

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

**DATE:** Monday, May 12, 2014  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt May 5, 2014 Regular Council Meeting Minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

1. Angela Holmes and Ian Heselgrave re: HASTE Pilot Project

**4.00 STAFF REPORTS**

Pg #

**(a) Community Services**

**(b) CAO and Legislative Services**

- 1 1. John Jessup to present the results of the Open Houses on the Braidwood Supportive Housing Project
- 17 2. Review of Temporary Shelter Program at the City of Campbell River

**(c) Development Services**

**95 5. Development Process Review**

**(d) Financial Services**

**(e) Engineering and Operations**

- 25 3. Approving Officer Appointment
- 27 4. Fraser Smith, P. Eng, MBA to present the "DCC Bylaw Revision Project"

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 29 1. Heritage Advisory Commission Minutes – March 26, 2014
2. Atomic Crayon to present the new City's Website

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 31 1. Briefing Note: Courtenay & District Museum – HVAC Upgrade

**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 12, 2014 at the conclusion of the Regular Council Meeting pursuant to the following sub-section of the *Community Charter*:

- 90 (1) (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For Third Reading and Final Adoption**

- 33 1. "Zoning Amendment Bylaw No. 2789, 2014"  
(Christie Parkway rezone from IL to I-2)

**For Final Adoption**

- 35 2. "The 2014 – 2018 Financial Plan Bylaw No. 2785, 2014"
- 91 3. "Tax Rates Bylaw No. 2786, 2014"

**13.00 ADJOURNMENT**



THE CORPORATION OF THE CITY OF COURTENAY  
**STAFF REPORT**

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Subject:** Braidwood Housing Project Update

**File No.:** 5040-20  
**Date:** May 12, 2014

**PURPOSE:**

The purpose of this report is to update Council on the Braidwood Supportive Housing Project, and seek direction on next steps, specifically:

1. Results of the Neighbourhood Consultation process;
2. Progress on the EOI / RFP process;
3. Recent changes to BC Housing funding opportunities; and
4. Recommended next steps

**POLICY ANALYSIS:**

The Braidwood Supportive Housing Project is Council's number one Strategic Priority for 2014, and is intended to assist in addressing the significant impacts related to homeless people, and those with social issues and challenges.

**CAO RECOMMENDATIONS:**

That based on the May 12<sup>th</sup> 2014 Staff report "Braidwood Housing Project Update", and the attached report from the Braidwood Social Planning consultant, Council DIRECT staff to work with the Braidwood Social Planning Consultant to proceed with the EOI/RFP selection process as quickly as possible, and

That it be made clear to potential proponents that traditional PHI supportive housing subsidies are not available, and

Furthermore, that the City's approach emphasizes the use of rent supplements and modest capital grants, as well as partnerships with other public and private agencies to ensure that supportive housing can be provided on a long term financially viable basis.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## **BACKGROUND:**

At a Regular Open Council meeting held on March 3<sup>rd</sup> 2014, Council passed the following resolution.

- a. That Council authorize the Social Planning Consultant under direction of the CAO to establish the Working Group described in this report to issue an EOI/RFP for development of the City-owned 810 Braidwood Road site as a supportive housing for homeless project for adult men and women;
- b. That the Social Planning Consultant immediately begin neighbourhood consultation on the basis that the site will be developed as a planned 30-unit supportive housing for homeless project;
- c. That Council instruct the Social Planning Consultant to work under direction of the CAO to enter into negotiations with BC Housing towards execution of an MOU between the City and BC Housing outlining municipal contributions to the project and committing BC Housing to a unit allocation to the project;
- d. That prior to entering into negotiations with BC Housing, the City of Courtenay undertake a preliminary geotechnical survey, a phase 1 environmental assessment, a hazardous materials survey of the existing building on the site, and a civil engineering review of the capacity of existing underground water, sanitary and storm infrastructure serving the 810 Braidwood Road site, to determine the extent of the City liabilities in regards to these issues for inclusion in the MOU;
- e. That the Social Planning Consultant under direction of the CAO enter into discussion with the Director of Development Services, the Director of Financial Services, and any other appropriate City staff to explore how the development fees and charges to be forgiven as part of the MOU with BC Housing for development the Braidwood site will be recovered by the City; and
- f. That the Mayor on behalf of City Council support the services of the City's Social Planning Consultant on a pro bono basis to assist in the securing of a site for the Comox Valley Transition Society and enter into negotiations with BC Housing to secure a unit allocation for the 2<sup>nd</sup> Stage Housing for women fleeing violence project proposed there.

## **DISCUSSION:**

Attached to this report is an update from the Braidwood Social Planning Consultant, Mr. John Jessup on progress to date on items "a" and "b" in the Council resolution above. The consultant report includes the results of the neighbourhood consultation, additional analysis, and recommendations.

Of particular concern is the indication from BC Housing staff that there will be no operating subsidies available through BC Housing, and further that, beyond the \$50,000 PDF funding that the City has already received; no other capital funding for the project should be expected. If this is the case, then funding for the Braidwood project will need to be obtained from other sources.

## **FINANCIAL IMPLICATIONS:**

In July 2013, BC Housing confirmed that they made \$50,000 available to the City, in a proposal development loan, to assist in the planning and development of a supportive housing proposal for this site. A portion of the funds committed by BC Housing can be used towards the development of the RFP and the process of selection of the non-profit operator. The remainder can be used by the successful proponent in further developing the project. Additional funding options are outlined in the attached report from the Social Housing consultant.

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

The CAO is the project lead, and works directly with the consultant. Additional support is received from the Development Services staff and is included in the 2014 corporate work plan.

**STRATEGIC PLAN REFERENCE:**

The Braidwood Supportive Housing Project is Council's number one strategic priority for 2014.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

- ✓ The provision of non-profit housing as a means of increasing the supply of rental housing is strongly encouraged. Preference is for affordable and social housing to be dispersed throughout the City and not concentrated in one area.
- ✓ Ensure the provision and integration of special needs and affordable housing.
- ✓ Encourage housing opportunities and convenient community services for individuals having special housing requirements.

**REGIONAL GROWTH STRATEGY REFERENCE:**

- ✓ Ensure a diversity of housing options to meet evolving demographics and needs.
- ✓ Encourage residential multi-unit or multi-lot developments to contribute to affordable housing options including, but not limited to a range of unit sizes and types, lot sizes, multifamily or attached-unit buildings, rental units and secondary suites. These contributions could take the form of land, cash, buildings or other such items as supported by the local governments.

**CITIZEN/PUBLIC ENGAGEMENT:**

Two Braidwood neighbourhood Open Houses were held on April 23<sup>rd</sup> and 24<sup>th</sup>. The results of this public engagement process are outlined in the attached report from the project consultant.

Prepared by:



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

*Attachment: Social Housing Program Report, Jessup & Associates, May 8<sup>th</sup> 2014*

CITY OF COURTENAY  
Social Housing Progress Report to Council

TO: CITY COUNCIL

FROM: SOCIAL PLANNING CONSULTANT

SUBJECT: SOCIAL HOUSING PROGRESS REPORT

STATUS: CONSIDERATION

DATE: MAY 8, 2014

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#### INTRODUCTION

This is a Progress Report from the Social Planning Consultant hired by the City. The report:

1. Reviews results of the Neighborhood Consultation program,
2. Outlines the steps which have been taken to begin the EOI/RFP process,
3. Describes recent changes to BC Housing funding opportunities, and
4. Recommends steps for moving forward with the social housing development strategy.

#### BACKGROUND

At their meeting of the whole, March 3, 2014, Council accepted the report from the Social Planning Consultant and approved unanimously the recommendations contained in the report which in part included:

"A. That Council authorize the Social Planning Consultant under direction of the CAO to establish the Working Group described in this report to issue an EOI/RFP for development of the City-owned 810 Braidwood Road site as a supportive housing for homeless project for adult men and women; and,

"B. That the Social Planning Consultant immediately begin neighbourhood consultation on the basis that the site will be developed as a planned 30-unit supportive housing for homeless project. "

This report reports on the work completed to date on these two matters and recommends next steps including timelines for proceeding with this work.

#### NEIGHBOURHOOD CONSULTATION

A letter to neighbors was drafted by the Consultant, and with the assistance of City staff was transformed into an attractive brochure on the proposed project. The brochure included: background on City Council actions, an invitation to an open house, and additional project information. The brochure is included in Appendix 1 – Neighbourhood Consultation, attached to this report.

City staff defined the area to be included in the consultation. This included residences and properties on either side of Braidwood and Back Roads, as well as a few properties across the Island Highway. In total, 1,000 residences and property owners were identified for consultation.

CITY OF COURTENAY  
Social Housing Progress Report to Council

Because of the large number of potential attendees to the open house, two open houses were scheduled. One for the morning of Wednesday, April 23<sup>rd</sup>, between 10AM and 2PM, and the second for the afternoon and evening of Thursday, April 24<sup>th</sup>, between 4PM and 8PM. The Wednesday session was to be convenient for lunch hour attendees and the Thursday session was to be convenient for after work and after dinner attendees.

The Consultant prepared 5 presentation boards on easels. These included a copy of the brochure, a map of the consultation area, and three pictures of similar projects completed under the BC Housing PHI (Provincial Homelessness Initiative) program: Rose Harbour, in Campbell River, and Wesley Street and Salish Lelum projects in Nanaimo. All 5 boards are included in Appendix 1 – Neighbourhood Consultation, attached to this report.

About 30 property owners and residents in total attended the open houses. Twenty-four (24) people including 4 couples, signed in. This totaled 20 households.

Twelve (12) households lived on Braidwood Road. Seven (7) households lived on Back Road. And, one (1) household lived on Old Island Highway, outside the notification area.

Along Braidwood Road, one (1) household was from 791 Braidwood, five (5) households were from 840 Braidwood, four (4) households were from 950 Braidwood, and two (2) households were from 1050 Braidwood. Most households came from 840 Braidwood, a four-story condominium apartment building immediately adjacent to the development site.

The open houses were hosted by the City in Craft Room "A" at the Lewis Centre. It was staffed by the Consultant and usually one City staff member. Ian Buck, Manager of Planning, attended most of the Wednesday session. Peter Crawford, Director of Development Services, attended most of the Thursday session. David Allen, CAO, dropped in over his Noon hour break at the Wednesday session.

In spite of the seriousness of the topic and the perceived impact on their neighbourhood, all of the property owners and residents attending were civil and polite. This, in some cases, in spite of concern and anxiety on their part about the proposed project. A sincere thank you from the Consultant and City staff for the fair and reasonable treatment from property owners and residents to the hosts of the open houses.

A total of 12 open house attendees left written comments and one followed up with an extensive email.

A summary of the themes of the written comments follows:

- I am a retired senior and afraid of homeless people living in my neighborhood
- I must now sell my unit and go back to work to purchase somewhere else
- this project will lower the market value of my property
- Seniors and young families live here, is this the right place for a project like this?
- Good single earner family neighborhood, problems with some drug use, but trying to clean it up
- Already plenty of low income housing in this area

CITY OF COURTENAY  
Social Housing Progress Report to Council

- City should spread out low income housing in several neighbourhoods rather than creating a slum in one area
- More thought should be given to where we are putting housing for homeless because of the high incidence of mental health and substance use in this population
- Why were we not consulted before this property was purchased?
- What were the City's reasons in choosing this site
- I was told this was going to be a project for the working poor not the homeless
- Not easily accessible to downtown by walking or cycling
- Not good for the downtown, so the City puts it in a family neighborhood?

The actual text of individual comments is on file at the City and with the Consultant.

Some suggestions about what the City could do to manage the homeless population in the written comments were:

- Put homeless in a rental unit in every condo building in Courtenay
- Why not put the homeless project in Crown Isle?
- Not in a family area, how about where the old Re-store was?

Consultant and Staff Reflections

In retrospect, this is not a bad choice of site. It is in a mixed use area. It is a low to moderate household income area, whether we are talking about retired seniors or young single earner families just starting out. If we do it right as supportive housing for homeless, it could work out quite well. But we must do an exemplary job.

If Council wants to soften the project around the edges of concern, it could do some of the following things in response to neighborhood concerns:

- reduce project size from 30 to 24 units
- restrict occupancy to mature homeless people over 40 years
- provide community space as part of the amenities on the ground floor
- include a passenger van to shuttle tenants to and from the downtown
- establish Braidwood Neighborhood Advisory Committee with an ex-officio representative on the chosen non-profit housing operator board

Reduction in the number of units is not recommended as it will increase the capital and operating costs per unit and reduce total rental revenue. Community space in the project would have to be leased back to the City on a market rental basis. A passenger van could be donated by a local service club.



CITY OF COURTENAY  
Social Housing Progress Report to Council

**PROGRESS ON THE RFP TO CHOOSE A NON-PROFIT HOUSING OPERATOR**

Progress on this final stage of the work has been delayed about a month because It took longer than anticipated to arrange for and hold the open houses. However, not all time was lost.

The members of the Working Group to administer and evaluate the results of the RFP have been confirmed as follows:

- VIHA Mental Health and Substance Use: Mr. John Fitzgerald, Manager for Comox Valley Branch
- BC Non-Profit Housing Association (BCNPHA): Mr. Jim Spinelli, BCNPHA Board Member
- City of Courtenay: Mr. Ian Buck, Manager of Planning, and
- City Social Planning Consultant: Mr. John Jessup (Chair)

BC Housing has declined to be a member of the Working Group because it may imply BC Housing financial support for the project. However, BC Housing has requested that they be allowed to review the final draft RFP prepared by the Working Group before it is issued, to ensure that any references to BC Housing are accurate. Further, BC Housing has also offered to participate in the evaluation of the proposals. This would probably involve BC Housing operations staff in Victoria.

Mr. Spinelli, BCNPHA board, is Executive Director of Nanaimo Affordable Housing Society in Nanaimo (NAHS). NAHS currently operates four (4) projects containing over 80 units. NAHS is currently developing a fifth site in Nanaimo, a supportive housing for homeless project on a City-owned site near the Nanaimo Regional General Hospital. He is an excellent choice to represent the interests of the non-profit housing sector on the Island.

The Consultant has retrieved an archived RFP template from a previous project in Nanaimo. This will be used as the basis for the Working Group in preparing a customized RFP for the City-owned Braidwood Road site in Courtenay.

It is proposed that the first meeting of the Working Group occur at Courtenay City Hall to establish the ground rules for the RFP in the latter part of May. Subsequent meetings will be through conference call. It is hoped the RFP will be released in middle to late June. There will be a 3 week period to allow respondents to prepare their submissions. A further 2 weeks will be required for evaluation of results by the Working Group and BC Housing operations staff. A final week will be needed to prepare the Council report recommending the chosen non-profit housing provider. This likely means a report back on the selected non-profit housing operator sometime in July.

**BC HOUSING FUNDING OPPORTUNITIES**

On March 4<sup>th</sup>, the day after Council approved the Interim Report on the Social Housing Strategy, there was a joint press release from BC Housing and CMHC on a 5 year extension to the Investment in

CITY OF COURTENAY  
Social Housing Progress Report to Council

Affordable Housing (IAH) program. This resulted in my calling Ms. Money at BC Housing to discuss funding opportunities for this and other projects on the Island generally.

Ms. Money made it clear to the Consultant that neither in the current budget nor in the extension of the IAH program would any operating subsidies be available not just to the Braidwood Road site project but to any housing projects approaching BC Housing for funding. And, further that beyond the \$50,000 PDF currently approved, no other capital funding beyond this initial allocation for project planning or development should be expected. I met with City staff on Tuesday, March 11<sup>th</sup>, and conveyed to them the situation.

However, my professional colleagues in the non-profit housing sector speculate that the IAH program, while not yet configured by BC Housing staff, may include rent supplements as well as modest capital grants to assist with affordable housing projects. And, these financial components would be allocated to the most cost-effective affordable housing proposals responding to a late Summer or early Fall Province-wide proposal call. Of course, this is entirely guesswork on our part. No one really knows at this time, how the IAH funding will be rolled out by BC Housing at some time hopefully later this year.

As you may appreciate, without substantial operating subsidies, supportive housing for the homeless is a real challenge. Even if the building were free, the cost of support workers to supervise, support and coordinate specialized outside resources for homeless people on site 24/7 is costly. Partnerships with other public and private service agencies, like VIHA Mental Health and Substance Use, if available and possible, may partially address this concern with less vulnerable and less needy tenants.

#### RECOMMENDATION

It is recommended that the City staff team lead by the Consultant proceed with the RFP selection process as quickly as possible. And, further that it be made clear to potential proponents that traditional PHI supportive housing subsidies are not available. The City's approach must emphasize the use of rent supplements and modest capital grants, as well as partnerships with other public and private agencies to ensure that supportive housing can be provided on a long term financially viable basis.

Appendix 1 – Neighborhood Consultation

Appendix 2 – BC Housing Funding Opportunities

- End of Report -

## APPENDIX 1 – NEIGHBOURHOOD CONSULTATION



# Supportive Housing Development Plan

## Neighbourhood Open House

*As you may already be aware, in 2013 the City of Courtenay purchased property at 810 Braidwood Road. At the March 3, 2014 Council meeting, City Council approved the eventual development of this property as a 30 unit supportive housing apartment for single homeless or homeless-at-risk adult men and women.*

*You are invited to drop-in on a Neighbourhood Open House to find out more about this project, and to speak with the City's Social Planning Consultant and a representative from the Planning Department.*

**Wednesday, April 23    OR    Thursday, April 24**  
**10:00 am to 2:00 pm                      4:00 pm to 8:00 pm**

***Courtenay Recreation Lewis Centre***  
***Craft Room "A" (at north entrance, near parking lot)***  
**489 Old Island Highway, Courtenay**

### Additional Project Information

#### What will the facility look like?

The building will be a three-storey apartment containing 30 studio dwelling units - six units on the ground floor and twelve units on each of the 2nd and 3rd floors. The remaining half of the ground floor will contain offices and tenant amenities. The proposed uses (multi residential dwellings and facility for adults with a disability) are permitted within the current R-4 zoning. The intent is to create an attractive facility that is a good fit for the neighbourhood.

#### Who will run the facility?

This hasn't been determined yet. The City will be issuing a Request-for-Proposals (RFP) shortly, to non-profit housing providers in the Comox Valley as well as the rest of Vancouver Island. A technical working group has been struck to draft and issue the RFP, evaluate the results, and report back to City Council.

### Neighbourhood Participation

The City will establish a "Neighbourhood Advisory Committee" to keep property owners and tenants informed, and to ensure that issues important to the neighbourhood are addressed.

### Next Steps

1. Request for Proposals issued by the City;
2. City selects non-profit housing provider;
3. Selected non-profit operator completes detailed design;
4. City and non-profit operator seek Provincial funding opportunities;
5. Construction of building.

### More Information

To view the interim report on the City's Social Housing Strategy, visit [www.courtenay.ca](http://www.courtenay.ca) and click on *Supportive Housing Project*.

If you have additional questions or comments, please leave your name and number at Courtenay City Hall, 250-334-4441, and the consultant will return your call; or email [info@courtenay.ca](mailto:info@courtenay.ca)



**City of Courtenay • 250-334-4441 • [info@courtenay.ca](mailto:info@courtenay.ca)**

## APPENDIX 2 – BC HOUSING FUNDING OPPORTUNITIES





BC Housing

Home Office  
1701 - 4555 Kingsway  
Burnaby, BC V5H 4V8

Tel 604-433-1711  
Fax 604-439-4722  
[www.bchousing.org](http://www.bchousing.org)

July 10, 2013

Mr. David Allen  
Chief Administrative Officer  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C.  
V9N 2J7

Dear Mr. Allen

This is to confirm that BC Housing will make available \$50,000 in a proposal development loan to assist in the planning and development of a supportive housing proposal in the City of Courtenay.

A portion of the funds may be used by the City to prepare a Request for Proposals (RFP) for a non profit operator to lead the development of the proposal. The remainder can be used by the successful operator to develop the business case and will be secured by a promissory note. The funds cannot be used by any potential operators to prepare a response to the RFP.

Copies of all expenses must be submitted to Donna Money, Senior Project Officer, for reimbursement.

We are pleased to be able to support this initiative.

Yours truly,

Armin Amrolia  
Acting Vice President, Development Services

Cc: Danna Locke, Director Regional Development  
Roger Butcher, Regional Director, Operations





BC Housing

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## Canada and B.C. extend affordable housing funding

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March 4th, 2014

VICTORIA – The Governments of Canada and British Columbia are committing an additional investment of more than \$300 million over five years, to help more individuals and families in housing need access affordable housing. The joint-funding will be delivered through an extension to the Investment in Affordable Housing (IAH) agreement.

"Our Government remains committed to smart investments in housing to create better economic outcomes for the Canadian families who benefit from these programs," said the Honourable Candice Bergen, Minister of State for Social Development. "By partnering with the provinces and territories we want to ensure that this investment improves the quality of life of low-income Canadians, and creates needed jobs and opportunities for apprentices."

"The extension of this agreement will help us to create more housing options for British Columbians," said Rich Coleman, Deputy Premier and Minister Responsible for Housing. "Over the next five years, this funding will help build new affordable housing, enhance our rental assistance programs and support partnerships that will contribute to stronger, more sustainable communities."

The federal portion of this funding comes from Economic Action Plan 2013, which announced the Government of Canada's commitment to investing more than \$1.25 billion nationally over five years to extend the Investment in Affordable Housing and to creating opportunities for apprentices, which will support the training of skilled labour in residential housing. Governments will report annually to the public regarding the investments and progress toward achieving the intended outcomes of the IAH.

The Province of B.C. and the federal government will each contribute \$150 million under the IAH extension agreement (April 1, 2014, to March 31, 2019). The Province of British Columbia will commit the joint annual funding as follows:

- \$30 million to support and enhance existing programs; and
- \$30 million towards new construction or renovations.

On July 25, 2011, the Governments of Canada and British Columbia announced an IAH agreement with a combined investment of some \$180 million for the 2011-2014 period. This new agreement extends the original agreement for the 2014-2019 period with an additional combined investment of more than \$300 million. From April 2011 to December 2013, the IAH had already helped more than 177,500 households nationally, and close to 2,220 in B.C.

Since 2001, the Government of B.C. has invested \$3.6 billion to provide affordable housing for low-income individuals, seniors and families. This year, more than 98,000 B.C. households will benefit from provincial social housing programs and services.

To find out more about affordable housing in British Columbia visit: [www.bchousing.org](http://www.bchousing.org)

Since 2006, the Government of Canada has invested more than \$16.5 billion in housing. For B.C., this represents an investment of some \$1.8 billion. By working with its partners, the federal government has helped some 680,000 Canadians individuals and families including low-income seniors, persons with disabilities, recent immigrants and Aboriginal people.

To find out more about how the Government of Canada, through CMHC, is working to build stronger homes and communities for all Canadians, call CMHC at 1 800 668-2642 or visit: [www.cmhc.ca/affordablehousing](http://www.cmhc.ca/affordablehousing)

For more information on Canada's Economic Action Plan, call 1 800-O Canada or visit: [www.actionplan.gc.ca](http://www.actionplan.gc.ca)

## BACKGROUND

On March 4, 2014, the Federal and Provincial governments renewed their Investment in Affordable Housing (IAH) agreement for the next five years (2014-2019). The \$300 million agreement includes \$150 million each in federal and provincial government contributions. The Province will commit the joint annual funding as follows:

- \$30 million to support and enhance existing programs; and
- \$30 million towards new construction or renovations.

The overall goal of the IAH is to reduce the number of Canadians in housing need by improving access to affordable housing that is





## HOUSING MATTERS

*Helping those in need*

sound, suitable and sustainable through:

- Increasing the supply of affordable housing, through new construction or conversions and homeownership or rentals;
- Improving housing affordability, through rent supplements, shelter allowances, or homeownership assistance;
- Improving and preserving the quality of affordable housing: renovation of existing affordable housing
- Fostering safe independent living, including new housing construction, housing modifications and renovations that extend independent living for seniors and persons with disabilities, and victims of family violence.

Programs funded under the IAH between 2011 and 2014 include:

Home Adaptations for Independent Living (HAFL), which provides financial assistance of up to \$20,000 per home to finance accessibility modifications in their home.

The Aboriginal Housing Initiative (AHI), which creates affordable housing for Aboriginal households in need in British Columbia.

Capital funding of more than \$155 million to build more than 600 new units of affordable rental housing for families, seniors and individuals across the province.

For information on the Investment in Affordable Housing: <http://www.cmhc.ca/en/inpr/afhoc/fuafhc/iah/index.cfm>

**Media Contact:**

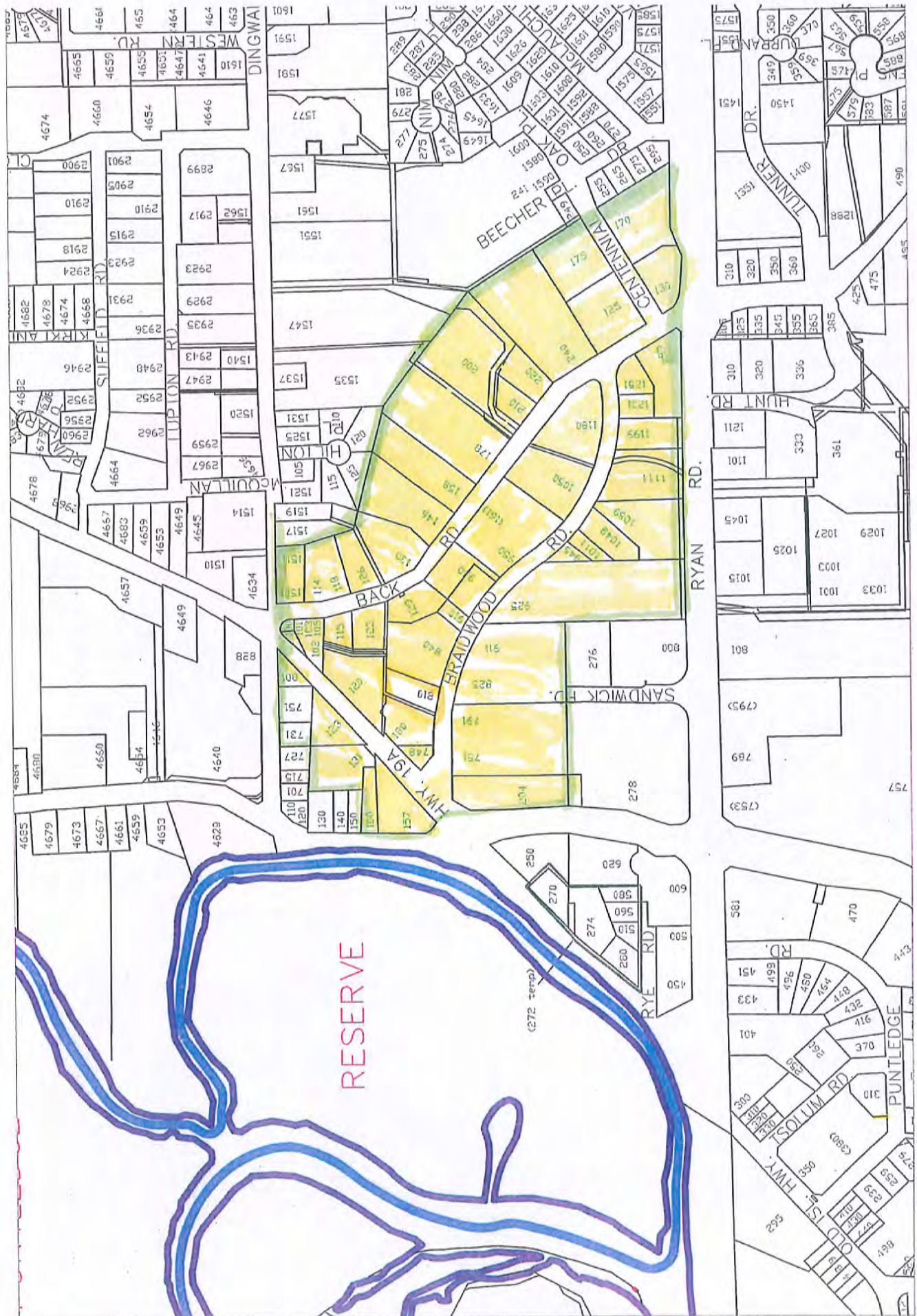
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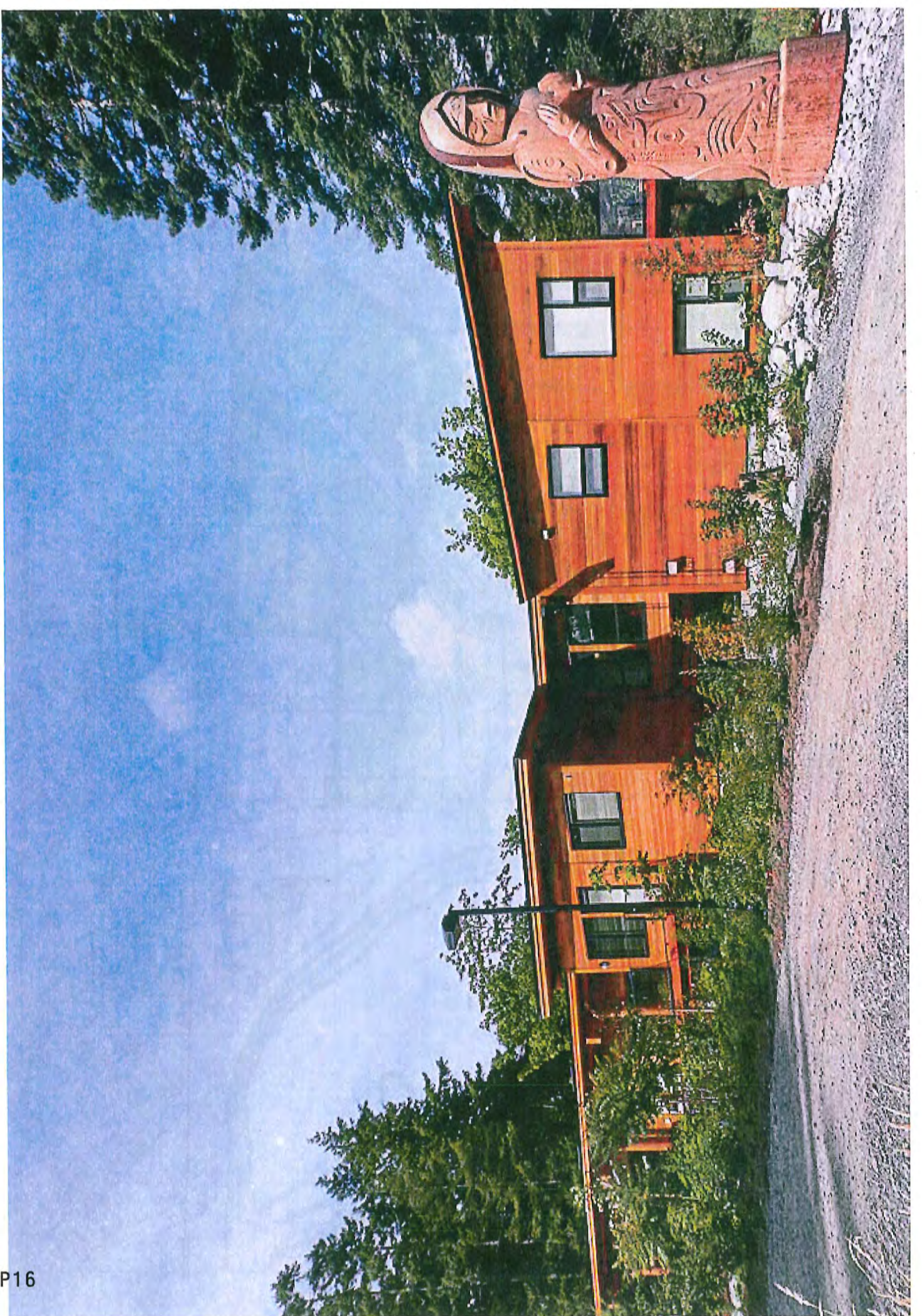
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THE CORPORATION OF THE CITY OF COURTENAY  
**STAFF REPORT**

**To:** Mayor and Council

**File No.:** 5040-20

**From:** Chief Administrative Officer

**Date:** May 12, 2014

**Subject:** Review of a Temporary Shelter Program at the City of Campbell River

**PURPOSE:**

The purpose of this report is to follow up on a Council resolution in December 2013 to have staff review and report on the implementation of a temporary shelter program in the City of Campbell River.

**CAO RECOMMENDATIONS:**

That based on the Staff report, Council DECIDE whether to proceed further with the implementation of a Temporary Shelter Program in the City of Courtenay as outlined in the OPTIONS included in this report.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

At a Regular Open Council Meeting held on December 16<sup>th</sup> 2014, Council passed the following resolution:

*That staff review the Campbell River temporary shelter information in conjunction with the City's Social Planning Consultant and provide feedback to Council.*

At the same time Staff was working with a Social Planning consultant hired to oversee the Braidwood Social Housing Project, Mr. John Jessup, and determined that it would appropriate and cost-effective to have Mr. Jessup prepare a report on this issue.

**DISCUSSION:** See attached report from Mr. John Jessup

**FINANCIAL IMPLICATIONS:**

Financial implications for the City of Courtenay are unknown at this time. The attached report from the Social Planning consultant indicates that the cost in Campbell River for such a program is \$10,000 per

month. Currently there is no funding in the 2014 budget, so staff would need to review funding options should Council wish to proceed further with this type of shelter project.

While not currently known, additional costs would be required to further investigate options for implementing a Temporary Shelter project in the City.

**ADMINISTRATIVE IMPLICATIONS:**

A Temporary Shelter project is not included in the 2014 corporate work plan. To date staff has spent several hours working with the Social Planning consultant. Additional staff and consultant time will be required should Council decide to proceed further.

**STRATEGIC PLAN REFERENCE:**

Council has identified Affordable Housing as one of the “next steps” in its 2014 Strategic Priorities. However, a Temporary Shelter Program is not considered to fall under the definition of Affordable Housing.

**OFFICIAL COMMUNITY PLAN REFERENCE:** Not applicable

**REGIONAL GROWTH STRATEGY REFERENCE:** Not applicable

**CITIZEN/PUBLIC ENGAGEMENT:** None required

**OPTIONS:**

OPTION 1: Council receive the report and take no further action.

OPTION 2: Council receive the report and DIRECT staff to report back on options for implementing a Temporary Shelter Program in the City of Courtenay.

OPTION 3: Council receive the report and determine an alternative approach to the issue.

Prepared by:



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

*Attachment: Campbell River Shipping Container Shelter, Jessup & Associates, May 7<sup>th</sup> 2014*

**CITY OF COURTENAY**  
**Campbell River Shipping Container Shelter Information Report to Council**

**TO: CITY COUNCIL**

**FROM: SOCIAL PLANNING CONSULTANT**

**SUBJECT: CAMPBELL RIVER SHIPPING CONTAINER SHELTER**

**STATUS: INFORMATION**

**DATE: MAY 7, 2014**

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**INTRODUCTION**

In January, 2014, the CAO asked the Social Planning Consultant to review the Shipping Container Shelter in Campbell River and report back to Council on the situation there. This is the report from the Consultant.

**BACKGROUND**

In July, 2013, the City of Campbell River's Homelessness Coalition requested submissions from local groups for a homeless to housing project. Previously VIHA had provided the Strathcona Regional District (SRD) a significant capital grant which the SRD allocated to municipalities in the region to support local community initiatives. The Campbell River Family Services Society (CRFSS) won the proposal call. This report provides a brief overview of the Safe Shelter project and seeks Council direction as to whether they wish the Consultant to pursue it further.

**SHELTER PROJECT**

Physically the shelter consists of a standard full size shipping container divided into 8 separate compartments. Each compartment contains two beds suspended from one side of the compartment like bunk beds, one above the other. This provides a total capacity for the shelter of 16 beds.

At one end of the container is a small office for support workers and a two-piece bathroom with porta-potty and sink. At the other end of the container is an add-on which contains a small room for the diesel furnace which heats the units and a wheel assembly which allows the container to be moved without the use of a low-bed trailer.

The container is on loan from Shadow Lines Transportation (SLT) with Vancouver branch in Langley. It is part of their community giving program. The container was built and delivered to the site in Campbell River on loan to the CRFSS for 6 months at no cost to the Society.

The container is located on a City-owned site in downtown Campbell River between Dogwood and Cypress in the 1000 block. This is just across Cypress Street from the Radiant Live Community Church which provides breakfast to shelter tenants each morning. As it is only a temporary, mobile structure, it does not have a civic address.

CITY OF COURTENAY  
Campbell River Shipping Container Shelter Information Report to Council

The monthly operating budget for the Safe Shelter program, including supervision and support workers, is \$10,000.00. Operating from November 1, 2013 to March 31, 2014 (5 months), this is a total budget of \$50,000.00. As you may recall, these funds were provided by the City. It was part of a capital grant from the Strathcona Regional District, which in turn the SRD received as a one-time capital grant from VIHA.

The 16 beds at the Safe Shelter are part of the BC Housing EWP (Extreme Weather Protocol) program. Under the EWP program, BC Housing will pay an amount per bed per night to the Society for those nights where the temperature drops to zero degrees or below and the municipality has issued an EWP alert. The dollar rate per bed per night is considered a private contractual matter between BC Housing and the Society and neither party would provide the figure.

Staffing for the Safe Shelter is provided on a 24/7 basis during the 5 month period of operation. (CR Family Services Society operated the Shelter for a further one month, out of other Society funds, from April 1 to April 30, 2014.)

The Safe Shelter operates from 7PM to 7AM every night. From 7AM to 1AM, two (2) support workers are on site. From 1AM to 7AM, one (1) support worker is on site. A practical nurse is available on site once a week from 7PM to 11PM. The Shelter is supervised by the Program Manager of the CR Housing Resource Centre which is a part of CR Family Services Society. The Society partners with the Radiant Life Community Church which provides breakfast every morning for the Shelter tenants.

The Safe Shelter is situated on a small parcel of City-owned land. It is contained within a security fence which is a combination of six (6) foot high cedar fencing along three (3) sides and chain link fencing along the fourth (4<sup>th</sup>) side. Outside the security fencing is a border of modest but attractive landscaping grasses and small trees.

According to CR Family Services Society, the Shelter provided 230 bed-nights of shelter in November and 320 bed-nights of shelter in December. This is an average of 7-8 beds occupied per night in November and an average of 10-11 beds per night in December. For this same period, BC Housing notes that under the EWP (Extreme Weather Protocol) program, 55 bed-nights were used in November and 199 bed-nights were used in December. The Society would be reimbursed by BC Housing for these nights, thereby reducing the net cost to the Society (and the City?) for the Shelter.

CR Family Services Society program manager noted that the Shelter is operated on the following basis:

- No barriers
- Men and women
- Will take pets
- Couples OK
- First come, first served basis
- No rules about repeat tenants

## CITY OF COURTENAY

### Campbell River Shipping Container Shelter Information Report to Council

Set up costs, such as fencing, landscaping, picnic table and secure storage container all provided through donations from Home Depot and the Rotary Club to name a few.

CR Family Services Society claims they have broad support from the business community. Keeps homeless people off the street and out of their doorways overnight.

#### SHADOW TRANSPORTATION PROGRAM

Shadow Line Transportation (SLT) has a community giving program and a 47 page PDF brochure on the program available on line at [www.shadowlines.com](http://www.shadowlines.com) which reveals the full extent of the program.

#### CONCLUSION

While being initially skeptical about the appropriateness of a shipping container shelter, I am now mildly supportive. The container appeared to be an older unit. There appeared to be some elements of rust about it. But it was clearly warm and dry for homeless folks who had no alternative than a cold, wet night on the street. Customized models are clearly available. They can be moved to various locations as the community concentration of homeless people changes. They can also be combined in various configurations depending on need and the availability of recipient sites.

BC Housing supports this form of shelter as part of the EWP (Extreme Weather Protocol).

If I had questions about the physical nature of the Shelter, these were easily overcome with the caring and sensitive folks who managed the Shelter. The participation of the Community Church in providing breakfast for the Shelter tenants also helped to enhance the overall experience of homeless people using the Shelter.

If Council wishes to pursue this possibility further, the Consultant is available to pursue it in great depth.

#### APPENDICES

Photo 1 – Front of Shelter showing Doors to Units

Photo 2 – Container Signage

Photo 3 – Front Courtyard with Chain Link Fencing

Photo 4 – Paul Mason at Shelter Sign showing Exterior Landscaping

Photo 5 – Inside the Units

Photo 6 – Support Worker's Office at End of Shelter

Photo 7 – Bathroom at End of Shelter













THE CORPORATION OF THE CITY OF COURTENAY  
**STAFF REPORT**

3

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Approving Officer Appointment, Alan Clark, P.Eng. (City of Courtenay, Development Engineer)

**File No.:** 2770-01  
**Date:** May 12, 2014

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**PURPOSE:**

To request that Council appoint Mr. Alan Clark, P.Eng. as the City of Courtenay's Approving Officer as per Section 77 of the Land Title Act:

*"(1) For land within a municipality, the municipal council must appoint a person as an approving officer. (2) An approving officer appointed under this section must be..... (c) some other employee of the municipality appointed by the municipal council,....."*

**CAO RECOMMENDATIONS:**

That based on the May 12, 2014 report, "Approving Officer Appointment", Council appoint Mr. Alan Clark, P.Eng. as the City of Courtenay's Approving Officer, pursuant to Section 77 of the Land Title Act.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

The retirement of the Director of Operational Services, Kevin Lagan, left a vacancy in the role of the City's Approving Officer for development. On September 23, 2013, Council appointed Mr. Graham Savage, under contract with the City, as interim Approving Officer. Mr. Savage has successfully filled this vacancy and remains in this role today.

**DISCUSSION:**

In the fall of 2013, the City created the position of Development Engineer within the Engineering Department with the purpose of hiring an experienced person to fulfil the duties of the Approving Officer for the City and to support our development community and our internal development staff with a dedicated Professional Engineer. The successful candidate was Mr. Alan Clark, P.Eng. Mr. Clark began his tenure with the City on March 12, 2014.

Mr. Clark has extensive experience as a Professional Engineer both in the private and municipal setting. He spent the better part of his 13 year employment with the City of Prince George as the Approving Officer.

With Mr. Clark now embedded in the Engineering Department, it is staff's recommendation that Council appoint Mr. Clark as the City's Approving Officer and that Mr. Savage's role in this regard be phased out over the next couple of months. Staff will endeavour to complete Mr. Savage's contract by June 30, 2014, as is reasonable for the sake of continuity given the status of ongoing projects.

**FINANCIAL IMPLICATIONS:**

Provisions currently exist in the City's Operating budget for the Development Engineer and contracted services for the interim Approving Officer.

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

The role of the Approving Officer is a statutory position required to support the development of land within the City.

**STRATEGIC PLAN REFERENCE:**

No direct reference on this subject.

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

No direct reference on this subject.

**REGIONAL GROWTH STRATEGY REFERENCE:**

No direct reference on this subject.

**CITIZEN/PUBLIC ENGAGEMENT:**

None required.

**OPTION:**

1. That Council appoint Mr. Alan Clark, P.Eng. as the City of Courtenay's Approving Officer, pursuant to Section 77 of the Land Title Act.

Prepared by:



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Lesley Hatch, P.Eng.  
Senior Manager of Engineering



THE CORPORATION OF THE CITY OF COURTENAY  
**STAFF REPORT**

4

**To:** Council

**File No.:** 3150-01

**From:** Chief Administrative Officer

**Date:** May 12, 2014

**Subject:** DCC Bylaw Revision Project – Presentation by Fraser Smith, P.Eng., MBA (Urban Systems Ltd.)

**PURPOSE:**

The purpose of this report is provide Council with a presentation on Development Cost Charges (DCC) as a tool for municipalities and to offer Council an opportunity to ask questions of the City's consultant prior to undertaking a revision to the City's DCC Bylaw # 2426 (2005).

**CAO RECOMMENDATIONS:**

That based on the May 12, 2014 report "DCC Bylaw Revision Project", Council receive this report and DCC presentation in support of the upcoming revision to the City's DCC Bylaw # 2426 (2005).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

The Engineering Department's Operational Strategies captured within the City's Strategic Priorities, included a project for the revision to the City of Courtenay's Development Cost Charge Bylaw #2426 (2005). In support of this goal, staff has engaged the consulting services of Urban Systems, Ltd.

**DISCUSSION:**

The DCC Bylaw revision project provides an opportunity for staff and Council to consider modifications to this tool within the framework of the Local Government Act. To speak to DCC's, how they work and what opportunities are available for consideration, staff has asked Mr. Fraser Smith, P.Eng, MBA, Senior Engineering and Principal for Urban Systems, Ltd. to present at this May 12, 2014 regular Council meeting. Fraser has extensive experience with DCC bylaw undertakings, having worked on several similar projects for the Cities of Surrey, Richmond, Victoria, Campbell River, New Westminster, etc.

From this presentation and discussion, staff is seeking to gauge Council's interest in exploring and incorporating different tools within the next iteration of this bylaw.

**FINANCIAL IMPLICATIONS:**

None at this time.

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

Staff will employ feedback from this presentation in delivering the DCC Bylaw revision project.

**STRATEGIC PLAN REFERENCE:**

The DCC Bylaw revision project is an Engineering Department Operational Strategy within Council's Strategic Priorities.

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

None

**REGIONAL GROWTH STRATEGY REFERENCE:**

None

**CITIZEN/PUBLIC ENGAGEMENT:**

No public engagement has been completed at this early stage of the project.

**OPTION:**

That Council receive this report for information.

Prepared by:



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Lesley Hatch, P.Eng.  
Senior Manager of Engineering

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

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

**Absent:** R. Smith D. Levett H. Squires L. Grant

*FOR  
INFO*

**ADDITIONS TO AGENDA** Report from Museum

**MINUTES** Moved by J. Hagen and seconded by C. Piercy that the minutes of the February 26, 2014 meeting be adopted as circulated.

**Carried**

**CREAMERY BOOKLET** L. Burns will be distributing copies to Saputo, G. Osborne, the Gray Family and the regional library.

**40 HOUSES** No further work has been done.

**MILES TITUS HEADSTONE** C. Piercy provided information on two quotes obtained for the restoration and engraving of the headstone at \$1345 and \$1890. The higher quote includes a greater level of restoration. The monument company has suggested that the headstone and base be transported directly to the cemetery. C. Piercy to check with the City regarding logistics.

Moved by D. Griffiths and seconded by J. Fortin that the Heritage Advisory Commission proceed with the \$1,345.00 quote for the cleaning, repair, engraving and reattachment of the base of the Miles Titus Headstone.

**Carried.**

**CENTENNIAL COMMITTEE** L. Burns provided an update on the March meeting of the City's Centennial Committee.

**HERITAGE APPRECIATION CARDS** D. Griffith indicated that the Museum will provide dates for the pictures to be included on back of the Heritage Cards. The list of properties to be included in the 2014 heritage appreciation program was discussed. J. Fortin and J. Hagen provided updated photos of each of the properties. The photos are to be included in the Heritage Inventory.

**MUSEUM REPORT** D. Griffith provided an update on the Museum's centennial project.

**HERITAGE TREES** N. Hofer has requested that this be rescheduled for the April 23rd meeting.

COMMISSION  
MEMBERSHIP

Discussion on the desire to formally recognize of M. Hobson's service and contribution to the HAC.

Discussion on the selection procedure for appointing new members to the HAC.

HAC to review terms of reference at the April meeting.

CORRESPONDENCE

Update Heritage BC with City of Courtenay's HAC activities for Heritage Week. L. Burns to prepare write-up and E. Ferguson to provide photo.

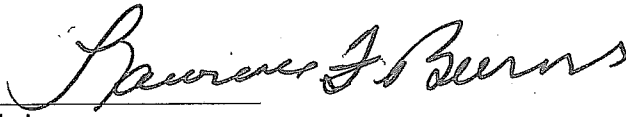
E.Ferguson investigated status of Heritage BC membership and confirmed that the membership had lapsed with transitions at Heritage BC and that she is coordinating with S. Blamire to have membership dues paid.

FOR YOUR  
INFORMATION

Inquiry from Jackie Gray regarding possible location shown in an old photo of railway construction.

Next Meeting: April 23, 2014 at 10 a.m.

The meeting adjourned at 12:05 pm.

  
Chair





THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

**To:** Council

**File No.:** 7930-02

**From:** Chief Administrative Officer

**Date:** May 12, 2014

**Subject:** The Courtenay & District Museum & Palaeontology Centre- HVAC Upgrade –Capital Budget 2014

### ISSUE:

The City will be proceeding with the Museum's HVAC Upgrade to a Heat Pump and DDC Control System.

This preliminarily approved capital expenditure is necessary to maintain the asset so the City can continue to support the operation of the Courtenay & District Museum and Palaeontology Centre which is a key component of the City's cultural programs and an integral cornerstone in Downtown Courtenay.

### BACKGROUND:

- The Museum currently relies on oil-fired boilers to provide heating to the building which has a higher greenhouse gas footprint than other conventional utilities.
- Utility costs associated with the use of an oil-fired boiler as the primary heat source have increased from \$9000 in 2007 to 15,000 in 2013.
- The Museum currently does not have acceptable control of the temperature and humidity levels in the various zones where the exhibitions and collections are located.
- In order to properly maintain the Museum collections and exhibitions, the Museum is required to maintain a stable level of humidity and temperature control as set out by the Canadian Conservation Institute and which is a generally accepted practice in the museum profession.

### KEY CONSIDERATIONS:

The City engaged Daniel Booy P. Eng., DipT., LEED A.P. of Altum Engineering Ltd to carry out a review of the existing HVAC system to identify the needs and issues the Museum was having with the existing system and provide recommendations for equipment replacement. Altum recommended the City add a modernized control system, a heat pump for primary heating and utilize the existing boilers to provide back-up heating. The existing electric cooling system was installed only 5 years ago and will be retained.

The HVAC Upgrade will result in lower utility costs for the facility and a reduction in the buildings carbon footprint and associated carbon taxes by changing the main energy source for heating the building from oil to electricity. The estimated annual utility costs will decrease from \$15,000 to \$7,000.

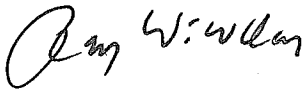
The collection and exhibits have been appraised at \$2.2 million over and above several type specimens which are irreplaceable and cannot be valued\*. The proposed changes to the HVAC system will provide the Museum the ability to store its collections and exhibits in a stable level of humidity and temperature and provide digital records of these values to satisfy the requirements of the Canadian Conservation Institute.

The existing boilers and piping system are in good condition and can serve as a backup heat source for an estimated 25 years. At the end of the useful life of the existing boilers they can be changed out with higher efficiency, natural gas-fired condensing boilers.

The approved capital budget for 2014 for this project is \$160,000 plus \$15,000 in professional engineering design fees. Approximately 10,000 was spent in 2013 for preliminary design. Construction drawings have been released for City review and the project will be release for tender on BC Bid in July 2014. The Project would be awarded August 2014 and work is anticipated to start September 2014 and will be completed in approximately two months.

*\*Valuation provided in a letter dated April 17, 2014 by the Courtenay & District Museum and Palaeontology Centre Executive Director, Deborah Griffith.*

Respectfully submitted

A handwritten signature in black ink, appearing to read "Randy Wiwchar". The signature is fluid and cursive, with the first name "Randy" and last name "Wiwchar" clearly distinguishable.

Randy Wiwchar  
Director of Community Services

THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2789

## A bylaw to amend Zoning Bylaw No. 2500, 2007

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 **“Zoning Amendment Bylaw No. 2789, 2014”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) by rezoning Lot A, District Lot 82, Comox District, Plan VIP57837 as shown in bold outline on Attachment A which is attached hereto and forms part of this bylaw, from Industrial Light (IL) to Industrial Two Zone (I-2).
  - (b) That Zoning Bylaw No. 2500, 2007, Schedule No. 8 be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 14<sup>th</sup> day of April, 2014

Read a second time this 14<sup>th</sup> day of April, 2014

Considered at a Public Hearing this 5<sup>th</sup> day of May , 2014

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2014

Finally passed and adopted this                      day of                      , 2014

Mayor

Director of Legislative Services



# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 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 5<sup>th</sup> day of May, 2014

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

Finally passed and adopted this      day of May, 2014

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Mayor

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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:

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

<b>Section 5 - Finance</b>	<b>Policy #</b> 1700.00.01
<b>Subject: Revenue and Tax Policy</b>	<b>Revision #</b>

## 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 &amp; 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

**SCHEDULE B**

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

2014 MUNICIPAL GENERAL & DEBT TAX REVENUE			2015 - 2018 BUDGETED MUNICIPAL GENERAL & DEBT TAX REVENUE								
Class	2013 Rate Multiple	2014 Municipal Tax Levy	% of Total Municipal Tax Levy	2015 Municipal Tax Levy	% of Total Municipal Tax Levy	2016 Municipal Tax Levy	% of Total Municipal Tax Levy	2017 Municipal Tax Levy	% of Total Municipal Tax Levy	2018 Municipal Tax Levy	% of Total Municipal Tax Levy
01 Residential	1.00 x	11,485,096	60.10%	11,772,281	60.35%	12,487,164	60.60%	13,165,750	60.85%	14,151,091	61.10%
02 Utilities	7.00 x	51,597	0.27%	52,668	0.27%	55,636	0.27%	58,418	0.27%	62,533	0.27%
04 Major Industry	3.90x	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
05 Light Industry	3.90x	63,063	0.33%	64,372	0.33%	67,999	0.33%	71,400	0.33%	76,430	0.33%
06 Business (Other)	2.80x	7,489,200	39.19%	7,595,901	38.94%	7,972,416	38.69%	8,317,033	38.44%	8,845,011	38.19%
08 Recreation Non Profit	1.00 x	15,288	0.08%	15,605	0.08%	16,485	0.08%	17,309	0.08%	18,528	0.08%
09 Farm	1.00 x	5,733	0.03%	5,852	0.03%	6,182	0.03%	6,491	0.03%	6,948	0.03%
		\$ 19,109,977	100.00%	\$ 19,506,680	100.00%	\$ 20,605,882	100.00%	\$ 21,636,401	100.00%	\$ 23,160,542	100.00%

**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
<b>Proposed Municipal Property Tax Increase</b>							
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%
<b>REVENUES</b>							
<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
	<b>223,058</b>		<b>223,058</b>	<b>210,058</b>	<b>210,058</b>	<b>210,058</b>	<b>210,058</b>
<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 - Graffiti 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
	<b>227,824</b>		<b>227,824</b>	<b>29,800</b>	<b>29,800</b>	<b>29,800</b>	<b>29,800</b>
<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
	<b>7,335</b>		<b>7,335</b>	<b>3,700</b>	<b>3,700</b>	<b>3,700</b>	<b>3,700</b>
<u>&gt;&gt; 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
	<b>106,823</b>		<b>106,823</b>	<b>88,750</b>	<b>88,750</b>	<b>88,750</b>	<b>88,750</b>
<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
	<b>5,842,517</b>		<b>5,842,517</b>	<b>4,207,009</b>	<b>4,011,348</b>	<b>3,859,799</b>	<b>3,897,577</b>
<b>TOTAL REVENUES</b>	<b>43,876,208</b>	<b>11,672,703</b>	<b>55,548,911</b>	<b>43,618,701</b>	<b>44,171,563</b>	<b>45,237,673</b>	<b>47,672,094</b>

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

SCHEDULE C

<u>DESC</u>	<b>2014 PROV BUDGET</b>	<i>change</i>	<b>2014 FINAL BUDGET</b>	<b>2015 PROJECTED BUDGET</b>	<b>2016 PROJECTED BUDGET</b>	<b>2017 PROJECTED BUDGET</b>	<b>2018 PROJECTED BUDGET</b>
<b>EXPENDITURE</b>							
<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 mngt)	85,300		85,300	75,300	75,700	130,700	100,700
	<b>2,744,244</b>		<b>2,744,244</b>	<b>2,771,639</b>	<b>2,754,826</b>	<b>2,837,162</b>	<b>2,834,907</b>
<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
	<b>8,689,455</b>		<b>8,651,236</b>	<b>9,048,603</b>	<b>9,313,455</b>	<b>9,416,250</b>	<b>9,795,160</b>
<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
	<b>4,315,503</b>		<b>4,315,503</b>	<b>4,068,757</b>	<b>4,116,374</b>	<b>4,174,872</b>	<b>4,224,269</b>
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
	<b>7,376,309</b>		<b>7,376,309</b>	<b>7,449,974</b>	<b>7,524,496</b>	<b>7,599,883</b>	<b>7,676,312</b>

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>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
	<u>8,302,899</u>		<u>20,013,821</u>	<u>8,385,328</u>	<u>8,468,582</u>	<u>8,552,667</u>	<u>8,637,594</u>
<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
	<u>2,073,580</u>		<u>2,073,580</u>	<u>2,553,670</u>	<u>2,120,709</u>	<u>2,120,709</u>	<u>4,458,423</u>
<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
	<u>127,000</u>		<u>127,000</u>	<u>128,270</u>	<u>129,553</u>	<u>130,848</u>	<u>132,157</u>
<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
	<u>6,415,146</u>		<u>6,415,146</u>	<u>5,179,327</u>	<u>5,534,327</u>	<u>5,979,186</u>	<u>5,251,434</u>
 TOTAL EXPENDITURE	 43,876,208	 11,672,703	 55,548,911	 43,618,701	 44,171,563	 45,237,674	 47,672,094
 INCREASE (DECREASE) IN FUND	 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
<b>REVENUE</b>						
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
<b>TOTAL REVENUE</b>	<b>7,112,030</b>	<b>7,112,030</b>	<b>5,767,883</b>	<b>5,892,806</b>	<b>6,015,645</b>	<b>6,115,077</b>
<b>EXPENSE</b>						
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
<b>INCREASE (DECREASE) IN WATER FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Water Operating Surplus</b>						
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
Increase	\$ 24	\$ 225	\$ 29	\$ 31	\$ 31	\$ 32
<b>REVENUE</b>						
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
<b>TOTAL REVENUE</b>	<b>6,213,865</b>	<b>6,213,865</b>	<b>5,532,461</b>	<b>5,863,316</b>	<b>6,213,756</b>	<b>6,680,693</b>
<b>EXPENSE</b>						
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
<b>INCREASE (DECREASE) IN SEWER FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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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	NW-Rec Equip									40,000
Cemetery	C 4	188,000									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	D6	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

PAGE#	2014 FINAL BUDGET	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
Public Works Yard	O 4	-			90,000						90,000
Airpark	O 5	-									0
Roads & Streets	O 6/7	38,319	22,286	Road Reserve	62,408		52,800	BL 2539/ 2681			215,000
Roads Paving	O 8	100,581			54,418			172,938	2681	125,000	466,000
Traffic Projects	O 9	14,057	55,900	NW - CWF	41,687	44,100	15,250	21,256	BL 2681		242,000
			22,337	Gaming Funds				22,663	CAP UNEXPENDED		
TOTAL OPERATIONAL SERVICES		340,512	100,523	0	640,712	44,100	68,050	276,618		125,000	1,844,601
FLEET MANAGEMENT											
Fleet Summary	F 1	-	525,000	M & E							525,000
TOTAL FLEET		-	525,000	0	0	0	0	0		0	525,000
TOTAL 2014		854,355	1,708,023	0	1,147,787	44,100	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  
2014 - 2018 FINANCIAL PLAN

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BUDGETED SOURCE OF FUNDS									
YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS AMOUNT NAME	RESERVE FOR F.E.	GOV'T GRANT	DCC RESERV 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
	<b>Total</b>		<b>75,000</b>	-	<b>75,000</b>	-	-	-	<b>75,000</b>
2015	Copier Admin/Finance		30,000	-	30,000 NW-OFF EQP				30,000
	<b>Total</b>		<b>30,000</b>	-	<b>30,000</b>	-	-	-	<b>30,000</b>
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
	<b>Total</b>		<b>18,000</b>	-	<b>18,000</b>	-	-	-	<b>18,000</b>
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
	<b>Total</b>		<b>18,000</b>	-	<b>18,000</b>	-	-	-	<b>18,000</b>
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
<b>P51</b>	<b>Total</b>		<b>27,000</b>	-	<b>27,000</b>	-	-	-	<b>27,000</b>

**CITY OF COURTENAY**  
**MANAGEMENT INFORMATION SYSTEMS (MIS)**  
**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.
					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
	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
	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
	<b>Total</b>		<b>515,000</b>	<b>-</b>	<b>460,000</b>	<b>-</b>	<b>55,000</b>
							<b>515,000</b>

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	Wi-Fi Remote tools GIS	6,000		6,000			6,000
	Network-annual	Network Upgrades	10,000		10,000			10,000
	Network-annual	PC Replacement Plan	52,000	-	52,000			52,000
	Network-annual	laptops/port replicators/tablets	15,000	-	15,000			15,000
	Network-annual	Off site Backup	5,000		5,000			5,000
	Network-annual	GIS Mapping	10,000		10,000			10,000
	Network	VoIP - to replace phone system - Phase 2	30,000		30,000			30,000
	Network s/w upgrade	ERP module - Convert FRX Report Writer to Management Reporter - old system will no longer be supported	30,000		30,000			30,000
	Network s/w upgrade	Class Recreation Program/Facility Booking	25,000		25,000			25,000
	2014 Initiative-con't	Document Management - Phase 2	25,000		25,000			25,000
	2014 Initiative-con't	Asset Management Development	30,000		30,000			30,000
	Initiative - new	Development App Software	130,000	-	130,000			130,000
	Initiative - new	E-Commerce	15,000		15,000			15,000
		Total	418,000	-	418,000	-	-	418,000
2016	Network-annual	Server replacement	35,000	-	35,000			35,000
	Network-annual	Network Upgrades	10,000		10,000			10,000
	Network-annual	PC Replacement Plan	52,000	-	52,000			52,000
	Network-annual	laptops/port replicators/tablets	15,000	-	15,000			15,000
	Network-annual	Off site Backup	5,000		5,000			5,000
P53	2014 Initiative-con't	Document Management	25,000		25,000			25,000

**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 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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2014-2018 FINANCIAL PLAN										
YEAR	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS					
					GENERAL REVENUE	RESERVE FUNDS		OTHER REV	NAME	TOTAL
					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

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 > \$50000 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

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	
	<b>Total</b>		<b>245,000</b>	<b>216,500</b>	-		-	<b>28,500</b>	-	-	-	<b>245,000</b>	
<b>2017</b>	Greenways paved upgrades		30,000	30,000								30,000	
	Tree program -new trees		15,000	4,313				10,688	pk71.25			15,000	
	Small equipment > \$5000 each		20,000	20,000								20,000	
	<b>Total</b>		<b>65,000</b>	<b>54,313</b>	-	-	-	<b>10,688</b>	-	-	-	<b>65,000</b>	
<b>2018</b>	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	
	<b>Total</b>		<b>110,000</b>	<b>95,750</b>	-	-	-	<b>14,250</b>	-	-	-	<b>110,000</b>	

BUDGETED SOURCE OF FUNDS													
YEAR	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE	
						AMOUNT	NAME			AMOUNT	NAME	AMOUNT	TOTAL
2014	Mural project		070-20-6-410-4110-94209	30,000	17,047			7,953				5,000	30,000
	Rails to trails/cycling phase 4	21ST-26TH	070-20-6-410-4110-95001	150,000	4,375	100,000	NW-CWF			35,625	pk 23.75	10,000	150,000
	<b>Total</b>			<b>180,000</b>	<b>21,422</b>	<b>100,000</b>	-	<b>7,953</b>	-	<b>35,625</b>	-	<b>15,000</b>	<b>180,000</b>
2015	Mural project			30,000	25,000							5,000	30,000
	Rails to trails/cycling phase 5	26-29th		150,000	29,375	75,000	NW-CWF			35,625	pk23.75	10,000	150,000
	<b>Total</b>			<b>180,000</b>	<b>54,375</b>	<b>75,000</b>	-	-	-	<b>35,625</b>	-	<b>15,000</b>	<b>180,000</b>
2016	Mural project			30,000	25,000							5,000	30,000
	Rails to trails phase 6	29th-fraser road		150,000	39,375	75,000	NW-CWF			35,625	pk23.75		150,000
	<b>Total</b>			<b>180,000</b>	<b>64,375</b>	<b>75,000</b>	-	-	-	<b>35,625</b>	-	<b>5,000</b>	<b>180,000</b>
2017	Mural project			30,000	25,000							5,000	30,000
	Rails to trails - phase 7	Fraser road - South Courtenay		125,000	75,313					29,688	pk23.75	20,000	125,000
	<b>Total</b>			<b>155,000</b>	<b>100,313</b>	-	-	-	-	<b>29,688</b>	-	<b>25,000</b>	<b>155,000</b>
2018	Mural project			30,000	25,000							5,000	30,000
	Rails to trails - phase 8	networks		100,000	76,250					23,750	pk23.75		100,000
	<b>Total</b>			<b>130,000</b>	<b>101,250</b>	-	-	-	-	<b>23,750</b>	-	<b>5,000</b>	<b>130,000</b>

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						DCC RESERVE	
				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.					
	Facility equipment-Filberg	070-20-6-400-4010-84050	20,000	-	20,000	NW-Recr Equip.					
	<b>Total</b>		<b>40,000</b>	-	<b>40,000</b>	-	-	-	-		
				-							
2015	Facility equipment-Lewis	070-20-6-400-4000-84001	20,000	-	20,000	NW-Recr Equip.					
	Facility equipment-Filberg	070-20-6-400-4010-84050	20,000	-	20,000	NW-Recr Equip.					
	<b>Total</b>		<b>40,000</b>	-	<b>40,000</b>	-	-	-	-		
				-							
2016	Facility equipment-Lewis	070-20-6-400-4000-84001	25,000	-	25,000	NW-Recr Equip.					
	Facility equipment-Filberg	070-20-6-400-4010-84050	25,000	-	25,000	NW-Recr Equip.					
	<b>Total</b>		<b>50,000</b>	-	<b>50,000</b>	-	-	-	-		
				-							
2017	Facility equipment-Lewis	070-20-6-400-4000-84001	25,000	-	25,000	NW-Recr Equip.					
	Facility equipment-Filberg	070-20-6-400-4010-84050	25,000	-	25,000	NW-Recr Equip.					
	<b>Total</b>		<b>50,000</b>	-	<b>50,000</b>	-	-	-	-		
				-							
2018	Facility equipment-Lewis	070-20-6-400-4000-84001	25,000	-	25,000	NW-Recr Equip.					
	Facility equipment-Filberg	070-20-6-400-4010-84050	25,000	-	25,000	NW-Recr Equip.					
	<b>Total</b>		<b>50,000</b>	-	<b>50,000</b>	-	-	-	-		
				-							
P59	Facility equipment-Lewis	070-20-6-400-4000-84001	25,000	-	25,000	NW-Recr Equip.					
	Facility equipment-Filberg	070-20-6-400-4010-84050	25,000	-	25,000	NW-Recr Equip.					
	<b>Total</b>		<b>50,000</b>	-	<b>50,000</b>	-	-	-	-		
				-							

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

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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 \$\$	
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

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
2014	CITY HALL	HVAC Replacement Contingency	010-20-6-230-2340-75556	20,000	20,000							
		Total		20,000	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



2014 - 2018 FINANCIAL PLAN															
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		TOTAL	
						AMOUNT	NAME			AMOUNT	NAME	AMOUNT	NAME		
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								DEBT		-	
		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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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
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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YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS							
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE
						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							MIA Risk Grant	10,000
		Total		373,000	140,000	-	-	40,000	80,000	108,000	5,000	-	373,000



BUDGETED SOURCE OF FUNDS													
YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	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

2014 - 2018 FINANCIAL PLAN													
YEAR	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS								TOTAL	
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	OTHER REV		CVRD C/FWD FUNDS	CVRD GRANT NEW FUNDS		
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	10,000	-					10,000	MIA Grant			10,000
	Infrastructure Assessment	070-20-6-400-4030-84174	15,000	-							7,415	7,585	15,000
	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

CITY OF COURTENAY  
PARKS / MARINA BUILDINGS  
2014 - 2018 FINANCIAL PLAN

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BUDGETED SOURCE OF FUNDS												
YEAR	PARK LOCATION	DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RSV AMOUNT	OTHER REVENUE		TOTAL
						AMOUNT	NAME			AMOUNT	NAME	
2014												
	Bill Moore	Lawn Bowling Addition Design	070-20-6-410-4203-79210	21,856	694			21,162				21,856
	Bill Moore	Lawn Bowling Addition possible grant \$25,000	070-20-6-410-4203-79212	145,000	50,000			75,000		20,000	Lawn Bowl Assoc	145,000
	Valley View	Valley View Replace lifting Flooring	070-20-6-410-4214-79211	15,000	-			15,000				15,000
	Valley View	Valley View Re-Siding	070-20-6-410-4214-79214	15,000	15,000							15,000
	Bill Moore	Field house exterior stair replacement (Wood to Metal)	070-20-6-410-4202-79215	16,000	16,000							16,000
		Total		212,856	81,694	-	-	111,162	-	20,000	-	212,856
2015												
	Lewis Park Washrooms	Addition Storage Room		20,000	20,000							20,000
		Total		20,000	20,000	-	-	-	-	-	-	20,000
2016												
2017												
2018												

CITY OF COURTENAY  
CULTURAL BUILDINGS  
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.	DCC RESERVE		OTHER REVENUE	
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME
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  
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
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 asbestos covered pipes & re-insulate	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	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	NO	BYLAW NO	AMOUNT	
		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	59,761	BL2539			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
		<b>TOTAL CG S</b>		<b>225,000</b>	<b>44,027</b>	-	-	<b>81,126</b>	-	<b>40,086</b>	-	<b>59,761</b>	-	-	-	<b>225,000</b>
		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	Tsolium 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
		<b>TOTAL STORM DRAINAGE</b>		<b>606,601</b>	<b>143,528</b>	-	-	<b>311,073</b>	-	<b>152,000</b>	-	-	-	-	-	<b>606,601</b>
		PUBLIC WORKS YARD														
O-4	PWY	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	RESERVE FUNDS		RSV for FE	GOV'T GRANT	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE	
					AMOUNT	NAME			AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	NAME
O-4	PWY	Vehicle Exhaust System - upgrade	030-20-6-300-3000-86205	15,000	-		15,000							
		<b>TOTAL PUBLIC WORKS YARD</b>		<b>90,000</b>	-	-	<b>90,000</b>	-	-	-	-	-	-	<b>90,000</b>
		<b>ROADS AND STREETS</b>												
O-6	MJR	Willemar at 26th St - DESIGN	030-20-6-310-3120-71793	55,000	-		9,138		13,062	D2375			32,800	Viewland Dev Corp 3320-20-10611 005-11-4-055-0550
O-6	MJR	Crown Isle - Lerwick Phase 2 (Uplands MHP to Malahat) 2014 Design only	030-20-6-310-3120-71795	80,000	38,319		2,681		19,000	D2375			20,000	Dev Contrib 005-11-4-055-0550 06541
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	-	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
		<b>TOTAL ROADS AND STREETS</b>		<b>215,000</b>	<b>38,319</b>	<b>22,286</b>	<b>62,408</b>	<b>0</b>	<b>39,187</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,800</b>	<b>0</b>
		<b>PAVING</b>												
O-8	PAV	Paving Reinstatement after water & sewer rehab works	030-20-6-310-3120-86901	125,000	-								125,000	W/S
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	NAME	AMOUNT
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	15,000	-			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		
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		
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				
		TOTAL CGS		310,613	(0)	8,111	-	-	-	2,526	-	299,976	-	-	-

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, McLauchlin 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	Dev Contrib 005-11-4-055-0550 06541	347,000	
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 Pl - Design	030-20-6-310-3120-71796	50,000	1,018			48,982								50,000	
O-7	SRE	Anderton Ave. Reconstruct Phase 2 (includes CG502) (ON HOLD Pending KFN discussions)	030-20-6-310-3120-86808	602,400	-						143,071	R2375	262,500	BL 2539	137,250	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	325,725	0	137,250	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		DCC RESERVE		DEBT PROCEEDS			OTHER REVENUE		TOTAL
					REVENUE	AMOUNT	AMOUNT	NAME		GRANT	AMOUNT	AMOUNT	%	AMOUNT	NO	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	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

**PAGE F-1**

G:\FINANCE\Budget\Budgets\2014\2014 Final and Revised Budget\2014 Cap - F-1 Fleet FINAL

WATER CAPITAL FUND  
2014-2018 Financial Plan

2014-2016 Financial Plan

DESCRIPTION OF WORK	GL ACCT #	2014 FINAL	BUDGETED SOURCE OF FUNDS								
			OPERATING CONTRIB	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE	
				AMOUNT	NAME			AMOUNT	NAME		
2014 PROJECTS											TOTAL
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
Meter Reading System - replace outdated software	040-40-6-340-0000-87544	35,000	-			35,000					35,000

**WATER CAPITAL FUND**  
**2014-2018 Financial Plan**

**SCHEDULE G**

BUDGETED SOURCE OF FUNDS												
DESCRIPTION OF WORK	GL ACCT #	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	30,000
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			215,000
Vanier Drive -Water Main Replacement	040-40-6-340-0000-87546	110,000	110,000									110,000
2nd Street (Cliffe to England Ave) Main replacement	040-40-6-340-0000-87547	105,000	105,000									105,000
12th Street (Stewart to Urquart Ave) Main replace	040-40-6-340-0000-87548	50,000	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									100,000
Total 2014 Capital Plan		1,323,000	667,660	2,750	-	543,265	-	79,325	-	30,000	-	1,323,000
CAPITAL PROJECTS - 2015 Forward												
SWWD Changeover - construction	040-40-6-340-0000-87542	800,000	265,000			426,131				108,869	BL 2440 Unexpended	800,000
SWWD Changeover - CVRD CICC's	040-40-6-340-0000-87543	340,000	-			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	Tile 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			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 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	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
P			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**

**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	NAME	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	040-80-6-350-0000-88058	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	5513	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" S 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

2014	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
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									1,165,000
Transfer from Operating Fund						50,000		255,000	100,000	555,000	4,500			180,000	90,000	30,000	964,500
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	68,692
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

SCHEDULE I

Sewer Fund Reserves

PAGE 3 OF 3

2014 Reserve Fund Summary - Anticipated Position

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

Interest used to calc earnings 0.50%

## City of Courtenay

## SCHEDULE I

## Sewer Fund Reserves

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							
Transfer from Operating Fund				20,000	75,000	100,000	100,000
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%

2014 Reserve Fund Summary - Anticipated Position									
2014	Surplus	Capital Funds		Unexpended		Machinery &		Water DCC	
		C/Fwd	Borrowing	Capital	Efficiency	Equipment Reserve	Funds	Funds	Total
Dec 31, 2013 bal fwd	1,006,472	1,174,396	108,869	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	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	108,869	1,490,807	190,392	377,654		3,423,484

Interest used to calc earnings

0.50%



2014	New Works Reserve BL 1835					DCC Reserves										Total	
	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
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		255,000	100,000	555,000	4,500			180,000	90,000	30,000	1,165,000
Transfer from Operating Fund																	
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	68,692
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)							(1,995,867)
Budgeted Use - Gen Capital		(1,147,787)	(22,337)	(539,618)		(160,000)	(155,900)	(710,286)				(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  
Host Community Gaming Funds  
2014-2018 Financial Plan

SCHEDULE J

DESC	2014 BUDGET	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET
<b>REVENUE</b>					
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
<b>EXPENSE</b>					
> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 5<sup>th</sup> day of May, 2014

Read a third time this 5<sup>th</sup> day of May, 2014

Finally passed and adopted this       day of May, 2014

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Mayor

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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

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Development Process Review

**File No.:** 3030-00-1401

**Date:** May 12, 2014

### PURPOSE:

The purpose of this report is to consider amendments to the *Development Applications Procedure Bylaw No. 2699, 2012* and associated administrative processes.

### CAO RECOMMENDATIONS:

That based on the May 12, 2014 staff report "Development Process Review", Council approve OPTION 1 and direct staff to prepare amendments to the *Development Applications Procedure Bylaw* and implement the associated changes to administrative processes.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

*Development Applications Procedure Bylaw No. 2699, 2012* was adopted by Council in September 2012. Some of the changes it introduced include: pre-application meetings, clarity around financial security, early public engagement for development applications, time limits on the referral process, additional delegation powers to the Director of Development Services, and an expedited notification process for development variance permits.

In the Council Strategic Priorities Chart, Council's number one priority for Planning and Development is to review the Development Process. In accordance with this direction Staff has reviewed the procedure bylaw and our administrative processes resulting in a number of suggested changes. The changes being proposed are intended to:

1. Update the newly adopted bylaw now that staff have worked with it for the last 18 months; and
2. Make recommendations on what additional process changes can be made to expedite, and add clarity and consistency to the development process.

Some of the changes will be implemented through amendments to the procedures bylaw, while others are more administrative in nature and will be done through changes to application forms, hand-outs or other bylaws.

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## DISCUSSION:

The following table summarizes the proposed changes. Items 1(a) – 1(h) will be included in an amended procedures bylaw to be brought forward in June. The remaining items will be implemented throughout the remainder of the year as administrative changes to application forms and guides. The new engineering design standards will be brought forward by the Engineering Division at a later date.

<b>1 GOAL: EXPEDITE</b>			
	<b>Application</b>	<b>Current Practice</b>	<b>Proposed Change</b>
a)	Development Permits (DP)	Minor applications to Director, Major applications to Council.	All applications to Director for approval (unless there is a variance)
b)	Duplex DPs	Circulate for 3 weeks for comment	Do not circulate approved by Director
c)	Façade DPs	Director only if less than 465m2	All to director no circulation
d)	Addition DPs	Director only if less than 465m2	All to director no circulation (unless there is a variance)
e)	Amendments to DPs	Minor applications to Director	All to director no circulation (unless there is a variance )
f)	Sign Variance	Circulate for 3 weeks	Do not circulate
g)	Secondary Suites	Circulate for 3 weeks	Do not circulate
h)	Limit developers to 2 pre application meetings	No Limit	Limit to 2 meetings to save staff resources to focus on paid applications
i)	Create DP checklist to assist in review and approval		
j)	Better use of development review meetings.		
<b>2 GOAL: CLARITY &amp; CONSISTENCY</b>			
a)	Adopt new engineering design standards		
b)	Develop general TOR for various studies		
c)	Provide list of studies and triggers/level of detail		
d)	Improve and develop new guidebooks for applications		
e)	Better use of development review meetings		

## DELEGATION OF DEVELOPMENT PERMITS

In accordance with the provisions of Section 154 of the *Community Charter* Council may delegate its authority to issue development permits to another person. Presently Council has delegated “minor” and environmental development permits to the Director of Development Services. Expanding this authority to all development permit applications (without a variance) will result in quicker processing of applications. Under current practice after staff complete a review of an application a report is prepared for the next Council meeting. In most cases these reports are completed on the Wednesday or Thursday prior to the Council meeting. With an expanded approving authority the Director of Development Services will be able to approve the permit the same day (subject to availability). This will reduce the average processing time by a minimum of 3 business days. If completion of the report falls on the week of a Committee of the Whole meeting or during the reduced summer Council schedule greater time savings are possible.

In addition to time savings for the applicant this change will free up time on the Council agenda to deal with other issues and CAO and Legislative Service department staff time associated with the review and preparation of agenda items. Delegation of Development Permits is a common practice.

### **REDUCE CIRCULATION REQUIREMENTS**

The current development procedures bylaw requires that all applications be circulated for a three week period to get feedback from other departments or agencies. Staff proposes that the following "minor" development permits be exempt from circulation if there are no variances: duplexes; façade improvements; additions and amendments of existing permit. Additionally, staff propose that applications for sign variances and secondary suite rezoning be exempt from circulation. This change will result in a time saving of up to a three weeks on the average application.

For these applications the issues that come up in circulation are mostly related to site servicing that are typically addressed at the time of building permit and are often not related to the form and character of a building or zoning in the case of a suite. Accordingly, in lieu of circulating the files to the Engineering Division for comment, generic comments will be provided advising the applicant to consult with their Civil Engineer or contact Engineering Staff to determine servicing constraints that may need to be addressed at building permit.

It is important to note that even with removal of the formal three week circulation there will be cases where planning staff need to consult with members of other departments. Where an application for a building addition has the potential to impact environmentally sensitive lands or where an application to amend a DP changes access locations and servicing needs are examples where consultation would be required. It's expected that planning staff will be able to conduct these reviews informally but will explore the option of creating a development review group to assist in the process.

Staff used this fast track circulation approach on the façade improvement of 777 Fitzgerald Ave and the application was approved by Council five business days after it was made. In this case the applicant had a pre-application meeting with staff and a complete application with all requirements satisfied was submitted. If development permit applications are delegated to the Director of Development Services a greater time savings could be realised.

### **DP CHECKLIST**

Development permits are a discretionary tool that gives Council or the delegated approving authority a certain level of flexibility when considering the issuance of a permit. They do not, however, allow the same broad discretion and negotiation available in consideration of rezoning or development variance permits. In this regard a DP must be issued if the plans submitted are consistent with the relevant zoning and development permit guidelines. In refusing a permit, Council or the approving authority must identify the particulars of the guideline (or zoning bylaw) not being met so that the applicant can modify their plans and obtain approval. Although not all guidelines are relevant in all circumstances, it is the responsibility of the applicant to demonstrate how they meet them, or provide an explanation of why a particular guideline is not relevant.

While applicants have been required to provide a summary of compliance with DP guidelines for some time, this summary is rarely submitted in a detailed manner. In many instances it is clear the applicant has not reviewed the development permit guidelines prior to submitting an application or they have simply chosen to ignore them. As a result staff often identify deficiencies in design that require reconsideration by the applicant which leads to frustration, delays and increased staff time to process the application.

When implemented, all applications for development permit must be submitted with a completed checklist. If an application is submitted without one, the application will be considered incomplete and returned to the applicant. The goal of the checklist is twofold. First, it is hoped that requiring applicants to review the guidelines prior to submitting their application will lead to design consistent with the development permit requirements. The second goal is to assist staff and the approving authority review compliance with the guidelines and understanding the rationale of applicants when the guidelines have not been met. This should lead to quicker review of development permit applications, in addition to identifying guidelines that need revision if they are found to be inapplicable in the majority of applications.

#### **LIMIT NUMBER OF PRE-APPLICATION MEETINGS**

Pre-application meetings are an important part of the development process. These meetings are intended to assist an applicant by identifying significant concerns or issues with a proposal early in the process. Although not detailed reviews, they provide City staff the opportunity to give guidance on issues ranging from zoning compliance, civil infrastructure constraints, building code concerns and application submission requirements. For most applicants a single meeting is sufficient to get them on track, however others try to use them to obtain guarantees of approval and request numerous meetings to review minor design changes or attempt to get staff to design their projects for them. Oftentimes the repeated meetings are required because the applicant fails to follow basic zoning and/or development permit guidelines. In several cases after many meetings an application is never submitted.

Generally pre-application meetings lead to a better application and quicker processing. Notwithstanding this, repeated meetings with the same person takes limited and valuable staff time away from those who have submitted applications. Accordingly staff recommends limiting the number of pre-application meetings on the same project to two.

#### **BETTER UTILISE PRE-APPLICATION MEETINGS**

With the adoption of the current procedures bylaw in 2012 staff attempted to formalise the pre-application meeting process. In this regard, a bi-weekly time slot was scheduled to ensure staff were available and potential applicants are advised during initial discussion to arrange to attend one of the meetings. While there was some early uptake and utilisation, the process has since reverted back to an ad-hoc format. Although the ad-hoc format is working and meetings are scheduled in a timely manner there may be an opportunity to rethink the role and format of these meetings in a few ways.

First, the participation and level of feedback provided can be expanded. In most instances these meetings are geared toward feedback from planning and engineering staff. Many other communities successfully integrate good participation from building, fire, operations and parks staff. Although it is a balance

between staff resources/time and what is ultimately the requirement of the applicant, the building department could provide a quick overview of a proposal related to BC Building Code requirements, for example. This doesn't need to be a detailed review but general feedback such as ensuring the applicant reviews limiting distance where a proposal is close to the property line, advising of changes to building code that may impact the proposal or outlining general requirements for separation of uses or units would provide an early "heads up". Additionally, the fire department could comment on the preferred location of site access, parking lot layout and fire department connections to ensure emergency services operate efficiently. Parks staff could comment on proposed landscaping and boulevard treatments or concerns with areas proposed for park dedication as other examples.

Secondly, as discussed in the section above on reducing circulation requirements, City staff could use this time slot to review active applications as a group when there are no applicants in attendance. These meetings would help to ensure all departments involved are coordinated in referral responses and that clear requirements are provided to applicants at the end of the review period.

#### **ADOPT NEW WORKS AND SERVICES DESIGN STANDARDS**

Pursuant to Section 938 of the *Local Government Act* a local government may by bylaw require and regulate the provision of works and services in respect of the subdivision of land. Such bylaws may:

- a) regulate and prescribe minimum standards for the dimensions, locations, alignment and gradient of highways in connection with subdivisions of land;
- b) require that, within a subdivision, highways, sidewalks, boulevards, boulevard crossings, transit bays, street lighting or underground wiring be provided, and be located and constructed in accordance with the standards established by the bylaw;
- c) require that, within a subdivision, a water distribution system, a fire hydrant system, a sewage collection system, a sewage disposal system, a drainage collection system or a drainage disposal system be provided, located and constructed in accordance with the standards established in the bylaw.

While the section noted above speaks to the subdivision of land the legislation clarifies in subsections 6 and 7 that:

*(6) As a condition of*

*(a) the approval of a subdivision, or*

*(b) the issue of a building permit,*

*a local government may require that the owner of the land provide works and services, in accordance with the standards established in a bylaw under this section, on that portion of a highway immediately adjacent to the site being subdivided or developed, up to the centre line of the highway.*

*(7) As a condition of the issue of a building permit, a local government may require that the owner of the land provide, on the site being developed, works and services in accordance with the standards established in a bylaw under this section.*

With the exception of a Council approved development variance permit, the standards set in the bylaw must be adhered to. As a result, works and services requirements become clear and consistent and an applicant will be able to understand the expected civil infrastructure improvements (onsite and offsite) prior to staff review of an application. In addition to typical road cross sections and other requirements, these bylaws often set the standards or terms of reference for stormwater management, sanitary sewer and water systems. With clear performance targets applicants will be better able to prepare the studies required at various phases of development.

As previously noted, the development of a works and services bylaw is included in the strategic priorities for the Engineering Division who are currently in the process of selecting a consultant to undertake the work.

#### **TERMS OF REFERENCE FOR STUDIES AND TRIGGERS FOR SUBMITTING THEM**

One of the things staff hears regularly from the development community is that they do not want to provide detailed studies at rezoning. The preference is to submit drafts or high level overviews and leave the detailed information to future stages such as DP, subdivision or building permit. This is not an unusual request and is somewhat understandable because of the risk associated with zoning approvals. That said, there needs to be a balance of the expectations in the process following rezoning.

For example, applications for land being rezoned with the intent of eventual fee simple subdivision often include a proposed subdivision plan. This plan is scrutinised by staff during the zoning review and changes often result based on such things as riparian zones or other environmentally sensitive features, park dedication, neighbourhood input, and desired neighbourhood character. Although the aforementioned items are relatively easy to address, when it comes to site servicing such as infrastructure design and the location of stormwater management facilities it can become difficult to comment with certainty in the absence of detailed studies and design. As a result, at the time of subdivision, further design changes and a reduced density are possible outcomes. When this happens applicants may become frustrated feeling the layout that was "approved" at zoning has been improperly changed and they have lost lots they felt were previously "approved".

To this end staff has attempted to accommodate the lack of detail by including language in covenants at the time of rezoning outlining the draft nature of the subdivision plan and the need for detailed studies. It is hoped that through this process it is clear the layout is not approved and subject to change. It is important to note that when an application defers detailed review it often results in delays and addition staff time at the time of subdivision.

In addition to concerns with the level of detail required, applicants would also like to know prior to submitting an application what studies are required. While this may seem like a simple task it has proven to be challenging. The reason for this is each development proposal comes with its own set of unique

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circumstances as we are often dealing with complex properties. For example, is there increased density that necessitates a traffic impact study? Do environmental features warrant protection or enhanced stormwater management techniques? Does the proposal have the potential to create high noise levels? Are there known geotechnical constraints in an area? Until these sorts of questions are known and there is an idea of the degree to which they impact the proposal and community, staff can't provide certainty on the types of studies required. Furthermore, in some cases concerns with a site are identified through the referral process leading to the need for a more detailed study. Staff have not found any communities that are providing this level of certainty.

Understanding this challenge Planning and Engineering staff will develop a list of the basic servicing studies required for all applications. Additionally, staff will develop a terms of reference for various studies that will outline the expected level of detail depending on the nature of development and the type of application. Continuing to encourage applicants to meet with staff prior to submitting an application will also allow a preliminary review and give staff the opportunity to advise on submission requirements early. In all cases it is expected that following the referral process staff will be able to provide a complete list of outstanding requirements for the application to move forward.

Notwithstanding the above, with regard to the subdivision of land it is important to note that while Council approves the zoning of properties and has the authority to request impact studies through the application process, the approving officer approves the subdivision of land and operates independent of City Council guided by provincial legislation, municipal bylaws and standards while ensuring subdivisions consider the public's interest. As such, the ultimate layout and approval is at the discretion of the approving officer. In exercising this discretion, Section 86 of the *Land Title Act* gives an approving officer the authority to require and examine (or have examined) reports related to the subdivision. These reports could be in addition to those provided at an earlier stage of development or be updates to existing reports when time has passed or conditions have changed. That said, in practice, where the approving officer is part of the development review team they will have reviewed the reports through the zoning process, and where sufficient detail is provided they will often rely on that information. However, an approving officer is clearly within their right to request and scrutinize plans or studies beyond the zoning stage at his or hers sole discretion.

#### **UPDATED GUIDEBOOKS**

Ultimately the staff time spent on an application and consequently the turnaround time is dependent on the quality of the submission. Incomplete applications, those with outdated or scant studies and those that don't follow zoning or development permit requirements result in the greatest delays for applicants. While the onus is on the applicant to understand the requirements and submit proper materials, the City can assist them by providing clarity of expectations. One way to do this is through the use of guidebooks. To this end, staff will review the application forms and where necessary develop guidebooks that outline the process and as much as possible the requirements and terms of reference for studies at various stages in the development process. With these guidebooks it is hoped applicants will be better able to submit complete applications that meet the needs of staff to review their application in a timely fashion.

### **FINANCIAL IMPLICATIONS:**

Staff will be bringing forward an amendment to the fees bylaw following approval of the development application procedures bylaw to adjust (in most cases reduce) the fees in accordance with the new procedures.

### **ADMINISTRATIVE IMPLICATIONS:**

It is hoped the proposed changes to the procedures bylaw and the administrative changes outlined in this report will reduce not only the approval time for an application but also reduce the staff time that goes into the review. It will also free up Council agendas to allow for consideration of other matters of municipal importance.

### **STRATEGIC PLAN REFERENCE:**

In the Council Strategic Priorities Chart, Council's number one priority for Planning and Development is to review the Development Process.

### **OFFICIAL COMMUNITY PLAN REFERENCE:**

NA

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

NA

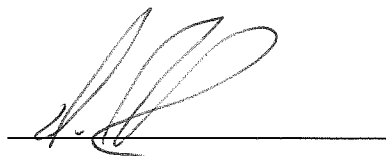
### **CITIZEN/PUBLIC ENGAGEMENT:**

Staff will make the proposed changes to the development application procedures bylaw available on the City website for public review prior to final Council consideration.

### **OPTIONS:**

- OPTION 1:** Direct staff to prepare amendments to *Development Applications Procedure Bylaw No. 2699, 2012* and the associated administrative processes as outlined in this report;  
**(Recommended)**
- OPTION 2:** Direct staff to implement some of the recommendations outlined or add additional changes;
- OPTION 3:** Direct staff to not proceed.

Prepared by:



Ian Buck, MCIP, RPP  
Manager of Planning



Peter Crawford, MCIP, RPP  
Director of Development Services