7,127,222                                                 |
|                                                                                                                                                                                                                                    | 38,689,256                                                                              | 32,971,575                                                                              |
| LIABILITIES                                                                                                                                                                                                                        |                                                                                         |                                                                                         |
| Accounts Payable (Note 1j)<br>Trust and Other Deposits<br>Deferred Revenue - Federal Gas Tax (Note 5)<br>Deferred Revenue - Development Cost Charges (Note 7)<br>Deferred Revenue - Other (Note 10)<br>Long-Term Debt (Schedule 4) | 6,639,076<br>2,176,572<br>3,554,295<br>3,102,467<br>482,553<br>20,415,836<br>36,370,799 | 5,544,948<br>3,333,418<br>2,966,070<br>3,097,003<br>750,588<br>15,893,960<br>31,585,987 |
| NET FINANCIAL ASSETS                                                                                                                                                                                                               | 2,318,457                                                                               | 1,385,588                                                                               |
| NON-FINANCIAL ASSETS                                                                                                                                                                                                               |                                                                                         |                                                                                         |
| Inventories<br>Prepaid Expenses<br>Tangible Capital Assets (Note 14 & Schedule 3)                                                                                                                                                  | 193,853<br>453,275<br>113,597,312                                                       | 222,096<br>399,491<br>109,473,911                                                       |
| · · · · · · · · · · · · · · · · · · ·                                                                                                                                                                                              | 114,244,440                                                                             | 110,095,498                                                                             |
| ACCUMULATED SURPLUS (Schedule 2)                                                                                                                                                                                                   | \$ 116,562,897                                                                          | \$ 111,481,086                                                                          |

The accompanying notes are an integral part of these financial statements.

# THE CORPORATION OF THE CITY OF COURTENAY CONSOLIDATED STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2012

STATEMENT B

|                                          |          | 2012        |    |             |     |             |
|------------------------------------------|----------|-------------|----|-------------|-----|-------------|
| REVENUE                                  | <u> </u> | Budget      |    | 2012        |     | 2011        |
|                                          |          | (Note 16)   |    |             |     |             |
|                                          |          |             |    |             |     |             |
| Taxes for Municipal Purposes             | \$       | 21,676,592  | \$ | 21,721,650  | \$  | 20,585,051  |
| Sale of Services                         |          | 9,582,259   |    | 9,598,550   |     | 9,130,829   |
| Revenue From Own Sources                 |          | 3,251,020   |    | 3,140,889   |     | 3,323,845   |
| Federal Transfers                        |          | 551,442     |    | 395,588     |     | 152,368     |
| Provincial Transfers                     |          | 875,947     |    | 2,010,042   |     | 957,601     |
| Other Local Government Transfers         |          | 423,982     |    | 321,666     |     | 360,754     |
| Contributions                            |          | 4,829,659   |    | 2,551,319   |     | 3,018,845   |
| DCC Revenue                              |          | 5%          |    | 551,936     |     | 400,688     |
| Investment Income and Taxation Penalties |          | 662,000     |    | 801,029     |     | 726,019     |
| Other                                    |          | 287,800     |    | 308,158     |     | 279,719     |
| Gain on Sale of Tangible Capital Assets  |          | 18,400      |    | -           |     | -           |
| TOTAL REVENUE                            | <b></b>  | 42,159,101  |    | 41,400,827  |     | 38,935,719  |
|                                          |          |             |    |             |     |             |
| EXPENSES                                 |          | - a. B      |    |             |     |             |
| General Government Services              |          | 3,990,512   |    | 3,557,682   | • . | 3,265,940   |
| Protective Services                      |          | 8,222,121   |    | 7,673,961   |     | 7,663,166   |
| Transportation Services                  |          | 6,224,887   |    | 6,309,497   |     | 5,717,260   |
| Sewer and Water Facilities               |          | 7,454,719   |    | 7,239,912   |     | 6,709,067   |
| Environmental Health Services            |          | 2,608,278   |    | 2,497,019   |     | 2,442,194   |
| Public Health and Welfare Services       |          | 647,974     |    | 261,262     |     | 229,518     |
| Environmental Development Services       |          | 521,933     |    | 515,782     |     | 507,716     |
| Recreational and Cultural Services       |          | 8,495,136   | te | 8,263,901   |     | 8,129,759   |
| TOTAL EXPENSES                           |          | 38,165,560  |    | 36,319,016  |     | 34,664,620  |
|                                          | •        |             |    |             |     |             |
| ANNUAL SURPLUS (Schedule 1)              |          | 3,993,541   |    | 5,081,811   |     | 4,271,099   |
| ACCUMULATED SURPLUS AT BEGINNING OF YEAR |          | 111,481,086 |    | 111,481,086 |     | 107,209,987 |
| ACCUMULATED SURPLUS AT END OF YEAR       | <u></u>  | 115,474,627 | \$ | 116,562,897 |     | 111,481,086 |
|                                          |          |             |    |             |     |             |

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The accompanying notes are an integral part of these financial statements.

#### THE CORPORATION OF THE CITY OF COURTENAY CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2012

STATEMENT C

|                                                                                                                                                                                                                                                                        |         | 2012<br>Budget<br>(Note 16)                                                   |           | 2012                                                                        | 2011                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| ANNUAL SURPLUS                                                                                                                                                                                                                                                         | \$      | 3,993,541                                                                     | \$        | 5,081,811                                                                   | \$<br>4,271,099                                                                      |
| Acquisition of tangible capital assets<br>Amortization of tangible capital assets<br>Loss on sale of tangible capital assets<br>Write-downs of tangible capital assets<br>Proceeds on sale of tangible capital assets<br>Developer tangible capital asset contribution | -       | (20,973,268)<br>3,902,044<br>288,688<br>18,400<br>(1,479,912)<br>(18,244,048) |           | (6,834,221)<br>3,902,044<br>257,257<br>31,431<br>(1,479,912)<br>(4,123,401) | (4,128,636)<br>3,644,240<br>66,695<br>23,866<br>47,011<br>(2,347,761)<br>(2,694,585) |
| Acquisition of supplies inventories<br>Acquisition of prepaid expense<br>Consumption of supplies inventories<br>Use of prepaid expense                                                                                                                                 | <b></b> | -<br>-<br>-<br>-                                                              | . <u></u> | (418,877)<br>(453,275)<br>447,120<br>399,491<br>(25,541)                    | <br>(538,167)<br>(399,491)<br>593,734<br>131,159<br>(212,765)                        |
| CHANGE IN NET FINANCIAL ASSETS/NET DEBT                                                                                                                                                                                                                                |         | (14,250,507)                                                                  |           | 932,869                                                                     | 1,363,749                                                                            |
| NET FINANCIAL ASSETS/NET DEBT AT BEGINNING OF YEAR                                                                                                                                                                                                                     |         | 1,385,588                                                                     |           | 1,385,588                                                                   | 21,839                                                                               |
| NET FINANCIAL ASSETS/NET DEBT AT END OF YEAR                                                                                                                                                                                                                           |         | .(12,864,919)                                                                 | \$        | 2,318,457                                                                   | <br>1,385,588                                                                        |

The accompanying notes are an integral part of these financial statements

#### STATEMENT D

## THE CORPORATION OF THE CITY OF COURTENAY CONSOLIDATED STATEMENT OF CASH FLOW FOR THE YEAR ENDED DECEMBER 31, 2012

|                                                                                                                                                |             | 2012                                |                       | 2011                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------|-----------------------|-----------------------------------------|
| CASH PROVIDED BY (USED IN)                                                                                                                     |             |                                     |                       |                                         |
| OPERATING TRANSACTIONS                                                                                                                         | ¢           | C 001 011                           | ۵                     | 4 051 000                               |
| Annual Surplus                                                                                                                                 | \$          | 5,081,811                           | \$                    | 4,271,099                               |
| Changes in non-cash items including amortization<br>Increase in amortization<br>Change in receivables<br>Change in property acquired for taxes |             | 3,902,044<br>(447,182)              |                       | 3,644,240<br>3,715,041<br>301           |
| Change in accounts payable<br>Change in trust and other deposits<br>Change in deferred revenue                                                 |             | 1,094,128<br>(1,156,846)<br>325,654 |                       | (1,347,404)<br>(1,004,198)<br>1,402,060 |
| Change in inventories<br>Change in prepaids<br>Loss on disposal of capital assets                                                              | ·           | 28,243<br>(53,784)<br>257,257       |                       | 55,567<br>(268,332)<br>66,695           |
| Writedowns of Tangible Capital Assets<br>Developer Tangible Capital Asset Contribution<br>Actuarial adjustment                                 |             | (1,479,912)<br>(312,356)            |                       | 23,866<br>(2,347,761)<br>(261,819)      |
| Cash Provided by Operating Transactions                                                                                                        | <del></del> | 7,239,058                           |                       | 7,949,355                               |
| CAPITAL TRANSACTIONS<br>Cash used to acquire tangible capital assets<br>Proceeds on sale of tangible capital assets                            |             | (6,834,221)<br>31,431               |                       | (4,128,636)<br>47,011                   |
| Cash Applied to Capital Transactions                                                                                                           |             | (6,802,790)                         | <b>F</b> ( <b>1</b> ) | (4,081,625)                             |
| INVESTING TRANSACTIONS<br>Term deposits                                                                                                        |             | (4,094,861)                         |                       | (5,040,162)                             |
| Cash Provided by (applied to) Investing Transactions                                                                                           |             | (4,094,861)                         |                       | (5,040,162)                             |
| FINANCING TRANSACTIONS<br>Repayment of long-term debt                                                                                          |             | (925,768)                           |                       | (1 200 102)                             |
| Long-term debt proceeds                                                                                                                        |             | 5,760,000                           |                       | (1,399,193)                             |
| Cash Provided by Financing Transactions                                                                                                        |             | 4,834,232                           |                       | (1,399,193)                             |
| INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS                                                                                               |             | 1,175,639                           |                       | (2,571,625)                             |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR                                                                                                 |             | 23,485,385                          |                       | 26,057,010                              |
| CASH AND CASH EQUIVALENTS AT END OF YEAR                                                                                                       | \$          | 24,661,024                          | \$                    | 23,485,385                              |

Interest paid on outstanding debt and included in annual surplus above

\$

967,070

\$

988,410

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The accompanying notes are an integral part of these financial statements.

# THE CORPORATION OF THE CITY OF COURTENAY CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE YEAR ENDED DECEMBER 31, 2012 (Audited)

SCHEDULE 1 (Note 13)

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|   | lth<br>re                                | 2011 |                                           | 46,870                                           | 121,651       |                                        | 168,521        |          | 120,928                           | 82,057             | 16,649               |                | 9,884              |                         | 229,518        | (60,997)       |
|---|------------------------------------------|------|-------------------------------------------|--------------------------------------------------|---------------|----------------------------------------|----------------|----------|-----------------------------------|--------------------|----------------------|----------------|--------------------|-------------------------|----------------|----------------|
| , | Public Health<br>and Welfare<br>Services | 2012 |                                           | 110,399                                          | 135,046       |                                        | 245,445        |          | 126,378                           | 71,080             | 20,392               |                | 43,412             |                         | 261,262        | (15,817) \$    |
|   | aental<br>th<br>ces                      | 2011 | 2,275,977                                 | 82,042                                           | ·             |                                        | 2,358,019      |          | 52,086                            | 2,125,849          | 174,071              |                | 90,188             |                         | 2,442,194      | (84,175)       |
|   | Environmental<br>Health<br>Services      | 2012 | 2,538,193                                 |                                                  |               |                                        | 2,538,193      |          | . 61,889                          | 2,189,465          | 185,953              |                | 59,712             |                         | 2,497,019      | 41,174         |
|   | tation<br>ces                            | 2011 |                                           | 306,783<br>76,249                                |               | 1,809,065<br>10.073                    | 2,202,170      | •        | 1,967,907                         | 1,030,923          | 2,143,145            | 347,156        | 187,185            | 40,944                  | 5,717,260      | (3,515,090)    |
|   | Transportation<br>Services               | 2012 |                                           | 223,703<br>537,011                               |               | 2,279,044<br>12,007                    | 3,051,765      |          | 2,023,010                         | 1,227,415          | 2,309,167            | 368,420        | 163,273            | 218,212                 | 6,309,497      | (3,257,732)    |
|   | tive<br>ces                              | 2011 | 784,778                                   | 675,791<br>23,462                                |               | 9 467                                  | 1,493,498      |          | 1,576,256                         | 5,655,310          | 242,032              | 68,813         | 120,755            |                         | 7,663,166      | (6,169,668)    |
|   | Protective<br>Services                   | 2012 | 842,800                                   | 631,235<br>64,571                                |               | 11 880                                 | 1,550,486      |          | 1,642,334                         | 5,665,092          | 223,958              | 26,296         | 116,281            |                         | 7,673,961      | (6,123,475)    |
|   | rral<br>ment<br>ces '                    | 2011 | \$ 18,036,678                             | 892,608                                          | 71,901        | 674 677                                | 19,675,859     |          | 1,964,738                         | 742,225            | 169,570              | 28,104         | 361,303            |                         | 3,265,940      | 16,409,919     |
|   | General<br>Government<br>Services        | 2012 | \$ 19,139,818 \$ 18,036,678               | 1,334,533                                        | 87,312        | 5,700<br>743 241                       | 21,310,604     |          | 2,165,904                         | 827,276            | 192,773              | 23,768         | 347,961            |                         | 3,557,682      | 17,752,922     |
|   |                                          |      | REVENUE:<br>Taxation<br>Sales of Services | Revenue from Own Sources<br>Government Transfers | Other Revenue | Other Contributions<br>Interest Farned | Total Revenues | FVDENCEC | EALENSES<br>Salaries and Benefits | Goods and Services | Amortization Expense | Debt Servicing | Other Expenditures | Loss on Disposal of TCA | Total Expenses | ANNUAL SURPLUS |

Page 2 of 2

|                          | Environmental<br>Develonment | ental<br>ent | Recreationa<br>and Cultura | ional<br>tural | Water Utility |              | Sewer Thillty | rility .     | Other          | Ŀ         | Consolidated  | dated         |
|--------------------------|------------------------------|--------------|----------------------------|----------------|---------------|--------------|---------------|--------------|----------------|-----------|---------------|---------------|
|                          | Services                     | S            | Services                   | ses            | Services      | ices         | Services      | tes.         | Services       | es        |               |               |
|                          | 2012                         | 2011         | 2012                       | 2011           | 2012          | 2011         | 2012          | 2011         | 2012           | 2011      | 2012          | 2011          |
| REVENUE:<br>Taxation     |                              |              |                            |                | \$ 661.280    | 022 659 \$   | \$ 1 070 557  | 1 805 644    |                |           | \$ 21 721 650 | \$ 20 585 052 |
| Sales of Services        |                              |              |                            |                | 'n            | 3,881,058    | 2,253,963     | 2,189,016    |                |           |               | 9,130,829     |
| Revenue from Own Sources | 497,803                      | 490,370      | 1,114,488                  | 1,261,487      | 122,710       | 130,441      | 37,532        | 17,725       | 513,418        | 441,248   | 3,140,889     | 3,323,845     |
| Government Transfers     | 23,899                       | ſ            | 528,668                    | 233,492        | 000 30        | 06 166       |               |              | 128,215        | 116,000   | 2,727,296     | 1,470,723     |
| Other Contributions      | 40,500                       | 94,500       | 114,051                    | 305,821        | 172,231       | 432,958      | 473,671       | 765,171      | 18,058         | 12,018    | 3,103,255     | 3,419,533     |
| Interest Earned          | 3,554                        | 2,681        | 12,799                     | 9,992          | 11,306        | 11,969       | 6,242         | 7,165        |                |           | 801,029       | 726,019       |
| Total Revenues           | 565,756                      | 587,551      | 1,770,006                  | 1,810,792      | 5,016,921     | 5,195,322    | 4,691,960     | 4,874,721    | 659,691        | 569,266   | 41,400,827    | 38,935,719    |
| EXPENSES                 |                              |              |                            |                |               |              |               |              |                |           |               |               |
| Salaries and Benefits    | 440,495                      | 440,288      | 3,254,839                  | 3,232,469      | 523,338       | 417,623      | 367,803       | 364,073      | 464,711        | 515,278   | 11,070,701    | 10,651,646    |
| Goods and Services       | 61,017                       | 57,965       | 1,996,415                  | 1,902,738      | 2,720,551     | 2,409,017    | 764,735       | 726,304      | 277,730        | 257,469   | 15,800,776    | 14,989,857    |
| Amortization Expense     | 2,533                        | 2,533        | 583,458                    | 547,292        | 281,973       | 267,983      | 101,837       | 80,964       |                |           | 3,902,044     | 3,644,240     |
| Debt Servicing           |                              |              | 99,447                     | 141,340        | 23,595        | 24,538       | 122,879       | 126,691      |                |           | 664,405       | 736,642       |
| Other Expenditures       | 11,737                       | 6,930        | 1,582,331                  | 1,514,564      | 25,807        | 66,802       | 2,268,349     | 2,199,321    | 4,970          | 18,609    | 4,623,833     | 4,575,541     |
| Loss on Disposal of ICA  |                              |              |                            |                | 59,045        | . 6,207      |               | 19,544       |                |           | 1 67,1 67     | 00,00         |
| Total Expenses           | 515,782                      | 507,716      | 7,516,490                  | 7,338,403      | 3,614,309     | 3,192,170    | . 3,625,603   | 3,516,897    | 747,411        | 791,356   | 36,319,016    | 34,664,620    |
| ANNUAL SURPLUS           | 49.974 \$                    | 79.835       | \$ (5.746.484) \$ (5       | \$ (5 527 611) | \$ 1402.612   | \$ 2.003 152 | \$ 1066357    | \$ 1.357.824 | \$ (87.720) \$ | (222.090) | \$ 5.081.811  | \$ 4.271.099  |
| u                        |                              |              | 1                          |                |               |              |               |              |                |           | 11            |               |

THE CORPORATION OF THE CITY OF COURTENAY CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE YEAR ENDED DECEMBER 31, 2012 (Audited) .

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# PAGE 1 OF 13

The Corporation of the City of Courtenay was incorporated in 1915 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Municipality.

#### 1. SIGNIFICANT ACCOUNTING POLICIES

#### (a) Basis of Presentation

It is the policy of the City to follow Canadian public sector accounting standards and to apply such principles consistently. The consolidated financial statements include the operations of General, Water Utility, Sewer, Capital, Reserve Funds, and the Sid Williams Theatre Society, a controlled entity. Transactions between these funds, and between the City and the Sid Williams Theatre Society, have been eliminated on consolidation. The consolidated financial statements have been prepared using guidelines issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The financial resources and operations of the City have been consolidated for financial statement purposes and include the accounts of all of the funds and equity in tangible capital assets of the City. As part of the supplementary information, the resources and operation of the City are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

(b) Revenue and Expense Recognition

Expenditures are recorded in the period in which the goods or services are acquired and a liability is incurred.

Amortization is based on the estimated useful lives of tangible capital assets.

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the City discharges the obligations that led to the collection of funds. Following are the types of revenue received and a description of their recognition:

Taxes for Municipal Purposes are recognized in the year levied.

Sale of Services are recognized in the year that the service is provided or the amount is earned, provided the amount can be estimated and collection is reasonably assured.

Government Transfers are recognized as revenues in the period in which the events giving rise to the transfer occur and only recorded once authorized, eligibility criteria is met, and the amount can be reasonably estimated.

Contributions are recorded when the event giving rise to the contribution occurs.

DCC Revenue is recorded in the year that it is used to fund a capital project and has been authorized by bylaw.

Investment income, taxation penalties, and actuarial earnings are recorded in the year they are earned.

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#### (c) Accrued Payroll Benefits

Earned but unpaid vacation is fully accrued and recorded in the financial statements.

Post employment benefits are accrued and recorded in the financial statements. This amount is provided by an Actuary that the City has engaged.

#### (d) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Accounts Receivable are stated after evaluation of their collectability. Post employment benefits are calculated by an Actuary. Prior year tangible capital asset historical costs and related amortization have been calculated by a professional appraiser. Amortization is based on the estimated useful lives of tangible capital assets. These estimates and assumptions are reviewed periodically and as adjustments become necessary they are reported in earnings in the periods in which they become known.

(e) Inventories

Inventories are valued at the lower of cost and net realizable value.

#### (f) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of capital asset disposals, write-downs and amortization. Tangible capital asset expenditures exceeding the following thresholds per major category are capitalized. The average useful life is applied straight line to calculate amortization. In the year of acquisition and disposal, amortization is taken at one-half of the calculated amounts.

| Major Asset Category          | Threshold           | Average Useful Life        |
|-------------------------------|---------------------|----------------------------|
| Land                          | \$1                 | Indefinite                 |
| Land Improvements             | \$10,000            | Varies from 10 to 40 years |
| Building                      | \$10,000            | Varies from 25 to 60 years |
| Vehicles,                     | \$5,000 to \$10,000 | Varies from 5 to 25 years  |
| Machinery/Equipment           |                     |                            |
| Engineering Structures        |                     |                            |
| Roads                         | \$5,000 to \$50,000 | Varies from 10 to 60 years |
| Water                         | \$5000 to \$10,000  | Varies from 8 to 80 years  |
| Sewer                         | \$10,000            | Varies from 8 to 60 years  |
| Other – Includes Storm        | \$10,000            | Varies from 25 to 75 years |
| Other Tangible Capital Assets | \$5,000             | 5 years                    |
| (includes IT software)        |                     |                            |

Carrying costs directly attributable to the acquisition, construction or development activity, excluding interest costs, are capitalized to the point in time the asset is substantially complete and ready for use. Contributed tangible capital assets are recorded at their fair value on the date of contribution. Assets under construction are not amortized until the asset is in use.

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## (g) Financial Instruments

Financial Instruments consist of cash on hand and deposit, term deposits, receivables, accounts payable, trusts and other deposits, and long-term debt. It is management's opinion that the Municipality is not exposed to significant interest, currency, exchange, or credit risk arising from these financial instruments.

#### (h) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2012. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

#### (i) Receivables

Following is a breakdown of receivables outstanding at December 31, 2012 with 2011 comparatives:

|                                      | 2012 |           | <br>2011        |
|--------------------------------------|------|-----------|-----------------|
| Federal Government                   | \$   | 355,026   | \$<br>155,191   |
| Provincial Government                |      | 240,049   | 236,858         |
| Regional and other Local Governments |      | 139,899   | 151,317         |
| Property Taxes                       |      | 1,096,929 | 726,625         |
| Other                                |      | 974,247   | <br>1,088,977   |
|                                      |      |           |                 |
| Total Receivables                    | \$   | 2,806,150 | \$<br>2,358,968 |

#### (i) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2012 with 2011 comparatives:

|                                      | ,  | 2012      |    | 2011      |
|--------------------------------------|----|-----------|----|-----------|
| Endoural Concomment                  | ¢  | 1 201 004 | ·  | 1,156,612 |
| Federal Government                   | \$ | 1,321,884 | \$ |           |
| Provincial Government                |    | 379,777   |    | 359,718   |
| Regional and other Local Governments |    | 366,120   |    | 650,357   |
| Trade and accrued liabilities        |    | 4,571,295 |    | 3,378,261 |
| <b>,</b>                             |    |           |    |           |
| Total Accounts Payable               | \$ | 6,639,076 |    | 5,544,948 |

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#### (k) Recent Accounting Pronouncements

Tax Revenue – In February 2010, the Public Sector Accounting Board (PSAB) issued PS 3510 *Tax Revenue* to provide guidance on how to account for and report tax revenue in the City of Courtenay financial statements. This section establishes recognition, measurement, presentation and disclosure requirements for tax revenue. PS 3510 is effective for fiscal years beginning on or after April 1, 2012. The City of Courtenay does not expect the adoption of the new section to have a material impact on its consolidated financial statements.

Government Transfers - In March 2011, the Public Sector Accounting Board replaced and revised existing section PS 3410 *Government Transfers* with a newly amended section PS 3410. Newly issued PS 3410 establishes standards on how to account for and report government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective. This section permits a recipient government to recognize government transfers as revenue when the transfer is authorized by the transferring government, unless the transfer creates a liability for the recipient. A liability is created as a result of the recipient government not yet meeting eligibility criteria or the existence of stipulations in the transfer agreement. When a government transfer results in recognition of a liability, revenue is recognized by a recipient government as the liability is settled. A transferring government recognizes an expense when the transfer is authorized and the recipient has met all eligibility criteria.

Newly revised and issued PS 3410 may be applied prospectively or retroactively and is effective for fiscal years beginning on or after April 1, 2012; however, earlier adoption is encouraged. PS 3410 will be applied prospectively and the City of Courtenay does not expect the adoption of the newly issued section to have a material impact on its consolidated financial statements.

#### 2. CONTINGENT LIABILITIES AND COMMITMENTS

- (a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2012 Audited Financial Statements for specific information and detail.
- (b) Principal repayments on long-term debt in each of the next five years are estimated as follows:

| 2013 | \$1,214,006        |
|------|--------------------|
| 2014 | \$1,214,599        |
| 2015 | \$1,215,206        |
| 2016 | \$950,605          |
| 2017 | <u>\$951,244</u>   |
|      | <u>\$5,545,660</u> |

(c) The Municipality is obligated to collect and transmit the tax levies of the following bodies:

Provincial Government – Schools Comox Valley Regional District Comox-Strathcona Regional Hospital District Municipal Finance Authority 13

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#### British Columbia Assessment Authority Downtown Courtenay Business Improvement Area

These levies are not included in the revenues of the Municipality.

(d) As at December 31, 2012, there existed outstanding claims against the City. These claims have been referred to legal council and to the City's liability insurers. It is not possible to determine the City's potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

(e) As at May 11, 2012, the City has paid out the guaranteed loan with an outstanding balance of \$125,013 (2011 - \$125,013), for the Community Futures Development Corporation (CFDC) for the purposes of renovating the Comox Valley Centre for the Arts. Payment under this guarantee was required if the debt holder became no longer able to make the required monthly payments or the lease arrangements for the CFDC were modified. In May 2012 the space leased by the CFDC was significantly reduced and is now occupied by another tenant. As at December 31, 2012, no liability has been recorded associated with this guarantee as the loan was paid out in full on May 11, 2012.

#### 3. PENSION LIABILITY

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteed pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The most recent actuarial valuation as at December 31, 2009 indicated a \$1.024 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

The City of Courtenay paid \$669,460 for employer contributions to the plan in fiscal 2012 (\$638,805 in 2011).

#### 4. HOST FINANCIAL ASSISTANCE AGREEMENT

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

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#### 5. FEDERAL GAS TAX AGREEMENT FUNDS

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

The City of Courtenay received the first contribution of Gas Tax funding in 2005 and reports the balance as deferred revenue until it is used to fund the specified projects outlined in the funding agreement. Interest is accrued and allocated monthly to the balance.

Following is a schedule of Gas Tax receipts and disbursements received in 2012 with comparatives to 2011.

|                                  | 2012        | 2011        |
|----------------------------------|-------------|-------------|
| Opening Balance of Unspent Funds | \$2,966,070 | \$2,086,971 |
| Additions:                       |             |             |
| Amounts Received During the Year | 936,858     | 936,858     |
| Interest Earned                  | 22,205      | 16,031      |
| Deductions:                      |             |             |
| Amount Spent on Projects         | (370,838)   | (73,790)    |
| Amount Spent on Administration   |             | -           |
| Closing Balance of Unspent Funds | \$3,554,295 | \$2,966,070 |

#### 6. DEBENTURE AND OTHER LONG-TERM DEBT

Funding of certain general debenture and other long-term principal and interest debt repayment is provided by sources other than general taxation. Other sources include short term loan proceeds used to bridge the gap for debenture debt proceeds, and lease and rental revenues, which reduce the requirement to fund debt repayment from general taxation revenues. This source of funding detail at the time of the annual tax levy, with 2011 comparatives, is as follows:

|                                                                    | 2012                          | <u>2011</u>                   |
|--------------------------------------------------------------------|-------------------------------|-------------------------------|
| Municipal debt levy, general taxation<br>Lease and rental revenues | \$1,403,349<br><u>233,430</u> | \$1,354,836<br><u>299,115</u> |
| Total funding required – general debt repayment                    | \$1.636,779                   | <u>\$1.653.951</u>            |

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# 7. DEFERRED REVENUE - DEVELOPMENT COST CHARGES

In order to conform with the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, the unspent development cost charges in the following financial statements have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2011 and 2012.

|                                             | General<br>Reserve<br>DCC<br>BL #2426 | Water<br>Utility<br>Reserve<br>DCC<br>BL #2426 | 2012<br>Sewer<br>Utility<br>Reserve<br>DCC<br>BL #2426 | Sewer<br>Utility<br>Reserve<br>DCC<br>BL #1638 | 2012<br>Total |
|---------------------------------------------|---------------------------------------|------------------------------------------------|--------------------------------------------------------|------------------------------------------------|---------------|
| Balance Forward                             | \$ 2,311,531                          | \$ 354,110                                     | \$ 398,747                                             | \$ 32,615                                      | \$ 3,097,003  |
| Increases                                   |                                       |                                                |                                                        |                                                |               |
| Interest                                    | 16,355                                | 2,621                                          | 3,057                                                  | 229                                            | 22,262        |
| Other Contributions                         | 435,502                               | 34,857                                         | <sup>.</sup> 64,779                                    |                                                | 535,138       |
|                                             | 451,857                               | 37,478                                         | 67,836                                                 | 229                                            | 557,400       |
| Decreases                                   |                                       |                                                |                                                        |                                                |               |
| Revenue Recognized to Fund Capital Projects | (551,936)                             |                                                |                                                        | •                                              | (551,936)     |
| Reclassifications, redemptions, refunds     | -                                     |                                                |                                                        | -                                              | -             |
|                                             | (551,936)                             | -                                              | -                                                      | -                                              | (551,936)     |
| Ending Balance Deferred Revenue - DCC       | \$ 2,211,452                          | \$ 391,588                                     | \$ 466,583                                             | \$ 32,844                                      | \$ 3,102,467  |

|                                                                                        | General<br>Reserve<br>DCC<br>BL #2426 | Water<br>Utility<br>Reserve<br>DCC<br>BL #2426 | 2011<br>Sewer<br>Utility<br>Reserve<br>DCC<br>BL #2426 | Sewer<br>Utility<br>Reserve<br>DCC<br>BL #1638 | 2011<br>Total |
|----------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------|--------------------------------------------------------|------------------------------------------------|---------------|
| Balance Forward                                                                        | \$ 2,270,181                          | \$ 295,923                                     | \$ 331,555                                             | \$ 32,388                                      | \$ 2,930,047  |
| Increases                                                                              |                                       |                                                |                                                        |                                                |               |
| Interest                                                                               | 16,664                                | 2,223                                          | 2,543                                                  | 227                                            | 21,657        |
| Other Contributions                                                                    | 410,014                               | 58,303                                         | 77,670                                                 | -                                              | 545,987       |
| Decreases                                                                              | 426,678                               | 60,526                                         | 80,213                                                 | 227                                            | 567,644       |
| Revenue Recognized to Fund Capital Projects<br>Reclassifications, redemptions, refunds | (385,328)                             | (2,339)                                        | (13,021)                                               | -                                              | (400,688)     |
| , Funda (                                                                              | (385,328)                             | (2,339)                                        | (13,021)                                               | <del></del>                                    | (400,688)     |
| Ending Balance Deferred Revenue - DCC                                                  | \$ 2,311,531                          | \$ 354,110                                     | \$ 398,747                                             | \$ 32,615                                      | \$ 3,097,003  |

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#### 8. ENVIRONMENTAL REGULATIONS

The City makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenditures to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

#### 9. TRUST AND ENDOWMENT FUNDS

(a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2011 and 2012, which has been excluded from the City's financial statements.

| CEMETERY PERPETUAL CA    | ARE FUND           | CEMETERY PERPETUAL CARE<br>FINANCIAL ACTIVITIES | FUND               |
|--------------------------|--------------------|-------------------------------------------------|--------------------|
|                          | 2012 2011          | · · · · · · · · · · · · · · · · · · ·           | 2012 2011          |
| Financial Assets         |                    | Revenue                                         |                    |
| Cash on Hand             | \$ 44,360 \$ 35,4  | 524 Fees Levied                                 | \$ 11,029 \$ 8,932 |
| Investments - MFA        | 227,214 224,5      | Interest Revenue                                | 2,837 2,657        |
| Liabilities              |                    | Expenditure                                     |                    |
| Interest Payable to City | 2,837 2,0          | 557 Interest Expense                            | 2,837 2,657        |
| Net Financial Position   | \$ 268,737 \$ 257, | Excess Revenue over Expenditure                 | \$ 11,029 \$ 8,932 |

(b) The Sid Williams Theatre has endowment funds on deposit with the Comox Valley Community Foundation in the amount of \$323,031 (2011 - \$322,834). The principal amount of this endowment cannot be utilized or withdrawn and as such are not considered assets of the City of Courtenay. The endowment funds are not reported as an asset on the statement of financial position.

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#### **10. DEFERRED REVENUE – OTHER**

Other Deferred Revenue recorded in the Liability section of the City's Financial Statements consists of the revenues related to Development Cost Charge instalment payments owing from Developers and to be received in future years, business license revenue levied and to be recognized in future years, sewer connection instalment payments owing from property owners and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met, gift certificates issued and to be redeemed in future years at the Sid Williams Theatre, and Surcharge revenue to be recognized in future years at the Sid Williams Theatre. Following is a breakdown of the change in this balance for 2011 and 2012:

|                                                     | 2012                 | 2011                 |
|-----------------------------------------------------|----------------------|----------------------|
| Opening Balance                                     | \$ 750,588           | \$ 394,583           |
| Additions to Deferred Revenue<br>Revenue Recognized | 445,081<br>(713,115) | 747,411<br>(391,406) |
| Ending Balance Deferred Revenue Other               | \$ 482,553           | \$ 750,588           |

#### 11. MFA DEBT RESERVE FUNDS

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2012 the City had debt reserve funds of \$379,766 (\$312,252 in 2011).

#### **12. EMPLOYEE RETIREMENT BENEFIT LIABILITY**

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee's life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2012 were based on an interest (discount) rate of 3.40% per annum. The total estimated employee retirement benefit liability at December 31, 2012 is \$859,394 (\$769,855 in 2011) and is included in the accounts payable balance on statement A.

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#### 13. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2012 revenues and expenses with 2011 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

#### General Government Services

Provide services related to general corporate and legislative administration as well as human resources, information technology, financial management, and revenues received from the Province related to gaming.

#### **Protective Services**

Includes services related to providing fire protection, bylaw enforcement, and building inspection to the City, as well as the City's share of expenses related to providing police protection to the Comox Valley.

#### **Transportation Services**

Includes the delivery of municipal public works services related to planning, development and maintenance of roadway systems, street lighting, and other public works and engineering related services.

#### **Environmental Health Services**

Includes services related to the collection of garbage, recycling, and yard waste, as well as environmental testing and monitoring.

#### Public Health and Welfare Services

Includes cemetery services.

#### **Environmental Development Services**

Includes services related to planning, zoning, and sustainability.

#### **Recreational and Cultural Services**

Provides recreation and leisure services to the community and includes parks and facilities that allow for fitness, aquatic, cultural, and other activities for the public to enjoy.

#### Water Utility Services

Provides for the delivery of water to users and includes the planning, development and maintenance of the City's water infrastructure.

#### Sewer Utility Services

Provides for the delivery of sewerage removal and includes the planning, development and maintenance of the City's sewer infrastructure.

#### Other Services

Includes the operations of the Sid Williams Theatre.

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## 14. TANGIBLE CAPITAL ASSET DETAILS

(See Schedule 3 for further details)

Tangible Capital Assets consist of the following:

|                                  | 2012           | 2011          |
|----------------------------------|----------------|---------------|
| Land                             | \$ 20,871,531  | \$ 20,634,835 |
| Land Improvements                | 2,679,694      | 2,769,429     |
| Buildings                        | 16,119,050     | 14,228,877    |
| Equipment, Furniture, & Vehicles | 4,923,330      | 5,180,947     |
| Engineering Structures:          |                |               |
| Roads                            | 43,400,595     | 43,485,107    |
| Water                            | 8,812,549      | 8,687,936     |
| Sewer                            | 7,379,287      | 5,913,268     |
| Other (Includes Storm)           | 9,306,720      | 8,448,883     |
| Other Tangible Capital Assets    | 104,556        | 124,630       |
|                                  | \$ 113,597,312 | \$109,473,911 |

The net book value of capital assets not being amortized and under construction in 2012 is \$7,911,348 (\$4,753,987 in 2011).

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded on the financial statements in 2012 is \$1,479,912 (\$2,347,761 in 2011)

Tangible capital assets include land under the City's roads, recorded at a nominal amount.

Art and historic treasures are displayed at various city facilities and consist of paintings, historical photographs, sculptures, carvings, and other cultural artefacts. These items have not been included in tangible capital assets due to the inability of estimating future benefits associated with such property.

#### **15. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform with current year presentation.

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#### 16. RESTATEMENT OF 2012 BUDGET

The budget amounts presented throughout these financial statements are based upon the Five Year Financial Plan approved by Council on May 14, 2012, except in regard to budget amounts for amortization, developer contributions for tangible capital assets, gains and losses on tangible capital asset disposals, and the use of debt, reserves and prior year surpluses.

The budget amounts presented throughout these financial statements for the tangible capital asset related budgets are the actual values determined at the completion of the municipalities' tangible capital asset accounting process. These values have been added to the May 14, 2012 budget and actual values in the Financial Statements.

The summary below shows the adjustments to the May 14, 2012 budget approved by Council after adjusting the budget values by the actual revenues and expenses incurred for tangible capital asset related items (amortization, developer contributions for tangible capital assets, and gains and losses on tangible capital asset disposals) and other transfers that were not included in the approved 2012 budget.

#### Adjustments to 2012 Budgeted Annual Surplus

| Budget Surplus reported in FS                                       | \$<br>3,993,541 |
|---------------------------------------------------------------------|-----------------|
| Capital acquisitions in Financial Plan                              | (20,973,268)    |
| Amortization                                                        | 3,902,044       |
| Contributed Assets                                                  | (1,479,912)     |
| Debt Issues in Financial Plan                                       | 5,757,524       |
| Debt principle repayments in Financial Plan                         | (950,768)       |
| Operating surplus appropriated for Operations in Financial Plan     | 4,271,012       |
| Capital surplus appropriated for Capital Projects in Financial Plan | 1,204,157       |
| Transfers from Operating and Capital Reserves in Financial Plan     | 7,066,879       |
| Transfers to Operating and Capital Reserves in Financial Plan       | <br>(2,791,209) |
| Net of Financial Plan                                               | <br>· _         |

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#### **17. SUBSEQUENT EVENTS**

On December 17, 2012 at the Regular Council Meeting held in the City Hall Council Chambers Council approved the Agreement of Purchase and Sale between the City of Courtenay and the Vancouver Island Health Authority for the property located at 95 Lerwick Rd. This transaction was completed on February 19, 2013 and the Freehold Transfer to title in the name of the purchaser was submitted for registration in the Land Title Office. The net sale proceeds payable to the City of Courtenay on the date of completion were \$895,906. The net sale proceeds will be invested into a regional play field project. SCILEDULE 3

THE CORPORATION OF THE CITY OF COURTENAY CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2012 (Audited)

(8,638,307) (780,629) (666,923) (23.866) 13,800,638 1,314,065 59,527,300 3,644,240 62,504,617 \$ 109,473,911 12,102,095 4,753,987 \$ 154,204,532 171,978,528 2011 ω (1,294,042) (158,157) (446,844) 3,902,044 167,224,540 62,504,616 66,248,503 104,556 \$ 113,597,312 4,451,403 7,911,348 5,156,771 179,845,815 4,753,987 Total \$ (28,771) 33,925 60,482 51,784 5,154 489,140 540,924 579,844 645.480 Capital Assets Tangible Other \$ ÷ Ś 343,360 735,542 (205,855) 873,047 5,606,569 \$ 13,862,957 292,542 \$ 9,306,720 620,692 15,356,696 5,757,434 6,049,976 Other ω (4, 838)1,342,233 373,132 7,379,287 1,027,408 1,183,570 8,500,666 93,971 2,520,965 1,121,379 Sewer Engineering Structures ↔ 67 167,954 \$ (10,270) (46,855) 13,623,467 182,501 (7,809) 8,812,549 273,049 430,733 5,124,566 260,541 14,189,847 5,377,298 Water <del>69</del> ŝ ь 1,095,821 (344,282) 76,037,636 (273,277) (70, 272)827,990 4,923,330 \$ 43,400,595 76,451 2,248,079 78,840,429 33,647,895 1,862,211 35,439,834 Roads ŝ 136,749 \$ (36,057) 12,245,721 510,417 (106,913) 719,192 (74, 466)2,747 7,184,607 I03,439 12,752,664 7,829,334 Equipment/ Furniture/ Vehicles 69 \$ Ś 717,424 2,679,694 \$ 16,119,050 (436,708) 21,057,454 673,458 477,799 2,135,638 24,147,266 7,550,417 2,416,354 8,028,216 Buildings ω 69 236,626 (19,800) 144,004 (5,610)901,833 44,406 (212,573) 3,590,745 Improvements 733,666 1,723,149 4,541,237 1,861,543 Land ŝ ↔ <del>60</del> 14,688 (14,688) 251,384 \$20,620,147 \$20,871,531 20,871,531 Land ω Add: Additions (including Transfers into Service) Closing Balance Tangible Capital Assets and CIP Opening Balance Construction-in-progress (CIP) Less: Accum Amortization on Disposals Closing Balance Construction-in-progress Opening Balance Tangible Capital Assets ACCUMULATED AMORTIZATION Add: Construction-in-progress (CIP) Net Book Value for year ended Less: Transfers into Service Less: Write-downs Add: Amortization December 31, 2012 Less: Writedowns Less: Disposals **Opening Balance Closing Balance** COST

| THE CORPORATION OF THE CITY OF COURTENAY<br>CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT<br><u>YEAR ENDED DECEMBER 31, 2012</u><br>(Audited) | THE CORPORATION OF THE CITY OF COURTENAY<br>(ED SCHEDULE OF DEBENTURE AND OTHER LONG<br><u>YEAR ENDED DECEMBER 31, 2012</u><br>(Audited) | ITY OF COUR<br>E AND OTHEI<br>BER 31, 2012 | TENAY<br>R LONG-TERM                  | )EBT                         |                                              | SCHEDULE 4                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------|------------------------------|----------------------------------------------|---------------------------------------|
| <u>Bylaw Number</u>                                                                                                                                         | Maturity<br>Date                                                                                                                         | Interest<br>Rate                           | Principal<br>Outstanding<br>Dec 31/11 | Current<br>Year<br>Borrowing | Actuarial<br>Adjustment/<br>Princ. Reduction | Principal<br>Outstanding<br>Dec 31/12 |
| General Capital Fund                                                                                                                                        |                                                                                                                                          |                                            |                                       |                              |                                              | (Note 6)                              |
| Debenture Debt                                                                                                                                              |                                                                                                                                          | •<br>•                                     |                                       |                              |                                              |                                       |
|                                                                                                                                                             |                                                                                                                                          | ·.<br>•                                    |                                       |                              |                                              | 1                                     |
| 2088 Museum                                                                                                                                                 | 2015                                                                                                                                     | . 6.45                                     | . 110,540                             |                              | 25,838                                       | 84,702                                |
|                                                                                                                                                             | 2015                                                                                                                                     | 6.45                                       | 850,309                               |                              | 198,754                                      | 651,555                               |
|                                                                                                                                                             | 2015                                                                                                                                     | . 6.45                                     | 850,309                               |                              | 198,754                                      | 651,555                               |
| _                                                                                                                                                           | 2021                                                                                                                                     | 3.05                                       | 1,549,032                             |                              | 123,155                                      | 1,425,877                             |
|                                                                                                                                                             | 2018                                                                                                                                     | 4.78                                       | 213,235                               |                              | 26,189                                       | 187,046                               |
|                                                                                                                                                             | 2023                                                                                                                                     | 5.15                                       | 386,178                               |                              | 25,701                                       | 360,477                               |
|                                                                                                                                                             | 2029                                                                                                                                     | . 4.86                                     | 829,405                               |                              | 29,482                                       | 799,923                               |
| -                                                                                                                                                           | 2020                                                                                                                                     | 5.00                                       | 106,996                               |                              | 10,111                                       | 96,888                                |
| ,                                                                                                                                                           | 2025                                                                                                                                     | 5.75                                       | 375,442                               |                              | 22,652                                       | 352,791                               |
|                                                                                                                                                             | 2030                                                                                                                                     | 5.75                                       | 588,510                               |                              | 21,268                                       | 567,242                               |
|                                                                                                                                                             | 2020                                                                                                                                     | 5.50                                       | 568,431                               |                              | 53,713                                       | 514,718                               |
|                                                                                                                                                             | 2026                                                                                                                                     | 4.66                                       | 589,039                               |                              | 29,417                                       | 559,622                               |
|                                                                                                                                                             | 2026                                                                                                                                     | 4.43                                       | 1,169,490                             |                              | 58,406                                       | 1,111,084                             |
|                                                                                                                                                             | 2022                                                                                                                                     | 4.52                                       | 1,240,986                             |                              | 92,018                                       | 1,148,968                             |
| -                                                                                                                                                           | 2023                                                                                                                                     | 4.13                                       | 2,829,079                             |                              | 170,151                                      | 2,658,928                             |
|                                                                                                                                                             | 2025                                                                                                                                     | 4.50                                       | 570,031                               |                              | 31,163                                       | 538,864                               |
| , ,                                                                                                                                                         | 2027                                                                                                                                     | 2.90                                       |                                       | 4,200,000                    | I                                            | 4,200,000                             |
| 2681 Infrastructure Works - Road Paving                                                                                                                     | 2027                                                                                                                                     | 2.90                                       |                                       | 1,560,000                    | 1                                            | 1,560,000                             |
|                                                                                                                                                             |                                                                                                                                          |                                            | 12,827,012                            | 5,760,000                    | 1,116,772                                    | 17,470,239                            |
| TOTAL GENERAL CAPITAL FUND                                                                                                                                  |                                                                                                                                          |                                            | 12,827,012                            | 5,760,000                    | 1,116,772                                    | 17,470,239                            |

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| THE CORPORATIC<br>CONSOLIDATED SCHEDULE OI                                                            | THE CORPORATION OF THE CITY OF COURTENAY<br>CED SCHEDULE OF DEBENTURE AND OTHER LONG<br><u>YEAR ENDED DECEMBER 31, 2012</u><br>(Audited) | CITY OF COU<br>RE AND OTHI<br><u>MBER 31, 2012</u><br>1) | DN OF THE CITY OF COURTENAY<br>F DEBENTURE AND OTHER LONG-TERM DEBT<br>DED DECEMBER 31, 2012<br>(Audited) | DEBT                         |                                              | SCHEDULE 4                            |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|---------------------------------------|
| <u>Bylaw Number</u>                                                                                   | Maturity<br>Date                                                                                                                         | Interest<br>Rate                                         | Principal<br>Outstanding<br>Dec 31/11                                                                     | Current<br>Year<br>Borrowing | Actuarial<br>Adjustment/<br>Princ. Reduction | Principal<br>Outstanding<br>Dec 31/12 |
| Balance Forward General Capital Fund                                                                  |                                                                                                                                          | •                                                        | \$ 12,827,012                                                                                             | \$ 5,760,000                 | \$ 1,116,772                                 | (Note 6)<br>\$ 17,470,239             |
| Water Capital Fund                                                                                    |                                                                                                                                          |                                                          |                                                                                                           |                              |                                              |                                       |
| Debenture Debt<br>2424 Water Extension - Lerwick Road<br>TOTAL WATER CAPITAL FUND                     | 2026                                                                                                                                     | 4.66                                                     | 490,867<br>490,867                                                                                        |                              | 24,514<br>24,514                             | 466,353                               |
| Sewer Capital Fund                                                                                    |                                                                                                                                          |                                                          |                                                                                                           |                              |                                              |                                       |
| Debenture Debt<br>2305 Sewer Extension<br>2353 Sewer Extension<br>2423 Sewer Extension - Larwick Road | 2029<br>2030<br>2076                                                                                                                     | 4.86<br>5.00<br>4.66                                     | 622,055<br>1,656,234<br>297 792                                                                           | 1 1 1<br>. · ·               | 22,112<br>59,854<br>14 877                   | 599,943<br>1,596,380<br>787 970       |
| ٩L                                                                                                    |                                                                                                                                          |                                                          | 2,576,081                                                                                                 | T                            | 96,838                                       | 2,479,243                             |
| TOTAL ALL CAPITAL FUNDS                                                                               | •                                                                                                                                        |                                                          | 15,893,960                                                                                                | 5,760,000                    | 1,238,124                                    | 20,415,836                            |
|                                                                                                       |                                                                                                                                          |                                                          |                                                                                                           |                              |                                              |                                       |

# THE CORPORATION OF THE CITY OF COURTENAY

# 2012 Report of Remuneration and Expenses of Elected Officials

(Community Charter, Section 168)

# **Remuneration and Expense Payments**

| Elected Official    |            | Re | muneration | Expenses     |
|---------------------|------------|----|------------|--------------|
| Jangula, Larry      | Mayor      | \$ | 47,993     | \$<br>9,205  |
| Ambler, Jonathan    | Councillor | \$ | 20,629     | \$<br>1,336  |
| Anglin, William     | Councillor | \$ | 20,629     | \$<br>6,639  |
| Hillian, Douglas A. | Councillor | \$ | 20,629     | \$<br>1,616  |
| Leonard, Ronna-Lae  | Councillor | \$ | 21,254     | \$<br>6,554  |
| Theos, Manno        | Councillor | \$ | 20,629     | \$<br>2,907  |
| Winchester, Starr   | Councillor | \$ | 20,629     | \$<br>4,584  |
| TOTALS              |            | \$ | 172,395    | \$<br>32,841 |

# Benefits

Insurance Policy Coverage: Personal Accident Insurance, Mayor and Council

| Industrial Alliance Pacific Insurance & Financial Services |               |
|------------------------------------------------------------|---------------|
| Principal Sum:                                             | \$<br>150,000 |
| Weekly Accident Indemnity:                                 | \$<br>400     |
| Accidental Dental Reimbursement Benefit:                   | \$<br>3,000   |
| Accidental Medical Reimbursement Benefit:                  | \$<br>5,000   |
| Total premium - all members                                | \$<br>500.00  |

# Section 107 Disclosure of Contracts with Council Members and Former Council Members

No contracts

#### THE CORPORATION OF THE CITY OF COURTENAY

# Statement of Financial Information (as required under the Financial Information Act) Statement of Salaries, Wages and Expenses for the Year 2012

| Gray, S.Chief Administrative Officer<br>(note: includes RRSP in lieu of a pension benefit)\$183,543\$8,019Lagan, KDirector of Operational Services\$135,210\$1,021Manthey, TDirector of Community Services\$111,227\$4,296Crawford, P.Director of Employee and Technology Services\$104,910\$4,171Ward, J.Director of Employee and Technology Services\$104,910\$4,171Ward, J.Director of Legislative Services\$98,666\$6,688MacDonald, K.Deputy Fire Chief\$87,153\$1,336Bernard, Y.Manager of Information Systems\$83,734\$2,921Murphy, S.Manager of Engineering\$75,136\$2,716Hilton, C.Manager of Pinance\$81,747\$2,532Gervais, K.Manager of Operations\$90,819\$4,562Guderjahn, B.Manager of Pinance\$75,378\$1,837Henderson, D.Assitant Fire Chief / Training Officer\$79,8953,636Knapman, P.Occupational Health & Safety Coordinator\$75,878\$1,837Craven, D.Journeyman Carpenter\$75,868\$-Shaw, D.Sewer Foreman\$76,865\$2,299Rasmussen, R.Gardener 3\$9,9436\$-Total for employees where remuneration is > \$75,000\$<                               | <u>Employee</u>                        | Position                                 | Remuneration<br>(Includes Taxable Benefits) |           |    | Expenses |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------|---------------------------------------------|-----------|----|----------|
| Instruct(note: includes RRSP in lieu of a pension benefit)\$183,543\$8,019Lagan, KDirector of Operational Services\$135,210\$1,021Manthey, TDirector of Financial Services/Deputy CAO\$135,010\$3,500Wiwchar, R.Director of Community Services\$111,227\$4,296Crawford, P.Director of Employee and Technology Services\$104,910\$4,171Ward, J.Director of Legislative Services\$93,666\$1,028Bardonnex, D.Fire Chief\$\$87,153\$1,336Bernard, Y.Manager of Information Systems\$83,734\$2,921Murphy, S.Manager of Recreation Services\$93,432\$3,467Richmond, D.Manager of Purchasing\$75,136\$2,716Hilton, C.Manager of Purchasing\$82,558\$2,013Henderson, D.Assistant Fire Chief / Training Officer\$79,895\$3,636Krapman, P.Occupational Health & Safety Coordinator\$75,378\$1,837Craven, D.Journeyman Carpenter\$75,868\$-Sheldon, R.Water Foreman\$75,868\$-Craven, D.Sewer Foreman\$76,865\$2,299Rasmussen, R.Gardener 3\$79,436\$-Total for employees where remuneration is > \$75,000\$2,110,5                                                        | Grov S                                 | Chief Administrative Officer             |                                             |           |    |          |
| Lagan, KDirector of Operational Services\$135,210\$1,021Manthey, TDirector of Financial Services/Deputy CAO\$135,010\$3,500Wiwchar, R.Director of Community Services\$111,227\$4,296Crawford, P.Director of Planning Services\$114,888\$4,458Pedersen, L.Director of Employee and Technology Services\$104,910\$4,171Ward, J.Director of Legislative Services\$93,666\$1,028Bardonnex, D.Fire Chief\$\$98,665\$6,858MacDonald, K.Deputy Fire Chief\$\$83,734\$2,921Murphy, S.Manager of Information Systems\$\$83,734\$2,921Murphy, S.Manager of Recreation Services\$93,432\$3,467Richmond, D.Manager of Purchasing\$75,136\$2,716Hilton, C.Manager of Purchasing\$82,558\$2,013Henderson, D.Assistant Fire Chief / Training Officer\$79,895\$3,636Knapman, P.Occupational Health & Safety Coordinator\$75,378\$1,837Craven, D.Journeyman Carpenter\$75,866\$4,229Shaw, D.Sewer Foreman\$75,868\$-Arseneault, RRoads Foreman\$76,985\$2,299Rasmussen, R.Gardener 3\$79,436 <td>Glay, S.</td> <td></td> <td>\$</td> <td>183 543</td> <td>\$</td> <td>8 019</td> | Glay, S.                               |                                          | \$                                          | 183 543   | \$ | 8 019    |
| Manthey, TDirector of Financial Services/Deputy CAO\$135,010\$3,500Wiwchar, R.Director of Community Services\$111,227\$4,296Crawford, P.Director of Employee and Technology Services\$114,888\$4,458Pedersen, L.Director of Legislative Services\$93,666\$1,028Bardonnex, D.Fire Chief\$98,665\$6,858MacDonald, K.Deputy Fire Chief\$87,153\$1,336Bernard, Y.Manager of Recreation Services\$93,432\$3,467Richmond, D.Manager of Finance\$81,747\$2,532Gervais, K.Manager of Purchasing\$75,136\$2,716Hilton, C.Manager of Purchasing\$82,558\$2,013Henderson, D.Assistant Fire Chief / Training Officer\$98,895\$3,636Knapman, P.Occupational Health & Safety Coordinator\$75,378\$1,837Craven, D.Journeyman Carpenter\$75,868Sheldon, R.Water Foreman\$75,868Arseneault, R.Roads Foreman\$76,985\$2,299Rasmussen, R.Gardener 3\$9,436Total for employees where remuneration is > \$75,000\$2,110,569\$61,013Consolidated total for employees where6,392,65961,383- <tr <tr="">Elected Offi</tr>                                                               | Lagan, K                               |                                          |                                             |           |    | ,        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |                                          |                                             |           |    |          |
| Wiwchar, R.Director of Community Services\$111,227\$4,296Crawford, P.Director of Planning Services\$114,888\$4,458Pedersen, L.Director of Employee and Technology Services\$104,910\$4,171Ward, J.Director of Legislative Services\$93,666\$1,028Bardonnex, D.Fire Chief\$\$98,665\$6,858MacDonald, K.Deputy Fire Chief\$87,153\$1,336Bernard, Y.Manager of Recreation Services\$93,432\$3,467Richmond, D.Manager of Engineering\$75,136\$2,716Hilton, C.Manager of Operations\$90,819\$4,562Guderjahn, B.Manager of Operations\$90,819\$4,562Guderjahn, B.Manager of Purchasing\$82,558\$2,013Henderson, D.Assistant Fire Chief / Training Officer\$79,885\$3,636Knapman, P.Occupational Health & Safety Coordinator\$75,378\$1,837Craven, D.Journeyman Carpenter\$75,868Sheldon, R.Water Foreman\$75,868\$-Arseneault, RRoads Foreman\$76,985\$2,299Rasmussen, R.Gardener 3\$79,436\$-Total for employees where remuneration is > \$75,000\$2,110,569\$61,013Consolidated                                                                                     | -                                      | •                                        |                                             |           |    | ,        |
| Crawford, P.Director of Planning Services\$114,888\$4,458Pedersen, L.Director of Employee and Technology Services\$104,910\$4,171Ward, J.Director of Legislative Services\$93,666\$1,028Bardonnex, D.Fire Chief\$98,665\$6,858MacDonald, K.Deputy Fire Chief\$87,153\$1,336Bernard, Y.Manager of Information Systems\$83,734\$2,921Murphy, S.Manager of Recreation Services\$93,432\$3,467Richmond, D.Manager of Engineering\$75,136\$2,716Hilton, C.Manager of Finance\$81,747\$2,532Gervais, K.Manager of Operations\$90,819\$4,562Guderjahn, B.Manager of Purchasing\$82,558\$2,013Henderson, D.Assistant Fire Chief / Training Officer\$79,895\$3,636Knapman, P.Occupational Health & Safety Coordinator\$75,378\$1,837Craven, D.Journeyman Carpenter\$75,868Sheldon, R.Water Foreman\$75,868Arseneault, RRoads Foreman\$76,985\$2,299Rasmussen, R.Gardener 3\$79,436\$-Total for employees where remuneration is > \$75,000\$2,110,569\$61,013Consolidated total f                                                                                         | •                                      | · ·                                      |                                             | •         |    |          |
| Pedersen, L.Director of Employee and Technology Services\$104,910\$4,171Ward, J.Director of Legislative Services\$93,666\$1,028Bardonnex, D.Fire Chief\$98,665\$6,858MacDonald, K.Deputy Fire Chief\$87,153\$1,336Bernard, Y.Manager of Information Systems\$83,734\$2,921Murphy, S.Manager of Recreation Services\$93,432\$3,467Richmond, D.Manager of Engineering\$75,136\$2,716Hilton, C.Manager of Operations\$90,819\$4,562Guderjahn, B.Manager of Purchasing\$82,558\$2,013Henderson, D.Assistant Fire Chief / Training Officer\$79,895\$3,636Knapman, P.Occupational Health & Safety Coordinator\$75,378\$1,837Craven, D.Journeyman Carpenter\$75,868\$-Sheldon, R.Water Foreman\$75,868\$-Arseneault, RRoads Foreman\$76,985\$2,299Rasmussen, R.Gardener 3\$99,436\$-Total for employees where remuneration is > \$75,000\$2,110,569\$61,013Consolidated total for employees whereremuneration < \$75,000                                                                                                                                               | Crawford, P.                           | -                                        |                                             |           |    |          |
| Ward, J.Director of Legislative Services\$93,666\$1,028Bardonnex, D.Fire Chief\$98,665\$6,858MacDonald, K.Deputy Fire Chief\$87,153\$1,336Bernard, Y.Manager of Information Systems\$83,734\$2,921Murphy, S.Manager of Recreation Services\$93,432\$3,467Richmond, D.Manager of Finance\$81,747\$2,532Gervais, K.Manager of Operations\$90,819\$4,562Guderjahn, B.Manager of Purchasing\$82,558\$2,013Henderson, D.Assistant Fire Chief / Training Officer\$79,895\$3,636Knapman, P.Occupational Health & Safety Coordinator\$75,378\$1,837Craven, D.Journeyman Carpenter\$75,821-Sheldon, R.Water Foreman\$75,868-Arseneault, RRoads Foreman\$76,985\$2,299Rasmussen, R.Gardener 3\$79,436-Total for employees whereremuneration < \$75,000                                                                                                                                                                                                                                                                                                                    | Pedersen, L.                           | •                                        |                                             | •         |    | •        |
| Bardonnex, D.Fire Chief\$ $98,665$ \$ $6,858$ MacDonald, K.Deputy Fire Chief\$ $87,153$ \$ $1,336$ Bernard, Y.Manager of Information Systems\$ $83,734$ \$ $2,921$ Murphy, S.Manager of Recreation Services\$ $93,432$ \$ $3,467$ Richmond, D.Manager of Engineering\$ $75,136$ \$ $2,716$ Hilton, C.Manager of Finance\$ $81,747$ \$ $2,532$ Gervais, K.Manager of Operations\$ $90,819$ \$ $4,562$ Guderjahn, B.Manager of Purchasing\$ $82,558$ \$ $2,013$ Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,868$ $-$ Sheldon, R.Water Foreman\$ $75,868$ $-$ Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ $-$ Total for employees where remuneration is > \$75,000\$ $2,110,569$ $61,013$ Consolidated total for employees whereremuneration < \$75,000                                                                                                                      | Ward, J.                               |                                          |                                             |           |    |          |
| MacDonald, K.Deputy Fire Chief\$ $87,153$ \$ $1,336$ Bernard, Y.Manager of Information Systems\$ $83,734$ \$ $2,921$ Murphy, S.Manager of Recreation Services\$ $93,432$ \$ $3,467$ Richmond, D.Manager of Engineering\$ $75,136$ \$ $2,716$ Hilton, C.Manager of Finance\$ $81,747$ \$ $2,532$ Gervais, K.Manager of Operations\$ $90,819$ \$ $4,562$ Guderjahn, B.Manager of Purchasing\$ $82,558$ \$ $2,013$ Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,821$ -Sheldon, R.Water Foreman\$ $75,868$ -Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ -Total for employees where remuneration is > \$75,000\$ $2,110,569$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                            | Bardonnex, D.                          | •                                        |                                             | ,         |    |          |
| Bernard, Y.Manager of Information Systems\$ $83,734$ \$ $2,921$ Murphy, S.Manager of Recreation Services\$ $93,432$ \$ $3,467$ Richmond, D.Manager of Engineering\$ $75,136$ \$ $2,716$ Hilton, C.Manager of Finance\$ $81,747$ \$ $2,532$ Gervais, K.Manager of Operations\$ $90,819$ \$ $4,562$ Guderjahn, B.Manager of Purchasing\$ $82,558$ \$ $2,013$ Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,621$ -Sheldon, R.Water Foreman\$ $75,868$ -Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ -Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                           | MacDonald, K.                          | Deputy Fire Chief                        |                                             |           |    |          |
| Richmond, D.Manager of Engineering\$ $75,136$ \$ $2,716$ Hilton, C.Manager of Finance\$ $81,747$ \$ $2,532$ Gervais, K.Manager of Operations\$ $90,819$ \$ $4,562$ Guderjahn, B.Manager of Purchasing\$ $82,558$ \$ $2,013$ Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,861$ \$ $342$ Shaw, D.Sewer Foreman\$ $75,868$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ -Total for employees where remuneration is > \$75,000\$ $2,110,569$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                               | Bernard, Y.                            | Manager of Information Systems           |                                             | 83,734    | \$ | 2,921    |
| Hilton, C.Manager of Finance\$ $81,747$ \$ $2,532$ Gervais, K.Manager of Operations\$ $90,819$ \$ $4,562$ Guderjahn, B.Manager of Purchasing\$ $82,558$ \$ $2,013$ Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,868$ \$ $342$ Shaw, D.Sewer Foreman\$ $75,868$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                   | Murphy, S.                             | Manager of Recreation Services           |                                             | 93,432    | \$ | 3,467    |
| Hilton, C.Manager of Finance\$ $81,747$ \$ $2,532$ Gervais, K.Manager of Operations\$ $90,819$ \$ $4,562$ Guderjahn, B.Manager of Purchasing\$ $82,558$ \$ $2,013$ Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,868$ \$ $342$ Shaw, D.Sewer Foreman\$ $75,868$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                   | Richmond, D.                           | Manager of Engineering                   | \$                                          | 75,136    | \$ | 2,716    |
| Guderjahn, B.Manager of Purchasing\$ $82,558$ \$ $2,013$ Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,486$ \$ $342$ Shaw, D.Sewer Foreman\$ $75,821$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Hilton, C.                             | Manager of Finance                       |                                             | 81,747    | \$ | 2,532    |
| Henderson, D.Assistant Fire Chief / Training Officer\$ $79,895$ \$ $3,636$ Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,486$ \$ $342$ Shaw, D.Sewer Foreman\$ $75,821$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Gervais, K.                            | Manager of Operations                    | \$                                          | 90,819    | \$ | 4,562    |
| Knapman, P.Occupational Health & Safety Coordinator\$ $75,378$ \$ $1,837$ Craven, D.Journeyman Carpenter\$ $75,486$ \$ $342$ Shaw, D.Sewer Foreman\$ $75,821$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Guderjahn, B.                          | Manager of Purchasing                    | \$                                          | 82,558    | \$ | 2,013    |
| Craven, D.Journeyman Carpenter\$ $75,486$ \$ $342$ Shaw, D.Sewer Foreman\$ $75,821$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Henderson, D.                          | Assistant Fire Chief / Training Officer  | \$                                          | 79,895    | \$ | 3,636    |
| Shaw, D.Sewer Foreman\$ $75,821$ \$-Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Knapman, P.                            | Occupational Health & Safety Coordinator | \$                                          | 75,378    | \$ | 1,837    |
| Sheldon, R.Water Foreman\$ $75,868$ \$-Arseneault, RRoads Foreman\$ $76,985$ \$ $2,299$ Rasmussen, R.Gardener 3\$ $79,436$ \$-Total for employees where remuneration is > \$75,000\$ $2,110,569$ \$ $61,013$ Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Craven, D.                             | Journeyman Carpenter                     | \$                                          | 75,486    | \$ | 342      |
| Arseneault, R<br>Rasmussen, R.Roads Foreman<br>Gardener 3\$76,985 \$<br>79,436 \$2,299<br>-Total for employees where remuneration is > \$75,000\$2,110,569 \$61,013Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Shaw, D.                               | Sewer Foreman                            | \$                                          | 75,821    | \$ | -        |
| Rasmussen, R. Gardener 3\$ 79,436 \$ -Total for employees where remuneration is > \$75,000\$ 2,110,569 \$ 61,013Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Sheldon, R.                            | Water Foreman                            | \$                                          | 75,868    | \$ | -        |
| Total for employees where remuneration is > \$75,000\$ 2,110,569\$ 61,013Consolidated total for employees where<br>remuneration < \$75,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Arseneault, R                          | Roads Foreman                            | \$                                          | 76,985    | \$ | 2,299    |
| Consolidated total for employees where<br>remuneration < \$75,0006,392,65961,383Elected Officials, direct payments172,39532,841                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Rasmussen, R.                          | Gardener 3                               | \$                                          | 79,436    | \$ | -        |
| remuneration < \$75,000         6,392,659         61,383           Elected Officials, direct payments         172,395         32,841                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Total for employ                       | ees where remuneration is > \$75,000     | \$                                          | 2,110,569 | \$ | 61,013   |
| remuneration < \$75,000         6,392,659         61,383           Elected Officials, direct payments         172,395         32,841                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Consolidated total for employees where |                                          |                                             |           |    |          |
| · · · · · · · · · · · · · · · · · · ·                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | · ·                                    |                                          |                                             | 6,392,659 |    | 61,383   |
| TOTALS \$ 8,675,623 \$ 155,237                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Elected Officials, direct payments     |                                          |                                             | 172,395   |    | 32,841   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TOTALS                                 |                                          | \$                                          | 8,675,623 | \$ | 155,237  |

#### Statement of Severance Agreements

There were two severance agreements paid to two non-unionized employees and two severance agree paid to unionized employees by The Corporation of the City of Courtenay during the fiscal year 2012.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)

# The Corporation of the City of Courtenay Statement of Individual Accounts Paid For the Twelve Months Ending December 31, 2012

| Vendor ID | Vendor Name                        | <b>Amount Billed YTD</b> |
|-----------|------------------------------------|--------------------------|
| ACK001    | ACKLANDS-GRAINGER INC              | \$42,286.22              |
| AGR001    | AGRIUM ADVANCED TECHNOLOGIES       | \$26,697.17              |
| AON002    | AON REED STENHOUSE INC             | \$177,050.00             |
| ASSOO3    | ASSOCIATED ENGINEERING (B.C.) LTD. | \$38,068.80              |
| BAS002    | BASELINE ARCHAEOLOGICAL SERVICES   | \$66,855.60              |
| BCA002    | BC ASSESSMENT AUTHORITY            | \$309,266.92             |
| BCH002    | BC HYDRO                           | \$622,564.80             |
| BCH003    | BC HYDRO & POWER AUTHORITY         | \$53,195.52              |
| BCL002    | BC LIFE AND CASUALTY COMPANY       | \$184,503.08             |
| BRI001    | BRIAN MCLEAN CHEVROLET BUICK GMC I | \$54,102.48              |
| BRO002    | BROOKMERE INVESTMENTS              | \$153,597.60             |
| BUC004    | BUCKSTONE INVESTMENTS LTD.         | \$371,821.83             |
| BUS001    | BUSY BEE CLEANING & MAINT SERVICES | \$31,824.40              |
| CAN030    | CANADIAN WESTERN BANK              | \$5,000,000.00           |
| CEN001    | CENTRAL BUILDERS' SUPPLY LTD       | \$61,648.49              |
| CLA007    | CLARK TEMPERATURE CONTROL LTD      | \$50,683.70              |
| COA006    | COASTAL COMMUNITY CREDIT UNION     | \$128,519.97             |
| COL002    | COLUMBIA FUELS                     | \$222,437.46             |
| COM002    | COMMISSIONAIRES (THE)              | \$395,582.66             |
| COM007    | COMOX VALLEY BOBCAT & EXC LTD      | \$257,687.79             |
| COM012    | COMOX VALLEY ECHO                  | \$96,266.60              |
| COM023    | COMOX VALLEY RECORD                | \$29,913.50              |
| COM029    | COMOX VALLEY DODGE CHRYSLER        | \$122,410.25             |
| COM038    | COMOX VALLEY FLOOR CENTRE          | \$26,946.97              |
| COR005    | CORIX WATER PRODUCTS LTD PARTNERSI | \$134,521.15             |
| COS001    | COSTCO WHOLESALE CANADA LTD        | \$60,529.53              |
| COU002    | COURTENAY & DISTRICT MUSEUM        | \$120,332.64             |
| COU004    | COURTENAY DOWNTOWN BUSINESS ASSO   | \$60,000.00              |
| COU009    | COURTENAY RECREATION ASSOC         | \$608,223.46             |
| COU010    | COURTENAY VOLUNTEER FIRE DEPARTME  | \$35,183.06              |
| CUM002    | CUMBERLAND, VILLAGE OF             | \$31,976.00              |
| CUP001    | CUPE LOCAL 556                     | \$90,553.25              |
| DIA001    | DIAMOND SOFTWARE INC               | \$45,962.50              |
| DOU006    | DOUMONT FARM GREENHOUSES           | \$29,277.81              |
| EBA001    | EBA ENGINEERING CONSULTANTS LTD    | \$31,610.95              |
| EBH001    | E B HORSMAN & SON                  | \$44,019.07              |
| EDG001    | EDGETT EXCAVATING                  | \$336,452.06             |
| EMC002    | EMCO CORP                          | \$25,917.80              |
| EMT001    | EMTERRA ENVIRONMENTAL              | \$622,652.42             |

# The Corporation of the City of Courtenay Statement of Individual Accounts Paid For the Twelve Months Ending December 31, 2012

| Vendor ID | Vendor Name                        | Amount Billed YTD |
|-----------|------------------------------------|-------------------|
| ESR001    | ESRI CANADA                        | \$33,510.40       |
| FLA004    | FLAGGIRLS TRAFFIC CONTROL INC      | \$34,855.24       |
| FLE005    | FLETCHER PETTIS CONSULTANTS LTD    | \$101,731.62      |
| FOR009    | FORTIS BC-NATURAL GAS              | \$141,995.70      |
| FOU002    | FOUR STAR WATERWORKS LTD           | \$103,843.67      |
| G&D001    | G&D LINEMARKING & THERMOPLASTIC AI | \$51,075.74       |
| G4S001    | G4S CASH SOLUTIONS (CANADA) LTD    | \$26,062.92       |
| HAR002    | HARTMAN AUTO SUPPLY LTD            | \$46,299.00       |
| HEE001    | HEENAN BLAIKIE LLP                 | \$37,263.54       |
| HYL001    | HYLAND PRECAST INC                 | \$68,420.42       |
| INC002    | INCA VENTURES LTD                  | \$35,218.00       |
| INS002    | INSURANCE CORPORATION OF           | \$47,515.00       |
| INT010    | INTEGRAL WEALTH SECURITIES LIMITED | \$28,800.51       |
| IPI001    | INTERNATIONAL PAPER INDUSTRIES LTD | \$873,600.00      |
| ISL014    | ISLAND TRAFFIC SERVICES LTD        | \$56,488.79       |
| JAC003    | JACE HOLDINGS LTD.                 | \$856,357.72      |
| JCI001    | JC INSTALLATIONS LTD.              | \$30,240.00       |
| KNA002    | KNAPPETT PROJECTS INC              | \$167,531.95      |
| KOE001    | KOERS & ASSOCIATES ENGINEERING     | \$72,249.23       |
| KON002    | KONICA MINOLTA                     | \$29,031.67       |
| LEI001    | LEIGHTON CONTRACTING (2009) LTD    | \$141,299.68      |
| MAI003    | MAINROAD SOUTH ISLAND CONTRACTING  | \$346,442.11      |
| MAL004    | MALTESEN MASONRY LTD.              | \$39,170.88       |
| MCE001    | MCELHANNEY CONSULTING              | \$545,144.30      |
| MED001    | MEDICAL SERVICES PLAN              | \$142,347.00      |
| MEY001    | MEYERS NORRIS PENNY LLP            | \$40,073.00       |
| MIC001    | MICROSOFT LICENSING GP             | \$53,001.98       |
| MIN004    | MINISTER OF FINANCE                | \$5,011,504.00    |
| MON001    | MONK OFFICE SUPPLY LTD             | \$59,573.44       |
| MOR003    | MORRISON HERSHFIELD LTD.           | \$64,515.71       |
| MUC001    | MUCHALAT CONSTRUCTION LTD.         | \$25,520.00       |
| MUC002    | MUCHALAT PROJECTS LTD              | \$246,730.24      |
| MUN002    | MUNICIPAL INSURANCE ASSOC OF       | \$165,673.06      |
| NEL001    | NELSON ROOFING AND SHEET METAL LTD | \$142,136.70      |
| NEW001    | NEW HERITAGE ARBOURISTS LTD        | \$34,480.04       |
| NOR001    | NORISLE SALES INC                  | \$31,579.93       |
| NOR007    | NORTH ISLAND TRACTOR LTD           | \$25,022.22       |
| OND001    | ONDECK SYSTEMS INC                 | \$53,532.59       |
| PAC001    | PACIFIC BLUE CROSS                 | \$402,443.60      |

# The Corporation of the City of Courtenay Statement of Individual Accounts Paid For the Twelve Months Ending December 31, 2012

| Vendor ID       | Vendor Name                                   | Amount Billed YTD |
|-----------------|-----------------------------------------------|-------------------|
| PAC017          | PACE-WEST MECHANICAL LTD.                     | \$116,911.88      |
| PIL001          | PILON TOOL RENTALS (1972) LTD                 | \$43,985.13       |
| PIN001          | PINTON FORREST & MADDEN                       | \$27,636.50       |
| POO001          | POOL GUY, THE                                 | \$26,254.76       |
| POS002          | POSTAGE-ON-CALL                               | \$25,760.00       |
| RAY001          | RAYLEC POWER LTD                              | \$117,803.89      |
| REC005          | RECEIVER GENERAL FOR CANADA                   | \$2,381,564.02    |
| REC006          | RECEIVER GENERAL FOR CANADA                   | \$4,889,691.59    |
| REG001          | COMOX VALLEY REGIONAL DISTRICT                | \$12,178,581.37   |
| REG002          | REGIONAL HOSPITAL DIST OF                     | \$3,579,312.16    |
| RHE001          | R HENN & ASSOCIATES                           | \$28,998.18       |
| ROL001          | ROLLINS MACHINERY LTD                         | \$124,676.52      |
| SCO001          | SCOTIABANK                                    | \$57,131.05       |
| SCO002          | SCOTIABANK VISA                               | \$853,003.34      |
| SID001          | SID WILLIAMS THEATRE SOCIETY                  | \$195,729.45      |
| SIL001          | SILVERADO LAND CORP                           | \$83,607.00       |
| SOF001          | SOFTCHOICE CORPORATION                        | \$47,637.45       |
| SWI002          | SWIFT DATOO & CO IN TRUST                     | \$93,536.00       |
| TAY001          | TAYCO PAVING                                  | \$865,909.16      |
| TEL001          | TELUS COMMUNICATIONS (BC)                     | \$80,641.50       |
| TEL003          | TELUS MOBILITY (BC)                           | \$46,621.96       |
| TEMP00000004966 | 0865573 BC LTD                                | \$203,398.56      |
| TEMP00000004989 | WABRAKO HOLDINGS LTD                          | \$68,605.49       |
| TEMP0000005142  | 865573 BC LTD                                 | \$29,979.27       |
| TEMP0000005154  | 660476 BC LTD                                 | \$76,686.40       |
| TEMP0000005214  | 0860817 BC LTD                                | \$37,294.95       |
| TEMP0000005215  | MORRISON CREEK MANAGEMENT INC                 | \$43,640.56       |
| TEMP0000005243  | CITY OF COURTENAY - GAMING ACCOUNT            | \$67,006.00       |
| TEMP0000005339  | LONG VIEW VENTURES LTD                        | \$36,341.80       |
| TEMP0000005343  | DAWN TO DAWN ACTION ON HOMELESSNI             | \$25,080.00       |
| TEMP0000005361  | BOULTBEE REALTY LTD                           | \$32,324.00       |
| TEMP0000005390  | SOBEYS INC                                    | \$64,888.13       |
| TEMP0000005754  | 0762563 BC LTD                                | \$40,544.79       |
| TEMP0000005764  | PAUL ATTERTON AND BEVERLY WHITE               | \$100,131.51      |
| TEMP0000005767  | Habitat For Humanity - Vancouver Island North | \$30,116.96       |
| THU001          | THUNDERBIRD SECURITY                          | \$34,538.43       |
| TLC001          | TLC HOME & PROPERTY MAINT                     | \$194,820.75      |
| TOW001          | TOWER FENCE PRODUCTS                          | \$29,873.39       |
| UPL001          | UPLAND EXCAVATING LTD                         | \$666,139.19      |

# The Corporation of the City of Courtenay Statement of Individual Accounts Paid For the Twelve Months Ending December 31, 2012

| Vendor ID | Vendor Name                            | <b>Amount Billed YTD</b> |
|-----------|----------------------------------------|--------------------------|
| VAN002    | VANCOUVER ISLAND REGIONAL LIBRARY      | \$939,940.00             |
| VIC005    | VIC DAVIES ARCHITECT LTD.              | \$275,967.82             |
| VIM001    | VIMAR EQUIPMENT LTD                    | \$32,873.51              |
| WAC001    | WACOR HOLDINGS LTD                     | \$398,921.94             |
| WES031    | WESTVIEW FORD                          | \$28,207.20              |
| WES032    | WEST ISLAND CAPITAL CORPORATION        | \$29,864.53              |
| WOR001    | WORKERS COMPENSATION BOARD             | \$129,652.92             |
| YOU004    | YOUNG ANDERSON                         | \$113,132.48             |
| YOU005    | YOUNG & ANDERSON (IN TRUST)            | \$86,283.93              |
|           | –<br>Total Amounts Equal/Over \$25,000 | \$50,894,672.53          |
|           | Total Amounts Less Than \$25,000       | \$3,215,838.76           |

**Total 2012** 

\$54,110,511.29

# SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

Information on all guarantees and indemnities for the City of Courtenay is included in Note 2 (e) to the Financial Statements.

# STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Larry Jangula Mayor Tillie Manthey, BA, CGA Director of Financial Services\ Deputy CAO

Date

Date

# THE CORPORATION OF THE CITY OF COURTENAY

# **REPORT TO COUNCIL**

**FROM:** Director of Financial Services/Deputy CAO **FILE #:** 1960-20

**DATE:** May 7, 2013

# SUBJECT: Policy Revisions - Permissive Property Taxation Exemption 1960.00.01

# CAO'S COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Financial Services/Deputy CAO be accepted.

David Allen

### **RECOMMENDATION:**

That Council approves the Permissive Property Tax Exemption Policy No. 1960.00.01 Revision #1; and

That these policy changes will take effect for the permissive tax exemption bylaw for the 2014 taxation year.

# **PURPOSE:**

To update and expand the Permissive Exemption Policy to include the recommendations approved by Council on April 8<sup>th</sup>, 2013.

### **BACKGROUND:**

At the Regular council Meeting of April 8<sup>th</sup>, 2013 Council passed the following resolution:

Moved by Theos and seconded by Winchester that Council consider the proposed revisions to the Permissive Property Tax Exemption Policy; and That Council direct staff to prepare a revised permissive tax exemption policy for Council approval. Carried

### **DISCUSSION:**

The Permissive Property Tax Exemption policy attached to this report reflects the discussion of Council at the April 8<sup>th</sup>, 2013 meeting and incorporates recommendations 1, 3, 4, and 5 from that report as summarized below.

Recommendation 1: The annual cumulative amount of exemptions be limited to 2% of the

2013 Permissive property tax exemption policy review, Page 2 of 2

current year's tax levy.

| Recommendation 3: | Applicants whose activities are of a regional nature will qualify for a maximum of 40% exemption.                                                                                                   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommendation 4: | Commercial or "for profit" enterprises operated by Not-For-Profit organizations will not be considered for exemptions.                                                                              |
| Recommendation 5: | Property leased by a Not-For-Profit organization will be considered<br>for exemption as long as it can be demonstrated that the organization<br>and not the landlord will benefit by the exemption. |

# FINANCIAL IMPLICATIONS

Recommendation #1 effectively caps the annual total annual value of permissive exemptions, and will provide a guideline for Council in considering any new applications received.

# **STATEGIC PLAN REFERENCE:**

Goal2: A progressive, diverse and sustainable City

# **OCP SUSTAINABILITY REFERENCE**

n/a

Respectfully submitted,

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

Attachment: 2013 Permissive Tax Exemption Policy 1960.00.01 Revision #1

G:\FINANCE\Tillie\REPORTS\COUNCIL\2013 Exemption Policy Review #2.doc

| City of Courtenay            | Policy        |              | Page 1 of 4 |
|------------------------------|---------------|--------------|-------------|
| Section 5 - Finance          |               | Policy #     | 1960.00.01  |
| Subject: Permissive Property | Tax Exemption | Revision # 1 |             |

# SCOPE:

A permissive tax exemption is a means for Council to support not-for-profit organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants. This policy guides identification of organizations meeting Council's objectives.

# POLICY

# 1. Overall Amount

A projected amount of revenue to be foregone by Permissive Tax Exemptions will be set by Council annually during the development of the Financial Plan. This amount will be used to calculate the following year's tax exemption for approved organizations based on the current year's assessment and tax rates. The actual amount of the exemption may vary according to the following year's assessment and tax rates.

The cumulative estimated value of the exemptions may not exceed 2% of the total tax levy in the previous year. The bylaw for exemptions for any given year must be adopted and submitted before any assessment or tax rate information is available for that year. The 2% amount will therefore be calculated based on the previous year's assessment and tax rate information.

### 2. Process

Council will consider applications for permissive tax exemptions annually. Reminder letters to re-apply will be mailed annually or as the term of the exemption expires to current tax exemption recipients. In addition, application packages will be available at any time from the Municipal Office or on our website at www.courtenay.ca.

Applications must be submitted to the Director of Financial Services, using the prescribed application form, before July 31<sup>st</sup> each year. The Director will review the applications for completeness, and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Copies of audited financial statements for last three (3) years for first time applicants, and for the last year for current tax exemption recipients.
- Copy of state of title certificate or lease agreement, as applicable.

| AUTHORIZATION: | DATE: |
|----------------|-------|
|                |       |

| City of Courtenay            | Policy        |             | Page 2 of 4 |
|------------------------------|---------------|-------------|-------------|
| Section 5 - Finance          |               | Policy #    | 1960.00.01  |
| Subject: Permissive Property | Tax Exemption | Revision #1 |             |

- In the case of a lease agreement for premises rather than ownership, documents are required which indicate that the applicant will benefit by the exemption. Documents should demonstrate that the lease is currently, or will, on approval of the exemption, be reduced by the amount of the exemption, or that other considerations will be provided by the landlord equivalent to the value of the exemption.
- Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, benefiting groups/individuals/special needs populations, fees charged for participation
- Description of any 3<sup>rd</sup> party use of the subject land/improvements including user group names, fees charged conditions of use.
- Information as to the extent to which the activities of the applicant are regional or local (within the City of Courtenay) in nature.
- Financial information on how the tax exemption amount is put back into the community through charitable means or reduced fees paid by the general population of the City of Courtenay.
- Confirmation that the organization's activities do not compete with any other duly licensed business in the Municipality.

The Director of Financial Services will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council by applicants as necessary.

# 3. Criteria

- a) Subject Property must be one of:
  - Land and/or improvements owned by the applicant
  - Land and/or improvements leased under an agreement
  - Land and/or improvements ancillary to a statutory exemption under section 220 of the Community Charter (Statutory Exemptions)

b) Nature of Organization must meet the requirements of *Division 7* of the *Community Charter (Permissive Exemptions)* which includes:

- Non-profit organization
- Charitable/philanthropic organization
- Athletic or Service Club/Association
- Care facility/licensed private hospital
- Partner of the municipality by agreement under s. 225 (Partnering, heritage, riparian and other special exemption authority) of the *Community Charter*

| AUTHORIZATION: | DATE:                                   |
|----------------|-----------------------------------------|
|                | 1 1 K 1 1 K 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |

| <b>City of Courtenay</b>     | Policy        |              | Page 3 of 4 |
|------------------------------|---------------|--------------|-------------|
| Section 5 - Finance          |               | Policy #     | 1960.00.01  |
| Subject: Permissive Property | Tax Exemption | Revision # 1 |             |

Other local authority

 Organization eligible under Section 220 of the Community Charter statutory exemption (e.g. place of public worship, cemetery, library, Indian land, senior's homes, hospital, etc.)

c) The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:

- provides recreational facilities for public use
- provides recreation programs to the public
- provides programs to and/or facilities used by youth, seniors or other special needs groups
- preserves heritage important to the community character
- preserves an environmentally, ecologically significant area of the community
- offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance
- offers services to the public in formal partnership with the municipality
- [other]
- All accounts for fees and charges levied by the City of Courtenay to the applicant must be current.

### 4. Duration of Exemption

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year (i.e. for the period of the tax exemption).

# 5. Extent, Conditions, and Penalties

- a) The following activities and circumstances will be not be considered as eligible for exemption by Council. Exemptions will exclude the portion of land/improvements where the following circumstances exist:
  - land/improvements used by the private sector and/or organizations not meeting Council's exemption criteria
  - land/improvements used for commercial or for-profit activities by the notfor-profit organization
  - the activities of the organization are not confined to the City of Courtenay. Council has designated a maximum exemption of 40% for regional service organizations. This policy will not be applied retroactively, and regional

| AUTHORIZATION | 1: |
|---------------|----|
|               |    |

| City of Courtenay            | Policy        |              | Page 4 of 4 |
|------------------------------|---------------|--------------|-------------|
| Section 5 - Finance          |               | Policy #     | 1960.00.01  |
| Subject: Permissive Property | Tax Exemption | Revision # 1 |             |

service organizations that have previously been approved by bylaw will be grandfathered into the exemption bylaw at those prescribed percentages.

- The applicant already receives grant-in-aid from the municipality and/or other sources
- b) Council may impose **conditions** on the exempted land/improvements with the applicant organization, including but not limited to:
  - registration of a covenant restricting use of the property
  - an agreement committing the organization to continue a specific service/program
  - an agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time
  - an agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates
  - an agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue or any change in the status of the property
  - [other]

 c) Council may impose penalties on an exempted organization for knowing breach of conditions of exemption, including but not limited to:

- revoking exemption with notice
- disqualifying any future application for exemption for specific time period
- requiring repayment of monies equal to the foregone tax revenue
- [other]

| AUTHORIZA' | <b>FION:</b> |
|------------|--------------|
|------------|--------------|

DATE:

# THE CORPORATION OF THE CITY OF COURTENAY

# **REPORT TO COUNCIL**

**FILE #:** 1845-20

FROM: Director of Financial Services/Deputy CAO

**DATE:** May 8, 2013

SUBJECT: Accountability Report for SCIF Traffic Fine Revenue Share Funds received in 2012

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

That the recommendation of the Director of Financial Services/Deputy CAO be approved.



# **RECOMMENDATION:**

That the report from the Director of Financial Services/Deputy CAO regarding the Strategic Community Investment Funds Plan and Progress Accountability Report for 2012 be received.

# **PURPOSE:**

To meet the reporting requirements set out in Section 2 of the Strategic Community Investment Funds Agreement between the Province and the City of Courtenay.

# **BACKGROUND:**

In 2009, the Province restructured its key local government transfers. For Courtenay, the funds previously received as Traffic Fine Revenue Sharing grants were replaced with a Strategic Community Investment Funds (SCIF) Grant agreement. The most recent SCIF agreement between the Province and the City covers the years 2012-2014.

Section 2 of this agreement sets out the requirement to report publically, by June 30<sup>th</sup> of each year, on the planned use of the funds and the progress made each year towards achieving the planned uses.

### **DISCUSSION:**

In 2012, the City received a total of \$403,348 in Traffic Fine Revenue share (SCIF) funding. These funds were used to fund the cost of two members of the RCMP, and to fund the acquisition of police equipment.

For the remainder of the agreement term covering the years 2013-2014, the intended use of the funds is to:

- Fund two police officers in each year
- Assist with funding the acquisition of police equipment for the local detachment
- Provide partial capital funding towards transportation works which improve public safety

The detailed accountability report is attached for Council's review and receipt.

# FINANCIAL IMPLICATIONS:

The current SCIF agreement covers the years 2012 to 2014, and expires on June 30, 2014. It is not known at this time if the Province will continue its traffic fine revenue sharing beyond the expiry date of the agreement.

# **STRATEGIC PLAN REFERENCE:**

2012-2014 Strategic Plan

Value 1: A safe and caring community Goal 1: Ensure protective services meet community needs

# **OCP SUSTAINABILITY REFERENCE:**

n/a

# **REGIONAL GROWTH STRATEGY REFERENCE:**

n/a

Respectfully submitted,

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

Attch.

G:\FINANCE\Tillie\REPORTS\COUNCIL\2013 SCIF 2012 Accountability Report.docx

# City of Courtenay 2012-2014 Strategic Community Investment Funds Plan and Progress Report

(1) SCI Funds received or anticipated: Payments under the small community, regional district and traffic fine revenue sharing portions of the Strategic Community Investment Funds (SCI Funds) will be set out separately in the local government's SCI Funds Agreement.

| Strategic<br>Community<br>Investment<br>Funds | Use                         | Date       | Instalment<br>Amounts | Total by<br>Year |
|-----------------------------------------------|-----------------------------|------------|-----------------------|------------------|
|                                               |                             | March 2012 | \$153,993             |                  |
| TFRS Grants                                   | Defray the cost of          | June 2012  | \$249,355             | \$403,348        |
| 2012-2014                                     | local police<br>enforcement | March 2013 | \$51,331              |                  |
|                                               | Community Safety            | June 2013  | \$146,693             | \$198,024        |
|                                               |                             | June 2014  | \$198,024             | \$198,024        |
|                                               | Total                       |            |                       | \$799,396        |

# (2) SCI Funds intended use, performance targets and progress made:

| Intended Use<br>2012                        | Performance Targets                            | Progress Report<br>(by June 30, 2013)                                                                                                                                                                                                                                         |
|---------------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fund 2 police officers                      | Defray the cost of local police<br>enforcement | \$302,211 of the SCI funds<br>were used to fund the cost of<br>two police officers in 2012                                                                                                                                                                                    |
| Fund the acquisition of police<br>equipment | Defray the cost of local police<br>enforcement | \$47,741 of the SCI funds were<br>used to purchase equipment<br>for police operations in 2012<br>(in-car video camera, evidence<br>cabinet, night vision<br>monocular, surveillance kits,<br>bike section-bicycle jackets<br>and pants, and various other<br>equipment items) |
|                                             |                                                | The balance of SCI funds were carried forward for use in 2013 planned initiatives                                                                                                                                                                                             |

# **Traffic Fine Revenue Sharing Portion of the SCI Funds**

#### STRATEGIC COMMUNITY INVESTMENT FUNDS – TRAFFIC FINE REVENUE SHARE GRANT ANNUAL REPORTING TO JUNE 30, 2013 PAGE 2

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| Intended Use<br>2013                     | Performance Targets                            | Progress Report<br>(by June 30, 2014) |  |
|------------------------------------------|------------------------------------------------|---------------------------------------|--|
| Fund 2 police officers                   | Defray the cost of local police<br>enforcement |                                       |  |
| Fund the acquisition of police equipment | Defray the cost of local police<br>enforcement |                                       |  |
| Transportation safety initiatives        | Improve community safety                       |                                       |  |

| Intended Use<br>2014                     | Performance Targets                            | Progress Report<br>(by June 30, 2015) |
|------------------------------------------|------------------------------------------------|---------------------------------------|
| Fund 2 police officers                   | Defray the cost of local police<br>enforcement |                                       |
| Fund the acquisition of police equipment | Defray the cost of local police<br>enforcement |                                       |
| Transportation safety initiatives        | Improve community safety                       |                                       |

# (3) Report Date: May 8, 2013

*Tillie Manthey, BA, CGA Director of Financial Services City of Courtenay* 

G:\FINANCE\Tillie\GRANTS\Traffic Fine\June 30 13 Report - SCI Funds Plan and Progress.doc

Minutes of a City of Courtenay Heritage Advisory Commission meeting held September 26, 2012 at FOR 10:00 a.m. in the Council Chambers

| Present: | L. Burns  | J. Hagen | H. Squire    | D. Levett       | M. Hobson |  |
|----------|-----------|----------|--------------|-----------------|-----------|--|
|          | C. Piercy | L. Grant | E. Ferguson, | , Planning Tech | nician    |  |
| Absent:  | J. Fortin | R. Smith | D. Griffiths |                 |           |  |

**INTRO** Recognition of newspaper article mentioning D.Levett as honorary Mayor of 1<sup>st</sup> Street

**MINUTES** 

Moved by M. Hobson and seconded by J. Hagen that the June 27, 2012 and August 1, 2012 minutes be adopted.

#### Carried

**BUSINESS ARISING** FROM MINUTES

Work on the Comox Creamery Book is ongoing and currently undergoing substantial revision.

> Moved by J. Hagen and seconded by L. Grant that the budget for the creamery booklet be increased to \$2,000.00 for the initial printing costs. Carried.

> L. Burns and E. Ferguson reported on workshops held over summer months related to the Strategic Directions and Actions Report.

> E. Ferguson circulated copies of the draft Statement of Significance prepared by Sarah Preston. Draft to be revisited at next HAC meeting in October.

> No further action taken on Heritage Walk Brochures during the summer. Will continue to look into options this Fall.

NEW BUSINESS

L. Burns presented Annual Report for comment. Annual Report will go to Council October 9. L. Burns to appear as a delegation.

E. Ferguson circulated a working draft of the report titled "Strategic Directions and Actions for Heritage Conservation in Courtenay" which will go to Council accompanied by a staff report on October 15, 2012.

Moved by J. Hagen and seconded by L. Grant that L. Burns attend the annual Heritage BC conference in Burnaby October 19 and 20.

#### Carried.

Discussion on the need to draft a set of criteria for the program to send letters of appreciation to those who have recently restored properties with heritage value. Suggestion of tying it into Heritage Awareness Week each year. Further discussion deferred until October meeting.

E. Ferguson gave an overview of the City's proposed renovations to the north entrance of the Native Sons Hall including the replacement of the existing landing with new doors, stairs, landing, and railings to meet building code requirements and to complement south entrance. The City would also like to install a new address sign above the entrance facing Cliffe in same font to Native Sons Sign.

Moved by J. Hagen and seconded by C. Piercy that the Heritage Advisory Commission support the proposed improvements and renovations to the north entrance of the Native Sons Hall and the proposed installation of address signage.

#### Carried.

CORRESPONDANCE L. Burns notified members of Heritage BC's call for nominations for the Board of Directors. No members wish to be nominated.

L.Burns read aloud the Notice of Resolution for Annual Meeting of Heritage BC.

Invitations have been sent to the annual volunteer appreciation banquet held October 11 at the Filberg Centre.

Distribution of Quarterly Heritage BC Magazine

FOR YOUR INFORMATION

### Inquiries re:

John Dyck and Dairy Farm

George Biglow Farm

Jennifer Sanderson House, 1135 26th Street

Cliffe Avenue History

Rachel McIvor & Corfield Home

Copies of Island Events Review found during renovations and will be given to the Museum.

Next Meeting: October 24, 2012 at 10 a.m. The meeting adjourned at 11:55 a.m.

haurine Cours Chair

Minutes of a City of Courtenay Heritage Advisory Commission meeting held October 24, 2012 at 10:00 a.m. in the Council Chambers

| <b>Present:</b> | L. Burns  | J. Hagen | H. Squire J. Fortin      | M. Hobson |
|-----------------|-----------|----------|--------------------------|-----------|
|                 | C. Piercy | L. Grant | E. Ferguson, Planning Te | chnician  |
| Absent:         | D. Levett | R. Smith | D. Griffiths             |           |

MINUTES

Moved by J. Hagen and seconded by C. Piercy that the minutes of September 26, minutes be adopted.

#### Carried

BUSINESS ARISING J. Hagen and L. Burns reported that the draft creamery booklet is undergoing FROM MINUTES revision.

L. Burns reported that the delegation regarding the Heritage Advisory Commission's Annual Report was well received.

L. Burns reported that the "Strategic Directions and Actions for Heritage Conservation in Courtenay" was endorsed by Council. Council indicated interest in having further discussion on many of the proposed actions and were very supportive of the report overall.

The draft Statement of Significance prepared by Sarah Preston was re-circulated. Discussion was deferred until the meeting in November.

Brief discussion on potential criteria for Heritage Appreciation letters. J. Fortin will prepare a set of draft criteria for discussion at November 28 meeting.

#### NEW BUSINESS

L. Burns announced that there is a Community Heritage Commission Networking Conference in Nanaimo on November 24. Individuals interested in attending are to let L. Burns know before November 19.

Moved by J. Hagen and seconded by C. Piercy that a letter of appreciation be sent to the City for hosting the Volunteer Appreciation banquet.

#### Carried

Members discussed the need to plan for the upcoming Heritage Week in February. The theme this year is neighbourhoods.

L. Burns reported back after attending the Annual Heritage BC Conference. There were 67 from across the province representing Community Heritage Commission members, planners, mayors, heritage societies and foundations, historical societies, architects and designers. The message was that the organization continues to struggle financially but that there is a bit more light on the horizon. Rick Goodacre spoke on heritage legacy funding, its history and that they try to have a cross section of applications representing diverse projects from across the province. To-date they have given out 1.7 million to 123 different projects.

Jennifer Iredale, Director of the Heritage Branch (Province), reported on diminishing staff resources.

D. Luxton moderated a panel discussion on the needs of heritage conservation

efforts. Following this were member reports and the presentation of awards. The Marocchi's building in Cumberland was one of the award recipients this year as was the Kinsol Trestle Bridge in the Cowichan Valley.

The conference concluded with a tour of Vancouver's Strathcona neighbourhoods which was very interesting and informative on different approaches to heritage conservation.

FOR YOUR INFORMATION

Inquiries re:

2620 Comox Road ۵

1175 14<sup>th</sup> Street 0

J. Hagen announced that the Union Bay Historical Society is hosting a History and Humour skit following the Remembrance Day Ceremonies.

L.Burns announced that Griffin Lloyd was awarded the Alberta Order of Excellence by the Lieutenant Governor for his work delivering supplies and resources, sharing expertise and giving hope to countless people living in less fortunate parts of the world.

Next Meeting: January 23, 2013 at 10 a.m. The meeting adjourned at 12:00 pm

morener ( Chair

Minutes of a City of Courtenay Heritage Advisory Commission meeting held November 28, 2012 at 10:00 a.m. in the Council Chambers

| <b>Present:</b> | L. Burns  | J. Hagen    | J. Fortin           | M. Hobson | D. Levett |
|-----------------|-----------|-------------|---------------------|-----------|-----------|
|                 | L. Grant  | E. Ferguson | , Planning Tech     | nician    |           |
| Absent:         | C. Piercy | R. Smith    | <b>D.</b> Griffiths | H. Squire |           |

MINUTES Moved by J. Hagen and seconded by M. Hobson that the minutes of October 24, 2012 minutes be adopted.

Carried

BUSINESS ARISING It was noted in Captain Capes' documents that the Creamery whistle blew at the FROM MINUTES time of the Japanese surrender. Work continues on the creamery booklet. E. Ferguson to follow up on budget options.

Discussion of draft statement of significance for the 40 houses prepared by S. Preston. J. Hagen to further review.

J. Fortin circulated draft criteria for appreciation cards. Cards will be sent to owners of residential properties on the heritage inventory that have undertaken exterior renovations enhancing the heritage character of the home. Criteria will be finalized at a future meeting. It was suggested that the cards be sent annually during Heritage Week and that custom cards be developed. It is anticipated that this initiative will begin in February 2014 subject to approval of Council.

No members were able to attend the community heritage commission conference in Nanaimo.

**NEW BUSINESS** 

SS . L. Burns confirmed that Courtenay Heritage Advisory Commission members will be hosting a display at the Cumberland Heritage Faire on February 23 at the Cultural Centre as part of Heritage Week activities. The theme this year is Heritage Homes and Neighbourhoods. There will be a HAC workshop on January 9 at 10 am at City Hall to prepare display materials.

In connection to ongoing work on the 40 houses statement of significance, it was suggested that the HAC explore a future plaque installation recognizing the 40 houses.

Discussed the need to prepare a work plan to guide HAC activities in 2013 at either the January or February meeting.

J. Fortin inquired as to nature of development activities at the Old House. E. Ferguson reported that the applicants would be appearing at the January meeting to discuss their proposal.

FOR YOUR INFORMATION L. Burns presented the following items for consideration in the 2013 work plan:

- Miles Titus headstone
- Exterior building clocks
- History of Street Names
- Upgrading and Completion of Heritage House Inventory
- Business Building Inventory
- House Moving Locations

No meeting will be held in December due to Christmas holidays.

Next Meeting: January 23, 2013 at 10 a.m. The meeting adjourned at 11:30 pm

Touvenes Sun Chair

Minutes of a City of Courtenay Heritage Advisory Commission meeting held January 23, 2013 at 10:00 a.m. in the Council Chambers

| Present: | L. Burns | J. Hagen     | J. Fortin | M. Hobson D. Levett              |
|----------|----------|--------------|-----------|----------------------------------|
|          | L. Grant | C. Piercy    | H. Squire | E. Ferguson, Planning Technician |
| Absent:  | R. Smith | D. Griffiths |           |                                  |

MINUTES

Moved by J. Hagen and seconded by C. Piercy that the minutes of the November 28, 2012 meeting be adopted.

#### Carried

BUSINESS ARISING FROM MINUTES

AUSING Moved by J. Hagen and seconded by M. Hobson that \$2,000 of the Heritage Advisory Commission's 2013 budget be allocated to the printing of the creamery booklet.

#### Carried

Review of the Statement of Significance for the 40 houses is ongoing.

J. Fortin will revise the draft criteria for the appreciation cards as discussed and will present to the Heritage Advisory Commission for final review.

L. Burns to send invitations to the Cumberland Heritage Faire to the Mayor and Council.

The strategic plan/HAC work plan meeting is scheduled for February.

A workshop was held on January 9<sup>th</sup> to discuss the content of the display for the upcoming Cumberland Heritage Faire. The display will include 3 neighbourhoods (Old Orchard, Terminal Addition and 40 Houses) to fit with this year's heritage week theme of "Historic Homes and Neighbourhoods". A second workshop will be held February 6 to review the draft boards.

Moved by J. Fortin and seconded by C. Piercy that the HAC performs a semi-annual review of the strategic plan to assess progress.

#### Carried.

NEW BUSINESS Martin Hagarty (architect) and Maureen Fitzroberts (owner) presented plans for an addition to the Old House to add a kitchen to the northeast side of the building.

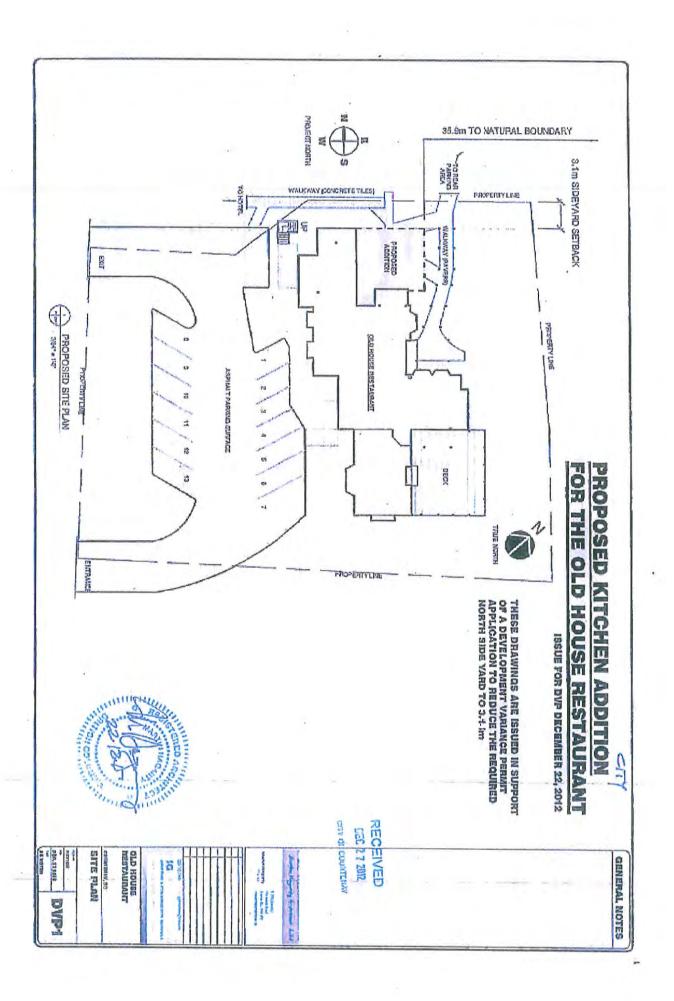
Moved by J. Fortin and seconded by L. Grant that the Heritage Advisory Commission support the proposed kitchen addition to the northeast portion of the lower floor as presented in the attached documents and have no further comments on the design of the addition.

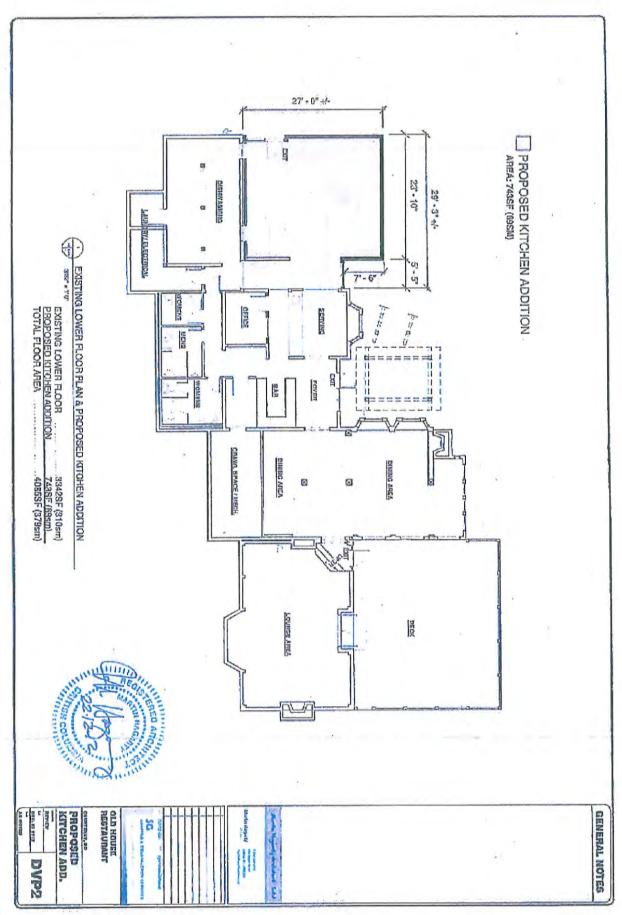
#### Carried

Next Meeting: February 27, 2013 at 10 a.m. The meeting adjourned at 11:30 a.m.

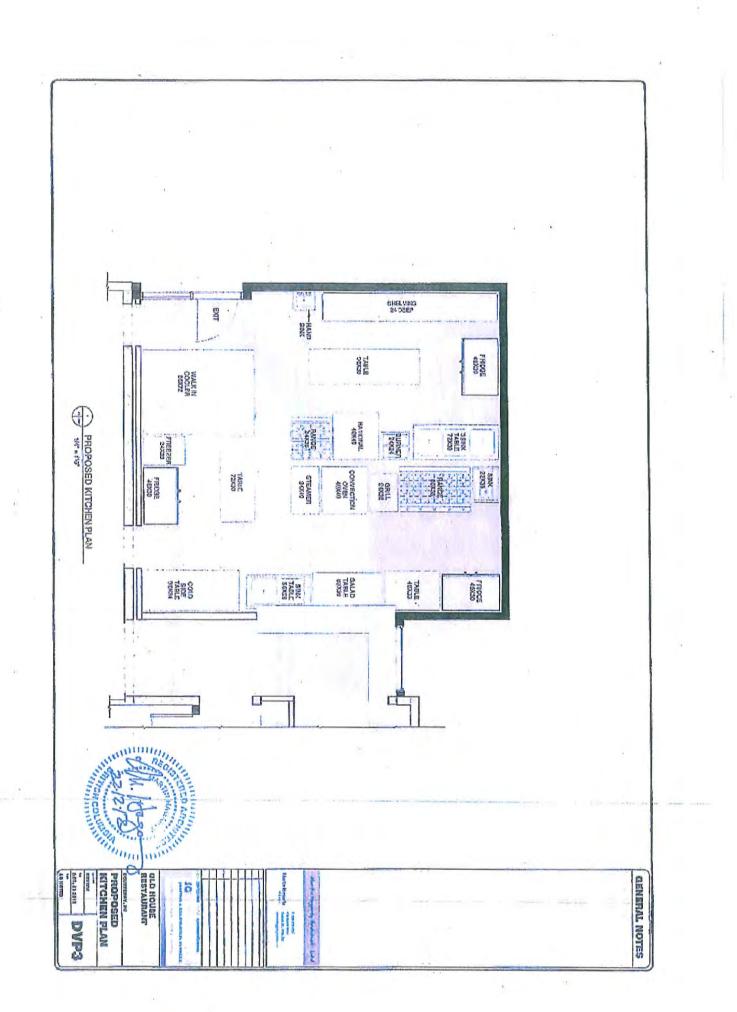
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Chair





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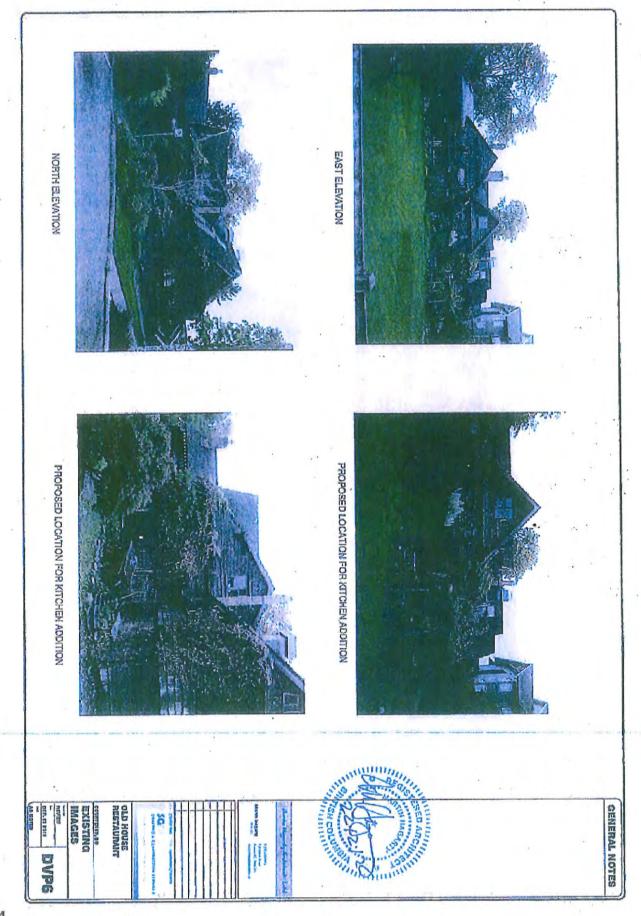
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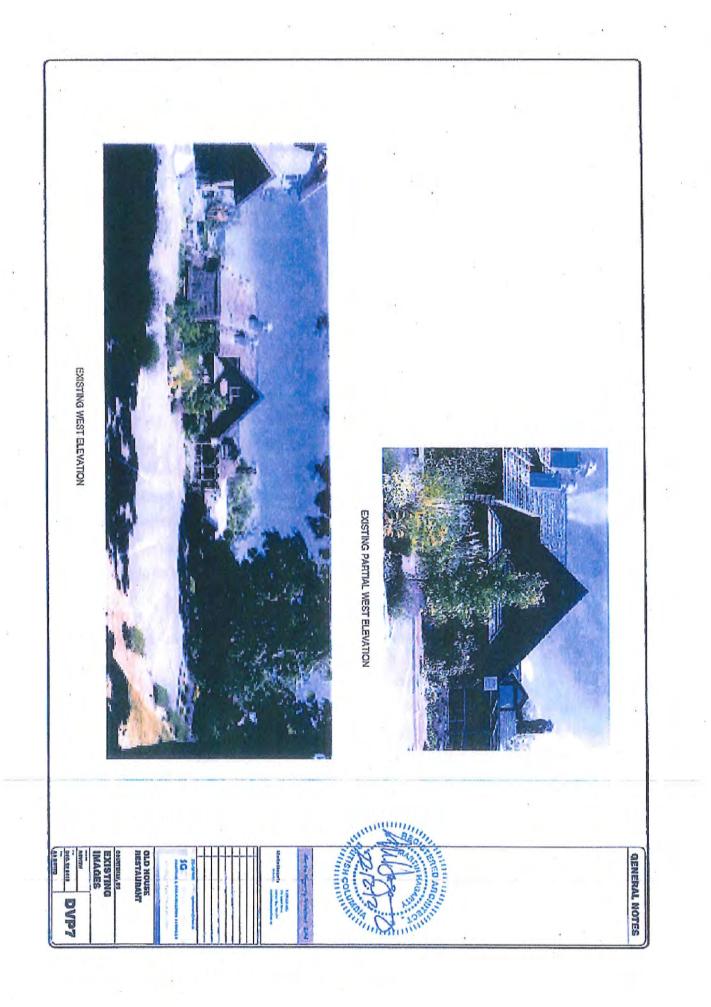


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Minutes of a City of Courtenay Heritage Advisory Commission meeting held February 27, 2013 at 10:00 a.m. in the Council Chambers

|                                           | Burns<br>Grant                        | J. Hagen                                                                                                                                                                                                                   | J. Fortin                             | M. Hobson                          | H. Squire                                                |  |  |
|-------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------|----------------------------------------------------------|--|--|
|                                           | C. Piercy<br>C. Ferguson, I           | R. Smith<br>Planning Techr                                                                                                                                                                                                 | D. Griffiths<br>nician                | D. Levett                          |                                                          |  |  |
| NEW BUSINESS                              |                                       |                                                                                                                                                                                                                            |                                       |                                    |                                                          |  |  |
| MUSEUM<br>WHEELCHAIR                      |                                       |                                                                                                                                                                                                                            | eived from the<br>ince accessibility  |                                    | Committee regarding the                                  |  |  |
| ACCESSIBILITY                             | the ramp,                             | Joy Chan reported on the problem with wheelchairs exiting from the front door onto<br>the ramp, especially in emergency situations. A new door is needed with an opening<br>button on the landing rather than at the door. |                                       |                                    |                                                          |  |  |
|                                           | Commiss                               | Moved by J. Hagen, seconded by M. Hobson that the Heritage Advisory<br>Commission, approve the upgrade of the museum entrance to improve wheelchair<br>accessibility.                                                      |                                       |                                    |                                                          |  |  |
|                                           | Carried                               |                                                                                                                                                                                                                            |                                       |                                    |                                                          |  |  |
| HERITAGE WALK<br>BROCHURES                |                                       | uillo gave bac<br>s. No resolution                                                                                                                                                                                         |                                       | ation on repri                     | nting the two Courtenay                                  |  |  |
| CREAMERY<br>WHISTLE BOOKLE                |                                       | er information at                                                                                                                                                                                                          | this time.                            |                                    |                                                          |  |  |
| FORTY HOUSES                              | No furthe meeting.                    | er information                                                                                                                                                                                                             | at this time. St                      | atement of sigr                    | ificance tabled until next                               |  |  |
|                                           |                                       | y H. Squire, sec<br>Forty Houses.                                                                                                                                                                                          | conded by L. Gi                       | ant that the 201                   | 3 Commemoration plaque                                   |  |  |
|                                           | Carried                               |                                                                                                                                                                                                                            |                                       |                                    |                                                          |  |  |
| HERITAGE<br>APPRECIATION<br>CARD CRITERIA | Reviewed                              | l and tabled unti                                                                                                                                                                                                          | il next meeting.                      |                                    |                                                          |  |  |
| CUMBERLAND<br>HERITAGE FAIR               | Invitation event.                     | s were sent to                                                                                                                                                                                                             | Mayor and Cou                         | ncil, but all we                   | re away on the day of the                                |  |  |
|                                           | "Place ma<br>February<br>Cumberla     | 18 <sup>th</sup> Council n                                                                                                                                                                                                 | for Courtenay's<br>neeting were w     | display boards<br>ell received, as | on the council table at the<br>was the display itself in |  |  |
|                                           |                                       |                                                                                                                                                                                                                            |                                       |                                    | of appreciation be sent to<br>e Fair Committee.          |  |  |
|                                           | Carried                               |                                                                                                                                                                                                                            |                                       |                                    |                                                          |  |  |
|                                           | -                                     | -                                                                                                                                                                                                                          | n in the window<br>the space is avail |                                    | er ABC Books downtown                                    |  |  |
|                                           | Information                           | on regarding ou                                                                                                                                                                                                            | r Heritage Week                       | event to be sent                   | t to Heritage BC.                                        |  |  |
| CORRESPONDENC                             | E The Unio<br>100 <sup>th</sup> Birth | n Bay Historic<br>hday.                                                                                                                                                                                                    | al Society is ha                      | ving a stamp m                     | ade for their post office's                              |  |  |

A celebration of the post office will be held in the Union Bay Hall on June 21<sup>st</sup>.

The 100<sup>th</sup> birthday of St. George's United Church is this year.

Minutes of a City of Courtenay Heritage Advisory Commission meeting held March 27, 2013 at 10:00 a.m. in the Council Chambers

| $\mathbf{L}$                                                                                                                                                                                                                                                                                                               | Burns J. Hagen J. Fortin M. Hobson H. Squire<br>Grant C. Piercy R. Smith D. Griffiths D. Levett<br>Ferguson, Planning Technician                                                                                        |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| MINUTES                                                                                                                                                                                                                                                                                                                    | Moved by J. Hagen and seconded by M. Hobson that minutes of the January and February minutes be adopted.                                                                                                                |  |  |  |
|                                                                                                                                                                                                                                                                                                                            | Carried                                                                                                                                                                                                                 |  |  |  |
| HERITAGE WALK<br>BROCHURES                                                                                                                                                                                                                                                                                                 | E. Ferguson provided an update on behalf of Anne Guillo. Comox Valley Economic Development Society is pursuing a grant opportunity to redesign the walking brochures and producing audio tours or smart phone app.      |  |  |  |
| CREAMERY<br>WHISTLE BOOKLET                                                                                                                                                                                                                                                                                                | No further information at this time.                                                                                                                                                                                    |  |  |  |
| 40 HOUSES Discussed possible locations for the commemoration plaque including installation<br>a boulder at the corner of 17 <sup>th</sup> and McPhee as well as interpretive signage on the T<br>along the Rails which runs behind the 40 houses. E. Ferguson to look at the as-bu<br>to determine width of City road ROW. |                                                                                                                                                                                                                         |  |  |  |
| •                                                                                                                                                                                                                                                                                                                          | Meeting April 10 to review and edit draft SOS.                                                                                                                                                                          |  |  |  |
| HERITAGE<br>APPRECIATION<br>CARD CRITERIA                                                                                                                                                                                                                                                                                  | Draft criteria to be circulated at next meeting. Anne Guillo is working on the design of the appreciation cards.                                                                                                        |  |  |  |
| HERITAGE WEEK                                                                                                                                                                                                                                                                                                              | Heritage BC is requesting information on Heritage Week activities across the province. E. Ferguson to look into request.                                                                                                |  |  |  |
|                                                                                                                                                                                                                                                                                                                            | Letters of appreciation have been sent to Dan Mooney, Erin Ferguson and the Cumberland Heritage Faire Committee.                                                                                                        |  |  |  |
| HERITAGE BOARDS                                                                                                                                                                                                                                                                                                            | The Heritage Home and Neighbourhoods Boards are in the window of former ABC books for public viewing. Laminated copies of the boards are available for purchase for HAC members, L. Burns to coordinate.                |  |  |  |
| 2013WORK PLAN                                                                                                                                                                                                                                                                                                              | November 28, 2012 meeting minutes and "Strategic Directions & Actions for Heritage Conservation in Courtenay" to be reviewed for list of potential projects. Work plan priorities to be identified at the next meeting. |  |  |  |
| MILES TITUS<br>HEADSTONE                                                                                                                                                                                                                                                                                                   | HAC preference for location of headstone to be in close proximity to the gravesite.                                                                                                                                     |  |  |  |
| FOR YOUR<br>INFORMATION                                                                                                                                                                                                                                                                                                    | L. Burns gave a presentation on the history of the church building to the congregation on the history of St. George's United Church. The church celebrates its 100 <sup>th</sup> year this year.                        |  |  |  |
|                                                                                                                                                                                                                                                                                                                            | Next Meeting: April 24, 2013 at 10 a.m.<br>The meeting adjourned at 11:45 pm                                                                                                                                            |  |  |  |

Dourenes Burn



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

Your Honour;

We would be delighted if you were able to attend the departure ceremony for Boomer's Legacy Bike Ride 2013, once again. We appreciate the support that you have given in the past.

The official Departure Ceremony and Rider Send –off will begin at 8:45am on Friday June 14<sup>th</sup> 2013, at the Courtenay Civic Cemetery . A few words of encouragement from you for our cyclists in support of their ride to Victoria, towards the cause of *Helping Our Soldiers Help Others*, would be appreciated.

We also ask if you could declare Friday June 14<sup>th</sup> as "Red Friday". Encourage the public to attend our departure ceremony, and to encourage the citizens of Courtenay to wear red and join us in honouring our fallen soldiers.

Our mission of *"Helping our Soldiers Help Others"* remains strong. Since the Foundation's creation in 2006, we have raised over \$800,000; that's a lot of smiles in Afghanistan, Kosovo, Jamaica and South Sudan.

Please find enclosed an information sheet and a Bike Ride poster. For more information about Boomer's Legacy, please visit our website at <u>www.boomerslegacy.ca</u> or feel free to give me a phone call, 250-890-7523. Please rsvp to kim.boomerslegacy@gmail.com.

Respectfully,

klinboo DOOM

Maureen Eykelenboom Founder, Boomer's Legacy

cc. Dave Berry, Bike Ride Chairperson.

Boomer's Legacy 1417 Sabre Court Comox, British Columbia V9M 2X2

Registered Charitable # 85075 8988 RR0001

"Mom, even the street people in Canada have more than anyone in the village that I was just in." – Andrew Eykelenboom, during one of his last phone calls home.

BOOME

# Who Are We?

Boomer's Legacy is named after Corporal Andrew "Boomer" Eykelenboom, a dedicated soldier, and a Canadian Forces medic, killed by a suicide bomber, August 11, 2006. Andrew was committed to saving lives and helping the Afghan people realize freedom. His death was the catalyst to creating this Foundation to help men and women in uniform make a positive difference in the lives of others. Andrew's humanitarian spirit lives on through Boomer's Legacy, committed to "*Helping our Soldiers Help Others*".

# What Do We Do?

We raise awareness for our military's efforts on deployed operations around the globe and raise funds for Boomer's Legacy - money our soldiers can access to further help the people in communities where they serve. We do this by holding fundraising events and by giving presentations to schools and interested groups. Funds raised have been used for basic humanitarian needs, medical care and education.

**Boomer's Bike Ride -** Our annual cycling event is going national in 2013, with 3 rides. Each cyclist rides in memory of fallen soldiers, displaying a picture and bio, on their bike. All are remembered. You can register on our website for one of the following Bike Rides: Ontario - *National Capital Region - June 9<sup>th</sup>* British Columbia - *Comox to Victoria - June 14/15* Nova Scotia - *Greenwood to Halifax - Sept 14th* 

A successful 24 hr. Spin-a-Thon was held at CFB Halifax on Feb 28th, raising over \$12,000

Sean's Smile Golf Tournament – Held each year in memory of Sapper Sean Greenfield, funds raised go to Boomer's. For more info: *WWW.seanssmile.com* 

**Boomer Cap Project -** Started by family friends, these caps allow our soldiers help children keep warm in the winter months. Caps are knitted to fit all ages from toddlers to teenagers. Andrew had called home and said *"Mom, send me good stuff for the kids, for they have nothing."* More than 400,000 Boomer Caps have been distributed. Boomer caps need to be sent to various mission groups for distribution as the winding up of our military activities in Afghanistan makes it difficult for our soldiers to distribute Boomer Caps to the children. Organizations like ICROSS and Disaster Aid Canada as well as many church missions are able to get caps onto the heads of children in need.

**Boomer's Lip Balm** - this unique product is processed from shea nuts collected by widows in Ghana, giving them employment. \$1 from each lip balm goes to Boomer's, FMI go to *www.sheabuttermarket.com* 

The Edge Food Energy - Vancouver Island Made 100% Organic-Vegan Bars - delicious & nutritious - are going to be sold with a Boomer's label and funds will go to Boomer's. FMI go to www.theedgefoodenergy.com

### Make a Difference!

Through the generous donations from caring individuals across Canada and abroad we have raised over \$800,000 and are able to continue what Andrew valued most, making a difference in the lives of others. Be a part!

To make a donation or pledge a rider visit us at WWW.boomerslegacy.ca Or call 250-890-7523

Boomer's Legacy - Helping Our Soldiers Help Others!



Taken from an email to Maureen Eykelenboom regarding Boomer's Legacy....

"...for you it is a labor of love and for us it is a welcome strong arm to do work here in Afghanistan that would surely not be done any other way". Major Green, Chief Civil-Military Cooperation (CIMIC) Kandahar Provincial Reconstruction Team (KPRT)

Photo – *Giving Boomer Caps* July 2008 Medic – Cameron Smithers in Afghanistan

**Boomer's Trust Fund** has been established within the Department of Defense, so that no matter where our military members are deployed they will be able to access charitable funds to spend on the people that they are serving. Our military members on the ground will continue to make the spending decisions.

# Some of the People and Projects that were funded through Boomer's Legacy include:

- Midwife training program for women in the Kandahar area.
- Birthing kits that go into the homes of pregnant women in the villages.
- surgery for child with dolichocephalism (head is disproportionately long and narrow)
- wheelchairs for disabled children
- colostomy surgery for a newborn baby
- surgery for a 14 yr old with gun shot wound to right humerus
- palliative drugs for a 15 yr old girl
- medical care for a 4 yr old with spinal injury
- surgery for a 2 month old girl, with a cleft palate
- medical care for a girl with rheumatoid arthritis
- seven ventricular septal defect (VSD) surgeries for children (a hole in the heart)
- purchased medical books for Mirwais Hospital
- purchased science equipment for Shamsuddin Kakarrh High School
- funded clinic infrastructure Bazaar E Panjawyi
- a medic purchased shoes for orphans, all had been barefoot even in the winter snow.
- an infantry troop was able to replace a farmers flock of sheep that was blown up by a Taliban IED, giving him back the means to support his family, support to the whole community.
- Promoting sports activities for youth in Kandahar City both a girls and a boys team sport program.
- In Kosovo, a Woman's Shelter and an Orphanage were given much needed help.
- In Jamaica our military members were able to purchase equipment needed to help train young men in a trade
- In Kabul our troops recently supported girl's education and medical equipment
- Projects are being addressed in South Sudan, Kosovo and Kabul at this time.

# Boomer's Legacy...Helping Our Soldiers Help Others!

1417 Sabre Ct. Comox. BC V9M 2X2 250-890-7523 Check out our website @ www.boomerslegacv.ca

Your donation is valued & appreciated. It makes a huge difference to our soldiers and those they support. 100% of personal tax receipted donations go directly to Boomer's Trust Fund.

| Name:         |                |
|---------------|----------------|
| Address:      |                |
| Phone#:       | Email Address: |
| Donation Amou |                |

# THE CORPORATION OF THE CITY OF COURTENAY

#### ROAD CLOSURE BYLAW NO. 2738, 2013

WHEREAS, pursuant to Section 40 of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Council of the City of Courtenay deems it expedient to close to traffic and remove the dedication of highway of that portion of highway comprising of 459 square metres in size legally described as Part of Block 72, dedicated as road at the Victoria Land Title Office by Plan EPP11548, Comox District, outlined in bold black on the draft Reference Plan EPP27746 prepared by Bruce Lewis, B.C.L.S. on the 23<sup>rd</sup> day of April, 2013 a reduced copy of which is attached hereto as Schedule "A";

AND WHEREAS notices of Council's intention to close this portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council;

AND WHEREAS the Council does not consider that the closure of that portion of highway will affect the transmission or distribution facilities or works of utility operators;

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

- 1. That portion of highway comprising of 459 square metres in size legally described as Part of Block 72, dedicated as road at the Victoria Land Title Office by Plan EPP11548, Comox District, outlined in bold black on the draft Reference Plan EPP27746 prepared by Bruce Lewis, B.C.L.S. on the 23<sup>rd</sup> day of April, 2013 a reduced copy of which is attached hereto as Schedule "A" (the Closed Road), is closed to all types of traffic, and its dedication as highway is removed.
- 2. On deposit of the reference plan attached hereto as Schedule "A" and all other documentation for the closure of the Closed Road in the Victoria Land Title Office, the Closed Road is closed to traffic, it shall cease to be public highway, and its dedication as highway is cancelled.
- 3. The Mayor and Director of Legislative Services are authorized to execute and deliver such transfers, deeds of land, plans and other documentation as may be necessary for the purposes aforesaid.
- 4. This Bylaw may be cited as "Road Closure Bylaw No. 2738, 2013".

1

Read a first time this 13<sup>th</sup> day of May, 2013

Read a second time this 13<sup>th</sup> day of May, 2013

Read a third time this 13<sup>th</sup> day of May, 2013

Published in two editions of the Comox Valley Echo on the and day of May, 2013

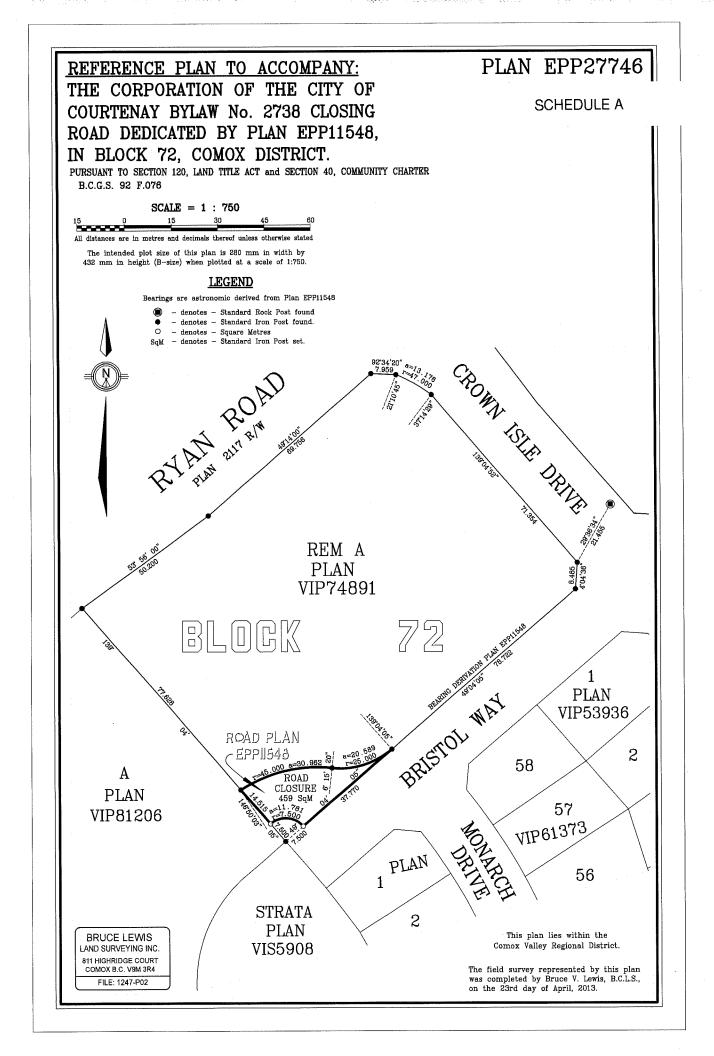
Approved by the Ministry of Transportation and Infrastructure this day of , 2013

Finally passed and adopted this day of , 2013

Mayor

Director of Legislative Services

G:\ADMIN\BYLAWS\2738. Road Closure Bristol Way.docx



## THE CORPORATION OF THE CITY OF COURTENAY

#### **BYLAW NO. 2570**

## A bylaw is to ensure adequate protection of the City of Courtenay drainage system during any construction

WHEREAS Section 8(3)(j) of the *Community Charter*, S.B.C. 2003, c.26 authorizes Council to regulate, prohibit and impose requirements in relation to the protection of the natural environment;

AND WHEREAS Council deems it in the best interests of the environmental well-being of the community that the streams, creeks, waterways, watercourses, ditches, storm sewers and drains that make up the drainage system are protected from pollution, obstructions, sediment, and sediment laden water;

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

This By-law may be cited as "Erosion and Sediment Control Bylaw No. 2570, 2012".

## 1. **Definitions**

In this Bylaw, unless the context otherwise requires, the following words shall have the meanings described:

"City" means the City of Courtenay.

*"City Engineer"* means the officer appointed by Council as head of the Operational Services Department, or his authorized representative.

*"Civil Construction*" means all works and services as specified in the executed servicing agreement.

"Construction" means clearing, grubbing, excavating, grading, Civil Construction, and any activity which might cause Sediment or Sediment Laden Water to discharge into the Drainage System including but not limited to soil deposition or removal, demolition, agriculture, land development, construction or repair of any services or utilities, anything constructed, altered, repaired, in or under land.

"*Contractor*" means a person or company that undertakes a contract to provide materials or labour to perform a service or do a job.

"Developer" means any Person representing the Owner, by designation or contract in writing satisfactory to the City, if any, of Land for which an application for ESC Permit is made.

*"Discharge"* means the volume of water that passes through a given cross section per unit time.

"Drainage System" means all rivers, streams, creeks, waterways, watercourses, ditches, channels, drainage works, and drains located in the *City* on private or public property, by which surface or ground water or any other liquid are conveyed.

"ESC" means Erosion and Sediment Control.

"ESC Facilities" means all erosion and sediment control works, measures, facilities and methods constructed or installed to reduce the likelihood of Sediment and Sediment-Laden Water reaching the Drainage System during all stages of Construction.

*"ESC Permit"* means the erosion and sediment control permit issued by the City to the *Owner* and /or *Developer* pursuant to the terms and conditions of this Bylaw.

"ESC Plan" means the erosion and sediment control plan specified in Part 4 of this Bylaw.

"ESC Supervisor" means an engineer, biologist, geoscientist, applied scientist, or technologist who is registered and in good standing in British Columbia with a professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association, and who is trained in designing and implementing ESC Plans, and who is responsible for inspecting, monitoring and reporting on the ESC Facilities constructed and installed pursuant to the ESC Plan.

"Guidelines" means the 1993 (or most current) edition of the document entitled "Land Development Guidelines for the Protection of Aquatic Habitat", co-published by the Ministry of Environment, Lands and Parks and the Department of Fisheries and Oceans Canada, as amended.

"Land" means land, with or without improvements so affixed to the land as to make them in fact and law a part of it.

*"Maintenance Stage"* means the one year period following the date of issuance of the certificate of completion issued by the *City* in accordance with the Subdivision Control Bylaw No. 1401, 1986., as amended, where the *Owner* and/or *Developer* is responsible for the maintenance and upkeep of *Civil Construction*.

*"Notice to Comply"* means a written method of issuing a violation pursuant to the Bylaw or *ESC Permit*.

"Owner" means a **Person** registered in the records of the Land Title Office as the fee simple owner of **Land**.

"Person Responsible" means any person, Owner, Developer, contractor, occupant, leaseholder, where construction occurs pursuant to the ESC Permit.

*"Person"* means an individual, association, corporation, firm, body politic, copartnership, or similar organization and their heirs, executors, successors and assigns or other legal representatives, whether acting alone or by a servant, agent or employee.

"Professional Engineer" means a Person who is registered or licensed as a Professional Engineer under the Engineers and Geoscientists Act, R.S.B.C. 1996, c. 116, as amended, in the province of British Columbia.

"Sediment or Sediment Laden Water" means any sediment, rock, gravel, sand, soil, silt, clay, earth, *Construction* or excavation wastes, or other substances whether or not suspended in water.

*"Significant Rainfall Event"* means any precipitation event which meets or exceeds the intensity of 20mm of total rainfall depth in a 24 hour period as recorded by the *City*'s monitoring station – see "15n".

*"Substantial Completion"* means the stage of *Construction* at which a minimum of 90% of all construction is complete and the land is ready for use and is being used for the purpose intended. No soils are exposed and required vegetation has been established.

*"TSS"* means total suspended solids measured in milligrams per litre, determined as non-filterable residue (1.5 micron filter) weighed in dry conditions.

"*Turbidity*" means a measure of water clarity in Nephelometric Turbidity Units (NTU).

# 2. **Prohibitions**

- 2.1 No person shall cause, or permit another person to cause Sediment or Sediment-Laden water to discharge into the drainage system greater than 75 milligrams per litre of TSS or as otherwise specified in the approved ESC Plan. If background levels of turbidity and TSS are greater than that specified in the plan, then the induced turbidity and TSS shall not be more than 10% greater than background levels.
- 2.2 No person responsible pursuant to an ESC Permit shall cause Sediment or Sediment-Laden Water to be discharged greater than the TSS amount specified in the approved ESC Plan.

# 3. ESC Permits

3.1 All construction on land of less than 2000m<sup>2</sup> shall comply with Section 2.1 and utilize the best management practices for erosion and sediment control, attached hereto in Schedule "B". Land that falls into this category must be signed off by the person responsible acknowledging their understanding of the ESC Bylaw and its implications to protect the environment and City infrastructure.

- 3.2 All applications for proposed construction on land of 2000m<sup>2</sup> or larger shall be submitted with a complete ESC Permit application to the City. No construction shall occur until the City has issued an ESC Permit.
- 3.3 An application for an ESC Permit must:
  - (a) Be made in the form set out in Schedule "A" of this Bylaw;
  - (b) Be signed by the owner and developer;
  - (c) Have attached an ESC Plan;
  - (d) Name and ESC supervisor as identified in the Letter of Undertaking attached hereto as Schedule "D";
  - (e) Include a non-refundable fee as specified in the City of Courtenay Fees and Charges Bylaw, No 1673, 1992 as amended; and
  - (f) Include a security deposit in cash, certified cheque, or an irrevocable Letter of Credit drawn on a Canadian chartered bank and payable to the City by the **Owner** or **Developer**, for a term of at least one (1) year, in the minimum amount of \$10,000 or 125% of the estimated cost for the installation, maintenance, monitoring and removal of the ESC Facilities as specified in the approved ESC Plan, whichever the greater, or as determined by the City Engineer. It is a condition of the letter of credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date. *The amount may be filled in once the Contractor has been selected and has reviewed the details in the ESC Plan. An application is deemed incomplete until signed by the contractor (see 4.2)*
- 3.4 An ESC Permit application may be waived by the City Engineer considering but not limiting to the following factors:
  - (a) Construction timing and schedule;
  - (b) The size of a proposed building or structure;
  - (c) Soil conditions;
  - (d) Existing ground cover (trees, gravel, etc.);
  - (e) Topographical conditions; and
  - (f) Location of proposed construction with respect to the perimeter of the land or proximity to drainage system.

An ESC Permit application that is waived shall still utilize the best management practices for erosion and sediment control, attached hereto in Schedule "B", and shall meet the requirements in Part II, Section I.

- 3.5 The ESC Permit will be valid for a minimum of one year following the date of issuance, and will expire upon substantial completion.
- 3.6 Subject to Section 6.9, the security deposit submitted with the ESC Permit application is to secure the full and proper compliance with the provisions of the ESC Permit and of this Bylaw. In the event that the Owner, Developer and/or Person Responsible have not complied with the provisions of this Bylaw or

fulfilled all the terms and conditions expressed in the ESC Permit, the necessary funds from the security deposit may be drawn down at the City's option and the money used either by the City or its agents to protect the Drainage System from Sediment or Sediment-Laden Water in adherence with the terms and conditions of this Bylaw. Notwithstanding, the City is under no obligation to initiate or complete remedial works in or under the land.

- 3.7 If the amount of the security deposit is insufficient for the City to complete the ESC Facilities, the Owner and Developer jointly and severally will pay any deficiency to the City on demand.
- 3.8 When the Owner, Developer and Person Responsible complies with the provisions of this Bylaw and fulfills the terms and conditions expressed in the ESC Permit, the City will return the security deposit at such a time as the construction has reached substantial completion and the ESC Facilities have been removed to the acceptance of the City Engineer.
- 3.9 The security deposit may be reduced by the City Engineer by a maximum amount of 50% from time to time after the civil construction is complete, provided that the installed ESC Facilities comply with the ESC Plan. It is the responsibility of the owner and/or developer to provide satisfactory proof to the City Engineer that the ESC Facilities comply with the ESC Plan.
- 3.10 For construction that does not reach Substantial Completion at the end of a maintenance stage, the security deposit shall be released provided that the ESC Facilities comply with the ESC Plan and individual land siltation controls are in place to the acceptance of the City Engineer.

## 4. ESC Plan

- 4.1 The ESC Facilities and ESC Plan must be designed in accordance with the Guidelines, best management practices for erosion and sediment control as attached hereto in Schedule "B", and in accordance with Section 4.3.
- 4.2 The ESC Plan must be designed, signed, and sealed by either a Professional Engineer or Architect and reviewed and signed by both the appointed ESC Supervisor and Contractor.
- 4.3 The ESC Plan submitted must include, at a minimum, the following:
  - (a) Three stage silt plan (Clearing and Grubbing, Construction, and through to Substantial Completion) measures for erosion and sediment control during the three stages and timing of implementation.
  - (b) The designed sediment discharge limit as specified under the City sediment control policy;
  - (c) Pond deactivation methodology, (if required);
  - (d) Lot line(s) and other legal designations of the subject Land(s)

- (e) Location(s) of any existing underground services, as well as any proposed connections to existing services from the Land;
- (f) Location(s) of any existing drainage infrastructure and the proposed measures to protect it;
- (g) Location(s) of any existing and proposed watercourses, ditches, swales or any other body of water within 50m of the Land boundaries, along with the proposed protection measures;
- (h) Location(s) of any existing/proposed buildings, including residential buildings or ancillary buildings or structures;
- (i) Existing and proposed contours and relevant spot elevations;
- (j) Proposed access locations to the Land;
- (k) Wheel wash facilities (if required);
- (1) Proposed ESC Facilities to be implemented on site, which shall include source controls as the primary method of erosion and sediment control;
- (m)Proposed methods to restore disturbed areas following the completion of construction;
- (n) The location of the City rain gauge to be used for rainfall intensity monitoring (http://www.courtenay.ca/weather.aspx)
- (o) Any and all other details pertaining to the proposed Construction, describing how the ESC Facility will meet the Guidelines;
- (p) ESC Supervisor monitoring, inspecting, and reporting program in accordance to the City's sediment control policy; and
- (q) Provide a detailed cost estimate for the installation, maintenance, monitoring and removal of the ESC Facilities.
- 4.4 When the City Engineer is satisfied with the ESC Plan and all provisions of this Bylaw have been complied with, the City Engineer may issue an ESC Permit by approving an ESC Permit application with such specific terms and conditions attached thereto as are reasonably necessary to reduce the likelihood of Sediment and Sediment-Laden Water reaching the Drainage System.
- 4.5 It is the responsibility of the Person Responsible to ensure that all ESC Facilities described in the ESC Plan are constructed, implemented, installed and maintained for the duration of Construction until Substantial Completion.

## 5. Monitoring and Reporting

- 5.1 The ESC Supervisor is responsible for inspecting and monitoring the ESC Facilities including reporting requirements as set out hereto in Schedule "C" and the approved ESC Plan. Monitoring frequencies will include a random weekly site visit plus a mandatory site visit during a *Significant Rainfall Event*.
- 5.2 The ESC Supervisor is responsible for immediately notifying the City of termination or when an infraction occurs pursuant to this Bylaw or ESC Permit, or if the requirements of the permit are not being adhered to.
- 5.3 A waterproof copy of any issued ESC Permit must be posted in a location visible from outside the Construction on the land and for the duration of the

Construction. In addition, the sign shall clearly state the name and phone number of the appointed ESC Supervisor and the City Municipal Office.

## 6. Offences, Penalties and Enforcement

- 6.1 The City Engineer, a designated staff from the City, or any City Bylaw Enforcement Officer may enter upon any Land to carry out field measurements and conduct inspections as are reasonably necessary to ascertain whether there is compliance with the provisions of this Bylaw or an ESC Permit issued pursuant to this Bylaw.
- 6.2 Upon field measurements, or ESC Facilities inspection where the Owner and/or Developer has failed to maintain the validity of the ESC Permit or meet the provisions of this Bylaw, the City Engineer, a designated staff from the City or any City Bylaw Enforcement Officer may serve on the Owner, Developer or ESC Supervisor a *Notice to Comply*, which requires the Owner and/or Developer to remedy the noncompliance within 24 hours. If, in the opinion of the City Engineer, special circumstances exist, the non-compliance shall be remedied on a date the City Engineer considers reasonable given the circumstances.

Following an issuance of a *Notice to Comply*, all Construction on the Land shall cease except for those works necessary to achieve compliance.

If the requirements in this section are not complied with, the Bylaw Enforcement Officer or City Engineer may issue a Municipal Ticket (MTI). The MTI fine is specified in Schedule "E".

- 6.3 The *Notice to Comply* must be served on the Person Responsible and/or the named ESC Supervisor by:
  - (a) Personal service; or
  - (b) Return registered mail to the address of the Person Responsible and/or ESC Supervisor of the ESC Permit as it appears on the ESC permit application. The *Notice to Comply* is deemed to have been served on the third day after mailing.
- 6.4 This Bylaw is designated under Section 264 of the *Community Charter* as a bylaw that may be enforced by means of a Municipal Ticket Information in the form prescribed.
- 6.5 The Bylaw Enforcement Officer or designate and the City Engineer or designate are designated to enforce this bylaw by means of a Municipal Ticket Information under Section 264 of the *Community Charter*.
- 6.6 The words or expressions listed in Schedule "E" in the 'description' column are authorized to be used on a ticket issued under Section 264 of the *Community Charter* to designate an offence against the respective section of this bylaw appearing opposite in the section column.

The amounts appearing in the MTI fine column are the fines set pursuant to Section 264 of the *Community Charter* for contravention of the respective section of the Bylaw appearing opposite in the section column.

- 6.7 Every person who suffers or permits any act or thing to be done or who neglects to do or refrains from doing anything required to be done by this Bylaw, and thereby violates any provision of this Bylaw, is guilty of an offense punishable on summary conviction and shall be liable to the maximum penalties that may be imposed pursuant to the *Offence Act* for each and every offence, and each day that an offence continues shall constitute a separate offence against this bylaw.
- 6.8 The City may notify the Department of Fisheries and Oceans Canada and the British Columbia Ministry of Environment of the issuance of any *Notice to Comply*.
- 6.9 If the Person Responsible fails to comply with the *Notice to Comply*, the City may, not withstanding Section 3.6, utilize all or part of the security deposit to take whatever action the City deems necessary to protect the Drainage System. The City may concurrently pursue any other legal remedy it may believe is necessary including issuing violation tickets.
- 6.10 Prosecution of the Owner and/or Developer pursuant to Section 6.7 of this Bylaw does not exempt the Owner and/or Developer from remedying the noncompliance with 24 hours or as set out in the *Notice to Comply*.

## 7. General Provisions

- 7.1 In the event that any particular provision or part of a provision of this Bylaw is found to be invalid or unenforceable, it shall be severed and the validity of the remaining provisions shall not be affected.
- 7.2 The schedules attached to this Bylaw shall be deemed to be an integral part of this Bylaw and enforceable as part of this Bylaw.
- 7.3 In this Bylaw, wherever the singular or the masculine is used, the same shall be construed as meaning the plural or feminine or body corporate or politic where the context or the parties hereto so require.

Read a first time this 13<sup>th</sup> day of November, 2012

Read a second time this 13<sup>th</sup> day of November, 2012

Read a third time this 13<sup>th</sup> day of November, 2012

Third reading rescinded this 6<sup>th</sup> day of May, 2013

Reconsidered, amended and read a third time this 6<sup>th</sup> day of May, 2013

Finally passed and adopted this day of , 2013

Filed with the Ministry of Forests, Lands and Natural Resources Operations – Concurrent Authority Section 9 (1)(e)(ii) of the *Community Charter* on , 2013

Mayor

Director of Legislative Services

# SCHEDULE "A" ENGINEERING DEPARTMENT Forming part of Erosion and Sediment Control By-law 2570-2012

| Part 1. I                                                                                  | LAND OWNER                                                                                                       |                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name:                                                                                      | · · · · · · · · · · · · · · · · · · ·                                                                            |                                                                                                                                                                                                                  |
| Address:                                                                                   |                                                                                                                  |                                                                                                                                                                                                                  |
| Telephone:                                                                                 |                                                                                                                  | Email:                                                                                                                                                                                                           |
| Part 2.                                                                                    | DEVELOPER                                                                                                        |                                                                                                                                                                                                                  |
| Name:                                                                                      | na na kaja ni male na kana kana kaja ni kana kaja ka skopoje na stalina kaja kondensaja.                         | an manana ana ang ang ang ang ang ang ang an                                                                                                                                                                     |
| Address:                                                                                   |                                                                                                                  |                                                                                                                                                                                                                  |
| Telephone:                                                                                 |                                                                                                                  | Email:                                                                                                                                                                                                           |
| · · · · · · · · · · · · · · · · · · ·                                                      | EROSION AND SEDIMENT                                                                                             | CONTROL SUPERVISOR                                                                                                                                                                                               |
| Name:                                                                                      |                                                                                                                  | n en                                                                                                                                                                         |
| Address:                                                                                   |                                                                                                                  |                                                                                                                                                                                                                  |
| Telephone:                                                                                 | •                                                                                                                | Email:                                                                                                                                                                                                           |
| Part 4. Il                                                                                 | DENTIFICATION OF LAN                                                                                             | D WHERE CONSTRUCTION WILL OCCUR                                                                                                                                                                                  |
| Civic Address:                                                                             |                                                                                                                  |                                                                                                                                                                                                                  |
| Legal<br>Description:                                                                      |                                                                                                                  | · · · ·                                                                                                                                                                                                          |
| Size of Land                                                                               | (approximate area)                                                                                               | Expected Start date: _/_/                                                                                                                                                                                        |
| Parcel:                                                                                    |                                                                                                                  | Expected Finish date://                                                                                                                                                                                          |
| <ul> <li>ESC Plan is<br/>requirements</li> <li>Confirmation</li> <li>Non-refund</li> </ul> | s as set out on the reverse of this app<br>n of Commitment by ESC Superviso                                      | 's drafting standards and includes the minimum<br>lication.<br>r is attached and signed by the ESC Supervisor.                                                                                                   |
| Plan attached and sul<br>ESC Plan. I am awa                                                | bmitted herewith. I guarantee to co<br>the provisions of the Erosion and<br>s of said By-law and such other term | true as well as all information provided on the ESC<br>nstruct the ESC Facilities in accordance with the<br>id Sediment Control By-law, and I will abide by all<br>s and conditions as may be imposed under this |
| Dated                                                                                      | imingining-night organizations.                                                                                  |                                                                                                                                                                                                                  |
| Signature of Land                                                                          | Owner                                                                                                            |                                                                                                                                                                                                                  |
|                                                                                            | eveloper                                                                                                         |                                                                                                                                                                                                                  |
| Signature of the C                                                                         | ontractor                                                                                                        |                                                                                                                                                                                                                  |
| Office Use Only                                                                            |                                                                                                                  |                                                                                                                                                                                                                  |
| ISSUED BY THE CITY onby<br>PERMIT NO (Authorized Signatory of City)                        |                                                                                                                  |                                                                                                                                                                                                                  |

#### SCHEDULE "B"

#### Forming part of Erosion and Sediment Control By-law 2570-2012

#### EROSION AND SEDIMENT CONTROL

As part of the City's effort to control sediment discharge from construction sites, Persons will be expected to adhere to best management practices (BMPs) including but not limited to the ones outlined below:

- (a) Retain existing vegetation and ground cover where possible;
- (b) Construct site access pads 4.5 metres wide at all accesses to site;
- (c) Restrict vehicle access and utilize wheel wash pads at access points;
- (d) Install silt fencing around stockpiles and at the toe of disturbed slopes;
- (e) Completely cover temporary stockpiles or spoiled material with polyethylene or tarps and surround with silt fence;
- (f) Install and maintain filter fabric bags around any catch basins, lawn basins, exposed manholes or any other open storm sewer access points collecting runoff from the building site;
- (g) Divert runoff away from cleared areas by use of low berms;
- (h) Convey surface runoff through swales designed to minimize flow velocity and erosion while maximizing settling;
- (i) As a priority, collect runoff into suitable sediment settling facility or facilities prior to discharge off-site;
- Unless deemed unnecessary, a sediment pond should be designed, installed and maintained according to the Land Development Guidelines for the Protection of Aquatic Habitat;
- (k) Keep all sand, gravel, spoiled material and concrete mix off of all hard and paved surfaces;
- During excavation, holes requiring dewatering should be pumped to a vegetated area or suitable settling facility which will prevent sediment-laden water from accessing the Drainage System;
- (m) Regularly sweep roads; and
- (n) Re-vegetate, cover or mulch disturbed areas as soon as practically possible.

Failure to implement measure (b) at a minimum may result in the loss of inspection services.

Signature of developer or agent acknowledging their understanding of the ESC Bylaw and the best management practices (BMP's) listed above and their implications to protect the environment.

Signature

Date

#### **REVERSE OF EROSION AND SEDIMENT CONTROL PERMIT APPLICATION**

The ESC Plan must be prepared, signed, and sealed, by a Professional Engineer, and reviewed and signed by the appointed ESC Supervisor.

The ESC Plan must conform to the City of COURTENAY's drafting standards and must include, at a minimum, the following information:

- (a) Three stage silt plan (Clearing and Grubbing, Civil Construction, and Maintenance Period), measures for Erosion and Sediment Control during the three stages, and timing of implementation;
- (b) The designed sediment discharge limit as specified under the sediment control policy;
- (c) Pond deactivation methodology; (if required);
- (d) Property line(s) and other legal designations of the subject property or properties;
- (e) Location(s) of any existing underground services, as well as any proposed connections to existing services from the site;
- (f) Location(s) of any existing drainage infrastructure and the proposed measures to protect it;
- (g) Location(s) of any existing watercourses, ditches, swales or any other body of water within 50m of the site boundaries, along with the proposed protection measures;
- (h) Location(s) of any existing/proposed buildings or ancillary buildings or structures;
- (i) Existing and proposed contours and relevant spot elevations;
- (j) Proposed site access locations;
- (k) Wheel wash facilities, (if required);
- Proposed ESC Facilities to be implemented on site, which shall include source controls as the primary method of ESC;
- (m) Proposed methods to restore disturbed areas following the completion of construction;
- (n) The location of the City rain gauge to be used for rainfall intensity calculation;
- (o) Any and all other details pertaining to the proposed Construction, describing how the ESC Facility discharge will adhere to the Guidelines;
- (p) ESC Supervisor monitoring, inspecting, and reporting program, in accordance to the City's sediment control policy; and
- (q) Provide a detailed cost estimate for the installation, maintenance, and removal of the ESC Facilities.

All ESC Facilities must be designed in accordance with the 1993 edition of the document entitled "Land Development Guidelines for the Protection of Aquatic Habitat", co-published by the Ministry of Environment, Lands and Parks and the Department of Fisheries and Oceans Canada, as amended, and best management practices as approved by the City Engineer, to limit the amount of Sediment and Sediment-Laden Water discharged into the Drainage System.

#### SCHEDULE "C"

#### Forming part of Erosion and Sediment Control By-law 2570-2012

#### DETAILS OF THE INSPECTING, MONITORING, AND REPORTING REQUIREMENTS OF THE ESC SUPERVISOR

#### Inspecting, Monitoring, and Reporting

Inspecting, Monitoring and Reporting intervals will be specified in the approved ESC Plan.

Inspecting

The ESC Supervisor shall keep detailed notes for each site visit in a logbook which shall contain the following minimum information:

- (a) Water turbidity levels;
- (b) TSS concentrations, (samples measured as per the City's sediment control policy);
- (c) Observed ESC Facilities conditions; and
- (d) Details of any remedial measures undertaken or recommendations made.

The logbook must be made available to the City upon request.

#### Monitoring

The ESC Supervisor must monitor and record in the logbook the maintenance of the ESC Facilities. Maintenance may include, but not be limited to, the removal and proper disposal of accumulated sediment and the replacement of ESC Facilities if they deteriorate or fail to operate efficiently or as designed.

The ESC Supervisor must also visually monitor any receiving waters, including watercourses, ditches, swales or bodies of water up to 50 meters outside of the Construction area.

#### SCHEDULE "D"

Forming part of Brosion and Sediment Control By-law 2570-2012

#### CONFIRMATION OF COMMITMENT BY ESC SUPERVISOR

To: The City Engineering Department

Date:

Address (Print)

.

Dear Sir or Madam: Re:

Address of Project (Print)

Legal Description of Project (Print)

\_\_\_\_\_, confirm that I have been retained by \_\_\_\_\_\_(ESC Supervisor's Name)

· (Owner/Developer)

I am an engineer, biologist, geoscientist, applied scientist, or technologist who is registered and in good standing in British Columbia with a professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association, and am trained in designing and implementing ESC Plans, and am responsible for inspecting, monitoring and reporting in accordance with the requirements of the City Erosion and Sediment Control By-law 2570-2012.

I also acknowledge the responsibility to notify the addressee of this letter of the date I cease to be retained by the Owner and/or Developer.

Yours truly,

ESC Supervisor Professional Seal (if applicable)

C.C. ~ \_\_\_\_\_(Owner/Developer)

# BYLAW NO. 2570, 2012

# SCHEDULE "E" – MTI FINES

# BYLAW SECTION

# DESCRIPTION

# MTI FINE

6.2

Failure to comply

\$1000.00

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