

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

DATE: Monday, June 16, 2014
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt June 9, 2014 Regular Council Meeting Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS

Pg #

(a) Community Services

(b) CAO and Legislative Services

(c) Development Services

- 1 1. Development Application Procedures Bylaw No. 2790

(d) Financial Services

- 5 2. DCBIA 2013 Financial Statements

- 17 3. 2013 SCIF Traffic Fine Revenue Share Funds

- 21 4. Financial Information Act-2013 Statement of Financial Information

- 55 5. 2015/16 RCMP Policing Contract Expenditure Cap

- 81 6. Community Works Fund (2014-2024 Gas Tax) Renewal Agreement

(e) Engineering and Operations

- 85 7. Canada Day, July 1st – Temporary Closure of Fifth Street

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS
FROM COMMITTEES**

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held June 16, 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.
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 89 1. UBCM Convention – CSCD Minister’s Meeting Schedule

12.00 BYLAWS

For First, Second and Third Reading

- 91 1. “Development Application Procedures Bylaw No. 2790, 2014”
- 125 2. “Financial Plan Amendment Bylaw No. 2791, 2014 to the 2014-2018 Financial Plan Bylaw No. 2785, 2014” (to include a capital budget of \$2.4M for the training grounds)

13.00 ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: Development Application Procedures Bylaw No. 2790, 2014

File No.: 3030-00-1402

Date: June 16, 2014

PURPOSE:

The purpose of this report is to consider a new *Development Application Procedures Bylaw* that incorporates the changes outlined at the May 12, 2014 regular Council meeting.

CAO RECOMMENDATIONS:

That in accordance with the June 16, 2014 staff report "Development Application Procedures Bylaw No. 2790, 2014", Council approve OPTION 1 and give Bylaw 2790, 2014 First, Second and Third Readings.

That Council direct staff to bring Bylaw 2790, 2014 back for final consideration at the July 7th, 2014 regular Council meeting.

Respectfully submitted,

T. Manthey, Deputy CAO for

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At the May 12, 2014 regular Council meeting staff presented a report outlining a number of proposed changes to the development procedures bylaw and administrative processes with the goal of finding ways to expedite and add clarity and consistency to the development process. This report brings forward the bylaw amendments staff was directed to draft. The associated administrative changes discussed at the May 12th meeting will be implemented over the remainder of the year.

DISCUSSION:

The proposed changes were discussed in detail in the May 12th report "Development Process Review". Based on Council direction, this report brings forward the proposed bylaw amendments to implement the proposed changes. The substantive changes to the bylaw are outlined in the table below highlighting the specific sections of the bylaw that are being amended. Not included in the table are minor fixes to grammar, spelling and modification to existing clauses to add clarity.

Major Changes to Development Application Procedures Bylaw		
a)	Section 5.5 b)	Added a clause to allow a single application for development by the same applicant on multiple adjoining lots.
b)	Section 6.4 b)	Added a clause to clarify that the City will not accept studies or reports older than one year without a covering letter from the author certifying that the conditions and findings of the study have not changed.
c)	Section 8.4	Removed the requirement to place notice in the paper for Public Information Meetings. – <i>(The meetings are intended for the neighbourhood and notices are mailed to neighbouring property owners making a notice in the paper redundant and costly.)</i>
d)	Section 9.2	Added clause to provide exemptions from the formal referral process for duplex, façade improvements, additions or amendments to development permits, and for sign variance applications and secondary suite rezonings.
e)	Section 11.3	Changed the timing of acceptance of written submissions by the public for Development Variance Permits and Temporary Use Permits from two working days prior to the Council meeting the start of the Council meeting where the item is being considered.
f)	Section 13.2	Added a clause to clarify the expiry of applications that have been inactive for a period of one year after written request to submit outstanding items.
g)	Section 15.1 e)	Consolidated into one clause the delegation of issuance or amendment of all form and character development permits to the Director of Development Services.
h)	Section 15.1 h)	Modified clause to delegate the authority to renew all development permits to the Director of Development Services.
i)	Section 17	Added clause to limit applicants to 2 pre-application meeting per proposal.
j)	Schedules	Modified clause in each section to encourage the applicant to attend the Council meeting at which applications are being considered to answer questions as necessary.

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.

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

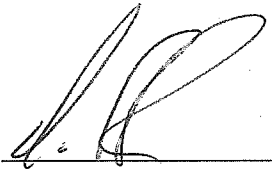
CITIZEN/PUBLIC ENGAGEMENT:

Staff will post a copy of the bylaw and the May 12th and June 16th staff reports on the City website for public review prior to final Council consideration.


OPTIONS:

- OPTION 1:** Give Bylaw 2790, 2014 First, Second and Third Readings; **(Recommended)**
OPTION 2: Defer consideration of Bylaw 2790, 2014 pending additional changes or modifications;
OPTION 3: Reject Bylaw 2790, 2014.

Prepared by:

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

Ian Buck, MCIP, RPP
Manager of Planning

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

Peter Crawford, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

To: Council

File No.: 1971-20

From: Chief Administrative Officer

Date: June 16, 2014

Subject: Downtown Courtenay Business Improvement Association – 2013 Financial Statements

PURPOSE:

The purpose of this report is to receive the Downtown Courtenay Business Improvement Association (DCBIA) 2013 Financial Statements.

POLICY ANALYSIS:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 was established for the purpose of funding a business promotion scheme for the downtown as well as to raise the funds through a tax levy which is specific to the defined area of the DCBIA. Section 10 of the bylaw requires that the DCBIA submit their annual financial statements to the City.

EXECUTIVE SUMMARY:

For their 2013 operating year, Council approved a budget of \$60,000 for the DCBIA. Their financial statements for that same year have been submitted and are attached for Council's review and receipt.

CAO RECOMMENDATIONS:

That based on the June 16, 2014 staff report "Downtown Courtenay Business Improvement Association – 2013 Financial Statements", Council approve OPTION 1 and receive the DCBIA 2013 Financial Statements.

Respectfully submitted,

for David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Bylaw No. 2264, 2002 was established for the purpose of annually funding a business promotion scheme for the Downtown Courtenay Business Improvement Area. As per Section 10 of the establishing bylaw, the DCBIA must submit their annual financial statements.

DISCUSSION:

Attached for Council's review and receipt are the Downtown Courtenay Business Improvement Association for the year ended December 31, 2013.

Staff direct Council's attention to two changes from the 2012 operational year. First, that the BIA's cash balance has been reduced from 2012, and second, that there is a significant increase in the amount spent on "infrastructure". The reduced cash balance is the direct result of an intentional focus on spending the funds held, and the increase in spending on "infrastructure" is reflective the new grants program available to BIA members for the exterior painting of their buildings. Most recently, the McConochie building was totally repainted.

ADMINISTRATIVE IMPLICATIONS:

There is minimal administrative impact in dealing with the DCBIA annual financial statements.

STRATEGIC PLAN REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

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

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

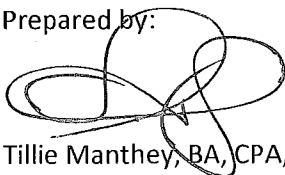
Public engagement on this matter is not required.

OPTIONS:

OPTION 1: That Council receive the Downtown Courtenay Business Improvement Association 2013 Financial Statements. (recommended)

OPTION 2: That Council does not receive the statements.

Prepared by:



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

Attch: DCBIA, 2013 Financial Statements

DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Financial Statements

Year Ended December 31, 2013

(Unaudited)



DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Index to Financial Statements

Year Ended December 31, 2013

(Unaudited)

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Certified General Accountants

REVIEW ENGAGEMENT REPORT

To the Members of Downtown Courtenay Business Improvement Association

We have reviewed the statement of financial position of Downtown Courtenay Business Improvement Association as at December 31, 2013 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the association.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Courtenay, British Columbia

April 10, 2014


CERTIFIED GENERAL ACCOUNTANTS

DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Statement of Financial Position

December 31, 2013

(Unaudited)

	2013	2012
ASSETS		
Cash	\$ 35,735	\$ 2,668
Term deposits	-	50,650
Goods and services tax recoverable	1,678	5,061
Prepaid expenses	2,550	2,308
	<u>\$ 39,963</u>	<u>\$ 60,687</u>
LIABILITIES		
Accounts payable	\$ 7,187	\$ 7,408
NET ASSETS		
Unrestricted fund	32,776	53,279
	<u>\$ 39,963</u>	<u>\$ 60,687</u>

APPROVED ON BEHALF OF THE BOARD

Member

Member

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

DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Statement of Revenues and Expenditures

Year Ended December 31, 2013

(Unaudited)

	2013	2012
REVENUE		
Municipal fees	\$ 60,000	\$ 60,000
Memberships, vendor & other income	14,462	17,033
	<u>74,462</u>	<u>77,033</u>
EXPENSES		
Co-ordinator	19,250	20,000
Events	29,439	20,854
Infrastructure	20,518	747
Insurance	2,922	3,091
Interest and bank charges	214	79
Marketing	14,128	47,750
Meetings and conventions	2,519	-
Memberships and dues	443	1,030
Office	2,257	3,492
Professional fees	3,275	3,225
	<u>94,965</u>	<u>100,268</u>
DEFICIENCY OF REVENUE OVER EXPENSES	<u>\$ (20,503)</u>	<u>\$ (23,235)</u>

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

DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Statement of Changes in Net Assets

Year Ended December 31, 2013

(Unaudited)

	2013	2012
UNRESTRICTED NET ASSETS - BEGINNING OF YEAR	\$ 53,279	\$ 76,514
Deficiency of revenue over expenses	<u>(20,503)</u>	<u>(23,235)</u>
UNRESTRICTED NET ASSETS - END OF YEAR	<u>\$ 32,776</u>	<u>\$ 53,279</u>

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

DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Statement of Cash Flows

Year Ended December 31, 2013

(Unaudited)

	2013	2012
OPERATING ACTIVITIES		
Cash received from City of Courtenay	\$ 60,000	\$ 60,000
Cash received from other sources	14,462	17,033
Cash paid to suppliers and employees	(95,215)	(106,194)
Interest paid	(213)	(79)
Goods and services tax	3,383	(2,580)
DECREASE IN CASH FLOW	(17,583)	(31,820)
Cash - beginning of year	53,318	85,138
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 35,735	\$ 53,318
CASH CONSISTS OF:		
Cash	\$ 35,735	\$ 2,668
Term deposits	-	50,650
	\$ 35,735	\$ 53,318

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

DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2013

(Unaudited)

1. PURPOSE

Downtown Courtenay Business Improvement Association (the "association") is incorporated under the Society Act of British Columbia on October 31, 1995. The purpose of the Association is to provide leadership in the business community to ensure that the Downtown Courtenay Business Improvement Area continues to be a vibrant and responsive area meeting the needs of its members and the public, and that the Association remains on the leading edge of change.

2. SIGNIFICANT ACCOUNTING POLICIES

Revenue recognition

Downtown Courtenay Business Improvement Association follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Capital Assets

The Association follows the policy of expensing capital assets when they are acquired. There were no capital assets acquired during the year.

Financial instruments policy

The financial instruments of the Association consist of cash, short term investments, receivables, prepaid expenses and payables. In accordance with the Canadian Institute of Chartered Accountants (CICA) Handbook, these financial instruments are measured at their fair value.

Interest income is reported in net income.

3. FINANCIAL INSTRUMENTS

Currency risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The association is not exposed to foreign exchange risk because it has no financial assets nor liabilities denominated in foreign currencies.

(continues)

DOWNTOWN COURTENAY BUSINESS IMPROVEMENT ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2013

(Unaudited)

3. FINANCIAL INSTRUMENTS *(continued)*

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The association is not exposed to interest rate risk because it has no outstanding loan terms.

4. INVESTMENTS

Investments consist of guaranteed investment certificates (GIC) and accrued interest. The GIC's were fully redeemed during the year.

5. NET ASSETS

According to the Association's Act of Incorporation, any surplus derived from carrying on the affairs and business of the Association shall be devoted and applied solely in promoting and carrying out its objectives and purpose, and shall not be divided among its members.

6. ECONOMIC DEPENDENCE

The Association has received funding from the City of Courtenay which represents 81% of the Association's annual revenues, and as such the Association is economically dependant on the City of Courtenay.

7. INCOME TAXES

The Association is exempt from tax under subsection 149(1)(L) of the income tax act but is required to file annual corporate tax returns.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1845-20

From: Chief Administrative Officer

Date: June 16, 2014

Subject: Accountability Report for 2013 SCIF Traffic Fine Revenue Share Funds

PURPOSE:

The purpose of this report is to publically report on the use of 2013 grant funds received under the 2012-2014 Provincial Strategic Community Investment Funds Agreement (SCIF).

POLICY ANALYSIS:

The City is currently in the final year of the 2002-2014 Strategic Community Investment Funds Agreement. Section 2 of the SCIF agreement requires that the City report publically, by June 30th of each year, on the planned use of the funds and the progress made each year towards achieving the planned use.

CAO RECOMMENDATIONS:

That based on the June 16, 2014 staff report "Accountability Report for the 2013 SCIF Traffic Fine Revenue Share Funds", Council approve OPTION 1 and receive the accountability report for the 2013 calendar year.

Respectfully submitted,

for David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

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

DISCUSSION:

In 2013, the City received a total of \$197,111 in Traffic Fine Revenue share (SCIF) funds. These funds, in addition to carry forward funds from 2012, were used to fund the cost of two members of the RCMP as well as to fund the acquisition of operational equipment for the local detachment in 2013.

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

- Fund two police officers in 2014
- Assist with funding the acquisition of a live-scan fingerprint unit in 2014

ADMINISTRATIVE IMPLICATIONS:

Some administrative time is utilized in complying with the reporting requirements of the SCIF Agreement.

STRATEGIC PLAN REFERENCE:

While this matter is not specifically referred to in the City's strategic plan, it is an annual reporting requirement under the current SCIF agreement for staff to attend to, and for Council to review and receive.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

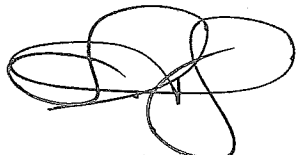
The intended use of the (SCIF) Traffic Fine Revenue share funds, and the actual use of those funds, must be publicly reported on by June 30th each year.

OPTIONS:

OPTION 1: That Council receive the 2013 Strategic Community Investment Funds Accountability Report.
(Recommended)

OPTION 2: That Council does not receive the report.

Prepared by:



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

Attch: 2012-2014 Strategic Community Investment Funds Plan and Progress Report for 2013.

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

for the 2013 Calendar Year

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

Strategic Community Investment Funds	Use	Date	Instalment Amounts	Total by Year
TFRS Grants 2012-2014	<ul style="list-style-type: none"> Defray the cost of local police enforcement Community Safety 	March 2012	\$154,086	
		June 2012	\$249,485	\$403,571
		March 2013	\$51,362	
		June 2013	\$145,749	\$197,111
		June 2014	\$198,024	\$198,024
	Total			\$798,706

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

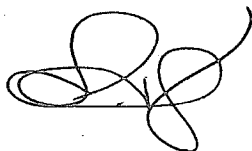
Traffic Fine Revenue Sharing Portion of the SCI Funds

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

Intended Use 2013	Performance Targets	Progress Report (by June 30, 2014)
Fund 2 police officers	Defray the cost of local police enforcement	\$320,000 of the SCI funds were used to fund the cost of two police officers in 2013
Fund the acquisition of police equipment	Defray the cost of local police enforcement	Equipment totalling \$50,719 was ordered in December 2013, for delivery in early 2014. Equipment purchased includes a forensic processing station, portable IP camera recording unit, respirators, bio-circle cleaning system, portable beam spotlights, as well as other items which enhance operations capacity in the detachment.

Intended Use 2014	Performance Targets	Progress Report (by June 30, 2015)
Fund 2 police officers	Defray the cost of local police enforcement, estimated amount \$324,134	
Fund the acquisition of police equipment	Estimated cost of equipment \$42,000	
		Any balance of SCI funds will be carried forward for use in 2015 initiatives

(3) Report Date: June 16, 2014



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



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

4

To: Council

File No.: 1870-06 [2013]

From: Chief Administrative Officer

Date: June 16, 2014

Subject: Financial Information Act – 2013 Statement of Financial Information

PURPOSE:

The purpose of this report is to request Council approval of the Statement of Financial Information for the year ended December 31, 2013.

POLICY ANALYSIS:

The *Financial Information Act* and the *Financial Information Act Regulation 371/93* require that local governments prepare an annual statement of financial information. In addition, Section 168 of the *Community Charter* requires that the City prepare an annual reporting of council remuneration, expenses and contracts. The Section 168 reporting is included in the City's Annual Statement of Financial Information.

CAO RECOMMENDATIONS:

That based on the June 16, 2014 staff report "Financial Information Act – 2013 Statement of Financial Information", Council approve OPTION 1 and approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2013.

Respectfully submitted,

for David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Under the terms of *Financial Information Act*, each local government in British Columbia is deemed to be a "corporation" and must prepare an annual Statement of Financial Information (SOFI) for submission to the Province by June 30th each year.

DISCUSSION:

Attached for Council's review and approval is the City of Courtenay Statement of Financial Information for the year ended December 31, 2013.

As prescribed by legislation, this annual report includes information on the City's audited financial statements, a schedule of remuneration and expenses for both Council and City employees, a schedule of payments made for supplies and services used by the City, as well as information on any active guarantee and indemnity agreements in place for the 2013 operational year.

ADMINISTRATIVE IMPLICATIONS:

Preparing the annual SOFI report for submission to Council utilizes resources from both the finance and the human resources division.

STRATEGIC PLAN REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

While public engagement is not required, the SOFI report must be publically approved by Council and then submitted to the Province by June 30th. The annual SOFI report is also posted to the City's website as public information.

OPTIONS:

OPTION 1: That Council approves the City of Courtenay Statement of Financial Information for the year ended December 31, 2013. (Recommended)

OPTION 2: That Council does not approve the 2013 Statement of Financial Information.

Prepared by:



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

Attch: City of Courtenay, Statement of Financial Information for the year ended December 31, 2013



**THE CORPORATION OF
THE CITY OF COURTENAY**

Statement of Financial Information

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

For the Year Ended December 31, 2013

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MANAGEMENT REPORT

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

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

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

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

On behalf of the Corporation of the City of Courtenay:



Tillie Manthey, B.A., CPA, CGA
Director of Financial Services\Deputy CAO
June 11, 2014

Independent Auditors' Report

To the Mayor and Council of the City of Courtenay:

We have audited the consolidated statement of financial position of The Corporation of the City of Courtenay as at December 31, 2013 and the consolidated statements of operations, change in net financial assets and cash flow, and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for Consolidated Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2013 the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matters

Our audit was performed for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information, including schedules 1 to 5, has been presented for purposes of additional analysis. The supplementary information in Schedules 1, 3, 4 and 5 has been subjected to the auditing procedures applied in the consolidated financial statements and in our opinion, this supplementary information is presented fairly, in all material respects, in relation to the consolidated financial statements taken as a whole. We do not express an opinion on schedule 2 because our examination did not extend to the detailed information therein.

Courtenay, British Columbia

April 22, 2014

MNP LLP

Chartered Accountants

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2013

STATEMENT A

	<u>2013</u>	<u>2012</u>
FINANCIAL ASSETS		
Cash on Hand and on Deposit (Schedule 5)	\$ 17,966,870	\$ 24,661,024
Receivables (Note 1i)	3,453,527	2,806,150
Term Deposits (Schedule 5)	18,340,971	11,222,083
	<u>39,761,368</u>	<u>38,689,256</u>
LIABILITIES		
Accounts Payable (Note 1j)	6,831,569	6,639,076
Trust and Other Deposits	2,350,991	2,176,572
Deferred Revenue - Federal Gas Tax (Note 5)	3,121,718	3,554,295
Deferred Revenue - Development Cost Charges (Note 7)	3,352,680	3,102,467
Deferred Revenue - Other (Note 10)	708,020	500,520
Long-Term Debt (Schedule 4)	18,836,729	20,415,836
	<u>35,201,707</u>	<u>36,388,766</u>
NET FINANCIAL ASSETS	<u>4,559,661</u>	<u>2,300,490</u>
NON-FINANCIAL ASSETS		
Inventories	179,628	193,853
Prepaid Expenses	391,928	453,275
Tangible Capital Assets (Note 14 & Schedule 3)	123,447,288	113,597,312
	<u>124,018,844</u>	<u>114,244,440</u>
ACCUMULATED SURPLUS (Schedule 2)	<u>\$ 128,578,505</u>	<u>\$ 116,544,930</u>

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

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2013**

STATEMENT B

REVENUE	2013 Budget (Note 16)	2013	2012
Taxes for Municipal Purposes	\$ 22,801,340	\$ 22,920,934	\$ 21,721,650
Sale of Services	10,617,192	10,650,450	9,598,550
Revenue From Own Sources	3,153,660	3,424,427	3,122,922
Federal Transfers	600,793	1,537,986	395,588
Provincial Transfers	1,553,038	1,197,175	2,010,042
Other Local Government Transfers	493,296	371,204	321,666
Contributions	8,878,591	7,113,362	2,551,319
DCC Revenue	-	271,191	551,936
Investment Income and Taxation Penalties	717,878	930,540	801,029
Other	299,100	1,774,625	308,158
TOTAL REVENUE	49,114,888	50,191,894	41,382,860
EXPENSES			
General Government Services	4,472,155	4,138,092	3,557,682
Protective Services	8,632,785	7,357,077	7,673,961
Transportation Services	6,583,781	6,578,463	6,309,497
Sewer and Water Facilities	8,138,043	7,438,743	7,239,912
Environmental Health Services	2,747,950	2,681,866	2,497,019
Public Health and Welfare Services	337,128	312,928	261,262
Environmental Development Services	577,483	768,555	515,782
Recreational and Cultural Services	8,812,722	8,882,595	8,263,901
TOTAL EXPENSES	40,302,047	38,158,319	36,319,016
ANNUAL SURPLUS (Schedule 1)	8,812,841	12,033,575	5,063,844
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	116,544,930	116,544,930	111,481,086
ACCUMULATED SURPLUS AT END OF YEAR	\$ 125,357,771	\$ 128,578,505	\$ 116,544,930

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

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2013

STATEMENT C

	2013 Budget. (Note 16)	2013	2012
ANNUAL SURPLUS	\$ 8,812,841	\$ 12,033,575	\$ 5,063,844
Acquisition of tangible capital assets	(7,747,396)	(7,747,396)	(6,834,221)
Amortization of tangible capital assets	4,213,904	4,213,904	3,902,044
Loss on sale of tangible capital assets	158,494	158,494	257,257
Proceeds on sale of tangible capital assets	14,000	14,000	31,431
Developer tangible capital asset contribution	(6,488,980)	(6,488,980)	(1,479,912)
	<u>(9,849,978)</u>	<u>(9,849,978)</u>	<u>(4,123,401)</u>
Acquisition of supplies inventories	-	(434,350)	(418,877)
Acquisition of prepaid expense	-	(714,205)	(453,275)
Consumption of supplies inventories	-	448,575	447,120
Use of prepaid expense	-	775,554	399,491
	<u>-</u>	<u>75,574</u>	<u>(25,541)</u>
CHANGE IN NET FINANCIAL ASSETS/NET DEBT	(1,037,137)	2,259,171	914,902
NET FINANCIAL ASSETS/NET DEBT AT BEGINNING OF YEAR	<u>2,300,490</u>	<u>2,300,490</u>	<u>1,385,588</u>
NET FINANCIAL ASSETS/NET DEBT AT END OF YEAR	<u>\$ 1,263,353</u>	<u>\$ 4,559,661</u>	<u>\$ 2,300,490</u>

The accompanying notes are an integral part of these financial statements

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 2013**

STATEMENT D

	<u>2013</u>	<u>2012</u>
CASH PROVIDED BY (USED IN)		
OPERATING TRANSACTIONS		
Annual Surplus	\$ 12,033,575	\$ 5,063,844
Changes in non-cash items including amortization		
Increase in amortization	4,213,904	3,902,044
Change in receivables	(647,377)	(447,182)
Change in accounts payable	192,493	1,094,128
Change in trust and other deposits	174,419	(1,156,846)
Change in deferred revenue	25,136	343,622
Change in inventories	14,225	28,243
Change in prepaids	61,347	(53,784)
Loss on disposal of capital assets	158,494	257,257
Developer Tangible Capital Asset Contribution	(6,488,980)	(1,479,912)
Actuarial adjustment	(365,101)	(312,356)
Cash Provided by Operating Transactions	<u>9,372,135</u>	<u>7,239,058</u>
CAPITAL TRANSACTIONS		
Cash used to acquire tangible capital assets	(7,747,396)	(6,834,221)
Proceeds on sale of tangible capital assets	<u>14,000</u>	<u>31,431</u>
Cash Applied to Capital Transactions	<u>(7,733,396)</u>	<u>(6,802,790)</u>
INVESTING TRANSACTIONS		
Term deposits	<u>(7,118,886)</u>	<u>(4,094,861)</u>
Cash Provided by (applied to) Investing Transactions	<u>(7,118,886)</u>	<u>(4,094,861)</u>
FINANCING TRANSACTIONS		
Repayment of long-term debt	(1,214,007)	(925,768)
Long-term debt proceeds	<u>-</u>	<u>5,760,000</u>
Cash Provided by Financing Transactions	<u>(1,214,007)</u>	<u>4,834,232</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(6,694,154)	1,175,639
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>24,661,024</u>	<u>23,485,385</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 17,966,870</u></u>	<u><u>\$ 24,661,024</u></u>
 Interest paid on outstanding debt and included in annual surplus above	 \$ 1,092,440	 \$ 967,070

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2013
(Audited)

SCHEDULE 1
(Note 13)

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	General Government Services		Protective Services		Transportation Services		Environmental Health Services		Public Health and Welfare Services	
	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012
REVENUE:										
Taxation	\$ 20,275,879	\$ 19,139,818								
Sales of Services			842,670	842,800						
Revenue from Own Sources			489,201	631,235	457,213	223,703	2,649,452	2,538,193		
Government Transfers	1,092,447	1,334,533	19,719	64,571	457,986	537,011			77,008	110,399
Other Revenue	1,328,264	87,312							135,934	135,046
Other Contributions		5,700	15,000		2,127,432	2,279,044	1,572,522			
Interest Earned	867,716	743,241	11,868	11,880	13,629	12,007				
Total Revenues	23,564,306	21,310,604	1,378,458	1,550,486	3,056,260	3,051,765	4,221,974	2,538,193	212,942	245,445
EXPENSES										
Salaries and Benefits	2,691,776	2,165,904	1,661,788	1,642,334	2,091,970	2,023,010	53,049	61,889	156,841	126,378
Goods and Services	863,654	827,276	5,234,658	5,665,092	1,207,964	1,227,415	2,330,954	2,189,465	102,509	71,080
Amortization Expense	194,979	192,773	230,822	223,958	2,419,305	2,309,167	227,499	185,953	21,571	20,392
Debt Servicing	19,541	23,768	47,024	26,296	364,322	368,420				
Other Expenditures	365,117	347,961	143,419	116,281	413,984	163,273	70,364	59,712	32,007	43,412
Loss on Disposal of TCA	3,025		39,366		80,918	218,212				
Total Expenses	4,138,092	3,557,682	7,357,077	7,673,961	6,578,463	6,309,497	2,681,866	2,497,019	312,928	261,262
ANNUAL SURPLUS	19,426,214	17,752,922	(5,978,619)	(6,123,475)	(3,522,203)	(3,257,732)	1,540,108	41,174	(99,986)	(15,817)

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2013
(Audited)

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	Environmental Development Services		Recreational and Cultural Services		Water Utility Services		Sewer Utility Services		Other Services		Consolidated	
	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012
REVENUE:												
Taxation					\$ 699,857	\$ 661,280	\$ 1,945,198	\$ 1,920,552			\$ 22,920,934	\$ 21,721,650
Sales of Services					4,409,401	3,963,594	2,748,927	2,253,963			10,650,450	9,598,550
Revenue from Own Sources	516,440	497,803	1,224,410	1,114,488	185,436	122,710	100,113	37,532	451,614	495,451	3,424,427	3,122,922
Government Transfers	3,953	23,899	1,228,700	528,668					226,552	128,215	3,106,365	2,727,296
Other Revenue	193,338				117,089	85,800					1,774,625	308,158
Other Contributions	123,000	40,500	171,619	114,051	1,802,868	172,231	1,535,339	473,671	36,773	18,058	7,384,553	3,103,255
Interest Earned	4,702	3,554	14,270	12,799	11,377	11,306	6,978	6,242			930,540	801,029
Total Revenues	841,433	565,756	2,638,999	1,770,006	7,226,028	5,016,921	6,336,555	4,691,960	714,939	641,724	50,191,894	41,382,860
EXPENSES												
Salaries and Benefits	500,313	440,495	3,457,350	3,254,839	534,706	523,338	366,617	367,803	511,216	464,711	12,025,626	11,070,701
Goods and Services	238,717	61,017	2,052,399	1,996,415	2,539,612	2,720,551	839,266	764,735	335,541	277,730	15,765,274	15,800,776
Amortization Expense	2,533	2,533	687,495	583,458	305,324	281,973	124,376	101,837			4,213,904	3,902,045
Debt Servicing			172,622	99,447	22,614	23,595	119,359	122,879			745,482	664,405
Other Expenditures	6,992	11,737	1,638,267	1,582,331	69,097	25,807	2,496,216	2,268,349	80	4,970	5,235,543	4,623,833
Loss on Disposal of TCA			27,625		6,845	39,045	14,711				172,490	257,257
Total Expenses	768,555	515,782	8,035,758	7,516,490	3,478,198	3,614,309	3,960,545	3,625,603	846,837	747,411	38,158,319	36,319,016
ANNUAL SURPLUS	\$ 72,878	\$ 49,974	\$ (5,396,759)	\$ (5,746,484)	\$ 3,747,830	\$ 1,402,612	\$ 2,376,010	\$ 1,066,357	\$ (131,898)	\$ (105,687)	\$ 12,033,575	\$ 5,063,844

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

PAGE 1 OF 12

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

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

(b) Revenue and Expense Recognition

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

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

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

Taxes for Municipal Purposes are recognized in the year levied.

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

The City recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the City recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

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

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

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

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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(c) **Accrued Payroll Benefits**

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

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

(d) **Use of Estimates**

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

(e) **Inventories**

Inventories are valued at the lower of cost and replacement cost.

(f) **Tangible Capital Assets**

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

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

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

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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(g) Financial Instruments

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

(h) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2013. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

(i) Receivables

Following is a breakdown of receivables outstanding at December 31, 2013 with 2012 comparatives:

	<u>2013</u>	<u>2012</u>
Federal Government	\$ 134,472	\$ 355,026
Provincial Government	291,684	240,049
Regional and other Local Governments	187,397	139,899
Property Taxes	1,218,075	1,096,929
Other	<u>1,621,899</u>	<u>974,247</u>
Total Receivables	<u>\$ 3,453,527</u>	<u>\$ 2,806,150</u>

(j) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2013 with 2012 comparatives:

	<u>2013</u>	<u>2012</u>
Federal Government	\$ 1,299,989	\$ 1,321,884
Provincial Government	750,230	379,777
Regional and other Local Governments	885,365	366,120
Employee Retirement Benefits	835,181	859,394
Trade and accrued liabilities	<u>3,060,804</u>	<u>3,711,901</u>
Total Accounts Payable	<u>\$ 6,831,569</u>	<u>\$ 6,639,076</u>

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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2. CONTINGENT LIABILITIES AND COMMITMENTS

- (a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2013 Audited Financial Statements for specific information and detail.

- (b) Principal repayments on long-term debt in each of the next five years are estimated as follows:

2014	\$1,214,599
2015	\$1,215,206
2016	\$950,605
2017	\$951,244
2018	\$951,899
	<u>\$5,283,553</u>

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

Provincial Government – Schools
Comox Valley Regional District
Comox-Strathcona Regional Hospital District
Municipal Finance Authority
British Columbia Assessment Authority
Downtown Courtenay Business Improvement Area

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

- (d) As at December 31, 2013, there existed outstanding claims against the City. These claims have been referred to legal council and to the City's liability insurers. It is not possible to determine the City's potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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3. PENSION LIABILITY

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 173 contributors from the City of Courtenay.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City of Courtenay paid \$735,108 (2012 - \$669,460) for employer contributions to the Plan in fiscal 2013.

4. HOST FINANCIAL ASSISTANCE AGREEMENT

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

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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5. FEDERAL GAS TAX AGREEMENT FUNDS

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

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

Following is a schedule of Gas Tax receipts and disbursements received in 2013 with comparatives to 2012.

	<u>2013</u>	<u>2012</u>
Opening Balance of Unspent Funds	\$3,554,295	\$2,966,070
Additions:		
Amounts Received During the Year	936,445	936,858
Interest Earned	26,614	22,205
Deductions:		
Amount Spent on Projects	<u>(1,395,636)</u>	<u>(370,838)</u>
Closing Balance of Unspent Funds	<u>\$3,121,718</u>	<u>\$3,554,295</u>

6. DEBENTURE AND OTHER LONG-TERM DEBT

Funding of certain general debenture and other long-term debt repayment is provided by sources other than general taxation. Other sources include short term loan proceeds used to bridge the gap for debenture debt proceeds, and lease and rental revenues, which reduce the requirement to fund debt repayment from general taxation revenues. This source of funding detail at the time of the annual tax levy, with 2012 comparatives, is as follows:

	<u>2013</u>	<u>2012</u>
Municipal debt levy, general taxation	\$1,811,575	\$1,403,349
Lease and rental revenues	<u>228,863</u>	<u>233,430</u>
Total funding required – general debt repayment	<u>\$2,040,438</u>	<u>\$1,636,779</u>

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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7. DEFERRED REVENUE - DEVELOPMENT COST CHARGES

In order to conform with the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, the unspent development cost charges in the following financial statements have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2013 and 2012:

	2013				
	General	Water	Sewer	Sewer	
	Reserve	Utility	Utility	Utility	
	DCC	Reserve	Reserve	Reserve	
	DCC	DCC	DCC	DCC	2013
	BL #2426	BL #2426	BL #2426	BL #1638	Total
Balance Forward	\$ 2,211,452	\$ 391,588	\$ 466,583	\$ 32,844	\$ 3,102,467
Increases					
Interest	15,584	2,851	3,533	231	22,199
Other Contributions	363,199	51,776	84,230		499,205
	<u>378,783</u>	<u>54,627</u>	<u>87,763</u>	<u>231</u>	<u>521,404</u>
Decreases					
Revenue Recognized to Fund Capital Projects	(145,456)	(90,126)	(35,609)	-	(271,191)
Reclassifications, redemptions, refunds			-	-	-
	<u>(145,456)</u>	<u>(90,126)</u>	<u>(35,609)</u>	<u>-</u>	<u>(271,191)</u>
Ending Balance Deferred Revenue - DCC	<u>\$ 2,444,779</u>	<u>\$ 356,089</u>	<u>\$ 518,737</u>	<u>\$ 33,075</u>	<u>\$ 3,352,680</u>
	2012				
	General	Water	Sewer	Sewer	
	Reserve	Utility	Utility	Utility	
	DCC	Reserve	Reserve	Reserve	
	DCC	DCC	DCC	DCC	2012
	BL #2426	BL #2426	BL #2426	BL #1638	Total
Balance Forward	\$ 2,311,531	\$ 354,110	\$ 398,747	\$ 32,615	\$ 3,097,003
Increases					
Interest	16,355	2,621	3,057	229	22,262
Other Contributions	435,502	34,857	64,779		535,138
	<u>451,857</u>	<u>37,478</u>	<u>67,836</u>	<u>229</u>	<u>557,400</u>
Decreases					
Revenue Recognized to Fund Capital Projects	(551,936)			-	(551,936)
Reclassifications, redemptions, refunds			-	-	-
	<u>(551,936)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(551,936)</u>
Ending Balance Deferred Revenue - DCC	<u>\$ 2,211,452</u>	<u>\$ 391,588</u>	<u>\$ 466,583</u>	<u>\$ 32,844</u>	<u>\$ 3,102,467</u>

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013**

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8. ENVIRONMENTAL REGULATIONS

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

9. TRUST AND ENDOWMENT FUNDS

- (a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2013 and 2012, which has been excluded from the City's financial statements.

**CEMETERY PERPETUAL CARE FUND
FINANCIAL POSITION**

	<u>2013</u>	<u>2012</u>
Financial Assets		
Cash on Hand	\$ 52,096	\$ 44,360
Investments - MFA	<u>229,701</u>	<u>227,214</u>
Liabilities		
Interest Payable to City	<u>3,096</u>	<u>2,837</u>
Net Financial Position	<u><u>\$ 278,701</u></u>	<u><u>\$ 268,737</u></u>

**CEMETERY PERPETUAL CARE FUND
FINANCIAL ACTIVITIES**

	<u>2013</u>	<u>2012</u>
Revenue		
Fees Levied	\$ 9,964	\$ 11,029
Interest Revenue	<u>3,096</u>	<u>2,837</u>
Expenditure		
Interest Expense	<u>3,096</u>	<u>2,837</u>
Excess Revenue over Expenditure	<u><u>\$ 9,964</u></u>	<u><u>\$ 11,029</u></u>

- (b) The Sid Williams Theatre has endowment funds on deposit with the Comox Valley Community Foundation in the amount of \$323,031 (2012 - \$323,031). The principal amount of this endowment cannot be utilized or withdrawn and as such are not considered assets of the City of Courtenay. The endowment funds are not reported as an asset on the statement of financial position.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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10. DEFERRED REVENUE – OTHER

Other Deferred Revenue recorded in the Liability section of the City's Financial Statements consists of the revenues related to Development Cost Charge instalment payments owing from Developers and to be received in future years, business license revenue levied and to be recognized in future years, sewer connection instalment payments owing from property owners and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met, gift certificates issued and to be redeemed in future years at the Sid Williams Theatre, and Surcharge revenue to be recognized in future years at the Sid Williams Theatre. Following is a breakdown of the change in this balance for 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Opening Balance	\$ 500,520	\$ 750,588
Additions to Deferred Revenue	690,513	463,048
Revenue Recognized	(483,013)	(713,115)
	<hr/>	<hr/>
Ending Balance Deferred Revenue Other	<u>\$ 708,020</u>	<u>\$ 500,520</u>

11. MFA DEBT RESERVE FUNDS

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2013 the City had debt reserve funds of \$398,278 (\$379,766 in 2012).

12. EMPLOYEE RETIREMENT BENEFIT LIABILITY

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee's life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2013 were based on an interest (discount) rate of 3.90% per annum. The total estimated employee retirement benefit liability at December 31, 2013 is \$835,181 (\$859,394 in 2012) and is included in the accounts payable balance on Statement A.

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013**

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13. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2013 revenues and expenses with 2012 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

General Government Services

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

Protective Services

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

Transportation Services

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

Environmental Health Services

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

Public Health and Welfare Services

Includes cemetery services.

Environmental Development Services

Includes services related to planning, zoning, sustainability, and hotel taxes, as well as actions relating to homelessness.

Recreational and Cultural Services

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

Water Utility Services

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

Sewer Utility Services

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

Other Services

Includes the operations of the Sid Williams Theatre.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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14. TANGIBLE CAPITAL ASSET DETAILS

(See Schedule 3 for further details)

Tangible Capital Assets consist of the following:

	<u>2013</u>	<u>2012</u>
Land	\$ 21,062,251	\$ 20,871,531
Land Improvements	2,763,625	2,679,694
Buildings	19,441,296	16,119,050
Equipment, Furniture, & Vehicles	5,775,966	4,923,330
Engineering Structures:		
Roads	44,044,538	43,400,595
Water	10,501,020	8,812,549
Sewer	8,890,566	7,379,287
Other (Includes Storm)	10,902,560	9,306,720
Other Tangible Capital Assets	<u>65,466</u>	<u>104,556</u>
	<u>\$ 123,447,288</u>	<u>\$113,597,312</u>

The net book value of capital assets not being amortized and under construction in 2013 is \$4,389,182 (\$7,911,348 in 2012).

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded on the financial statements in 2013 is \$6,488,980 (\$1,479,912 in 2012)

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

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

15. COMPARATIVE FIGURES

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

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

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16. RESTATEMENT OF 2013 BUDGET

The budget amounts presented throughout these financial statements are based upon the Five Year Financial Plan approved by Council on May 6, 2013, except in regard to budget amounts for amortization, developer contributions for tangible capital assets, gains and losses on tangible capital asset disposals, and the use of debt, reserves and prior year surpluses.

The budget amounts presented throughout these financial statements for the tangible capital asset related budgets are the actual values determined at the completion of the municipalities' tangible capital asset accounting process. These values have been added to the May 6, 2013 budget and actual values in the Financial Statements.

The summary below shows the adjustments to the May 6, 2013 budget approved by Council after adjusting the budget values by the actual revenues and expenses incurred for tangible capital asset related items (amortization, developer contributions for tangible capital assets, and gains and losses on tangible capital asset disposals) and other transfers that were not included in the approved 2013 budget.

Adjustments to 2013 Budgeted Annual Surplus

Budget Surplus reported in FS	\$ 8,812,841
Capital acquisitions in Financial Plan	(18,776,361)
Amortization	4,213,904
Contributed Assets	(6,488,980)
Debt Issues in Financial Plan	-
Debt principle repayments in Financial Plan	(1,214,007)
Operating surplus appropriated for Operations in Financial Plan	4,853,293
Capital surplus appropriated for Capital Projects in Financial Plan	5,128,136
Transfers from Operating and Capital Reserves in Financial Plan	6,396,064
Transfers to Operating and Capital Reserves in Financial Plan	<u>(2,924,890)</u>
Net of Financial Plan	<u>\$ -</u>

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2013
(Audited)

	Land	Land Improvements	Buildings	Equipment/ Furniture/ Vehicles	Engineering Structures				Other Tangible Capital Assets	Total	2012
					Roads	Water	Sewer	Other			
COST											
Opening Balance Construction-in-progress (CIP)	\$ -	\$ 733,666	\$ 2,416,354	\$ 103,439	\$ 827,990	\$ 430,733	\$ 2,520,965	\$ 873,047	\$ 5,154	\$ 7,911,348	\$ 4,753,987
Add: Construction-in-progress (CIP)	-	209,126			804,878	731,532	524,995	59,746	6,290	2,336,567	4,451,403
Less: Transfers into Service		(295,821)	(1,790,232)	(5,741)	(2,629,299)	(86,890)	(142,698)	(908,052)		(5,858,733)	(1,294,042)
Less: Writedowns											
Closing Balance Construction-in-progress	-	646,971	626,122	97,698	(996,431)	1,075,375	2,903,262	24,741	11,444	4,389,182	7,911,348
Opening Balance Tangible Capital Assets	\$20,871,531	\$ 3,807,571	\$ 21,730,912	\$ 12,649,225	\$ 78,012,439	\$ 13,759,114	\$ 5,979,701	\$ 14,483,649	\$ 640,326	\$ 171,934,467	\$ 167,224,540
Add: Additions (including Transfers into Service)	190,750	322,966	5,708,296	1,627,398	4,536,760	1,325,452	1,242,428	2,804,493	-	17,758,543	5,156,771
Less: Disposals	(30)		(65,500)	(123,985)	(201,059)	(18,634)	(9,100)	(9,960)		(428,268)	(446,844)
Less: Write-downs											
Closing Balance Tangible Capital Assets and CIP	21,062,251	4,777,508	27,999,830	14,250,336	81,351,709	16,141,307	10,116,291	17,302,923	651,770	193,653,924	179,845,815
ACCUMULATED AMORTIZATION											
Opening Balance		1,861,543	8,028,216	7,828,541	35,439,836	5,378,091	1,121,379	6,049,976	540,924	66,248,505	62,504,616
Add: Amortization		152,340	555,376	740,236	1,987,505	273,985	107,228	351,854	45,380	4,213,904	3,902,044
Less: Accum Amortization on Disposals			(25,058)	(94,407)	(120,171)	(11,789)	(2,882)	(1,467)		(255,773)	(158,157)
Closing Balance	-	2,013,883	8,558,534	8,474,370	37,307,171	5,640,287	1,225,725	6,400,363	586,304	70,206,636	66,248,503
Net Book Value for year ended											
December 31, 2013	\$21,062,251	\$ 2,763,625	\$ 19,441,296	\$ 5,775,966	\$ 44,044,538	\$ 10,501,020	\$ 8,890,566	\$ 10,902,560	\$ 65,466	\$ 123,447,288	\$ 113,597,312

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT
YEAR ENDED DECEMBER 31, 2013
(Audited)

Bylaw Number	Maturity Date	Interest Rate	Principal Outstanding Dec 31/12	Current Year Borrowing	Actuarial Adjustment/ Princ. Reduction	Principal Outstanding Dec 31/13
General Capital Fund						
Debenture Debt						
2088	Museum	6.45	84,702		27,001	57,701
2092	Firehall	6.45	651,555		207,698	443,857
2093	Sid Williams Theatre	6.45	651,555		207,698	443,857
2171	Library	3.05	1,425,877		129,313	1,296,564
2266	Infrastructure Works - MFA	4.78	187,046		27,499	159,547
2266	Fifth Street Bridge	5.15	360,477		26,729	333,748
2304	Lerwick Road Ext. Prop Acquisition	4.86	799,923		30,956	768,967
2227	City Hall Retaining Wall	5.00	96,888		10,515	86,376
2354	Repaving Program	5.75	352,791		23,229	329,562
2355	Lerwick Road Extension	5.75	567,242		22,119	545,123
2356	City Hall Renovation	5.50	514,718		55,861	458,857
2425	Lerwick Road Construction	4.66	559,622		30,594	529,028
2453	Police Property Acquisition	4.43	1,111,084		60,742	1,050,342
2458	Public Works Maintenance Building	4.52	1,148,968		95,699	1,053,269
2539	Capital Infrastructure Work	4.13	2,658,928		176,957	2,481,971
2538	Native Sons Hall Renovation	4.50	538,864		32,410	506,450
2680	Lewis Centre Renovation	2.90	4,200,000		209,753	3,990,247
2681	Infrastructure Works - Road Paving	2.90	1,560,000		77,908	1,482,092
			17,470,239	-	1,452,680	16,017,559
TOTAL GENERAL CAPITAL FUND			17,470,239	-	1,452,680	16,017,559

THE CORPORATION OF THE CITY OF COURTENAY
 CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT
 YEAR ENDED DECEMBER 31, 2013

(Audited)

Bylaw Number	Maturity Date	Interest Rate	Principal Outstanding Dec 31/12	Current Year Borrowing	Actuarial Adjustment/ Princ. Reduction	Principal Outstanding Dec 31/13
Balance Forward General Capital Fund			\$ 17,470,239	\$ -	\$ 1,452,680	\$ 16,017,559
Water Capital Fund						
Debenture Debt						
2424 Water Extension - Lerwick Road	2026	4.66	466,353	-	25,495	440,858
TOTAL WATER CAPITAL FUND			466,353	-	25,495	440,858
Sewer Capital Fund						
Debenture Debt						
2305 Sewer Extension	2029	4.86	599,943	-	23,217	576,726
2353 Sewer Extension	2030	5.00	1,596,380	-	62,248	1,534,132
2423 Sewer Extension - Lerwick Road	2026	4.66	282,920	-	15,467	267,453
TOTAL SEWER CAPITAL FUND			2,479,243	-	100,932	2,378,311
TOTAL ALL CAPITAL FUNDS			20,415,836	-	1,579,108	18,836,729

THE CORPORATION OF THE CITY OF COURTENAY

2013 Report of Remuneration and Expenses of Elected Officials

(Community Charter, Section 168)

Remuneration and Expense Payments

<u>Elected Official</u>		<u>Remuneration</u>	<u>Expenses</u>
Jangula, Larry	Mayor	\$ 49,291	\$ 9,394
Ambler, Jonathan	Councillor	\$ 21,190	\$ 6,245
Anglin, William	Councillor	\$ 21,190	\$ 6,732
Hillian, Douglas A.	Councillor	\$ 21,190	\$ 2,897
Leonard, Ronna-Lae	Councillor	\$ 21,815	\$ 7,201
Theos, Manno	Councillor	\$ 21,190	\$ 3,591
Winchester, Starr	Councillor	\$ 21,190	\$ 4,481
TOTALS		<u>\$ 177,056</u>	<u>\$ 40,541</u>

Benefits

Insurance Policy Coverage: Personal Accident Insurance, Mayor and Council

Industrial Alliance Pacific Insurance & Financial Services

Principal Sum: \$ 150,000

Weekly Accident Indemnity: \$ 400

Accidental Dental Reimbursement Benefit: \$ 3,000

Accidental Medical Reimbursement Benefit: \$ 5,000

Total premium - all members \$ 500.00

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

No contracts

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information (as required under the Financial Information Act) Statement of Salaries, Wages and Expenses for the Year 2013

<u>Employee</u>	<u>Position</u>	<u>Remuneration</u> (Includes Taxable Benefits)	<u>Expenses</u>
Allen, D	Chief Administrative Officer	\$ 111,655	\$ 13,327
Arseneault, R	Roads Foreman	\$ 78,521	\$ 6,030
Bardonnex, D.	Fire Chief	\$ 103,220	\$ 3,577
Bernard, Y.	Manager of Information Systems	\$ 85,947	\$ 2,153
Buck, I.	Manager of Planning	\$ 85,204	\$ 1,927
Chan, J.	Property Management Coordinator	\$ 76,125	\$ 1,882
Crawford, P.	Director of Planning Services	\$ 122,235	\$ 1,053
Donley, M.	Manager of Human Resources	\$ 84,348	\$ 2,979
Gervais, K.	Manager of Operations	\$ 104,293	\$ 6,152
Gray, S.	Chief Administrative Officer	\$ 89,261	\$ 1,345
Guderjahn, B.	Manager of Purchasing	\$ 84,926	\$ 1,918
Hatch, L.	Senior Manager of Engineering	\$ 101,351	\$ 11,367
Henderson, D.	Assistant Fire Chief / Training Officer	\$ 81,772	\$ 1,686
Hilton, C.	Manager of Finance	\$ 85,793	\$ 2,420
Knapman, P.	Occupational Health & Safety Coordinator	\$ 78,769	\$ 5,843
Lagan, K	Director of Operational Services	\$ 124,576	\$ -
MacDonald, K.	Deputy Fire Chief	\$ 90,628	\$ 2,441
Madsen, T.	Manager of Utilities	\$ 80,409	\$ 6,476
Manthey, T	Director of Financial Services/Deputy CAO	\$ 139,978	\$ 4,114
Moore, B	Shop Foreman	\$ 76,546	\$ 1,381
Murphy, S.	Manager of Recreation Services	\$ 96,337	\$ 3,194
Nixon, J.	Manager of Roads & Parks	\$ 81,771	\$ 4,539
Pedersen, L.	Director of Employee and Technology Services	\$ 76,077	\$ 5,733
Rasmussen, R.	Parks Foreman	\$ 84,519	\$ 1,068
Shaw, D.	Sewer Foreman	\$ 77,977	\$ 2,299
Sheldon, R.	Water Foreman	\$ 75,753	\$ 619
Ward, J.	Director of Legislative Services	\$ 100,004	\$ 3,691
Wiwchar, R.	Director of Community Services	\$ 114,324	\$ 889

Total for employees where remuneration is > \$75,000	\$ 2,592,317	\$ 100,102
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Consolidated total for employees where remuneration < \$75,000	6,681,392	84,541
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Elected Officials, direct payments	177,056	40,541
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TOTALS	\$ 9,450,765	\$ 225,184
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Statement of Severance Agreements

There were two severance agreements under which payment commenced between the City of Courtenay and its non-unionized employees during the fiscal year 2013. These agreements represent from ten to twelve months of salary and benefits.

The Corporation of the City of Courtenay
Statement of Individual Accounts Paid
For the Twelve Months Ending December 31, 2013

Vendor ID	Vendor Name	Amount Billed YTD
REG001	COMOX VALLEY REGIONAL DISTRICT	\$13,447,581.87
MIN004	MINISTER OF FINANCE	\$5,133,026.53
REC006	RECEIVER GENERAL FOR CANADA	\$4,383,249.37
REG002	REGIONAL HOSPITAL DIST OF	\$3,829,390.06
REC005	RECEIVER GENERAL FOR CANADA	\$2,720,072.70
NEL001	NELSON ROOFING AND SHEET METAL LTD	\$1,284,572.48
EMT001	EMTERRA ENVIRONMENTAL	\$1,125,693.94
VAN002	VANCOUVER ISLAND REGIONAL LIBRARY	\$1,017,570.00
CAN030	CANADIAN WESTERN BANK	\$1,001,045.00
IPI001	INTERNATIONAL PAPER INDUSTRIES LTD	\$903,175.00
SCO002	SCOTIABANK VISA	\$795,990.73
COU009	COURTENAY RECREATION ASSOC	\$754,950.48
BCH002	BC HYDRO	\$659,088.29
TAY001	TAYCO PAVING	\$632,079.51
MUC002	MUCHALAT PROJECTS LTD	\$511,337.70
KNA002	KNAPPETT PROJECTS INC	\$489,926.72
PAC001	PACIFIC BLUE CROSS	\$406,178.31
COM002	COMMISSIONAIRES (THE)	\$397,247.81
FOR008	FORT GARRY FIRE TRUCKS LTD	\$395,302.42
HOU004	HOULE ELECTRIC LTD.	\$393,616.96
TEMP00000006076	BUCKLEY BAY BEACHCOMBERS	\$381,894.17
MCE001	MCELHANNEY CONSULTING	\$331,931.28
BCA002	BC ASSESSMENT AUTHORITY	\$316,821.28
WAC001	WACOR HOLDINGS LTD	\$291,867.89
YOU004	YOUNG ANDERSON	\$287,890.01
YOU005	YOUNG & ANDERSON (IN TRUST)	\$265,195.29
WIN005	WINDLEY CONTRACTING LTD.	\$252,883.81
RAY001	RAYLEC POWER LTD	\$251,183.13
TLC001	TLC HOME & PROPERTY MAINT	\$236,401.11
COL002	COLUMBIA FUELS	\$228,343.30
UPL001	UPLAND EXCAVATING LTD	\$208,912.64
SID001	SID WILLIAMS THEATRE SOCIETY	\$203,081.99
COM007	COMOX VALLEY BOBCAT & EXC LTD	\$197,885.45
FIT007	FITNESS TOWN COMMERCIAL	\$195,382.15
MUN002	MUNICIPAL INSURANCE ASSOC OF	\$193,497.26
IWC001	IWC EXCAVATION LTD.	\$177,398.20
COM013	COMOX VALLEY ECONOMIC	\$176,083.37
AON002	AON REED STENHOUSE INC	\$170,413.00
GRA008	GRAPHIC OFFICE INTERIORS	\$166,258.87
BCL002	BC LIFE AND CASUALTY COMPANY	\$165,154.02
LEI001	LEIGHTON CONTRACTING (2009) LTD	\$163,968.96
MID007	MID ISLAND GLASS LTD.	\$151,199.19
MED001	MEDICAL SERVICES PLAN	\$148,321.25
WOR001	WORKERS COMPENSATION BOARD	\$143,815.59
FOR009	FORTIS BC-NATURAL GAS	\$134,555.49

The Corporation of the City of Courtenay
Statement of Individual Accounts Paid
For the Twelve Months Ending December 31, 2013

Vendor ID	Vendor Name	Amount Billed YTD
COU002	COURTENAY & DISTRICT MUSEUM	\$120,207.38
MAL004	MALTESEN MASONRY LTD.	\$116,682.77
FOU002	FOUR STAR WATERWORKS LTD	\$112,683.31
ISL014	ISLAND TRAFFIC SERVICES LTD	\$99,861.00
AFC001	AFC CONSTRUCTION LTD	\$96,102.17
EUR002	EUROPEAN MASTERS PAINTING LTD.	\$95,725.63
WES033	WESCOR CONTRACTING LTD.	\$94,999.61
BUC004	BUCKSTONE INVESTMENTS LTD.	\$94,021.90
CUP001	CUPE LOCAL 556	\$93,967.64
DAN002	DAN-MARK TRAFFIC MARKING	\$92,948.93
EDG001	EDGETT EXCAVATING	\$88,396.59
TEL001	TELUS COMMUNICATIONS (BC)	\$82,369.34
KOE001	KOERS & ASSOCIATES ENGINEERING	\$78,050.58
COU010	COURTENAY VOLUNTEER FIRE DEPARTMENT	\$77,970.85
MIC001	MICROSOFT LICENSING GP	\$76,767.40
TEMP00000005983	L & M VENTURES	\$76,739.00
TOW001	TOWER FENCE PRODUCTS	\$71,629.30
COM012	COMOX VALLEY ECHO	\$69,550.49
FLE005	FLETCHER PETTIS CONSULTANTS LTD	\$68,623.70
UNI013	UNITED CARPET	\$67,175.93
MON001	MONK OFFICE SUPPLY LTD	\$66,505.04
SIL001	SILVERADO LAND CORP	\$65,814.17
MOR003	MORRISON HERSHFIELD LTD.	\$60,414.00
COU004	COURTENAY DOWNTOWN BUSINESS ASSOC	\$60,000.00
NEW001	NEW HERITAGE ARBOURISTS LTD	\$59,518.38
ARM005	ARMTEC LTD PARTNERSHIP	\$58,864.05
COR005	CORIX WATER PRODUCTS LTD PARTNERSHIP	\$58,668.45
DIA001	DIAMOND SOFTWARE INC	\$58,408.83
HYL001	HYLAND PRECAST INC	\$54,977.26
OND001	ONDECK SYSTEMS INC	\$53,596.34
VIC005	VIC DAVIES ARCHITECT LTD.	\$53,560.98
TEL003	TELUS MOBILITY (BC)	\$51,552.95
MCG002	MCGREGOR & THOMPSON HARDWARE LTD	\$51,517.92
FAS002	FASTENAL	\$51,213.71
WES032	WEST ISLAND CAPITAL CORPORATION	\$51,119.31
INS002	INSURANCE CORPORATION OF	\$50,461.00
BOH001	BOHMER CONSTRUCTION LTD.	\$50,244.64
RFB001	RF BINNIE & ASSOCIATES LTD	\$50,102.07
MCL002	MCLEOD MASONRY INTERNATIONAL CORP	\$49,631.40
BRI001	BRIAN MCLEAN CHEVROLET BUICK GMC LTD	\$48,951.85
BUS001	BUSY BEE CLEANING & MAINT SERVICES	\$47,179.23
TER010	TERASPAN NETWORKS LTD.	\$45,786.90
TEMP00000006544	BANFF INVESTMENTS LTD	\$44,650.00
TOR002	TORRY AND SONS PLUMBING	\$44,060.40
ADV004	ADVANTAGE SPORT INC.	\$41,745.90

The Corporation of the City of Courtenay
Statement of Individual Accounts Paid
For the Twelve Months Ending December 31, 2013

Vendor ID	Vendor Name	Amount Billed YTD
INS004	INSPIRED HOME FLOORING CENTRE	\$41,509.12
HOT002	HOTELS	\$41,248.37
TEMP00000006636	STABURN COURTENAY INVESTMENTS	\$40,401.21
ANG003	ANGEL ACCESSIBILITY SOLUTIONS	\$39,496.18
SOF001	SOFTCHOICE CORPORATION	\$38,929.95
CIB001	CIBC	\$38,003.14
TEMP00000006561	ALL SECURE STORAGE	\$37,775.00
DUN001	DUNCAN ELECTRIC MOTOR LTD	\$37,631.01
CEN001	CENTRAL BUILDERS' SUPPLY LTD	\$37,562.34
AND003	ANDREW SHERET LTD	\$37,160.07
MEY001	MEYERS NORRIS PENNY LLP	\$35,293.90
ROY004	ROYAL BANK	\$34,859.14
ALT003	ALTUM ENGINEERING LTD	\$33,715.94
HAR002	HARTMAN AUTO SUPPLY LTD	\$33,163.60
BAN005	THE BANK OF NOVA SCOTIA	\$32,891.80
SHA005	SHANAHAN'S SPECIALTIES	\$32,055.27
CUM002	CUMBERLAND, VILLAGE OF	\$31,787.00
ESR001	ESRI CANADA	\$31,634.40
ACM001	ACME SUPPLIES LTD	\$31,415.96
KON002	KONICA MINOLTA	\$31,283.97
NOR001	NORISLE SALES INC	\$31,128.37
7ST001	7 STORY CIRCUS	\$31,088.27
TEMP00000006133	INTERNATIONAL FOREST PRODUCTS	\$29,463.60
ASS002	ASSOCIATED FIRE & SAFETY	\$29,091.10
PAC010	PACIFIC FLOW CONTROL LTD	\$28,926.80
TEMP00000006486	RYAN ROAD GENERAL STORE LTD	\$28,674.87
EBH001	E B HORSMAN & SON	\$28,540.36
TEMP00000005922	LOBLAW PROPERTIES WEST INC	\$28,025.68
RHE001	R HENN & ASSOCIATES	\$27,930.40
DOU006	J.A.D. ENTERPRISES LTD. dba DOUMONT FARM	\$27,721.31
RAI001	RAIDERS FOOTBALL	\$27,585.00
ACK001	ACKLANDS-GRAINER INC	\$27,035.31
TEMP00000006443	TECHNIFIELD CONTRACTING LTD	\$26,543.13
BIO001	BIOBAG CANADA INC	\$26,482.40
CIB003	CIBC	\$26,361.03
COM023	COMOX VALLEY RECORD	\$26,163.20
PIN001	PINTON FORREST & MADDEN	\$25,679.14
TEMP00000005343	DAWN TO DAWN ACTION ON HOMELESSNESS SOCIETY	\$25,000.00
Total Amounts Equal/Over \$25,000		\$50,043,710.22
Total Amounts Less Than \$25,000		\$3,183,185.90
Total 2013		<u>\$53,226,896.12</u>

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

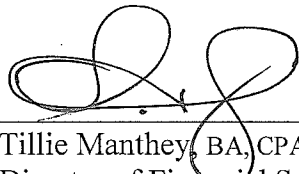
The City of Courtenay describes guarantees and indemnities in the Notes to the Consolidated Financial Statements. For 2013, the schedule and additional notes are not required and have been omitted.

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

Larry Jangula
Mayor

Date



Tillie Manthey, BA, CPA, CGA
Director of Financial Services\
Deputy CAO

June 11, 2014

Date



THE CORPORATION OF THE CITY OF COURTENAY
STAFF REPORT

5

To: Council

File No.: 1660-20

From: Chief Administrative Officer

Date: June 16, 2014

Subject: 2015/16 RCMP Municipal Policing Contract Expenditure Cap: Approval in Principle

PURPOSE:

The purpose of this report is to consider and provide "approval in principle" to the City of Courtenay RCMP municipal policing expenditure cap for the 2015/16 contract year.

POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This agreement has a twenty year term and will provide for policing services in the City until March 31, 2032. Under this new agreement, and to secure the 10% Federal share of the contract funding, Council's "approval in principle" of the following year contract expenditure cap is required by Jun 15th of each year.

EXECUTIVE SUMMARY:

For the RCMP 2015/16 Contract Year, Council has been requested to consider providing "approval in principle" to an increase of one member in the City's established strength, as well as to an RCMP Municipal Policing Expenditure Cap of \$5,630,751. Information is provided in the report for two options, one which maintains the existing strength of 30.4 members, and a second which provides for an increase of one member in the established strength.

During the upcoming 2015 budget deliberations, Council will have the opportunity to revisit this "approval in principle", and then provide "final" approval by May 2015 for the 2015/16 policing contract year.

CAO RECOMMENDATIONS:

That based on the June 16, 2014 staff report "2015/16 RCMP Municipal Policing Contract Expenditure Cap: Approval in Principle" Council DECIDE on the provision of approval in principle for either OPTION 1, which maintains the established strength of 30.4 and a budget expenditure cap of \$5,493,584 for 2015/16, or the provision of approval in principle for OPTION 2, which provides for an increase in the established strength by one member, and a budget expenditure cap of \$5,630,751 for 2015/16.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

For

BACKGROUND:

The Comox Valley RCMP Detachment is a combined Provincial/Municipal detachment which provides police protection services for the entire Comox Valley from its facility on Ryan Road. Of the 61 members currently staffed in the detachment, 19 are funded by the Province, 30.4 are funded by Courtenay, and 11.6 are funded by Comox. The Detachment last experienced an increase in the number of members in 2008, when the City of Courtenay added 2 members, and the Town of Comox added one member.

Attached for Council reference, is the latest police services statistical information available for the Comox Valley RCMP Detachment.

DISCUSSION:

Under the terms of the Municipal Policing Agreement, the letter of "approval in principle" for the 2015/16 Municipal Policing Expenditure Cap is due by June 15, 2014. The estimated 2015/16 budget costs for either maintaining the contract strength at 30.4 members, or increasing the strength by one member, have been provided by E-Division and are as follows.

TABLE 1 – City of Courtenay, RCMP Contract Expenditure Cap: 2015/16 Options

	Approved 2014/15	Estimated 2015/16 Option 1	Estimated 2015/16 Option 2
Established Strength	30.4	30.4	31.4
Expenditure Cap (100%)	\$5,325,081	\$5,493,584	\$5,630,751
Courtenay Share (90%)	\$4,792,573	\$4,944,226	\$5,067,676
Cost Increase over 2014/15 if full strength utilized.		\$151,653	(+123,450) \$275,103

For the 2015/16 Contract year, and independent of increasing the established strength by one member, the RCMP reports that the following drivers will affect costs for that contract:

- A shift to actual costs (3 year rolling average) for the police dog services – this introduces a new charge of \$19,337 in the contract.
- A shift to actual costs for recruiting costs, and cadet training costs, which represents an increase of \$512 per member in the contract.
- A reduction in the cost sharing forecasts for E Division headquarters – however this matter still under discussion and has not yet been finalized.
- Increased member pension costs of approximately \$2,000/member

FINANCIAL IMPLICATIONS:

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

While the City funds two of its officers from host gaming revenues, and two officers from the Provincial traffic fine revenue sharing grant, the remaining 26.4 members are funded from general property taxation. Additionally, and to more accurately reflect anticipated costs, the City also budgets for a projected "position vacancy pattern". In past years, the City has on average experienced a vacancy pattern of at least 1.5 FTE's (full-time equivalents). These vacancies occur when positions have not yet been filled, or when members are on leave from positions.

The following table details the estimated impact on property taxes and presumes that the full use of authorized established strength is achieved. In reality and as a result of vacancy patterns, the cost impact will quite likely be somewhat less than what is shown in the Table 2. The following details the financial impact for 2015/16 contract options:

TABLE 2: 2015/16 Municipal Policing Contract Options – *Estimated* Impact on Property Taxes

FUNDING SOURCE	OPTION 1: 2015/16 (30.4 MEMBERS)			OPTION 2: 2015/16 (31.4 MEMBERS)		
	NO. MEMBERS	SOURCE OF FUNDS FOR INCREASE	ESTIMATED TAX INCREASE REQUIRED	NO. MEMBERS	SOURCE OF FUNDS FOR INCREASE	ESTIMATED TAX INCREASE REQUIRED
Gaming Funds	2.0	\$9,800		2.0	\$9,800	
Traffic Fine Revenue	2.0	9,800		2.0	9,800	
Property Taxes	<u>26.4</u>	<u>112,103</u>	0.65%	<u>27.4</u>	<u>\$255,503</u>	1.48 %
Total	<u>30.4</u>	<u>\$131,703</u>		<u>31.4</u>	<u>\$275,103</u>	

ADMINISTRATIVE IMPLICATIONS:

On Council approval of either Option 1 or Option 2, as detailed below under the "OPTIONS" section, Staff will provide the RCMP with the "approval in principle" confirmation letter for the 2015/16 Municipal Policing Contract year.

STRATEGIC PLAN REFERENCE:

1. A Safe and Caring Community

Goal 1: Ensure protective services meet community needs

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.4 Police Protection

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

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

REGIONAL GROWTH STRATEGY REFERENCE:

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

CITIZEN/PUBLIC ENGAGEMENT:

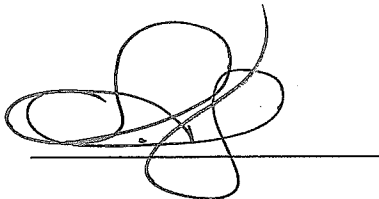
While citizen engagement specific to the policing contract and the annual expenditure cap is not required, the public will have opportunity to provide comment regarding budgeted police protection costs by way of public feedback during the 2015 annual financial planning process.

OPTIONS:

OPTION 1: That Council grants "approval in principle" for a zero increase in the established strength and an expenditure cap of \$5,493,584 for the 2015/16 Municipal Policing Contract.

OPTION 2: That Council grants "approval in principle" to an increase of one member in the established strength and an expenditure cap of \$5,630,751 for the 2015/16 Municipal Policing Contract.

Prepared by:

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

Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO

Attachments:

1. Comox Valley Region Profile 2011 prepare by the Police Services Division, Ministry of Justice, BC.
2. May 9, 2014 RCMP Correspondence, Municipal Policing Expenditure Cap 2015/16

COMOX VALLEY REGION

- In the Comox Valley Regional District (CVRD), the RCMP provide municipal police services to the City of Courtenay and the Town of Comox. The RCMP Provincial Force polices municipalities under 5,000 as well as unincorporated or rural areas. In the CVRD, the provincial area includes the community of Cumberland, and Denman and Hornby islands.
- In 2011, there were 61 RCMP members assigned to police the region: 42 members policed the City of Courtenay and the Town of Comox while 19 were responsible for policing the provincial area.
- In 2011, the **population** for the CVRD was 64,805, a less than 1% increase from the 2010 population of 64,623.
- Police in BC record criminal activity using Statistics Canada's Uniform Crime Reporting 2 (UCR2) Survey. *Criminal Code* offences are used to calculate police case loads and crime rates. **Total *Criminal Code* offences include violent, property, and other crimes.**
- In 2011, 4,189 ***Criminal Code* offences** were recorded within the CVRD. This was a 9% decrease from the 4,619 recorded in 2010.
- In 2011, Comox Valley recorded a **crime rate** of 65 offences per 1,000 population, a decrease of 8% from the 2010 **crime rate** of 71.
- A **case load** of 69 *Criminal Code* offences per member was recorded for the CVRD in 2011. This was almost 12% lower than the **case load** of 78 recorded in 2010.

REGIONAL PROFILE 2011

REGIONAL DATA TABLES

REGIONAL SUMMARY	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Population	57,708	58,738	59,635	61,075	60,435	61,810	63,373	64,163	64,623	64,805
Police Strength	50	51	53	55	55	56	59	59	59	61
Case Load	149	154	137	119	99	106	90	87	78	69
Population Served Per Member	1,154	1,152	1,125	1,110	1,099	1,104	1,074	1,088	1,095	1,062
Violent Crimes										
Number of Offences	1,105	1,101	1,079	1,196	949	967	769	894	830	857
Crime Rate	19.1	18.7	18.1	19.6	15.7	15.6	12.1	13.9	12.8	13.2
Property Crimes										
Number of Offences	4,511	4,801	4,454	4,052	3,275	3,655	3,424	2,876	2,715	2,362
Crime Rate	78.2	81.7	74.7	66.3	54.2	59.1	54.0	44.8	42.0	36.4
Other Crimes										
Number of Offences	1,820	1,933	1,724	1,271	1,205	1,307	1,135	1,348	1,074	970
Crime Rate	31.5	32.9	28.9	20.8	19.9	21.1	17.9	21.0	16.6	15.0
TOTAL CRIMINAL CODE OFFENCES	7,436	7,835	7,257	6,519	5,429	5,929	5,328	5,118	4,619	4,189
CRIME RATE	129	133	122	107	90	96	84	80	71	65

TOWN OF COMOX	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Population	11,766	11,995	12,241	12,592	12,401	12,721	13,265	13,460	13,640	13,493
Police Strength	9	9	10	10	10	11	12	12	12	12
Case Load	112	94	81	72	56	74	65	55	48	49
Population Served Per Member	1,307	1,333	1,224	1,259	1,240	1,156	1,105	1,122	1,137	1,124
Violent Crimes										
Number of Offences	109	111	123	115	91	92	105	84	71	116
Crime Rate	9.3	9.3	10.0	9.1	7.3	7.2	7.9	6.2	5.2	8.6
Property Crimes										
Number of Offences	674	532	506	476	356	555	556	431	387	366
Crime Rate	57.3	44.4	41.3	37.8	28.7	43.6	41.9	32.0	28.4	27.1
Other Crimes										
Number of Offences	222	203	181	124	116	163	123	148	117	104
Crime Rate	18.9	16.9	14.8	9.8	9.4	12.8	9.3	11.0	8.6	7.7
TOTAL CRIMINAL CODE OFFENCES	1,005	846	810	715	563	810	784	663	575	586
CRIME RATE	85	71	66	57	45	64	59	49	42	43

AREA POLICED AS COMOX VALLEY PROV	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Population	26,529	25,995	26,073	26,414	25,553	25,720	26,127	26,457	26,401	26,345
Police Strength	17	17	18	19	19	19	19	19	19	19
Case Load	113	125	118	95	77	75	71	64	60	51
Population Served Per Member	1,561	1,529	1,449	1,390	1,345	1,354	1,375	1,392	1,390	1,387
Violent Crimes										
Number of Offences	305	315	319	325	287	264	198	240	267	213
Crime Rate	11.5	12.1	12.2	12.3	11.2	10.3	7.6	9.1	10.1	8.1
Property Crimes										
Number of Offences	1,138	1,268	1,321	1,195	902	892	874	713	635	557
Crime Rate	42.9	48.8	50.7	45.2	35.3	34.7	33.5	26.9	24.1	21.1
Other Crimes										
Number of Offences	476	536	489	294	277	276	275	271	235	204
Crime Rate	17.9	20.6	18.8	11.1	10.8	10.7	10.5	10.2	8.9	7.7
TOTAL CRIMINAL CODE OFFENCES	1,919	2,119	2,129	1,814	1,466	1,432	1,347	1,224	1,137	974
CRIME RATE	72	82	82	69	57	56	52	46	43	37

REGIONAL PROFILE 2011

CITY OF COURTENAY	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Population	19,413	20,748	21,321	22,069	22,481	23,369	23,981	24,246	24,582	24,967
Police Strength	24	25	25	26	26	26	28	28	28	30
Case Load	188	195	173	153	131	142	114	115	104	88
Population Served Per Member	809	830	853	849	865	899	856	866	878	832
Violent Crimes										
Number of Offences	691	675	637	756	571	611	466	570	492	528
Crime Rate	35.6	32.5	29.9	34.3	25.4	26.1	19.4	23.5	20.0	21.1
Property Crimes										
Number of Offences	2,699	3,001	2,627	2,381	2,017	2,208	1,994	1,732	1,693	1,439
Crime Rate	139.0	144.6	123.2	107.9	89.7	94.5	83.1	71.4	68.9	57.6
Other Crimes										
Number of Offences	1,122	1,194	1,054	853	812	868	737	929	722	662
Crime Rate	57.8	57.5	49.4	38.7	36.1	37.1	30.7	38.3	29.4	26.5
TOTAL CRIMINAL CODE OFFENCES	4,512	4,870	4,318	3,990	3,400	3,687	3,197	3,231	2,907	2,629
CRIME RATE	232	235	203	181	151	158	133	133	118	105

DATA QUALIFIERS

1. **Population figures** are estimates prepared annually by BC Stats, based on the results of Canada Census which is conducted every five years. BC Stats revises these figures for all the previous years back to the nearest available Census release. Population estimates for 2006 to 2011 are based on the 2006 Canada Census and population estimates prior to 2006 are based on the 2001 Canada Census. Population data prior to 2006 are not comparable to population data from 2006 onward.
2. **Population figures** reflect only the permanent or resident population of a jurisdiction. Where a jurisdiction serves as a business and/or entertainment centre, it may have substantial "part-time" and "resident non-resident" populations relative to its resident or "late night" population, i.e., tourists, cabin owners, commuters, students, and seasonal staff. These temporary populations, whose permanent residence is within another jurisdiction, are excluded from a jurisdiction's population figures.
3. **Police strengths** represent a jurisdiction's authorized strength as of December 31st of each calendar year. The authorized strength for both municipal RCMP forces and independent police department jurisdictions (Mun) represents the number of sworn members and sworn civilian members assigned to a detachment or department, but does not include non-sworn civilian support staff, bylaw enforcement officers, RCMP auxiliary police or independent municipal police department reserve police officers. The authorized strength for provincial force jurisdictions (Prov) represents the number of sworn members assigned to general duty and general investigation functions at a detachment but does not include members assigned to specialized functions such as traffic enforcement or forensic identification, etc. The authorized strengths for provincial force jurisdictions are obtained from RCMP "E" Division Headquarters. The authorized strengths for RCMP municipal jurisdictions are obtained from Annex A of each municipality's Municipal Police Unit Agreement (MPUA) with the provincial government. Authorized strengths for municipalities policed by independent municipal police departments are collected annually from each department. Due to the differences in the organizational structure of each type of force and methods of collecting authorized strength data, comparisons between RCMP provincial, RCMP municipal and independent municipal police jurisdictions should be made with caution.
4. **Case loads** are defined as the number of *Criminal Code* offences per authorized police strength. They represent the workload per officer, and as a result, are often a better indicator of the demand for police services than either a jurisdiction's population or its crime rate. The case load is calculated by dividing the total number of *Criminal Code* offences in the calendar year by the authorized police strength as of December 31st of the same calendar year.
5. **Number of offences** represents only those crimes reported to, or discovered by the police which, upon preliminary investigation, have been deemed to have occurred or been attempted; these data do not represent nor imply a count of the number of charges laid, prosecutions conducted, informations sworn or convictions obtained. These data have been recorded by the police utilizing the Uniform Crime Reporting 2 (UCR2) Survey scoring rules and guidelines. If a single criminal incident contains a number of violations of the law, then only the most serious violation is recorded for UCR2 purposes.
6. In 2009 the Canadian Centre for Justice Statistics introduced changes to the way crime statistics in Canada are presented. **Total Criminal Code** data continue to be categorized as violent, property, and other crimes; however, the offences comprising each category have been revised. The **Violent Crimes** category now includes the previously considered 'Other Criminal Code' offences of criminal harassment, sexual offences against children, forcible confinement, kidnapping, extortion, uttering threats, and threatening or harassing phone calls. The **Property Crimes** category now includes the previously considered 'Other Criminal Code' offences of mischief and arson. The **Other Crimes** category continues to capture all non-traffic *Criminal Code* violations which are not classified as either violent or property crimes. Although data in this publication has been revised to reflect these changes, data contained within reports published by Police Services Division prior to 2010, have not been updated. As a result, comparisons between these datasets should not be made as the total number of offences within the three crime categories will differ substantially.

DATA QUALIFIERS Cont'd

7. **Total Criminal Code Offences** includes property, violent, and other crimes. **Violent crimes** include the offences of homicide, attempted murder, sexual and non-sexual assault, sexual offences against children, abduction, forcible confinement, kidnapping, robbery, criminal harassment, extortion, uttering threats, and threatening or harassing phone calls. **Property crimes** include the offences of break and enter, theft, possession of stolen property, fraud, mischief, and arson. **Other crimes** include all non-traffic *Criminal Code* offences not classified as either violent or property crimes, e.g., prostitution, gaming and betting, offensive weapons, counterfeit currency, disturb the peace, bail violations, etc.
8. **Crime rate** is the number of *Criminal Code* offences or crimes (excluding drugs and traffic) reported for every 1,000 permanent residents. It is a better measure of trends in crime than the actual number of offences because it allows for population differences. Municipal crime rates do not necessarily reflect the relative safety of one municipality over another. More often than not, a high crime rate indicates that a municipality is a core city, i.e., a business and/or entertainment centre for many people who reside outside, as well as inside, the municipality. As a result, core cities may have large part-time or temporary populations which are excluded from both their population bases, and their crime rate calculations.
9. The data contained in this report may vary when compared with previous reports produced by Police Services. Where variances occur, the report produced at the latest date will reflect the most current data available.

DATA SOURCES:

- Crime: Uniform Crime Reporting 2 Survey,
Canadian Centre for Justice Statistics, Statistics Canada.
- Populations: BC Stats, Ministry of Labour, Citizens' Services and Open Government,
Government of British Columbia.
- Police Resources: Royal Canadian Mounted Police, "E" Division; Police Services Division; and,
Independent Municipal Police Departments.

DATE: August 2012.



Royal
Canadian
Mounted
Police

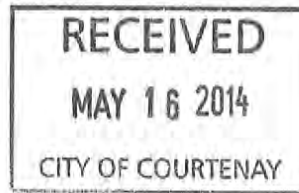
Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

May 9, 2014

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



Your File Votre

Our File Notre
E753-28-1

Dear Mr. Allen:

Re: Municipal Contract Policing Multi-Year Plan - 2015/2016

In keeping with the *Municipal Police Service Agreement* of 2012, we are communicating with our Municipal Partners to establish projections of our human and financial resource needs in 2015/2016.

We are asking that you meet with your Detachment Commander to discuss the police service needs of the community and the related human and financial resource requirements.

For this 5 year plan cycle, we would like to highlight some items of interest that will carry over into the 2015/16 fiscal year.

- Health Modernization – We continue to realize savings in relation to members' health care costs since members were switched over to an MSP plan in fiscal 2013/14. This has resulted in a \$1,750 per FTE reduction in Division Administration.
- Severance – The liquidation of severance will reduce the outstanding liability as employees ceased to earn severance as of April 1, 2012. The total liability for this payout remains under discussion between the Provincial and Federal Governments. Payments for severance made for 2013/14 will be deducted from the final liability once settled.

In accordance with Section 11.2(i) of the *Municipal Police Service Agreement* of 2012, beginning April 1, 2015, all costs of recruiting, the Cadet Training Program at Depot, and the Police Dog Service Training Centre will be determined based on actual expenditures for the previous three-year period. These costs will be included separately and will replace the flat rate of \$3,500 per FTE previously included for these three National Programs.

Also new in the 5 year plan for Lower Mainland District (LMD) municipalities, is a forecast for the Real Time Intelligence Centre (RTIC). RTIC is a multi-agency policing centre launching May 2014 to support front line police officers in the Lower Mainland by providing a coordinated regional response to serious crimes. RTIC-BC will enhance the Provincial Intelligence Centre, and will gradually add staff until early 2015, when it is anticipated to be running 24/7.

Many of these initiatives have been discussed at different meetings/forums such as the Government Finance Officers Association of BC's (GFOABC) annual budget meetings, Lower Mainland CAO/PPC meetings, and local presentations before Mayor and Council. The next GFOABC meeting is on May 29th in Nanaimo, BC. We hope to see you or your representative there. If you have questions or would like a custom presentation on your 5 year municipal plan please contact Brad Lanthier, Senior Financial Manager, at 778-290-2705.

Attached for your information are:

- a. Our five year budget for your RCMP Municipal Policing costs. This is a detailed listing of actual costs for fiscal year 2012/2013, pre-final costs for 2013/2014, a revised estimate for the current year (2014/2015) and forecasted estimates for 2016 – 2020 inclusive (see schedules 1, 2 and 3 for 2015/2016).
- b. Five year budget for Division Administration Costs (schedule 4);
- c. Sample Response Letter (schedule 5)

A number of items remain under discussion between the Provincial and Federal Governments, including:

Division Administration costs associated to Green Timbers: Last year's plan included an estimate of \$1200 per member in relation to accommodation charges at the new headquarters. This estimate has been reduced to \$900 per member. While this item is currently still under discussion, this provisional amount has been included in the Division Administration estimate.

Severance Liquidation: As of April 1, 2012, severance no longer accumulates for members who resign or retire, but will continue to accrue for lay-off, death, and disability. For budgeting purposes, an estimated amount of \$1,023 per full time equivalent (FTE) has been included. The payment amount and schedule for severance liquidation is currently being discussed between the Provincial and Federal Governments.

Pension Rates: Based on the latest Pension Panel Report, a new pension contribution rate has been set at 22.70% for provinces, territories and local government effective April 1, 2015 to cover the Employer's responsibility for RCMP members' pension under the RCMP Policing Agreements.

We recognize that your calendar year Budget Cycles are not synchronized with the Government of Canada's fiscal year, however, we are requesting that you provide information earlier than the Municipal Budget Cycle normally requires. This is to ensure that the Federal Treasury Board can secure their share of the Municipal Contract costs within the federal budget cycle time lines.

Please submit a "Letter of Approval in Principle" by **June 13, 2014**. The letter should address all increases for fiscal year 2015/2016, including:

- Proposed establishment increase in regular and/or civilian members;
- Estimated Municipal Policing Budget at 100% costs;
- If applicable, estimates for Integrated Units, RTIC and Accommodation at 100% costs; and
- If applicable, approval in principle and basis of payments for any equipment costing \$150,000 or more per item.

We would like to emphasize that this "Letter of Approval in Principle" is for **planning purposes only** to address the Federal Government's Annual Reference Level Update (ARLU) process. It is not a final commitment on your part for the additional personnel or for the increased financial budget indicated. A copy of a sample response is provided for your reference (schedule 5).

First Reply Letter:

Approval in Principle Letter for 2015/2016

Due: June 13, 2014

A) Please address the letter to:

Mr. Clayton Pecknold

Assistant Deputy Minister and Director of Police Services

Ministry of Justice

P.O. Box 9285 Stn Prov Govt.

Victoria, BC V8W 9J7

B) Please forward a copy to the RCMP addressed to:

Mr. Max Xiao

Regional Director, Financial Management, RCMP "E" Division

Mailstop #908, 14200 Green Timbers Way

Surrey, BC Canada V3T 6P3

Second Reply Letter:

Final Confirmation Letter for 2015/2016

Due: May 4, 2015

By **May 4th, 2015**, please forward a second letter to confirm the 2015/2016 budget to:

A) Assistant Deputy Minister and Director of Police Services

B) Regional Director, Financial Management, RCMP "E" Division

When you decide to change human resources (establishment changes) to your detachment strength, please be advised that a third letter is required that outlines your request.

A) Please address the letter to:

The Honourable Suzanne Anton, Q.C.
Minister of Justice and Attorney General
Ministry of Justice
P.O. Box 9044 Stn Prov Gov't.
Victoria, BC V8W 9J7

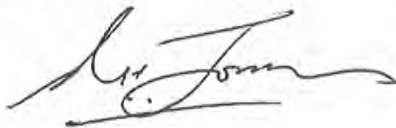
B) Please forward a copy of the letter to:

a) Regional Director, Financial Management, RCMP "E" Division

b) C/Supt. Ray Bernoties, District Commander, Island District

If you have any questions regarding your municipal budget or your contractual obligations, please contact Bradley Lanthier, Sr. Manager Contract Policing at 778-290-2705.

Yours truly,



Robert H. Jorssen
Executive Director,
Corporate Management & Comptrollership Branch
Royal Canadian Mounted Police, Pacific Region
Mailstop # 906, 14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

Cc: Mayor Larry Jangula, Corp. of the City of Courtenay
C/Supt. Ray Bernoties, District Commander, Island District
OIC Comox Valley Detachment
Max Xiao, Regional Director, Financial Management & Accounting Operations

Canada 

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

COURTENAY 2015/16 to 2019/20 Fiscal Estimates Contract Strength Average Actual / Funded Strength	14/15 Estimates 31.4 30.4	15/16 Estimates 31.4 31.4	\$ Change	% Change - 3.3%	Notes
COST ELEMENT GROUP (CEG)					
01 - PERSONNEL					
REGULAR PAY	2,535,149	2,702,045	166,896	6.6%	Increase in 1 FTE
OVERTIME - MEMBERS	285,000	295,000	10,000	3.5%	
PAYROLL ALLOWANCES *	182,000	197,500	15,500	8.5%	Increase due to projections based on historical trends for service and senior constable pay
OTHER PAYROLL ITEMS	18,500	19,095	595	3.2%	
01 - PERSONNEL: TOTAL	3,020,649	3,213,640	192,991	6.4%	
02 - TRANSPORT & TELECOM	75,767	77,637	1,870	2.5%	
03 - INFORMATION	170	175	5	3.0%	
04 - PROFESSIONAL & SPEC SVCS	144,477	147,605	3,128	2.2%	
05 - RENTALS	13,694	14,105	411	3.0%	
06 - PURCHASE, REPAIR AND MAINT	59,066	60,838	1,772	3.0%	
07 - UTIL, MATERIAL AND SUPP	187,383	193,005	5,621	3.0%	
09 - MACHINERY & EQUIPMENT	237,580	192,012	(45,568)	(19.2%)	14/15 Mobile Work Stations Renewal & additional vehicles
12 - OTHER SUBSIDIES & PMTS	5,628	5,628	0	-	
TOTAL DIRECT COST	3,744,415	3,904,646	160,231	4.3%	
Cost of RM Pensions	543,307	650,252	106,945	19.7%	Increase due to Pension Contribution rate change (20.23% to 22.7%)
Cost of Division Administration	750,880	737,900	(12,980)	(1.7%)	Revised lower Div Admin rate for 15/16
Cost of Other Indirect Charges	286,479	337,953	51,474	18.0%	Increase in training & recruiting plus PDS per capita (70% split with Comox Valley at 30%)
TOTAL INDIRECT COST	1,580,666	1,726,105	145,439	9.2%	
TOTAL COSTS (Direct + Indirect)	5,325,081	5,630,751	305,670	5.7%	
FEDERAL COST 10 %	532,508	563,075	30,567	5.7%	
MUNICIPAL COST 90%	4,792,573	5,067,676	275,103	5.7%	
ESTIMATED COST PER RM (90%)	157,650	161,391	3,741	2.4%	

* Allowances and Benefits includes: Service Pay, Senior Constable, Occupational Clothing, and Shift Differential

MUNICIPAL BUDGET CAP

MUNICIPAL COST 90%	5,067,676	
ACCOMMODATION 100%	272,487	
PUBLIC SERVICE EMPLOYEE COSTS 100%	506,354	based on 9 FTEs
TOTAL MUNICIPAL BUDGET CAP	5,846,517	

COURTENAY 2015/16 to 2019/20 Fiscal Estimates	COURTENAY 12/13 Final	COURTENAY 13/14 Pre-Final	COURTENAY 14/15 Budget	COURTENAY 15/16 Estimates	COURTENAY 16/17 Estimates	COURTENAY 17/18 Estimates	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates
CONTRACT STRENGTH	30.40	30.40	31.40	31.4	32.4	32.4	33.4	33.4
ACTUAL / FUNDED STRENGTH	27.46	24.46	30.40	31.4	32.4	32.4	33.4	33.4
COST ELEMENT GROUP (CEG)								

STD OBJ. 01 - PERSONNEL

CEG 20 - TEMP. CIVILIAN EMPLOYEES & CASUALS	9,918	80,439	10,500	10,815	11,139	11,474	11,818	12,172
CEG 21 - GUARDS & MATRONS								
CEG 22 - INTELLIGENCE MONITORS	20	40						
CEG 30 - PAY - MEMBERS:								
CE 500110 - REGULAR PAY	2,245,251	2,036,942	2,535,149	2,702,045	2,828,055	2,870,476	3,001,597	3,046,620
CE 500114 - SERVICE PAY	68,208	71,350	90,000	89,000	108,500	117,500	127,000	127,000
CE 500121 - PLAINCLOTHES	16,706	679						
CE 500122 - KIT UPKEEP	2,436	-45						
CE 500163 - MARKET ADJUSTMENT								
CE 500164 - SENIOR CST ALLOWANCE	42,144	47,742	60,500	63,500	68,500	73,500	79,000	79,000
CE 501198 - BILINGUAL BONUS - Current								
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE		4,986	7,400	7,600	7,800	7,800	8,000	8,000
MISC. CE's incl. under CEG 30								
CEG 30 - PAY - MEMBERS - TOTAL	2,374,744	2,161,653	2,693,049	2,872,145	3,012,855	3,069,276	3,215,597	3,260,620
CEG 31 - OVERTIME - MEMBERS	207,026	187,942	285,000	295,000	315,049	326,075	347,904	360,081
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item	590,765	31,230						
CEG 33 - RCMP PAY - OTHER								
CE 500112 - RETROACTIVE PAY	4,294	854						
CE 500117 - SHIFT DIFFERENTIAL	22,922	40,336	24,100	27,400	27,811	28,228	28,652	29,081
CE 500119 - PERFORMANCE AWARD								
CE 501127 - RETRO PAY - PRIOR YEAR	196							
MISC. CE's incl. under CEG 33	4,507	5,934	8,000	8,280	8,528	8,784	9,048	9,319
CEG 33 - PAY - MEMBERS - OTHER	31,919	47,125	32,100	35,680	36,750	37,853	38,988	40,158
CEG 40 - ALLOWANCES - INTRA MEMBERS	20,455	28,352						
CEG 41 - ALLOWANCES - INTER MEMBERS								
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENC								
TOTAL STD OBJ. 01 - PERSONNEL	3,234,947	2,536,782	3,020,649	3,213,640	3,375,794	3,444,678	3,614,307	3,673,032

STD OBJ. 02 - TRANSPORTATION & TELECOM

CEG 50 - TRAVEL	14,215	21,737	30,000	30,900	31,827	32,782	33,765	34,778
CEG 51 - TRAVEL ADVANCES								
CEG 52 - TRAINING TRAVEL (DCCEG)	19,452	9,080	26,848	27,251	27,660	28,490	29,344	30,225
CEG 53 - TRAINING TRAVEL (POST)	1,916	7,826	10,927	11,255	11,593	11,941	12,299	12,668
CEG 54 - IPA & FSD TRAVEL								
CEG 55 - CENTRALIZED TRAINING TRAVEL								
CEG's 60-66 - TRANSFER COSTS (Credit Item)	67,877	87,414						
CEG 70 - FREIGHT, POSTAGE, ETC.	6,674	6,280	7,991	8,231	8,478	8,732	8,994	9,264
CEG 100 - TELEPHONE SERVICES (DCCEG)								
CEG 101 - TELEPHONE SERVICES (POST)	260							
CEG 140 - COMPUTER COMM SERVICES								
TOTAL STD OBJ. 02 - TRANSPORT & TELECOM	110,394	132,336	75,767	77,637	79,557	81,944	84,402	86,935

STD OBJ. 03 - INFORMATION

CEG 120 - ADVERTISING	115	7						
CEG 130 - PUBLICATIONS SERVICES	161	54	170	175	181	186	192	197
TOTAL STANDARD OBJ. 03 - INFORMATION	276	61	170	175	181	186	192	197

STD OBJ. 04 - PROFESSIONAL & SPEC. SVCS

CEG 160 - LEGAL SERVICES (Credit Item)	81,811	5,723						
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	0	0				
CEG 171 - CONTRACTED SERVICES (Post)								
CEG 190 - TRAINING & SEMINARS (DCCEG)	21,428	19,761	23,762	24,119	24,480	25,215	25,971	26,750
CEG 191 - TRAINING & SEMINARS (POST)	2,685	1,947	2,814	2,898	2,985	3,075	3,167	3,262
CEG 192 - OFFICIAL LANGUAGE TRAINING								
CEG 200 - HEALTH SERVICES MEMBERS (Credit Item)	151,471							
CEG 201 - HEALTH SERVICES - OTHERS (Credit Item)	1,103							
CEG 202 - HEALTH SERVICES - PENSIONERS (Credit Item)	11,551							
CEG 210 - PROTECTION SERVICES								
CEG 213 - CORPS OF COMMISSIONAIRES								
CEG 218 - CONTAMINATED SITES								
CEG 219 - PROFESSIONAL SERVICES	44,258	62,827	75,000	77,250	79,568	81,955	84,413	86,946
CEG 220 - OTHER SERVICES	5,590	8,150	6,078	6,260	6,448	6,641	6,841	7,046
CEG 221 - OTHER SERVICES IM/IT	2,758	6,122	3,555	3,661	3,771	3,884	4,001	4,121
CEG 223 - RADIO COMMUNICATION SYSTEMS	28,664	30,686	36,823	37,078	37,340	37,610	37,610	37,610
CEG 228 - CAD/C SPENDING OF PROCEEDS								
CEG 229 - CAD/C ALLOCATED (Credit Item)	-4,410							
CEG 230 - DIV FUND TRANSFER								
CEG 231 - DCM FUND TRANSFER								
CEG 232 - O&M OPERATIONAL CONTINGENCY								
CEG 233 - CORPORATE CONTINGENCY								
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC S	346,910	135,015	144,477	147,605	150,821	154,495	158,002	161,614

STD OBJ. 05 - RENTALS

CEG 240 - RENTAL-LAND, BLDG & WORKS (DCCEG)		0						
CEG 241 - RENTAL-LAND, BLDG & WORKS (POST)	4,106	5,352	4,952	5,101	5,254	5,411	5,574	5,741
CEG 250 - RENTAL COMMS EQUIP (DCCEG)								
CEG 251 - RENTAL COMMS EQUIP (POST)								
CEG 258 - RENTAL MOTORIZED VEHICLES								
CEG 260 - RENTAL OF CONVEYANCE								
CEG 261 - LEASING OF AIRCRAFT								
CEG 265 - LEASED VEHICLES								
CEG 280 - RENTAL COMPUTER EQUIP								
CEG 290 - RENTAL - OTHERS	7,144	8,462	8,742	9,004	9,274	9,552	9,839	10,134
TOTAL STANDARD OBJ. 05 - RENTALS	11,251	13,814	13,694	14,105	14,528	14,964	15,413	15,875

STD OBJ. 06 - PURCHASE, REPAIR AND MAINT

CEG 310 - REPAIR OF BUILDINGS & WORKS	0	0						
CEG 311 - REPAIR OF BUILDINGS & WORKS	0							
CEG 350 - REPAIR SHIPS & BOATS								
CEG 360 - REPAIR OF AIRCRAFT								
CEG 370 - REPAIR OF VEHICLES	45,112	29,007	56,822	58,526	60,282	62,091	63,953	65,872
CEG 380 - REPAIR OF OFFICE & LAB EQUIP	645	1,343	820	844	869	896	922	950

COURTENAY 2015/16 to 2019/20 Fiscal Estimates	COURTENAY 12/13 Final	COURTENAY 13/14 Pre-Final	COURTENAY 14/15 Budget	COURTENAY 15/16 Estimates	COURTENAY 16/17 Estimates	COURTENAY 17/18 Estimates	COURTENAY 18/19 Estimates	COURTENAY 19/20 Estimates
CONTRACT STRENGTH	30.40	30.40	31.40	31.4	32.4	32.4	33.4	33.4
ACTUAL / FUNDED STRENGTH	27.46	24.46	30.40	31.4	32.4	32.4	33.4	33.4
COST ELEMENT GROUP (CEG)								

INDIRECT COSTS - (REGULAR & CIVILIAN MEMBERS)

1) Pensions (Total Pensionable Earnings)	2,360,093	2,156,888	2,685,649	2,864,545	3,005,055	3,061,476	3,207,597	3,252,620
Pension Rate	15.58%	15.58%	20.23%	22.70%	22.70%	22.70%	22.70%	22.70%
Total Cost of RM/CM Pension....	367,702	336,043	543,307	650,252	682,148	694,955	728,124	738,345
2) CPP (Pensionable Earnings) based on a Per Capita Co	2,319.08	2,373.53	2,432.00	2,492.39	2,554.70	2,618.57	2,684.03	2,751.13
Total Cost (Per Capita x FTE Utilization)	63,682	58,050	73,933	78,261	82,772	84,842	89,647	91,868
3) Employer's Contr. to E.I. based on a Per Capita Cost of	1,014.08	1,080.66	1,065.42	1,092.05	1,119.35	1,147.34	1,176.02	1,205.42
Total Cost (Per Capita x FTE Utilization)	27,847	26,430	32,389	34,290	36,267	37,174	39,279	40,261
4) Division Administration based on a Per Capita Cost of	24,398	21,511	24,700	23,590	24,000	24,600	25,100	25,700
Total Cost (Per Capita x FTE Utilization)	669,969	526,103	750,880	737,900	777,600	797,040	838,340	858,380
5) Cost of Recruit. & Trng (see Nat'l Prog.effect. 15/16)								
Per Capita Cost of Recruitment....	3,500	3,500	3,500	2,944	2,978	2,978	2,978	2,978
Per Capita Cost of Training....				1,068	1,181	1,181	1,181	1,181
Total Cost (Per Capita x FTE Utilization)	96,110	85,601	106,400	125,977	134,752	134,752	138,911	138,911
6) Cost of National Programs (See Addendum 'A')	1,383	2,498	2,411	2,536	2,539	2,541	2,544	2,546
Total Cost (Per Capita x FTE Utilization)	37,968	61,084	73,295	79,640	82,257	82,339	84,966	85,052
7) Police Dog Svc. Trng. as a Per Cap. cost of (2015/16)				27,624	28,178	28,178	28,178	28,178
Total Cost (Per cap X PD Teams) - COURTENAY'S	SHARE @ 70%			19,337	19,725	19,725	19,725	19,725
TOTAL INDIRECT COSTS - (RM's & CM's):	1,263,278	1,093,312	1,580,203	1,725,657	1,815,520	1,850,925	1,938,991	1,972,561

INDIRECT COSTS - (TCE's, IM's & RESERVISTS)

a) Cost of TCE/IM Pensions (pensionable items)	381	40						
x Pension Rate	12.26%	12.77%	12.70%	12.70%	12.70%	12.70%	12.70%	12.70%
Total Cost of TCE/IM Pension.....	47	5						
b) CPP for TCE/IM/Reservist Per Capita Cost..	2,319.08	2,373.53	2,432.00	2,492.39	2,554.70	2,618.57	2,684.03	2,751.13
Total Cost (Per Capita x FTE)	271	2,164	305	295	307	320	333	346
c) Employer's Contr. to E.I. Per Capita Cost..	1,193.86	1,255.46	1,254.30	1,285.66	1,317.80	1,350.75	1,384.52	1,419.13
Total Cost (Per Capita x FTE)	140	1,145	157	152	159	165	172	178
TOTAL INDIRECT COSTS - (TCE, IM, RESERVISTS)	457	3,314	463	448	466	485	504	524

TOTAL INDIRECT COSTS	1,263,735	1,096,625	1,580,666	1,726,105	1,815,986	1,851,310	1,939,495	1,973,085
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ADDENDUM 'A'								
OTHER INDIRECT COSTS:								
Public Complaints Committee (PCC)	383	475	383	508	508	508	508	508
Legal Advisory Services	159	161	165	166	168	171	173	176
Enhanced Reporting & Accountability	119	118	119	118	118	118	118	118
Estimated Annual Severance		1,023	1,023	1,023	1,023	1,023	1,023	1,023
CONSOLIDATED SERVICES:								
Shared Services Canada (SSC)	721	721	721	721	721	721	721	721
Accounting Operations								
Pay & Compensation								
Total Costs	1,383	2,498	2,411	2,536	2,539	2,541	2,544	2,546

Calendar Year	2012	2013	2014	2015	2016	2017	2018	2018
FISCAL YEAR TO CALENDAR YEAR CONVERSION TABLE:								
Fiscal Year Total Current	3,993,386	3,604,452	4,792,573	5,067,676	5,353,972	5,406,174	5,656,251	5,757,866
Fiscal per Qtr Current	998,346	901,113	1,198,143	1,266,919	1,338,493	1,351,544	1,414,063	1,439,466
Fiscal Year Total Prior Year	3,998,174	3,993,386	3,604,452	4,792,573	5,067,676	5,353,972	5,406,174	5,656,251
Fiscal per Qtr Prior Year	999,543	998,346	901,113	1,198,143	1,266,919	1,338,493	1,351,544	1,414,063
Calendar								
Jan - Mar	999,543	998,346	901,113	1,198,143	1,266,919	1,338,493	1,351,544	1,414,063
Apr-June / July-Sept / Oct-Dec	998,346	901,113	1,198,143	1,266,919	1,338,493	1,351,544	1,414,063	1,439,466
July - Sept	998,346	901,113	1,198,143	1,266,919	1,338,493	1,351,544	1,414,063	1,439,466
Oct - Dec	998,346	901,113	1,198,143	1,266,919	1,338,493	1,351,544	1,414,063	1,439,466
City Calendar Year Total	3,994,583	3,701,685	4,495,542	4,998,900	5,282,398	5,393,124	5,593,732	5,732,462
City Budget Cap per Approval Letter								

Colour Legend

Red = Post Budget CEG controlled by OIC

Black = Division Controlled CEG (DCCEG)

Blue lettering = Standard Object (SO)

Blue background = CEG credited to Direct Costs

**NOTES & ASSUMPTIONS for 2015/16
Municipal Contracts**

Our terminology for the grouping of General Accounts:

- Cost Element Group (CEG)
- Cost Element (CE)

NOTES ON DIRECT COSTS

CEG 20 & 22 – Temporary Civilian Employees & Casuals and Intelligence Monitors

Temporary Civilian Employees (TCE's) and Intelligence Monitors (IM's) categories of employees are being eliminated effective June 2014. Some of these positions may become Public Service Employees (PSE). Any amounts for 2015/16 onwards represent estimates for casual or term PSE employees.

CEG 30 - RCMP Members Pay

CE 110 - Regular Pay

1.50% estimated salary increase for each future year

CEG 221 – Other Services IMIT

The forecast includes a more accurate method for allocating Central Transcription Unit (CTU) costs. CTU was formed in 2006 to provide 24/7 Helpdesk and Transcription services.

CEG 223 – Radio Communications Systems

Information Management & Technology Branch is now working on the new service delivery model to meet the increasing service demand from the Municipal business line for portable police radio repair and maintenance. It has been proposed that 6 positions be created (3 in fiscal 2014/15 and an additional 3 starting fiscal 2015/16). Based on the work orders, these positions will be cost recoverable from municipalities.

DIRECT COST DEDUCTIONS

These are deducted from the Total Direct Cost for each municipality.

Non-billable costs:

- CEGs 40 & 41 - Transfer Allowances.
- CEGs 60-66 – Relocation Costs.
- CEG 160 - Legal Services.
- CEG 620 - Claims and Compensation Settlements.

SCHEDULE 2

Training & Recruiting: Forecasted as a national program starting 2015/16 at \$2,944 per FTE for the Cadet Training Program and \$1,068 per FTE for recruiting.

Police Dog Service Training: Forecasted as a national program starting 2015/16 based on established PDS teams in each contract jurisdiction. For 2015/16, the cost is \$27,624 per PDS team. For Lower Mainland District municipalities, this cost will be included in the Integrated Teams budget.

COSTS BILLABLE AT 100%

The following are some of the items that are billable at 100% per the policing contract:

- Accommodation costs (including occupancy charge) for municipal units in federally owned buildings.
- PS Support staff costs (including backfills, overtime, severance, pension, CPP, etc.).
- Furniture and fixtures.
- House Furnishings
- Prisoner costs (including mattresses and blankets for cells).
- Kit and Clothing for auxiliaries.

Courtenay - 2013-14 Average Salary Data

The table below contains 2013-14 data from Salary Forecasting Tool (SFT) extracted March 2014. It calculates the average salaries incurred by rank for the specific detachment for the fiscal year.

Average Salaries from this table are then grossed up by the annual wage increase percentages to estimate future year average salaries by rank, shown in the following table.

PSAct_Name 1.1 CONTRACT POLICING
PSSAct_Desc 1.1.2 MUNICIPAL POLICING
Municipality Courtenay

Rank & Step	Data	FTE	Average Salary
1a.RM		23.67	83,270
CST		17.80	80,782 * Adjusted Below
4		0.32	75,522
5		17.48	80,878
CPL		3.87	87,889
1		0.78	84,973
2		3.09	88,624
SGT		2.01	96,430
2		2.01	96,430
1b.CM		0.70	81,807
ADM		0.70	81,807
3		0.70	81,807
Grand Total		24.37	83,228

* CST Salary Rate Adjustment:	% of Max	Salary
(a) Top CST rate Jan 2014:	100.00%	82,108
(b) Avg CST Salary 2013-14:	98.38%	80,782
CST Salary for Forecast *	99.19%	81,445 = (a + b) / 2

* This calculation grosses up the average CST salary due to anticipated lower cadet intake by reducing the variance from AVG CST to TOP COST by 50%

Courtenay - 5 Year Salary Forecast

	2013-14		2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
	Annual Raise Effective Increment for Fiscal Year (April to March: applying 8 months @ current year raise + 3 months following year raise)		2.00% 1.88%		1.50% 1.50%		1.50% 1.50%		1.50% 1.50%		1.50% 1.50%		1.50% 1.50%	
Regular Members	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE	Avg Salary	FTE
Sgt CST	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CST	81,445	24.40	82,972	25.40	84,217	25.40	85,480	26.40	86,762	26.40	88,063	27.40	89,384	27.40
CPL	87,889	4.00	89,537	4.00	90,880	4.00	92,244	4.00	93,627	4.00	95,032	4.00	96,457	4.00
SGT	96,430	2.00	98,238	2.00	99,711	2.00	101,207	2.00	102,725	2.00	104,266	2.00	105,830	2.00
SGT MAJ	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S/SGT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
S/SGT MAJ	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INSP	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUPT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
C/SUPT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Civilian Members	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADM	81,807	-	83,341	-	84,591	-	85,860	-	87,148	-	88,455	-	89,782	-
CMP	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LIN	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	-	30.40	-	31.40	-	31.40	-	32.40	-	32.40	-	33.40	-	33.40
% Variance	-	-	-	4.77%	-	4.77%	-	4.66%	-	1.50%	-	4.57%	-	1.50%
Average \$/FTE	-	-	\$ 86,052	\$ 86,052	\$ 87,286	\$ 87,286	\$ 88,595	\$ 88,595	\$ 89,868	\$ 89,868	\$ 91,216	\$ 91,216	\$ 91,216	\$ 91,216

Average \$/FTE

COURTENAY

Incremental estimated costs associated with FTE increase from 14/15 to 15/16

		2015/16
		Cost Per FTE
<u>SALARY & ALLOWANCE PAY</u>		
	Average Cst Salary	84,217
	Allowances	2,500
TOTAL SALARY & ALLOWANCE		\$ 86,717
<u>OPERATING COST</u>		38,500
TOTAL COSTS (before Indirect Costs)		\$ 125,217
<u>INDIRECT COSTS</u>		
1) Pensions (Total Pensionable Earnings)		84,217
Pension Rate		22.70%
Total Cost of RM/CM Pension...		\$ 19,117
2) CPP (Pensionable Items) based on a Per Capita Cost of...		2,492
3) Employer's Contributions to EI based on a Per Capita Cost of...		1,092
4) Division Administration based on a Per Capita Cost of...		23,500
5) Total Per Capita Cost of Recruitment & Training...		4,012
6) Cost of National Programs, Other Indirects & Consolidated Services...		2,536
INDIRECT COSTS		\$ 52,750
GRAND TOTAL (at 100%)		\$ 177,966
MUNICIPAL COST TOTAL (at 90%)		\$ 160,170

** The above costs has been incorporated in the 15/16 5yr plan

COURTENAY
PUBLIC SERVICE EMPLOYEES (100% Recoverable)

	2013/14 PRE-FINAL	2014/15 ESTIMATE	2015/16 ESTIMATE
FTEs	6.39	9.0	9.0
DIRECT COSTS:			
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES			
CE 500100 REGULAR PAY F/T IND. PSE	243,361	343,000	350,000
CE 500136 REG. PAY P/T IND. PSE	3,057	5,000	5,075
CE 500141 PSE CASUALS	81,202	65,000	65,975
CE 500142 PSE TERM > 6 MONTHS	-		-
CE 500180 VACATION PAY TERM/CASUAL	2,356		
CEG 11 - OVERTIME - PS	10,786		
CE 500301 PREMIUM PAY NON MEMBERS	6,593		
TOTAL DIRECT COSTS	347,356	413,000	421,050
INDIRECT COSTS:			
A) COST OF PS PENSIONS (CE 100, 136, 142)	246,419	348,000	355,075
PENSION RATE	12.77%	12.77%	12.70%
TOTAL COST OF PS PENSIONS	31,468	44,440	45,095
B) COST OF PS CPP			
AS A PER CAPITA COST	2,373.53	2,442.83	2,492.39
X PSE UTILIZATION	6.39	9.0	9.0
TOTAL COST OF PS CPP	15,167	21,985	22,432
C) COST OF EMPLOYERS CONTRIB. to E.I.			
AS A PER CAPITA COST	1,255.46	1,223.71	1,254.30
X PSE UTILIZATION	6.39	9.0	9.0
TOTAL COST OF E.I. CONTRIBUTIONS	8,022	11,013	11,289
D) COST OF SHARED SERVICES			
AS A PER CAPITA COST	721	721	721
X PSE UTILIZATION	6.39	9.0	9.0
TOTAL COST OF SSC	4,607	6,489	6,489
TOTAL INDIRECT COSTS	59,264	83,927	85,304
TOTAL COST OF PUBLIC SERVICE EMPLOYEES	406,620	496,927	506,354

**Municipal Contract Accommodation Estimates for 2014-15 and 2015-16
as of April 30, 2014**

City of Courtenay

Direct Operating Costs:

CEG		2013-14 PRE-FINAL	2014-15 ORG. EST ⁽¹⁾	2014-15 FORECAST ⁽²⁾	2015-16 ESTIMATE
700170	Contracted Services - Real Property	71,145	65,500	73,300	75,500
700171	Contracted Services - Real Property - Unit Commander Authority	-	-	-	-
700240	Rental of Buildings, Land & Works	4,898	5,400	5,400	5,900
700310	Repair of Buildings & Works	10,498	12,900	9,500	10,800
700311	Repair of Buildings & Works - Unit Commander Authority	697	-	-	-
700400	Utilities	18,095	19,300	18,900	19,800
700592	Payment in Lieu of Taxes	26,031	26,200	26,300	26,500
Total O&M Charge		131,364	129,300	133,400	138,500

Occupancy Charge Calculation:

RCMP Municipal Contract EST	32.9	32.9	32.9	32.9
Municipal Employee EST	4.5	3.5	4.5	4.5
Total Municipal EST (RM plus ME)	37.4	36.4	37.4	37.4
Total EST in building (RM plus support)	100.5	101.5	100.5	100.5
Municipal percentage of total building EST	37.2%	35.9%	37.2%	37.2%
Building Gross Interior Space (sq. m)	1,683.2	1,683.2	1,683.2	1,683.2
Prorated space charged to Municipal Contract	626.4	603.6	626.4	626.4
x Provincial rate per square meter	213.90	213.90	213.90	213.90
Occupancy Charge	133,987	129,110	133,987	133,987

Cost Estimates for Before Adjustments:	265,351	258,410	267,387	272,487
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Adjustments:

Total Property Cost Estimates for Municipal Contract:	265,351	258,410	267,387	272,487
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NOTES:

- (1) 2014-15 original estimate from Municipal Contract Policing Resource Requests - was prepared and sent in May 2013
- (2) 2014-15 forecast is different from the original estimate for 2014-15 per the following reasons:
- change in municipal percentage of total building establishment (original estimate per 12-13 establishment, current forecast per 13-14 establishment)
 - unforeseen changes in the required repairs & maintenance projects for the detachment
 - unforeseen changes in expected expenditures to the building, such as changes in rates for contracted services (cleaning, garbage removal, etc.) & utilities

RCMP - E Div - Divisional Administration

	Actuals 2012/13	Pre-Final 2013/14	Forecast 2014/15	Forecast 2015/16	Forecast 2016/17	Forecast 2017/18	Forecast 2018/19	Forecast 2019/20
Administration & Overhead Costs	\$ 45,494,320	\$ 51,417,642	\$ 55,042,998	\$ 55,802,317	\$ 56,284,969	\$ 57,304,347	\$ 57,611,661	\$ 58,445,099
Special Leave Costs	\$ 75,827,234	\$ 62,958,325	\$ 66,583,497	\$ 69,365,289	\$ 71,145,276	\$ 72,977,479	\$ 74,863,594	\$ 76,805,360
Health Services Costs	\$ 30,716,963	\$ 19,801,472	\$ 20,593,531	\$ 21,417,272	\$ 22,273,963	\$ 23,164,922	\$ 24,091,518	\$ 25,055,179
Total Costs	\$ 152,038,517	\$ 134,177,439	\$ 142,220,026	\$ 146,584,879	\$ 149,704,208	\$ 153,446,748	\$ 156,566,774	\$ 160,305,638
Administration & Overhead Costs Per Capita Rate	\$ 7,302	\$ 8,243	\$ 8,824	\$ 8,946	\$ 9,023	\$ 9,187	\$ 9,236	\$ 9,370
Special Leave Costs Per Capita Rate	\$ 12,170	\$ 10,093	\$ 10,674	\$ 11,120	\$ 11,406	\$ 11,699	\$ 12,002	\$ 12,313
Health Services Costs Per Capita Rate	\$ 4,930	\$ 3,174	\$ 3,301	\$ 3,434	\$ 3,571	\$ 3,714	\$ 3,862	\$ 4,017
Total Per Capita Rate	\$ 24,402	\$ 21,511	\$ 22,800	\$ 23,500	\$ 24,000	\$ 24,600	\$ 25,100	\$ 25,700
Per Capita Rate YoY % Increase		-12%	6%	3%	2%	2%	2%	2%
Division Component								
Administrative:								
Pay	28,096,421	29,176,901	30,811,009	31,726,795	31,967,537	32,740,340	32,796,310	33,373,554
O&M	6,173,600	7,015,196	6,999,820	7,139,967	7,282,916	7,428,724	7,577,449	7,729,148
Total Pay and O&M	34,270,021	36,192,097	37,810,830	38,866,761	39,250,453	40,169,064	40,373,758	41,102,702
Vehicles & Other Capital	229,400	79,781	79,781	80,000	80,000	80,000	80,000	80,000
Accounting Operations - Note 1	1,753,286	1,753,286	2,285,751	2,132,400	2,132,400	2,132,400	2,132,400	2,132,400
RM Compensation - Note 1	2,730,242	2,730,242	2,164,751	1,791,807	1,791,807	1,791,807	1,791,807	1,791,807
PSE Compensation - Note 1			630,602	578,356	578,356	578,356	578,356	578,356
Shared Services Canada - Note 2	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276	1,053,276
Employee Assistance Services - Note 3			343,087	303,387	303,387	303,387	303,387	303,387
NCO Promotion Unit - Note 3			495,971	487,862	487,862	487,862	487,862	487,862
Mat/Pat	8,995,191	8,754,035	9,191,736	9,651,323	10,133,889	10,640,584	11,172,613	11,731,243
Pay in Lieu of Leave	11,974,146	3,236,203	3,295,182	3,354,479	3,413,972	3,473,514	3,532,937	3,592,041
Leave with/without Pay, Suspended from Duty - Note 4	46,018,243	42,693,589	43,547,460	44,418,410	45,306,778	46,212,913	47,137,172	48,079,915
Health Services Costs - Note 5	30,716,963	19,801,472	20,593,531	21,417,272	22,273,963	23,164,922	24,091,518	25,055,179
Members Pensions (including Mat/Meds)	10,321,467	9,521,622	12,286,778	13,973,947	14,351,144	14,738,950	15,137,682	15,547,645
Public Servants Pensions	2,511,294	2,651,611	2,696,198	2,739,891	2,787,261	2,835,496	2,884,619	2,934,642
Members EI Contribution	659,395	628,085	643,789	634,705	650,572	666,840	683,509	700,596
Public Servants EI Contribution	295,998	315,903	323,802	323,502	331,590	339,878	348,378	357,087
Total Administrative Costs	151,478,924	129,411,201	137,442,526	141,807,379	144,926,708	148,669,248	151,789,274	155,528,138
Less:								
Legal Fees & Claims and Compensation Settlements	(99,788)	(132,106)	(130,000)	(130,000)	(130,000)	(130,000)	(130,000)	(130,000)
Inter Divisional Transfers	(477,491)	(344,046)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Refund of Prior Year		(15,110)						
Total Non-Billable Items & Credits	(577,279)	(491,262)	(480,000)	(480,000)	(480,000)	(480,000)	(480,000)	(480,000)
E-Division HQ Accommodation - Note 6	1,108,840	5,257,500	5,257,500	5,257,500	5,257,500	5,257,500	5,257,500	5,257,500
Total Divisional Component Costs	152,010,485	134,177,439	142,220,026	146,584,879	149,704,208	153,446,748	156,566,774	160,305,638
Divisional Component FTEs (RM / CM) - Note 7	6,231	6,238	6,238	6,238	6,238	6,238	6,238	6,238
Divisional Component of Per Capita Div Admin Rate	24,398	21,511	22,800	23,500	24,000	24,600	25,100	25,700
Estimated Annual Severance Liability	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766	6,323,766
Estimated Annual Severance Per Capita Rate - Note 8		1,023	1,023	1,023	1,023	1,023	1,023	1,023

Schedule 5

City of XXXXXX
XXXXXX Ave
XXXXXXX, BC

**Municipality Over 15,000
Sample Response**

June 13, 2014

Mr. Clayton Pecknold
Assistant Deputy Minister and Director of Police Services
Ministry of Justice
P.O. Box 9285 Stn Prov Govt,
Victoria, British Columbia
V8W 9J7

Dear Sir:

Re: Municipal Contract Policing Resource Request – 2015 / 2016

This Letter of Approval in Principle is issued to conform to the Federal Treasury Board requirements to enable the Federal Government to set aside sufficient financial resources to cover their share of the Municipal RCMP contract costs.

The City of XXXXXX anticipates that we will require the addition of ### (#) members to our detachment strength of ## to bring the total detachment strength to ## for the 2015/2016 fiscal year. The budget estimate that is approved in principle is \$XX.X million at 100% (that our municipality is responsible for the 90%). It includes \$XXX of capital equipment costing (>\$150K).

As outlined above, this letter provides an “approval in principle” and is issued for planning purposes only. It should not be taken as approval to add the anticipated ## of members to the detachment. City Council will be meeting on XXX, 2014 to confirm the 2015/2016 budget and the number of additional human resources. We will inform you of that decision once it is made.

If you have any questions, please give me a call at 604-XXX-XXXX.

Sincerely,

John Doe
Treasurer/Deputy Administrator

cc: XXXXXXXX RCMP Detachment
Max Xiao, Regional Director, Financial Management & Accounting Operations



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1845-20

From: Chief Administrative Officer

Date: June 16, 2014

Subject: Community Works Fund (2014-2024 Gas Tax) Renewal Agreement

PURPOSE:

To seek a Resolution of Council DIRECTING Staff to prepare the necessary documents that will enter the City of Courtenay into a new Agreement that will replace our current 2005-2015 Community Works Fund (Gas Tax) Agreement.

CAO RECOMMENDATIONS:

That based on the June 16, 2014 staff report "Community Works Fund (2014-2024 Gas Tax) Renewal Agreement" between the City and UBCM Council approve OPTION 1 as follows:

1. That Council hereby DIRECTS that staff prepare the necessary documents in duplicate for the signature of the Mayor and Corporate Officer to enter into the "2014-2024 COMMUNITY WORKS FUND AGREEMENT under the ADMINISTRATIVE AGREEMENT ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA"; and
2. That Council DIRECTS both signed copies be forwarded to the Union of BC Municipalities for signature and execution.

Respectfully submitted,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

T. Manthey, Deputy CAO for:
David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The current Gas Tax Agreement began in 2005 and has now been replaced with a new agreement commencing this year. Over the 2005-2014 term the City of Courtenay received total contributions (plus accumulated interest) of \$6.194M. Less all eligible expenditures made as of the close of 2013, remaining unspent Gas Tax Fund (GTF) funds total \$3.122M. For 2014, the approved Financial Plan commits to using a further \$444,000 of these grant funds.

The renewed federal GTF is a part of the New Building Canada Plan. It is intended that over the term of the Agreement (2014-2024) the GTF provide predictable, long-term, stable funding to help local governments build and revitalize their public infrastructure. Annual allocations are subject to such circumstances as local government boundary changes and new local government incorporations, changes in Census populations and changes in the amounts that may be received by UBCM from Canada. Projected Gas Tax Contributions to the City of Courtenay announced as of the date of this report are:

Table 1 – New GTF Contributions

Year:	Annual Totals (Twice-yearly instalments):
2014	\$1,108,196.98
2015	\$1,108,196.98
2016	\$1,069,107.45
2017	\$1,069,107.45
2018	\$1,119,962.05

DISCUSSION:

A notable difference in the renewed GTF Agreement is that effective April 1, 2014 all new GTF funding received by local governments and any unspent funds from the preceding Agreement may be applied to an expanded range of eligible projects:

Table 2 - New GTF Additional Eligible Categories

Eligible Categories Pre- April 1, 2014	Additional Eligible Categories Post- April 1, 2014
public transit	highways
wastewater infrastructure	local and regional airports
drinking water	short-line rail
solid waste management	short-sea shipping
community energy systems	disaster mitigation
local roads and bridges	broadband and connectivity
capacity building	brownfield redevelopment
	culture
	tourism
	sport
	recreation

However, the renewed "Administrative Agreement on the Federal Gas Tax Fund in British Columbia" between Canada, British Columbia and the UBCM places a new focus on the practice of Asset Management by the recipient local governments and commits the partners to strengthen its use for that purpose throughout the term of the Agreement:

"Asset Management" (AM)

includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management), and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

To that end the parties agreed to create a three-member "Partnership Committee" to, among other things, develop and approve within one year a framework for Asset Management that will provide opportunities for recipient local governments to strengthen Asset Management practice within their communities. Detailed information is available at: <http://www.infrastructure.gc.ca/prog/agreements-ententes/index-eng.html#gtf-fte>

The GTF renewal agreement between UBCM and the City of Courtenay (the subject of this report and the outcome of the Canada, BC and UBCM Agreement) *does not require* Asset Management be practiced by the City prior to further expenditure of GTF funds. However, it is reasonable to presume that the near-term work of the "Partnership Committee" will result in increased emphasis on Asset Management practice and may lead to supplementary incentives or disincentives related to future expenditures of GTF funds.

Consequently, Council's recent strategic decisions to facilitate Asset Management practice within the City's administration and operations were fortuitous. For example, approval to create an organization-wide Geographical Information System (GIS) capability in 2013 is already yielding excellent benefits for detailed identification of all linear assets (roads, water, sewer and storm drain systems). Also, the 2014 approval to expend over \$200K from existing GTF funds on asset condition and risk assessment was consistent with other defined characteristics of Asset Management appearing in both the new federal/BC/UBCM and UBCM/City agreements. Furthermore, the training of Senior Staff this past February in the Australian "National Asset Management Strategy" (NAMS) has been validated as NAMS is increasingly recognized in Canada as the preeminent practice to adopt.

FINANCIAL IMPLICATIONS:

The new stream of annual gas tax grant payments represents an approximate 10% increase from the 2013 GTF fund total. These grant funds will be key in funding future asset renewal works within the City.

ADMINISTRATIVE IMPLICATIONS: (work plan, etc.)

The 2014-2024 Community Works Fund agreement was fully anticipated and is contained within the 2014 Workplan.

STRATEGIC PLAN REFERENCE:

The strategic priority of implementing Asset Management planning and systems is recognized in the "Operational Strategies" section of Council's 2014 Strategic Priorities.

OFFICIAL COMMUNITY PLAN REFERENCE:

The new GTF Agreement(s) and the practice of Asset Management support the fundamental purposes of a municipality as defined in the *Community Charter*: providing for the stewardship of the public assets of its community. This overarching purpose is reflected throughout the City's OCP.

REGIONAL GROWTH STRATEGY REFERENCE:

The new GTF Agreements(s) and the practice of Asset Management are consistent with the "Regional Context Statement" of the RGS.

CITIZEN/PUBLIC ENGAGEMENT:

None at this time.

OPTIONS:

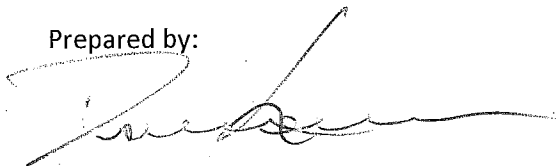
Option 1:

1. That Council hereby DIRECTS that staff prepare the necessary documents in duplicate for the signature of the Mayor and Corporate Officer to enter into the "2014-2024 COMMUNITY WORKS FUND AGREEMENT under the ADMINISTRATIVE AGREEMENT ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA"; and
2. That Council DIRECTS both signed copies be forwarded to the Union of BC Municipalities for signature and execution.

Option 2:

1. That Council DEFER a decision to enter into the "2014-2024 COMMUNITY WORKS FUND AGREEMENT under the ADMINISTRATIVE AGREEMENT ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA"; and
2. That Council DIRECTS staff to prepare further information for discussion prior to a decision to enter into the new GTF Agreement.

Prepared by:



David W. Love, CD, BA, LGM(Dip)
Senior Advisor, Strategic Initiatives

Attachment: (1) "2014-2024 COMMUNITY WORKS FUND AGREEMENT under the ADMINISTRATIVE AGREEMENT ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA"



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Canada Day, July 1st – Temporary Closure of Fifth Street

File No.: 5460-08
Date: June 16, 2014

PURPOSE:

To consider Council approval of the temporary closure of 5th Street and surrounding roadways for the purpose of the Canada Day Parade, Tuesday, July 1st, 2014.

CAO RECOMMENDATIONS:

Staff are unable to recommend the closing of Fifth Street between Cliffe Avenue and Comox Road on July 1st from 12:30 pm to 4:00 pm. However; should Council choose to make a policy decision as they have in the past to approve the closure, then staff will make appropriate plans to deal with possible contingencies resulting from this temporary closure.

Respectfully submitted,

T. Manthey, Deputy CAO for
David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Canada Day Celebration, Tuesday, July 1st, 2014, is an ongoing community event that has received Council's approval for the temporary closure of Fifth Street since 2008. The July 1st Committee requests that the following roadways be closed:

- Fifth Street between Lake Trail Road and Ryan Road from 9:30 am to 12:30 pm. (parade only)
- Fifth Street between from Cliffe Avenue to Comox Road between 12:30 pm and 4:00 pm.

DISCUSSION:

The celebration is always well attended in the City of Courtenay and includes both the use of Fifth Street for the parade and of both Lewis Park and Millenium Park for events following the parade. Council has approved the temporary closure of the Fifth Street Bridge and its approaches in previous years to allow for the passage of the parade and for the public to walk safely to the parks.

FINANCIAL IMPLICATIONS:

If Council decides to approve the temporary closure of the Fifth Street Bridge area, contingency plans will be developed to minimize the impact on emergency response times. These arrangements would be similar to past years and would be covered by the General Operations Budget.

ADMINISTRATIVE IMPLICATIONS:

Administration of parade permits are included in the general duties of the engineering division.

STRATEGIC PLAN REFERENCE:

N/A

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

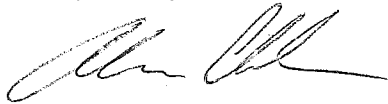
CITIZEN/PUBLIC ENGAGEMENT:


If Council approves the temporary road closure, the public will be provided with notification.

OPTIONS:

1. That Council makes a policy decision and approves the temporary closure of Fifth Street Bridge for use by the July 1st Committee subject to receipt of all applicable documents.
2. That Council makes a policy decision and approves the temporary closure of Fifth Street Bridge for the duration of the parade only.
3. That Council not approve the temporary closure of the Fifth Street Bridge and the July 1st Celebrations which require the use of the bridge closure are cancelled.

Prepared by:



 Lesley Hatch, P.Eng.
Senior Manager of Engineering



CITY OF COURTENAY

APPLICATION FOR EVENT/PARADE PERMIT

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

Name of Applicant (or contact person): Edwin Grieve
Mailing Address: c/o 830 Cliffe Ave Crtny
Phone No: cel. 218-1385 Fax No: _____ Email: edwingrieve@shaw.ca
Name of Event, Group etc: City of Courtenay July 1st Committee
Date(s): July 1st 2014 Time(s): 9:00 am - 4:30 pm
No. of Vehicles (if applicable): 60+ No. of Participants (if applicable): 5,000+
Proposed Route: (attach copy of map) Closure of Street Required? ☐ Yes ☒ No
(If Yes which Streets?)

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

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

Name: Rick Rasmussen Phone: _____

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

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

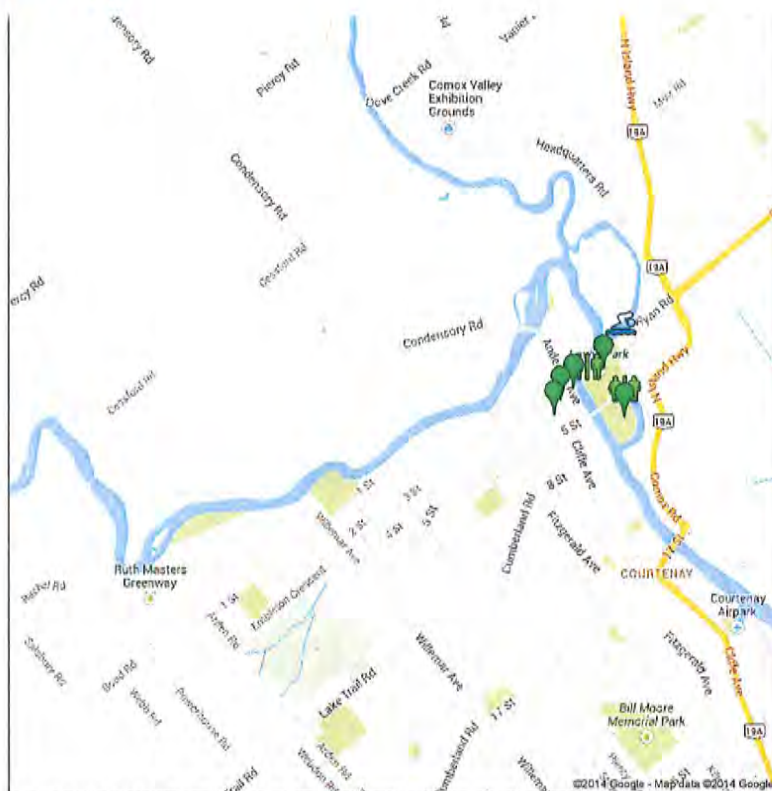
Is there any electrical wiring or installations required for the event? ☐ Yes ☒ No
If Yes, complete and sign attached electrical permit application.

Office Use Only

Insurance Accepted by Finance ☒ DCBIA notified ☒ Council Report ☒
Public Works Inspector Report ☒ Public Works notified ☒ Copied to Property Manager ☒

Event Permit letter Authorized _____

Event Permit Letter issued date: _____



Comox Valley Canada Day

Please note: Various road closures between 9:30 am and 4:30 pm:

9:30 am - 12:30 pm from Lake Trail to Ryan Road & from 9:30 am - 4:00 pm from Cliffe Avenue to Comox Road

Public - 5,897 views

Created on Mar 21, 2011 · By [City of Courtenay](#) · Updated Jan 9, 2013

- Parade Route
- Various road closures between 9:30 am and 4:30 pm:
- 9:30 am - 12:30 pm from Lake Trail to Ryan Road & from 9:30 am - 4:00 pm from Cliffe Avenue to Comox Road
- Staging Area - closed to traffic 9:30 am - 12:30 pm
- From Lake Trail & Willemar to 5th and Menzies
- Puntledge neighbourhood detour
- Approximately 9:30 am to 12:30 pm
- Old Orchard neighbourhood detour
- Approximately 9:30 to 12:30 pm
- 5th Street Mile race - starts 10 am
- Registration starts 9 am. Woods Ave. to Simms Park.
- Lewis Park
- Food vendors, Kids Zone, Lewis Park main stage
- Simms Park
- Simms Park main stage
- Riverside Park
- Kinsmen Breakfast, Food Fair, Beer Garden, Open Stage Music
- Native Sons Hall Tea Dance
- July 1 from 2 to 4 pm
- Courtenay Museum Open House
- July 1 from noon to 4 pm
- Ducky 500 Finish Line
- Comox Rotary's popular annual fundraiser
- Washrooms - Simms Park
- Washrooms - Lewis Park
- Outdoor Pool - Canada Day Free Swim!
- July 1 from 1:30 to 3:30 pm



*New
Bus.*

June 11, 2014

Dear Mayors and Chairs:

I am pleased to inform you of opportunities to schedule appointments with me at the upcoming annual UBCM Convention taking place in Whistler, September 22 to 26, 2014.

You will have recently received a letter from Honourable Christy Clark, Premier, containing information about the online process for requesting a meeting with Premier Clark and other Cabinet Ministers. I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff.

If you would like to meet with me at the Convention, please complete the online form available from **June 16** at: [CSCD Minister's Meeting](#) and submit it to the Ministry of Community, Sport and Cultural Development before **August 15, 2014**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

Ministry staff will email the provincial appointment book. This lists all government, agency, commission and corporation staff available to meet with delegates at the Convention, as well as details on how to request a meeting online.

I look forward to another productive Convention and working with you in the year ahead.

Sincerely,

Coralee Oakes
Minister

pc: Honourable Christy Clark, Premier
Ms. Rhona Martin, President, Union of British Columbia Municipalities

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2790

A bylaw to establish procedures to amend an Official Community Plan, a Zoning Bylaw or a Land Use Contract or to issue a permit and to designate the form of permits issued pursuant to Part 26 of the Local Government Act

WHEREAS the Council has adopted an Official Community Plan and a Zoning Bylaw;

AND WHEREAS the Council may designated areas within which Temporary Use Permits may be issued and within which Development Permits are required;

AND WHEREAS the Council must by bylaw, define procedures to amend an Official Community Plan or Zoning Bylaw or issue a permit under Part 26 of the *Local Government Act*;

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

1. Title

This bylaw may be cited as "Development Application Procedures Bylaw No. 2790, 2014".

2. Definitions

"Applicant" – means any person who makes application for development under the provisions of this bylaw as authorized by the owner(s) of the parcel(s) of land subject to the application.

"City" – means the City of Courtenay.

"Council" – means the Council of the City of Courtenay.

3. Interpretation

3.1 A reference in this bylaw to any enactment of British Columbia is a reference to the enactment as amended, revised, consolidated or replaced from time to time.

3.2 A reference in this bylaw to any bylaw, policy or form of the City of Courtenay is a reference to the bylaw, policy or form as amended, revised, consolidated or replaced from time to time.

4. Scope

This bylaw shall apply to the following applications for all lands within the boundaries of the City of Courtenay:

4.1 An application for amendments to:

- a) Official Community Plan;
- b) Zoning Bylaw, including the establishment of Phased Development Agreements (PDAs); and

- c) Land Use Contract.

4.2 The issuance, amendment and review of:

- a) Development Permit
- b) Development Variance Permits
- c) Temporary Use Permits

4.3 An application to the City as required by the *Agricultural Land Commission Act*.

4.4 Guidelines for:

- a) Architectural Submissions
- b) Landscape Submissions
- c) Notice of Application Sign Submissions

5. General Provisions

5.1 Schedules

For the purpose of this bylaw, Schedules 1 to 10 inclusive are attached hereto and form an integral part of this bylaw.

5.2 Application Fees

At the time of application for an amendment or a permit, the applicant shall pay to the Corporation of the City of Courtenay, the applicable application fee in the amount set out in the City of Courtenay Fees and Charges Bylaw and all amendments thereto.

5.3 Agent Authorisation

Written authorization for an agent to act on behalf of the registered owner(s) is required. If the owner changes their agent for an application, the owner must notify the City of the change in writing.

5.4 Application Requirements and Processing Procedure

- a) An application for an amendment to an Official Community Plan Bylaw, Zoning Bylaw (including establishment of a Phased Development Agreement) or a Land Use Contract will be made and processed substantially as outlined in Schedule 1 of this bylaw.
- b) An application for a Development Permit will be made and processed substantially as outlined in Schedule 2 or Schedule 3 of this bylaw, as applicable.
- c) An application for an Environmental Development Permit will be made and processed substantially as outlined in Schedule 4 of this bylaw.
- d) An application for a Development Variance Permit will be made and processed substantially as outlined in Schedule 5 of this bylaw.
- e) An application for a Temporary Commercial or Industrial Use Permit will be made and processed substantially as outlined in Schedule 6 of this bylaw.
- f) An application in respect of land within the Agricultural Land Reserve will be made and processed substantially as outlined in Schedule 7 of this bylaw.
- g) All architectural submission must be in accordance with Schedule 8 of this bylaw.

- h) All landscape submissions must be in accordance with Schedule 9 of this bylaw.
- i) Applications requiring a Notice of Application Sign shall be posted in accordance with Section 10 and Schedule 10 of this bylaw.

5.5 Combined Development Permits

- a) If land is subject to more than one Development Permit Area designation, the City will accept a single development permit application that combines the requirements of each Development Permit Area. The application will be assessed in accordance with the individual development permit guidelines for each applicable Development Permit Area. Additional application fees may be required in accordance with the City of Courtenay Fees and Charges Bylaw.
- b) Where a development is proposed by a single applicant for multiple adjoining properties, at the sole discretion of the Director of Development Services the City may accept a single development permit application instead of one application per property.

6. Development Approval Information

6.1 Type of Information Requested

Pursuant to Section 920.1 of the *Local Government Act*, the City may require an applicant to provide at the applicant's expense, reports and impact studies including but not limited to the following topic areas:

- a) Environmental Impact Assessment including Environmentally Sensitive Features Inventory
- b) Construction and Environmental Management Plan
- c) Tree Assessment Study including Wind Study
- d) Geotechnical study
- e) Transportation and Traffic Impact Study
- f) Site access and Servicing including Municipal Infrastructure Impacts
- g) Demand for Local Community Service Study
- h) Visual Impact Study
- i) Acoustical Impact Study
- j) Hydrological Study including Groundwater Management Assessment
- k) Stormwater Management and Drainage Study
- l) Soil Agrology Study
- m) Greenhouse Gas emission profile
- n) Wildfire Hazard Assessment
- o) Archaeological Assessment
- p) Other studies as deemed necessary

6.2 Preparation of Terms of Reference

The applicant will be required to work with staff to review and confirm the Terms of Reference for the report or impact study.

6.3 Selection of Personnel

The applicant will be required to provide the reports and impact studies prepared by Qualified Registered Professionals at the applicant's expense. The City may require an independent review of the study results in certain circumstances including but not limited to: staff capacity and to ensure the timely review of the study results. The applicant will be notified if an independent review of the study results is required. Costs for independent review studies will be borne by the applicant.

6.4 Incomplete or Deficient Reports

- a) If it is deemed by the Director of Development Services that a report containing development approval information is incomplete or deficient, the applicant will be notified in writing of the nature of deficiencies and the timeframe to resubmit the corrected report.
- b) The City will not accept studies or reports older than one year without a covering letter from the author certifying that the conditions and findings of the study have not changed.

6.5 Presentation of Reports or Impact Studies

The City may request, at the applicant's expense, the presentation of the report or impact study to Council, the Community or Staff by the Qualified Registered Professional(s) that prepared the document.

6.6 Publication of Information

The City may distribute and publicize a report containing development approval information requested under this bylaw.

7. Requirement for Professional Services.

- 7.1 Where required by the *Architects Act*, all building design submissions must be signed and sealed by an Architect licensed to work in the province of British Columbia pursuant to the requirements of the *Architects Act*.
- 7.2 All applications for residential developments in excess of seven (7) units on a property and commercial or industrial developments in excess of 470 square metres aggregate floor area require the services of a licensed Landscape Architect qualified by the British Columbia Society of Landscape Architects (BCSLA) to plan and design, prepare drawings, oversee construction and provide post development monitoring. All landscape design submissions must be signed and sealed by the Landscape Architect. The City will require BCSLA Schedules L-1 and L-2 at the time of building permit.
- 7.3 All applications for Environmental Development Permits require the services of a Registered Professional Biologist to prepare an Environmental Impact Assessment.
- 7.4 All applications for Development Permit and Development Variance permit will require a site plan prepared by a British Columbia Land Surveyor.

- 7.5 It is strongly suggested that the applicant retain the services of a building code consultant or Architect to ensure any proposed buildings or additions/alterations to existing buildings comply with the relevant provisions of the *British Columbia Building Code*.

8. Public Information Meetings

- 8.1 Applicants for Official Community Plan Amendments, Zoning Bylaw Amendments, Temporary Use Permits or Development Variance Permits are required to hold a Public Information Meeting prior to the application being considered by Council. The purpose of the meeting is to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application referral, and public hearing process. The applicant is responsible for all costs associated with the meeting.
- 8.2 The Public Information Meeting is held by the applicant, and may be attended by City Staff at the discretion of the City.
- 8.3 It is the responsibility of the applicant to arrange and conduct the meeting at their expense. The venue and meeting format shall be discussed with the City prior to the meeting. The use of professional facilitation or consulting services is strongly encouraged to conduct the meeting and may be required by the City in case of sensitive applications. Applicants are required to submit a report to the City summarizing the meeting. The report must include the following information:
- a) Location and duration of the meeting;
 - b) Number of attendees;
 - c) How the meeting was advertised and how surrounding property owners were notified;
 - d) Information provided at the meeting; and
 - e) A summation of questions raised and major discussion points.
- 8.4 The applicant must mail, or otherwise deliver, notification of the Public Information Meeting to owners and occupiers of properties within a radius of 100 m from the subject property for OCP, Zoning and Temporary Use Permits, or 30m for Development Variance Permits. The Director of Development Services is authorized at his discretion to waive the requirement to hold, or modify the notification distance required for, a Public Information Meeting based on the nature of the proposal.
- 8.5 The public input received at the Public Information Meeting will be included in a staff report for Council's consideration of a permit, or prior to consideration of 1st and 2nd reading of a bylaw amendment.

9. Agency Referral Process

- 9.1 Development Services staff may refer applications to other City departments, external agencies, organisations or levels of government (including local First Nations) for review and comment. The referral list will be prepared by staff and will vary depending on the nature of the application. Where applications are sent for review and comment, a

maximum of three (3) calendar weeks are provided for return of comments or for a request of additional time. If a response is not received within this three (3) week period the City will assume the interests of that department, agency, organisation or government are unaffected.

- 9.2 At the discretion of the Director of Development Services development permit applications for duplexes, façade improvements, additions or amendments, in addition to sign variance and secondary suite rezoning applications are exempt from the formal referral process outlined in section 9.1.
- 9.3 Following receipt of comments or requests for additional time, the City may defer consideration of any application and request additional information from the applicant.

10. Notice of Application Sign

Applicants proposing an amendment to the Official Community Plan, Zoning Bylaw, or requesting a Temporary Use Permit are required to post a Notice of Application Sign in accordance with Schedule 10 of this bylaw.

11. Public Notification and Public Hearings

- 11.1 In accordance with the provisions of the *Local Government Act*, the City will mail or otherwise deliver individual notices to all owners and occupiers of properties within a 100m radius of the subject property for OCP, Zoning, Land Use Contract Amendment, Phased Development Agreement and Temporary Use Permits, or 30m for Development Variance Permits, advising of:
 - a) A scheduled public hearing for an Official Community Plan Amendment, Zoning Bylaw Amendment, Land Use Contract Amendment, or a Phased Development Agreement;
 - b) A scheduled Council meeting for a Development Variance Permit;
 - c) A scheduled Council meeting for a Temporary Use Permit;
 - d) A scheduled public hearing for an application to exclude land from the Agricultural Land Reserve.
- 11.2 Public hearings are subject to the Fee and Charges bylaw.
- 11.3 All correspondence in response to the notifications regarding 11.1 (b) or (c) must be received by the City prior to the start of the Council meeting where final consideration of an application is to be given.
- 11.4 Correspondence in response to 11.1 (a) or (d) will be accepted until the close the Public Hearing.
- 11.5 In the case of an application to amend the Zoning Bylaw, Council may waive the requirement to hold a public hearing pursuant to Section 890(4) of the *Local Government Act* where:
 - a) the proposed bylaw is consistent with the Official Community Plan; and

- b) no significant issues or objections were received at the Public Information Meeting as determined by Council. The Public Hearing may not be waived for a Phased Development Agreement.

12. Security

12.1 Security may be required as a condition of permit issuance for the following:

- a) Landscaping (both 'hard' and 'soft') including re-vegetation works to restore degraded natural environments ("Landscape Security"). Hard landscaping includes such items as paved pathways, walls, railings, fences, retaining structures and landscape furnishings such as lighting and benches. The 'soft' landscape includes water features, earth contouring and vegetation such as trees, plants and grass and irrigation systems.
- b) Environmental monitoring ("Monitoring Security"), may be required for Environmental Development Permits and Sediment and Erosion Control Permits to ensure that all required mitigation measures will be completed and furthermore continue to function properly as described in the Permit.
- c) An unsafe condition or damage to the natural environment that may result as a consequence or a contravention of a condition in a permit ("Remediation Security").
- d) To guarantee the performance of the terms of a Temporary Use Permit ("Performance Security").

12.2 Form of Security

Security will be provided in the form of an automatically renewing irrevocable letter of credit, bank draft or in a form satisfactory to the Director of Development Services.

12.3 Amount of Security

The amount of security will be calculated using the following:

- a) For Landscape Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, supervision, monitoring, maintenance, irrigation, labour, hard infrastructure and planting materials. The estimate or quote must be submitted by a Landscape Architect and/or other Professional approved by the Director of Development Services. The estimate or quote will be provided by the applicant at the applicant's expense.
- b) Phased Landscape Plans may be approved for large-scale developments at the discretion of the Director of Development Services to enable the completion of the landscape works in phases. The applicant is required to request approval of a phased landscape plan at the time of Development Permit application, clearly identifying on the submitted landscape plan the proposed phases and the related cost estimates for each phase. Security of 125% of the cost estimate for the entire project is required prior to issuance of the first building permit for the development.
- c) For Monitoring Security, the amount of security will be 125% of an estimate or quote of the cost of monitoring works required to ensure that the mitigation conditions of the permit are completed.
- d) For Remediation Security, the amount of security will be 125% of an estimate or quote of the cost of works, including but not limited to: inspections, supervision, monitoring, maintenance, irrigation, labour and planting materials. The estimate must be submitted

by a Qualified Environmental Professional who will be expected to undertake or supervise the works. The estimate or quote will be provided by the applicant at the applicant's expense.

- e) Where security is required in the case of an unsafe condition that may result from a contravention of a permit condition, or in the case of damage to the natural environment, the amount of security shall reflect:
 - i. The nature of the permit condition
 - ii. The nature of the unsafe condition
 - iii. The cost to the City of entering the land to undertake the work to correct the unsafe condition, including the cost of repairing any damage to land and improvements that may have been caused by the contravention of that permit condition or work to correct the damage to the natural environment, and restore or enhance the natural environment to compensate for damage caused by the contravention of that permit..
- f) For Performance Security, the amount of security will be 125% of an estimate or quote of the cost of works to guarantee the performance of the terms of the permit. Such works may include but are not limited to: inspections, monitoring, maintenance, irrigation, labour, planting materials and works required to restore the land or remove any temporary structures. The estimate or quote must be submitted by a Professional approved by the Director of Development Services. The estimate or quote will be provided by the applicant at the applicant's expense.
- g) In extraordinary circumstances, alternate methodologies to calculate the amount of security may be approved by the Director of Development Services.

12.4 General Conditions of Security

At the expense of the permit holder, the City may undertake the works, construction, monitoring or other activities required to satisfy the landscaping condition, to monitor the environmental mitigation works, to correct the unsafe condition, to correct the damage to the environment or to ensure the performance of the terms of the permit. The City may apply the security in payment of the cost of works, construction, monitoring or other activities if any of the following occur:

- a) The works are not completed within a defined time period as specified by the Director of Development Services or within the time period identified in an approved Permit.
- b) The works are not completed by the expiry date of the Letter of Credit;
- c) An unsafe condition has resulted as a consequence of a contravention of a condition in a permit;
- d) Damage to the natural environment has resulted as a consequence of a contravention of a condition in the permit;
- e) A contravention in relation to the performance of the terms of a Temporary Use Permit.

12.5 Return of Security

- 12.5.1** If a permit is cancelled by the applicant and no work has occurred related to the security deposit, the security deposit will be returned to the applicant at the approval of the Director of Development Services.

12.5.2 Unless otherwise stated in this bylaw, the City will return the security (or portion thereof) when written request has been submitted by the applicant and includes a satisfactory report by the appropriately Qualified Professional depending on the nature of the permit conditions, or other Professional approved by the Director of Developmental Services, or his/her designate, certifying that:

- a) The works have been completed in substantial compliance with the approved plan(s); and/or
- b) The unsafe condition or damage to the natural environment has been corrected.

12.5.3 The report must be signed and sealed by a Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services and include the following at a minimum:

- a) The date and drawing number (where applicable) of the plan reviewed by the Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services;
- b) Date(s) of supervision and inspections by the Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services;
- c) A statement from the Landscape Architect, Qualified Environmental Professional or other Professional approved by the Director of Development Services, that the completed works substantially comply with the approved plan;
- d) For landscape reports, identification of conformance to approved species, quantity of materials, scale and number of plants, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to BCSLA/BCLNA standards. A completed BCSLA Schedule L-3 must be included with the report when a project requires the services of a Landscape Architect;
- e) A description of all deviations from the approved plan(s) with a rationale for the changes and whether the changes meet the intent of the approved plan(s);
- f) The request of the amount of funds to be released. The City will withhold 20% of the original security deposit as a maintenance bond in accordance with Section 12.5.7.

12.5.4 Upon receipt of a professional report requesting release of security, the City may conduct a site inspection to verify that the works are installed in accordance with the approved plans.

12.5.5 Should there be any deficiencies identified in the professional report, or should the City find any discrepancies and/or deficiencies during an inspection, an inspection report will be issued to the applicant and the security will be retained until the deficiencies have been addressed. Any changes to the approved plans will require approval of the City prior to installation of any works. Depending on the level of non-conformance with the approved plans, and at the discretion of the Director of Development Services, Council approval of the revised plan(s) may be required through an amended development permit application prior to the release of the security.

12.5.6 Upon completion of any items outlined in an inspection report, the applicant shall notify the City for further inspection in order to obtain a final release of the security.

12.5.7 For Landscape and/or Remediation Securities, upon substantial completion, as approved by the City, the City will return 80% of the original security deposit. The City will withhold the remaining 20% as a maintenance bond for up to three years to ensure that the work has been fully implemented and demonstrated to function (ecologically or as designed). A final inspection by City staff must occur before the remaining 20% of securities is released.

12.6 Partial Return of Landscape Securities

The City may return a portion of the Landscape Security upon receipt of a report from a Landscape Architect or other Professional approved by the Director of Development Services that the remaining works cannot be completed due to seasonal considerations. The report must include the following:

- a) Evidence that the total landscaping is 50% complete and substantially complies with the approved landscape plan;
- b) Evidence that the perimeter landscaping is 100% complete as per the approved landscape plan for any portion of the subject property that includes street frontage;
- c) The date and drawing number of the landscape plan reviewed by the Landscape Architect or other Professional approved by the Director of Development Services;
- d) Date(s) of inspection by the Landscape Architect or other Professional approved by the Director of Development Services;
- e) Evidence of conformance to approved species, quantity of materials, scale and number of plants, irrigation systems and features (including hard landscaping) as shown on approved drawing(s) and installation to BCSLA/BCNTA standards. A completed BCSLA Schedule L-3 must be included with the report when a project requires a Landscape Architect;
- f) Identification of all deviations from the approved landscape plan;
- g) The submission of a revised landscape plan and cost estimate for the remainder of the works to be completed for the approval of the Director of Development Services; and
- h) The request for the amount of the funds to be released. The City will withhold 20% of the original security deposit as a maintenance bond in accordance with Section 12.5.7.

12.6.1 When considering a request for partial release, Staff will consider the visual impact and safety of the remainder of the site as well as the public interface areas prior to approving a partial return request.

12.6.2 The partial return of the landscape security will occur only once per security deposit unless otherwise approved by the Director of Development Services.

13. Application Lapses, Renewals, Extensions, and Re-applications

- 13.1** If staff determines that an application is incomplete during the initial review, the application will be placed on hold and the applicant will be requested to provide the required information. If an applicant does not provide the required information within three (3) months of the request, the application and fee will be returned in accordance with the City of Courtenay Fees and Charges Bylaw.
- 13.2** Where an application has not been considered by Council within one (1) year after a written request to submit any outstanding items, the application will be deemed to be abandoned and will be closed. No fee shall be returned in this circumstance.
- 13.3** In the event that an application made pursuant to this bylaw has not been given final adoption by Council within one (1) year after the date it was given third reading or one (1) year after the date of last consideration by Council:
- a) The application will be deemed to be abandoned and will be closed; and
 - b) In the case of an amendment application, Staff will prepare a motion for Council's consideration to rescind all readings of the bylaw associated with the amendment application.
 - c) No fee shall be returned in this circumstance.
- 13.4** In the case of applications that have been delegated to the Director of Development Services, if final approval of the application is not granted within one (1) year after a written request from the Director of Development Services to submit any outstanding items, the application will be deemed to be abandoned and will be closed. No fee shall be returned in this circumstance.
- 13.5** If an application has lapsed, a new application complete with fees will be required. The new application will be considered in accordance with bylaws and guidelines in effect at the time of the new application.
- 13.6** Upon written request from the applicant prior to the lapse of the application, Council may extend the deadline for a period of one (1) year by passing a resolution to that effect to enable the applicant to complete the requirements for final adoption. A maximum of two (2) one-year time extensions may be granted by Council. If Council decides to deny an extension request or the applicant has received two (2) one-year time extensions or there have been changes to policies, bylaws or development permit guidelines affecting the application and the applicant still has not met the requirements for final adoption and wishes to proceed with the application, a new application and fee will be required as per the City of Courtenay Fees and Charges Bylaw.
- 13.7** Subject to Section 895 (3) of the *Local Government Act*, where an application made under this bylaw has been refused by Council, re-application for the same amendment or permit will not be accepted for a one (1) year period immediately following the date of refusal. This limit may be varied in relation to a specific reapplication by an affirmative vote of at least 2/3 of the local government members eligible to vote on the reapplication.

14. Changes to the Land Title Certificate

14.1 Change of Ownership

If there is a change in ownership of a parcel(s) of land that is the subject of an application under this bylaw, the City will require updated Land Title Certificate(s) for the parcel(s) of land and written authorization from the new owner(s) prior to proceeding with the application.

14.2 Other Changes

For all other changes to the Land Title Certificate(s) for the parcel(s) of land that is subject to an application under this bylaw, the City will require updated Land Title Certificate(s) for the parcel(s) of land and copies of any encumbrances as required by the City.

15. Delegation of Authority

15.1 Council herein delegates the following to the Director of Development Services:

- a) The power to require Development Approval Information;
- b) The power to require security for works described in Section 12;
- c) The power to designate the form of any permit issued under this bylaw;
- d) The power to designate the form and content of application forms;
- e) The power to issue or amend all permits created under Section 919.1(1)(f) of the *Local Government Act* (Form and Character of Commercial, Industrial or Multi-Family Residential Development) where variances are not requested;
- f) The power to issue or amend all development permits within Development Permit Areas created under Section 919.1(1)(a) of the *Local Government Act* for protection of the natural environment;
- g) The power to issue or amend all development permits within Development Permit Areas created under Section 919.1(1)(e) of the *Local Government Act* (Intensive Residential Development) where variances are not requested;
- h) The power to renew all Development Permits that have been issued and lapsed provided there are no variances.

15.2 Pursuant to Section 154(1) (b) of the Community Charter, Council herein delegates to the Mayor and the Director of Legislative Services the power to sign and deliver on behalf of the City, as the authorized signatories of the City, the following agreements related to the development of land in relation to applications under this bylaw.

- a) section 219 *Land Title Act* covenants outlining amenity contributions and development conditions agreed to at the time of rezoning;
- b) phased development agreements entered into pursuant to Section 905.1 of the *Local Government Act*;
- c) housing agreements entered into pursuant to Section 905 of the *Local Government Act*;
- d) geotechnical section 219 covenants;

- e) flood section 219 covenants;
- f) statutory rights of way for municipal services (water, sewage and storm sewer), municipal street trees, City Staff and/or access/egress;
- g) section 219 covenants that form part of an easement between owners, intended to prevent release of the easement without the City's consent;
- h) releases and modifications of agreements referred to in clauses (a) through (e) provided there is no liability on the part of the City within any agreement (or its modification) other than liabilities which do not extend beyond 5 years (including by exercising rights of renewal or extension) and other than liabilities authorized by the Counter Petition Exemption Regulation.

16. Council Reconsideration of a Staff Decision

- 16.1** Within 30 days of being notified in writing of the decision of Staff under this bylaw, the applicant may, at no charge, request Council to reconsider the decision.
- 16.2** The applicant must give written notice to the Director of Legislative Services and include the following information:
 - a) the applicant's address for receiving correspondence related to the request for reconsideration;
 - b) a copy of the written specific decision;
 - c) reasons why the applicant wishes the specific decision to be reconsidered by Council;
 - d) the decision which the applicant requests be made by Council as a substitute to staff decision;
 - e) reasons in support of the decision requested from Council; and
 - f) a copy of any documents which support the applicant's request for reconsideration by Council
- 16.3** The Director of Legislative Services will notify the Director of Development Services of the request(s) for reconsideration and the Staff will, prior to the date of the meeting at which the reconsideration will occur provide a written report to Council setting out the rationale for their decision.
- 16.4** The Director of Legislative Services will place the request(s) for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible.
- 16.5** The Director of Legislative Services will notify the applicant of the date of the meeting at which reconsideration will occur.
- 16.6** Council will review the information provided by the applicant and Staff, and either confirm the decision made by Staff, or substitute its own decision including Development Permit conditions.

17. Pre-application Meetings with Staff

Upon request, Development Services Staff will arrange a pre-application meeting with the applicant and staff from the Development Services and Operational Services departments to conduct a preliminary review of the proposal.

The pre-application meeting will provide the applicant with the opportunity to provide staff with a brief overview of their proposal and receive preliminary feedback on conformance with bylaws, development permit guidelines, amenity requirements, and application process. Formal feedback will be provided upon receipt of a complete application in accordance with this bylaw. The City will require a preliminary concept plan one (1) week prior to the meeting. Applicants are limited to two (2) pre-application meetings per proposal.

18. Legal Fees

All legal fees incurred by the City for preparation, review and registration of legal documents including but not limited to covenants, statutory rights of way, phased development agreements, and development agreements shall be reimbursed by the applicant prior to final consideration of the associated amending bylaw or permit.

19. Severability

If any section, subsection, sentence, clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court or competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

20. Repeal of Previous Bylaw

The "Development Application Procedures Bylaw No. 2699, 2012" and amendments thereto is hereby repealed.

21. Adoption

This bylaw shall come into effect upon final adoption hereof.

Read a first time this 16th day of June, 2014

Read a second time this 16th day of June, 2014

Read a third time this 16th day of June, 2014

Finally passed and adopted this day of, 2014

Mayor

Director of Legislative Services

Schedule**Title**

- | | |
|----|--|
| 1 | Application to amend the Official Community Plan, Zoning Bylaw, or Land Use Contract |
| 2 | Application for a Development Permit approved by Council |
| 3 | Application for a Development Permit approved by Director of Development Services |
| 4 | Application for an Environmental Development Permit |
| 5 | Application for a Development Variance Permit |
| 6 | Application for a Temporary Use Permit |
| 7 | Applications to the Agricultural Land Commission |
| 8 | Guidelines for Architectural Submissions |
| 9 | Guidelines for Landscape Submissions |
| 10 | Notice of Application Sign Requirements |

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 1

**APPLICATION TO AMEND THE CITY OF COURTENAY
OFFICIAL COMMUNITY PLAN, ZONING BYLAW (INCLUDING THE
ESTABLISHMENT OF A PHASED DEVELOPMENT AGREEMENT) OR
LAND USE CONTRACT**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

An amendment application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 The applicant will post a Notice of Application sign in accordance with Schedule 10 of this bylaw.
- 2.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 9 of the Bylaw.
- 2.6 The applicant will conduct a Public Information Meeting in accordance with Section 8 of this bylaw.
- 2.7 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council consideration, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.8 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and

- c) Complete any required approvals.
- 2.9 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.10 In the case of a Phased Development Agreement, staff will work with the applicant to prepare the terms of the agreement. The draft terms will be presented to Council for consideration with the staff report.
- 2.11 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.12 Council will receive the technical staff report, and if Council decides to proceed with the amendment application, the amending bylaw may be given first and second readings. Council may alternatively decide to postpone or deny the application. In some cases, Council may pass first reading only and then refer the proposal back to staff for amendments.
- 2.13 In the case of a phased development agreement, following approval of 1st and 2nd reading of the amending bylaw, staff will work with the applicant to draft the agreement. The agreement will be reviewed by City solicitors at the expense of the applicant.
- 2.14 If an application for an amendment is denied prior to public hearing, a refund as outlined in the City of Courtenay Fees and Charges Bylaw shall be returned to the applicant.
- 2.15 Staff may include in the technical report a request to consider waiving the public hearing pursuant to Section 11.6 of this bylaw. The public hearing may not be waived if the application includes consideration of a phased development agreement.
- 2.16 Where a public hearing is required, Council sets the date of the hearing and surrounding property owners are notified in writing by the City in accordance with Section 11.1 of this bylaw.
- 2.17 Following the close of the public hearing, Council may proceed with third reading of the amending bylaw (including the imposition of conditions), defer the third reading or deny the application. If applicable, Council will authorise entering into the phased development agreement. The phased development agreement must be entered into prior to final consideration of the amending bylaw. Notice will be placed on the title of the properties subject to the agreement.
- 2.18 Following third reading of the bylaw, where applicable, any legal documents such as covenants and statutory rights of way shall be registered on title, and if applicable subdivision agreements completed, and final technical documents submitted for review and consideration.
- 2.19 When the applicant has adequately addressed all the conditions identified at third reading (if any), Council will consider adoption of the bylaw(s) at the fourth and final reading of the proposed bylaw.
- 2.20 If defeated, reapplication of a similar amendment will only be considered in accordance with Section 13.6 of this bylaw.
- 2.21 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 2

**APPLICATION FOR A DEVELOPMENT PERMIT THAT MUST BE
APPROVED BY COUNCIL**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

A Development Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.4 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the bylaw. If the application includes variances that are not supported by the Development Permit Guidelines outlined in the Official Community Plan a Public Information Meeting in accordance with Section 8 of the bylaw is mandatory.
- 2.5 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council considering the application, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.6 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.

- 2.7 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.8 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.9 Council will receive the technical staff report, and if Council decides to proceed with the development permit application, Council may authorize the issuance of the development permit or authorize the issuance of the development permit with conditions. Council may alternatively decide to postpone or deny the application.
- 2.10 If the development permit application includes a request for a development variance(s), the request may be considered by Council in conjunction with the development permit application pursuant to requirements of this bylaw. In this case, additional fees will be required in accordance with the City of Courtenay Fees and Charges Bylaw and public notice will be required pursuant to Section 11 of this bylaw. Final consideration will follow the public notification process.
- 2.11 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.12 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- 2.13 If a Development Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 3

**APPLICATION FOR A DEVELOPMENT PERMIT THAT MUST BE
APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of the Director of Development Services.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

A Development Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 Staff will review proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.4 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the bylaw. If the application includes variances that are not supported by the Development Permit Guidelines outlines in the Official Community Plan the Public Information Meeting is mandatory in accordance with Section 11 of the bylaw.
- 2.5 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to the Director of Development Services considering the application, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.6 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to the Director of Development Services for consideration. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.

- 2.7 Staff will prepare a technical report for the Director of Development Services consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.8 The Director of Development Services (Director) will receive the technical staff report, and if the Director decides to proceed with the development permit application the Director may authorize the issuance of the development permit or authorize the issuance of the development permit with conditions. The Director may alternatively decide to postpone or deny the application.
- 2.9 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.10 If a Development Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 4

APPLICATION FOR AN ENVIRONMENTAL DEVELOPMENT PERMIT

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of the Director of Development Services.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

An Environmental Development Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw. At this meeting the terms of reference will be set for the preparation of an Environmental Impact Assessment pursuant to Section 8.7(5)(1) of the Official Community Plan.
- 2.2 For developments of brownfield sites where there is significant existing disturbance or in cases which only involve an assessment pursuant to the *Riparian Areas Regulation*, at the discretion of staff, the application may be treated as a Minor Environmental Development Permit.
- 2.3 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the Bylaw.
- 2.6 Staff may prepare a letter(s), incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to approval. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 2.7 Staff will prepare a technical report to the Director of Development Services who will receive and review the technical report. The Director of Development Services may

authorize the issuance of the Development Permit or authorize the issuance of the Development Permit with conditions. The Director of Development Services may alternatively decide to deny the application or refer it back to Staff for further information.

- 2.8 Where a letter has been sent to the applicant in which further requirements are outlined, Staff will prepare the technical report to the Director of Development Services after receiving the required information.
- 2.9 If a Development Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 5

APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

If compliance with a zoning bylaw provision such as setback or building height would cause undue hardship and the variance is minor in nature, the applicant could consider applying to the Board of Variance, instead of applying for a Development Variance Permit.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

Development Variance Permit applications submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.4 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 8 of the Bylaw.
- 2.5 The applicant will conduct a Public Information Meeting in accordance with Section 8 of this bylaw.
- 2.6 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council considering the application, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 2.7 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
 - a) Resolve conditions/requirements identified in the letter(s);

- b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 2.8 Staff will mail or otherwise deliver notices to adjacent property owners in accordance with Section 11 of this bylaw.
- 2.9 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.10 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.11 Council will receive the technical staff report, and if Council decides to proceed with the development variance permit application, Council may authorize the issuance of the development variance permit or authorize the issuance of the development variance permit with conditions. Council may alternatively decide to postpone or deny the application.
- 2.12 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.13 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- 2.14 If a Development Variance Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff and a copy is sent to the Building Inspector.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 6

APPLICATION FOR A TEMPORARY USE PERMIT

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of Council.

If the Official Community Plans does not designate an area for temporary uses, then an Official Community Plan amendment must be adopted prior to issuance of a Temporary Use Permit, although both processes may proceed concurrently.

1. Application Requirements

Application requirements are specified in the City of Courtenay Development Application Form.

2. Processing Procedure

A Temporary Commercial or Industrial Use Permit application submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 2.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 2.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 2.3 The applicant will post a Notice of Application sign in accordance with Schedule 10 of this bylaw.
- 2.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 2.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations in accordance with Section 9 of the Bylaw.
- 2.6 The applicant will conduct a Public Information Meeting in accordance with Section 8 of this bylaw
- 2.7 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council consideration, the application fees are refunded at the rates prescribed in the City of Courtenay Fees and Charges bylaw.

- 2.8 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
- a) Resolve conditions/requirements identified in the letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 2.9 Staff will mail or otherwise deliver notices to adjacent property owners in accordance with Section 11 of this bylaw.
- 2.10 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 2.11 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 2.12 Council will receive the technical staff report and will either adopt a resolution to issue a permit, refer the proposal to the Development Services Department for further review or information, or refuse the application.
- 2.13 The City may, as a condition precedent to the issue of the permit, require that the owner of the land give an undertaking as part of the permit to:
- a) demolish or remove a building or structure; and
 - b) restore land described in the permit to a condition specified in the permit by a date specified in the permit.
 - c) require that the applicant for the permit provide security by the irrevocable letter of credit or the deposit of securities in a form satisfactory to the City in an amount stated in the permit to guarantee the performance of the terms of the permit.
- 2.14 Applications for permit renewal, extension or re-application will be processed in substantial accordance with the process outlined above.
- 2.15 When the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- 2.16 If a Temporary Use Permit is granted, a Notice of Permit will be registered against the title of the property at the Land Title Office by Staff.
- 2.17 When the owner of land fails to comply with all the undertakings given under the permit, the City may enter on the land and carry out the demolition, removal or restoration at the expense of the owner.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 7

**APPLICATIONS TO THE AGRICULTURAL LAND RESERVE UNDER THE
AGRICULTURAL LAND COMMISSION ACT**

This information is meant as a general guide to the processing procedure and should not be interpreted as the right to development approval if the steps indicated are followed. Final approval of all applications outlined in this section shall be at the discretion of the Agricultural Land Commission.

1. Application Requirements

1.1 Applicants must review the Agricultural Land Commission's (ALC) 'Applicant Information Package' prior to submitting an application to the City (available at www.alc.gov.bc.ca). This package contains details on ALC application requirements as well as the ALC process for issuing approvals.

1.2 Application requirements are specified in the City of Courtenay Development Application Form.

2. Public Consultation

2.1 The applicant will give notice of the application in accordance with the requirements of the *Agricultural Land Commission Act*.

3. Processing Procedure

An application under the *Agricultural Land Commission Act* submitted in accordance with this bylaw will be processed in substantial accordance with the following:

- 3.1 The applicant is encouraged to arrange for a pre-application meeting pursuant to Section 17 of this bylaw.
- 3.2 Following receipt of a satisfactory application and payment of the necessary fees, a file will be created and the applicant will be issued a receipt. A letter will be sent acknowledging receipt of the application.
- 3.3 The applicant will post a Notice of Application sign in accordance with the requirements of the Agricultural Land Commission.
- 3.4 Staff will review the proposal for compliance with relevant City bylaws and policies, and may meet with the applicant and/or conduct a site visit(s) as part of the evaluation process. If there are outstanding items Staff will advise the applicant in writing.
- 3.5 Staff will refer the application to all applicable City departments, Council Committees, Senior Governments, First Nations, and external agencies and organizations including the Agricultural Land Commission (ALC) in accordance with Section 8 of the Bylaw.

- 3.6 A Public Information Meeting to discuss the proposal may be required in accordance with Section 8 of this bylaw.
- 3.7 Following the Public Information Meeting, should the applicant wish to withdraw their application prior to Council consideration, the application fees are refunded at the rates prescribed in the City of Courtenay Fee and Charges bylaw.
- 3.8 Staff may send a letter(s) to the applicant incorporating feedback from the referral process to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to the Director of Development Services for consideration. It will be the responsibility of the applicant to:
- a) Resolve conditions/requirements identified in the comprehensive letter(s);
 - b) Submit any necessary reports/studies; and
 - c) Complete any required approvals.
- 3.9 Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council committees.
- 3.10 The applicant is strongly encouraged to attend the Council meeting at which the application will be considered to answer any questions Council may have and to listen to the proceedings.
- 3.11 In cases of application to exclude land from the ALR a public hearing is set by Council in accordance with Section 11.
- 3.12 The applicant has an opportunity at the Public Hearing to make a presentation to Council and the public. Following the hearing, Council may:
- (a) direct a further Public Hearing be held;
 - (b) amend the application;
 - (c) approve the application; or
 - (d) refuse the application.

If Council approves the application, a recommendation is sent to the ALC and the ALC makes the final decision.

- 3.13 Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 8

GUIDELINES FOR ARCHITECTURAL SUBMISSIONS

6.7.1 All applications as required by the *Architects Act* require the services of an Architect licensed to work in the province of British Columbia to plan, design and supervise the erection or alteration of the building(s). Architectural submissions are to be prepared in accordance with the *Architects Act* of BC and are required to be signed and sealed. The City requires printed and digital copies of all submissions. The minimum acceptable scale for all submission is 1: 200 and all plans are required to include the following information:

- (a) Location Map;
- (b) Site plan prepared by a British Columbia Land Surveyor, including any existing buildings on the property in relation to legal property boundaries;
- (c) Elevations, sections, floor plans (and roof plans where requested);
- (d) North arrow and drawing scales;
- (e) Dimensions, in metric or metric conversions, for all elevations and site plans;
- (f) Geodetic elevation;
- (g) Comprehensive building site layout;
- (h) Exterior building materials and colours (where requested);
- (i) Zoning bylaw compliance;
- (j) Parking lot layout in accordance with City standards, including bicycle parking;
- (k) Waste and recycling storage and pick up areas, for commercial, institutional, industrial and multi-residential buildings;
- (l) Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles, including waste and recycling pick up services. Please contact the City Engineering Division for details on acceptable truck templates;
- (m) Road widening;
- (n) Fire hydrant locations;
- (o) Open space;
- (p) All watercourses, riparian areas, trees to be retained and any other sensitive environmental features including required setback areas;
- (q) For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm Diameter at Breast Height (DBH) shall also be included.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2699, 2006**

SCHEDULE 9

GUIDELINES FOR LANDSCAPE SUBMISSIONS

Landscape submissions are to be prepared in accordance with the most recent B.C.S.L.A./B.C.N.T.A standards. For projects with eight (8) or more proposed residential units, or commercial and industrial projects with a gross floor area greater than 470m², a Landscape Architect is required to oversee, monitor and sign and seal all landscaping plans and works. The City requires printed and digital copies of all submissions. All plans are required to include the following information:

1. Grading Plan

The grading plan is to show both existing and proposed grades.

2. Landscape Plan

The landscape plan is to include:

- (a) Location of existing trees 20cm calliper and greater. For trees that are to be retained, Root Protection Zones and proposed methods of preservation shall also be included. Smaller trees are encouraged to be retained where possible. Where smaller plants are to be retained, they shall also be included in the Plan.
- (b) All watercourses, riparian areas and any other sensitive environmental features including required setback areas.
- (c) Property lines, surrounding streets, limit of contract lines, setbacks, easements.
- (d) Existing site features, retention/preservation areas.
- (e) Vehicular and pedestrian paving, planting, fencing and other hard landscape structures.
- (f) Location of all engineering services (overhead, underground, light standards, etc.) which may affect landscaping.
- (g) Adjacent landscape/development features, where applicable, as context information.
- (h) Indication of all plant material and landscaping features at installed sizes, accurate location and spacing and dimensions of planting areas in metric.
- (i) Plant list naming all recommended plant material and size specification.
- (j) Area of site, in square metres, to be landscaped.
- (k) Include references to the most recent B.C.S.L.A./B.C.N.T.A. landscape standard for all landscape construction.
- (l) Minimum soil depths for planting.
- (m) Detailed landscape and maintenance specifications.

3. **Underground Irrigation System Plan**

Plan showing water source, type of system, details of system.

4. **Detailed Cost Estimate**

The landscape cost estimate must provide detailed information itemizing quantities, areas, sizes, equipment, and labour costs, including supervision, monitoring and approvals, required for the total cost of the construction of the plan, including fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, a detailed landscape cost estimate which indicates the area and work to be undertaken for each phase must be provided.

5. **Security Deposit**

- (a) To ensure that the proposed landscaping is undertaken and the approved landscape plan is complied with, the City requires a landscape security deposit in accordance with Section 12 of this bylaw.

**THE CORPORATION OF THE CITY OF COURTENAY
DEVELOPMENT APPLICATION PROCEDURES BYLAW NO. 2790, 2014**

SCHEDULE 10

NOTICE OF APPLICATION SIGN REQUIREMENTS

1. Installation

For applications to amend the Official Community Plan, Zoning Bylaw and for Temporary Use Permits an applicant under this bylaw must, at his/her cost, install a City of Courtenay Notice of Application Sign in accordance with this bylaw. Applications with respect of land under the Agricultural Land Reserve must consult the Agricultural Land Commission's Application Information Package for notification requirements.

2. Timing

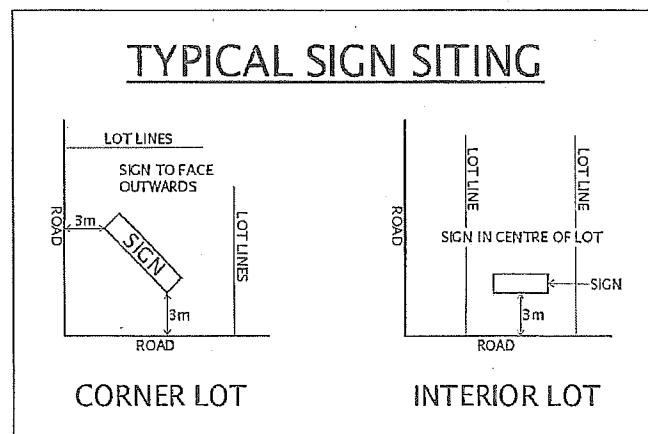
The Notice of Application sign must be posted by the applicant within 10 days of submitting a formal application to the City.

3. Preparation of Sign

The preparation and posting of the Notice of Application sign is the responsibility of the applicant and must be undertaken as specified in this bylaw. The applicant will provide a mock-up of the sign to the Development Services Department for review and approval prior to final printing. Once the sign is posted, the applicant shall demonstrate proof to the Development Services Department of the posted sign.

4. Siting of Sign

All Notice of Application Signs shall be placed on the property at a setback of three metres from the front property line as demonstrated in the below diagram. The sign must face the street and be clearly visible. All proposed sign locations must be verified by the Development Services Department prior to installation. The sign must be located so as not to interfere with pedestrian or vehicular traffic, or obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard. The Notice of Application Sign must be installed in a sound workmanlike manner and must be capable of withstanding wind and weather.



5. Number of Signs

The applicant shall post a minimum of one Notice of Application Sign. For large parcels with over 200m of street frontage, one Notice of Application Sign shall be required for each 200 m of street frontage, to the maximum of three signs.

6. Maintenance of Sign

It is the responsibility of the applicant to ensure the sign(s) remain intact and visible as per the sign siting specifications until such time the sign can be removed, in accordance with Section 8 below.

7. Amendments to Application

If any significant amendments are made to the application, the applicant will be required to install new sign(s) reflecting the change in application. The applicant will provide a mock-up of the sign to the Development Services Department for review and approval prior to final printing.

8. Sign Removal

The Notice of Application Sign shall be removed by the applicant within seven days following:

- 8.1 The conclusion of the public hearing or adoption of the amending bylaw if the public hearing has been waived; or
- 8.2 The final consideration of an application by Council; or
- 8.3 The abandonment of the application.

9. Failure to Post and Maintain

Failure to post and maintain the required Notice of Application Sign(s) in accordance with this bylaw shall result in the postponement of any Council/committee meeting and any costs associated with the postponement will be borne by the applicant. Non-compliance with this section due to the removal, destruction, or alternation of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Council/Committee meeting as long as reasonable efforts have been taken by the applicant to maintain the sign.

10. Required Format –

- (a) Minimum size: 1.8 m width, 1.2 m height.
- (b) For OCP or Zoning Amendments and Temporary Use Permits, signs should have dark blue background with white lettering and maps should have a white background with dark blue highlights.
- (c) Lettering: block capitals, with:
 - headings not less than 20 cm in height;
 - notice copy not less than 13 cm in height;
 - map lettering not less than 8 cm in height.

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

Financial Plan Amendment Bylaw No. 2791, 2014 to the 2014-2018 Financial Plan Bylaw No. 2785, 2014

REASON FOR BYLAW

STATUTORY AUTHORITY FOR BYLAW

Section 165(2) of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Further to Council's resolution of June 9, 2014, the accompanying bylaw amends the 2014-2018 Financial Plan Bylaw to include a capital budget of \$2.48M for site preparation and construction of training grounds in East Courtenay.

OTHER PROCEDURES REQUIRED

June 11, 2014

T. Manthey
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2791

A bylaw to amend The 2014-2018 Five Year Financial Plan Bylaw No.2785, 2014

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

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;

AND WHEREAS the financial plan may amended by bylaw at any time;

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 **“Financial Plan Amendment Bylaw No. 2791, 2014 to the 2014 – 2018 Financial Plan Bylaw No. 2785, 2014”**.
2. That **“The 2014 – 2018 Financial Plan Bylaw No. 2785, 2014”** be amended as follows:
 - (a) That Schedule “C” be deleted and replaced with Schedule “C” attached hereto and forming part of this bylaw; and
 - (b) That Schedule “F” be deleted and replaced with Schedule “F” attached hereto and forming part of this bylaw.
3. This bylaw shall come into effect upon final adoption.

Read a first time this 16th day of June, 2014

Read a second time this 16th day of June, 2014

Read a third time this 16th day of June, 2014

Finally passed and adopted this day of , 2014

Mayor

Director of Legislative Services

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

SCHEDULE C

<u>DESC</u>	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
<u>Proposed Municipal Property Tax Increase</u>						
Policing - RCMP Contract	0.00%		2.07%	1.33%	0.65%	1.77%
General and Debt	1.70%		2.00%	2.00%	2.50%	2.50%
	1.70%		4.07%	3.15%	4.27%	4.27%
REVENUES						
<u>Taxes</u>						
Real Property - General/Debt Purposes	18,823,788	18,823,788	20,292,160	20,706,036	21,610,604	23,662,773
New Construction Estimate	244,945	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
	20,686,326	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	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
	20,013,821	20,013,821	8,385,328	8,468,582	8,552,667	8,637,594
Total Taxation, Grants in Place	41,109,175	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

DESC	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
<u>Other</u>						
Insurance Recoveries	15,000	15,000	10,000	10,000	10,000	10,000
Cemeteries	137,200	137,200	137,200	137,200	137,200	137,200
Sundry	70,858	70,858	62,858	62,858	62,858	62,858
	223,058	223,058	210,058	210,058	210,058	210,058
<u>Unconditional Grants from Other Governments</u>						
>>Provincial Government						
Traffic Fine Revenue Sharing	198,024	198,024	0	0	0	0
Climate Action	20,000	20,000	20,000	20,000	20,000	20,000
BC Hydro - Graffitti Action	4,800	4,800	4,800	4,800	4,800	4,800
BC Hydro - Power Smart Partner Projects	5,000	5,000	5,000	5,000	5,000	5,000
	227,824	227,824	29,800	29,800	29,800	29,800
<u>Conditional Grants from Other Governments</u>						
>> Provincial Government						
Ministry of Transportation and Highways	700	700	700	700	700	700
Mature Driver Education	1,635	1,635	0	0	0	0
MOT Cost Share	0	0	0	0	0	0
YOUTH	3,000	3,000	3,000	3,000	3,000	3,000
Healthy Comm Capacity Fund (Housing)	1,000	1,000	0	0	0	0
Healthy Comm Capacity Fund (Food Secur)	1,000	1,000	0	0	0	0
	7,335	7,335	3,700	3,700	3,700	3,700
>> Local Government						
Rescue 71	16,750	16,750	16,750	16,750	16,750	16,750
Memorial Pool	62,000	62,000	62,000	62,000	62,000	62,000
Cemetery	0	0	0	0	0	0
CVRD Housing Task Force	18,073	18,073	0	0	0	0
CVRD Cycling Task Froce	10,000	10,000	10,000	10,000	10,000	10,000
	106,823	106,823	88,750	88,750	88,750	88,750
<u>Transfers from Other Funds and Reserves</u>						
Reserve for Future Expenditures	1,147,787	2,480,000	3,627,787	0	0	0
New Works Reserve	0	0	0	0	0	0
Cemetery Perpetual Care Fund	3,000	3,000	3,000	3,000	3,000	3,000
Traffic Fine / Gas Tax Reserves	533,204	533,204	324,135	337,802	330,986	349,875
Gaming Fund	315,204	315,204	324,135	337,802	330,986	349,875
Reserve Contributions	650,000	650,000	650,000	650,000	650,000	650,000
Sewer Frontage Tax	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000
Water Frontage Tax	688,322	688,322	709,827	709,827	709,827	709,827
Prior Years Surplus	670,000	670,000	360,912	137,917	0	0
	5,842,517	2,480,000	8,322,517	4,207,009	4,011,348	3,859,799
TOTAL REVENUES	55,548,911	2,480,000	58,028,911	43,618,701	44,171,563	45,237,673

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

, SCHEDULE C

<u>DESC</u>	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
EXPENDITURE						
<u>General Government Services</u>						
Legislative	322,849	322,849	337,611	290,415	293,261	296,150
Corporate Services	2,336,095	2,336,095	2,358,728	2,388,711	2,413,201	2,438,057
Other (election costs, claims, risk mgnt)	85,300	85,300	75,300	75,700	130,700	100,700
	2,744,244	2,744,244	2,771,639	2,754,826	2,837,162	2,834,907
<u>Protective Services</u>						
Police Protection	6,217,834	6,217,834	6,571,372	6,801,981	6,876,192	7,198,650
Fire Protection	1,727,442	1,727,442	1,764,469	1,791,808	1,813,387	1,862,729
Emergency Measures	48,000	48,000	48,000	48,000	48,000	48,000
Inspections	517,108	517,108	522,789	528,554	534,406	540,344
Animal Control/Bylaw Enforcement	140,852	140,852	141,973	143,111	144,266	145,438
	8,651,236	8,651,236	9,048,603	9,313,455	9,416,250	9,795,160
<u>Transportation Services</u>						
Net Common Services	538,891	538,891	541,967	545,087	548,252	551,462
>> Road Transport						
Engineering	1,143,462	1,143,462	899,250	910,200	921,314	932,595
Asset Management Planning	142,000	142,000	108,000	108,000	108,000	108,000
Roads and Streets	1,757,600	1,757,600	1,777,577	1,797,850	1,818,425	1,839,305
Street Lighting	603,000	603,000	620,820	633,999	657,548	671,478
Traffic Services	82,500	82,500	72,500	72,500	72,500	72,500
Parking Control	44,250	44,250	44,310	44,371	44,433	44,495
Air Transport	3,800	3,800	4,333	4,366	4,400	4,434
	4,315,503	4,315,503	4,068,757	4,116,374	4,174,872	4,224,269
Environmental Health Services (solid waste, recycl	2,686,243	2,686,243	2,896,681	3,066,635	3,272,473	3,497,033
Public Health and Welfare Services (cemetery, oth	224,673	224,673	209,009	211,454	213,936	216,455
Planning & Development Services	645,156	645,156	651,443	655,152	663,688	672,350
Hotel,Tax - Transfer to EDS	276,000	276,000	276,000	276,000	276,000	276,000
<u>Recreation and Cultural Services</u>						
>>Administration and Recreation Programs	3,053,851	3,053,851	3,090,829	3,128,199	3,165,964	3,204,296
>>Recreation Facilities						
Lewis Centre	214,000	214,000	215,140	216,291	217,454	218,629
Florence Filberg Centre	141,500	141,500	142,240	142,987	143,742	144,505
Linc Youth Centre	33,500	33,500	33,620	33,741	33,864	33,987
Pool and Marina	84,100	84,100	84,391	84,685	84,982	85,282
Parks and Playgrounds	2,069,424	2,069,424	2,086,870	2,104,565	2,122,514	2,140,718
Cultural Buildings and Facilities	640,450	640,450	646,266	652,162	658,139	664,199
Requisition - Vanc Isl Reg Libr	1,085,184	1,085,184	1,096,036	1,106,996	1,118,066	1,129,247
Other Buildings	54,300	54,300	54,583	54,869	55,158	55,449
	7,376,309	7,376,309	7,449,974	7,524,496	7,599,883	7,676,312

City of Courtenay
GENERAL OPERATING FUND
2014 - 2018 FINANCIAL PLAN

SCHEDULE C

DESC	2014 FINAL BUDGET	2014 REVISED AMEND No.1	2015 PROJECTED BUDGET	2016 PROJECTED BUDGET	2017 PROJECTED BUDGET	2018 PROJECTED BUDGET
<u>Transfer of Taxes Collected for Other Authorities</u>						
School Taxes	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
	20,013,821	20,013,821	8,385,328	8,468,582	8,552,667	8,637,594
<u>Fiscal Services</u>						
Principal Repaid	1,119,208	1,119,208	1,299,298	1,034,074	1,034,074	1,846,788
Interest Charges	939,372	939,372	1,239,372	1,071,635	1,071,635	2,596,635
MFA Debt Reserve Fund	15,000	15,000	15,000	15,000	15,000	15,000
	2,073,580	2,073,580	2,553,670	2,120,709	2,120,709	4,458,423
<u>Transfers to Other Governments</u>						
Share of Prov/Fed Grants in Place of Taxes	127,000	127,000	128,270	129,553	130,848	132,157
	127,000	127,000	128,270	129,553	130,848	132,157
<u>Transfers to Reserves and Other Funds</u>						
Reserve for Future Expenditures	0	0	0	0	0	0
Reserve - South Boundary Extension Tax	147,158	147,158				
Machinery and Equipment Reserve Fund	555,000	555,000	560,000	565,000	570,000	575,000
Cemetery Perpetual Care Fund	10,000	10,000	10,000	10,000	10,000	10,000
New Works and Equipment Reserve Fund	1,173,024	1,173,024	960,000	960,000	1,249,859	967,107
Public Parking Reserve Fund	4,500	4,500	4,500	4,500	4,500	4,500
General Capital Fund	2,002,142	2,480,000	1,100,000	1,450,000	1,600,000	1,150,000
Water Utility Operating Fund (frontage Tax)	688,322	688,322	709,827	709,827	709,827	709,827
Sewer Operating Fund (frontage tax)	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000	1,835,000
	6,415,146	8,895,146	5,179,327	5,534,327	5,979,186	5,251,434
TOTAL EXPENDITURE	55,548,911	58,028,911	43,618,701	44,171,563	45,237,674	47,672,094
INCREASE (DECREASE) IN FUND	0	0	(0)	0	(0)	0

SUMMARY OF 2014 GENERAL CAPITAL FUND EXPENDITURES

SCHEDULE F

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PAGE#	2014 FINAL BUDGET	2014 REVISED AMEND NO.1	BUDGETED SOURCE OF FUNDS										PRIOR YR UNEXPENDED	OTHER REVENUE		TOTAL
			GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RSV AMOUNT	CONTRIB	AMOUNT	NAME					
				AMOUNT	NAME											
CORPORATE SERVICES																
Corp Services	A-1	192,000	-	162,000	Land Sale	30,000										192,000
Office Equip	A-2	75,000	-	75,000	NW-Off Equip											75,000
IT	A-3	515,000	-	460,000	NW-IT Reserve	55,000										515,000
Fire & Rescue	A-4	62,500	-	62,500	M&E-Fire											62,500
TOTAL CORPORATE SERVICES			844,500			0	85,000	0	0	0	0	0	0	0	0	844,500
COMMUNITY SERVICES																
Parks	C 1	325,000	67,092			136,595		46,313		75,000	BL2680					325,000
Part in Parks/Trails	C 2	180,000	21,422	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													20,000
Protective Serv Bldgs	D 2	54,000	2,480,000	Prior Yr Surplus	34,000											2,534,000
Prop Mgmt	D 3	20,000	20,000													20,000
Public Works	D 4	90,000	90,000													90,000
Rental Properties	D 5	34,000	11,000			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	2,663,000	0	277,527	0	0	0	188,000		105,000				3,658,856
OPERATIONAL SERVICES																
Curb, Gutter, Sidewalk	O 1	225,000	44,027			81,126		40,086								225,000
Retaining Wall	O 2	0	-													0
Storm Drainage	O 3	606,601	143,528			311,073		152,000								606,601
Public Works Yard	O 4	90,000	-			90,000										90,000
Airpark	O 5	0	-													0
Roads & Streets	O 6/7	215,000	38,319	22,286	Road Reserve	62,408		39,187	52,800							215,000
Roads Paving	O 8	466,000	100,581			54,418		13,063		172,938	BL 2539/2681	125,000	Wtr/Swr			466,000

CITY OF COURTENAY

SUMMARY OF 2014 GENERAL CAPITAL FUND EXPENDITURES

SCHEDULE F

PAGE#	2014 FINAL BUDGET	2014 REVISED AMEND NO.1	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	
Traffic Projects	242,000	242,000	14,057	55,900 NW - CWF 22,337 Gaming Funds	41,687	44,100	4,750	15,250	21,256 BL 2681 22,663 CAP UNEXPENDED			242,000	
TOTAL OPERATIONAL SERVICES	1,844,601	1,844,601	340,512	100,523	0	640,712	249,086	68,050	276,618	125,000		1,844,601	
FLEET MANAGEMENT													
Fleet Summary	525,000	525,000	-	525,000 M & E								525,000	
TOTAL FLEET	525,000	525,000	-	525,000	0	0	0	0	0	0		525,000	
TOTAL 2014	5,125,957	2,480,000	854,355	4,188,023	0	1,147,787	44,100	331,024	83,050	539,618	418,000	7,605,957	

BUDGETED SOURCE OF FUNDS														
YEAR	BUILDING	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2014 FINAL	GENERAL	RESERVE FUNDS		RESERVE FOR F.E.	GOV'T GRANT	DCC RESERVE		OTHER REVENUE	
						REVENUE	AMOUNT	NAME			AMOUNT	NAME	AMOUNT	NAME
2014	FIRE 1	HVAC Equipment	Equipment reaching end of useful life	020-20-6-260-2610-75704	20,000	20,000								20,000
	FIRE 2	E Ctny Firehall & Training	Complete Needs Analysis/Concept	020-20-6-260-2620-75700	34,000	-			34,000					34,000
		E Ctny Training Grounds/Site Preparation			2,480,000	-	2,480,000	Prior Yr Surplus						2,480,000
		Total			2,534,000	20,000	2,480,000	-	34,000	-	-	-	-	2,534,000
2015	FIRE	HVAC Equipment	Equipment reaching end of useful life		20,000	20,000								20,000
	FIRE 2	Firehall No.2 - East Courtenay	Design/Construct	020-20-6-260-2620-75700	to be determined								DEBT	-
		Total			20,000	20,000	-	-	-	-	-	-	-	20,000
2016	FIRE	HVAC Equipment	Equipment reaching end of useful life		20,000	20,000								20,000
		Total			20,000	20,000	-	-	-	-	-	-	-	20,000
2017	FIRE	HVAC Equipment	Equipment reaching end of useful life		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