

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

DATE: Monday, May 5, 2014
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt April 22, 2014 Regular Council and April 28, 2014 Committee of the Whole Meeting Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS

Pg #

(a) Community Services

- 1 1. Lease of City Property – Courtenay Marina

(b) CAO and Legislative Services

(c) Development Services

- 15 2. Development Variance Permit No. 1404 – 1885 Cliffe Avenue

- 25 3. Development Variance Permit No. 1405 – 1184 Crown Isle Dr.

(d) Financial Services

- 33 4. 2014-2018 Financial Plan Bylaw and 2014 Tax Rates Bylaw

(e) Engineering and Operations

- 41 5. Citizen Request for Sidewalk on Arden Road

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 47 1. Courtenay Rotary Club re: Courtenay train station restoration

- 49 2. BC Ocean Boating Tourism Association re: fundraising application

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held May 5, 2014 at the conclusion of the Regular Council Meeting pursuant to the following sub-section of the *Community Charter*:

- 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First, Second and Third Reading

61 1. "The 2014 – 2018 Financial Plan Bylaw No. 2785, 2014"

117 2. "Tax Rates Bylaw No. 2786, 2014"

For Final Adoption

121 1. "Development Cost Charges Amendment Bylaw No. 2787, 2014"
(to consider a minor amendment to the DCC Bylaw)

13.00 ADJOURNMENT

Please note: There is a public hearing scheduled for 5:00 p.m. in relation to Zoning Amendment Bylaw No. 2789 (Christie Parkway)



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Lease of City Property-Courtenay Marina

File No.: 2380-20 Marina

Date: May 5, 2014

PURPOSE:

The purpose of this report is to approve the lease for municipal property located at the Courtenay Marina.

CAO RECOMMENDATIONS:

That based on the May 5, 2014 staff report, "Lease of City Property- Courtenay Marina", Council approve OPTION 1 and the proposed lease between the Courtenay Marina Society and the City of Courtenay for a period of five (5) years; and

That staff arrange for the required statutory public notice.

Respectfully submitted,

A handwritten signature in cursive script, reading "David Allen".

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City has leased the above mentioned to the Courtenay Marina Society, a non-profit society, for many years. This property is owned by the City, which is outlined in a map included to this report.

DISCUSSION:

The Courtenay Marina Society continues to improve, and maintain at its own expense, the marina dock infrastructure to the benefit of the community. Staff are in favour of maintaining the current relationship between the Courtenay Marina Society and the City.

FINANCIAL IMPLICATIONS:

The proposed agreement includes the provision for the City to receive rent in the amount of one thousand seven hundred sixty nine dollars (\$1,769.00) each year which represents 10% of the Marina moorage fees.

As part of the agreement, the Marina moorage fees must increase by no less than \$1.00 per foot per year. In addition to the rent, the City will receive additional rent of approximately eight hundred forty dollars (\$840.00) which is the Courtenay Marina's pro-rated share of Marina utilities.

Staff have calculated fair market rent for the property at two thousand seven hundred seven dollars (\$2,707.00) per year. As the City is receiving less than market rent, Council is required to declare financial assistance to the Marina Society of ninety eight dollars (\$98.00) per year.

ADMINISTRATIVE IMPLICATIONS:

Administration of leases including public notice is included in the statutory work plan of the Community Services and Legislative Services departments.

No additional implications are anticipated.

STRATEGIC PLAN REFERENCE:

Statutory in nature.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Ongoing communication with the Courtenay Marina Society and its Executive has occurred.

Prior to disposing of municipal property, including leasing, Council is required to publish notice outlining the details of such disposition in a newspaper for two consecutive weeks.

The notice will include the disclosure of financial assistance to the Courtenay Marina Society.


OPTIONS:

OPTION 1: That Council approve the Lease with the Courtenay Marina Society (recommended).

OPTION 2: Council not approve the Lease.

OPTION 3: Council request staff to pursue other lease options for the Marina property.

Prepared by:



Randy Wiwchar
Director of Community Services



John Ward, CMC
- Director of Legislative Services

THIS LEASE made this _____ day of _____, 2014, is

BETWEEN:

THE CORPORATION OF THE CITY OF COURTENAY, a municipal corporation incorporated pursuant to the *Community Charter* and having an address of 830 Cliffe Avenue, Courtenay British Columbia V9N 2J7

(the "Landlord")

AND:

COURTENAY MARINA SOCIETY (INC. NO. S31255) a society duly incorporated under the laws of the Province of British Columbia, with a mailing address of 110 –20th street PO Box 3757, Courtenay, British Columbia, V9N 7P1

(the "Tenant")

WHEREAS:

- A. The Landlord is the registered owner of lands and premises in the City of Courtenay more particularly described as follows:

Parcel Identifier No. 004-154-665

Lot 1, Section 68, Comox District, Plan 15512

(the "Property"); and

- B. The Tenant has been requested by the Landlord to operate a public marina and boat ramp (collectively the "Marina") on a portion of the Property and the Landlord has agreed to lease such portions of the Property as herein described, to the Tenant for a term of five (5) years on the terms and conditions hereafter set forth.
- C. In accordance with section 26 of the *Community Charter*, the Landlord has published notice in a newspaper of its intention to lease a portion of the Property to the Tenant.
- D. The Landlord is authorized by section 24 of the *Community Charter* to lease land or improvements at less than market value and, in accordance with that section the Landlord has published notice in a newspaper of its intention to provide assistance to the Tenant by leasing the portion of the Property at less than market value.

NOW THEREFORE in consideration of the premises and of the mutual covenants and agreements herein set forth, the Landlord and Tenant covenant and agree as follows:

1. Premises

The Landlord hereby leases to the Tenant, for the term of this lease upon and subject to the conditions set out below, that portion of the Property identified as "A 0.359 ha" on the reference plan prepared by Ross N. Glover, B.C.L.S. on the 25th day of May, 2004 attached as Schedule "A" hereto including that portion of the building on the Property (the "Building") shown on the explanatory plan as prepared by Ross N. Glover, B.C.L.S. on the 25th day of May, 2004 attached as Schedule "B" hereto (collectively, the "Premises").

2. Term

The term of this lease shall be for a period of five (5) years commencing on August 1, 2014 and terminating on July 31, 2019 (the "Term").

3. Rent

- a) The Tenant shall pay rent to the Landlord the sum of \$1.00 per year for each of the five (5) years of the Term and any renewal thereof, plus 10% of the total moorage fees levied by the Tenant for the moorage of boats on the Premises in each year (the "Moorage Fees").
- b) The Tenant shall pay rent by delivering to the Landlord on June 1 of each year of the Term \$1.00, together with the amount due for Moorage Fees for that year collected to that date, and shall pay the balance of the percentage of Moorage Fees forthwith upon the Tenant collecting same from each boat occupant.
- c) The Tenant shall set the Moorage Fees prior to January 1 of each year of the Term and shall only charge such Moorage Fees after approval in writing of the amount by the Landlord, provided that the amount of the Moorage Fees shall be not less than \$29.00 per foot and shall increase each year of the Term and said increase shall not be less than \$1.00 per foot per year.
- d) Each year of the five (5) year term, the Tenant shall pay "Additional Rent" which shall be the pro-rata share of the Marina and Building utility costs. The Tenant's share of the office utility costs shall be based on the square footage of the office space occupied by the Courtenay Marina Society divided by the total square footage of the Building applied to the total utility costs for the Building at the end of each calendar year. The Landlord at any time during the Term of the Lease shall install an electrical sub meter and the Tenant shall pay to the Landlord its share of utilities for the Marina based on the Marina's consumption for the year. The Landlord shall invoice the Tenant at the end of each calendar year the Additional Rent and said rent shall be due within thirty (30) days of receipt of invoice.

4. Purpose

The Tenant shall use the Premises for the purposes of a public marina and boat ramp and office space in the Building and for no other purposes whatsoever.

5. Covenants

The Tenant covenants and agrees with the Landlord as follows:

- a) The Tenant shall pay to the Landlord the rent set out in section 3 of this Lease, additional rent and all other sums to be paid by the Tenant hereunder in the manner herein provided.
- b) The Tenant shall pay all costs and expenses of any kind whatsoever associated with and payable in respect of the Premises, including without limitation, all taxes, levies, charges and assessments, permit and license fees, repair and maintenance costs, administration and service fees, telephone, electrical, gas, water, sewage disposal and other utility charges and payments for work and materials; including penalties for late payment thereof, and shall upon request of the Landlord provide proof of such payment to the Landlord.
- c) The Tenant shall carry on and conduct its activities on the Property and in, on and from the Premises in compliance with any and all laws, statutes, enactments, bylaws, regulations and orders from time to time in force and to obtain all required approvals and permits thereunder and not to do or omit to do anything in, on or from the Premises or on or from the Property in contravention thereof.
- d) The Tenant shall, at its own expense, place and at all times maintain, during the currency of this Lease, public liability and property damage insurance for a combined limit of not less than TWO MILLION (\$2,000,000) DOLLARS per occurrence against claims for personal injury, death or loss or damage to property arising out of any of the operations of the Tenant under this Lease, or of the acts or omissions of the Tenant or any of its agents, employees or servants; such policy shall name the Landlord as an "Additional Insured", contain a Cross Liability Clause and shall be with a company or companies acceptable to the Landlord.
- e) The Tenant shall not do or permit to be done any act or things which may render void or voidable or conflict with the requirements of any policy or policies of insurance, including any regulations of fire insurance underwriter applicable to such policy or policies, whereby the Marina or the Premises are insured or which may cause any increase in premium to be paid in respect of any such policy. Upon the Landlord's written request from time to time, the Tenant shall furnish the Landlord with a certificate or certificates of insurance as evidence that the insurance required by this Lease is in force, including any insurance renewal policy or policies. If the Tenant fails to secure or maintain insurance as required by this Agreement, then the Landlord shall have the right, but not the duty or obligation, to secure and maintain such insurance and the Tenant shall pay the cost thereof to the Landlord on demand.
- f) The Tenant shall not at any time during the Term or any renewal thereof, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in or upon the Premises or any part thereof any noxious, noisome or offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time upon the Premises or any part thereof which shall or may be or grow to the annoyance, nuisance, damage or disturbance of the occupiers or owners of the Property or adjoining properties.
- g) The Tenant shall comply with its constitution and bylaws at all times, and shall notify the Landlord whenever a change in the Tenant's constitution or bylaws occurs.

- h) The Tenant shall reimburse the Landlord for expenses incurred by the Landlord in repairing any damage caused to the Premises, the improvements thereon or any part thereof as result of the negligence or wilful act of the Tenant, its invitees, licensees, agents or other persons from time to time in or about the Premises or the Marina.
- i) The Tenant shall not assign or sublet the Premises or any part thereof, and except as specifically provided herein, the Tenant shall not use or permit any part of the Premises to be used for or with respect to or in connection with the operation of any business, commercial or revenue generating enterprise without the prior written consent of the Landlord.
- j) The Tenant shall indemnify and save harmless the Landlord and its elected and appointed officials, officers, employees, agents, successors and assigns from any and all liabilities, damages, costs, claims, suits, or actions (including without limitation, the full amount of all legal fees, costs, charges and expenses whatsoever) directly or indirectly arising from
 - i. any breach, violation, or non performance of any covenant, condition or agreement in this lease set forth and contained on the part of the Tenant to be fulfilled, kept, observed and performed;
 - ii. any damage to property in or about the Premises; orany injury to any invitee, agent or employee of the Tenant, including death resulting at any time there from, occurring or about the Premises; and this indemnity shall survive the expiry or sooner determination of this Lease.
- k) The Tenant shall pay to the Landlord the Tenant's pro rata share of the Landlord's costs of adding the Premises to the Landlord's blanket insurance policy (including \$20,000.00 coverage for the wharf).
- l) The Tenant shall not do anything in the Premises that will have the effect of increasing the Landlord's costs of insuring the Premises as contemplated above.
- m) If the Landlord's costs of insuring the Premises as contemplated above are increased by any act or omission of the Tenant, then the Landlord may at its option invoice the Tenant for these extra costs or terminate this Lease upon written notice to the Tenant.
- n) In the event that both the Landlord and the Tenant have claims to be indemnified under any insurance, the indemnity shall be applied first to the settlement of claims of the Landlord and the balance, if any, to the settlement of the claim of the Tenant.
- o) The Tenant shall, during the Term and any renewal thereof, well and sufficiently repair, maintain and keep the Premises together with all appurtenances and fixtures, in good and substantial repair, reasonable wear and tear, damage by fire and other risks only excepted, and the Tenant will, upon notice in writing, reimburse the Landlord for costs of repairing or restoring any damage to the Premises caused by the negligence or wilful act by the Tenant, its invitees, agents and employees.

- p) The Landlord and its agents and employees shall have the right at all reasonable times during the Term and any renewal thereof, to enter upon the Premises to examine the condition thereof, and make any repairs that are, in the opinion of the Landlord, necessary to the Premises within sixty (60) days of receipt of such notice.
- q) The Tenant shall not display any signs or notices on the Premises or any notices located on the Premises without the prior written approval of the Landlord.
- r) The Tenant shall not, without the prior written consent of the Landlord, make any alterations to the Premises.
- s) The Tenant shall not, without the prior written consent of the Landlord, construct any building or other structure on the Premises and shall submit to the Landlord detailed plans and specifications of any such work or installation when applying for consent. All work to be done on the Premises shall conform to the appropriate bylaws of the Landlord.
- t) The Tenant shall promptly pay all charges incurred by the Tenant for any work, materials or services that may be done, supplied or performed in respect of the premises and shall forthwith discharge any liens in respect of same at any time filed against the Property and keep the Property free and clear from liens.
- u) The Tenant shall, at the expiry or sooner determination of this lease or any renewal thereof, peaceably surrender and yield unto the Landlord the Premises together with all fixtures or erections which at any time during the Term or any renewal thereof may be made thereon in good and substantial repair and condition, and deliver to the Landlord all keys to the Premises that the Tenant has in its possession.
- v) The Tenant shall take good care of the Premises and keep same in a tidy and healthy condition.
- w) The Tenant shall not allow any ashes, refuse, garbage or other loose or objectionable material to accumulate on the Premises and shall arrange, at its own expense, for the removal of all garbage and refuse from the Premises.
- x) The Tenant shall not cause or suffer or permit any oil or grease or any harmful, objectionable, dangerous, poisonous, or explosive matter or substance to be discharged on to the Property or any building on the Property and will take all reasonable measures for insuring that any effluent discharge will not be corrosive, poisonous or otherwise harmful, or cause obstruction, deposit or pollution on the Property, or driveways, ditches, water courses, culverts, drains or sewers.
- y) The Tenant shall not permit any vehicles belonging to the Tenant or to any invitee, agent or employee to cause obstruction to any roads, driveways or common areas of the Property, the Marina, or in the neighbourhood surrounding the Marina, or prevent the ingress and egress to all other persons using the Marina and the Property.

6. Quiet Possession

The Landlord hereby covenants with the Tenant that the Tenant, upon paying the rent hereby reserved and performing the covenants hereinbefore contained, may peaceably possess and enjoy the Premises for the Term and any renewal hereby granted without any interruption or disturbance from the Landlord or any person lawfully claiming by, from or under the Landlord.

7. Right to Terminate

The parties hereto agree that if the Premises are damaged in any manner so as to render them unfit for the purposes of the Tenant the Landlord shall not be required to repair such damage or to make the Premises reasonably fit for the purposes of the Tenant, and the Tenant may at its option, exercised within sixty (60) days of the occurrence of such damage, elect to repair the damage or to terminate this lease and the election shall be by notice in writing to the Landlord. If the Tenant elects to terminate this lease then the Tenant shall immediately deliver possession of the Premises to the Landlord.

8. Right of Entry

The Tenant covenants and agrees with the Landlord that the use of the Premises by the Tenant shall not interfere with the other uses of the Property by the Landlord. The Landlord shall have the right to enter upon the Premises to install, maintain and repair improvements or any other installations required by the Landlord for the Landlord's use of the property.

9. Landlord's Right to Perform

If the Tenant shall fail to perform or cause to be performed each and every one of the covenants and obligations of the Tenant contained in this Lease, on the part of the Tenant to be observed and performed, the Landlord shall have the right (but shall not be obliged) to perform or cause the same to be performed and to do or cause to be done such things as may be necessary or incidental thereto (including without limiting the foregoing, the right to make repairs, installations and expend monies) and all payments, expenses, charges, fees, (including all legal fees on solicitor and client basis) and disbursements incurred or paid by or on behalf of the Landlord in respect thereof shall be paid by the Tenant to the Landlord forthwith.

10. Non-Performance

Provided, and it is expressly agreed, that if the Tenant breaches or does not perform any of its agreements or covenants set out herein, or if the Premises are vacated, then the Landlord may give the Tenant written notice of such breach of this lease and if such breach is not remedied within thirty (30) days of such notice it shall be lawful for the Landlord, at any time, to enter upon the Premises or any part thereof, and repossess the Premises or any portion thereof for its sole use, anything hereinafter contained to the contrary notwithstanding.

11. Creditors

If the Term or any renewal hereby granted shall at any time be seized or taken in execution or in attachment by any creditor of the Tenant or if the Tenant shall make any assignment for the benefit of creditors, or become bankrupt or insolvent, or if the Tenant takes the benefit of any Act or regulation that may be in force for bankrupt or insolvent debtors, then in any such case the Term or any renewal thereafter, shall at the option of the Landlord, immediately become forfeited and void, and all rent then due shall immediately become due and payable, and in such case it shall be lawful for the Landlord for any time thereafter to enter into and upon the Premises, or any part thereof, and repossess the Premises or any portion thereof for its sole use, and anything herein contained to the contrary notwithstanding.

12. Ownership

The Landlord and the Tenant agree that the ownership of the docks erected by the Tenant together with all replacements, alterations, additions, changes, substitutions, improvements and repairs thereto (the "Improvements"), shall at all times during the Term be vested in the Tenant, notwithstanding any rule of law to the contrary. At the expiration or early termination of the Term, the Landlord may require the Tenant to remove all or part of the Improvements and any part of the Improvements not removed by the Tenant shall become the absolute property of the Landlord free of all encumbrances, without payment of any compensation to the Tenant.

13. Renewal

The Tenant, if not in default hereunder, may renew this Lease for two additional terms of FIVE (5) YEARS on the same terms and conditions contained herein, save and except for this covenant for renewal and except that the Rent and Additional Rent to be paid during such renewal period shall be fixed and determined by the Landlord at the time of the renewal at any greater or other rate than herein reserved (based on the applicable policies of the Landlord in effect). The Tenant shall exercise this renewal by giving written notice to the Landlord in the manner provided herein not less than SIX (6) MONTHS prior to the expiry of the term.

14. Holding Over

If at the expiration of the Term the Tenant shall hold over with the consent of the Landlord, the tenancy of the Tenant shall thereafter, in the absence of written agreement to the contrary, be from year to year, at the same rental as sent out in this lease, and shall be subject to all other terms and conditions of this lease.

15. Distress

If and whenever the Tenant is in default of the payment of any money, including rent, whether expressly reserved by this Lease or deemed as rent, the Landlord may without notice or any form of legal process whatsoever, enter the Premises and seize, remove and sell the Tenant's goods, chattels and equipment and seize, remove, and sell any goods, chattels and equipment at any place to which the Tenant or any other person may have removed them in the same manner as if they had remained and been distrained in the Premises, notwithstanding any rule of law or equity to the contrary, and the Tenant hereby waives and renounces the benefit of any present or future statute or law limiting or eliminating the Landlord's right of distress.

16. Waiver or Non-Action

Waiver by the Landlord of any breach of any term, covenant or condition of this Lease by the Tenant must not be deemed to be a waiver of any subsequent default by the Tenant. Failure by the Landlord to take any action in respect of any breach of any term, covenant or condition of this Lease by the Tenant must not be deemed to be a waiver of such term, covenant or condition.

17. Remedies Cumulative

No reference to or exercise of any specific right or remedy by the Landlord prejudices or precludes the Landlord from any other remedy, whether allowed at law or in equity or expressly provided for in this Lease. No such remedy is exclusive or dependent upon any other such remedy, but the Landlord may from time to time exercise any one or more of such remedies independently or in combination. Without limiting the generality of the foregoing, the Landlord is entitled to commence and maintain an action against the Tenant to collect any rent not paid when due, without exercising the option to terminate this Lease.

18. No Joint Venture

Nothing contained in this Lease creates the relationship of principal and agent or of partnership, joint venture or business enterprise or entity between the parties or gives the Tenant any power or authority to bind the Landlord in any way.

19. Injury

The Landlord shall not be responsible in any way for any injury to any person or for any loss or damage to any property belonging to the Tenant or to other occupants of the Premises or to their respective sub-tenants, invitees, licensees, agents, employees, or other persons from time to time attending at the Premises, including without limiting the foregoing, any loss of or damage caused by theft or breakage or failure to maintain and keep the Premises, the buildings, or the land in good repair and free from refuse, obnoxious odours, vermin or other foreign matter, defective wiring, plumbing, gas, sprinkler, stream, running or clogging of the above pipes or fixtures, or otherwise, acts, or negligence of guest, invitees, or employees or the Tenant or any other occupants of the premises, or the acts or negligence of any owners or occupiers of adjacent or continuous property or their guests, invitees, or employees, act of God, acts or negligence of any person not in the employment of the Landlord, or for any other loss whatsoever with respect to the Premises.

20. Tenant's Representations and Warranties

The Tenant represents and warrants that the Tenant:

- (a) is a not-for-profit society validly incorporated and in good standing under the laws of British Columbia and does not conduct its activities with a view to obtaining, and does not distribute, profit or financial gain for its members;
- (b) has the power and capacity to enter into and carry out the obligations under this Lease; and
- (c) has completed all necessary resolutions and other preconditions to the validity of this Lease.

21. Financial Reports

The Tenant will provide its yearly financial reports to the Landlord within eight (8) weeks of the Tenant's financial year-end.

22. Notice

Any notices required to be given pursuant to this lease are sufficiently given if mailed in Canada by express mail to the parties hereto at their addresses as set out on the first page of this Lease.

23. Laws of British Columbia

This lease shall be construed by the laws of the Province of British Columbia.

24. No Effect on Laws or Powers

Nothing contained or implied herein prejudices or affects the Landlord's rights and powers in the exercise of its functions pursuant to the *Community Charter* (British Columbia) or its rights and powers under any enactment to the extent the same are applicable to the Property or the Premises, all of which may be fully and effectively exercised in relation to the Property or the Premises as if this Lease had not been fully executed and delivered.

25. Time of the Essence

Time shall be of the essence of this lease.

26. Whole Agreement

The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way effecting or relating to this Lease save as expressly set out in this Lease, and this Lease contains the entire agreement between the Landlord and the Tenant and may not be modified except as herein expressly provided or except by subsequent agreement in writing of equal formality executed by the Landlord and the Tenant.

27. Severance

If any portion of this Lease is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid will not affect the validity of the remainder of the Lease.

28. Enurement

This lease and everything herein contained shall enure to the benefit of and be binding upon the successors, assigns and other legal representatives, as the case may be of each of the parties hereto, and every reference herein to every party hereto shall include the successors, assigns and other legal representatives of such party.

IN WITNESS WHEREOF the parties hereto have executed this indenture in the day and year set forth above.

The Corporate Seal of THE CORPORATION)
OF THE CITY OF COURTENAY was hereunto)
affixed in the presence of:)

_____) c/s
Mayor)

_____)
Director of Legislative Services)

The Corporate Seal of COURTENAY MARINA)
SOCIETY was hereunto affixed in the presence)
of:)

_____) c/s
Name)

_____)
Name)

SCHEDULE 'B'

THE LEASED PORTION OF BUILDING

EXPLANATORY PLAN OF A PORTION
OF A BUILDING SITUATE ON LOT 1,
SECTION 68, COMOX DISTRICT,
PLAN 15512 FOR LEASEHOLD PURPOSES

PURSUANT TO SECTION 99 (1) (K) OF THE LAND TITLE ACT

B.C.G.S. 92F.066

PLAN VIP _____

DEPOSITED IN THE LAND TITLE OFFICE
AT VICTORIA, B.C.

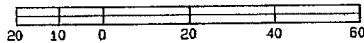
THIS _____ DAY OF _____, 2004.

REGISTRAR

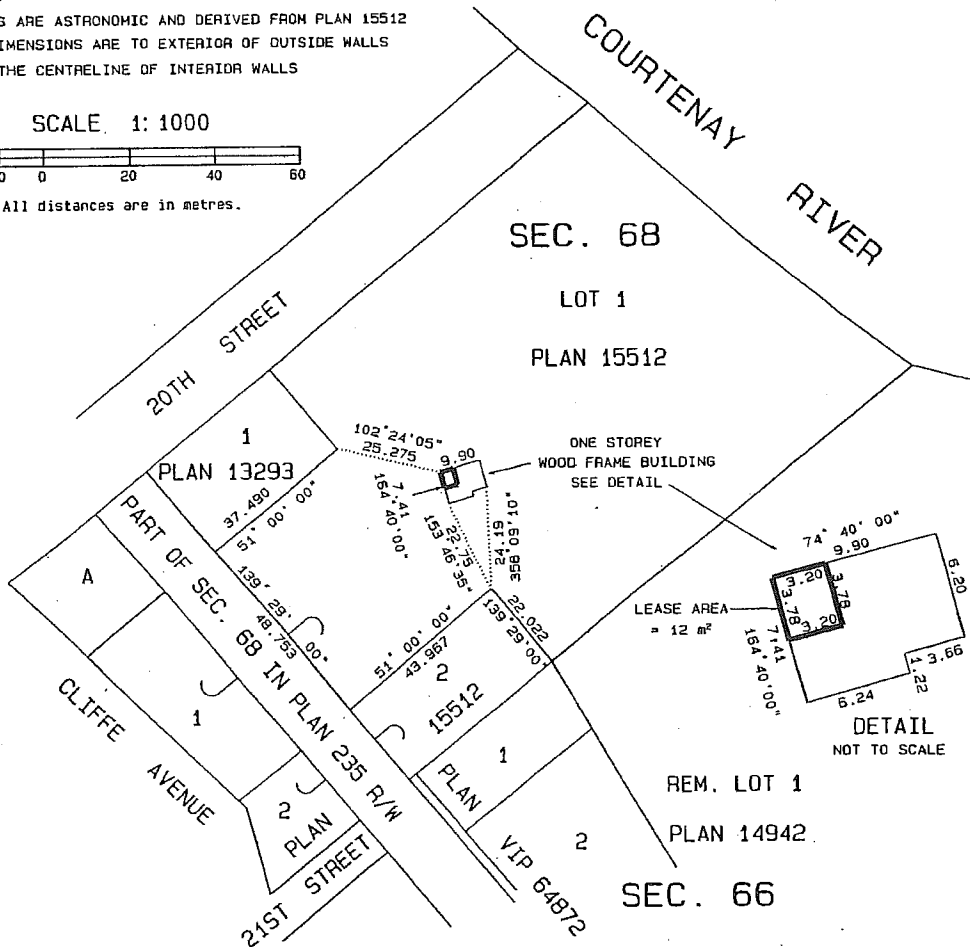
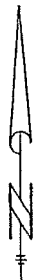
LEGEND

BEARINGS ARE ASTRONOMIC AND DERIVED FROM PLAN 15512
LEASE DIMENSIONS ARE TO EXTERIOR OF OUTSIDE WALLS
AND TO THE CENTRELINE OF INTERIOR WALLS

SCALE 1:1000



All distances are in metres.



OWNER: THE CORPORATION OF THE CITY OF COURTENAY

MAYOR

CLERK

WITNESS AS TO BOTH SIGNATURES

ADDRESS

OCCUPATION

THIS PLAN LIES WITHIN THE CITY OF COURTENAY AND
THE COMOX STRATHCONA REGIONAL DISTRICT

CERTIFIED CORRECT ACCORDING TO PLAN 15512
DATED THIS 25TH DAY OF MAY, 2004.

Ross N. Glover
ECP # 15669

B.C.L.S.

ROSS N. GLOVER B.C.L.S.
BRITISH COLUMBIA LAND SURVEYOR
1 -1841 COMOX AVENUE
COMOX B.C.
V9M 3M3 (250) 339-5624
FILE: 1418E



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development Variance Permit No. 1404 – 1885 Cliffe Avenue

File No.: 3090-20-1404

Date: May 5, 2014

PURPOSE:

The purpose of this report is to consider a Development Variance Permit to vary the provisions to the City's Sign Bylaw to reduce the required setback from a property line to increase the maximum area and height of a freestanding sign on a commercial property, and to allow an electronic message board with limited display.

CAO RECOMMENDATIONS:

That based on the May 5th 2014 staff report "Development Variance Permit No. 1404 – 1885 Cliffe Avenue" Council approve Development Variance Permit No. 1404 as attached (OPTION 1).

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

The subject property is located at the corner of Cliffe Avenue and 19th Street. There are two motel buildings on this property containing a total of 74 units known as the Anco Motel.

This is a unique situation wherein the original sign for this motel which had been in existence for more than 40 years was knocked down and destroyed by a vehicle.

The owner would like to replace the former pylon sign with a sign that maintains the visibility that had previously existed yet improves on its appearance.

The owner would like to erect a new sign that seeks the following variances from Sign Bylaw No. 3760, 2013:

	Former Sign	Replacement Sign	Bylaw Requirement	Variance
Height	8.5 m	5.0 m	3.5 m	1.5 m
Area	9.2 m ²	6.9 m ²	4.0 m ²	2.9 m ²
Siting	0.8 m	0.1 m	2.0 m	1.9 m

* Allow an electronic message board to display only vacancy information which replaces the previous neon sign

DISCUSSION:

The applicant is seeking several variances to the sign bylaw in an effort to maintain visibility for his signage that has existed for many years.

The proposed sign does substantially reduce the height and area of the former sign and changes the overall appearance keeping with the design and lighting requirements of the sign bylaw. The electronic message is for *Vacancy/No Vacancy* lettering only, which was formerly neon lighting.

The sign does incorporate a rock form base and support which does improve the appearance of the sign and it would be 2.42 metres from the back of the sidewalk.

The applicant has provided a history and explanation of the signage on this site with illustrations for the replacement sign with variances (Attachment No. 1).

Through the referrals process, the Ministry of Transportation have expressed no objection to the replacement sign.

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.

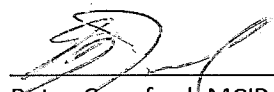
OPTIONS:

OPTION 1: Approve Development Variance Permit No. 1404 as attached. (Recommended)

OPTION 2: Defer consideration of Development Variance Permit No. 1404 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 1404.

Prepared by:



Peter Crawford, MCIP, RPP
Director of Development Services

Attachment No.
1 of 3

Submission

My name is Rick Tarras and I am the director of the Company that owns the Anco Motel.

We are asking to be allowed to construct a new sign for the Anco Motel that varies slightly from what the new sign by-law allows for. This application is as a result of a situation that has arisen through no fault of our own.

The Anco Motel has been in business in Courtenay for 60 years. In the past 10 years we have expanded the Motel and spent a lot of money on renovations. We have provided excellent service to the community and to visitors.

A great deal of the Anco's business depends upon effective signage. It is also very important to the City of Courtenay, the citizens and other businesses that the Anco remain in business.

The Anco's iconic sign, which has been on the property for more than 40 years has become a well known landmark for locals and visitors alike. A picture of the sign and its dimensions are found at Tab A.

Unfortunately our sign was knocked down on October 23, 2013 by a careless driver. The sign was damaged and disposed off. We did not realize that by disposing of the sign, we were not going to be allowed to put a like sized sign back up again.

We are now being told that we have to comply with the new sign bylaw, even though our old sign was completely legal given that it pre-dated the current sign bylaw by many years. Our old sign was very effective and recognizable, and was readily visible to traffic on Cliffe Avenue. Through no fault of our own we are now being required to put up a sign that is less visible, will be less recognizable and less effective in attracting prospective customers.

In 2004, we added 37 rooms to the Anco on the part of our property facing 19th Street and England Avenue. This addition doubled the size of the motel. To work with the City of Courtenay, we gave up a statutory right of way for the Mile of Flowers; we gave up some road frontage on Cliffe Avenue; we re-built, re-paved and put in new sidewalks on both sides of 19th Street and on one side of England Avenue. We also put in new hydro poles on one side of 19th Street. Luckily, because of our old sign's height and size, our old sign was still visible and still fulfilled its function, even with the roadside development.

N:\C16000\16910\Submission to Council.wpd

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FEB 26 2014
CITY OF COURTENAY

-2-

A new sign, which fully complies with the current sign bylaw, is too small and too low to be seen and will be blocked from view by the poles, lines and hydro box. We have had several mock-ups made which show that a sign that conforms to the current bylaw is blocked from view. Those mock ups are found at Tab B of the binder.

Our sign expert has told us that a new sign in the old location that conforms with the current bylaw will be completely ineffective.

In addition, by putting a sign in low to the ground we are going to have all kinds of additional issues such as vandalism, graffiti and breakage that we did not have before. The old sign provided significant lighting to our parking lot and a new sign low to the ground will not provide such lighting.

Our sign expert has provided several mock ups to show what the proposed sign will look like at the proposed location. The mock up is found at Tab C. This sign is 65 square feet whereas our old sign was 100 square feet. This new sign is only 16.2 feet tall whereas the old sign was 28 feet tall. It is this sign for which we seek your approval. It varies from the new bylaw requirements in the following particulars:

	By-law	Old Sign	Proposed Sign
Height	11.48 feet	28 feet	16.2 feet
Sign area	43 sq. feet	100 sq. feet	65 sq. feet

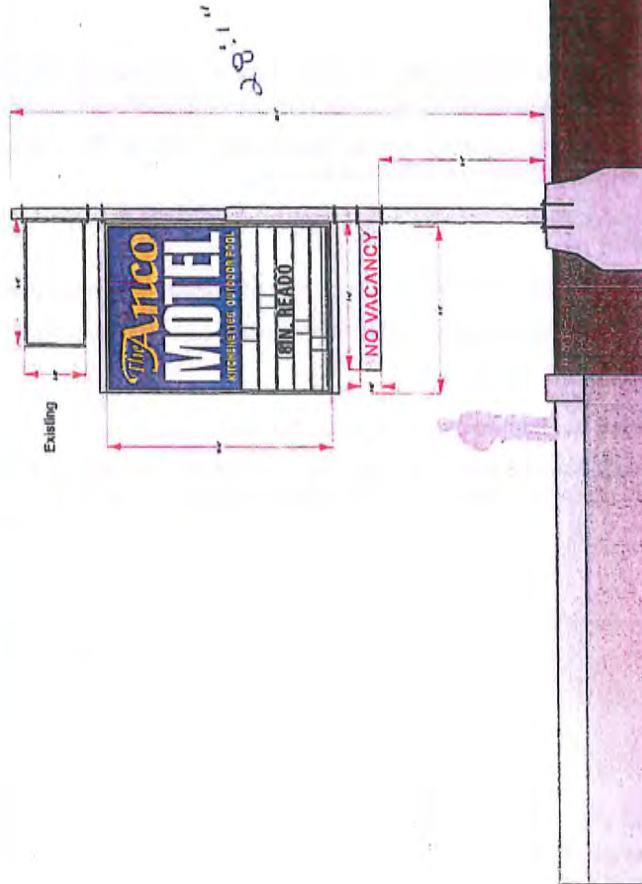
There is one further concern. My building, parking lot and landscaping are all already in place. If I was starting from scratch, I could locate my building and parking lot to be able to build and or locate a sign that conformed to the new bylaw. I do not have that luxury or ability in this instance. It is a real hardship to require absolute compliance with the new bylaw where I am not dealing with new construction and where my options for signage are now very limited.

I would like to thank you for considering my application.

N:\C16000\16910\Submission to Council.wpd



The Anco Motel - Courtenay, BC



<p>PROPOSED NEAR CAMPUS</p> <p>This project is presented for your review as you can be sure your job is not complete. Please check carefully for any errors, omissions, or other items that may be required. Grant Signs is not responsible for any errors, omissions, or other items that may be required. Grant Signs is not responsible for any errors, omissions, or other items that may be required. Grant Signs is not responsible for any errors, omissions, or other items that may be required.</p>		<p>Client Name: The Anco Motel</p> <p>Location: Courtenay, BC</p>		<p>Start Date: November 4, 2013</p> <p>Last Revision: November 4, 2013</p> <p>Job: DRAFTING</p> <p>Page: 8 of 9</p>		<p>Client Approval</p> <p>.....</p>		<p>Sales Rep:</p> <p>Designer:</p>	
<p>© COPYRIGHT 2012 BY GRANT SIGNS. ALL RIGHTS RESERVED. THE SIGNAGE PRESENTED HERE IS THE SOLE PROPERTY OF GRANT SIGNS AND MAY NOT BE REPRODUCED IN ANY MANNER WITHOUT WRITTEN PERMISSION FROM GRANT SIGNS.</p>									

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CITY OF COURTENAY

**THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 2699, 2012**

Permit No. DVP1404

DEVELOPMENT VARIANCE PERMIT

May 5, 2014

To issue a Development Variance Permit

To: Name: Anco Motel (1998) Ltd. Inc. No. 566269
 Address: 800 Highridge Court
 Comox, BC V9M 3R4

Property to which permit refers:

Legal: Lot B, Section 68, Comox District, Plan 23642, Except Part in Plan VIP72700

Civic: 1885 Cliffe Avenue

Conditions of Permit:

Permit issued to vary the following sections of the *City of Courtenay Sign Bylaw No. 2760, 2013* and subject to conformance with the plans and drawings contained in **Schedule No. 1:**

- *Section 3 (f)* to allow an electronic message board only to display "No Vacancy/Vacancy" as per the attached drawings contained in **Schedule No. 1;**
- *Section 5.3.5- Location c.* by reducing the required setback of the property line facing a street from 2.0m to 0.1 m;
- *Section 5.3.5 b.i.* by increasing the maximum area of a freestanding sign from 4.0 m² to 6.9 m²;
- *Section 5.3.5 b.ii* by increasing the maximum height of a freestanding sign from 3.5 m to 5.0 m.

Time Schedule of Development and Lapse of Permit

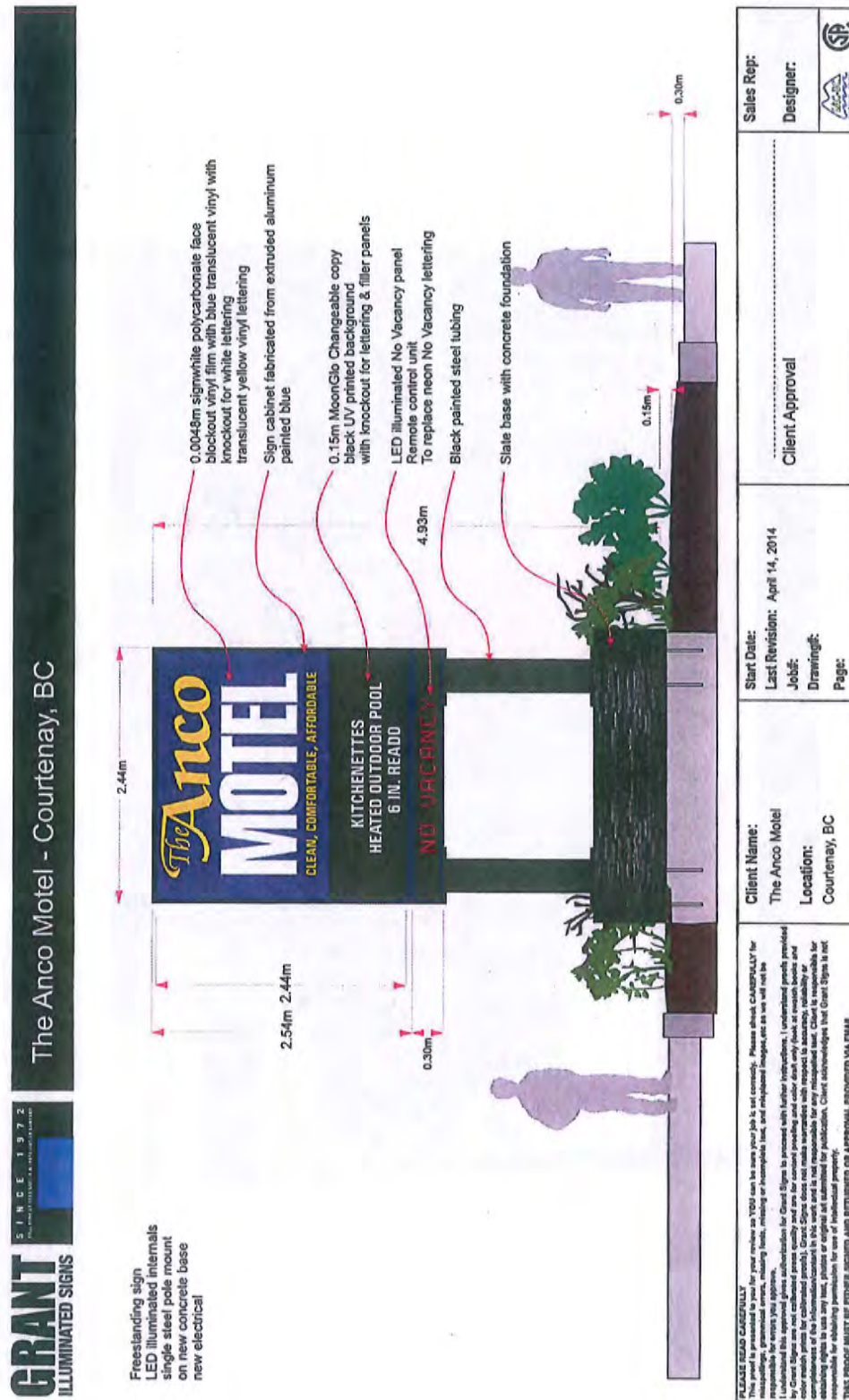
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Director of Legislative Services

S:\PLANNING\Development Applications\DVP\1404-1885 Cliffe (Anco)\Permit\Permit.docx

Schedule No. 1
1 of 4



Schedule No. 1
2 of 4

GRANT SINCE 1972
ILLUMINATED SIGNS

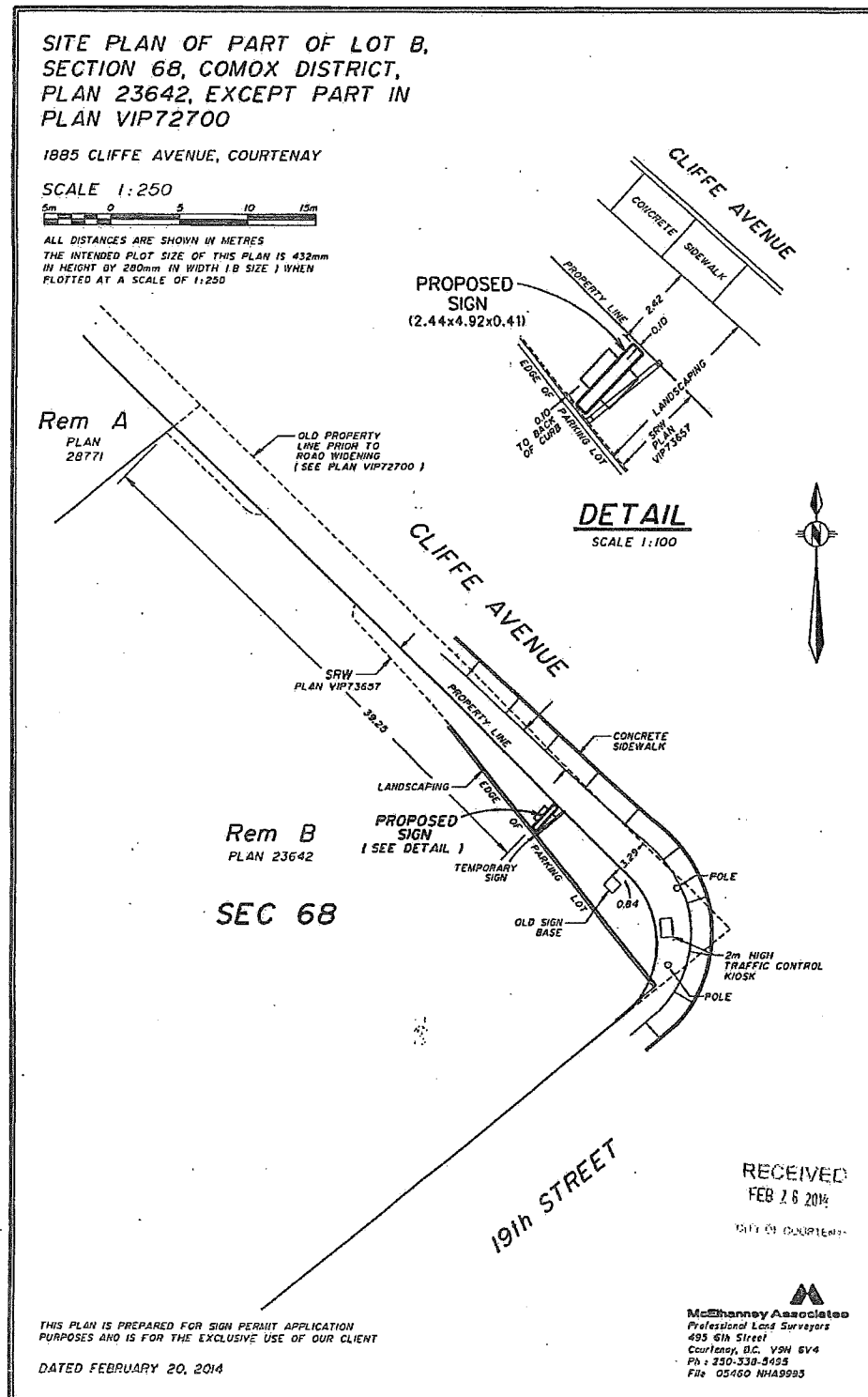
The Anco Motel - Courtenay, BC



<p>PLEASE READ CAREFULLY This is a preliminary design and is not intended to be used for construction. It is the responsibility of the client to ensure that all information is accurate and complete. Grant Signs is not responsible for any errors or omissions. This document is the property of Grant Signs and is not to be reproduced without written permission from Grant Signs.</p>	<p>Client Name: The Anco Motel</p> <p>Location: Courtenay, BC</p>	<p>Start Date: April 14, 2014</p> <p>Last Revision: Job:</p> <p>Drawing: Page:</p>	<p>Client Approval</p>	<p>Sales Rep: Designer:</p>
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Schedule No. 1
4 of 4





THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

3

To: Council
From: Development Services Department
Subject: Development Variance Permit No. 1405 – 1184 Crown Isle Dr.

File No.: 3090-20-1405

Date: May 5th, 2014

PURPOSE:

The purpose of the application is to relax the rear yard setback to accommodate the construction of a single residential dwelling.

CAO RECOMMENDATIONS:

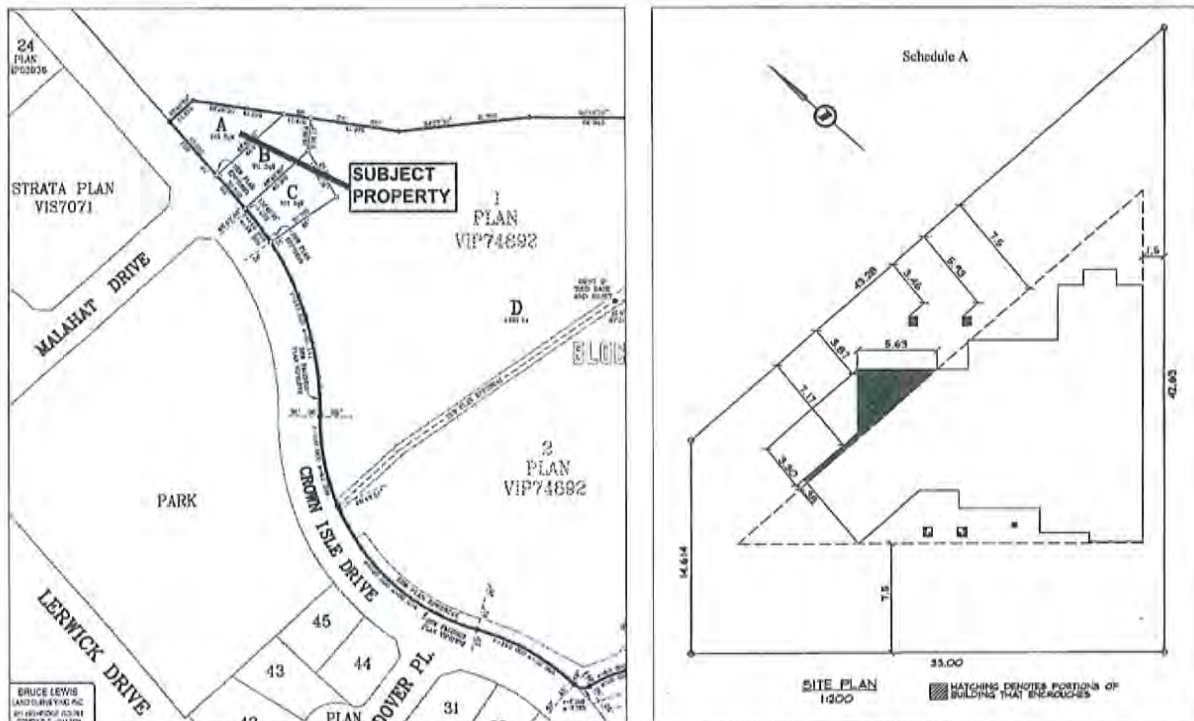
That based on the May 5th, 2014 staff report "Development Variance Permit No. 1405 – 1184 Crown Isle Dr." Council approve Development Variance Permit No. 1405 (Option 1).

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

The subject property is a vacant serviced lot located in East Courtenay in the Crown Isle Resort and Golf Community. The surrounding land use includes a golf course fairway to the north and west, vacant serviced lots to the south east, Public Park to the south west and a multi-family strata to the east. The applicant is requesting a variance to the Zoning Bylaw to accommodate the construction of a single residential dwelling with a deck that will extend 4.04 metres into the required rear yard setback.

**DISCUSSION:**

The attached plans represent the property owners' preferred house design and site layout. The proposed deck will extend 4.04 metres into the required rear yard setback along the central portion of the rear building face as shown on the site plan (Schedule A). The encroachments include a corner of the proposed building and a covered patio area. As this property line is adjacent to the golf course property (owned by the applicant) the variance will not negatively impact any adjacent property owners.

The subject property is zoned CD-1H which allows for single family and multi residential dwellings. The proposed single family dwelling complies with all remaining provisions of the *Zoning Bylaw* including lot coverage and front and side yard setbacks.

FINANCIAL IMPLICATIONS:

There are no direct financial implications resulting from this request.

ADMINISTRATIVE IMPLICATIONS:

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

STRATEGIC PLAN REFERENCE:

N/A

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

The applicant held a public information meeting with regard to the proposed variance on April 17th, 2014. No residents attended the meeting. The minutes of the meeting (Attachment No. 2) indicate that residents were informed of the meeting through a letter that was hand delivered to the individual's addresses which were provided by the City of Courtenay. As required by the *Local Government Act*, the City has also provided notification of the proposed variance to property owners within 30 metres of the subject property. No comments have been received to date.

OPTIONS:

OPTION 1: Approve Development Variance Permit No. 1405 as attached. (Recommended)

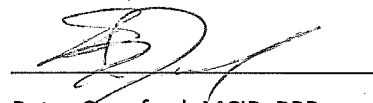
OPTION 2: Defer consideration of Development Variance Permit No. 1405 pending receipt of further information.

OPTION 3: Not approve Development Variance Permit No. 1405.

Prepared by:



Allan Gornall, B.Sc
Planning Technician



Peter Crawford, MCIP, RPP
Director of Development Services



RESORT & GOLF COMMUNITY

Attachment No. 1

Tel: (250) 703-5050 Toll Free: (888) 338-8439

Fax: (250) 703-5051 info@crownisle.com

399 Clubhouse Drive, Courtenay, BC Canada V9N 9G3

March 17, 2014

City of Courtenay
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

Attention: Peter Crawford

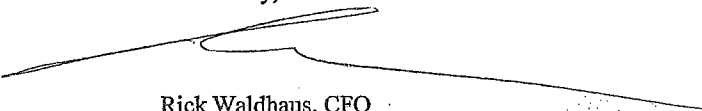
**Re: Development Variance Permit Application for Lot A, Block 72, EPP25664,
Comox District**

Dear Peter:

Please find enclosed the Development Variance Permit application for Lot A, Block 72, EPP25664, Comox Land District. The purpose of this variance application is to vary the rear yard setback according to the site layout attached. As you will see, the building envelope for Lot A is irregular in shape and difficult to design a house to fit. Silverado Land Corp. will be building a show home on this lot and the rear property line of the lot is adjacent to the golf course property, which Crown Isle owns. I have enclosed with the application a site map of the property, recent title search and cheque for the application.

Should you have any questions or require any further information, please do not hesitate to call me.

Yours truly,


Rick Waldhaus, CFO
Silverado Land Corp.

www.crownisle.com

GOLF SHOP RESORT CENTRE VILLAS REAL ESTATE RESTAURANTS GOLF ACADEMY

Attachment No. 2

A public information meeting was held in the Silver Room at the Crown Isle Resort Clubhouse on April 17, 2014 from 6:00 - 7:00 PM.

Residents were informed of the meeting through a letter that was hand delivered to the individual's addresses which were provided by the City of Courtenay.

Each individual residence was given a package that included the following:

Development Variance Permit Information Including:

1. A site map showing the variance being applied for
2. Comment Sheet for further comment

Site maps were displayed in the room and Crown Isle representatives attended to provide information regarding the application and to answer questions from individuals present.

No residents showed up for the meeting.

**THE CORPORATION OF THE CITY OF COURTENAY
BYLAW NO. 2699**

Permit No. DVP

DEVELOPMENT VARIANCE PERMIT

May 5th, 2014

To issue a Development Variance Permit

To: Name: Silverado Land Corp
 Address: 399 Clubhouse Dr.
 Courtenay, BC V9N 9G3

Property to which permit refers:

Legal: Lot A, Block 72, Comox District, Plan EPP25664

Civic: 1184 Crown Isle Drive

Conditions of Permit:

Permit issued to vary *Section 8.1.24 (2)* of the *City of Courtenay* by reducing the rear yard setback from 7.5m to 3.46 m for a proposed single residential dwelling subject to the following condition:

1. Development must be in conformance with the plans and drawings contained in *Schedule No.1* and *Schedule No.2*

Time Schedule of Development and Lapse of Permit

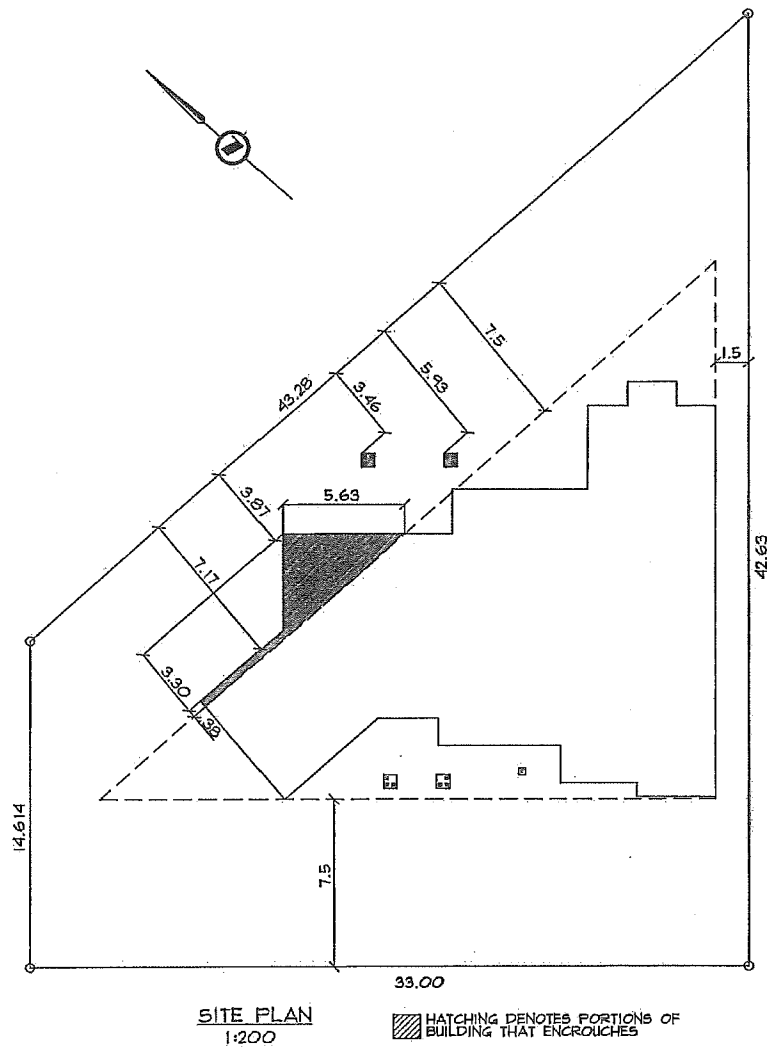
That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

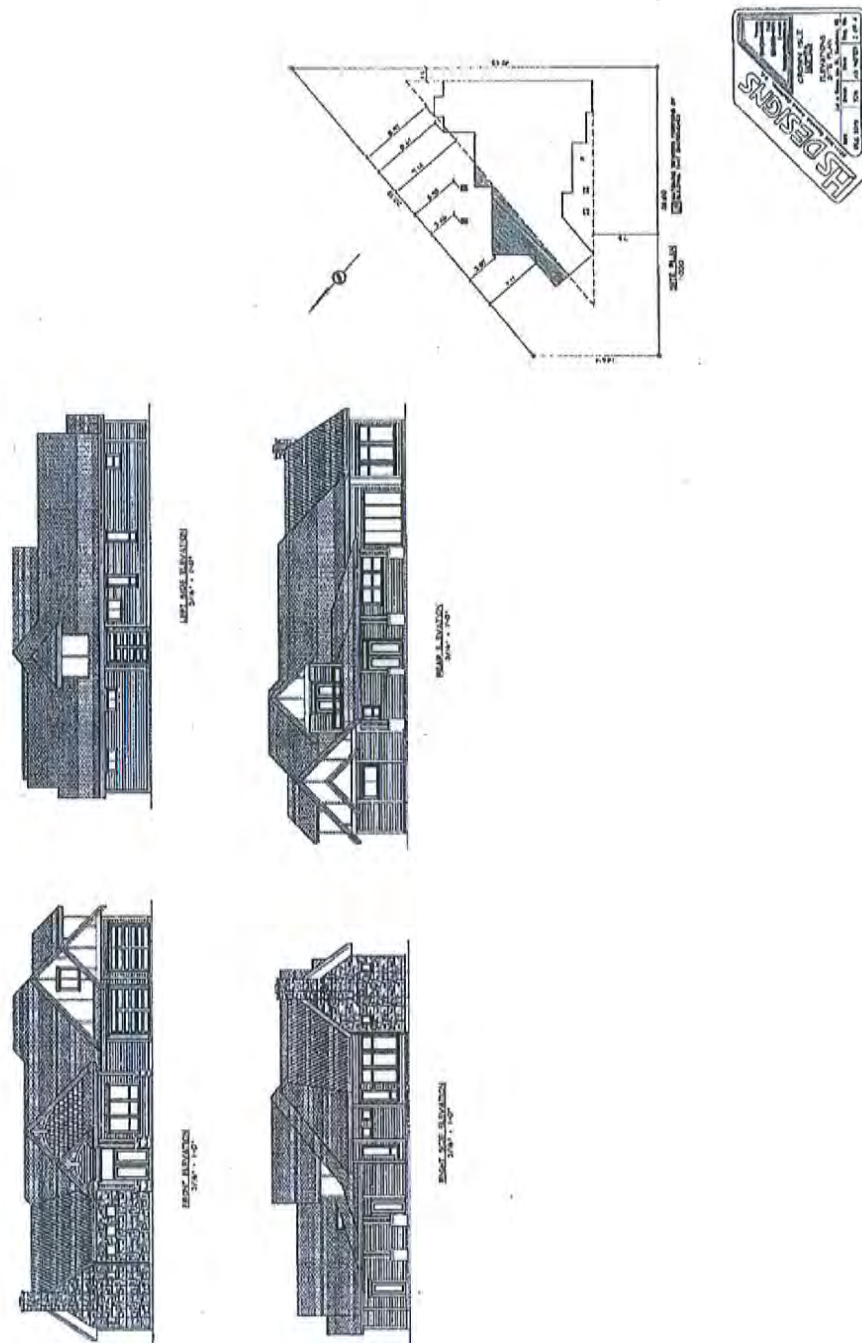
Director of Legislative Services

S:\PLANNING\Development Applications\DVP\1405-1184 Crown Isle Dr(Silverado)\Permit\Permit.docx

Schedule No. 1



Schedule No. 2





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1705-20 / 1970-02

From: Chief Administrative Officer

Date: May 5, 2014

Subject: 2014-2018 Financial Plan, Bylaw 2785 and 2014 Tax Rates, Bylaw 2786

PURPOSE:

The purpose of this report is to consider approval of the 2014-2018 Financial Plan Bylaw No. 2785, 2014 and the 2014 Property Tax Rates Bylaw No. 2786, 2014.

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires that the City annually adopt a five year financial plan bylaw. Section 166 of the *Community Charter* directs that Council must undertake a process of public consultation regarding the proposed financial plan prior to finally adopting the annual bylaw.

Section 197 of the *Community Charter* requires that Council impose, by bylaw, property value tax rates each year.

EXECUTIVE SUMMARY:

On April 9th, Council considered and approved an increase of 1.95% in the revenue raised from property taxes. This was subsequently reduced to 1.70% prior to Council consideration of the property tax multiplier. On April 22, 2014 Council approved a commercial tax multiplier of 2.80 for use in setting the 2014 property tax rates.

Council must now consider adoption of the annual bylaws for adoption of the five year financial plan and the 2014 property tax rates.

CAO RECOMMENDATIONS:

That based on the May 5, 2014 Staff Report "2014-2018 Financial Plan, Bylaw No. 2785 and 2014 Tax Rates, Bylaw No. 2786" Council APPROVE Option1 to approve adoption of the required annual bylaws.

Respectfully submitted,

David Allen
Chief Administrative Officer

BACKGROUND:

On April 9th, Council considered and approved an increase of 1.95% in the revenue raised from property taxes. This was subsequently reduced to an increase of 1.70% for the 2014 budget year. On April 22, 2014 Council approved a commercial tax multiplier of 2.80 for use in setting the 2014 property tax rates.

The final 2014-2018 Financial Plan and 2014 Tax Rates Bylaws have been prepared using a tax revenue increase of 1.70% and a commercial rate multiplier of 2.80.

DISCUSSION:

Section 166 of the Community Charter directs that Council must undertake a process of public consultation regarding the proposed financial plan prior to finally adopting the annual bylaw.

Detailed information in regards to the 2014-2018 Financial Plan has been available via the City's website. In addition, the City launched the Citizen Budget communication tool this year, which provides further budget detail and includes an on-line budget survey to solicit feedback from the public.

The use of the Citizen Budget communication tool has proven to be worthwhile. In the three weeks since it was launched, the page has been viewed over 170 times, and of these views, 52 citizens have chosen to participate in the survey. In past years, there has been minimal public response to budget information posted via the City's website or to budget open houses provided by staff.

Attached for Council's information is a report generated from the Citizen Budget tool. Based on the postal code information provided, staff report that of the 52 respondents, 42 reside within the City of Courtenay and the remaining 10 reside either in Comox or in the rural area.

Overall, the majority of respondents felt that the City provided "very good or fairly good" value for the services received in the areas of protective services, recreation/parks/culture, water/sewer utilities, and waste collection services. However, the area of transportation services received a lower grade, with many of the respondents requesting less focus on "car-centric" planning, and more focus on other modes of travel along with the infrastructure to support it.

The survey also asked respondents to list the "top 5" issues they felt the City faced. Results to date show the following choices:

- | | | |
|---|-----|---|
| 1 | 73% | Maintaining Infrastructure i.e. roads, water, sewer, storm drainage |
| 2 | 59% | Transportation |
| 3 | 49% | Parks, Recreation, and Cultural Services |
| 4 | 47% | Environment |
| 5 | 35% | Crime |
| 5 | 35% | Public Engagement |
| | 31% | Fire Protection |
| | 31% | Social |
| | 29% | Other |
| | 25% | Growth |
| | 2% | None |

The Citizen Budget survey remains to the public until June 30th, after which staff will provide Council with a summary of the final survey results and public comments provided.

ADMINISTRATIVE IMPLICATIONS:

Subsequent to final adoption of the annual five-year financial plan and tax rates bylaws, Staff will prepare the 2014 property tax notices. These notices are generally mailed to property owners in later part of May each year.

STRATEGIC PLAN REFERENCE:

While there is no specific reference in the Strategic Plan for the development and setting of the five year financial plan and property tax rates, this is a statutory requirement that must be carried out annually.

OFFICIAL COMMUNITY PLAN REFERENCE:

The Vision and Strategy includes the following statements:

- An inclusive, open and caring community
- Commitment to continued excellence
- A strong downtown
- Balance and ability to lead growth and the provision of services
- An expanding parks, natural areas and greenways system
- Commitment to serve youth and seniors

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

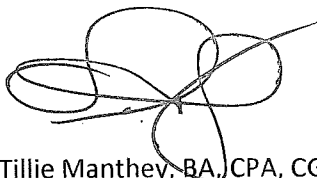
Once the tax rates bylaw has been approved, property tax information will be made publically available on the City's website.

OPTIONS:

- OPTION 1: That Council approves the provision of three readings of the 2014-2018 Financial Plan Bylaw No. 2785, 2014 and the Tax Rates Bylaw No. 2786, 2014.
- OPTION 2: That Council defers consideration of the 2014-2018 Financial Plan Bylaw No. 2785, 2014 and the Tax Rates Bylaw No. 2486, 2014 for further discussion.

While Option 2 provides the opportunity for further discussion, Council must be aware the Community Charter stipulates the bylaws must be adopted no later than May 15, 2014. Additional special meetings of Council would need to be scheduled to ensure the bylaws can be adopted on time.

Prepared by:



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

Attachment (1)

Citizen Budget

Summary

Online Budget Consultation Report For the period April 9 to April 29, 2014

Prepared by Open North for: City of Courtenay

171

Visitors

52

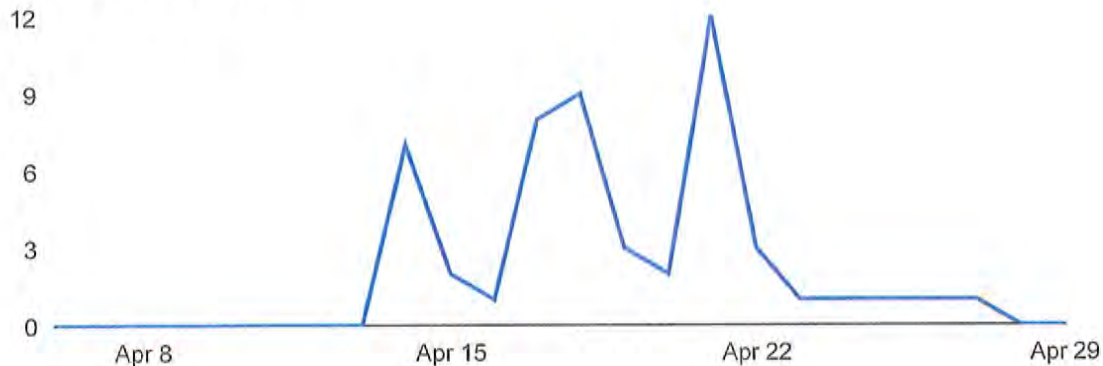
Responses

30.4% participation

9 minutes

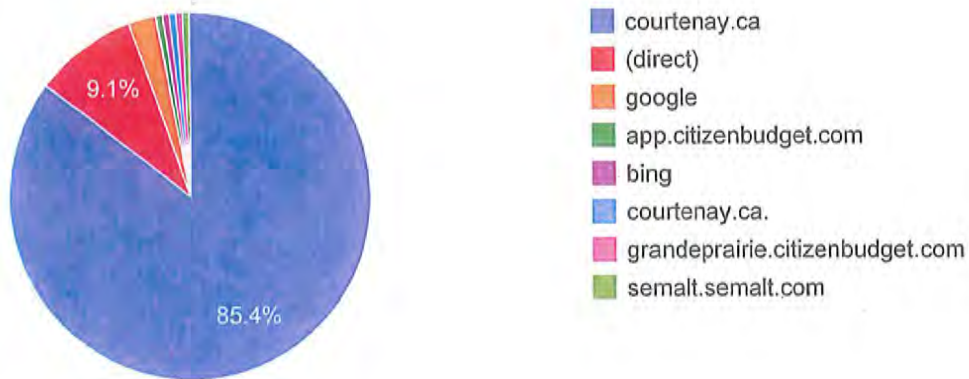
Median time to complete

Responses per day



Traffic to courtenay.citizenbudget.com (UA-21866813-6)





1 How would you rate the value you receive for Protective Services?

94.2% answered this question.

29%	} 82%	Very Good Value
53%		Fairly Good Value
14%	} 18%	Fairly Poor Value
0%		Very Poor Value
4%		Don't know

Recreation, Parks, Culture

2 How would you rate the value you receive for Recreation, Parks and Cultural Services?

98.1% answered this question.

33%	} 72%	Very Good Value
39%		Fairly Good Value
14%	} 28%	Fairly Poor Value
10%		Very Poor Value
4%		Don't know

Water and Sewer Services

3 How would you rate the value you receive for Water and Sewer Services?

98.1% answered this question.

35%	}	70%	Very Good Value
35%			Fairly Good Value
8%	}	30%	Fairly Poor Value
12%			Very Poor Value
10%			Don't know

Transportation

4 How would you rate the value you receive for Transportation Services?

98.1% answered this question.

2%	}	37%	Very Good Value
35%			Fairly Good Value
37%	}	63%	Fairly Poor Value
16%			Very Poor Value
10%			Don't know

Waste Collection Program

5 How would you rate the value you receive for Waste collection Services?

98.1% answered this question.

41%	}	80%	Very Good Value
39%			Fairly Good Value
10%	}	20%	Fairly Poor Value
4%			Very Poor Value
6%			Don't know

Important Issues

6 In your view, as a resident of the City of Courtenay, what are the **top 5 issues** facing your community that you feel should receive the greatest attention from your local leaders?

98.1% answered this question.

35%	Crime (5)
31%	Fire Protection
59%	Transportation (2)

73%	Maintaining Infrastructure i.e. roads, water, sewer, storm drainage	(1)
49%	Parks, Recreation, and Cultural Services	(3)
31%	Social	
47%	Environment	(4)
25%	Growth	
35%	Public Engagement	(5)
29%	Other	
2%	None	
0%	Don't Know	

Property Taxes and User Fees

7 Thinking about all the programs and services you receive from the City of Courtenay, how would you **rate the overall value you receive for your tax dollars?**

100% answered this question.

13%	} 67%	Very Good Value
54%		Fairly Good Value
21%	} 33%	Fairly Poor Value
8%		Very Poor Value
4%		Don't know



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

5

To: Council
From: Chief Administrative Officer
Subject: Citizen Request for Sidewalk on Arden Road

File No.: 5420-01
Date: May 5, 2014

PURPOSE:

This report is provided in response to Council's resolution of March 17, 2014, which states:

"That the email message from Jordan Huber, concerned parent regarding no sidewalk on Arden Road, between Cumberland Road and Lake Trail Road be received for information.

That staff provide a report to Council regarding the Arden Road sidewalk issue by April 30, 2014."

CAO RECOMMENDATIONS:

That based on the May 5th 2014 staff report "Citizen Request for Sidewalk on Arden Road", Council direct staff to proceed with OPTION 1, to conduct a speed survey and traffic count of the roadway to evaluate driver behaviour, and where speed is determined to be an issue, provide the information to the RCMP for their review, and;

That, based on this, Council direct staff to provide a written response to Ms. Jordan Huber's email of concerns.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On March 13, 2014, staff received an email from a resident of the Arden Road area expressing their desire for a sidewalk on Arden Road from Cumberland Road to Lake Trail Road in order to facilitate children walking to and from Arden Elementary School.

Arden Road is defined as a "Collector" road within the City's network. Collector roads are distributor roads, and are designed to move traffic from local streets to arterial roads, as well as to provide connections between adjacent arterial roads, such as Cumberland Road and Lake Trail Road. Collector roads are designed to promote the smooth flow of traffic within larger neighbourhoods and, as such, tend

to carry higher volumes of traffic. Collector roads are also important routes for emergency services as well as transit and heavy vehicles. This segment of Arden Road is designed as a rural collector which includes features such as asphalt travel lanes, gravel shoulders and ditch drainage.

Local Area Plans supplement the City's OCP requirements by providing detailed neighbourhood-level land use planning throughout the City. The Arden Corridor Local Area Plan (Arden LAP), adopted in 2013, identifies a priority for the roads within this corridor to maintain the rural character as it exists today. The Arden LAP process included an extensive public engagement and design charrette to develop these priorities and indicates that many of the roads within the corridor will not change over time.

DISCUSSION:

Staff have identified that undertaking improvements to Arden Road has challenges, in particular, the section between Cumberland Road and Lake Trail Road. The properties sit above the road on the west side and below the road to the east. The drainage ditches are very deep in sections and some driveway accesses have steep grades. Retrofitting the road with a sidewalk would involve filling in a ditch with storm sewer; i.e. pipes, manholes, catch basins, adjusting driveway grades likely into private property, adding concrete curb and gutters, adding concrete sidewalk and re-grading the road to match into the curb. Staff has prepared a high level construction cost estimate for this work based on unit rates from other similar construction projects and determined that the lineal meter unit price for a new sidewalk is approximately \$1000. Therefore, for the section of Arden Road from Cumberland to Lake Trail (over 1km), the project would be more than \$1.0 million to complete. In keeping with objectives of the Arden LAP, the Capital Program for 2014-2018 does not identify a capital project priority for sidewalk in this corridor at this time.

Hard engineered solutions are just one way to make changes to the corridor and/or promote safe routes to school. Education and enforcement are equally important. Identified below are some of the other means the City employs to support safer streets in our community:

Developer Donated Assets

The Arden corridor is experiencing new residential development. This provides an opportunity for the City to work with the developers on improvements to the road frontage of their sites. Where it is permitted by legislation and our City bylaws, wider travel lanes, road shoulders and street lighting may be requested. In undertaking these developments, City staff is mindful of the goals of the Arden LAP and the desired character and function guided by the public input received. Where development occurs, incremental road improvements may be seen within the corridor with the goal of full change over time.

Co-Op Traffic Committee

Staff participates in regular Co-Op Traffic Committee meetings with members of the RCMP, Highways and ICBC. This collaborative working group focuses on sharing information to better support traffic needs around the City. Before our next meeting (May 27), staff can set out the speed trailer and/or undertake traffic counts to review the volume and speeds of traffic in this area. This data can be presented at the Co-Op Traffic meeting for consideration by the RCMP.

Staff has reviewed the ICBC statistics over the last five years for Arden Road and the intersection of Arden Road at Lake Trail Road. There have been only two incidents at the intersection of Lake Trail Road and Arden Road, and only one incident on Arden Road itself in the last five years. These were vehicle to vehicle incidents, none involved bicycles or pedestrians, which indicates that this segment of Arden Road performs satisfactorily.

SD71's HASTe Program

Staff also participate in School District 71's HASTe (Hub for Active School Travel) program which seeks to collaborate on safe routes to school and encourages students to use alternate means to travel to/from school, such as buses, carpooling, biking, and walking. HASTe reviews the various routes to different schools within the District, educates children on how to get to school safely, identifies opportunities for improvements along routes and pursues funding opportunities to assist in bringing about identified improvements. This is another means for students and their parents to learn about different routes or better ways to get to and from school. You can contact the School District or get more information online at www.hastebc.org.

FINANCIAL IMPLICATIONS:

Option 1: Financial implications include staff time to undertake the speed survey and analyse the resulting data (approximately eight hours). A couple of small impromptu projects such as this are allotted for in the draft 2014 Engineering Department Work Plan.

Option 2: No financial implications.

ADMINISTRATIVE IMPLICATIONS: *(work plan, etc.)*

Option 1: Administrative implications are as described above under "Financial Implications".

STRATEGIC PLAN REFERENCE:

None

OFFICIAL COMMUNITY PLAN REFERENCE: *(may include sustainability)*

None

REGIONAL GROWTH STRATEGY REFERENCE:

None

CITIZEN/PUBLIC ENGAGEMENT:

Staff has spoken with members of the Huber family over the telephone regarding the specifics of their concerns.

OPTIONS:

Option 1: That Council direct staff to conduct a speed survey and traffic count of the roadway to evaluate driver behaviour, and where speed is determined to be an issue, provide the information to the RCMP for their review; and

That Council direct staff to provide a written response to Ms. Jordan Huber's email of concerns.

Option 2: That Council receive the report to information and no further action is required by staff.

Prepared by:



Lesley Hatch, P.Eng.
Senior Manager of Engineering

Attachment: email from Jordan Huber requesting construction of a sidewalk on Arden Road, March 13th 2014

From: jordknox@hotmail.com

To: ljangula@courtenay.ca; jambler@courtenay.ca; banglin@courtenay.ca; dhillian@courtenay.ca;
rleonard@courtenay.ca; mtheos@courtenay.ca; swinchester@courtenay.ca

Subject: Student safety, Arden Road

Date: Thu, 13 Mar 2014 09:57:35 -0700

Good day,

I am writing because I am concerned that there is no sidewalk on Arden Road, in between Cumberland Road, and Lake Trail Road.

My children attend Arden Elementary school, and are not eligible to ride the bus as I believe we are just shy in distance of qualifying for that privilege. More to the point, I would prefer that my children could walk to school. Unfortunately I do not feel that this is a safe option for them unless I accompany them due to the lack of a safe route with a sidewalk. This section of Arden road is quite busy, especially with large dump trucks. I know that with the high levels of inactivity in kids, obesity rates and environmental concerns, having children be able to walk to school would be a nice option. I feel this is not a safe option for my children but I am hoping that you can help this become a safe option by putting a sidewalk on Arden Road in this area. I believe that the addition of a sidewalk here would greatly increase the feeling of safety of many other parents in the area to allow their children to walk to school.

I have raised these concerns once before about two years ago, and was told that there would be a "study done" with speed and traffic on the road between 8 and 9 am on a school day. This to my knowledge has never actually happened.

One point that was made to me was that one side of the Arden road is Regional District, and the other side of the The City Of Courtenay. Which sounds to me like each wants to "pass the buck" to the other. Let me point out, that these are all our children of this community, and their safety should be important to all of us.

I would ask that this kindly be included in minutes of your upcoming meeting.

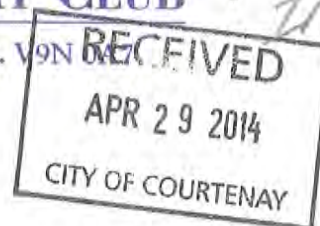
Thank You

Jordan Huber
Concerned Parent
jordknox@hotmail.com
250 334 1843



THE COURTENAY ROTARY CLUB

Box 20003 RPO Downtown Courtenay, B.C. V9N 0A7
www.courtenayrotary.com



To: Mayor and Council

The Rotary Club of Courtenay was established in Courtenay in 1936 and since that time the club has been involved in numerous community projects for the people of the Comox Valley not limited to Simms Millennium Park, Lewis Park water playground and more recently the Rotary Trail (Rails to Trails).

Our club has initiated another project which we feel will enhance our community. With the support in principle of the Mayor and Council, the Rotary Club of Courtenay would like to be a major driving force in the restoration of the heritage designated Courtenay train station. In fact we have already started. This year with monies donated mostly by our Rotary Club but also from the Strathcona Sunrise Rotary Club and the Young Professionals of the Comox Valley, we have had a new roof, new fascia and new gutters installed to see the building make it through this past winter.

Now the effort must continue, as 2014 is the 100th anniversary of the train station and 2015 being the 100th anniversary of the City of Courtenay now is a wonderful time to make this a reality. Our Rotary club leaders recently met with Graham Bruce, Chief Executive Officer of the Island Corridor Foundation and we have a very clear understanding of the issues involved. ICF is excited at the potential of Rotary wanting to restore the train station in Courtenay, but also has made it clear that they do not have any funding.

Rotary is committed to raising funds and spearheading the project, but requires an entity such as the City of Courtenay to partner with and enter into a long term lease with ICF for the building. Rotary is requesting that the City look into the feasibility of such a partnership.

It is most important to understand that the Rotary Club of Courtenay wants to be involved in the restoration of the train station whether the train runs or not. This building and its location in conjunction with the Rotary Trail has the opportunity to be a real hub in reinvigorating this area and a great focal point for all of the citizens of the Comox Valley.

The Rotary Club of Courtenay wants to help to make this happen but we cannot do this without the support of the City of Courtenay. We look forward to hearing from you and hope that together we can make this happen.

Respectfully,

Dave White
President
Rotary Club of Courtenay

Art Meyers
Project Coordinator - Train Station
Rotary Club of Courtenay

BCOBTA

Job
Info

February 24, 2014

Dear Mayor and Council:

RE: Letter of support for BC Ocean Boating Tourism Association

I am pleased to inform you that after three years of planning, the goal of creating a marine tourism marketing and product development organization for BC's spectacular coastal waters is in sight. The BC Ocean Boating Tourism Association (BCOBTA) is a new, non-profit Society with a Board of Directors representing Coastal regions and key stakeholders in marine tourism. We have embarked on fundraising. **We need letters of support from local governments to support our fundraising applications.** I would be very grateful if your community could provide a letter.

In order to assist you, I provide information that you may use in your letter of support.

History

Formation of the BC Ocean Boating Tourism Association¹ is supported by the Ministry of Jobs, Tourism and Skills Training, under its Experiences BC tourism sector development program. A Steering Committee - composed of 20 key stakeholders in the marine tourism industry - was formed to create a marine tourism marketing and product development strategy.

In 2012, five sub-regional meetings were held to gather input from marine tourism industry members and community organizations. This input guided the vision and development of a *Sector Development Strategy* by the Steering Committee at a series of workshops in 2012 and 2013.

The *Sector Development Strategy*² has a three-year implementation schedule. The BC Ocean Boating Tourism Association (BCOBTA) will require funding, in decreasing amounts, for all three years of the plan.³ Experience BC will provide \$50,000 annually. In year four, the Association will be funded by Experiences BC, membership fees, advertising and sponsorships.

Goals

The goals of the Ocean Boating Tourism initiative are to increase the number of domestic and international boaters in BC coastal waters, the length of their visits and the amount of money they spend while here. From every standpoint, coastal BC offers an internationally competitive boating experience. As the *Sector Development Strategy* documents, in order for BC to make the most of its advantages, it needs to establish a compelling brand in the international market place, actively market a BC marine experience and unite coastal harbours and marinas in the provision of an experience that is seamless and unforgettable.

Benefits

There are approximately 200 marinas in BC coastal waters, including Small Craft Harbours. Marine tourists are potentially big contributors to a range of tourism, recreation and services sectors. BC

¹ The initiative may be better known as the BC Marine Highway.

² The Executive Summary from the *Sector Development Strategy* accompanies this letter.

³ Year one \$153,000; year two \$102,000; year three \$50,000

BCOBTA

Coastal communities have invested many millions of dollars in marina expansion over the past five years. The BCOBTA initiative adds value to those investments by drawing users.

A top quality marketing effort will attract more boaters. A reservation process, sailing and on-shore itineraries, and elevated service standards will keep visitors here longer. A primary competitive goal is to provide services that make it easier and more enjoyable to explore BC's coastal waters than any other place in the world. Themed itineraries and seasonal highlights will encourage boaters to extend the sail and cruise season.

Our product development strategy is expressly aimed at increasing expenditures by marine tourists and widening the range of businesses that profit. Our website will enable marine tourists to plan activities during the length of their holiday. We will extend their experience to include on-shore activities. Once on-shore, revenues will flow to a many communities, regions and commercial sectors.

There are no provincial data on the value of the BC marine tourism industry. We know that the sector is important to many coastal communities. Communities invested in this economy have realized many benefits; we can definitely do much better working together as a Coastal Industry, sharing resources and efforts with a coordinated business plan supported at many levels. We predict that the BCOBTA initiative will increase the number of vessels in BC waters by 10% and the amount of revenue generated by 15% within ten years. This estimate is based on the experience of Sail Scotland, which created a similar initiative in 2006.

Our Request

We respectfully request a letter of support be sent via email and addressed to:

David Mailloux
Chair, BC Ocean Boating Tourism Association
4836 Black Bear Ridge, Nanaimo, BC V9T 5E2
dmailloux@npa.ca

Your letter will accompany applications for funding to Island Coastal Economic Trust, Coast Sustainability Trust and other funding organizations. In your letter please state that you support creation of a marketing and product development association because marine tourism is important to your community's economy. Identify recent or planned additions to marinas and harbours in your area.

Later in 2014, we will ask communities to provide information about events and activities for posting on the OBTA website. We anticipate making a small request to coastal communities for funds to build the Association's stakeholder base in year two (2015) of our implementation plan.

On behalf of the Directors of BCOBTA, I thank you for writing a letter of support for BC's coastal marine tourism initiative. We look forward to announcing completion of milestones in the implementation of our strategy and to an invigorated marine tourism industry.

Yours truly,


David Mailloux
Chair, BCOBTA

phone: 250 753-4146 #251

email: dmailloux@npa.ca



TourismBC

EXPERIENCES BC POWER AND SAIL CRUISE SECTOR SECTOR DEVELOPMENT STRATEGY

March 18, 2013

Ministry of Jobs, Tourism and Skills Training,
Tourism BC Representative:

Heather Boyd
(604) 660-3564

Heather.Boyd@gov.bc.ca

Tourism BC Facilitator:

Jennifer Nichol
Grant Thornton LLP
(604) 443-2146

Jennifer.Nichol@ca.gt.com

Executive Summary

This executive summary presents highlights from the Power and Sail Cruise Sector Tourism Development and Marketing Plan, which was developed through the Experiences BC program of Tourism British Columbia, as part of the Ministry of Jobs, Tourism and Skills Training. The Power and Sail Cruise Sector Tourism Development and Marketing Plan was created with input from a provincial sector Steering Committee, in addition to over 100 sector stakeholders along BC's coast.

Background

The BC coast offers outstanding opportunities for power and sail cruising and currently attracts visitors from several key markets. However, in terms of formalized, collaborative tourism product development and marketing, the sector is not developed. There is strong interest by stakeholders associated with power and sail cruising in BC to formalize the sector and conduct coordinated, effective tourism product development and marketing to capitalize on the significant opportunities the coast presents. In response to this situation, key stakeholders formed a Provincial Steering Committee in March, 2012, to lead the development of this Sector Tourism Plan through the Experiences BC Program.

Sector Definition

The BC power and sail cruise sector includes cruising by powerboat or sailboat anywhere along the BC coast. Other attributes that define the sector are as follows:

- Cruising or sailing is the main purpose of the activity (as distinct from fishing being the main purpose of the boating activity)¹;
- The sector includes private recreational boaters (transient), bareboat charters and guided charters; and,
- The sector does not include pocket cruises, cruising on large cruise ships and companies that primarily offer fishing charters.

The typical experience involves visiting multiple marinas and/or harbours, usually over the course of one or more nights and often over several weeks.

Key Learning and Findings from Situation Analysis

The Situation Analysis which was developed to support the planning process for the power and sail cruise sector offered the following insights.

¹ This does not mean that visitors participating in power and sail cruising will not fish or participate in other activities while on their cruising vacation; rather, it means that the main reason for their trip is for the actual power/sail cruising experience, which may involve other activities as well.



BC's coastline offers outstanding natural assets that support power and sail cruising, including: exceptional scenery, 450 kilometers of protected water, 20,000 kilometers of coastline, intact wildlife populations and ecosystems, wildlife diversity, an abundance of islands, many marine parks/ protected areas, beaches and clean water. These natural assets are supported by cultural attractions, communities, boating infrastructure and services and a range of land-based tourism activities to complement boating. Future marketing efforts should focus on building awareness about and promoting these outstanding assets.

Currently, stakeholders in the power and sail sector operate independently. There is very little, if any, coordination with regard to **tourism**, including sharing information, setting sector standards, coordinating tourism marketing activities and addressing issues that are of collective concern to the sector.

Future efforts to coordinate the tourism development and marketing of the power and sail cruise sector must recognize that the BC coast offers considerable diversity with regard to:

- The coastal settings within which people participate in power and sail cruising;
- The scale of marinas, docks and other facilities and services available to visitors; and,
- The types of products and experiences available for visitors.

Tourism product development and marketing efforts must recognize this diversity and ensure that we are marketing the "right" product to the "right" markets at the "right" time. At the same time, while this diversity exists, there is a common interest to:

- Enhance awareness about the entire BC coast as an exceptional power and sail cruising destination; and,
- Collectively address issues that affect the sector as a whole.

Given the outstanding assets and the current lack of coordination noted above, there is a significant opportunity to coordinate the sector and enhance the overall competitiveness of BC as a world-class power and sail cruise destination. In turn, this presents opportunities to increasing power and sail visitation and spending in BC, particularly in areas where and seasons when excess capacity exists.

Very few jurisdictions have sector organizations that coordinate product enhancement, communication and marketing for power and sail cruise. The absence of many such organizations also suggests that BC could gain a competitive advantage over other coastal destinations by establishing an effective power and sail cruise tourism sector organization.

Other tourism sectors in BC that have realized success through the Experiences BC program have several factors in common, from which the power and sail sector should observe and learn. Common success factors include:

- A sector or tourism champion to serve as a catalyst for other stakeholders and the organization;



- A mix of both private and public sector stakeholders engaged in the organization;
- A governance and membership model that is tailored to the sector and its stakeholders;
- A clear vision, supported by marketing and development priorities that are based on sound research;
- The ability to raise funding; and,
- The identification of a few, key action items to be implemented in the first year, which, in turn, will motivate other stakeholders to support the organization (in other words, “quick wins” to gain momentum for the organization).

Creation of a Tourism Sector Organization

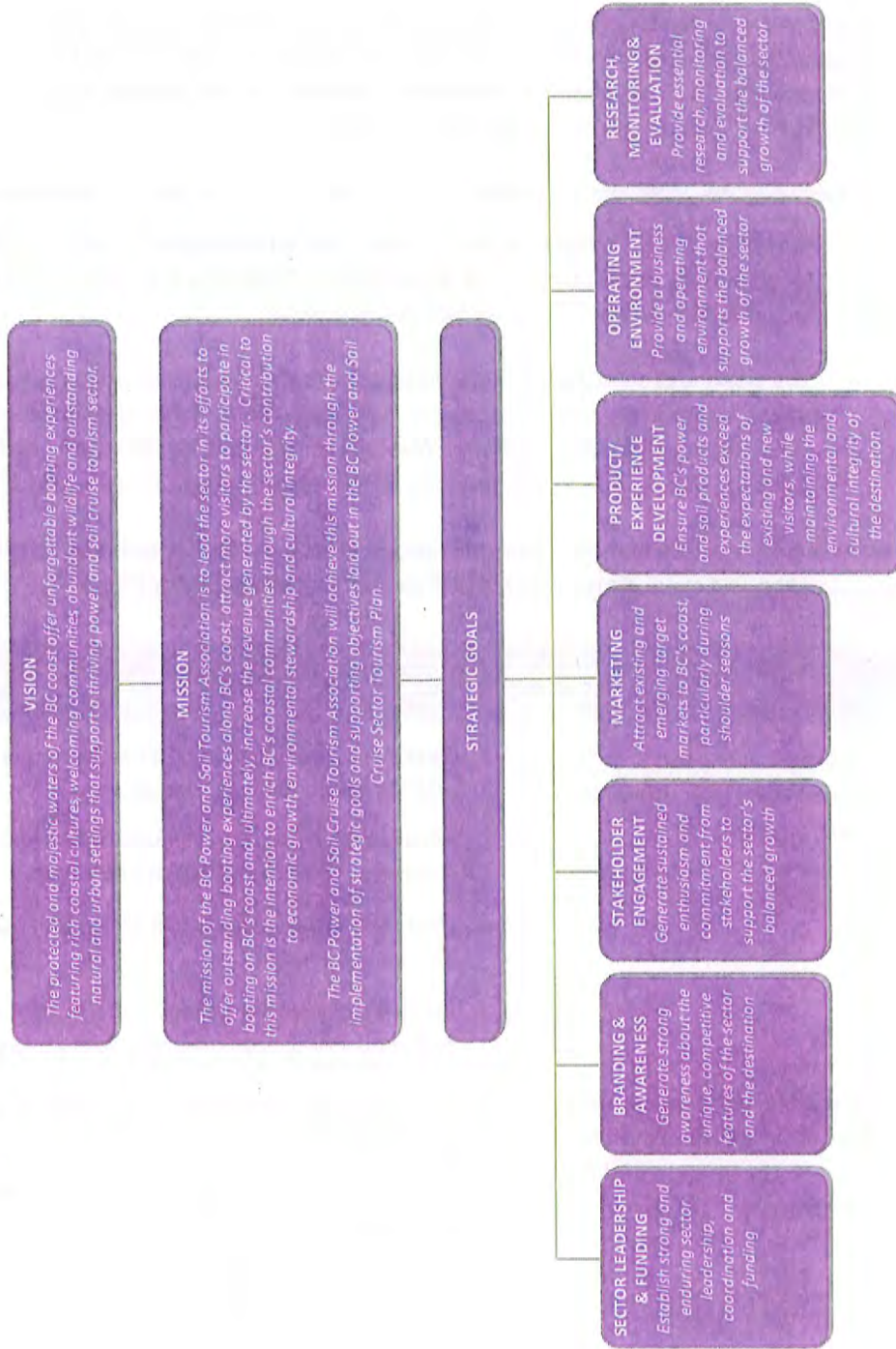
The Provincial Steering Committee has proposed the formation of a tourism sector organization – the BC Power and Sail Cruise Tourism Association – to address the above-noted opportunities and, ultimately, to lead the coordination, development and marketing of the sector in BC. The types of activities that the Provincial Steering Committee identified for the BC Power and Sail Cruise Tourism Association include:

- Marketing and branding to help increase the volume of visitors and increase the yield per visitor;
- Increasing awareness about the sector both internally (amongst stakeholders in BC) and externally (within key markets);
- Supporting and facilitating tourism product/experience development and enhancement;
- Supporting and facilitating the consistent adherence to high standards of service, operations and environmental and cultural stewardship;
- Supporting and facilitating coordination and communication amongst sector stakeholders;
- Encouraging profitability within the sector and with sector partners;
- Generating economic benefits for coastal communities;
- Conducting research to support the sector’s tourism activities; and,
- Collectively addressing critical issues and barriers for the sector.

Strategic Framework

The following vision, mission and goals – developed with input from the Steering Committee – form the Strategic Framework for the Power and Sail Cruise Sector Tourism Plan.

Strategic Framework for the Power and Sail Cruise Sector Tourism Plan





Goals and Objectives

The goals and objectives were developed with input from the Steering Committee and are designed to help achieve the vision and fulfill the BC Power and Sail Cruise Tourism Association purpose and mission. They are also intended to capitalize on key opportunities and address priority concerns documented in the Situation Analysis.

While reviewing the goals and objectives, it is important to be cognizant of the following points.

- Given that the BC Power and Sail Cruise Tourism Association is in its early, formative stage, the implementation of the objectives and initiatives will need to be carefully staged, focusing first on the more “foundational” initiatives.
- The goals and objectives are inter-related. For example, clearly the goal related to *Sector Leadership, Coordination and Funding* is critical to the realization of all of the subsequent goals and objectives. Also, as an example, the goal and objectives related to *Branding and Awareness* support the *Stakeholder Engagement* and the *Marketing* goals.

A summary of the goals and objectives is provided below. A more detailed description of each goal, objective and supporting initiatives is presented in the full Sector Plan.

Goals	Objectives
A. Establish strong and enduring sector leadership, coordination and funding.	A-1 Establish the governance model and structure for the BC Power and Sail Cruise Tourism Association A-2 Establish the management structure for the Tourism Sector BC Power and Sail Cruise Tourism Association A-3 Establish a membership model for the BC Power and Sail Cruise Tourism Association A-4 Establish a three-year operating plan, budget and funding model for the BC Power and Sail Cruise Tourism Association
B. Generate strong awareness about the unique, competitive features of the sector and the destination.	B-1 Develop a corporate identity for the Power and Sail Cruise Tourism Sector Association B-2 Create a solid and compelling brand and message for BC's power and sail cruise destination and sector B-3 Develop and maintain a BC power and sail cruise website to support marketing initiatives and stakeholder engagement and communication initiatives B-4 Prepare collateral material to help build awareness about the sector, the destination's unique assets and the sector's products,



Goals	Objectives
	services and experiences
C. Generate sustained enthusiasm and commitment from stakeholders to support the sector's balanced growth.	<p>C-1 Generate awareness about and support for the sector and for the Power and Sail Cruise Sector Tourism Plan</p> <p>C-2 Encourage communication, coordination and collaboration within the sector</p>
D. Attract existing and emerging target markets to BC's coast to participate in power and sail cruising, particularly during shoulder seasons.	<p>D-1 Conduct the required research to support the development and evaluation of power and sail cruise sector tourism marketing initiatives</p> <p>D-2 Develop the capacity to conduct collaborative tourism marketing initiatives within the sector</p> <p>D-3 Establish strategic partnerships with key stakeholders and partners to pursue collaborative marketing initiatives</p> <p>D-4 Prepare a succinct three-year sector tourism marketing plan</p>
E. Ensure BC's power and sail cruise products and experiences exceed the expectations of existing and new visitors, while maintaining the environmental and cultural integrity of the destination.	<p>E-1 Conduct the required research to support tourism product and experience enhancement and development</p> <p>E-2 Encourage high standards of environmental and cultural stewardship within the sector</p> <p>E-3 Enhance the visitor experience by making visitors aware of the diversity of products and services available</p> <p>E-4 Encourage the sector to provide consistently high standards of service</p> <p>E-5 Develop themed routes and/or areas that appeal to existing and emerging markets</p>
F. Provide a business and operating environment that supports the balanced growth of the sector.	F-1 Identify and monitor barriers to sector growth and, where resources permit, work to address priority barriers to help ensure that the sector can deliver outstanding and safe power and sail cruise experiences
G. Provide essential research, monitoring and evaluation to support the balanced growth of the sector.	<p>G-1 Acquire, coordinate and/or conduct essential research to support the implementation, monitoring and evaluation of the Sector Tourism Plan</p> <p>G-2 Prepare and implement a monitoring and evaluation framework</p>



Next Steps

A three-year implementation schedule is presented in the last section of the main body of the Power and Sail Cruise Tourism Sector Plan. The implementation steps for Year 1 are shown below. The next steps for Year 1 are critical to ensure the Power and Sail Cruise Tourism Association is established and the foundational work is completed to enable the sector to mature. These timelines were defined with input from the Steering Committee.

YEAR 1 IMPLEMENTATION		WHO	WHEN
A. SECTOR LEADERSHIP AND FUNDING			
A-1	Establish the governance model and structure <ul style="list-style-type: none"> Name search Constitution Inaugural board (draw from Steering Committee) Legal entity 	Governance Sub-Committee	By August 2013
A-2	Establish the management structure	Governance Sub-Committee	Fall 2013
A-3	Establish the membership model	Governance Sub-Committee	Fall 2013
A-4	Establish 3-Year Operating Plan and budget	Governance Sub-Committee	By December 2013
B. BRANDING AND AWARENESS			
B-1	Develop corporate identity	Governance Sub-Committee	By August 2013
B-3	Develop website (start)	Selected members of Steering Committee	Start in September 2013 Complete in 2014
C. STAKEHOLDER ENGAGEMENT			
C-1	Generate awareness and support		
	Regular Communication with Steering Committee <ul style="list-style-type: none"> Communicate regularly with the Steering Committee regarding progress and milestones and to seek assistance with implementation of the Sector Plan 	Governance Sub-Committee	Monthly Steering Committee teleconference during 2013
	Post-planning Communication with Stakeholders <ul style="list-style-type: none"> Obtain list of stakeholders involved in process to date Prepare announcement about the formation of the Power and Sail Cruise Tourism Association Include highlights from the Power and Sail Cruise Tourism Sector Plan and indicate how the full document 	Governance Sub-Committee to lead this Steering Committee members to support this	By June 2013

Ministry of Jobs, Tourism and Skills Training
BC Power and Sail Cruise Sector Tourism Plan (FINAL March 18, 2013)



YEAR 1 - IMPLEMENTATION		WITH	WHEN
	<p>can be obtained</p> <ul style="list-style-type: none"> Distribute this to all stakeholders who have been involved in the process to date, in addition to other key stakeholders Have Steering Committee members distribute this communication to their respective networks of stakeholders 		
	<p>Ongoing Regular Communication with Stakeholders</p> <ul style="list-style-type: none"> Develop a communication plan and schedule: <ul style="list-style-type: none"> Use a simple template for periodic one-page updates Primarily use email distribution Decide upon frequency (possibly quarterly) 	<p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p>	<p>After the June 2013 communication noted above, issue communication quarterly</p>
C-2	Encourage communication, coordination and collaboration amongst stakeholders	<p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p>	Start in September 2013
	<p>Fall Steering Committee Meeting</p> <ul style="list-style-type: none"> Work with Tourism BC to host a Steering Committee meeting to report on progress to date, establishment of the Association and confirmation of the Board 	<p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p> <p>Tourism BC</p>	Host in fall 2013
	<p>Broader Stakeholder Meeting (Following Steering Committee Meeting)</p> <ul style="list-style-type: none"> Consider working with Tourism BC to host a broader stakeholder session following the fall Steering Committee meeting to update existing stakeholders and engage new stakeholders 	<p>Governance Sub-Committee</p> <p>Selected members of Steering Committee</p> <p>Tourism BC</p>	Host in fall 2013
D. MARKETING			
D-1	<p>Conduct the required research to support the development of marketing initiatives</p> <ul style="list-style-type: none"> Start assembling existing research and identifying gaps and research priorities (refer to Situation Analysis) Do this in conjunction with Tourism BC's Research, Planning and Evaluation Branch Coordinate this with E-1 and G-1 	Selected members of Steering Committee	Start in fall 2013 and continue to build in subsequent years



E. PRODUCT/EXPERIENCE DEVELOPMENT			
E-1	Conduct the required research to support product development <ul style="list-style-type: none"> Start assembling existing research and identifying gaps and research priorities (refer to Situation Analysis) Do this in conjunction with Tourism BC's Research , Planning and Evaluation Branch Coordinate this with D-1 and G-1 	Selected members of Steering Committee	Start in fall 2013 and continue to build in subsequent years
F. OPERATING ENVIRONMENT			
F-1	Identify/monitor barriers and, where resources permit, address priority issues <ul style="list-style-type: none"> Develop the process for identifying and monitoring barriers Include this in the Three-Year Operating Plan developed under A. Sector Leadership and Funding 	Governance Sub-Committee	By December 2013
G. RESEARCH, MONITORING AND EVALUATION			
G-1	<ul style="list-style-type: none"> Acquire, coordinate and/or conduct essential research to support the sector Develop a three-year research plan and budget Coordinate this with D-1 and E-1 	Selected members of Steering Committee	Start in fall 2013 and continue to build in subsequent years
G-2	Prepare and implement a monitoring and evaluation framework for the Power and Sail Tourism Sector Plan and for sector performance more broadly	Selected members of Steering Committee	Complete framework in 2013

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2785

A bylaw to adopt the five year financial plan

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

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

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

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

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

1. This bylaw may be cited for all purposes as **"The 2014 – 2018 Financial Plan Bylaw No. 2785, 2014"**.
2. Schedule "A" attached hereto and made part of this bylaw is hereby adopted as the 2014 Financial Plan Statement.
3. Schedule "B" attached hereto and made part of this bylaw is hereby adopted as the 2014 – 2018 Schedule of General Municipal Property Tax Revenue by Property Class.
4. Schedules "C" to "E" attached hereto and made part of this bylaw are hereby adopted as the annual General, Water, and Sewer Operating Funds financial plan for the five-year period ending December 31, 2018.
5. Schedule "F" and five year schedules attached hereto and made part of this bylaw is hereby adopted as the detailed General Capital Fund expenditure program for the five year period ending December 31, 2018.
6. Schedule "G" attached hereto and made part of this bylaw is hereby adopted as the detailed Water Capital Fund expenditure program for the five year period ending December 31, 2018.
7. Schedule "H" attached hereto and made part of this bylaw is hereby adopted as the detailed Sewer Capital Fund expenditure program for the five year period ending December 31, 2018.

8. Schedule "I" attached hereto and made part of this bylaw is hereby adopted as the Reserve Funds Expenditure Program for the year ended December 31, 2014.
9. Schedule "J" attached hereto and made part of this bylaw is hereby adopted as the Gaming Account Expenditure Program for the five-year period ending December 31, 2018.
10. "The Final 2013-2017 Financial Plan Bylaw No. 2753, 2013" is hereby repealed.

Read a first time this 5th day of May, 2014

Read a second time this 5th day of May, 2014

Read a third time this 5th day of May, 2014

Finally passed and adopted this day of May, 2014

Mayor

Director of Legislative Services

CITY OF COURTENAY

2014 Financial Plan Statement

The City of Courtenay adopted Revenue and Tax Policy #1700.01 (attached) on April 7, 2008. The policy guides the City's budget objectives for its property tax and fees/charges revenue sources.

1. Distribution of Revenues

In accordance with Section 165 (3.1) of the Community Charter, the proportion of total revenue derived from each funding source is detailed in Table 1.

Property value taxes form the greatest proportion of the revenue of the municipality, and for 2014 Council has approved an increase of 1.70% in revenue derived from property taxation. The system of property taxation is relatively easy to administer and understand. It provides a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user pay basis. These include services such as fire protection, police protection, bylaw enforcement, libraries, parks, and roads and streets maintenance. For these reasons, property value taxation will continue to be the major source of municipal revenue.

User fees and charges form the second largest portion of planned revenue. Many municipal services, such as water, sewer, and garbage collection can be measured and charged for on a user-pay basis. This basis attempts to fairly apportion the value of a municipal service to those who make use of it.

Table 1: Proportions of Total Revenue (all funds combined)

Revenue Source	2013		2014	
	Amount	% Total Revenue	Amount	% Total Revenue
Property Value Taxes	20,289,153	32.9%	21,095,354	39.5%
Parcel Taxes	2,512,187	4.1%	2,523,322	4.7%
User Fees and Charges	10,617,192	17.2%	11,224,107	21.0%
Other Sources	10,489,634	17.0%	8,206,268	15.4%
Proceeds from Borrowing	-	0.0%	-	0.0%
Transfers from own Reserves/Surpluses	17,743,138	28.8%	10,363,192	19.4%
TOTAL	61,651,304	100.0%	53,412,243	100.0%

In 2014, general fund revenues derived from user fees, permits and charges remain conservatively forecasted, which is in line with the continuation of a slow economic recovery. For this financial plan, Council approved an increase of 0% in water rates, an increase of 12% in revenue generated from sewer user rates (which will be used to fund capital works at the regional plant level), and a reduction of 4.9% in the residential garbage user fees to reflect the receipt of a new stream of incentive revenues from Materials Management BC relating to the curbside recyclables program. Within the water rate structure, there was a further move towards rate equity in the fee structure with the restructuring of the outside of the City user rate.

2. Distribution of property taxes among the property classes

Table 2 provides the distribution of property tax revenue among the property classes. The practice of council has been to set tax rates in order to maintain tax stability. This is accomplished by maintaining the proportionate relationship provided below between the property classes. This practice allows the various taxpayers in the municipality to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year over year.

In addition, each year, Council has considered whether to reduce the commercial rate multiple, which effectively shifts tax load from the commercial class to the residential class taxpayer.

Table 2: Distribution of Property Taxes among Classes for 2014, with comparative history for 2013.

Property Class	2013		2014	
	Rate Multiple	% Property Value Tax	Rate Multiple	% Property Value Tax
(01) Residential	1.00	60.47%	1.00	60.10%
(02) Utilities	7.00	0.26%	7.00	0.27%
(04) Major Industry	3.90	0.00%	3.90	0.00%
(05) Light Industry	3.90	0.38%	3.90	0.33%
(06) Business	2.85	38.79%	2.80	39.19%
(08) Recreation/Non-Profit	1.00	0.08%	1.00	0.08%
(09) Farm	1.00	0.02%	1.00	0.03%
TOTAL		100.00%		100.00%

In accordance with the City's Revenue and Tax Policy No. 1700.01, Council has reduced the commercial tax rate multiplier by 0.05 to 2.80 for 2014.

It is hoped that in future years, further reductions in the commercial multiplier may be achieved through growth in the business sector of our local economy.

3. Permissive tax exemptions

In May 2006, the City of Courtenay adopted Permissive Exemption Policy No. 1960.01 as a means to support not-for-profit organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically.

A permissive tax exemption is strictly at the discretion of Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants. This policy guides identification of organizations meeting Council's objectives. Permissive Tax Exemptions will be reviewed periodically to ensure that the organization and property still meet the criteria established by Council.

For 2014, the projected amount of municipal tax revenue exempted is as follows:

Permissive Property Tax Exemptions	Property Tax Revenue Exempted
City owned properties/managed by not-for-profit groups	\$ 171,609
Not-for Profit Organizations	158,505
Churches	14,224
TOTAL	\$ 344,338

Section 5 - Finance	Policy # 1700.00.01
Subject: Revenue and Tax Policy	Revision #

SCOPE

In May 2007, the Province introduced amendments to the *Community Charter* that require all municipal five-year plans to include a more explicit form of revenue and tax policy disclosure. Section 165 (3.1) of the *Community Charter* requires that the annual five year financial plan must set out the objectives and policies of the municipality in relation to these matters.

POLICY

1. Proportion of revenue by source

Property taxes

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

Parcel taxes

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

Fees & Charges

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

Proceeds of borrowing

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

AUTHORIZATION: R10/2008/4.00.08

DATE: April 7, 2008

City of Courtenay
2014 - 2018 General Municipal Property Tax Revenue by Class

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**City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN**

SCHEDULE C

DESC	2014 PROV BUDGET	change	2014 FINAL BUDGET	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
Proposed Municipal Property Tax Increase							
Policing - RCMP Contract	0.00%		0.00%	2.07%	1.33%	0.65%	1.77%
General and Debt	1.95%	-0.25%	1.70%	2.00%	2.00%	2.50%	2.50%
	1.95%	-0.25%	1.70%	4.07%	3.15%	4.27%	4.27%
REVENUES							
<u>Taxes</u>							
Real Property - General/Debt Purposes	18,866,952	(43,164)	18,823,788	20,292,160	20,706,036	21,610,604	23,662,773
New Construction Estimate	240,000	4,945	244,945	250,000	300,000	300,000	300,000
Boundary Extension Phased Tax	147,158		147,158				
Library Levy	1,085,184		1,085,184	1,096,036	1,106,996	1,118,066	1,129,247
Utility 1% Revenue Tax	385,251		385,251	389,104	392,995	396,924	400,894
	20,724,545		20,686,326	22,027,299	22,506,027	23,425,595	25,492,914
<u>Grants in Place of Taxes</u>							
Federal Government and agencies	118,719		118,719	119,906	121,105	122,316	123,539
Provincial Government and agencies	290,309		290,309	293,212	296,144	299,106	302,097
	409,028		409,028	413,118	417,249	421,422	425,636
<u>Collections for other Governments and Authorities</u>							
Downtown Courtenay B.I.A	60,000		60,000	60,000	60,000	60,000	60,000
School Taxes	0	11,710,922	11,710,922	0	0	0	0
Comox Valley Regional District	3,871,682		3,871,682	3,910,399	3,949,503	3,988,998	4,028,888
Comox-Strathcona RHD	4,050,023		4,050,023	4,090,523	4,131,428	4,172,743	4,214,470
Municipal Finance Authority	972		972	982	992	1,001	1,011
BC Assessment Authority	320,222		320,222	323,424	326,659	329,925	333,225
	8,302,899		20,013,821	8,385,328	8,468,582	8,552,667	8,637,594
Total Taxation, Grants in Place	29,436,472		41,109,175	30,825,746	31,391,858	32,399,684	34,556,144
<u>Sale of Services</u>							
Protective Services	841,534		841,534	851,792	853,265	854,752	856,254
Envir Health Services (solid waste, recycling)	2,840,744		2,840,744	3,051,945	3,232,883	3,441,230	3,679,910
	3,682,278		3,682,278	3,903,737	4,086,148	4,295,982	4,536,164
<u>Revenue from own Sources</u>							
Recreation Program Fees	1,335,200		1,335,200	1,335,200	1,335,200	1,335,200	1,335,200
Business Licenses	272,000		272,000	272,000	272,000	272,000	272,000
Commercial Vehicle Licenses	6,200		6,200	6,200	6,200	6,200	6,200
Building/Plumbing Permits & Misc Fees	346,000		346,000	346,000	346,000	346,000	346,000
Parking, Fines and permits	36,301		36,301	36,301	36,301	36,301	36,301
Dog Licenses and fees	9,400		9,400	9,400	9,400	9,400	9,400
Rezoning, Subdivision and variance fees	111,000		111,000	111,000	111,000	111,000	111,000
Engineering and public works	201,000		201,000	201,000	201,000	201,000	201,000
Rentals	924,000		924,000	924,000	924,000	924,000	924,000
Parks (recoveries)	18,300		18,300	18,300	18,300	18,300	18,300
Hotel Room Tax	276,000		276,000	276,000	276,000	276,000	276,000
	3,535,401		3,535,401	3,535,401	3,535,401	3,535,401	3,535,401
Interest Income /Taxation & Utility Penalties	814,500		814,500	814,500	814,500	814,500	814,500

**City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN**

SCHEDULE C

<u>DESC</u>	<u>2014 PROV BUDGET</u>	<u>change</u>	<u>2014 FINAL BUDGET</u>	<u>2015 PROJECTED BUDGET</u>	<u>2016 PROJECTED BUDGET</u>	<u>2017 PROJECTED BUDGET</u>	<u>2018 PROJECTED BUDGET</u>
<u>Other</u>							
Insurance Recoveries	15,000		15,000	10,000	10,000	10,000	10,000
Cemeteries	137,200		137,200	137,200	137,200	137,200	137,200
Sundry	70,858		70,858	62,858	62,858	62,858	62,858
	223,058		223,058	210,058	210,058	210,058	210,058
<u>Unconditional Grants from Other Governments</u>							
>>Provincial Government							
Traffic Fine Revenue Sharing	198,024		198,024	0	0	0	0
Climate Action	20,000		20,000	20,000	20,000	20,000	20,000
BC Hydro - Graffitti Action	4,800		4,800	4,800	4,800	4,800	4,800
BC Hydro - Power Smart Partner Projects	5,000		5,000	5,000	5,000	5,000	5,000
	227,824		227,824	29,800	29,800	29,800	29,800
<u>Conditional Grants from Other Governments</u>							
>> Provincial Government							
Ministry of Transportation and Highways	700		700	700	700	700	700
Mature Driver Education	1,635		1,635	0	0	0	0
MOT Cost Share	0		0	0	0	0	0
YOUTH	3,000		3,000	3,000	3,000	3,000	3,000
Healthy Comm Capacity Fund (Housing)	1,000		1,000	0	0	0	0
Healthy Comm Capacity Fund (Food Secur)	1,000		1,000	0	0	0	0
	7,335		7,335	3,700	3,700	3,700	3,700
<u>>> Local Government</u>							
Rescue 71	16,750		16,750	16,750	16,750	16,750	16,750
Memorial Pool	62,000		62,000	62,000	62,000	62,000	62,000
Cemetery	0		0	0	0	0	0
CVRD Housing Task Force	18,073		18,073	0	0	0	0
CVRD Cycling Task Froce	10,000		10,000	10,000	10,000	10,000	10,000
	106,823		106,823	88,750	88,750	88,750	88,750
<u>Transfers from Other Funds and Reserves</u>							
Reserve for Future Expenditures	1,147,787		1,147,787	0	0	0	0
New Works Reserve	0		0	0	0	0	0
Cemetery Perpetual Care Fund	3,000		3,000	3,000	3,000	3,000	3,000
Traffic Fine / Gas Tax Reserves	533,204		533,204	324,135	337,802	330,986	349,875
Gaming Fund	315,204		315,204	324,135	337,802	330,986	349,875
Reserve Contributions	650,000		650,000	650,000	650,000	650,000	650,000
Sewer Frontage Tax	1,835,000		1,835,000	1,835,000	1,835,000	1,835,000	1,835,000
Water Frontage Tax	688,322		688,322	709,827	709,827	709,827	709,827
Prior Years Surplus	670,000		670,000	360,912	137,917	0	0
	5,842,517		5,842,517	4,207,009	4,011,348	3,859,799	3,897,577
TOTAL REVENUES	43,876,208	11,672,703	55,548,911	43,618,701	44,171,563	45,237,673	47,672,094

**City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN**

SCHEDULE C

<u>DESC</u>	<u>2014 PROV BUDGET</u>	<u>change</u>	<u>2014 FINAL BUDGET</u>	<u>2015 PROJECTED BUDGET</u>	<u>2016 PROJECTED BUDGET</u>	<u>2017 PROJECTED BUDGET</u>	<u>2018 PROJECTED BUDGET</u>
EXPENDITURE							
<u>General Government Services</u>							
Legislative	322,849		322,849	337,611	290,415	293,261	296,150
Corporate Services	2,336,095		2,336,095	2,358,728	2,388,711	2,413,201	2,438,057
Other (election costs, claims, risk mgnt)	85,300		85,300	75,300	75,700	130,700	100,700
	2,744,244		2,744,244	2,771,639	2,754,826	2,837,162	2,834,907
<u>Protective Services</u>							
Police Protection	6,256,053	(38,219)	6,217,834	6,571,372	6,801,981	6,876,192	7,198,650
Fire Protection	1,727,442		1,727,442	1,764,469	1,791,808	1,813,387	1,862,729
Emergency Measures	48,000		48,000	48,000	48,000	48,000	48,000
Inspections	517,108		517,108	522,789	528,554	534,406	540,344
Animal Control/Bylaw Enforcement	140,852		140,852	141,973	143,111	144,266	145,438
	8,689,455		8,651,236	9,048,603	9,313,455	9,416,250	9,795,160
<u>Transportation Services</u>							
Net Common Services	538,891		538,891	541,967	545,087	548,252	551,462
>> Road Transport							
Engineering	1,143,462		1,143,462	899,250	910,200	921,314	932,595
Asset Management Planning	142,000		142,000	108,000	108,000	108,000	108,000
Roads and Streets	1,757,600		1,757,600	1,777,577	1,797,850	1,818,425	1,839,305
Street Lighting	603,000		603,000	620,820	633,999	657,548	671,478
Traffic Services	82,500		82,500	72,500	72,500	72,500	72,500
Parking Control	44,250		44,250	44,310	44,371	44,433	44,495
Air Transport	3,800		3,800	4,333	4,366	4,400	4,434
	4,315,503		4,315,503	4,068,757	4,116,374	4,174,872	4,224,269
Environmental Health Services (solid waste, recycl	2,686,243		2,686,243	2,896,681	3,066,635	3,272,473	3,497,033
Public Health and Welfare Services (cemetery, oth	224,673		224,673	209,009	211,454	213,936	216,455
Planning & Development Services	645,156		645,156	651,443	655,152	663,688	672,350
Hotel Tax - Transfer to EDS	276,000		276,000	276,000	276,000	276,000	276,000
<u>Recreation and Cultural Services</u>							
>>Administration and Recreation Programs	3,053,851		3,053,851	3,090,829	3,128,199	3,165,964	3,204,296
>>Recreation Facilities							
Lewis Centre	214,000		214,000	215,140	216,291	217,454	218,629
Florence Filberg Centre	141,500		141,500	142,240	142,987	143,742	144,505
Linc Youth Centre	33,500		33,500	33,620	33,741	33,864	33,987
Pool and Marina	84,100		84,100	84,391	84,685	84,982	85,282
Parks and Playgrounds	2,069,424		2,069,424	2,086,870	2,104,565	2,122,514	2,140,718
Cultural Buildings and Facilities	640,450		640,450	646,266	652,162	658,139	664,199
Requisition - Vanc Isl Reg Libr	1,085,184		1,085,184	1,096,036	1,106,996	1,118,066	1,129,247
Other Buildings	54,300		54,300	54,583	54,869	55,158	55,449
	7,376,309		7,376,309	7,449,974	7,524,496	7,599,883	7,676,312

City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN

SCHEDULE C

DESC	2014 PROV BUDGET	<i>change</i>	2014 FINAL BUDGET	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
<u>Transfer of Taxes Collected for Other Authorities</u>							
School Taxes	0	11,710,922	11,710,922	0	0	0	0
Regional Hospital District	4,050,023		4,050,023	4,090,523	4,131,428	4,172,743	4,214,470
Municipal Finance Authority	972		972	982	992	1,001	1,011
Comox Strathcona Regional District	3,871,682		3,871,682	3,910,399	3,949,503	3,988,998	4,028,888
Business Improvement Area	60,000		60,000	60,000	60,000	60,000	60,000
BC Assessment	320,222		320,222	323,424	326,659	329,925	333,225
	8,302,899		20,013,821	8,385,328	8,468,582	8,552,667	8,637,594
<u>Fiscal Services</u>							
Principal Repaid	1,119,208		1,119,208	1,299,298	1,034,074	1,034,074	1,846,788
Interest Charges	939,372		939,372	1,239,372	1,071,635	1,071,635	2,596,635
MFA Debt Reserve Fund	15,000		15,000	15,000	15,000	15,000	15,000
	2,073,580		2,073,580	2,553,670	2,120,709	2,120,709	4,458,423
<u>Transfers to Other Governments</u>							
Share of Prov/Fed Grants in Place of Taxes	127,000		127,000	128,270	129,553	130,848	132,157
	127,000		127,000	128,270	129,553	130,848	132,157
<u>Transfers to Reserves and Other Funds</u>							
Reserve for Future Expenditures	0		0	0	0	0	0
Reserve - South Boundary Extension Tax	147,158		147,158				
Machinery and Equipment Reserve Fund	555,000		555,000	560,000	565,000	570,000	575,000
Cemetery Perpetual Care Fund	10,000		10,000	10,000	10,000	10,000	10,000
New Works and Equipment Reserve Fund	1,173,024		1,173,024	960,000	960,000	1,249,859	967,107
Public Parking Reserve Fund	4,500		4,500	4,500	4,500	4,500	4,500
General Capital Fund	2,002,142		2,002,142	1,100,000	1,450,000	1,600,000	1,150,000
Water Utility Operating Fund (frontage Tax)	688,322		688,322	709,827	709,827	709,827	709,827
Sewer Operating Fund (frontage tax)	1,835,000		1,835,000	1,835,000	1,835,000	1,835,000	1,835,000
	6,415,146		6,415,146	5,179,327	5,534,327	5,979,186	5,251,434
<u>TOTAL EXPENDITURE</u>							
	43,876,208	11,672,703	55,548,911	43,618,701	44,171,563	45,237,674	47,672,094
<u>INCREASE (DECREASE) IN FUND</u>							
	0	(0)	0	(0)	0	(0)	0

City of Courtenay
WATER OPERATING FUND
2014 - 2018 FINANCIAL PLAN

SCHEDULE D

DESC	2014 PROV BUDGET	2014 FINAL BUDGET	2015 PROJ BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
Bulk Water Rate - Regional System	\$0.64/m3	\$0.64/m3	\$0.64/m3	\$0.66/m3	\$0.66/m3	\$0.66/m3
Percentage Increase - Regional Bulk Rate	0%	0%	0%	3%	0%	0%
Percentage Increase - City Operations	0%	0%	2%	2%	2%	2%
	0%	0%	2%	5%	2%	2%
	Full 2013 Bylaw Rate	Full 2013 Bylaw Rate				
Bylaw Rate Increase - Single Family Unit	\$ 348	\$ 348	\$ 355	\$ 373	\$ 381	\$ 388
Increase	\$ 5	\$ 348	\$ 7	\$ 18	\$ 7	\$ 8
REVENUE						
Frontage Tax Levy	688,322	688,322	709,827	709,827	709,827	709,827
Sale of Water	4,465,584	4,465,584	4,731,954	4,872,079	5,023,428	5,122,605
Connection charges and rentals	155,587	155,587	145,587	145,587	145,587	145,587
Miscellaneous	104,000	104,000	104,000	104,000	104,000	104,000
MFA Earnings	300	300	300	300	300	300
From Reserve for Future Expenditure	1,174,396	1,174,396	0	0	0	0
From Water Efficiency Reserve	7,000	7,000	7,000	7,000	7,000	7,000
From Water Utility Reserve-Meter Replacement	25,000	25,000	25,000	25,250	25,503	25,758
From Gas Tax Fund	110,000	110,000	0	0	0	0
From Prior Year Surplus	381,841	381,841	44,215	28,763	0	0
TOTAL REVENUE	7,112,030	7,112,030	5,767,883	5,892,806	6,015,645	6,115,077
EXPENSE						
Water purchase	2,967,479	2,967,479	3,074,307	3,182,725	3,197,886	3,213,120
Administration costs	181,464	181,464	184,081	186,737	189,433	192,169
Interfund allocations	971,372	971,372	981,086	990,897	1,000,805	1,010,814
Operation and maintenance	846,500	846,500	750,250	754,288	758,366	762,485
Study - Update 2005 Water Model	75,000	75,000	0	0	0	0
NEW: Asset Condition Assessments	35,000	35,000	35,000	35,000	35,000	35,000
Debt Interest Charges	28,260	28,260	28,260	28,260	28,260	28,260
Debt Principle Payments	20,149	20,149	20,149	20,149	20,149	20,149
Water Efficiency Measures						
: Enforcement	4,000	4,000	4,000	4,000	4,000	4,000
: Commercial Toilet Rebate Program	3,000	3,000	3,000	3,000	3,000	3,000
To General Operating Fund	75,000	75,000	75,000	75,000	75,000	75,000
To Water Utility Reserve	27,250	27,250	27,250	27,250	27,250	27,250
To Water Machinery & Equipment Reserve	30,000	30,000	30,000	30,000	30,000	30,000
To Reserve for Future Expenditure	631,131	631,131	0	0	0	0
To Water Capital Fund	1,210,925	1,210,925	550,000	550,000	600,000	625,000
To Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500	5,500
Contingency Reserve	0	0	0	0	40,996	83,330
	7,112,030	7,112,030	5,767,883	5,892,806	6,015,645	6,115,077
INCREASE (DECREASE) IN WATER FUND	-	-	-	-	-	-
<u>Water Operating Surplus</u>						
Balance Forward	1,175,518	1,424,808	1,424,808	1,380,593	1,351,830	1,392,826
Utilized	(381,841)	(381,841)	(44,215)	(28,763)	-	-
Additions (Note 1)	631,131	631,131	-	-	40,996	83,330
Balance Remaining	1,424,808	1,674,098	1,380,593	1,351,830	1,392,826	1,476,156

Note 1: Unused 2013 Capital funds have been set aside pending Asset Management/Condition Assessment and related policy

City of Courtenay
SEWER OPERATING FUND
2014 - 2018 FINANCIAL PLAN

SCHEDULE E

DESC	2014 PROV BUDGET	2014 FINAL BUDGET	2015 PROJ BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET
Percentage Increase - Regional System	12%	12%	11%	10%	9%	8%
Percentage Increase - City Operations	0%	0%	2%	2%	2%	2%
	12%	12%	13%	12%	11%	10%
Bylaw User Fee (Annual) - Single Family Unit	\$ 225	\$ 225	\$ 254	\$ 285	\$ 316	\$ 348
<i>Increase</i>	\$ 24	\$ 225	\$ 29	\$ 31	\$ 31	\$ 32
REVENUE						
Frontage Tax Levy	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000
Sale of Services	3,076,245	3,076,245	3,472,775	3,886,388	4,311,031	4,739,534
Connection charges and rentals	36,000	36,000	36,000	36,000	36,000	36,000
Interest earnings	225	225	225	225	225	225
MFA Earnings	1,500	1,500	1,500	1,500	1,500	1,500
From Reserve for Future Expenditure	1,057,976	1,057,976	0	0	0	0
From Sewer Reserve Fund	50,000	50,000	40,000	35,000	30,000	30,000
From Gas Tax Fund	40,000	40,000	0	0	0	0
From Prior Year Surplus	116,919	116,919	146,961	69,203	0	38,434
TOTAL REVENUE	6,213,865	6,213,865	5,532,461	5,863,316	6,213,756	6,680,693
EXPENSE						
CVRD requisition - regional sewer costs	2,794,252	2,794,252	3,104,962	3,415,458	3,722,850	4,082,534
Administration costs	188,370	188,370	191,083	193,836	196,632	199,468
Interfund allocations	728,529	728,529	731,277	735,340	740,413	747,818
Operation and maintenance	515,600	515,600	519,850	523,393	526,970	530,584
NEW: Asset Condition Assessments	50,000	50,000	50,000	50,000	50,000	50,000
Debt Interest Charges	144,547	144,547	144,547	144,547	144,547	144,547
Debt Principle Payments	75,242	75,242	75,242	75,242	75,242	75,242
To General Operating Fund	50,000	50,000	50,000	50,000	50,000	50,000
To Sewer Machinery & Equipment Reserve	75,000	75,000	75,000	75,000	75,000	75,000
To Sewer Connection Reserve	20,000	20,000	20,000	20,000	20,000	20,000
To Reserve for Future Expenditure	300,000	300,000	0	0	0	0
To Sewer Capital Fund	1,266,825	1,266,825	565,000	575,000	600,000	700,000
To Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500	5,500
Contingency Reserve	0	0	0	0	6,602	0
	6,213,865	6,213,865	5,532,461	5,863,316	6,213,756	6,680,693
INCREASE (DECREASE) IN SEWER FUND	0	0	0	0	0	0

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		BUDGETED SOURCE OF FUNDS										
PAGE#	2014 FINAL BUDGET	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RSV AMOUNT	CONTRIB	PRIOR YR UNEXPENDED	OTHER REVENUE		
			AMOUNT	NAME						AMOUNT	NAME	
CORPORATE SERVICES												
Corp Services	A-1	192,000										
Office Equip	A-2	75,000	162,000	Land Sale	30,000							192,000
IT	A-3	515,000	75,000	NW-Off Equip								75,000
Fire & Rescue	A-4	62,500	460,000	NW-IT Reserve	55,000							515,000
TOTAL CORPORATE SERVICES												
		844,500	759,500	0	85,000	0	0	0	0	0	0	844,500
COMMUNITY SERVICES												
Parks	C 1	325,000			136,595		46,313		75,000	BL2680		325,000
Part in Parks/Trails	C 2	180,000	100,000	NW-CWF	7,953		35,625	15,000				180,000
Recreation Equip	C 3	40,000	-									40,000
Cemetery	C 4	188,000	40,000	NW-Rec Equip						188,000	CVRD	188,000
TOTAL COMMUNITY SERVICES												
		733,000	140,000	0	144,548	0	81,938	15,000	75,000	0	188,000	733,000
PROPERTY SERVICES												
Govt Buildings	D 1	20,000										20,000
Protective Serv Bldgs	D 2	54,000			34,000							54,000
Prop Mgmt	D 3	20,000										20,000
Public Works	D 4	90,000										90,000
Rental Properties	D 5	34,000			23,000							34,000
Rec Facilities	D 6	373,000	140,000		40,000				188,000	BL 2680 & 2538	5,000	MIA GRANT 373,000
Outdoor Pool	D 7	80,000									80,000	MIA/CVRD 80,000
Parks/Marina	D-8	212,856	81,694		111,162						20,000	Lawn Bowl 212,856
Cultural Buildings	D-9	295,000	42,635	183,000	NW-Cap Bldg	69,365						295,000
TOTAL PROPERTY SERVICES												
		1,178,856	425,329	183,000	0	277,527	0	0	188,000	105,000		1,178,856
OPERATIONAL SERVICES												
Curb Gutter Sidewalk	O 1	225,000			81,126		40,086		59,761	BL2539	-	225,000
Retaining Wall	O 2	0										0
Storm Drainage	O 3	606,601	143,528		311,073		152,000					606,601

2014 FINAL BUDGET	PAGE#	BUDGETED SOURCE OF FUNDS										
		GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RSV AMOUNT	CONTRIB	PRIOR YR UNEXPENDED	OTHER REVENUE		
			AMOUNT	NAME						AMOUNT	NAME	TOTAL
	Public Works Yard	90,000			90,000						90,000	
	Airpark	0									0	
	Roads & Streets	215,000			62,408	39,187	52,800				215,000	
	Roads Paving	466,000			54,418	13,063		172,938	BL 2539/ 2681	125,000	466,000	
	Traffic Projects	242,000			41,687	4,750	15,250	21,256	BL 2681		242,000	
								22,663	CAP UNEXPENDED			
	TOTAL OPERATIONAL SERVICES	1,844,601		0	640,712	249,086	68,050	276,618		125,000	1,844,601	
	FLEET MANAGEMENT											
	Fleet Summary	525,000									525,000	
	TOTAL FLEET	525,000		0	0	0	0	0		0	525,000	
	TOTAL 2014	5,125,957		0	1,147,787	331,024	83,050	539,618		418,000	5,125,957	

CITY OF COURTENAY
CORPORATE SERVICES
2014 - 2018 FINANCIAL PLAN

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YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS								TOTAL
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2014	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Land Acquisition-Buckerfields (completion)	010-20-6-230-2300-70007	162,000	-	162,000	Land Sale						162,000
	Total		192,000	-	162,000	-	30,000	-	-	-		192,000
2015	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total		30,000	-	-	-	30,000	-	-	-		30,000
2016	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total		30,000	-	-	-	30,000	-	-	-		30,000
2017	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total		30,000	-	-	-	30,000	-	-	-		30,000
2018	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total		30,000	-	-	-	30,000	-	-	-		30,000

CITY OF COURTENAY
OFFICE EQUIPMENT

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2014 - 2018 FINANCIAL PLAN

BUDGETED SOURCE OF FUNDS											
YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERV		
					AMOUNT	NAME			AMOUNT	TOTAL	
2014	Multi Function Device - Filberg	070-20-6-400-4010-84054	12,000	-	12,000	NW-OFF EQP				12,000	
	Multi Function Device - Eng.	030-20-6-310-3110-81401	9,000	-	9,000					9,000	
	Large format Printer Replace - Eng	010-20-6-230-2330-80197	15,000	-	15,000					15,000	
	Multi Function Device - Tech	010-20-6-230-2330-80175	9,000	-	9,000					9,000	
Multi Function Device - PW	10,000		-	10,000					10,000		
Multi Function Device - Firehall	10,000		-	10,000					10,000		
Multi Function Device - Lewis	10,000		-	10,000					10,000		
	Total		75,000	-	75,000	-	-	-	-	75,000	
2015	Copier Admin/Finance		30,000	-	30,000	NW-OFF EQP				30,000	
	Total		30,000	-	30,000	-		-		30,000	
2016	Multi Function Device - Finance		9,000	-	9,000	NW-OFF EQP				9,000	
	Multi Function Device - Building/Plan		9,000		9,000					9,000	
	Total		18,000	-	18,000	-	-	-	-	18,000	
2017	Multi Function Device - HR	010-20-6-230-2300-80175	9,000	-	9,000	NW-OFF EQP				9,000	
	Multi Function Device - Com Serv		9,000	-	9,000					9,000	
	Total		18,000	-	18,000	-		-	-	18,000	
2018	Multi Function Device - PW	010-20-6-230-2300-80175	9,000	-	9,000	NW-OFF EQP				9,000	
	Multi Function Device - Firehall		9,000	-	9,000					9,000	
	Multi Function Device - Lewis		9,000	-	9,000					9,000	
P77	Total		27,000	-	27,000	-		-	-	27,000	

CITY OF COURTENAY
MANAGEMENT INFORMATION SYSTEMS (MIS)
2014-2018 FINANCIAL PLAN

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BUDGETED SOURCE OF FUNDS									
YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	TOTAL	
					AMOUNT	NAME			
2014	Network-annual	010-20-6-230-2330-80152	50,000	-	50,000			50,000	
	Network-annual	010-20-6-230-2330-80172	15,000	-	15,000			15,000	
	Network-annual	010-20-6-230-2330-80184	10,000	-	10,000		-	10,000	
	Network-annual	010-20-6-230-2330-80185	35,000	-	35,000			35,000	
	Network-annual	010-20-6-230-2330-80190	5,000	-	5,000			5,000	
	2014 only	010-20-6-230-2330-80200	25,000	-			25,000	25,000	
	Network - tri-annual	010-20-6-230-2330-80173	5,000	-	5,000			5,000	
	Every 4th year	010-20-6-230-2330-80177	30,000	-	30,000			30,000	
	Network - 2014-2016	010-20-6-230-2330-80198	30,000	-			30,000	30,000	
	Network - as needed	010-20-6-230-2330-80205	35,000	-	35,000			35,000	
	Initiative - 1	010-20-6-230-2330-80204	20,000	-	20,000			20,000	
	Initiative - 2	010-20-6-230-2330-80201	30,000	-	30,000			30,000	
	Initiative - 3	010-20-6-230-2330-80164	80,000	-	80,000			80,000	
	Initiative - 4	010-20-6-230-2330-80202	120,000	-	120,000			120,000	
	Initiative - 5	010-20-6-230-2330-80187	25,000	-	25,000			25,000	
	Total		515,000	-	460,000	-	55,000	515,000	

BUDGETED SOURCE OF FUNDS									
YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	TOTAL	
					AMOUNT	NAME			
2015	Network-annual	010-20-6-230-2330-80185	35,000	-	35,000			35,000	
	Network-annual		6,000		6,000			6,000	
	Network-annual	010-20-6-230-2330-80184	10,000		10,000			10,000	
	Network-annual		52,000	-	52,000			52,000	
	Network-annual		15,000	-	15,000			15,000	
	Network-annual	010-20-6-230-2330-80190	5,000		5,000			5,000	
	Network-annual		10,000		10,000			10,000	
	Network		30,000		30,000			30,000	
	Network s/w upgrade		30,000		30,000			30,000	
	Network s/w upgrade		25,000		25,000			25,000	
	2014 Initiative-con't	010-20-6-230-2330-80187	25,000		25,000			25,000	
	2014 Initiative-con't		30,000		30,000			30,000	
	Initiative - new	010-20-6-230-2330-80203	130,000	-	130,000			130,000	
	Initiative - new		15,000		15,000			15,000	
			418,000	-	418,000	-		418,000	
2016	Network-annual	010-20-6-230-2330-80185	35,000	-	35,000			35,000	
	Network-annual	010-20-6-230-2330-80184	10,000		10,000			10,000	
	Network-annual		52,000	-	52,000			52,000	
	Network-annual		15,000	-	15,000			15,000	
	Network-annual	010-20-6-230-2330-80190	5,000		5,000			5,000	
P79	2014 Initiative-con't	010-20-6-230-2330-80187	25,000		25,000			25,000	

YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS			
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.
					AMOUNT	NAME	
	2014 Initiative-con't		30,000		30,000		30,000
	2014 Initiative-con't		30,000		30,000		30,000
	Network-annual		10,000		10,000		10,000
	Network - s/w		30,000		30,000		30,000
	Network - s/w		25,000		25,000		25,000
	Total		267,000	-	267,000	-	267,000
2017	Server replacement	010-20-6-230-2330-80185	35,000	-	35,000		35,000
	Website Development	010-20-6-230-2330-80164	80,000		80,000		80,000
	Network Upgrades	010-20-6-230-2330-80184	10,000		10,000		10,000
	PC Replacement Plan		52,000	-	52,000		52,000
	laptops/port replicators/tablets		15,000	-	15,000		15,000
	Off site Backup	010-20-6-230-2330-80190	5,000		5,000		5,000
	GIS Mapping		10,000		10,000		10,000
	Firewall		5,000		5,000		5,000
	New ERP modules		30,000		30,000		30,000
	Total		242,000	-	242,000	-	242,000
2018	Server replacement	010-20-6-230-2330-80185	35,000	-	35,000		35,000
	Network Upgrades	010-20-6-230-2330-80184	10,000		10,000		10,000
	PC Replacement Plan		52,000	-	52,000		52,000
	laptops/port replicators/tablets		15,000	-	15,000		15,000
	Off site Backup	010-20-6-230-2330-80190	5,000		5,000		5,000
	GIS Mapping		10,000		10,000		10,000
	New ERP modules		30,000		30,000		30,000
	Total		157,000	-	157,000	-	157,000

CITY OF COURTENAY
FIRE & RESCUE
2014-2018 FINANCIAL PLAN

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BUDGETED SOURCE OF FUNDS										
YEAR	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2014 FINAL	GENERAL	RESERVE FUNDS		OTHER REV	NAME	TOTAL
					REVENUE	AMOUNT	NAME			
2014										
	Rescue Tools		020-20-6-260-2630-80739	55,000	-	55,000	M&E - FIRE			55,000
	Thermal Imaging Camera		020-20-6-260-2630-80730	7,500	-	7,500				7,500
	Total			62,500	-	62,500	-	-	-	62,500
2015										
	Pumper Rescue Truck			650,000		650,000	M&E - FIRE			650,000
	Van -St 2			55,000		55,000				55,000
	Total			705,000	-	705,000	-	-	-	705,000
2016										
	Replace Chev C18			60,000		60,000				60,000
	Total			60,000	-	60,000	-	-	-	60,000
2017										
	Replace Chev C10			60,000		60,000				60,000
	Total			60,000	-	60,000	-	-	-	60,000
2018										
	Replace Chev C-17			60,000		60,000				60,000
	Total			60,000		60,000				60,000

2014 - 2018 FINANCIAL PLAN

BUDGETED SOURCE OF FUNDS												
YEAR PROJECT #	DESCRIPTION	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2014												
PT1	Tree Program- NEW trees ONLY	070-20-6-410-4110-94215	15,000	535			3,778	10,688	pk 71.25			15,000
	Greenways - paved upgrades- root guard	070-20-6-410-4110-94232	50,000	-			50,000					50,000
PN13	Martin Park	070-20-6-410-4110-94240	30,000	-			15,750	14,250	pk47.5			30,000
PN12	Malcolm Morrison Park	070-20-6-410-4110-94241	30,000	-			15,750	14,250	pk47.5			30,000
PN17	Sandwick Playground	070-20-6-410-4110-94242	30,000	-			22,875	7,125	pk23.75			30,000
	Play Fields/Courts Martin park Lacrosse	070-20-6-410-4110-94245	75,000	46,558			28,442					75,000
	Bleachers- 4 aluminium	070-20-6-410-4110-84504	20,000	20,000								20,000
	Lewis Center landscape Phase 2 (completion)	070-20-6-410-4110-94244	75,000	-						75,000	BL2680 LEWIS	75,000
	Total		325,000	67,093	-	-	136,595	46,313	-	75,000	-	325,000
2015	Greenways paved upgrades	070-20-6-410-4110-94232	40,000	30,500				9,500	pk23.75			40,000
PT1	Tree program- new trees only	070-20-6-410-4110-94215	15,000	4,313				10,688	pk71.25			15,000
NP	South Courtenay phase 3		75,000	71,438				3,563	pk23.75			75,000
	Play fields /courts		75,000	75,000								75,000
PC7	Puntledge phase 2		50,000	32,188				17,813	pk23.75		-	50,000
	Park furniture improvements		10,000	10,000								10,000
	Irrigation equipment		20,000	20,000								20,000
	Valley view walkway rehabilitation		75,000	75,000								75,000
NP	South Courtenay park phase 2		75,000	57,188				17,813	pk23.75			75,000
PN3	Hawk Park- playground surface		15,000	7,875				7,125	pk47.5			15,000
PC7	Puntledge phase 1- Design/ playground		50,000	38,125	-	-		11,875	pk23.75		-	50,000
	Small equipment > \$5000 each		20,000	20,000								20,000
	Total		520,000	441,625	-	-	-	78,375	-	-	-	520,000
2016	Greenways paved upgrades		30,000	30,000								30,000
PT1	Tree program -new trees		15,000	4,313				10,688	pk71.25			15,000
NP	South Courtenay -phase 4 phase 4		100,000	96,438				3,563	pk23.75			100,000
PN1	Sunrise park		40,000	32,875				7,125	pk47.5			40,000
PN26	Maple park		40,000	32,875				7,125	pk47.5			40,000

2014 - 2018 FINANCIAL PLAN													
BUDGETED SOURCE OF FUNDS													
YEAR PROJECT #	DESCRIPTION	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		TOTAL	
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME		
	Small equipment > \$5000 each		20,000	20,000								20,000	
	Total		245,000	216,500	-	-	-	28,500	-	-	-	245,000	
2017	Greenways paved upgrades		30,000	30,000								30,000	
	PT1 Tree program -new trees		15,000	4,313				10,688	pk71.25			15,000	
	Small equipment > \$5000 each		20,000	20,000								20,000	
	Total		65,000	54,313	-	-	-	10,688	-	-	-	65,000	
2018	Greenways paved upgrades		50,000	50,000								50,000	
	Playground TBD		40,000	40,000								40,000	
	Small equipment > \$5,000		20,000	5,750				14,250	pk71.25			20,000	
	Total		110,000	95,750	-	-	-	14,250	-	-	-	110,000	

BUDGETED SOURCE OF FUNDS														
YEAR	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2014 FINAL	GENERAL	RESERVE FUNDS		RESERVE	GOV'T	DCC RESERVE		OTHER REVENUE		TOTAL
					REVENUE	AMOUNT	NAME	FOR F.E.	GRANT	AMOUNT	NAME	AMOUNT	NAME	
2014	Mural project		070-20-6-410-4110-94209	30,000	17,047			7,953				5,000	business	30,000
	Rails to trails/cycling phase 4	215T-26TH	070-20-6-410-4110-95001	150,000	4,375	100,000	NW-CWF				35,625	pk 23.75	Ctny Rotary	150,000
	Total			180,000	21,422	100,000	-	7,953	-		35,625	-	15,000	-
2015	Mural project			30,000	25,000							5,000	business	30,000
	Rails to trails/cycling phase 5	26-29th		150,000	29,375	75,000	NW-CWF				35,625	pk23.75	Rotary	150,000
	Total			180,000	54,375	75,000	-	-	-		35,625	-	15,000	-
2016	Mural project			30,000	25,000							5,000	business	30,000
	Rails to trails phase 6	29th-fraser road		150,000	39,375	75,000	NW-CWF				35,625	pk23.75		150,000
	Total			180,000	64,375	75,000	-	-	-		35,625	-	5,000	-
2017	Mural project			30,000	25,000							5,000	business	30,000
	Rails to trails - phase 7	Fraser road - South Courtenay		125,000	75,313						29,688	pk23.75	Rogers	125,000
	Total			155,000	100,313	-	-	-	-		29,688	-	25,000	-
2018	Mural project			30,000	25,000							5,000	business	30,000
	Rails to trails - phase 8	networks		100,000	76,250						23,750	pk23.75		100,000
	Total			130,000	101,250	-	-	-	-		23,750	-	5,000	-

CITY OF COURTENAY
RECREATION EQUIPMENT
2014-2018 FINANCIAL PLAN

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YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS								
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE				
					AMOUNT	NAME		AMOUNT	NAME			
				-								
2014	Facility equipment-Lewis	070-20-6-400-4000-84001	20,000	-	20,000	NW-Recr Equip.						20,000
	Facility equipment-Filberg	070-20-6-400-4010-84050	20,000	-	20,000	NW-Recr Equip.						20,000
	Total		40,000	-	40,000	-	-	-	-	-	40,000	
				-								
2015	Facility equipment-Lewis	070-20-6-400-4000-84001	20,000	-	20,000	NW-Recr Equip.						20,000
	Facility equipment-Filberg	070-20-6-400-4010-84050	20,000	-	20,000	NW-Recr Equip.						20,000
	Total		40,000	-	40,000	-	-	-	-	-	40,000	
2016				-								
	Facility equipment-Lewis	070-20-6-400-4000-84001	25,000		25,000	NW-Recr Equip.						25,000
	Facility equipment-Filberg	070-20-6-400-4010-84050	25,000		25,000	NW-Recr Equip.						25,000
	Total		50,000	-	50,000	-	-	-	-	-	50,000	
2017				-								
	Facility equipment-Lewis	070-20-6-400-4000-84001	25,000		25,000	NW-Recr Equip.						25,000
	Facility equipment-Filberg	070-20-6-400-4010-84050	25,000		25,000	NW-Recr Equip.						25,000
	Total		50,000	-	50,000	-	-	-	-	-	50,000	
2018				-								
	Facility equipment-Lewis	070-20-6-400-4000-84001	25,000		25,000	NW-Recr Equip.						25,000
	Facility equipment-Filberg	070-20-6-400-4010-84050	25,000		25,000	NW-Recr Equip.						25,000
P85	Total		50,000	-	50,000	-	-	-	-	-	50,000	

2014-2018 FINANCIAL PLAN

YEAR	DESCRIPTION OF WORK	GL ACCT #	AMOUNT	BUDGETED SOURCE OF FUNDS						
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	CVRD CNTRB		
					AMOUNT	NAME		carry fwd \$\$	new \$\$	
2014	Niche Area Development - carry forward of 2013 works	050-20-6-360-0000-83506	15,000	-				15,000		15,000
	Infant/Children's Section - carry forward of 2013 works	050-20-6-360-0000-83518	15,000	-				15,000		15,000
	Niche Area Development	050-20-6-360-0000-83506	50,000	-					50,000	50,000
	Irrigation	050-20-6-360-0000-83510	7,500	-					7,500	7,500
	General Work	050-20-6-360-0000-83501	7,500	-					7,500	7,500
	Fencing	050-20-6-360-0000-83517	30,000	-					30,000	30,000
	New Plantings	050-20-6-360-0000-83520	5,000	-					5,000	5,000
	Lawn Crypts	050-20-6-360-0000-83515	22,000	-					22,000	22,000
	Infant/Children's Section	050-20-6-360-0000-83518	25,000	-					25,000	25,000
	Upright Marker Section	050-20-6-360-0000-83512	5,000	-					5,000	5,000
New Garbage Receptacles	050-20-6-360-0000-83521	6,000	-					6,000	6,000	
	TOTAL		188,000	-	-	-	-	30,000	158,000	188,000
2015	Niche Area Development		10,000	-					10,000	10,000
	Irrigation		7,500	-					7,500	7,500
	General Work		7,500	-					7,500	7,500
	Entrance Upgrade		20,000	-					20,000	20,000
	Hedging		5,000	-					5,000	5,000
	Lawn Crypts		20,000	-					20,000	20,000
	Infant/Children's Section		25,000	-					25,000	25,000
	Redo Corner Gardens		15,000	-					15,000	15,000
	New Garbage Receptacles		5,000	-					5,000	5,000
	TOTAL		115,000	-	-	-	-	-	115,000	115,000
2016	Niche Area Development		50,000	-					50,000	50,000
	Irrigation		7,500	-					7,500	7,500
	General Work		7,500	-					7,500	7,500
	Lawn Crypts		20,000	-					20,000	20,000
	TOTAL		85,000	-	-	-	-	-	85,000	85,000
2017	Niche Area Development		10,000	-					10,000	10,000
	Irrigation		12,500	-					12,500	12,500
	General Work		12,500	-					12,500	12,500
	Lawn Crypts		25,000	-					25,000	25,000
	TOTAL		60,000	-	-	-	-	-	60,000	60,000

CITY OF COURTENAY
CEMETERY
2014-2018 FINANCIAL PLAN

2014-2018 FINANCIAL PLAN

BUDGETED SOURCE OF FUNDS										
YEAR	DESCRIPTION OF WORK	GL ACCT #	AMOUNT	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	CVRD CNTRB		TOTAL
					AMOUNT	NAME		carry fwd \$\$	new \$\$	
2018	Niche Area Development		50,000	-					50,000	50,000
	Irrigation		7,500	-					7,500	7,500
	General Work		12,500	-					12,500	12,500
	Lawn Crypts		25,000	-					25,000	25,000
	Parking/Laneways Improvements		45,000	-					45,000	45,000
	TOTAL		140,000	-	-	-	-	-	140,000	140,000

2014-2018 FINANCIAL PLAN													
YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS								
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2014	CITY HALL	HVAC Replacement Contingency	010-20-6-230-2340-75556	20,000	20,000								20,000
		Total		20,000	20,000	-	-	-	-	-	-	-	20,000
2015	CITY HALL	HVAC Replacement	Equipment reaching the end useful life	20,000	20,000								20,000
	CITY HALL	Roof Replacement		100,000	-	100,000	NW-CAP BLDG						100,000
		Total		120,000	20,000	100,000	-	-	-	-	-	-	120,000
2016		HVAC Replacement Contingency	Equipment reaching the end useful life	40,000	40,000								40,000
		Total		40,000	40,000	-	-	-	-	-	-	-	40,000
2017		HVAC Replacement Contingency	Equipment reaching the end useful life	40,000	40,000								40,000
		Total		40,000	40,000	-	-	-	-	-	-	-	40,000
2018		HVAC Replacement Contingency	Equipment reaching the end useful life	40,000	40,000								40,000
		DDC Controls		20,000	20,000								20,000
		Total		60,000	60,000	-	-	-	-	-	-	-	60,000

YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	BUDGETED SOURCE OF FUNDS							
						RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE	
						AMOUNT	NAME			AMOUNT	NAME	AMOUNT	TOTAL
2014	FIRE 1	HVAC Equipment	020-20-6-260-2610-75704	20,000	20,000								20,000
	FIRE 2	E Ctny Firehall & Training	020-20-6-260-2620-75700	34,000	-			34,000					34,000
		Total		54,000	20,000	-	-	34,000	-	-	-	-	54,000
2015	FIRE	HVAC Equipment		20,000	20,000								20,000
	FIRE 2	Firehall No.2 / training grounds - East Courtenay	020-20-6-260-2620-75700	TBD									-
		Total		20,000	20,000	-	-	-	-	-	-	-	20,000
2016	FIRE	HVAC Equipment		20,000	20,000								20,000
		Total		20,000	20,000	-	-	-	-	-	-	-	20,000
2017	FIRE	HVAC Equipment		20,000	20,000								20,000
		Total		20,000	20,000	-	-	-	-	-	-	-	20,000
2018	POLICE	Public Safety Building	020-20-6-250-2510-75600	30,000,000	-							30,000,000	30,000,000
		ANTICIPATE 60% LEASE RECOVERY TO OFFSET ANNUAL DEBT PYMT											
				30,000,000	-	-	-	-	-	-	-	30,000,000	30,000,000

CITY OF COURTENAY
PROPERTY MANAGEMENT SHOP / EQUIPMENT
2014 - 2018 FINANCIAL PLAN

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YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS							
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE	
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME
												TOTAL
2014	EQUIP	Scissor Lift Trailer	020-20-6-280-2810-81008	10,000	10,000							10,000
	SHOP	Dust Collection System	020-20-6-280-2810-81009	10,000	10,000							10,000
		Total		20,000	20,000	-	-	-	-	-	-	20,000
2015												
2016												
2017	SHOP	New Shop	contingent on RCMP building	500,000	-						500,000	DEBT
		Total		500,000	-	-	-	-	-	-	500,000	-
2018												

CITY OF COURTENAY

PUBLIC WORKS BUILDINGS

2014 - 2018 FINANCIAL PLAN

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2014 - 2018 FINANCIAL PLAN

BUDGETED SOURCE OF FUNDS												
YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE	
					AMOUNT	NAME			AMOUNT	NAME	AMOUNT	NAME
												TOTAL
2014	Painter's Shop-Vent Hood	030-20-6-300-3000-76215	10,000	10,000								10,000
	Yard Shop/Office Renovations	030-20-6-300-3000-76216	80,000	80,000								80,000
	Total		90,000	90,000	-	-	-	-	-	-	-	90,000
2015												
2016												
2017												
2018												

CITY OF COURTENAY
 RENTAL PROPERTIES
 2014 - 2018 FINANCIAL PLAN

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BUDGETED SOURCE OF FUNDS														
YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE		
						AMOUNT	NAME			AMOUNT	NAME	AMOUNT	NAME	
														TOTAL
2014	Lake Trail	Demolish outbuildings	070-20-6-470-4720-79811	10,000	10,000									10,000
	247-4th St	upgrade space	070-20-6-470-4760-79809	10,000	-			10,000						10,000
	Chamber Building	Re-Roofing	070-20-6-470-4750-79810	14,000	1,000			13,000						14,000
		Total			34,000	11,000	-	-	23,000	-	-	-	-	34,000
2015	810 Braidwood	Demolish/clean up site		15,000	15,000									15,000
	210 Anderton	Design/Remediation work for Retaining Wall	Refer to Engineering - Ctny River Dyking	-	-									
		Total		15,000	15,000	-	-	-	-	-	-	-	-	15,000
2016	2099 Atlas Road	Demolish/clean up site		15,000	15,000									15,000
	210 Anderton	Demolish/clean up site		15,000	15,000									15,000
		Total		30,000	30,000	-	-	-	-	-	-	-	-	30,000
2017														
2018														

2014 - 2018 FINANCIAL PLAN													
YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS								TOTAL
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT-NSH BL2538	DEBT-LEWIS BL2680	OTHER REVENUE		
						AMOUNT	NAME				AMOUNT	NAME	
2014	Filberg	Enclose Balcony Exterior + Washroom Reconfiguration Design	070-20-6-400-4010-79058	15,000	15,000								15,000
	Filberg	Replace main entrance store front glass and double doors	070-20-6-400-4010-79060	40,000	20,000	20,000							40,000
	Filberg	Acoustical Panels - Upper Hall	070-20-6-400-4010-79054	30,000	30,000								30,000
	Filberg	Staff Shower	070-20-6-400-4010-79057	10,000	-	10,000							10,000
	Filberg	Replace HVAC #7	070-20-6-400-4010-79062	15,000	15,000								15,000
	Filberg	Re and Re interior doors	070-20-6-400-4010-79063	20,000	20,000								20,000
	Lewis	Divider Wall MPH	070-20-6-400-4000-79008	60,000	-					60,000			60,000
	Lewis	Storage Room Cabinetry	070-20-6-400-4000-79009	15,000	15,000								15,000
	Lewis	Renovation/Expansion Project	070-20-6-400-4000-79003	35,000	-					35,000			35,000
	Lewis	Renovation/Expansion Project	070-20-6-400-4000-79003	13,000	-					13,000			13,000
	Native Sons	Native Son's Renovations	070-20-6-450-4530-79620	10,000				10,000					10,000
	Native Sons	Upper level shingle replacement	070-20-6-450-4530-79630	50,000	-				50,000				50,000
	Native Sons	Re-stain East, North Section, Replace Rotting Handrails	070-20-6-450-4530-79629	30,000					30,000				30,000
	Linc Youth Ctr	Roof Top AC Unit Staff Offices	070-20-6-410-4217-79209	20,000	20,000								20,000
	Linc Youth Ctr	Facility Skate Park Upgrades	070-20-6-410-4217-79213	10,000	5,000						5,000	MIA Risk Grant	10,000
		Total		373,000	140,000	-	-	40,000	80,000	108,000	5,000	-	373,000

2014 - 2018 FINANCIAL PLAN													
YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS								TOTAL
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT-NSH BL2538	DEBT-LEWIS BL2680	OTHER REVENUE		
						AMOUNT	NAME				AMOUNT	NAME	
2015	Linc Youth Ctr	Exterior Flood Protection Wall		25,000	25,000								25,000
	Filberg	Storage/Meeting Room expansion & Washroom Reconfigurations		160,000	160,000								160,000
	Filberg	Facility equipment Heat Pumps	070-20-6-400-4010-84050	15,000	15,000								15,000
	Filberg	Replace Upper level Store Front Glass		30,000	30,000								30,000
	Lewis	Exterior Store front Glass		20,000	20,000								20,000
	Native Sons	Re-stain West Section		20,000	20,000								20,000
		Total		270,000	270,000	-	-	-	-	-	-	-	270,000
2016	Lewis	Facility equipment - HRVs	070-20-6-400-4000-84001	10,000	10,000								10,000
	Filberg	Facility equipment Heat Pumps	070-20-6-400-4010-84050	15,000	15,000								15,000
	Lewis	Exterior Store front Glass		20,000	20,000								20,000
		Total		45,000	45,000	-	-	-	-	-	-	-	45,000
2017	Lewis	Facility equipment - HRVs	070-20-6-400-4000-84001	10,000	10,000								10,000
	Filberg	Facility equipment Heat Pumps	070-20-6-400-4010-84050	15,000	15,000								15,000
	Lewis	Exterior Store front Glass		20,000	20,000								20,000
		Total		45,000	45,000	-	-	-	-	-	-	-	45,000
2018	Lewis	Facility equipment - HRVs	070-20-6-400-4000-84001	10,000	10,000								10,000
	Filberg	Facility equipment Heat Pumps	070-20-6-400-4010-84050	15,000	15,000								15,000
	Lewis	Exterior Store front Glass		30,000	30,000								30,000
		Total		55,000	55,000	-	-	-	-	-	-	-	55,000

				BUDGETED SOURCE OF FUNDS									
YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	OTHER REV		CVRD C/FWD FUNDS	CVRD GRANT NEW FUNDS	TOTAL	
2014	New Solar Blankets	070-20-6-400-4030-84166	15,000	-							12,000	3,000	15,000
	Assessible Pool Lift	070-20-6-400-4030-84172	15,000	-							12,735	2,265	15,000
	Deck Rubberized non skid coating/wadding & main pool resurface	070-20-6-400-4030-84173											
	Infrastructure Assessment	070-20-6-400-4030-84174	10,000	-				10,000	MIA Grant				10,000
	Bleacher Upgrades (north section)	070-20-6-400-4030-84167	25,000	-								25,000	25,000
	Total		80,000	-	-	-	-	10,000	-	32,150	37,850	80,000	
2015	Replace-West section bleachers		15,000	-								15,000	15,000
	Estimated Building repair		15,000	-								15,000	15,000
	Total		30,000	-								30,000	30,000
2016	Estimated Equipment		15,000	-								15,000	15,000
	Estimated Building repair		15,000	-								15,000	15,000
	Change room Addition & Renovation - Pool Infrastructure Upgrades		150,000	-								150,000	150,000
	Total		180,000	-								180,000	180,000
2017	Estimated Equipment		15,000	-								15,000	15,000
	Estimated Building repair		15,000	-								15,000	15,000
	Total		30,000	-								30,000	30,000
2018	Estimated Equipment		15,000	-								15,000	15,000
	Estimated Building repair		15,000	-								15,000	15,000
	Total		30,000	-								30,000	30,000

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CITY OF COURTENAY
CULTURAL BUILDINGS
2014 - 2018 FINANCIAL PLAN

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YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS							
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE	
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	TOTAL
2014												
	ARTS CTR	Signage	070-20-6-450-4510-79606	15,000	-			15,000				15,000
	ARTS CTR	DDC Controls Upgrade	070-20-6-450-4510-84605	15,000	15,000							15,000
	LIBR	Mechanical Upgrades - Separate roof top unit SE Corner	070-20-6-450-4540-84601	10,000				10,000				10,000
	MUSEUM	HVAC Upgrade design/structural	070-20-6-450-4520-79618	15,000	10,635			4,365				15,000
	MUSEUM	HVAC Upgrades Heat Pump & DDC Control	070-20-6-450-4520-79614	160,000	-	160,000	NW Cap Building					160,000
	SID	Computer Equipment	070-20-6-450-4500-84603	13,000	-	13,000	NW-THEATRE					13,000
	SID	Replace Black Curtains	070-20-6-450-4500-84603	10,000	-	10,000	NW-THEATRE EQUIP					10,000
	SID	Viewing Window - Special Needs possible accessibility grant	070-20-6-450-4500-79631	15,000				15,000				15,000
	SID	Exterior Signage/Lighting	070-20-6-450-4500-79632	11,000	11,000							11,000
	SID	Lower Level Store Front Window Replacement	070-20-6-450-4500-79609	16,000	1,000			15,000				16,000
	SID	HVAC Equipment Contingency	070-20-6-450-4500-79605	15,000	5,000			10,000				15,000
		Total		295,000	42,635	183,000	-	69,365	-	-	-	295,000
2015	SID	HVAC Equipment Contingency		15,000	15,000							15,000
		Total		15,000	15,000	-	-	-	-	-	-	15,000

CULTURAL BUILDINGS
2018-2018 FINANCIAL PLAN

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BUDGETED SOURCE OF FUNDS												
YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE	
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME
2016	MUSEUM	Loading bay extension design		15,000	15,000							15,000
	MUSEUM	Loading bay extension		150,000	150,000							150,000
	SID	HVAC Equipment Contingency		20,000	20,000							20,000
		Total		185,000	185,000	-	-	-	-	-	-	185,000
2017	SID	HVAC Equipment Contingency		20,000	20,000							20,000
		Total		20,000	20,000	-	-	-	-	-	-	20,000
2018	MUSEUM	Remove ashestos covered pipes & reinsulate	070-20-6-450-4520-79617	20,000	20,000							20,000
	SID	HVAC Equipment Contingency		20,000	20,000							20,000
		Total		40,000	40,000	-	-	-	-	-	-	40,000

BUDGETED SOURCE OF CAPITAL FUNDS																
PAGE	Category	PROJECT NAME	GLACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RSV for FE	GOV'T GRANT	DCC RESERVE		DEBT PROCEEDS			OTHER REVENUE	
						AMOUNT	NAME			AMOUNT	%	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	TOTAL
		CURB GUTTER SIDEWALK														
O-1	CGS	5th & Menzies Ave 5th Street	030-20-6-310-3120-86709	150,000	26,402			29,688		34,149	R2375	BL2539	59,761			150,000
O-1	CGS	6th Street East/Back Road Intersection	030-20-6-310-3120-86777	10,000	7,625			-		2,375	R2375					10,000
O-1	CGS	Walkway - Valley View to Glacier View Lodge CONSTRUCTION	030-20-6-310-3120-86783	50,000	10,000			40,000								50,000
O-1	CGS	Willemar Ave, 21st to 26th DESIGN	030-20-6-310-3120-86784	15,000	-			11,438		3,562	R2375					15,000
		TOTAL CGS		225,000	44,027	-	-	81,126	-	40,086	-	-	59,761	-	-	225,000
		STORM DRAINAGE														
O-3	STM	STUDY / MODELING: Storm Management Plan (Upper Brooklyn Creek Tributary)	030-20-6-310-3120-86773	60,000	-			45,750		14,250	D2375					60,000
O-3	STM	STUDY - City Storm Study Full capacity review & DCC Project list update	030-20-6-310-3120-86786	80,000	8,625			52,375		19,000	D2375					80,000
O-3	STM	Woods Culvert & 4th Storm Rehabilitation Design is complete	030-20-6-310-3120-86790	90,000	90,000											90,000
O-3	STM	Annual Storm Pond & 100yr Flood route Study/Implementation	030-20-6-310-3120-86767	1,601	-			1,601								1,601
O-3	STM	Morrison Cr culvert @ 1st Street (Rehab) tied to Sewer Projects Repairs 1st St @Morrison CONSTRUCTION	030-20-6-310-3120-86768	80,000	18,026			61,974								80,000
O-3	STM	Tsolum River Flood Protection Project	030-20-6-310-3120-86770	45,000	-			45,000								45,000
O-3	STM	Culvert (Box) Replacement Arden (south) (ex Wood) - CONSTRUCT	030-20-6-310-3120-86785	250,000	26,877			104,373		118,750	D475					250,000
		TOTAL STORM DRAINAGE		606,601	143,528	-	-	311,073	-	152,000	-	-	-	-	-	606,601
		PUBLIC WORKS YARD														
O-4	PD	Yard Expansion Phase 3 - Design	030-20-6-300-3000-86203	75,000	-			75,000								75,000

BUDGETED SOURCE OF CAPITAL FUNDS																
PAGE	Category	PROJECT NAME	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RSV for FE	GOV'T GRANT	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE		TOTAL
						AMOUNT	NAME			AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	
O-4	PWY	Vehicle Exhaust System - upgrade	030-20-6-300-3000-86205	15,000	-			15,000								15,000
		TOTAL PUBLIC WORKS YARD		90,000	-	-	-	90,000	-	-	-	-	-	-	-	90,000
		ROADS AND STREETS														
O-6	MJR	Willemar at 26th St - DESIGN	030-20-6-310-3120-71793	55,000	-			9,138		13,062	D2375				Viewland Dev Corp 3320-20-10611 005-11-4-055-0550	55,000
O-6	MJR	Crown Isle - Lenwick Phase 2 (Uplands MHP to Malahat) 2014 Design only	030-20-6-310-3120-71795	80,000	38,319			2,681		19,000	D2375				Dev Contrib 005-11-4-055-0550 06541	80,000
O-7	SRE	10th St Piercy to Willemar - Design	030-20-6-310-3120-86820	30,000	-			22,875		7,125	R23.75					30,000
O-7	SRE	15th Street west of Willemar Ave Design	030-20-6-310-3120-86826	30,000	-	22,286	NW-Road Reserve	7,714								30,000
O-7	SRE	12th Street - Stewart Ave to Urquhart Ave Design	030-20-6-310-3120-86827	20,000	-			20,000								20,000
		TOTAL ROADS AND STREETS		215,000	38,319	22,286	0	62,408	0	39,187	0	0	0	0	52,800	215,000
		PAVING														
O-8	PAV	Paving Reinstatement after water & sewer rehab works	030-20-6-310-3120-86901	125,000	-			-						125,000	W/S	125,000
O-8	PAV	Piercy Avenue, 17th Street to 26th Street, includes road base 0.9km DESIGN	030-20-6-310-3120-86908	55,000	(0)			-		13,063	R2375	41,938	BL 2539			55,000
O-8	PAV	Majestic Dr, York Place and adjacent streets re & re asphalt bleeding (Annual) 2017 Construct	030-20-6-310-3120-86914	50,000	45,582			4,418								50,000
O-8	PAV	England Ave - 10th-12th Str DESIGN	030-20-6-310-3120-86917	50,000	-			-				50,000	BL 2681			50,000
O-8	PAV	2nd Street: Cliffe Ave to England Ave DESIGN	030-20-6-310-3120-86923	81,000	-			-				81,000	BL 2681			81,000
O-8	PAV	17th Street Crossing @ Railway Crossing	030-20-6-310-3120-86928	20,000	20,000											20,000
O-8	PAV	Paving Projects - contingency provision	030-20-6-310-3120-86912	50,000	-			50,000								50,000

BUDGETED SOURCE OF CAPITAL FUNDS																
PAGE	Category	PROJECT NAME	GL ACCT #	2014 FINAL	GENERAL	RESERVE FUNDS		RSV for FE	GOV'T		DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE	
					REVENUE	AMOUNT	NAME		GRANT	AMOUNT	%	AMOUNT	NO	BYLAW NO	AMOUNT	NAME
O-8	PAV	Parking Lot resurface-Duncan/4th PATCHING	030-20-6-310-3120-86927	35,000	35,000											35,000
		TOTAL PAVING		466,000	100,582	0	0	54,418	0	13,063	0	172,938	0	0	125,000	0 466,000
		TRAFFIC SIGNALS AND CONTROLS														
O-9	TRF	Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1	030-20-6-310-3140-87221	16,000	-			16,000								16,000
O-9	TRF	Bus Shelters Construction - 3 per year @ \$15,000 each	030-20-6-310-3140-87225	45,000	-	22,337	Gaming Funds - 3 per yr	-	-						22,663	45,000
O-9	TRF	Traffic Signal - Uninterrupted Power Supply (2)	030-20-6-310-3140-87227	36,000	11,400			24,600								36,000
O-9	TRF	Pedestrian signals - location to be determined (reuse Ped signals from Lerwick/Mission)	030-20-6-310-3140-87228	25,000	2,657			1,087	-			21,256	BL 2681			25,000
O-9	TRF	Lerwick/Malahat-signal base and ducting and signal	030-20-6-310-3140-87231	20,000	-			-	-	4,750	R2375				15,250	20,000
O-9	TRF	Fitzgerald Ave Cycle Improvements	030-20-6-310-3140-87232	100,000	-	55,900	NW-CWF	-	44,100	Prov Grant						100,000
		TOTAL TRAFFIC SIGNALS AND CONTROLS		242,000	14,057	78,237	-	41,687	44,100	4,750	-	21,256	-	-	37,913	242,000
		TOTAL 2014		1,844,601	340,513	100,523	-	640,712	44,100	249,086	-	253,955	-		215,713	1,844,601

2015-2018 PROJECTS

O-1	CGS	England and Simms Square - Phase 1 concept design	030-20-6-310-3120-86719	30,819	-			-				30,819	BL2539		30,819
O-1	CGS	Mansfield Drive PHASE 2 and Phase 3 - 2016 Re Rotary Sky Park	030-20-6-310-3120-86760	269,157	-			-				269,157	BL 2681		269,157
O-1	CGS	Cliffe Ave, 1st Street to 3rd St- KFN	030-20-6-310-3120-86775	10,637	(0)	8,111	NW-ROADS	-		2,526	R2375				10,637
		TOTAL CGS		310,613	(0)	8,111	-	-	-	2,526	-	299,976	-	-	310,613

BUDGETED SOURCE OF CAPITAL FUNDS																	
PAGE	Category	PROJECT NAME	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RSV for FE	GOV'T GRANT	DCC RESERVE		DEBT PROCEEDS			OTHER REVENUE		
						AMOUNT	NAME			AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME
O-3	STM	Dingwall Road, McLaughlin Drive to Open ditch MH 34-022 to MH 34-025 DESIGN/CONSTRUCT	030-20-6-310-3120-86755	3,064	-			-				3,064	BL 2539			3,064	
O-3	STM	Lane between 5th & 6th from Duncan to England		80,000	-			-				80,000	BL 2681			80,000	
O-3	STM	13th Street - Fitzgerald Ave to England Ave Ph 2 - Design/Construct	030-20-6-310-3120-86754	39,284	-			-				39,284	BL 2539			39,284	
O-3	STM	Suffield Road Drainage re-alignment	New Account	100,000	100,000											100,000	
		TOTAL STORM DRAINAGE		222,348	100,000			-	-	-	-	122,348	-	-	-	222,348	
O-6	MJR	Lerwick N/S of Cummings	030-20-6-310-3120-71774	50,000	37,312			12,688								50,000	
O-6	MJR	Crown Isle - Lerwick Phase 2 (Uplands MHP to Malahat) 2015 construction budget subject to revision	030-20-6-310-3120-71795	347,000	13,036					82,413	D2375	67,225	BL2681		184,327	Dev Contrib 005-11-4-055-0550-06541	
O-6	MJR	Arden Rd - Morrison Creek Crossing	030-20-6-310-3120-71782	525,563	0	30,500	Road Reserve	1,537		374,464	R7125				119,062	3320-20-10601 funds 005-11-4-055-0550-06683	
O-6	MJR	Cumberland Road, Willemar to Piercy Creek Developments (design)	030-20-6-310-3120-71783	45,000	-			34,313		10,687	D2375					45,000	
O-6	MJR	Fitzgerald Avenue, 17th Street Intersection Upgrade - Design Only	030-20-6-310-3120-71790	50,000	-			26,250		23,750	R475					50,000	
O-6	MJR	Waters PI - Design	030-20-6-310-3120-71796	50,000	1,018			48,982								50,000	
O-7	SRE	Anderton Ave. Reconstruct Phase 2 (includes CGS02) (ON HOLD Pending KFN discussions)	030-20-6-310-3120-86808	602,400	-					143,071	R2375	262,500	BL 2539	137,250	59,579	Unexpended Dev	
O-7	SRE	Cliffe Ave. 1st Street to 3rd St - Design (ON HOLD Pending KFN discussions)	030-20-6-310-3120-86821	5,000	-			3,813		1,187	R23.75					5,000	
		TOTAL ROADS AND STREETS		1,674,963	51,366	30,500	0	127,583	0	635,571	0	329,725	0	137,250	362,968	0	1,674,963
O-8	PAV	Piercy Avenue, 17th Street to 26th Street, includes road base 0.9km	030-20-6-310-3120-86908	495,000	(1)			-		117,563	R2375	158,247	BL 2539	219,191	BL 2681		495,000

BUDGETED SOURCE OF CAPITAL FUNDS																		
PAGE	Category	PROJECT NAME	GL ACCT #	2014 FINAL	GENERAL		RESERVE FUNDS		RSV for FE	GOV'T GRANT	DCC RESERVE		DEBT PROCEEDS			OTHER REVENUE		TOTAL
					REVENUE	AMOUNT	AMOUNT	NAME			AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	
O-8	PAV	Sheraton 1/2 Road at Hawk	030-20-6-310-3120-86905	20,000	-				4,427				15,573	BL 2539				20,000
O-8	PAV	26th Street - Cliffe to Fitzgerald	030-20-6-310-3120-86916	50,000	5,062				-				44,938	BL 2681				50,000
O-8	PAV	Parking Lot resurface-Duncan/4th PATCHING completed in 2014, review project in 2017			-													
		TOTAL PAVING		565,000	5,062	0	0	0	4,427	0	117,563	0	218,758	0	219,191	0	0	565,000
		TOTAL 2015 - 2018		2,772,924	156,427	38,611	-	132,010	-	-	755,660	-	970,807	-	356,441	-	362,968	2,772,924

P
CITY OF COURTENAY
CITY FLEET REPLACEMENT PLAN
2014 - 2018 FINANCIAL PLAN

BUDGETED SOURCE OF FUNDS										
YEAR	DESCRIPTION OF WORK	2014 PROV	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT PROCEEDS		OTHER REVENUE	
				AMOUNT	NAME		AMOUNT	BYLAW NO	AMOUNT	NAME
										0
2014	light vehicles	455,000	-	455,000						455,000
	heavy vehicles	70,000	-	70,000						70,000
	heavy equipment	-	-							0
	Total	525,000	-	525,000	-	-	-	-	-	525,000
										0
2015	light vehicles	70,000	-	70,000						70,000
	heavy vehicles	-	-							0
	heavy equipment	295,000	-	295,000						295,000
	Total	365,000	-	365,000	-	-	-	-	-	365,000
2016	light vehicles	35,000	-	35,000						35,000
	heavy vehicles	135,000	-	135,000						135,000
	heavy equipment	260,000	-	260,000						260,000
	Total	430,000	-	430,000	-	-	-	-	-	430,000
2017	light vehicles	70,000	-	70,000						70,000
	heavy vehicles	135,000	-	135,000						135,000
	heavy equipment	150,000	-	150,000						150,000
	Total	355,000	-	355,000	-	-	-	-	-	355,000
2018	light vehicles	70,000	-	70,000						70,000
	heavy vehicles	135,000	-	135,000						135,000
	heavy equipment	150,000	-	150,000						150,000
	Total	355,000	-	355,000	-	-	-	-	-	355,000

WATER CAPITAL FUND
2014-2018 Financial Plan

BUDGETED SOURCE OF FUNDS											
DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	OPERATING CONTRIB	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		TOTAL	
				AMOUNT	NAME			AMOUNT	NAME		
2014 PROJECTS											
SWWD Changeover - concept/design	040-40-6-340-0000-87521	100,000	70,068			29,932				100,000	
Lake Trail Config- move from transmission main to City Main	040-40-6-340-0000-87525	40,000	12,472			18,028		9,500	W2375	40,000	
Project EC1 - Water Pressure/ New main from Ryan Rd. (south on Cowichan to 4th, west on 4th and south on evergreen to 6th) - complete/final acceptance	040-40-6-340-0000-87526	30,000	-	2,750	CWF-Gas Tax	13,000		14,250	W4750	30,000	
Water Main from Valley View Drive to Glacier View Lodge and Marsland Properties - tied to walkway	040-40-6-340-0000-87537	35,000	4,763			28,575		1,663	W0475	35,000	
Piercy Ave 26th to 29th Ph 2 - Replace/Re-size	040-40-6-340-0000-87539	10,000	-			10,000				10,000	
Beechwood Rd to Christie Parkway - Water Main - complete/final acceptance	040-40-6-340-0000-87541	118,000	13,708			104,292				118,000	
Menzies & 5th AC water Main replace - completion of 2013 project	040-40-6-340-0000-87545	150,000	-			150,000				150,000	
Mainline Valves Project - downtown core	040-40-6-340-0000-87503	50,000	-			50,000				50,000	
Water Equipment > \$5,000 (annual)	040-40-6-340-0000-87516	20,000	20,000			-				20,000	
Fire Hydrants (annual)	040-40-6-340-0000-87517	45,000	-			45,000				45,000	
Comox Road Improvements - Phase 3 DESIGN	040-40-6-340-0000-87528	30,000	16,650			10,500		2,850	W0950	30,000	
Water Meter Radios	040-40-6-340-0000-87529	50,000	20,000			30,000				50,000	
Water Meter Reading System - replace outdated software	040-40-6-340-0000-87544	35,000	-			35,000				35,000	

2016

BUDGETED SOURCE OF FUNDS											
DESCRIPTION OF WORK	GLACCT #	2014 FINAL	OPERATING CONTRIB	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE	
				AMOUNT	NAME			AMOUNT	NAME	AMOUNT	NAME
NIC Fire Flow Water Meter	040-40-6-340-0000-87533	30,000	-			-				30,000	Dev Contr
Willemar Ave - 17th Street to 26th Street - Design Ph 1	040-40-6-340-0000-87535	215,000	145,000			18,938		51,063	W2375		
Vanier Drive -Water Main Replacement	040-40-6-340-0000-87546	110,000	110,000								
2nd Street (Cliffe to England Ave) Main replacement	040-40-6-340-0000-87547	105,000	105,000								
12th Street (Stewart to Urquart Ave) Main replace	040-40-6-340-0000-87548	50,000	50,000								
South Courtenay - water supply changeover to properties within the Royston LSA - complete	040-40-6-340-0000-87549	100,000	100,000								
Total 2014 Capital Plan		1,323,000	667,660	2,750	-	543,265	-	79,325	-	30,000	-
CAPITAL PROJECTS - 2015 Forward											
SWWD Changeover - construction	040-40-6-340-0000-87542	800,000	265,000			426,131				108,869	BL 2440 Unexpended
SWWD Changeover - CVRD CICC's	040-40-6-340-0000-87543	340,000	-			340,000					
Asset Management - List of priority capital projects to be determined following condition assessment											

CAPITAL BUDGET - SEWER
5 YEAR CAPITAL PLAN - 2014-2018

SCHEDULE H

BUDGETED SOURCE OF FUNDS																	
Number	Tie to Project	DCC PROJ#	SUBMITTED BY: Dept	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	USER FEES	RESERVE FUNDS		NAME	RESERVE FOR F.E.	GOVT GRANT	DCC RESERVE AMOUNT	NAME	OTHER REVENUE AMOUNT	NAME	TOTAL
								AMOUNT	AMOUNT								
CAPITAL Projects - 2014																	
SWR-25		05529	Eng Serv	Headquarters Road from Glacier to Vanier- replacement Design	040-80-6-350-0000-88052	900,000	264,454				201,503		400,000	571.25	34,043	Dev Contr	900,000
SWR-26			Eng Serv	Glacier Road - San Sewer	040-80-6-350-0000-88053	10,000	-				10,000					Conn fees x 12	10,000
SWR-08	STM-27		Eng Serv	1st Street @ Morrison Creek - Sewer Repairs	040-80-6-350-0000-88034	155,000	60,546				94,454						155,000
	1st Str Lift Stn		Op Serv	1st Street Lift Station - Design/Scope	040-80-6-350-0000-88055	85,000	85,000										85,000
			Op Serv	Anderton Lift Station - Design	040-80-6-350-0000-88056	100,000	100,000										100,000
SWR-13	VIHA	05526	Eng Serv	Carmanah & Valcourt Cres - replacement	040-80-6-350-0000-88040	180,000	40,000				66,285		42,750	52375	30,965	(Unexpended) Costco DCC 005-11-4-055-0550-06668	180,000
SWR-23		05530 & 05531	Eng Serv	City wide sewer study	040-80-6-350-0000-88050	40,000	-				30,500		9,500	52375			40,000
SWR-15			Eng Serv	South Courtenay Sewer planning/Capacity Provisions	040-80-6-350-0000-88042	15,208	-				15,208						15,208
SWR-20			Op Serv	Mansfield Lift Station - New generator	040-80-6-350-0000-88047	50,000	-				50,000						50,000
			Op Serv	Sewer Flush Truck	040-80-6-350-0000-97061	350,000	-		350,000	Swr M & E							350,000
SWR-22			Op Serv	Scada System	040-80-6-350-0000-88049	75,000	-				75,000						75,000
SWR-10	Tied to Dev	5513	Eng Serv	(1) Arden Central Trunk WH 2-506 13th St to Lake Trail Rd or 13th St to Arden (2) Arden Trunk Sewer - Lake Trail to Embleton (3) Arden Trunk Sewer- Cumberland to Krebs (4) Arden South Trunk - Cumberland Road to north boundary of Arden Rd	040-80-6-350-0000-88057	40,000	-				21,000		19,000	5475			40,000
SWR-27			Eng Serv	Sandpiper Dr Sewer- Design Only	040-80-6-350-0000-88054	60,000	-				60,000					Conn fees	60,000
P1			Op Serv	Lift Stations - contingency amount for major repair/equip replacement	040-80-6-350-0000-83001	60,000	-				60,000						60,000

**CAPITAL BUDGET - SEWER
5 YEAR CAPITAL PLAN - 2014-2018**

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SCHEDULE H

BUDGETED SOURCE OF FUNDS																
Number	Tie to Project	DCC PROJ#	SUBMITTED BY: Dept	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	USER FEES	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE	TOTAL	
								AMOUNT	NAME			AMOUNT	NAME			
CAPITAL Projects - 2014																
SWR-09			Eng Serv	10th Street East & Sitka Ave - MH Improvements PHASE 1	040-80-6-350-0000-88035	30,000				22,875			7,125	\$2375		30,000
			Op Serv	Sewer Equipment > \$5,000	040-80-6-350-0000-88038	10,000	10,000									10,000
				Projected Costs 2014		2,160,208	560,000	350,000	-	706,825	-		478,375	-	65,008	2,160,208
CAPITAL Projects - 2015																
SWR-10	Tied to Dev	SS13	Eng Serv	(1) Arden Central Trunk MH 2-506 13th St to Lake Trail Rd or 13th St to Arden (2) Arden Trunk Sewer - Lake Trail to Embleton (3) Arden Trunk Sewer- Cumberland to Krebs (4) Arden South Trunk - Cumberland Road to north boundary of Arden Rd		500,000	262,500						237,500	\$475		500,000
SWR-06			Eng Serv	OIH/Comox Rd. Replace	040-80-6-350-0000-88018	75,000	75,000									75,000
SWR-09			Eng Serv	10th Street East & Sitka Ave - MH Improvements	040-80-6-350-0000-88035	75,000	45,750	11,438	Reserve "Sew Util 1382" 5 of				17,813	\$2375		75,000
SWR-12	PAV-12	0551	Eng Serv	Main Replacement 26th St - Cliffe to Fitzgerald	040-80-6-350-0000-88038	94,500	72,056						22,444	\$2375		94,500
SWR-17	1st Str Lift Stn	05519	Eng Serv	1st Street Up Stream of Lift Station MH 3-501 to 3-504	040-80-6-350-0000-88044	100,000	52,500						47,500	\$4750		100,000
SWR-19	1st Str Lift Stn	05532	Eng Serv	Replace AC Pressure Force Main on all Lift Sta - Phase 1 Design 1st St Sta to discharge	040-80-6-350-0000-88046	75,000	57,188						17,813	\$2375		75,000
				Asset Management - List of priority Capital Sewer Projects to be determined following 2014 condition assessment work		to be determined										

CITY OF COURTENAY
General Fund Reserves
2014 General Reserve Fund Summary - Anticipated Position

	New Works Reserve Bl. 1835					DCC Reserves											
	Surplus	Capital Funds C/Fwd	Gaming Revenue	Unexpended Capital Borrowing	Traffic Fine Revenue	Capital Building Fund	Community Works Fund	Other New Works Funds	Amenity Reserves	Machinery & Equipment Reserve	Public Parking Reserve	Land Sale Reserve	Parkland Acquisition Reserve	Roads	Storm	Parks	Total
2014																	
Dec 31, 2013 balance forward	4,070,909	1,147,787	1,187,758	3,129,622	877,298	810,359	3,121,717	2,119,168	315,811	1,677,559	25,375	1,016,824	141,686	1,613,514	759,999	71,266	22,086,652
Grants					198,024			20,000									218,024
Contributions			815,000					50,000									
Transfer from Operating Fund						50,000		255,000	100,000	555,000	4,500			180,000	90,000	30,000	1,165,000
Interest Earnings			5,939		4,386	4,052	15,609	10,596	1,579	8,388	127	5,084	708	8,068	3,800	356	964,500
Subtotal	4,070,909	1,147,787	2,008,697	3,129,622	1,079,708	864,411	3,137,326	2,454,764	417,390	2,240,947	30,002	1,021,908	142,395	1,801,582	853,799	101,622	24,502,867
Budgeted Use - Operating	(670,000)		(792,663)		(408,204)		(125,000)										(1,995,867)
Budgeted Use - Gen Capital		(1,147,787)	(22,337)	(539,618)		(160,000)	(155,900)	(710,286)		(587,500)		(162,000)		(97,086)	(152,000)	(81,938)	(3,816,452)
Budgeted Use - Swr Fund							(40,000)										(40,000)
Budgeted Use - Wtr Fund							(112,750)										(112,750)
Dec 31, 2014 projected year end	3,400,909	-	1,193,697	2,590,004	671,504	704,411	2,703,676	1,744,478	417,390	1,653,447	30,002	859,908	142,395	1,704,496	701,799	19,684	18,537,798

City of Courtenay

SCHEDULE I

Water Fund Reserves

PAGE 2 OF 3

2014 Reserve Fund Summary - Anticipated Position

2014	Surplus	Capital Funds		Unexpended		Utility & Water		Machinery & Equipment		Water DCC		Total
		C/Fwd	Borrowing	Capital		Efficiency	Reserve	Funds				
Dec 31, 2013 bal fwd	1,006,472	1,174,396	108,869		1,491,827		159,992	356,089				4,297,645
Grants												
Contributions								100,000				100,000
Transfer from Operating Fund					27,250		30,000					57,250
Interest Earnings					3,730		400	890				5,020
Subtotal	1,006,472	1,174,396	108,869		1,522,807		190,392	456,979				4,459,915
Budgeted Use - Operating	(381,841)				(32,000)							(413,841)
Budgeted Use - Capital		(543,265)						(79,325)				(622,590)
Dec 31, 2014 proj .year end	624,631	631,131	108,869		1,490,807		190,392	377,654				3,423,484
Interest used to calc earnings	0.50%											

City of Courtenay

Sewer Fund Reserves

SCHEDULE I

PAGE 3 OF 3

2014 Reserve Fund Summary - Anticipated Position

2014	Surplus	Capital Funds C/Fwd	Unexpended Capital Borrowing	Sewer Utility	Machinery & Equipment Reserve	Sewer DCC Funds	Total
Dec 31, 2013 balance forward	1,516,264	1,057,976	30,965	417,711	394,703	551,813	3,969,432
Grants	-						
Contributions						100,000	100,000
Transfer from Operating Fund				20,000	75,000		95,000
Interest Earnings				2,089	1,974	2,759	6,821
Subtotal	1,516,264	1,057,976	30,965	439,800	471,677	654,572	4,171,253
Budgeted Use - Operating	(116,919)			(50,000)		(478,375)	(166,919)
Budgeted Use - Capital		(706,825)	(30,965)		(350,000)		(1,566,165)
Dec 31, 2014 projected year end	1,399,345	351,151	-	389,800	121,677	176,197	2,438,169

Interest used to calc earnings 0.50%

2014 Reserve Fund Summary - Anticipated Position

2014	Capital Funds		Unexpended Capital		Sewer Utility		Machinery & Equipment Reserve		Sewer DCC Funds		Total
	Surplus	C/Fwd		Borrowing							
Dec 31, 2013 balance forward	1,516,264	1,057,976		30,965		417,711	394,703		551,813		3,969,432
Grants	-										-
Contributions									100,000		100,000
Transfer from Operating Fund					20,000		75,000				95,000
Interest Earnings					2,089		1,974		2,759		6,821
Subtotal	1,516,264	1,057,976		30,965	439,800		471,677		654,572		4,171,253
Budgeted Use - Operating	(116,919)				(50,000)						(166,919)
Budgeted Use - Capital		(706,825)		(30,965)			(350,000)		(478,375)		(1,566,165)
Dec 31, 2014 projected year end	1,399,345	351,151		-	389,800		121,677		176,197		2,438,169

Interest used to calc earnings 0.50%

SCHEDULE I

PAGE 2 OF 3

City of Courtenay

Water Fund Reserves

2014 Reserve Fund Summary - Anticipated Position

2014	Surplus	Capital Funds		Unexpended		Utility & Water		Machinery & Equipment		Water DCC		Total
		C/Fwd	Borrowing	Capital	Borrowing	Efficiency	Reserve	Funds	Funds	Funds	Funds	
Dec 31, 2013 bal fwd	1,006,472	1,174,396		108,869		1,491,827		159,992		356,089		4,297,645
Grants												
Contributions										100,000		100,000
Transfer from Operating Fund						27,250	30,000					57,250
Interest Earnings						3,730	400			890		5,020
Subtotal	1,006,472	1,174,396		108,869		1,522,807	190,392		456,979			4,459,915
Budgeted Use - Operating	(381,841)					(32,000)				(79,325)		(413,841)
Budgeted Use - Capital		(543,265)										(622,590)
Dec 31, 2014 proj .year end	624,631	631,131		108,869		1,490,807	190,392		377,654			3,423,484

Interest used to calc earnings 0.50%

4

New Works Reserve BL 1835

DCC Reserves

2014	Surplus	Capital Funds C/Fwd	Gaming Revenue	Unexpended Capital Borrowing	Traffic Fine Revenue	Capital Building Fund	Community Works Fund	Other New Works Funds	Amenity Reserves	Machinery & Equipment Reserve	Public Parking Reserve	Land Sale Reserve	Parkland Acquisition Reserve	DCC Reserves			Total
														Roads	Storm	Parks	
Dec 31, 2013 balance forward	4,070,909	1,147,787	1,187,758	3,129,622	877,298	810,359	3,121,717	2,119,168	315,811	1,677,559	25,375	1,016,824	141,686	1,613,514	759,999	71,266	22,086,652
Grants					198,024			20,000									218,024
Contributions			815,000					50,000									
Transfer from Operating Fund						50,000		255,000	100,000	555,000	4,500			180,000	90,000	30,000	1,165,000
Interest Earnings						4,052	15,609	10,596	1,579	8,388	127	5,084	708	8,068	3,800	356	964,500
Subtotal	4,070,909	1,147,787	2,008,697	3,129,622	1,079,708	864,411	3,137,326	2,454,764	417,390	2,240,947	30,002	1,021,908	142,395	1,801,582	853,799	101,622	24,502,867
Budgeted Use - Operating	(670,000)		(792,663)		(408,204)		(125,000)			(587,500)		(162,000)		(97,086)	(152,000)	(81,938)	(1,995,867)
Budgeted Use - Gen Capital		(1,147,787)	(22,337)	(539,618)		(160,000)	(155,900)	(710,286)									(3,816,452)
Budgeted Use - Swr Fund							(40,000)										(40,000)
Budgeted Use - Wtr Fund							(112,750)										(112,750)
Dec 31, 2014 projected year end	3,400,909	-	1,193,697	2,590,004	671,504	704,411	2,703,676	1,744,478	417,390	1,653,447	30,002	859,908	142,395	1,704,496	701,799	19,684	18,537,798

Dec 31, 2014 projected year end

City of Courtenay
Host Community Gaming Funds
2014-2018 Financial Plan

SCHEDULE J

DESC	2014 BUDGET	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET
REVENUE					
PROV TRANSFERS - GAMING REVENUES	815,000	825,000	825,000	825,000	825,000
TOTAL REVENUE	815,000	825,000	825,000	825,000	825,000
EXPENSE					
> DISBURSEMENT CATEGORIES					
1. SOCIETIES MANAGING CITY ART/CULT FACILITIES					
-CV ART GALLERY	65,000	65,000	65,000	65,000	65,000
-SID WILLIAMS THEATRE SOCIETY	105,000	105,000	105,000	105,000	105,000
-CTNY AND DIST HISTORICAL SOCIETY	50,000	50,000	50,000	50,000	50,000
-DOWNTOWN CULTURAL EVENTS	5,000	5,000	5,000	5,000	5,000
	225,000	225,000	225,000	225,000	225,000
2. COUNCIL INITIATIVES AND PROJECTS	75,000	75,000	75,000	75,000	75,000
3. PUBLIC SAFETY & SECURITY	330,000	340,000	340,000	340,000	340,000
4. SOCIAL/SOCIETAL INITIATIVES	50,000	50,000	50,000	50,000	50,000
5. INFRASTRUCTURE WORKS	100,000	100,000	100,000	100,000	100,000
6. GREEN CAPITAL PROJECTS/INNOVATION	35,000	35,000	35,000	35,000	35,000
TOTAL EXPENSE	815,000	825,000	825,000	825,000	825,000
NET CURRENT YEAR OPERATIONS	0	0	0	0	0

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2786

A bylaw to impose rates on all taxable lands and improvements

Whereas pursuant to the provisions of the *Community Charter* the Council must each year, by bylaw, impose property value taxes on all land and improvements according to the assessed value thereof, by establishing rates for:

- a. the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and
- b. the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

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

1. This bylaw may be cited for all purposes as **"Tax Rates Bylaw No. 2786, 2014"**.
2. The following rates are hereby imposed and levied for the year 2014:
 - (a) For all lawful general purposes of the municipality, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part of this bylaw hereof;
 - (b) For debt purposes, on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of the schedule attached hereto and forming a part of this bylaw hereof;
 - (c) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "C" of the schedule attached hereto and forming a part of this bylaw hereof;
 - (d) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "D" of the schedule attached hereto and forming a part of this bylaw hereof;
 - (e) For purposes of the Comox Valley Regional District on the assessed value of land and improvements taxable for general hospital purposes, rates appearing in Column "E" of the schedule attached hereto and forming a part of this bylaw hereof;

- (f) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column "F" of the schedule attached hereto and forming a part of this bylaw hereof;
 - (g) For purposes of the Downtown Courtenay Business Improvement Area on the assessed value of land and improvements for general municipal purposes, rates appearing in column "G" of the schedule attached hereto and forming a part of this bylaw hereof.
3. As soon as is practicable after the 2nd day of July, 2014, there shall be added to the unpaid taxes of the current year, in respect of each parcel of land and its improvements on the property tax roll, ten percent of the amount unpaid as of the 2nd day of July, 2014; and the said unpaid taxes together with the amount added as aforesaid, shall be deemed to be taxes of the current year due on such land and improvements.

Read a first time this 5th day of May, 2014

Read a second time this 5th day of May, 2014

Read a third time this 5th day of May, 2014

Finally passed and adopted this day of May, 2014

Mayor

Director of Legislative Services

BYLAW NO. 2786, 2014**SCHEDULE****Tax Rates (dollars of tax per \$1000 taxable value)**

Property Class	A General Municipal	B Debt	C Library	D Regional District (rates applied to general assessment)	E Regional District (rates applied to hospital assessment)	F Regional Hospital District	G Downtown Courtenay Business Improv. Area
1. Residential	3.4656	0.3630	0.2171	0.3424	0.4548	0.8422	0.0000
2. Utilities	24.2592	2.5409	1.5195	2.3967	1.5919	2.9478	0.0000
3. Supportive Housing	3.4656	0.3630	0.2171	0.3424	0.4548	0.8422	0.0000
4. Major Industry	13.5158	1.4156	0.8466	1.3353	1.5465	2.8635	0.0000
5. Light Industry	13.5158	1.4156	0.8466	1.3353	1.5465	2.8635	1.0978
6. Business/Other	9.7037	1.0164	0.6078	0.9587	1.1144	2.0634	1.0978
8. Recr/Non-Profit	3.4656	0.3630	0.2171	0.3424	0.4548	0.8422	0.0000
9. Farm	3.4656	0.3630	0.2171	0.3424	0.4548	0.8422	0.0000

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

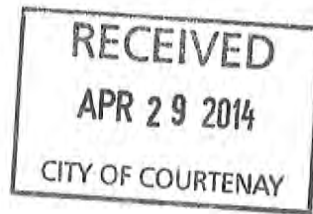
Read a third time this 7th day of April, 2014

Approved by the Inspector of Municipalities this 23rd day of April , 2014

Finally passed and adopted this 5th day of May, 2014

Mayor

Director of Legislative Services



April 23, 2014

Mr. David Allen
Chief Administrative Officer
City of Courtenay
830 Cliffe Ave
Courtenay, BC V9N 2J7

Dear Mr. Allen:

Re: Development Cost Charges Amendment Bylaw No. 2787, 2014

Enclosed herewith is one copy of the above Bylaw approved under the provisions of section 937(1) of the *Local Government Act*. Council may now adopt the Bylaw.

Please forward one copy of the Bylaw as adopted to the Local Government Infrastructure and Finance Branch for our records.

Yours truly,

Karyn Scott
Deputy Inspector of Municipalities

Enclosure



Statutory Approval

Under the provisions of section 937(1)

of the Local Government Act

I hereby approve Bylaw No. 2787

of the Corporation of the City of Courtenay,

a copy of which is attached hereto.

Dated this 23 ***day***
of April ***, 2014***

Deputy Inspector of Municipalities

