

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

DATE: Monday, April 7, 2014
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt March 17, 2014 Regular Council Meeting Minutes and March 31, 2014 Committee of the Whole Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS

Pg #

(a) Community Services

(b) CAO and Legislative Services

- 1 1. Meeting Cancellations

(c) Development Services

- 3 2. Development Cost Charges Amendment Bylaw No. 2787
- 7 3. Development Variance Permit No. 1402 – 581 Ryan Road
- 13 4. Development Permit No. 1317 – 2828 Bristol Way

(d) Financial Services

- 41 5. DCBIA 2014 Budget and Tax Levy
- 45 6. 2014/15 RCMP Municipal Policing Contract
- 55 7. 2014 User Fee Adjustment – Curbside Recyclables Collection Fee

(e) Engineering and Operations

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 59 1. Auditor General for Local Government Annual Service Plan
- 61 2. Response from Premier Christy Clark re: VIA Rail Passenger Service
- 63 3. Heritage Advisory Commission Minutes for February 26, 2014

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 65 1. Briefing Note: Multi Material BC Update

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held April 7, 2014 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (g) litigation or potential litigation affecting the municipality
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 73 1. Letter from Erik Eriksson re: Safeway Store Closing
- 75 2. Letter from C. V. Record re: MMBC Agreement

12.00 BYLAWS

For First, Second and Third Reading

- 77 1. "Development Cost Charges Amendment Bylaw No. 2787, 2014"
(to consider a minor amendment to the DCC Bylaw)
- 79 2. "City of Courtenay Fees and Charges Amendment Bylaw No. 2788, 2014"
(to set garbage collections fees)

For Final Adoption

- 83 3. "Glacier/Chapman Sanitary Sewer Service Area Parcel Tax Bylaw No. 2782, 2014"

13.00 ADJOURNMENT

Please note: There is a public hearing scheduled for 5:00 p.m. in relation to the following bylaws:

Official Community Plan Bylaw No. 2783 – 1465 Grieve Avenue (L'Arche)

Zoning Amendment Bylaw No. 2784 – 1465 Grieve Avenue (L'Arche)

Zoning Amendment Bylaw No. 2779 – Medical Marihuana Production



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Cancellation of Meetings - 2014

File No.: 0570-01
Date: April 7, 2014

PURPOSE:

The purpose of this report is to consider the cancellation of meetings during the 2014 summer season.

CAO RECOMMENDATIONS:

That based on the April 7th, 2014 staff report "Cancellation of Meetings - 2014", Council approve OPTION 1 and cancel the following scheduled meetings:

- June 2nd, 2014 Council meeting
- July 14th, 2014 Council meeting
- July 28th, 2014 Committee of the Whole meeting
- August 11th, 2014 Council meeting
- August 25th, 2014 Committee of the Whole meeting

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

In 2001, Council passed a resolution to reduce the number of Council meetings and Committee of the Whole meetings during the months of July and August. Since that time, this reduced schedule has been recommended and implemented annually, and has been successful to date.

DISCUSSION:

Under the current schedule, there are three Council meetings per month, as well as one Committee of the Whole meeting.

The FCM Annual Convention is being held May 30th to June 2nd, 2014; therefore it is recommended that that the June 2nd Council meeting be cancelled.

If approved, the revised schedule for July and August 2014 would be as follows:

- July 7th, 2014 – Council
- July 21st, 2014 – Council
- August 5th, 2014 – Council

- August 18th, 2014 – Council

The schedule would return to normal on Tuesday September 2nd, 2014, and Council always has the option to call a special meeting if required.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE IMPLICATIONS:

There are no administrative implications.

STRATEGIC PLAN REFERENCE:

Not referenced.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Changes to the Council meeting schedule will be posted on the City's website.

OPTIONS:

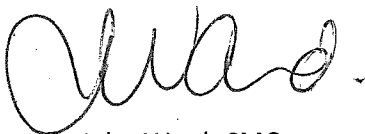
OPTION 1: Cancel the following meetings (Recommended):

- June 2nd, 2014 Council meeting
- July 14th, 2014 Council meeting
- July 28th, 2014 Committee of the Whole meeting
- August 11th, 2014 Council meeting
- August 25th, 2014 Committee of the Whole meeting

OPTION 2: Cancel other meetings as Council so resolves.

OPTION 3: Maintain the current meeting schedule.

Prepared by:



John Ward, CMC
Director of Legislative Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3150-01

From: Chief Administrative Officer

Date: April 7, 2014

Subject: Minor Amendment to Development Cost Charges Bylaw 2426, 2005

PURPOSE:

The purpose of this report is to consider a minor amendment to *Development Cost Charges Bylaw 2426, 2005* to change the timing of collection of DCCs for multi-residential dwellings.

CAO RECOMMENDATIONS:

That in accordance with the April 7, 2014 Staff Report "Minor Amendment to Development Cost Charges Bylaw 2426, 2005", Development Cost Charges Amendment Bylaw 2787, 2014 proceed to First, Second and Third Readings and be forwarded to the Inspector of Municipalities for approval.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen", written over a horizontal line.

David Allen
Chief Administrative Officer

BACKGROUND:

The current Development Cost Charges (DCC) Bylaw requires the collection of DCCs at the time of subdivision for properties that are zoned for more than one dwelling unit on the basis of the maximum number of units permitted by the zone. The development industry is concerned with this approach as it results in paying DCCs for dwelling units that may not be constructed. As a result, developers have begun to apply to "down zone" properties to remove density. This in turn creates additional time and cost to developers, and staff and Council time in processing such rezoning applications.

DISCUSSION:

Development cost charges (DCCs) are fees that municipalities and regional districts choose to collect from new development to help pay the cost of off-site infrastructure services that are needed to accommodate growth. As such they should only be collected for the additional impact a proposed development has on municipal infrastructure. However, in accordance with *Development Cost Charges Bylaw No. 2426, 2005*, the approving officer is required to collect DCCs at the maximum density permitted by the zoning at the time of subdivision approval. Many zones in Courtenay allow the flexibility of constructing a single family home with or without a secondary suite or secondary residence. In these cases DCCs are collected at

subdivision on the basis that two units will be constructed. However, in the majority of circumstances only a single family home is built.

In cases where the applicant intends to only build single family dwellings, past practice has been to register a section 219 *Land Title Act* covenant at the time of subdivision approval to restrict development to single family dwellings, thereby limiting the DCCs payable. Recent legal advice has indicated the current bylaw does not provide the approving officer with this option and the maximum DCC must be collected.

Accordingly, the City has seen an increase in applications to downzone properties to remove the potential for multi-family residential (duplex, carriage house, secondary suite) to avoid paying the extra DCCs.

From a land use perspective this is not desirable as it results in a loss of valuable densities and mixed forms of housing in our neighbourhoods. Furthermore, if a future property owner wants a duplex or secondary suite, they must rezone the individual property back to its previous zone in a process that can be controversial.

City staff has consulted with staff at the Ministry of Community, Sport and Cultural Development on this issue who noted that the *Development Cost Charges Best Practices Guide* suggests DCCs for multi-family development is best collected at the time of building permit. The Provincial staff person suggested the issue could be addressed in the City bylaw by deleting the references to collecting DCCs for multi-family development at the time of subdivision. The bylaw attached for consideration proposes this amendment.

The result of this change is that all residential subdivisions will pay DCCs at the single family rate for each lot created at the time of subdivision approval. If a subsequent building permit is made for a two family dwelling (duplex, secondary suite) or for a secondary residence (carriage house, granny flat) an additional DCC at the multi-family rate, where applicable, will be collected at the time of building permit.

Should Council give Bylaw 2787 First, Second and Third Readings staff will forward it to the Ministry of Community, Sport and Cultural Development for approval prior to Council considering final adoption. It is noted that while the Ministry staff person supports the proposal, final Ministry approval is at the discretion of the Inspector of Municipalities.

FINANCIAL IMPLICATIONS:

The proposed bylaw changes the timing of collection of DCCs but it does not change the overall revenue anticipated in the current DCC program.

ADMINISTRATIVE IMPLICATIONS:

No additional administrative implications are anticipated. If approved the proposed DCC Bylaw amendment will reduce the number of rezoning applications related to "down zoning", and consequent staff and Council time related to such applications.

STRATEGIC PLAN REFERENCE:

The proposed amendment aligns with Section 2, Goal 2(a) of Council's Strategic Plan to address development service delivery timelines and procedures.

It also aligns with Council's first strategic priority for the Development Services Department to review the development process. Additionally, it is a first step in the strategic priority for Engineering Services to review the DCC Bylaw.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Staff at the Ministry of Community, Sport and Cultural Development has advised that public consultation is not required for this amendment because it is minor in nature and does not affect the overall DCC program.

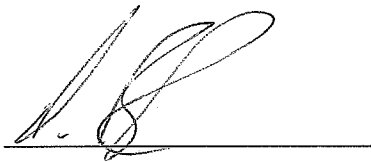
OPTIONS:

OPTION 1: Give Development Cost Charges Amendment Bylaw 2787, 2014 First, Second and Third Readings and forward the bylaw to the Inspector of Municipalities for approval (Recommended);

OPTION 2: Defer consideration of Bylaw 2787, 2014 pending receipt of additional information;

OPTION 3: Defeat Bylaw 2787, 2014.

Prepared by:

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

Ian Buck, MCIP, RPP
Manager of Planning

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

Peter Crawford, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3090-20-1402

From: Chief Administrative Officer

Date: April 7, 2014

Subject: Development Variance Permit No. 1402 – 581 Ryan Road

PURPOSE:

The purpose of this report is to consider a Development Variance Permit to allow three freestanding signs on a commercial property.

CAO RECOMMENDATIONS:

That based on the April 7th, 2014 staff report "Development Variance Permit No. 1402 – 581 Ryan Road" Council approve Development Variance Permit No. 1402 (OPTION 1).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Allen".

David Allen
Chief Administrative Officer

BACKGROUND:

The subject property is located at the corner of Ryan Road and Highway 19A. There are two commercial buildings on the property which include gas station (Shell, formerly Payless), restaurant (A&W and Dominos), and laundromat uses in one building and an automotive service centre (Jiffy Lube) in the second building. With the exception of the gas station, primary exposure for all businesses is along the Highway 19A frontage which currently has three freestanding signs.

The owner would like to remove the large multi-tenant freestanding sign located at the corner and replace it with a new smaller freestanding sign which meets the size requirements of the Sign Bylaw. This requires a variance to the Sign Bylaw to increase the number of permitted freestanding signs from one to three.

DISCUSSION:

The subject property contains three freestanding signs located along the Highway 19A frontage as noted above. One large multi-tenant sign located at the corner, one freestanding sign for Jiffy Lube and one for A&W. These signs are considered non-conforming with respect to the number of signs permitted on a property. While a non-conforming sign may continue to be used, replacement or alteration of the sign requires it to meet the current bylaw requirements.

Rather than continuing to use the exiting sign which exceeds the size requirements of the current Sign Bylaw, the applicant is proposing to replace the large multi-tenant sign with a smaller freestanding sign in the same location. This requires a variance to Section 5.3.5 of the Sign Bylaw which only permits one sign on the subject property. The applicant is proposing to vary Section 5.3.5 to increase the number of freestanding signs permitted on the property from one to three.

The proposed sign meets the remainder of the freestanding sign requirements. The table below provides a comparison of the proposed sign with the existing sign and the bylaw requirements. The draft Development Variance Permit attached to this report contains drawings showing the proposed sign.



A| Sign to be replaced B| Jiffy Lube and A&W signs to remain

	<u>Existing Sign</u>	<u>Proposed Sign</u>	<u>Bylaw Requirements</u>
Height	7.9 m (26 ft)	2.7 m (9 ft.)	3.5 m (11.5 ft)
Sign Area	13.6 m ² (146.5 sq.ft)	3.3 m ² (36 sq.ft)	4.0 m ² (43.1 sq.ft)

As the applicant is proposing to replace the existing larger sign with a smaller sign that conforms to the Sign Bylaw, staff support this application.

FINANCIAL IMPLICATIONS:

NA

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component.

STRATEGIC PLAN REFERENCE:

Updating the Sign Bylaw was previously included as part of Council's strategic plan. The update is now complete with the adoption of the new Sign Bylaw in October 2013.

OFFICIAL COMMUNITY PLAN REFERENCE:

No specific reference.

REGIONAL GROWTH STRATEGY REFERENCE:

No specific reference.

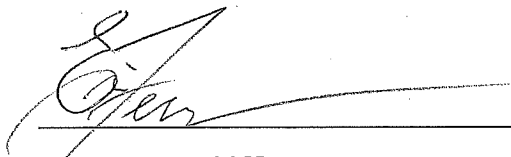
CITIZEN/PUBLIC ENGAGEMENT:

Pursuant to the requirements of the *Local Government Act*, surrounding property owners and tenants were notified of this Development Variance Permit application prior to Council's consideration. To date, no correspondence has been received.

OPTIONS:

- OPTION 1: Approve Development Variance Permit No. 1402 (Recommended).
- OPTION 2: Defer consideration of Development Variance Permit No. 1402 pending receipt of further information.
- OPTION 3: Not approve Development Variance Permit No. 1402.

Prepared by:


Erin Ferguson, MCP
Land Use Planner


Peter Crawford, MCIP
Director of Development Services

**THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 2392
SCHEDULE "2E"**

Permit No. DVP 1402

DEVELOPMENT VARIANCE PERMIT

April 7, 2014

To issue a Development Variance Permit

To: Name: Ryan Road General Store Limited
Address: 106 Fry Street
Nanaimo, BC V9R 4Y9

Property to which permit refers:

Legal: Lot 1, Section 14, Comox District, Plan 50927
Civic: 581 Ryan Road

Conditions of Permit:

Permit issued to vary *Section 5.3.5 of the City of Courtenay Sign Bylaw No. 2760, 2013* to increase the number of freestanding signs allowed on the property from one to three subject to the following conditions:

- 1) conformance with the plans and drawings contained in **Schedule No. 1**;
- 2) each freestanding sign must be located within a landscaped area of at least 5.0 m².

Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Director of Legislative Services

S:\PLANNING\Development Applications\DVP\1402-581 Ryan Rd (Shell)\Permit

Regular

11'0"

WITH PAID FEE:

ILLUMINATION VIEW

FRONT VIEW

SIDE VIEW

TO BE MANUFACTURED WITH ABLE LEDS - 1SR0812PD-GS

REVISION HISTORY

NO.	DATE	DESCRIPTION
1	08/11/11	ISSUED FOR PERMIT
2	08/11/11	ISSUED FOR PERMIT
3	08/11/11	ISSUED FOR PERMIT

GENERAL NOTES

1. ALL MATERIALS TO BE USED IN THE CONSTRUCTION OF THIS SIGN SHALL BE OF THE HIGHEST QUALITY AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.
2. THE SIGN SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY ENGINEER'S SPECIFICATIONS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.
3. THE SIGN SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY ENGINEER'S SPECIFICATIONS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.
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APPROVAL SIGNATURE

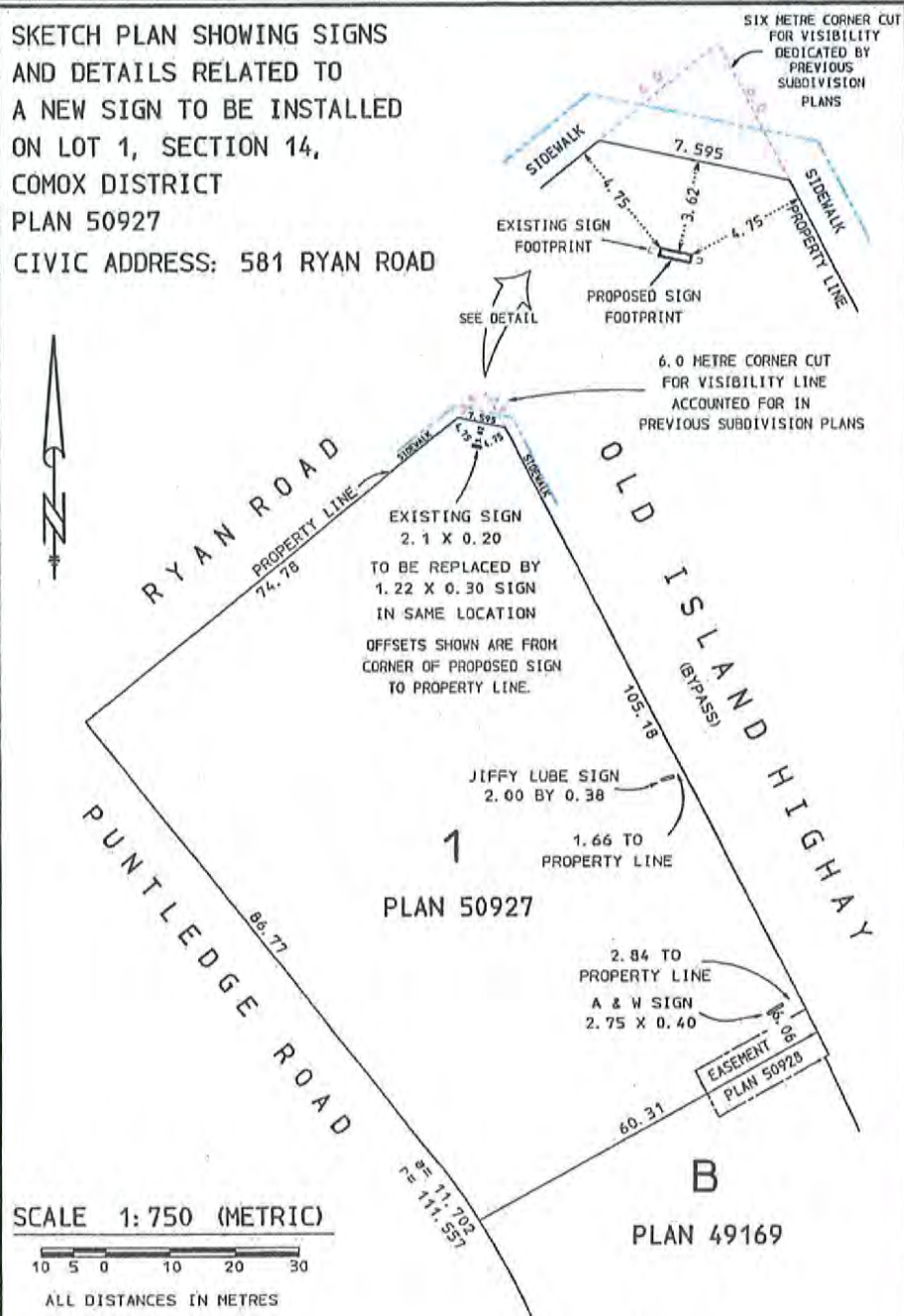
DATE

APPROVAL SIGNATURE

DATE

Schedule No. 1
2 of 2

SKETCH PLAN SHOWING SIGNS
AND DETAILS RELATED TO
A NEW SIGN TO BE INSTALLED
ON LOT 1, SECTION 14,
COMOX DISTRICT
PLAN 50927
CIVIC ADDRESS: 581 RYAN ROAD



ZAHARKO LAND SURVEYING INC.
BRITISH COLUMBIA LAND SURVEYORS

1-1841 COMOX AVENUE
COMOX, B. C.
V9M 3M3

T: 250.339.9711

FILE: 1884-4

20 JANUARY, 2014



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3060-20-1317

From: Chief Administrative Officer

Date: April 7, 2014

Subject: Development Permit with Variances No. 1317 – 2828 Bristol Way

PURPOSE:

The purpose of this report is to consider issuing a Development Permit with Variances for an 18 unit multi-residential development.

POLICY IMPLICATIONS:

Council will note in the FINANCIAL IMPLICATIONS section of this report that staff have begun to identify the costs and benefits of proposed new developments. This is a new approach based on gaining a greater understanding of the impact of new development, and consequently of the new infrastructure and services that the City will be responsible for.

While it is relatively straightforward to estimate the revenues related to some charges and fees such as Development Cost Charges (DCCs) and Building Permit Fees, other revenues and costs require more analysis. Tax revenues, operating and maintenance costs for roads, parks and trails, recreational amenities and programs, and protective services are all examples. Other costs that are recovered through utilities (not general taxation) for the provision of water sewer, and municipal waste services will be determined separately.

City staff have been working with the Comox Valley Economic Development Society over the last few months to develop a more complete model for assessing the costs and benefits of proposed new developments. Once finalized this new model will be used to further a cost / benefit analysis for proposed developments.

CAO RECOMMENDATIONS:

That based on the April 7th 2014 staff report "Development Permit with Variances No. 1317 – 2828 Bristol Way", the staff recommendation outlined in (Option 1) be approved.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

The subject property is an undeveloped lot located at the entrance to the Crown Isle neighbourhood off Ryan Road. The applicant is proposing to construct an 18 unit multi-residential complex comprised of 9 single-storey duplex buildings. Surrounding land uses include the adjacent Crown Isle Shopping Centre to the west, commercial uses to the north, the Crown Isle clubhouse and golf course to the east, and residential uses to the south.

The subject property is zoned Comprehensive Development One B (CD-1B) which permits the proposed multi-residential use. This application is for a Multi Residential Development Permit for the form and character of the proposed project and to request variances to the Zoning Bylaw for building setbacks and fence height. The variances for building setbacks relate to the internal strata phasing lines only. At build-out, the project will meet all of the required building setbacks as discussed below. The proposed variance to fence height is to accommodate short segments of privacy screening between Crown Isle Drive and the outdoor patio areas.

DISCUSSION:

Official Community Plan Review:

The OCP encourages development proposals to preserve the integrity and character of existing residential areas. Accordingly, all multi-residential development is subject to the Multi Residential Development Permit Guidelines. The proposed development is consistent with these guidelines including building siting, scale, design, exterior materials, and landscaping.

The applicant is proposing a single storey patio home development within an extensively landscaped perimeter. Staff believe this will provide an appropriate transition from the retail



uses to the north and predominantly single residential dwellings to the south. There are four duplex configurations. Each of the units has a covered front entry porch and a rear private patio space. Landscaped nodes visually separate the buildings and increase the privacy between units. Exterior finishes and colours are influenced by west coast design and are complementary with the surrounding Crown Isle residential neighbourhood with tiled pitched roofs, hardi-plank siding, and rock and timber accents. A project rendering and detailed elevations are included as part of the attached draft Development Permit.

A key objective of the OCP is to ensure that development contributes to the creation of attractive streetscapes including the provision of buffer areas along major roads. The proposed development exceeds the required landscaping widths along the Ryan Road, Crown Isle Drive and Bristol Way street frontages. Despite the intent to retain as many trees as possible, and in particular those adjacent to Ryan Road and Crown Isle Drive, many of the trees were removed following an arborist's assessment indicating the trees were in poor health and susceptible to windthrow. In replacement, the applicant is proposing to construct

a naturalized berm along Ryan Road which will be planted with a combination of native plants and trees. As the trees mature, the overall effect will be a diverse forest stand providing an attractive streetscape along Ryan Road and providing additional privacy and sound attenuation measures for future residents of the development. The applicant was able to retain a significant number of trees on the remainder of the site including trees along Crown Isle Drive to complement the existing cherry trees in the boulevard. New street trees will be planted along Bristol Way and each of the units backing onto Bristol Way will have individual entrances to the rear yards which will help to activate the street frontage. These measures, along with the extended sidewalk and landscaping adjacent to the walkway, will improve the pedestrian connection to the shopping centre for residents of the proposed development and the broader neighbourhood.

The proposed development is consistent with OCP policy supporting the development of housing options for seniors. The location of the proposed development adjacent to the Crown Isle Shopping Centre and the single-story building design make it a suitable housing option for seniors. The applicant has indicated that the project is being marketed towards retirees and will include features to support aging in place such as reinforced walls to allow the future addition of grab bars and an open floor plan with wider doorways to make it easier for individuals using walkers or wheelchairs to move through the units.

Zoning Bylaw Review:

The proposed development will meet the provisions of the Comprehensive Development One B (CD-1B) zone once it has been fully constructed. However, the applicant is choosing to construct the strata development in phases and each of the phasing boundaries is treated as a lot line as the project moves through the subdivision process. Table 1 details the building setback variances that are required with respect to the internal phasing lines. The requested variances are also illustrated in the site plan included in the draft Development Permit attached to this report. Once the phases are complete, the land from each phase is amalgamated and the internal lot lines disappear. The variances for building setbacks will no longer be required at this stage.

Table 1. Variances required for proposed building setbacks with respect to internal phasing lines

	REAR YARD SETBACK		SIDE YARD SETBACK		FRONT YARD SETBACK	
	Requirement	Proposed	Requirement	Proposed	Requirement	Proposed
Phase One	10.0 m	8.60 m	4.5 m	1.4 m	NA	NA
Phase Two	10.0 m	0.60 m	4.5 m	1.4 m	NA	NA
Phase Three	NA	NA	NA	NA	7.5 m	4.5 m

NOTE: These variances correspond to the site plan shown in the attached draft Development Permit

The applicant is also seeking to increase the fence height along Crown Isle Drive from 1.2 m (4 ft) to 1.8 m (6 ft) to accommodate the installation of short sections of privacy screening adjacent to the outdoor patio areas as shown in Figure 2. Staff believes this will have minimal impact on the streetscape as these will be short fence segments integrated with landscaping on either side, and they will be setback from the property line rather than forming a continuous fence line near the sidewalk edge.

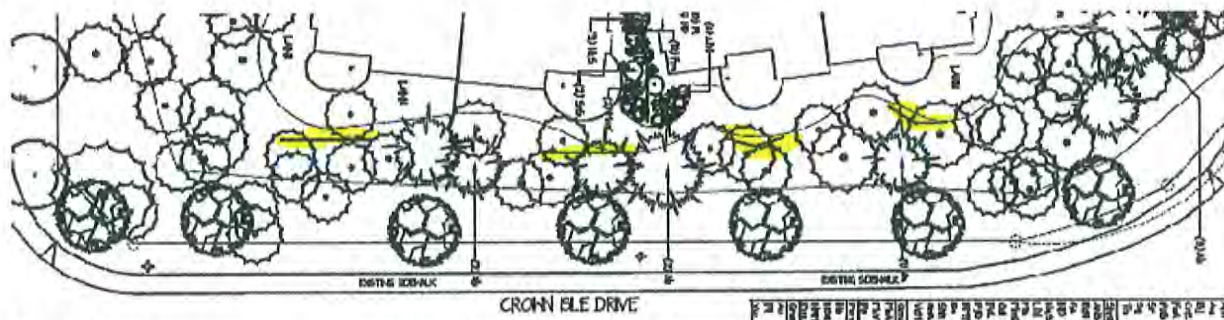


Figure 2. Privacy screens (*highlighted in yellow*) require a variance for height of a fence located in the front yard.

Staff supports this application as the requested variances are minor in nature and the project is consistent with the development permit guidelines for multi-residential development.

FINANCIAL IMPLICATIONS:

Development Cost Charges collected on this development will total \$219,690. Building Permit fees will be determined at time of Building Permit Application based on construction values. Property tax revenues will be determined at time of property assessment. Ongoing expenses include infrastructure maintenance, annual costs for fire protection, policing, public works and services, and parks and recreation.

ADMINISTRATIVE IMPLICATIONS:

The processing of development applications is included in the current work plan as a statutory component.

STRATEGIC PLAN REFERENCE:

Not referenced.

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed development is consistent with OCP policy to create compact, complete communities with multi-residential uses located near neighbourhood commercial areas and encouraging active transportation options. The proposed project is also consistent with OCP policy to maintain the character of existing neighbourhoods, create attractive streetscapes with new development, and provide housing options for seniors.

REGIONAL GROWTH STRATEGY REFERENCE:

The proposed development is consistent with the RGS goals and objectives to ensure a diversity of housing options to meet evolving demographics and needs, and to locate housing in core settlement areas close to existing services.

CITIZEN/PUBLIC ENGAGEMENT:

The applicant held a public information meeting with regard to the proposed variances on March 14, 2014. Three neighbouring property owners attended the meeting and had no concerns with the information presented. The minutes of the meeting are attached for reference. As required by the *Local Government*

Act, the City has also provided notification of the proposed variances to property owners within 30 metres of the subject property. No comments have been received to date.

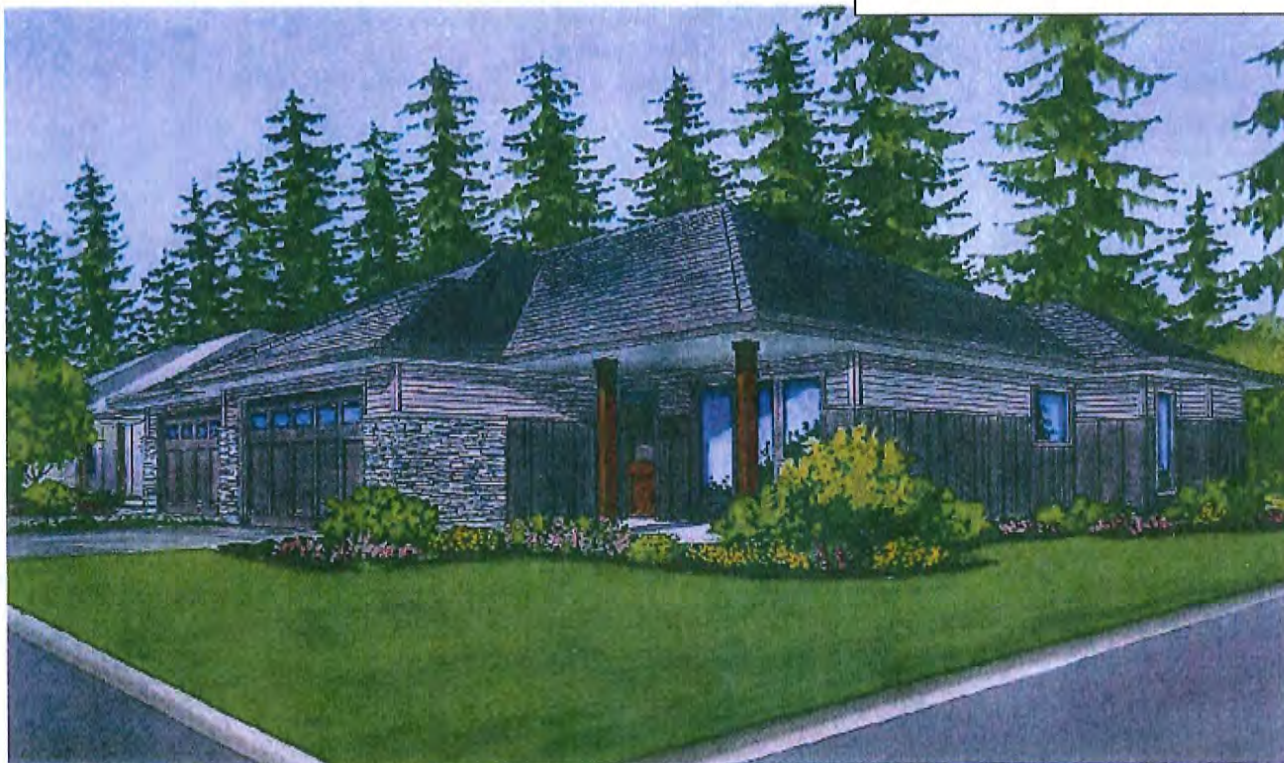
OPTIONS:

- OPTION 1: Approve Development Permit with Variances No. 1317 (Recommended).
- OPTION 2: Defer consideration of Development Permit with Variances No. 1317 pending receipt of further information.
- OPTION 3: Not approve Development Permit with Variances No. 1317.

Prepared by:


Erin Ferguson
Land Use Planner
Peter Crawford
Director of Development Services

ATTACHMENT 1 – Project Summary



Project Rendering Provided by Applicant

Project Summary		
Applicant	Monterra Builders Limited	
Building Type	Multi-residential, duplex configurations	
Number of Units	18	
Unit Size	(1400 to 1600 sq.ft.)	
Zoning Compliance: CD-1B Zone		
	Required	Proposed
Min. Rear yard setback	10.0 m	10.0 m
Min. Front yard setback	7.5 m	12.0 m
Min. Side yard setback	4.5 m (Ryan Rd), 4.5 m (Bristol Way)	11.0 m (Ryan Road), 4.5 m (Bristol Way)
Max. Site coverage	40%	27%
Max. Building height	15 m	< 6.5 m
Min. Useable open space	270 m ²	2,455 m ²
Min. Parking	27 stalls	36 in driveway and garage, 3 visitor stalls

ATTACHMENT 2 – Sustainability
Statement



October 3, 2013

City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Sustainability Conformance Statement and Evaluation

ATTENTION: Department of Planning Services

RE: "The Grove"

Summary Overview

Monterra Builders Ltd. is proud to be applying for the development permit for an 18-unit townhouse project in the Crown Isle community. This project is sure to be a success built on the Monterra reputation of award-winning design and customer choice designation.

The Monterra marketing approach is offering similar sized homes with the known Crown Isle finishes like natural stone finishes and hardwoods to tile roofing, rock accents, custom cedar siding accents and hardi-plank exteriors, except in a strata development. With a west coast design and attractive floor plans suited for semi-retired or retirement style living, Monterra will spare nothing on style, craftsmanship or quality on this project.

1. Land Use

- There are a mix of four plans in eighteen units ranging in size and type. With nine duplex buildings mixed throughout the site. The Interior and exterior has each three color schemes giving an individual ownership to every home.
- We have taken considerable care to balance the scale and massing of the buildings to enhance the surrounding properties by providing elevations following Crown Isle building guidelines, a west coast arts and craft styling. With sloped pitched roofs the project will fit well into the surrounding residential area. The buildings have been situated on the site to take into consideration the surrounding landscape, enhancing the site by keeping as many of the large trees as possible also creating a large natural tree buffer from Crown Isle Drive and Ryan Road.
- Our project location is a great fit for the area and follows the intention and use of the Crown Isle master plan. The project falls within the CD-1 zoning and the designated OCP plan. The property will have one access and maintain the open feel internally with a cul-de-sac. We feel this project suits the intended use and will further enhance the area.

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OCT 13 2013
CITY OF COURTENAY



- “The Grove” also fits well into the area to create a mixed use development of land for this area with the surrounding properties built out as single family to several duplex lots and other multi-family sites close by. It’s also within close proximity to commercial zoned land and the Crown Isle Club House.
- Our project promotes an outdoor lifestyle with walking, golfing, and many other activities at the Crown Isle community, the Crown Isle Club House in close proximity. The newly completed commercial site with Thrifty Foods on the corner of Ryan Road and Lerwick Road within the Crown Isle Development and other great commercial stores right next door, not to mention the community college and recreation center less than a kilometer away. At the same time Monterra wanted to also create a private patio area for each home for those looking for down time in their own space.
- One of the purposes for our development is to provide a high-end quality project in Crown Isle as another option to the single family home for a more affordable price point. While focusing on quality, size, and design.
- This site offers an amazing location within walking distance to Courtenay’s new commercial hub. For convenience alone, this will be a popular location.
- “The Grove” will enhance the entry to Crown Isle with our approach to the design of the units taken into consideration – Low non obtrusive single story design – allowing us to utilize the large trees throughout the site landscaping to enhance our buildings by stepping our lawns and shrub beds in and out. This approach provides great unit separation yet giving the units an established look by putting some landscaping close to the buildings as well.

2. Building Design

- Monterra recognizes the high standard of building and landscape design requirements. We have used the property shape to promote a layout that enhances the site by taking into consideration all the surroundings. The building design incorporates the design requirements on all sides to provide attractive styling. Using Board and Batten, natural cedar siding stained in a semi-transparent accent colour, rock work and some timber posts, the appearance will have a feel of longevity.
- As shown on the elevations, each plan incorporates multiple faces to provide relief as well as give multiple roof lines, plus also incorporating some timber posts and covered patios.
- We plan on having three color schemes for the buildings, giving the site a softer subdivision feel as well as taking away from a strip development appearance.
- Monterra builds with green building practices using the most environmentally sensitive materials available at the time. Some of the products we will be offering on this project are heat pumps, hard surface counter tops, low VOC paints, low flow plumbing fixtures, efficient lighting packages, Low-E window package, and the use of several building best practices to name a few. Monterra also tests every new home under the EnerGuide rating system.



3. Transportation

- The site is within close proximity to public transit and has a grocery store and other commercial stores within walking distance to the Crown Isle development.
- Our location provides great opportunity for future home owners to take advantage of area parks, trails, and recreation facilities.

4. Infrastructure – see attached Site Servicing Report by McElhaney Consulting Services Ltd.

5. Character and Identity

- This project is at the entrance of the Crown Isle development; therefore we wanted to keep as many large trees at the approach on Ryan Road with the garages facing into the project giving the street view a non-obtrusive building massing. We accomplish this by using all sloped roofs blending into the natural surroundings.
- With our site incorporating a cul-de-sac road design, it offers a great streetscape inside the development as well as providing a residential feel with double car parking pads for each unit. Site lighting will be a standard that is typical which will also meet the City of Courtenay's lighting requirements for the site. The style will continue to follow the design of the buildings.
- Great consideration has been taken designing the floor plans, orientation to surroundings and open spaces optimizing each home. Offering unique interior and exterior plans that will hold their value for years to come.

6. Environmental Protection and Enhancement

- Due to the location and size of our site, we are sensitive to native species of the area and plan on incorporating a more natural composition into our overall approach. We intend to leave some of the existing trees throughout the development to give an established feel while respecting our community and environment.

Thank you for your interest in our proposed project; I look forward to your response with the success of another Monterra Builders project.

Regards,

Garry Renkema

Monterra Builders Ltd.

ATTACHMENT 3 – Aging In Place
Features



March 25, 2014

City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Features for Retirees/Seniors

ATTENTION: Department of Planning Services

RE: 'The Grove' – 18 Unit Multiple Family Patio Home Development

Located at 2828 Bristol Way, Courtenay, B.C.

Lot 1, Block 72/ Comox District, Plan EPP27747

Monterra Builders is applying for the development permit for an 18-unit Multiple Family Patio Home Development in the Crown Isle community.

Monterra Builders is committed to providing a product accessible to the community in regards to the Age in Place living model. "The Grove" project allows for quaint living in the Crown Isle community at a lower cost. One of the purposes for our development is to provide a high-end quality project in Crown Isle as another option to the single family home for a more affordable price point while focusing on quality, size, and design. In our design we have also focused on the aging population and have added in some of the Age in Place features including:

-wider doorways, lever style handles, level entry access, backing for future safety bars in bathrooms, right height water closets, easy clean plumbing fixtures, large pull out drawers on cabinetry, large showers.

The development will be built close to amenities and accessible to all forms of public transportation. A new retail complex, including Thrifty food and The Crown Isle clinic are located within walking distance, making it a prime location that is usually not as accessible to the retired community.

Garry Renkema

Monterra Builders Ltd.

DESIGN . DEVELOP . BUILD

po box 3734 courtenay bc v9n 7p1 | o.250.338.2414 | f.250-334.8212 | monterrabuilders.ca

THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 2699, 2013

Permit No. DPwV 1317

DEVELOPMENT PERMIT with VARIANCES

April 7, 2014

To issue a Development Permit with Variances

To: Name: Monterra Builders Ltd. Inc. No. BC0935299
 Address: Box 3734
 Courtenay, BC V9N 7P1

Property to which permit refers:

Legal: Lot 1, Block 72, Comox District, Plan EPP27747
 Civic: 2828 Bristol Way

Conditions of Permit:

Permit issued to allow the development of an 18-unit multi-residential complex with the following variances to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- *Section 6.8.1– Fences*, increasing the height of a fence along a front yard from 1.2 metres to 2.0 metres to accommodate privacy screening as shown in ***Schedule 1***;
- *Section 8.32.9- Setbacks*, related to internal phasing lines of a strata development as shown in ***Schedule 2***:
 - Phase One, reduce the rear yard setback from 10.0 metres to 8.6 metres and reduce the side yard setback from 4.5 metres to 1.4 metres;
 - Phase Two, reduce the rear yard setback from 10.0 metres to 0.6 metres and reduce the side yard from 4.5 m to 1.4 metres;
 - Phase Three, reduce the front yard setback from 7.5 metres to 4.5 metres.

Development Permit with Variances No. 1317 is subject to the following conditions:

- a) Development must be in conformance with the plans and elevations contained in ***Schedule No. 3***;
- b) Installation of landscaping in conformance with the plans contained in ***Schedule No. 3***;
- c) Retention of trees and understory including protection measures specified on drawing L-2 of ***Schedule No. 3*** and adherence to Tree Cutting Permit No. 1403;
- d) Minimum depth of topsoil or amended organic soil on all landscaped areas as follows: shrubs – 450 mm; groundcover and grass – 300 mm; trees – 300 mm around and below the root ball;
- e) Submission of landscape security in the amount of (125% x \$123,987.00) \$154,983.75;
- f) Installation of landscaping and irrigation in City road right-of-way must be coordinated with City Parks staff;

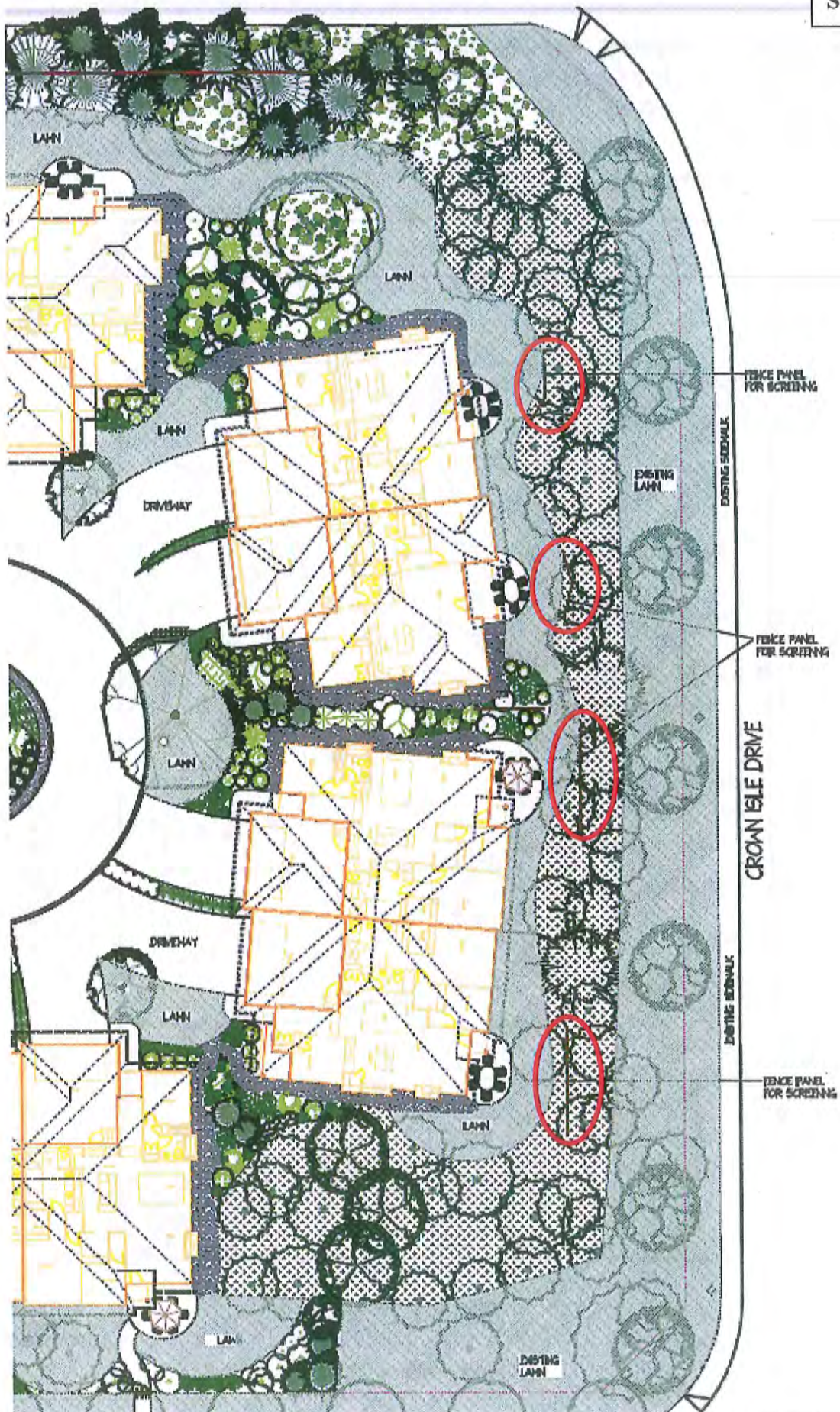
- g) Landscaping must be completed within six months of the date of issuance of the occupancy permit by the City;
- h) All building and site lighting must be full cut-off, flat lens in accordance with the City's Dark Skies Policy (#5240.00.01).

Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Director of Legislative Services



**SKETCH PLAN SHOWING PROPOSED
PHASED STRATA DEVELOPMENT OF
LOT 1, BLOCK 72, COMOX DISTRICT,
PLAN EPP27747**

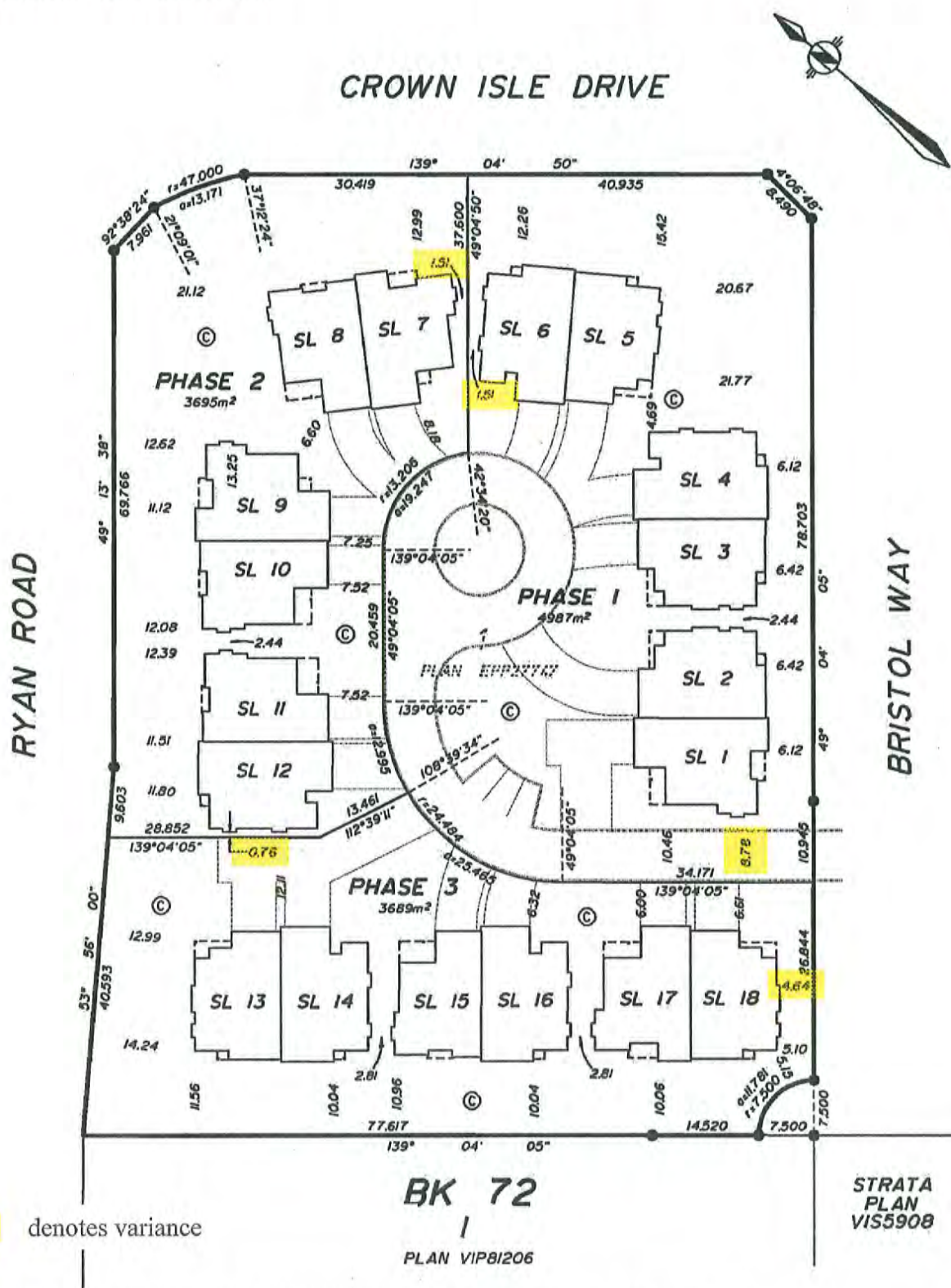
2828 BRISTOL WAY, COURTENAY

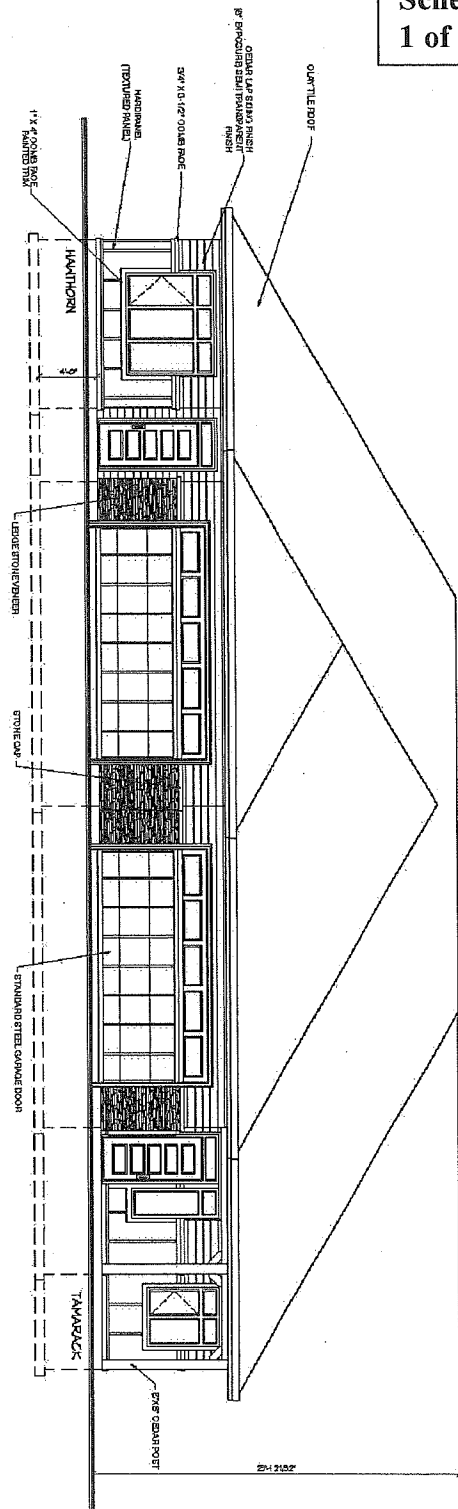
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10m 0 10 20 30m

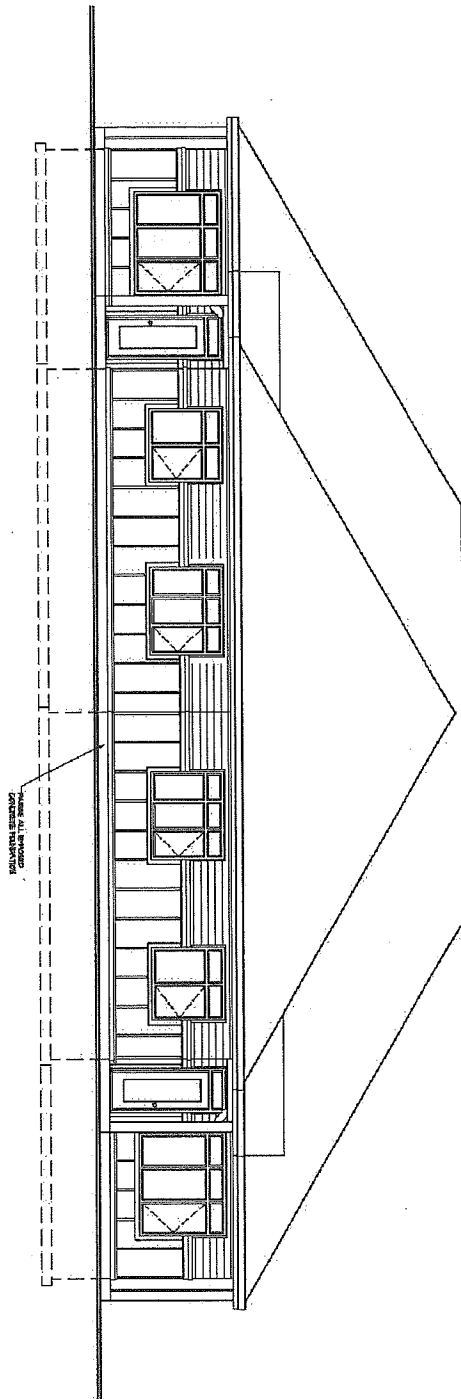
ALL DISTANCES ARE SHOWN IN METRES

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm
IN HEIGHT BY 280mm IN WIDTH (B SIZE) WHEN
PLOTTED AT A SCALE OF 1:600





FRONT ELEVATION



3 REAR ELEVATION
M SCALE 1/4" = 1'-0"

CONSULTANTS

5. 2015

MONTERRA
PACIFIC POWER & LIGHT

Order: 2001.0301.244-2
FSC: 2001.0301.0212
Product: 2001.0301.0212.0001

2006-2007

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• PROJECT TITLE
THE GROVE
DUPLEX 'A'

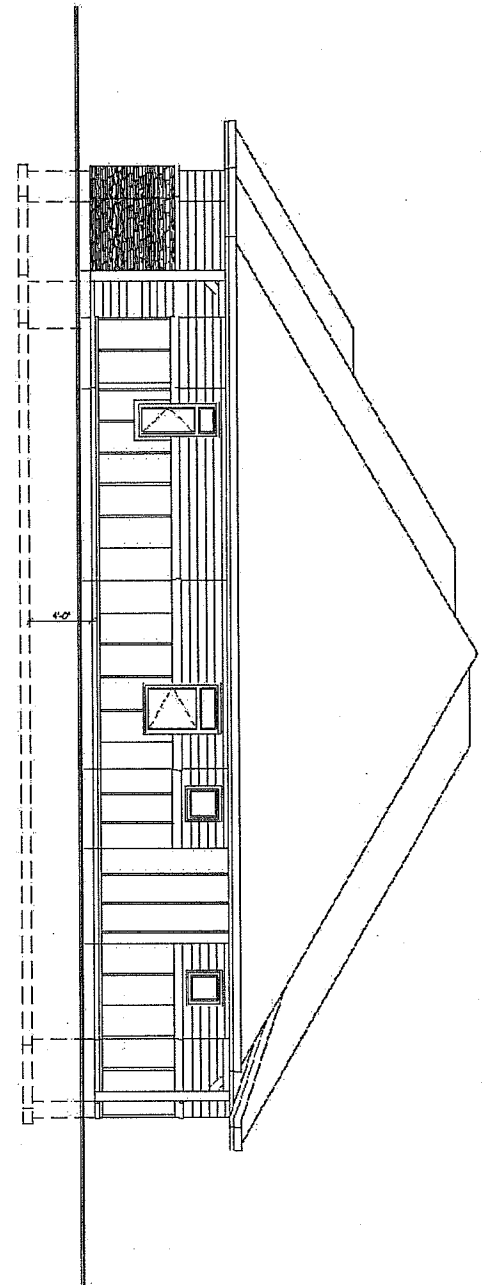
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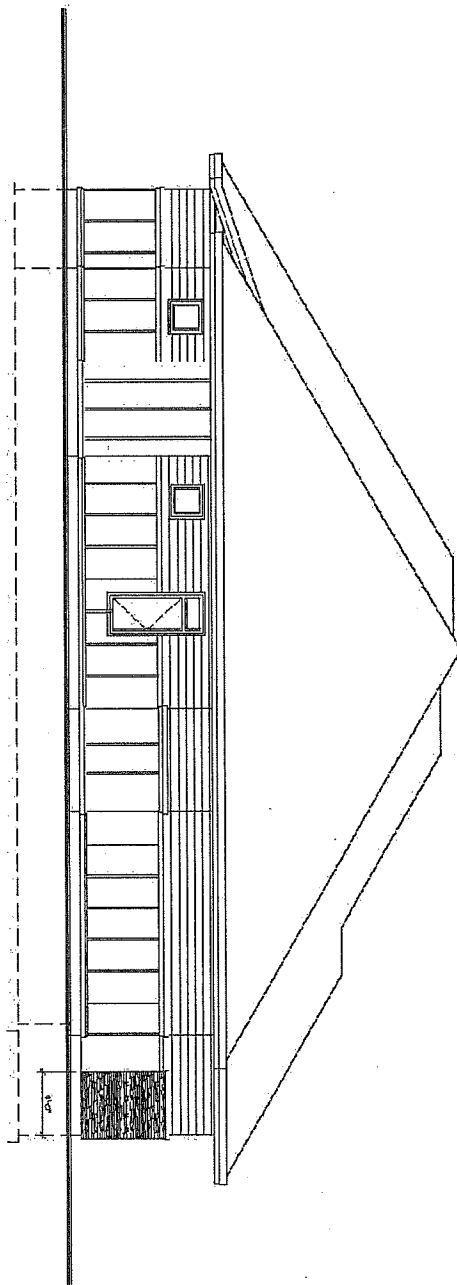
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- SCALE : AS SHOWN
- DRAWN BY : DWA/RJH
- CADD FILE : JAL.DWG\JCAD.DWG
- PROJECT NO. : ZKH

• SHEET NO. •

A4



1 RIGHT ELEVATION



2 LEFT ELEVATION

DATE: OCTOBER 2000
SCALE: AS SHOWN
DRAWN BY: DAN/TA
CHECKED BY: JILL/TA
PROJECT NO. 200

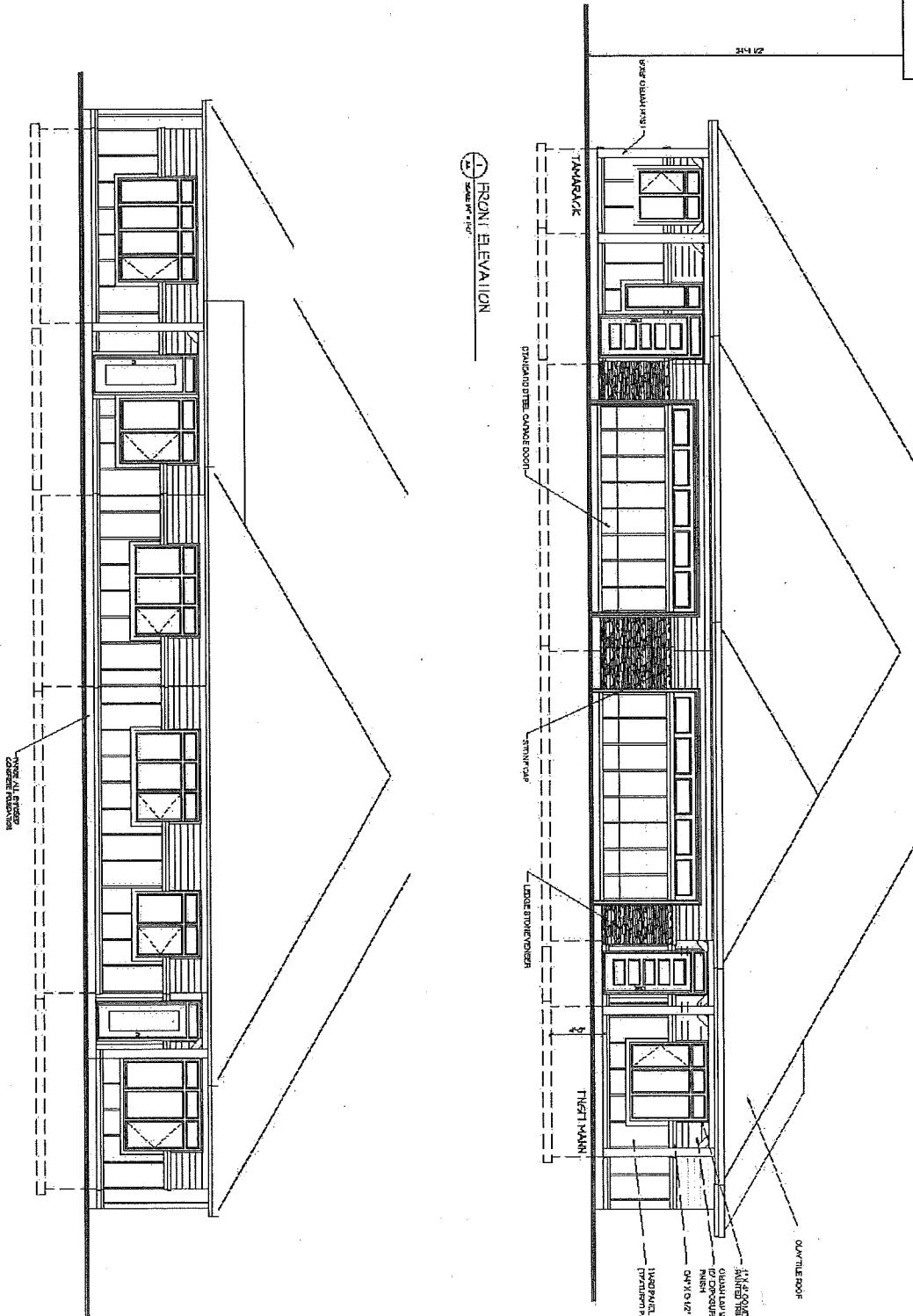
SHEET NO.
A5

CONSULTANTS
MONTERRA
ARCHITECTS
1000 10TH AVENUE
SUITE 100
DENVER, CO 80202
TEL: 303.733.1212
FAX: 303.733.1211

IT IS THE POLICY OF MONTERRA ARCHITECTS, P.C. TO PROVIDE THE BEST QUALITY SERVICE AND DESIGN TO OUR CLIENTS. WE ARE COMMITTED TO EXCELLENCE IN EVERYTHING WE DO. WE STRIVE TO BE THE MOST RELIABLE AND CREATIVE FIRM IN THE AREA. WE OFFER A FULL RANGE OF SERVICES INCLUDING ARCHITECTURAL DESIGN, INTERIOR DESIGN, AND LANDSCAPE ARCHITECTURE. WE ARE A FULLY LICENSED ARCHITECTURAL FIRM AND ARE A MEMBER OF THE AMERICAN INSTITUTE OF ARCHITECTS (AIA). WE ARE ALSO A MEMBER OF THE COLORADO CHAPTER OF THE AIA. WE ARE COMMITTED TO THE HIGHEST STANDARDS OF ETHICS AND PROFESSIONAL CONDUCT. WE ARE COMMITTED TO THE WELL-BEING OF OUR CLIENTS AND TO THE COMMUNITY. WE ARE COMMITTED TO THE ENVIRONMENT. WE ARE COMMITTED TO THE FUTURE. WE ARE COMMITTED TO THE BEST. WE ARE COMMITTED TO THE MONTERRA WAY.

PROJECT TITLE
THE GROVE
DUPLEX IN
CLIFF
MONTERRA DEVELOPMENT

DRAWING TITLE
ELEVATIONS



2
A1 REAR ELEVATION

ALL IRIDON AND POOR PLANTS
TO BE REMOVED IN ALLIANCE
WITH THE 2006

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A.4

* DATE OCTOBER 2010
 * VOLUME 40 NUMBER 1
 * PUBLISHED BY BAYVIEW
 * ADDRESS 201 COLUMBIA DRIVE
 * PROJECT NO. 201

• DRAINAGE TILES ELEVATIONS

PROJECT THE
THE GROVE
DUPLICATE

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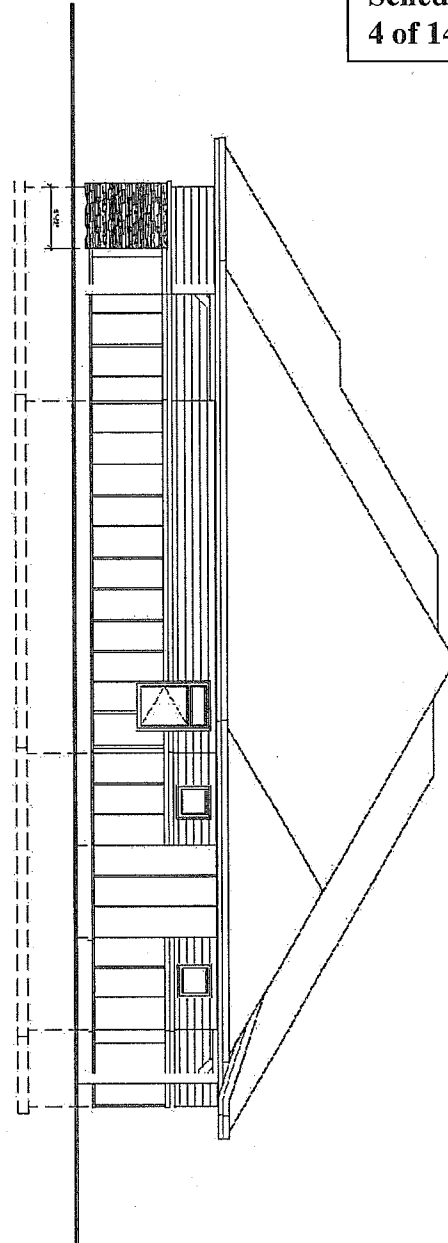
MONTERRA
LIVING IN THE MOUNTAINS

Office: 260.553.1444
Fax: 260.334.8872
info@monterra.com

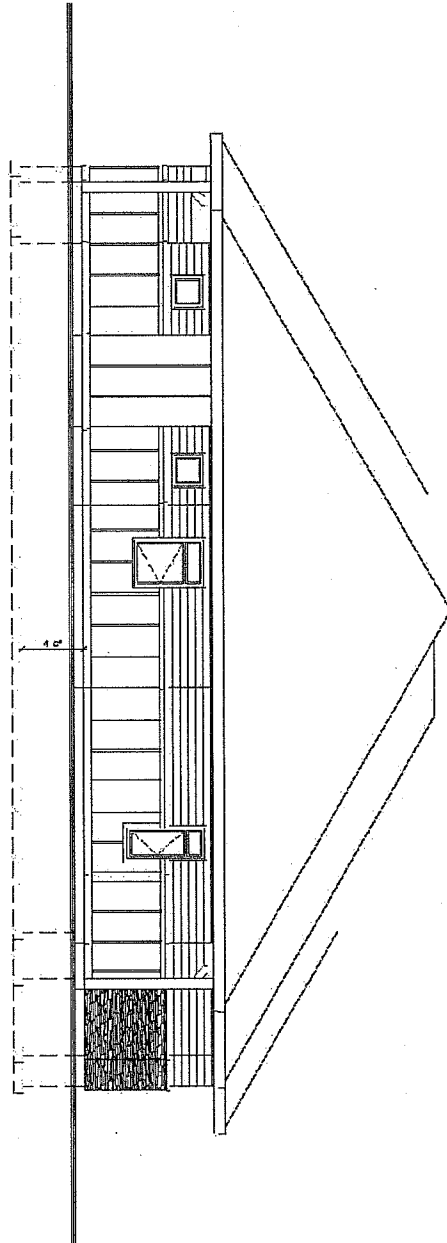
11200e 2700 Colindale, 27100191

CONSULTANTS

1. RIGHT ELEVATION



2. LEFT ELEVATION



CONSULTANTS

REVISIONS

MONTERA
INCORPORATED
1000 MONTERA DRIVE
MONTERA, CA 95031
TEL: 408.255.2414
FAX: 408.255.2414
WWW.MONTERA.COM

THE CLIENT HAS REVIEWED AND APPROVED THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE CLIENT HAS REVIEWED AND APPROVED THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE CLIENT HAS REVIEWED AND APPROVED THE DESIGN AND CONSTRUCTION OF THE PROJECT.

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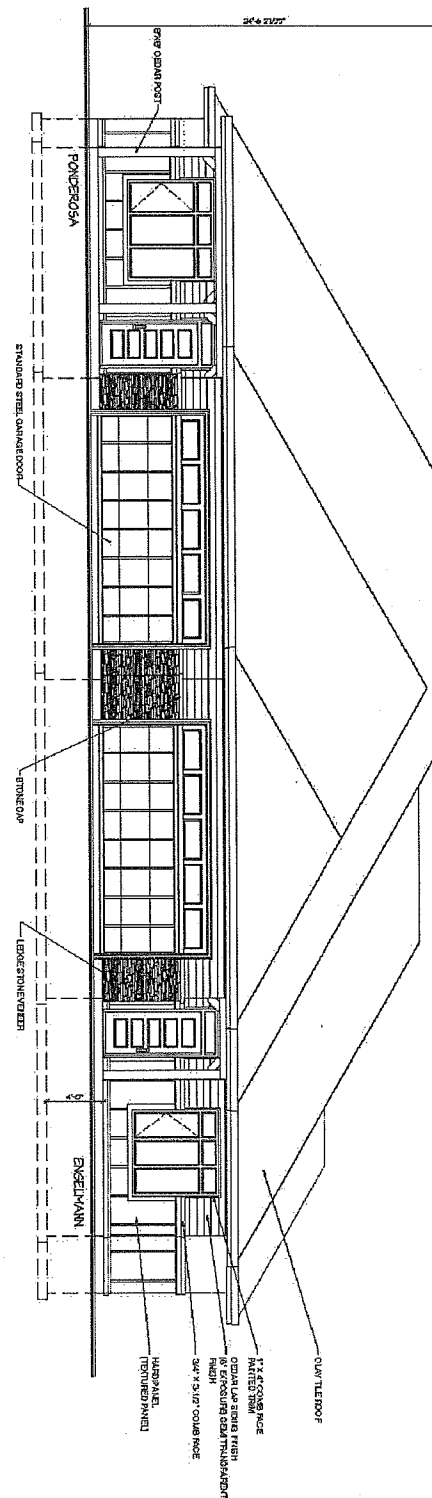
CLIENT
MONTERA INCORPORATED

DRAWING TITLE
ELEVATIONS

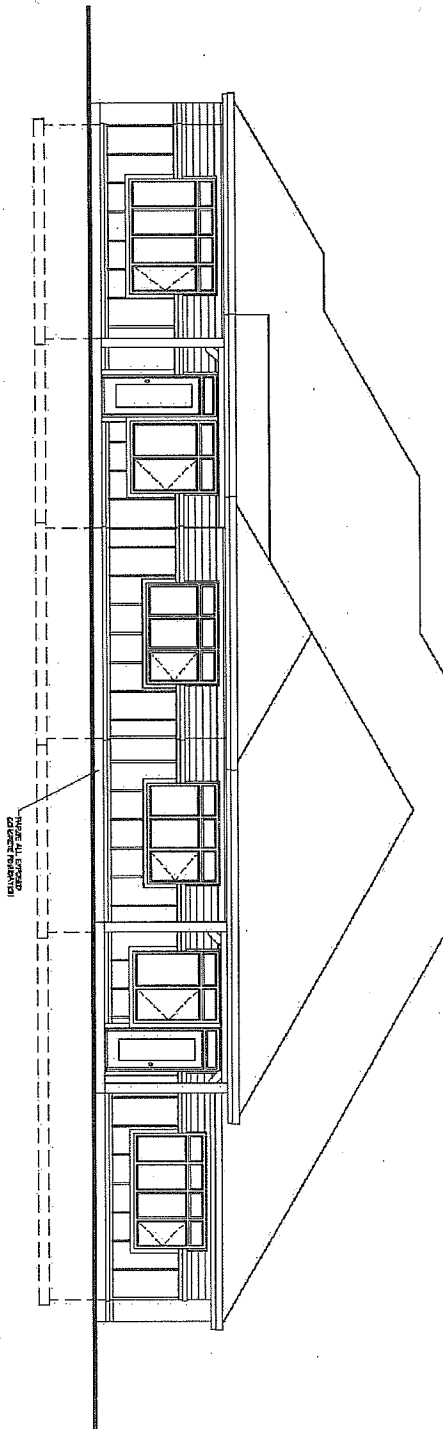
DATE: OCTOBER 2009
SCALE: AS SHOWN
DRAWN BY: JAVIER L. LUI
CHECKED BY: JAVIER L. LUI
PROJECT NO.: 201

SHEET NO.
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ALL UNLESS OTHERWISE INDICATED
IN THE NOTES OR OTHERWISE
SPECIFIED



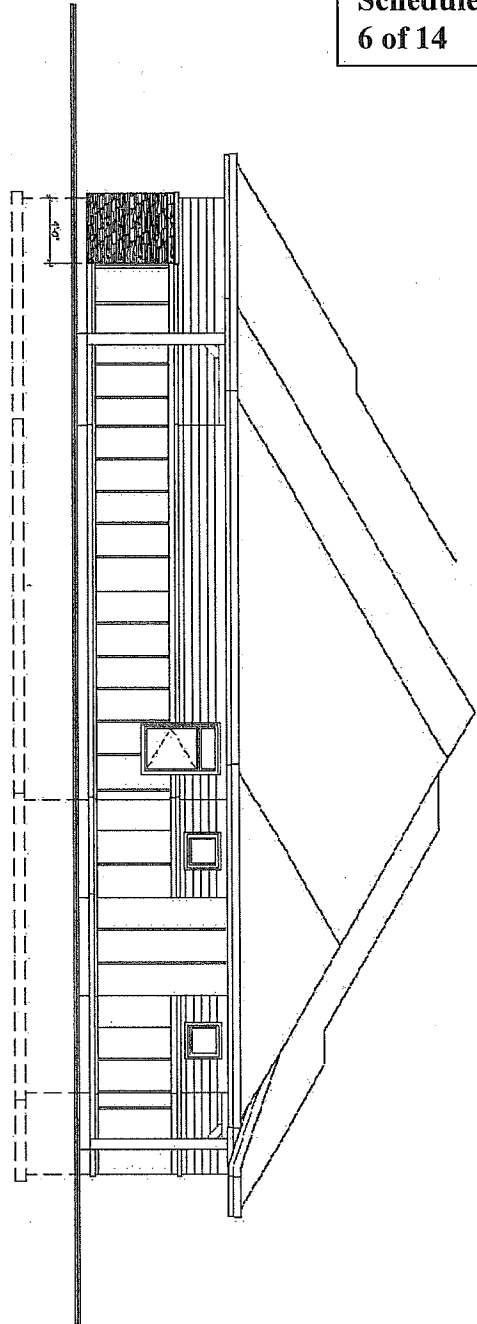
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SCALE 1/8" = 1'-0"



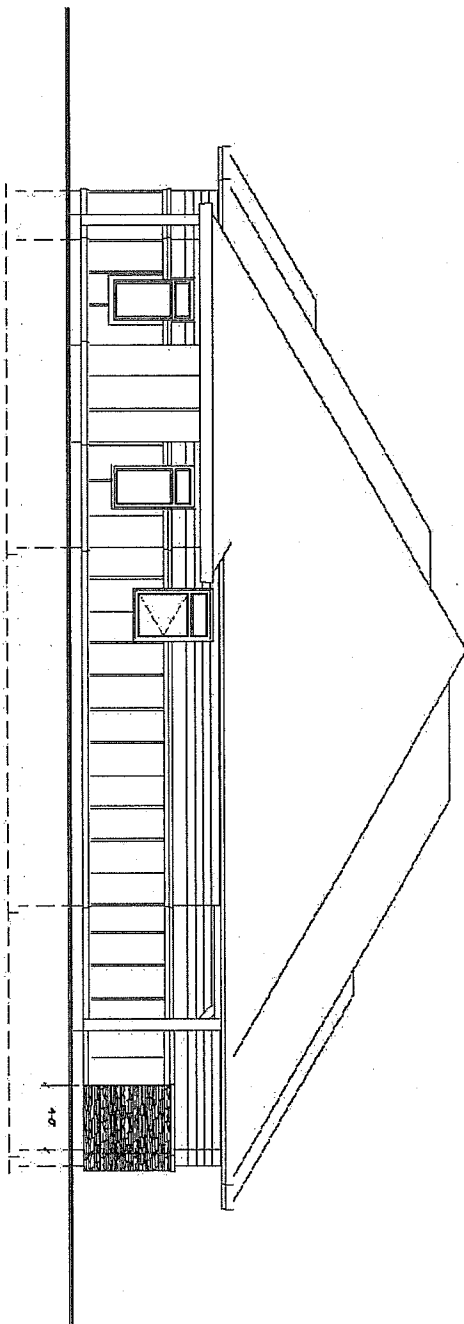
② REAR ELEVATION
SCALE 1/8" = 1'-0"

NOTES:
ALL DIMENSIONS GIVEN IN PARAGRAPHS
UNLESS OTHERWISE SPECIFIED
ARE IN FEET AND INCHES

<p>CONSULTANTS</p> <p>MONTERRA ARCHITECTS, INC.</p> <p>20000 MONTERRA BLVD. FARMERSVILLE, CA 94529 TEL: 925.335.1515 M@monterra.com</p>	<p>REVISIONS</p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	DESCRIPTION				<p>PROJECT TITLE</p> <p>THE GROVE DUPLEX 'C'</p>	<p>CLIENT</p> <p>INTERIOR ARCHITECTS</p>	<p>DRAWING TITLE</p> <p>ELEVATIONS</p>	<p>DATE: 02/08/2018</p> <p>SCALE: 1/8" = 1'-0"</p> <p>DRAWN BY: DMH/CH</p> <p>CHECKED BY: DMH/CH</p> <p>PROJECT NO.: 201</p>	<p>SHEET NO.</p> <p>A4</p>
NO.	DATE	DESCRIPTION										



RIGHT ELEVATION



④ LEFT ELEVATION
SCALE 1/8" = 1'-0"

51971115 KJ.70

• **PROVISIONS**



Office: 250.330.2414
Fax: 250.334.2212
Email: info@torontofire.ca

POLITICAL CORRECTNESS, BY THE WAY

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PROJECT TITLE
THE GROWTH
DUE TO 'C'

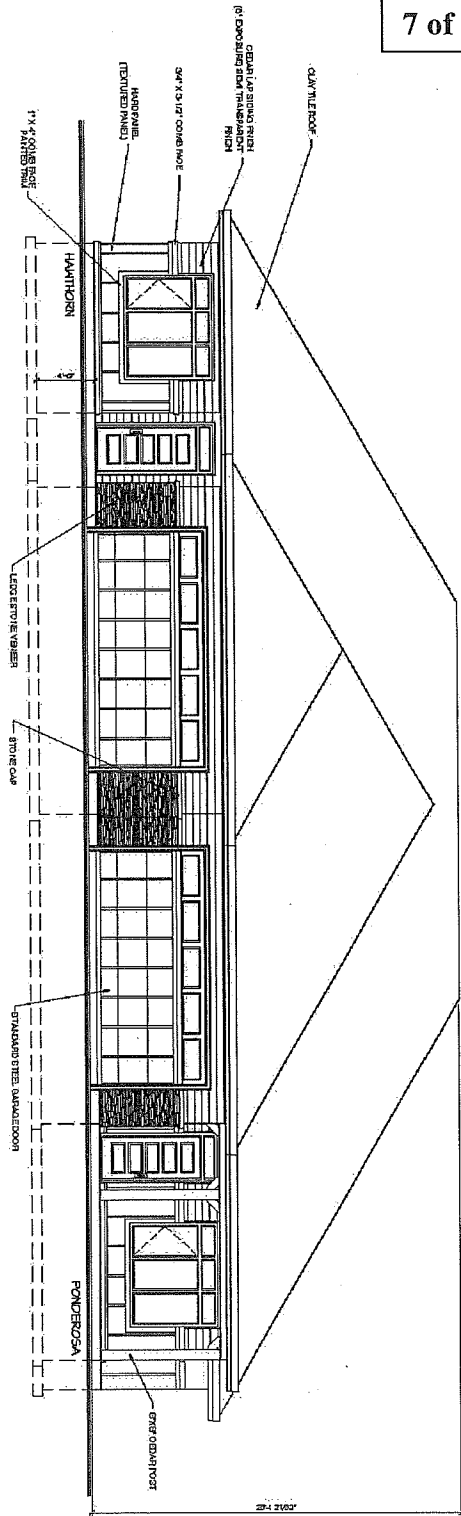
• CLIENT.

• DRYING TIME
ELEVATIONS.

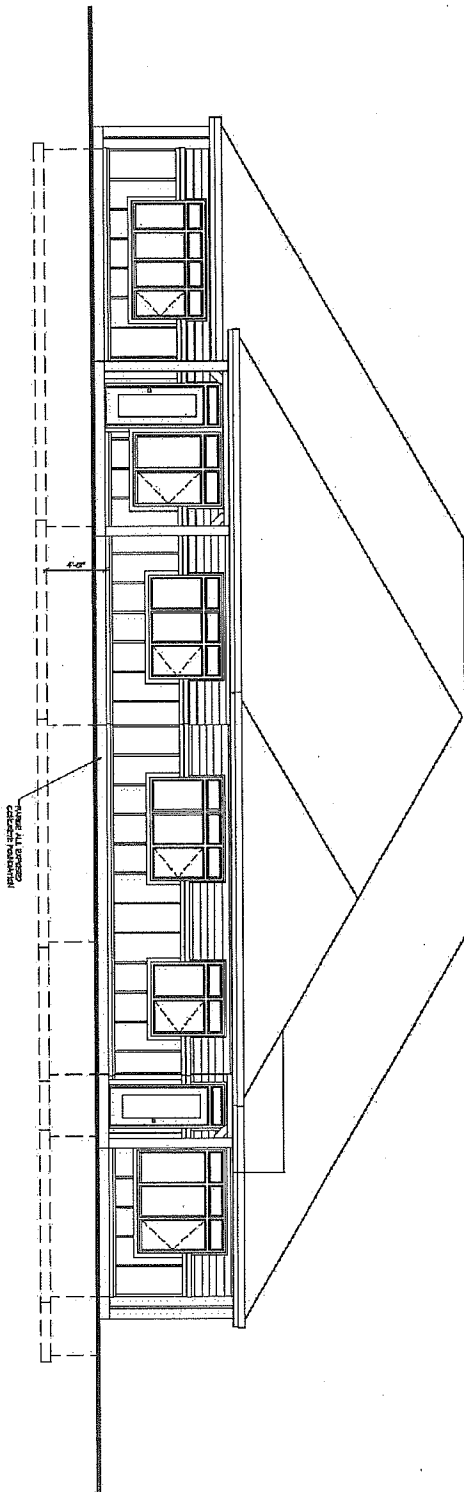
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- SCALE AS SHOWN
- DRAWN BY DAI/1211
- CADD FILE: 2211.DWG.PLC-COMPLETE
- PROJECT NO. 2211

• SHEET NO.

ALL INFORMATION CONTAINED
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DATE 05-07-2008 BY 60322



FRONT ELEVATION
SCALE: 1/8" = 1'-0"



REAR ELEVATION
SCALE: 1/8" = 1'-0"

CONSULTANTS

REVISIONS

MONTERIA
ARCHITECTURAL FIRM

Office: 202.228.3444
Fax: 202.242.4213
mon@monteriarfirm.com

DATE: 01/14/2010 BY: JLM

THE DRAWING SHALL BE THE PROPERTY OF MONTERIA ARCHITECTURAL FIRM. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF MONTERIA ARCHITECTURAL FIRM. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE DRAWING.

PROJECT TITLE
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DPLEX 'D'

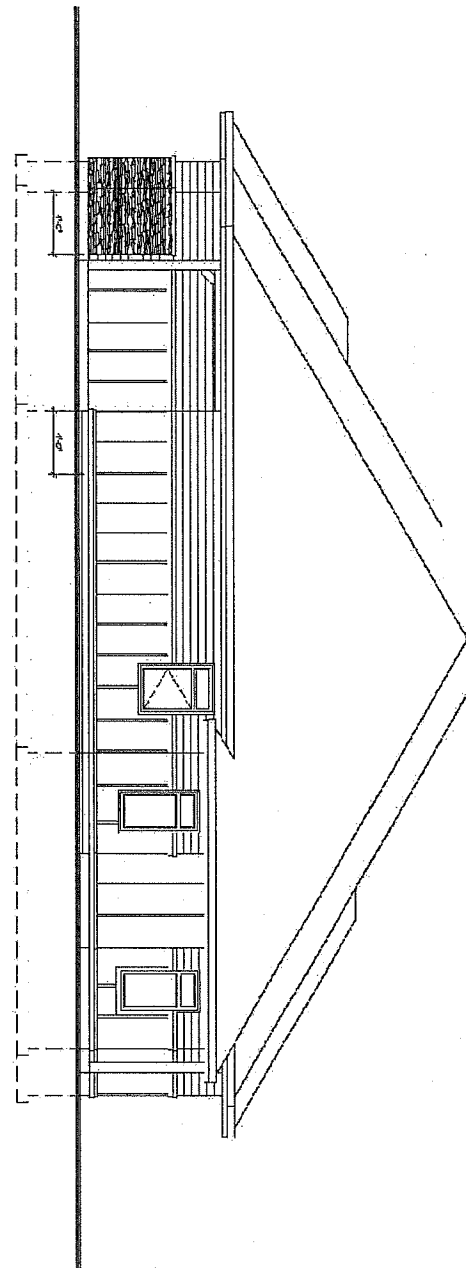
CLIENT
EXPERIA INCORPORATED

DRAWING TITLE
ELEVATIONS

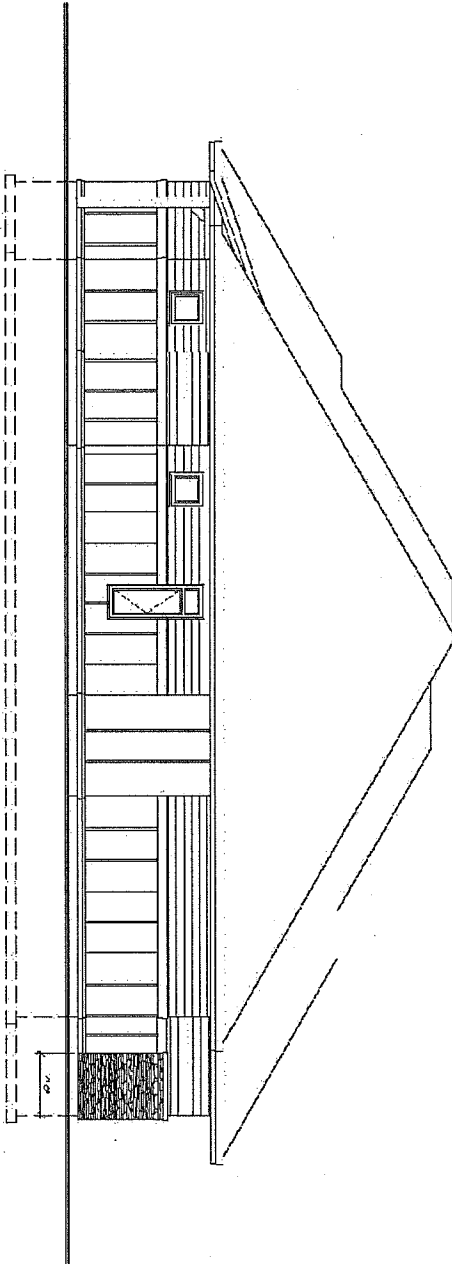
DATE: 01/14/2010
BY: JLM
CHECKED BY: JLM
DATE: 01/14/2010
PROJECT NO. 201

SHEET NO.
A4

NOTES:
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
2. SEE SCHEDULE NO. 1 FOR MATERIALS AND FINISHES.



2 LEFT ELEVATION
DATE: 11-15-50



① LEFT ELEVATION
SCALE 1"=10'

CONSULTANTS

REFERENCES

MONTEPÀ
MILANO

Office 250.150.2644
Fax 250.150.1212
Toll-free 1-800-363-6666

FROM THE QUALITY OF YOUR

[illegible]

• PROJECT TILE
THE GROVE
DUTEX 71

• **QUESTIONS:** 07/11/2019

* DRAINING TIME
ELEVATIONS

- DATE OCTOBER 200
- SCALE AS SHOWN
- DRAWN BY DWT/KLI
- CHECKED BY JEN BARRETT C. MOORE
- PROJECT NO. 2011

NOTE
ALL INFORMATION CONTAINED
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DATE 08-09-2000 BY 60322

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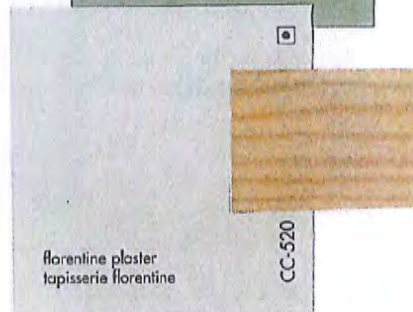
THE GROVE
Exterior colours

Option 1:

Board and batten (bottom $\frac{3}{4}$):



Horizontal wood siding (top $\frac{1}{4}$):



Option 2:

Board and batten (bottom $\frac{3}{4}$):



Horizontal wood siding (top $\frac{1}{4}$):

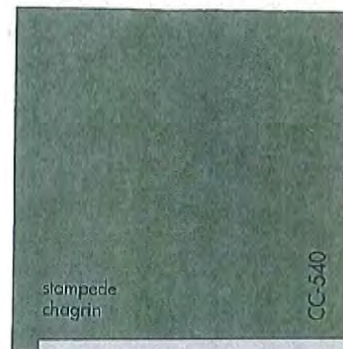


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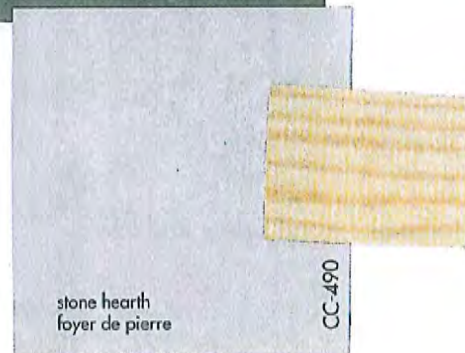
CITY OF COURTESY

Option 3:

Board and batten (bottom $\frac{3}{4}$):



Horizontal wood siding (top $\frac{1}{4}$):



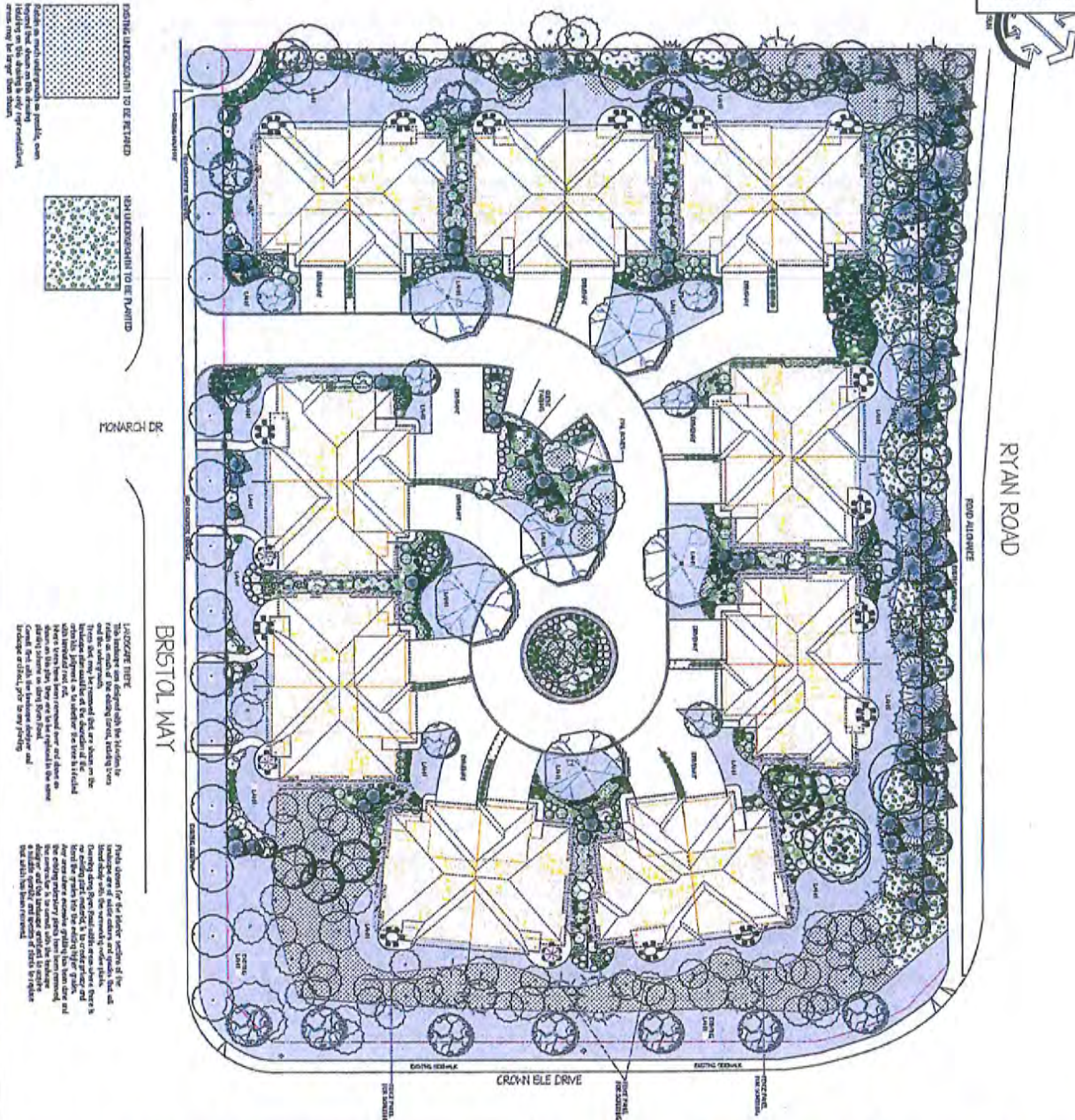
Cedar posts & Doors:



Trim:



RECEIVED
JAN 27 2014
CITY OF COURTENAY



<p>RE LANDSCAPE SYNOPSIS</p> <p>The landscape design for the site is a conceptual design. It is not a final design. It is a design that is intended to provide a general idea of the landscape design. The design is based on the information provided in the schedule and the site plan. The design is subject to change and is not to be used as a guide for the selection of plants. The design is for informational purposes only and is not to be used as a guide for the selection of plants.</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>	<p>DATE: January 15, 2014</p> <p>REVISION: January 15, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p> <p>REVISION: February 1, 2014</p>
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RYAN ROAD



Shoulder pain or strain during or after work is the most common complaint among workers in the construction industry. The most common cause of shoulder pain is repetitive motion or overuse of the shoulder joint. This can occur when workers are lifting or carrying heavy loads, or when they are working in awkward positions for long periods of time. Other causes of shoulder pain include poor posture, muscle weakness, and age-related changes in the shoulder joint. To prevent shoulder pain, workers should use proper lifting techniques, take regular breaks, and strengthen their shoulder muscles. If shoulder pain persists, workers should consult with a healthcare professional.

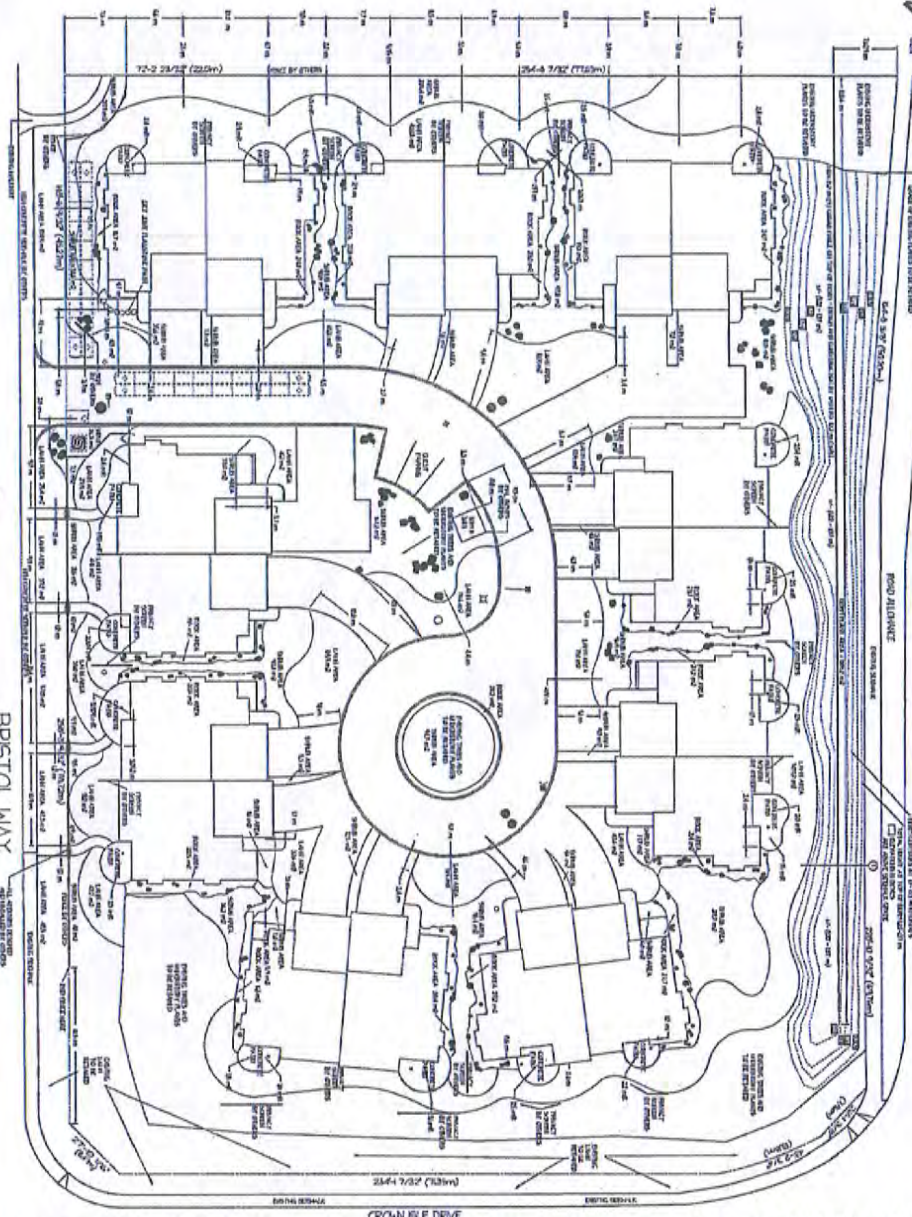
Site Protection
At existing and new jobs, site workers, on-site parking, materials, trucks and all other items that be practical against release during the work. Damage that is reported and shall be completely repaired to the satisfaction of the authority.

Prevention of Leaking, Spilling, Drilling and other activities
Leaking and spillage of hazardous liquids shall be prevented and must have adequate means in the working elements or other designated or returned by appropriate professionals.

Appropriate means of reducing solidification shall be used throughout the process of construction.

[illegible]P38

RYAN ROAD



- 1. **Site Preparation**
 • Clear existing vegetation and debris.
 • Establish erosion control measures.

PROBATION
See hydrogen plans for others.
Learn again to be an efficient time
from playing areas.
Parking areas to be spray washed.
Hydrogen needs to be kept to a minimum.
If it under- or over-weighs each week, under or
over-weigh every second for the first year in
after the second year, underweigh should only be
the second year, underweigh should only be
the second year, underweigh should only be

The operation of the abeyance test, by analogy, grading and fitting practice is those that will allow making of grading medium to the specified degree. Fitted abeyance surfaces should be free of sharp, irregularities and provide for grading medium depth as well as on the shoulder face. That is, many, various, sharp, likely moderate, controlled amount of the smooth and evenness.

EXERCISES AND ANSWERS

The focus of addictions treatment is to provide care to each individual just as needed without one from neglecting to ensure the long-term success of the patient. The physician is the solution of people to be in order to address the overall effect from the individual's behavior to the family's behavior. Evidence-based, insurance guidelines apply to treatment, including:

1. Clinical research
2. New treatment and guidelines

Referential during the treatment, an article provided to ensure the safety of any generalization.

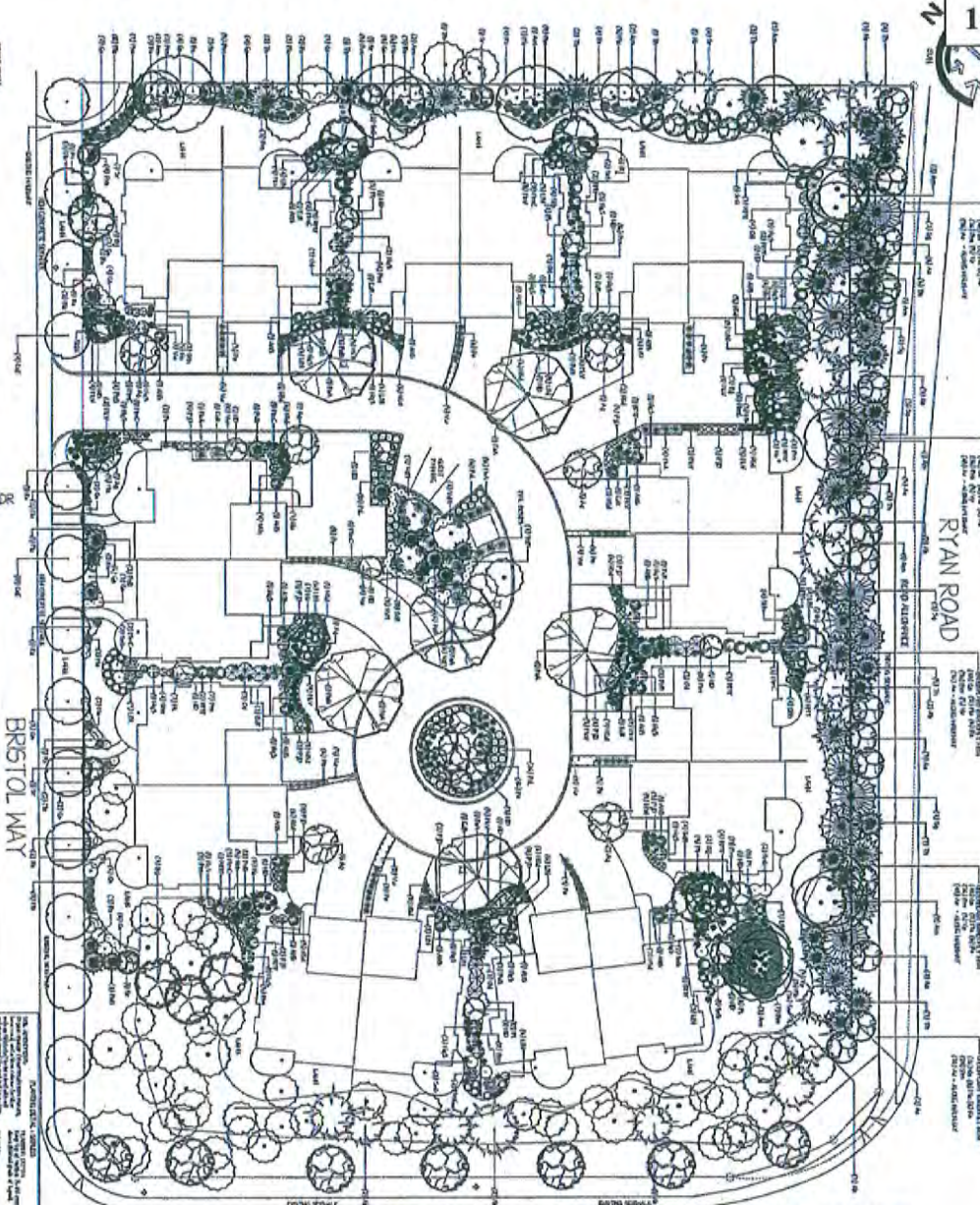
QUALITY

[illegible]

BC ONE CALL
Call Before
You Dig
1-800-477-6000
Callers 48000

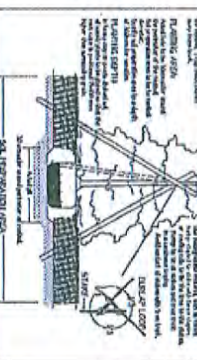
DATE:	LABORATORY MANUAL
PERIOD:	AND CONSTRUCTION PLAN
PROJECT:	

LANDSCAPE PLANTING PLAN



GENERAL NOTES:

1. All plantings shall be installed in accordance with the specifications of the American Nursery & Landscape Association (ANLA) and the National Association of Landscape Professionals (NALP).
2. All plantings shall be installed in accordance with the specifications of the American Nursery & Landscape Association (ANLA) and the National Association of Landscape Professionals (NALP).
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PLANTING DETAIL - CONCRETE TREE

1. All plantings shall be installed in accordance with the specifications of the American Nursery & Landscape Association (ANLA) and the National Association of Landscape Professionals (NALP).

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PLANTING DETAIL - RECORDS TREE

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PLANTING	QUANTITY	UNIT PRICE	TOTAL PRICE
01-10	10	\$100.00	\$1,000.00
02-10	20	\$200.00	\$4,000.00
03-10	30	\$300.00	\$9,000.00
04-10	40	\$400.00	\$16,000.00
05-10	50	\$500.00	\$25,000.00
06-10	60	\$600.00	\$36,000.00
07-10	70	\$700.00	\$49,000.00
08-10	80	\$800.00	\$64,000.00
09-10	90	\$900.00	\$81,000.00
10-10	100	\$1,000.00	\$100,000.00

PROJECT: NEW HOME

CLIENT: NEW HOME

DESIGNER: NEW HOME

DATE: 11/20/2020

REVISIONS:

NO.	DATE	DESCRIPTION
1	11/20/2020	Initial Design
2	11/20/2020	Revisions
3	11/20/2020	Revisions
4	11/20/2020	Revisions
5	11/20/2020	Revisions

DESIGNER: NEW HOME

DATE: 11/20/2020

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NO.	DATE	DESCRIPTION
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5	11/20/2020	Revisions



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1705-20 / 1830-05

From: Chief Administrative Officer

Date: April 7, 2014

Subject: Downtown Courtenay Business Improvement Association – 2014 Budget and Tax Levy Request

PURPOSE:

The purpose of this report is to consider the 2014 budget and tax levy request submitted by the Downtown Courtenay Business Improvement Association (DCBIA).

POLICY ANALYSIS:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 was established for the purpose of funding a business promotion scheme for the downtown as well as to raise the funds through a tax levy which is specific to the defined area of the DCBIA. Sections 7 and 8 of the bylaw require that Council approve the annual budget request, as well as authorize the tax levy required to raise the funds.

EXECUTIVE SUMMARY:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 empowers Council to approve, on an annual basis, funding requested by the DCBIA. The amount approved may not exceed the Bylaw maximum of \$60,000 per year.

The DCBIA have submitted their budget and tax levy request for 2014, and request funding in the amount of \$60,000.

CAO RECOMMENDATIONS:

That based on the April 7, 2014 staff report "Downtown Courtenay Business Improvement Association – 2014 Budget and Tax Levy Request", Council approve OPTION 1 in regards to the DCBIA 2014 Budget and Tax Levy request in the amount of \$60,000.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

Bylaw No. 2264, 2002 was established for the purpose of annually funding a business promotion scheme for the Downtown Courtenay Business Improvement Area. Each year the DCBIA submits their annual budget and related tax levy request for Council to approve.

DISCUSSION:

Bylaw No. 2264 empowers Council to annually approve DCBIA funding to an amount not exceeding the sum of Sixty Thousand Dollars (\$60,000). Funding provided to the DCBIA pursuant to this bylaw is recovered through the imposition of a special property tax levy which is applied to the properties within the downtown Courtenay business improvement area.

For the DCBIA fiscal year 2014, proposed budget expenditures and requested tax levy total \$60,000. On Council approval, this amount will be reflected under the category of "Collections for Other Authorities" in the 2014-2018 Financial Plan, and is the amount on which the 2014 DCBIA tax rate will be calculated.

ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council adoption of the amendment bylaw, staff will calculate the required DCBIA tax rate and ensure that it is included in the annual tax rates bylaw.

STRATEGIC PLAN REFERENCE:

While this matter is not specifically referred to in the City's strategic plan, it is an annual requirement for staff to attend to and for Council to review and approve.

OFFICIAL COMMUNITY PLAN REFERENCE:

Goal 1. Downtown: Preserve and protect downtown Courtenay as an integral part of the community's social and cultural life, its identity and its economy.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:


Public engagement on this matter is not required.

OPTIONS:

OPTION 1: That Council approves the Downtown Courtenay Business Improvement Association 2014 Budget and 2014 Tax Levy Request in the amount of \$60,000.

OPTION 2: That Council does not approve the 2014 DCBIA budget or tax levy request.

Prepared by:



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

Attch: DCBIA, 2014 Letter of Request

DOWNTOWN COURTENAY

Downtown Courtenay Business Improvement Association

March 20, 2014

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

Christine Wilson
The Butcher Block Meats
250-338-1412

Danielle Duncan
Union Street Grill & Grotto
250-897-0081

Jason McMahon
Sock Soiree
250-334-1992

Jenny Deters
Rattan Plus
250-650-2338

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

Tony McCloskey
Red Living
250-871-1325

Vicky Weber
Velvet Underground Hair Group
250-897-1800

EXECUTIVE DIRECTOR

Kim Stubblefield
250-703-3790
info@downtowncourtenay.com

City of Courtenay
Corporate Services Department
Finance Division
Ms. Tillie Manthey
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Ms. Manthey:

RE: Downtown Courtenay Business Improvement Association (DCBIA) 2014 Budget

Please find below the proposed budget for the DCBIA for 2014, approved by the Board of Directors.

Proposed DCBIA 2014 Budget

\$	3,500.00	Accounting & Legal
	3,000.00	Insurance
	1,000.00	Office Expense
	22,050.00	Executive Director Contract
	1,000.00	General Administration and Expense
	15,000.00	Infrastructure and Streetscape
	14,450.00	Marketing and Special Events
	<hr/>	
	\$60,000.00	Total Budget for 2014 and
	<hr/>	requested Tax Levy for 2014

Please feel free to contact me if you should have any questions, 250-334-4722

Yours truly,



Mark Middleton
DCBIA President

www.downtowncourtenay.com

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



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

To: Council

File No.: 1660-20

From: Chief Administrative Officer

Date: April 7, 2014

Subject: 2014/15 RCMP Municipal Policing Contract Expenditure Cap: Final Approval

PURPOSE:

The purpose of this report is to consider and provide final approval to the City of Courtenay RCMP municipal policing expenditure cap for the 2014/15 contract year.

POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This agreement has a twenty year term and will provide for policing services in the City until March 31, 2032.

EXECUTIVE SUMMARY:

In June of 2013, Council provided "approval in principle" to an increase of one member in the City's established strength, as well as to a 2014/15 RCMP Municipal Policing Expenditure Cap of \$5,545,096. Approval in principle is required by June each year in order for the RCMP to obtain the appropriate level of funding from the Federal Treasury Board.

During their annual budget deliberations, Council has the opportunity to revisit the earlier "approval in principle", and then provide "final" approval by May of the policing contract year. Accordingly, Council is now reviewing the resource request and expenditure cap for the 2014/15 contract year in order to provide a final decision for the RCMP. This decision is due by May 5, 2014.

CAO RECOMMENDATIONS:

That based on the April 7, 2014 staff report "2014/15 RCMP Municipal Contract Expenditure Cap: Final Approval" Council DECIDE on approval of OPTION 1, which maintains the established strength at the current level of 30.4 members, or OPTION 2, which increases the established strength by one member to a new total of 31.4 members.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

In the Spring of 2013, the local detachment Commander had requested the following from the municipalities of Courtenay and Comox:

Courtenay: 1 member, increasing the established strength to 31.4 members
Comox: 1 member, increasing the established strength to 12.6 members

On consideration of the request, Council provided "approval in principle" to the requested increase, and passed the following resolution on June 17, 2013:

Moved by Leonard and seconded by Winchester that Council grant "approval in principle" to the 2014/15 Municipal Contract Policing Resource Request which includes:

1. The addition of one member effective April 1, 2014, and increases the established number of members for Courtenay to a total of 31.4; and
2. A budget of \$5,545,096 of which the City of Courtenay is responsible for 90% or \$4,990,586.

Carried

The June 2013 resolution provided "approval in principle" only for the 2014/15 contract budget, and Council now has the opportunity to consider whether or not to grant "final approval" of the request resources.

On March 5, 2014, the Comox Town Council passed a resolution to remove the extra police officer from their 2014 proposed budget. For the 2014/15 RCMP contract year, the Town of Comox will maintain its established strength at the current level of 11.6 members.

DISCUSSION:

The final confirmation letter for the 2014/15 Municipal Policing Expenditure Cap is due by May 5th, 2014, and Council must make a final decision in regards to the request for an additional member in 2014/15.

Updated 2014/15 budget costs along with the related cost of increasing the established strength by one member, have been provided by E-Division, and are as follows.

TABLE 1 – City of Courtenay, RCMP Contract Expenditure Cap: 2014/15 Options

	Council Approved 2013/14	E-Div. Revised 2013/14	Estimated 2014/15 Option 1	Estimated 2014/15 Option 2
Established Strength	30.4	30.4	30.4	31.4
Expenditure Cap (100%)	\$5,370,530	\$5,254,950	\$5,325,081	\$5,498,581
Courtenay Share (90%)	\$4,833,477	\$4,729,455	\$4,792,573	\$4,948,723
Increase over 2013/14 Revised			\$63,118	\$219,268
Percentage Increase			1.33%	4.64%
Incremental Increase in cost – 1 member				\$156,150

Council will note that even with a zero increase in the established strength, the 2014/15 contract costs are forecast to increase by \$63,118 or 1.33% over 2013/14. In their presentation to Council on January 27, 2014, E-Division identified the main cost drivers for the 2014/15 contract to be:

- 2% increase in wages in 2014
- Increases in allowances and shift differential
- Replacement of mobile equipment is due in 2014
- Increases in member pension costs (governed by the Federal Treasury Board)

An increase of one member in Courtenay's established strength will increase the estimated 2014/15 contract costs by a further \$156,150.

FINANCIAL IMPLICATIONS:

Over the past five years, and particularly with the implementation of the new twenty-year Municipal Policing Contract, municipalities in BC have experienced a steady increase in the annual cost of policing. Given that this service forms approximately 20% of the City's annual General Operating Budget, an increase in the cost of policing can place notable pressure to correspondingly increase property taxes to provide funding.

The approved expenditure caps for the past five years are as detailed below:

TABLE 2: City of Courtenay Municipal Policing Expenditure Cap, Five Year History

CONTRACT YEAR	EXPENDITURE CAP @ 100%	COURTENAY SHARE @ 90%	NO. OF MEMBERS
2010/11	\$4,289,117	\$3,860,205	28.4
2011/12	4,893,656	4,404,290	30.4
2012/13	5,104,007	4,593,606	30.4
2013/14	5,370,530	4,833,477	30.4
2014/15	5,325,081	4,792,573	30.4

While the City funds two of its officers from host gaming revenues, and two from the Provincial traffic fine revenue sharing grant, the remaining 26.4 members are funded from general property taxation. Each year, the City also budgets for a projected "vacancy pattern" to more accurately project anticipated costs and avoid over taxation for this service.

In the 2014 City budget, a vacancy pattern of 3% has been factored into the budget, as well as the addition of one member estimated to start on October 1st, 2014. Furthermore, prior year surplus has been used to hold the taxation impact for anticipated 2014 policing costs to zero percent.

The following details the financial impact for 2014/15 contract options:

TABLE 3: 2014/15 Municipal Policing Contract Options – Estimated Impact on Property Taxes

FUNDING SOURCE	OPTION 1: 2014/15 (30.4 MEMBERS)			OPTION 2: 2014/15 (31.4 MEMBERS)		
	NO. MEMBERS	SOURCE OF FUNDS FOR INCREASE	ESTIMATED TAX INCREASE REQUIRED	NO. MEMBERS	SOURCE OF FUNDS FOR INCREASE	ESTIMATED TAX INCREASE REQUIRED
Gaming Funds	2.0	\$ 4,152		2.0	\$13,966	
Traffic Fine Revenue	2.0	4,152		2.0	\$13,966	
Property Taxes	<u>26.4</u>	<u>54,814</u>	0.33%	<u>27.4</u>	<u>\$191,336</u>	1.14%
Total	<u>30.4</u>	<u>\$63,118</u>		<u>31.4</u>	<u>\$219,268</u>	

ADMINISTRATIVE IMPLICATIONS:

On Council approval of either Option 1 or Option 2, as detailed below under the “OPTIONS” section, Staff will provide the RCMP with the final confirmation letter for 2014/15 and ensure that the City of Courtenay 2014-2018 Financial Plan reflects the correct budget provision.

STRATEGIC PLAN REFERENCE:

1. A Safe and Caring Community

Goal 1: Ensure protective services meet community needs

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.4 Police Protection

Police is provided by the R.C.M.P. with the detachment located on Ryan Road

3. The City supports all residents and businesses within the area served by the local RCMP detachment pay on an equal basis.

REGIONAL GROWTH STRATEGY REFERENCE:

The Regional Growth Strategy is silent on the matter of police protection.

CITIZEN/PUBLIC ENGAGEMENT:

While citizen engagement specific to the policing contract and the annual expenditure cap is not required, the public will have opportunity to provide comment regarding budgeted police protection costs by way of public feedback on the annual financial plan.

OPTIONS:

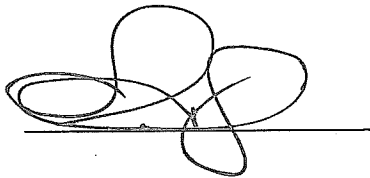
OPTION 1: That Council grant final approval to the 2014/15 Municipal Policing Contract expenditure cap of \$5,325,081, of which Courtenay is responsible for 90% or \$4,792,573; and

That the established number of members for Courtenay be maintained at a total of 30.4.

OPTION 2: That Council approves the addition of one member in the 2014/15 contract, and increases the established number of members for Courtenay to a total of 31.4; and

That Council grants final approval to the 2014/15 Municipal Policing Contract expenditure cap of \$5,498,581, of which Courtenay is responsible for 90% or \$4,948,723.

Prepared by:

A handwritten signature in black ink, consisting of several loops and a horizontal line at the bottom, positioned above the printed name.

Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO

Attachments: Schedule 1, Courtenay 2014/15 RCMP Budget Estimates

February 24, 2014 RCMP, Confirmation Letter, Municipal Policing Expenditure Cap 2014/15

COURTENAY - Jan 2014 2013-14 to 2014-15 Fiscal Estimates	13/14 Estimates	14/15 Estimates	\$ Change	% Change	Notes
Contract Strength Average Actual / Funded Strength	30.4 30.4	31.4 31.4		3.3% 3.3%	
COST ELEMENT GROUP (CEG)					
01 - PERSONNEL					
REGULAR PAY	2,534,787	2,659,748	124,961	4.9%	
OVERTIME - MEMBERS	280,000	285,000	5,000	1.8%	
PAYROLL ALLOWANCES *	201,966	182,000	-19,966	(9.9%)	Savings from change to clothing allowances
OTHER PAYROLL ITEMS	19,274	18,500	-774	(4.0%)	
01 - PERSONNEL: TOTAL	3,038,028	3,145,248	109,220	3.6%	
02 - TRANSPORT & TELECOM	92,560	75,767	-16,793	(18.1%)	Revised travel estimate for 14/15
03 - INFORMATION	165	170	5	3.0%	
04 - PROFESSIONAL & SPEC SVCS	144,388	148,032	3,643	2.5%	
05 - RENTALS	18,125	13,694	-4,431	(24.4%)	Rental of communication equipment now under SSC
06 - PURCHASE, REPAIR AND MAINT	57,346	59,066	1,720	3.0%	
07 - UTIL, MATERIAL AND SUPP	182,256	187,383	5,128	2.8%	
09 - MACHINERY & EQUIPMENT	202,647	223,580	20,933	10.3%	14/15 Mobile Work Stations Renewal & additional vehicles
12 - OTHER SUBSIDIES & PMTS	6,208	5,660	-548	(8.8%)	
TOTAL DIRECT COST	3,739,720	3,858,600	118,880	3.2%	
Cost of RM Pensions	415,717	568,513	152,796	36.8%	Majority of increase due to Pension Contribution rate change (15.58% to 20.23%), plus change in total Pensionable Earnings
Cost of Division Administration	869,440	775,580	-93,860	(10.8%)	Revised lower Div Admin rate for 14/15
Cost of Other Indirect Charges	230,073	295,887	65,815	28.6%	Addition of SSC at \$721/ FTE as well as an estimated annual severance at \$1,023/ FTE. SSC now includes amounts previously budgeted under CEG's 100,101,140, 250 & 251
TOTAL INDIRECT COST	1,515,230	1,639,981	124,751	8.2%	
TOTAL COSTS (Direct + Indirect)	5,254,950	5,498,581	243,631	4.6%	
FEDERAL COST 10 %	525,495	549,858	24,363	4.6%	
MUNICIPAL COST 90%	4,729,455	4,948,723	219,268	4.6%	
ESTIMATED COST PER RM (90%)	155,574	157,603	2,028	1.3%	

* Allowances and Benefits includes: Senior Constable, Plain Clothes, Kit Upkeep, Occupational Clothing, Service Pay and Shift Differential

MUNICIPAL BUDGET CAP

MUNICIPAL COST 90%	4,948,723	
ACCOMMODATION 100%	258,410	
PUBLIC SERVICE EMPLOYEE COSTS 100%	448,233	based on 7.5 FTEs
TOTAL MUNICIPAL BUDGET CAP	5,655,366	



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified



February 24 , 2014

Director of Financial Services
Tillie Manthey
Corp. of the City of Courtenay
830 Cliffe Ave.
Courtenay, BC
V9N 2J7

Your File Votre référence

Our File Notre référence
E753-28-1

Dear Ms. Manthey,

**RE: CONFIRMATION LETTER
 MUNICIPAL POLICING EXPENDITURE CAP 2014/15**

On May 22, 2013, we requested a "Letter of Approval in Principle" from your City/Municipality for your spending cap for 2014/15. This was in order for us to obtain the appropriate level of funding from Treasury Board through the Federal Government's Annual Reference Level Update (ARLU) process. We had also requested a letter of confirmation of your Municipal Policing Expenditure Cap by **May 5th, 2014.**

Please accept this reminder for sending us your final confirmation letter stating your Municipal Policing Expenditure Cap for 2014/15, which includes the various Integrated Teams if applicable to your municipality. Please fax your written response to us at 778-290-6132 with a hard copy to follow in the mail.

If you decide to increase human resources (established increases) to your detachment's strength, please be advised that a second letter is required that outlines your request. Please address that letter to:

Minister of Public Safety and Solicitor General of BC
PO Box 9285, Stn. Prov. Gov't.
Victoria, BC
V8W 9J7

Kindly forward a copy to us as well.

Thank you for your attention to this matter and should you require any further information or clarifications, please do not hesitate to contact Bradley Lanthier, Sr. Manager Contract Policing at 778-290-2705.

Yours truly,



Max Xiao, MBA, CMA
Regional Director
Financial Management & Accounting Operations
Corporate Management & Comptrollership Branch, Pacific Region

c.c. C/Supt. Randy Wilson, District Commander, Island District
OIC Comox Valley Detachment

Canada 

RCMP Finance Section
Mailstop #908
14200 Green Timbers Way
Surrey, BC, V3T 6P3

City of XXXXXX
XXXXXX Ave.,
XXXXXX, B.C.

Sample

May 5th, 2014

Mr. Max Xiao, MBA, CMA
Regional Director,
Financial Management & Accounting Operations
Corporate Management & Comptrollership Branch, Pacific Region
Mailstop #908, 14200 Green Timbers Way
Surrey, BC, Canada
V3T 6P3

Dear Sir:

Re : Final Confirmation Letter - Municipal Policing Expenditure Cap 2014/15 - \$ XXXXXX

Please consider this confirmation by the City of XXXXXX that the revised contract estimate, including XX additional members, is \$ XXXXXXXX at 100% (that our municipality is responsible at 90%). The total contract strength for the RCMP Fiscal Year 14/15 is XXX members.

If you have any questions, please call the undersigned at (604) 123-4567.

Thank you.

Yours truly,

John Doe
Treasurer/Deputy Administrator

cc: Asst. Deputy Minister & Director of Policing and Security Programs,
Ministry of Public Safety and Solicitor General
OIC XXXX Detachment



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2014 User Fee Adjustment –Curbside Recyclables Collection Fee

File No.: 1705-20 / 1830-05

Date: April 7, 2014

PURPOSE:

The purpose of this report is to consider a decrease in the recyclables portion of the 2014 garbage user fees to reflect the revenues to be received after the May 19, 2014 launch of the Materials Management BC (MMBC) program.

POLICY ANALYSIS:

Section 194 of the *Community Charter* allows Council to charge a user fee to cover the cost of delivery of a service. Unlike the private sector, which aims to maximize profit, best practice for municipal service delivery involves charging fees that provide for full cost recovery in the delivery of services.

EXECUTIVE SUMMARY:

The costs associated with providing garbage, recyclables, and yard waste collection are reviewed annually and user fees are established to cover the projected cost to deliver the services in the upcoming year. In December 2013, Council adopted Bylaw 2774 to establish the 2014 Garbage and Recyclables user fees.

The user rates include a fee for the curbside pickup of recyclables. However, the MMBC program incentives will cover the cost of the curbside recycling program for this service following the May 19, 2014 launch date. Accordingly, the City's Garbage User Fee for 2014 should be reduced to reflect the recovery of these costs from the MMBC program.

CAO RECOMMENDATIONS:

That based on the April 7, 2014 staff report "2014 User Fee Adjustment – Curbside Recyclables Collection Fee" Council approve OPTION 1 regarding the proposed decrease to the 2014 garbage and recyclables user fees as outlined in Table 1 on Page 2 of the report;

And that Council endorses the adoption of the "City of Courtenay Fees and Charges Amendment Bylaw No. 2788, 2014", to reflect the revised 2014 garbage and recyclables user fees.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Council sets the garbage user fee rate schedule by bylaw each year to ensure that costs for the provision of garbage, recyclables and yard waste collection services are fully recovered on a user fee basis. In December 2013, Council adopted Bylaw No. 2774, 2013 to set the garbage, recyclables and yard waste user fees for 2014.

DISCUSSION:

The City provides bi-weekly pickup of recyclables for residential properties. With the adoption of Bylaw 2774 in December 2013, the annual fee set for this service was \$17.35 per residential unit.

Under the City's agreement with MMBC, and following the launch of the MMBC recyclables program occurring on May 19, 2014, the City will be receiving incentives fees through the new program which will cover the cost of providing the bi-weekly curbside pickup of recyclables to residential units in Courtenay.

An amendment to the December 2013 fee schedule is proposed which effectively reduces the recyclable portion of the annual user fee by a pro-rated amount of \$10.79 for 2014. This reduction reflects that the cost of providing the service for period May 19 – December 31st will be covered by revenues received from MMBC, and that homeowners no longer need to be directly charged.

The table below outlines the revised fees proposed:

TABLE 1: City of Courtenay,
Revised collection fee - bi-weekly pickup of residential recyclables

Current User Fee Bylaw No. 2774, 2013	Annual Fee	Credit Adjustment May 19-Dec 31 2014	Revised Fee (rounded)
A. Dwelling Basis Fee per unit per year (recyclables fee included in total fee)	163.00	(10.79)	152.20
B. Multifamily, Strata, Apartment Recyclables - pickup per unit per year	17.35	(10.79)	6.55

ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council adoption of the amendment bylaw, staff will update the financial system for 2014 billing purposes. This is included as part of the statutory requirements of the annual corporate work plan.

STRATEGIC PLAN REFERENCE:

Not applicable

OFFICIAL COMMUNITY PLAN REFERENCE:

Section 6.5 Solid Waste

Policy: 1. "Review User Fees"

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 8: Climate Change:
Reduce GHG emissions in the solid waste sector

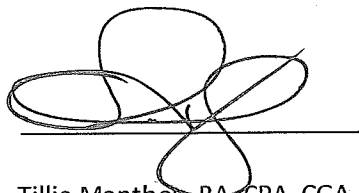
CITIZEN/PUBLIC ENGAGEMENT:

The public is notified of the upcoming changes to garbage, recyclables, and yard waste user fees through media at regular council meetings, as well as on the City's website.

OPTIONS:

- OPTION 1: That Council approve the proposed 2014 user fee decrease, which reduces the 2014 recyclables use fee as outlined in the Table 1 on Page 2 of this report, and endorse the adoption of the City of Courtenay Fees and Charges Amendment Bylaw No. 2788, 2014.
- OPTION 2: That Council defer endorsing the proposed increase to the 2014 garbage, recyclables, and yard waste user fees for further discussion at a later Council meeting.

Prepared by:

A handwritten signature in black ink, consisting of several loops and a horizontal line, positioned above the printed name and title.

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



March 21, 2014

Ref.: 14-49

FOR
INFO

To: Mayors and Councillors
Chairs and Directors of Regional District Boards
Chairs and Directors of Greater Boards

Greetings to All:

Re: Annual Service Plan for 2014/15 - 2016/17

I am pleased to advise you that the Auditor General for Local Government annual service plan for the period 2014/15 - 2016/17 will be released on our website www.aglg.ca at the end of day Monday, March 24.

The *Auditor General for Local Government Act* requires that an annual service plan be published prior to commencing performance audits during the next fiscal year.

The annual service plan informs local governments and citizens of our goals, strategic objectives and the actions we will undertake over the next three years. Publishing our plans serves to make us accountable for the tax dollars we spend.

This plan builds on our previous plans and the year of hard work during which we launched 18 performance audits of local governments on three topics. We continue to work toward the same four goals and six audit themes we identified last year through extensive consultations.

Over the past year, our performance audit work has enabled me to visit 18 local governments in communities across the province. I very much appreciate the warm welcome I received and the productive exchange of ideas and views. This has added significantly to our understanding of the diverse circumstances of British Columbia's local governments and has positioned us well for our future performance audit work.

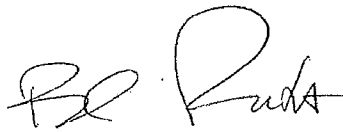
Looking ahead, we will continue to emphasize strong, productive and respectful relationships with local governments. We will continue to provide accessible information about our audits such as our protocols and key decision points for local governments participating in a performance audit.

I want to thank the local governments we have worked with and the hundreds of British Columbians who have taken the time to let us know their concerns and priorities. This information is valuable as we strive to play a constructive role in assisting local governments to carry out their operations with economy, efficiency and effectiveness.

I continue to be impressed with the level of commitment, passion and dedication local governments demonstrate in serving their communities and furthering the public interest.

I hope you will take the opportunity to read our service plan and share your feedback and comments with us. Please send your comments to info@aglg.ca or call the office at 604-930-7100.

Best regards,

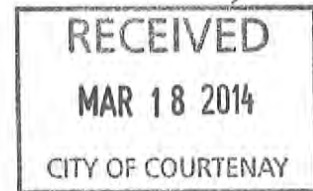
A handwritten signature in black ink, appearing to read 'Basia Ruta', with a stylized flourish at the end.

Basia Ruta, CPA, CA
Auditor General for Local Government

pc: Chief Administrative Officers



FOR
INFO.



March 12, 2014

His Worship Larry Jangula
Mayor of the City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear Mayor Jangula:

Thank you for your letter regarding VIA Rail passenger service on Vancouver Island.

I've noted your concerns around VIA Rail's position at this time as well as your request for government to help bring about a commitment from VIA Rail to resume the service. I've asked Minister Todd Stone to review your comments as well and respond to you in greater detail on my behalf.

It was good to hear from you and thank you again for your input.

Sincerely,

Christy Clark
Premier

pc: Honourable Todd Stone

Minutes of a City of Courtenay Heritage Advisory Commission meeting held February 26, 2014 at 10:00 a.m. in the City Hall Council Chambers

Present: L. Burns J. Hagen H. Squires D. Griffiths
L. Fortin L. Grant C. Piercy E. Ferguson, Land Use Planner

FOR
INFO

Absent: R. Smith D. Levett

MINUTES Moved by L. Grant and seconded by C. Piercy that the minutes of the January 22, 2014 meeting be adopted as distributed.

Carried

**CREAMERY
BOOKLET**

Moved by J. Hagen and seconded by L. Grant that each Council member be presented with a copy of the Creamery booklet.

Carried

Museum and HAC to each receive half of the printed booklets in recognition of the work provided.

40 HOUSES

No further work has been done.

**MILES TITUS
HEADSTONE**

C. Piercy is obtaining a quote for the new inscription.

**CENTENNIAL
COMMITTEE**

L. Burns and J. Fortin reported on planning activities for the upcoming centennial celebrations. Logo for the centennial is being designed. Discussed the HAC presence at events and the use of panel displays. Ideas for HAC projects include:

- Information packages for schools on Courtenay's Heritage
- Panels at community events
- Downtown business inventory which could be used to update Heritage Register, produce booklet, visual display for centennial

**HERITAGE
APPRECIATION
CARDS**

List of addresses collected for appreciation cards. Inscription to read "The City of Courtenay Heritage Advisory Commission appreciates the work that you have done to maintain the heritage appearance of your home."

J. Fortin and J. Hagen to take photographs of 2014 recipients. E. Ferguson to circulate the list of selected homes.

HERITAGE WEEK

Moved by J. Hagen and seconded by J. Fortin that a letter of appreciation be sent to the organizers of the Cumberland Heritage Faire.

Carried

HERITAGE TREES The City is writing a new Tree Bylaw. As part of the new bylaw, there may be opportunity to incorporate Heritage Trees or complete a Heritage Tree Inventory.

COMMISSION
MEMBERSHIP Need to fill vacancy on the Commission. To be further discussed at next meeting.

FOR YOUR
INFORMATION 325 Johnston Inquiry
Caderos Site history
Lake Trail School Heritage Interview

CORRESPONDENCE Have not received Heritage BC quarterly. S. Blamire is looking into our membership status.

Next Meeting: March 26, 2014 at 10 a.m.
The meeting adjourned at 11:50 pm.


Chair



THE CORPORATION OF THE CITY OF COURTENAY

Briefing Note

For
Info

To: Council
From: Chief Administrative Officer
Subject: City of Courtenay – Multi Material BC Update

File No.: 5360-04
Date: March 31, 2014

PURPOSE:

To provide Council with an update on the City's agreement with Multi Material BC (MMBC) and the implementation of a residential stewardship plan for packaging and printed paper (PPP). This Briefing Note will be included in the agenda at the regular council meeting held April 7th, 2014.

BACKGROUND:

For inclusion in the program for May 19, 2014, a signed agreement between the City of Courtenay and MMBC was required by November 30th, 2013.

On November 25th, 2013 in a special in-camera meeting, Council approved staff's recommendation to proceed with an agreement with MMBC for the collection of packaging and printed paper.

As per council direction, staff signed and submitted a final agreement for the curbside collection of PPP for single and multi-family buildings within the City of Courtenay by November 30th, 2013.

The final executed documents were returned to the City signed by members of MMBC on February 5th, 2014.

DISCUSSION:

In an effort to ensure a smooth transition into the new recycling regulation, the City of Courtenay has partnered with the City of Campbell River in a citizen outreach and education program lead by Marci Hotsenpiller and her professional team at ZINC Strategies.

COMMUNICATIONS APPROACH

This plan consists of a three month communications campaign to inform residents about changes to the recycling program in Courtenay. The overall goal is to ensure all residents are aware of the changes and informed of how it impacts their recycling practices. As part of it's agreement with the City MMBC has provided administration fees to cover the costs of education and outreach to signatory municipalities.

For the roll-out of the changes, a two "wave" approach is recommended. The first wave (March/April) includes all the prep work for the program such as creating materials and also includes the announcement of the program to residents with media outreach and advertising. The second wave (May) covers the implementation of the changes and includes further media outreach and direct communication with residents via mail outs and brochures. A final reminder will be issued with an insert in the May tax notices.

Communications Goals

1. Provide the public and the media with accurate information about the upcoming changes to recycling.
2. Use a two wave approach to inform residents prior to, during, and after the change takes place.

3. Create a range of easy-to-understand materials and distribute them to residents via multiple channels including newspapers and radio, by direct mail, online, at events, and via social media.
4. Provide a clear point of contact for residents who have questions about the changes.

Key Messages for Residents

- The City of Courtenay is transitioning its residential recycling to Multi-Materials BC on May 19th. MMBC will be taking over responsibility for recycling in the City of Courtenay.
- The MMBC program will save taxpayers money while also expanding the items that can be recycled.
- Funds that are received from MMBC by the City of Courtenay will be used to offset the cost of providing recycling service to residents which will in turn eliminate the recycling portion of the user fee charged to residents on their annual property tax bill.

Communications & Outreach Activities

- Develop Information materials and set up e-mail and phone hotline for questions
- Create and Post Program information on City's website
- Work with Other local governments to ensure messaging is aligned
- Present communications plan to Emterra
- Media Outreach Related to Project Announcements and Issues
- Set up print and radio ad campaigns
- Produce and launch educational videos to remind/reinforce changes
- Outreach to residents via Tax mailing, bluebox flyers, and at public events

Materials List

1. Website Content
2. Project FAQ
3. March news release
4. April news release
5. Print ads, radio ads
6. Brochure/flyer (wave #1)
7. Brochure/flyer (wave #2)
8. Spring tax insert reminder
9. Videos (3-4)

Working with MMBC, Working With Other Jurisdictions

- Communication materials are being created using templates and information provided by MMBC when possible, but will be additionally branded with the Courtenay crest, fonts and following municipal guidelines.
- The timing for release of materials (such as ads) will be aligned with the Comox Valley Regional District, who operate the depot system in the area and who are also undertaking a public awareness campaign.
- Messaging that relates to regional recycling depots is being developed jointly with the Comox Valley Waste Management staff, and they will be creating webpages on the www.cswm.ca website as a "hub" for depot information.

USER FEES

As per our agreement with MMBC, staff will bring forward a report on April 7th, 2014 titled "2014 User Fee Adjustment – Curbside Recyclables Collection Fee". The recommendation from staff is a proposed decrease to the 2014 garbage and recyclables user fees to reflect the changes under the MMBC program. This would benefit the taxpayer who would no longer see a charge for curbside collection of recyclable materials after May 19th, 2014.

CONTRACTED SERVICE PROVIDER

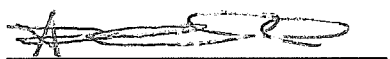
Staff continues to work closely with our collection contractor – Emterra Environmental as we enhance our curbside recycling service. An amendment to our existing contract will be brought forward to council that includes language which outlines the requirements for service level in the MMBC's master services agreement with the City of Courtenay.

IN THE MEDIA

As we move closer to the May 19th, 2014 implementation of the new recycling program, many newsprint industries have come forward opposing the MMBC agreement and asking councils to reconsider its agreements. *Attached* to this briefing note is:

1. A letter from the Comox Valley Record expressing its concerns to Courtenay Mayor and Council. This letter will also be included separately for council receipt on the April 7th, 2014 agenda.
2. A response to the comments and concerns expressed by the newsprint industry from Allen Langdon – Managing Director from MMBC.

Respectfully Submitted



Allan Gornall, B.Sc
Planning Technician



Peter Crawford, MCIP, RPP
Director of Development Services

COMOX VALLEY RECORD

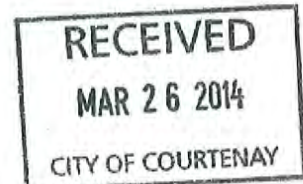
Your community. Your newspaper.

March 26, 2014

Attention: Mayor of Courtenay - Larry Jangula and Council Members

RE: City Support of MMBC

Your worship:



The Comox Valley Record is asking that the City of Courtenay sincerely reconsider its position in support of the MMBC.

We are also requesting the City consider writing a letter to the Premier, requesting the postponement of the implementation of the MMBC agreement until meaningful discussions between all levels of government and the business community can be held on this issue.

The estimated cost to BC newspapers under the MMBC plan is approximately \$10 million a year.

In early February we (The Newspaper Industry) wrote to Premier Clark requesting a meeting to discuss the challenges facing the industry and the negative impact that the plan would have on the newspaper industry in BC. To date, we have not been able to confirm a meeting.

The newspaper industry in BC is challenged. Even without the imposition of millions of dollars in recycling fees, we have had to close newspapers and reduce editorial staff. The most recent example is the closing of the Kamloops Daily News. If we are forced to pay millions in fees, every newspaper in the province would be impacted. Some would close, others would merge and all would have to reduce coverage. This is bad for the province and for local communities and businesses.

BC is the only jurisdiction in the world where newspapers are facing these onerous fees. All other jurisdictions have recognized the unique position of newspapers. These regulations are about packaging. We are not a package, but a product. In Europe and the US where such regimes have been put in place, they only apply to packaging. In Canada, where there are stewardship regulations, Ontario, and Nova Scotia allow newspapers to make their full contribution in advertising and in Manitoba the government pays newspapers' fees from sales tax revenue collected on sales of newspaper. (In Quebec, because of soaring costs, newspapers advertising contribution has been capped, but is still the largest component.

The burden is even greater for newspapers because the fees will not apply to our competitors in the advertising market such as radio, TV or online. We therefore cannot pass on the costs to our readers or advertisers but will have to absorb them internally and unfortunately that can only come out of editorial budgets.

We want to be part of the solution and we want a "Made in BC" solution. We also need government leadership. Government showed some of that leadership when they announced minimum thresholds, which excluded 95%

of BC businesses. We need the Premier to show the same leadership to protect the newspaper industry, BC communities and the environment.

The fundamental issue is that this is not good for BC residents.

The new system is going to be more expensive for consumers, who will have to absorb the \$110 million in extra fees and costs of products. There is not going to be a reduction in municipal taxes and the bureaucracy being created to manage the system is huge. The system that MMBC is developing is very costly and will impact jobs and growth in the province. The proposed MMBC fees are over four times higher than they are in Ontario for the same products.

The current system works well, there is local control; it addresses local priorities and is fundamentally about environmental stewardship.

We need the government to show some leadership, at the very least requiring MMBC to live up to its commitment to the newspaper industry. If the Premier is not willing to scrap the plan, we would also ask the Premier to have her minister delay the implementation and bring together business, municipal and environmental leaders to develop a plan that works both economically and environmentally for BC.

Sincerely,

Zena Williams
Publisher, Comox Valley Record

From: Allen Langdon [mailto:alangdon@multimaterialbc.ca]

Sent: March-28-14 1:05 PM

To: Gornall, Allan

Subject: Newspapers and MMBC

Hi Allan,

I am writing to provide you and the City Council with some important background information regarding the newspaper industry's criticism of MMBC and the motivations behind their critique. In all, I think it is important to note the following points:

Newspapers Are Not Required to Join MMBC

First of all, it is important to note that the newspaper industry does not need to join MMBC and in fact since they left the MMBC Board in 2012 they have on many occasions indicated that they are planning to start their own program. This is their option under the Recycling Regulation and MMBC is in no way opposed to them submitting and operating their own stewardship plan under the regulation. However, until they come forward with an approved stewardship plan, we have indicated to our collectors that they should pick up all material, including newspapers, as part of their contract with MMBC so as not to disrupt residents.

Newspapers Are Seeking a Subsidy

Newspapers do not pay fees to manage their materials in any of the other existing programs in Ontario, Quebec or Manitoba. In Ontario, municipalities are currently fighting the provincial government to cancel the arrangement with newspapers that allows them to donate in-kind advertising instead of paying fees, as this means that municipalities are then having to pay \$6 million a year to manage these materials. In Manitoba, the system is even more egregious as they have somehow convinced the provincial government to pay their stewardship fees. The newspaper industry approached MMBC asking our members to subsidize their participation in our program, which we refused because our members should not have to pay for the obligations of other companies. If either municipalities or the provincial government want to subsidize the newspaper industry, that is their choice and something that MMBC would not oppose, but we cannot have our own members subsidize them.

Last-Minute Campaign is a Strategy

Newspapers have known about the regulation and participated in discussions about the regulation since before it was passed in 2011. Rather than coming forward with a plan or playing a constructive role in MMBC over the past three years, their plan since the beginning was to launch a last-minute advertising and media campaign designed to scare governments and confuse the public in an effort to prevent the program from moving forward. They have been very open about this strategy in their discussions with MMBC and it is in line with tactics they have used in other jurisdictions.

MMBC Is Stewardship Agency, Not a Compliance Organization

The obligation under the Recycling Regulation falls on individual businesses, who have the option of developing their own plan or appointing a stewardship agency such as MMBC to discharge their obligations under the regulation. We are not involved in enforcing compliance with the regulation, that is the role of the Ministry of Environment, but through our approved stewardship plan companies can appoint us as their agent to ensure that they are compliant with the legislation. So if newspapers do not want to join MMBC, they can either work together as a sector to submit a stewardship plan or

submit plans as individual companies. Either way, MMBC is not reliant on the participation of the newspaper industry to launch our program and we are very keen to move forward and help enhance the recycling services provided to the residents in the City of Courtenay and 87 other communities across the province.

If there is anything else you need or if Council would like MMBC to make a presentation at their next meeting after April 7th, please let me know.

Thanks,
Allen

Allen Langdon
Managing Director

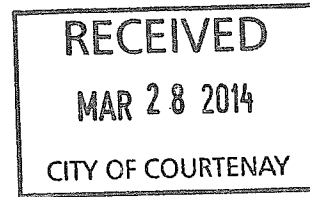
Multi-Material BC (MMBC) | 230-171 Esplanade West, North Vancouver, BC, V7M 3J9
T: 778-588-9507 | C: 604-315-8422 | alangdon@multimaterialbc.ca | www.multimaterialbc.ca



**We've moved! Starting February 24, 2014, MMBC's office is located at:
230-171 Esplanade West, North Vancouver, BC, V7M 3J9 | 778-588-9504**

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged and confidential. If you have received this message in error, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited and are requested to immediately notify Multi-Material BC at sstephen@multimaterialbc.ca. The information supplied by electronic media is provided for convenience only.

Erik Eriksson
667-12th Street
Courtenay, BC
V9N 1V1



250-334-3306

Sent by email

Mayor and Council
City of Courtenay

Dear Council:

In early May, Sobeys Inc. will be closing the Courtenay Safeway Store. This will result in the loss of jobs for 120 people, the loss of a store to over 2000 people and the loss of an anchor store for the merchants in the Safeway mall.

There would then be a large vacant building right in the middle of town on the main street.

This is a very serious situation and I would like to ask City Council to make representations to Sobeys Inc. to see if their management would reconsider the decision to close the Safeway store.

I will be at the April 7 Council meeting to try to answer any questions you might have.

Yours truly,

Erik Eriksson
A Safeway Shopper

COMOX VALLEY RECORD

Your community. Your newspaper.

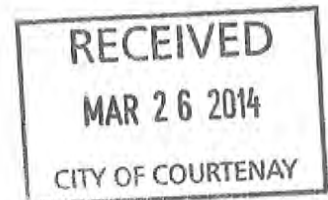
March 26, 2014

New Bus

Attention: Mayor of Courtenay - Larry Jangula and Council Members

RE: City Support of MMBC

Your worship:



The Comox Valley Record is asking that the City of Courtenay sincerely reconsider its position in support of the MMBC.

We are also requesting the City consider writing a letter to the Premier, requesting the postponement of the implementation of the MMBC agreement until meaningful discussions between all levels of government and the business community can be held on this issue.

The estimated cost to BC newspapers under the MMBC plan is approximately \$10 million a year.

In early February we (The Newspaper Industry) wrote to Premier Clark requesting a meeting to discuss the challenges facing the industry and the negative impact that the plan would have on the newspaper industry in BC. To date, we have not been able to confirm a meeting.

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BC is the only jurisdiction in the world where newspapers are facing these onerous fees. All other jurisdictions have recognized the unique position of newspapers. These regulations are about packaging. We are not a package, but a product. In Europe and the US where such regimes have been put in place, they only apply to packaging. In Canada, where there are stewardship regulations, Ontario, and Nova Scotia allow newspapers to make their full contribution in advertising and in Manitoba the government pays newspapers' fees from sales tax revenue collected on sales of newspaper. (In Quebec, because of soaring costs, newspapers advertising contribution has been capped, but is still the largest component.

The burden is even greater for newspapers because the fees will not apply to our competitors in the advertising market such as radio, TV or online. We therefore cannot pass on the costs to our readers or advertisers but will have to absorb them internally and unfortunately that can only come out of editorial budgets.

We want to be part of the solution and we want a "Made in BC" solution. We also need government leadership. Government showed some of that leadership when they announced minimum thresholds, which excluded 95%

of BC businesses. We need the Premier to show the same leadership to protect the newspaper industry, BC communities and the environment.

The fundamental issue is that this is not good for BC residents.

The new system is going to be more expensive for consumers, who will have to absorb the \$110 million in extra fees and costs of products. There is not going to be a reduction in municipal taxes and the bureaucracy being created to manage the system is huge. The system that MMBC is developing is very costly and will impact jobs and growth in the province. The proposed MMBC fees are over four times higher than they are in Ontario for the same products.

The current system works well, there is local control; it addresses local priorities and is fundamentally about environmental stewardship.

We need the government to show some leadership, at the very least requiring MMBC to live up to its commitment to the newspaper industry. If the Premier is not willing to scrap the plan, we would also ask the Premier to have her minister delay the implementation and bring together business, municipal and environmental leaders to develop a plan that works both economically and environmentally for BC.

Sincerely,

Zena Williams
Publisher, Comox Valley Record

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2787

A bylaw to amend Development Cost Charges Bylaw No. 2426, 2005

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

1. This bylaw may be cited for all purposes as "Development Cost Charges Amendment Bylaw No. 2787, 2014".
2. That Schedule A to "Development Cost Charges Bylaw No. 2426, 2005" be amended as follows:
 - (a) By deleting "\$2,313 for each dwelling unit permitted to be constructed pursuant to zoning" from Part I - Highway Facilities, Section 1(2), Column B;
 - (b) By deleting "\$321 for each dwelling unit permitted to be constructed pursuant to zoning" from Part II – Storm Drainage Facilities, Section 1(2), Column B;
 - (c) By deleting "\$605 for each dwelling unit permitted to be constructed pursuant to zoning" from Part III – Sanitary Sewer Facilities, Section 1(2), Column B;
 - (d) By deleting "\$343 for each dwelling unit permitted to be constructed pursuant to zoning" from Part IV – Water Facilities, Section 1(2), Column B; and
 - (e) By deleting "\$553 for each dwelling unit permitted to be constructed pursuant to zoning" from Part V – Park Land Acquisition, Section 1(2), Column B.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of April , 2014

Read a second time this 7th day of April, 2014

Read a third time this 7th day of April, 2014

Approved by the Inspector of Municipalities this day of , 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2788

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

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

1. This bylaw may be cited for all purposes as **“City of Courtenay Fees and Charges Amendment Bylaw No. 2788, 2014.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - (a) That Schedule of Fees and Charges, Section III, Appendix IV “Garbage Collection Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

“Schedule of Fees and Charges Section III, Appendix IV – Garbage Collection Fees”
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of April, 2014

Read a second time this 7th day of April, 2014

Read a third time this 7th day of April, 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services

GARBAGE COLLECTION FEES

- ### C. Trade Premises

Where mixed waste containers are determined to include recyclable materials, the fee imposed shall be two times the regular pickup fee.

Cans – mixed waste (contains no recyclable material)	Per Pickup
1 can or equivalent (1 can = 121 litres)	\$2.50
Every additional can or equivalent 121 litres shall be charged at the rate of	\$2.50
DCBIA – per unit/premise per year (includes two cans per week plus recyclables/cardboard pickup – this fee is charged to those units that are constrained by space and cannot implement a mixed waste bin or cardboard bin service)	\$280.50
DCBIA - Recycle Toter Bin, per bin	\$ 2.05

Containers - Mixed, Non-compacted (contains no recyclable material)

2 cubic yard	\$15.30
3 cubic yard	\$22.95
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$7.65

Compactors – Mixed Waste (contains no recyclable material)	Per Pickup
27 cubic yard	\$407.00
40 cubic yard	\$552.00
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$13.80

Refuse to Recycling Centre (no tipping fees)	Per Pickup
Containers	
2 cubic yard	\$8.40
3 cubic yard	\$12.60
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$4.20
Compactors	Per Pickup
40 cubic yard	\$204.00
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$ 5.10

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2782

A bylaw to impose a Parcel Tax on Property in the Glacier/Chapman Sanitary Sewer Service Area

WHEREAS the Council has constructed sanitary sewer extensions to service additional properties on Glacier and Chapman Roads;

AND WHEREAS Council has imposed a mandatory fee per connection of \$8,000 in accordance with Bylaws 2342 and 2742, to provide for part of the funding for construction of the works;

AND WHEREAS under the provisions of Section 200 of the *Community Charter*, the Council of the City of Courtenay may, by bylaw, impose a parcel tax to provide all or part of the funding for a service;

AND WHEREAS under the provisions of Section 202 of the *Community Charter*, the Council of the City of Courtenay may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax;

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

1. In this Bylaw, unless the context otherwise requires:

“Parcel” means any lot, block or other area in which real property is held or into which it is sub-divided.

“Group of Parcels” means where a building or other improvement extends over more than one parcel of land, those parcels, if contiguous may be treated by the Assessor as one parcel and assessed accordingly.

2. The service for which the tax is imposed is for the extension of the sanitary sewer into the Glacier and Chapman Roads service area.
3. A parcel tax roll for the Glacier/Chapman sanitary service area is hereby directed to be prepared, consisting of those properties in areas as follows:

Schedule A: Glacier/Chapman Sanitary Sewer Service Area

4. The tax is imposed for fifteen (15) years, beginning with 2014 and up to and including the year 2028.
5. The parcel tax is imposed on the basis of an amount per connection on each parcel on the Glacier/Chapman service area parcel tax roll.

6. The parcel tax shall be levied on each parcel or group of parcels of real property within the Glacier/Chapman service area parcel tax roll, unless the owner or previous owner of the parcel has already paid the fee in full on connection.
7. The parcel tax roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to Section 204 of the Community Charter.
8. The parcel tax hereby imposed shall be:
 - a) Nil for each parcel of land or real property for which the owners or prior owners have chosen to prepay the connection fee(s).
 - b) \$576.99 per connection on each parcel of land or real property for which the owners or prior owners have chosen to pay the bylaw connection fee(s) over fifteen years as an annual parcel tax.
9. The parcel tax shall be levied annually upon the owner of each parcel of land or real property and shall be collected in the same manner and with like remedies as ordinary taxes upon the land are collected.
10. The Bylaw and the annual parcel tax hereby imposed shall remain in force from year to year until altered or repealed.
11. This Bylaw may be cited for all purposes as **“Glacier/Chapman Sanitary Sewer Service Area Parcel Tax Bylaw No. 2782, 2014”**.

Read a first time this 17th day of March, 2014

Read a second time this 17th day of March, 2014

Read a third time this 17th day of March, 2014

Finally passed and adopted this day of April, 2014

Mayor

Director of Legislative Service