

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

DATE: November 10, 2014
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt November 3, 2014 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) Community Services

(b) CAO and Legislative Services

- 1 1. November December Cancellation of Meetings

(c) Development Services

- 3 2. C.V. Regional Hospital – Extension of Hours of Construction

(d) Financial Services

- 9 3. Annual Revenue Anticipation Borrowing Bylaw

- 11 4. Capital Asset Policy 1670.01

(e) Engineering and Operations

- 27 5. Subdivision Control Bylaw Amendment – 1930-1970 Cliffe Ave

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

1. Staff Memorandum re: Upcoming Events in the City of Courtenay

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

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

Notice is hereby given that a Special In-Camera meeting closed to the public will be held at the conclusion of the November 10, 2014 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 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 there were held in public.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

1. Councillor Leonard proposed resolution to AVICC:

“That AVICC lobby the Province to permit regional districts to institute tree protection bylaws in settlement expansion areas or future development nodes where a RGS is in place.”

BYLAWS

For First, Second and Third Reading

33 1. “Municipal Ticket Information Amendment Bylaw No. 2807, 2014”
(housekeeping amendment to align the MTI Bylaw with the Prevention of Public Nuisances Bylaw)

53 2. “Revenue Anticipation Borrowing Bylaw No. 2808, 2014”
(to provide for borrowing to meet current lawful expenditures of the City)

13.00 ADJOURNMENT

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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: November December Cancellation of Meetings

File No.: 0570-01
Date: November 10, 2014

PURPOSE:

The purpose of this report is to consider the cancellation of the November 24, 2014 Committee of the Whole meeting and the December 8, 2014 regular Council meeting.

CAO RECOMMENDATIONS:

That based on the November 10, 2014 staff report "November December Cancellation of Meetings", Council approve OPTION 1 and cancel the Committee of the Whole meeting scheduled for November 24, 2014 and the regular Council meeting scheduled for December 8, 2014.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Committee of the Whole meetings are scheduled for the last Monday of each month except December as per the annual Council meeting schedule.

DISCUSSION:

The inaugural Council meeting will take place on December 1, 2014.

There are no agenda items for the November 24, 2014 Committee of the Whole meeting, and a Council orientation session is scheduled for December 8, 2014; therefore staff are recommending cancelling the meetings.

FINANCIAL IMPLICATIONS:

None.

ADMINISTRATIVE IMPLICATIONS:

None.

STRATEGIC PLAN REFERENCE:

None.

OFFICIAL COMMUNITY PLAN REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

The Council calendar on the City's website will be updated to reflect the meeting cancellations.

OPTIONS:

OPTION 1: Cancel the November 24, 2014 Committee of the Whole meeting and the December 8, 2014 regular Council meeting. (Recommended)

OPTION 2: Maintain the current meeting schedule.

Prepared by:

A handwritten signature in black ink, appearing to read "J. Ward", with a large loop at the beginning.

John Ward, CMC
Director of Legislative Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 4020-20

From: Chief Administrative Officer

Date: November 10, 2014

Subject: Comox Valley Regional Hospital – Extension of Hours of Construction

PURPOSE:

The purpose of this report is to consider a variance to allow construction outside the designated hours established in the City's "Prevention of Public Nuisances Bylaw No. 2804, 2014."

CAO RECOMMENDATIONS:

That based on the November 10, 2014 staff report "Comox Valley Regional Hospital – Extension of Hours of Construction", Council approve Option 1, to approve an extension to the hours of construction for the Comox Valley Regional Hospital at 101 Lerwick Road.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City has received a request from Graham Design Builders Ltd. in an email dated October 27, 2014 (copy attached) requesting consideration by Council to extend the hours of construction for the Comox Valley Regional Hospital Project for the placement and trowel finish of suspended concrete slabs from a period of November 2014 to September 2015.

The 'Preventions of Public Nuisances Bylaw' limits construction from 7:00 am to 10:00 pm Monday to Saturday and from 8:00 am to 10:00 pm Sunday or Statutory Holidays. The Bylaw also includes a provision to allow Council, upon receipt of an application, to consider approving work outside these prescribed hours.

The request is to have the limitation on the hours of construction not apply for the November 2014 to September 2015. This request is due to the scale of the concrete slabs which are approximately 3,300 m² each and the time it takes to pour and finish each slab. It is expected to occur approximately every 14 working days.

DISCUSSION:

Given the scale of the Comox Valley Regional Hospital, and specifically the requirement for concrete pours for the suspended slabs, the request is to have an open operating time frame in the event of weather

conditions that would prevent the concrete to set up in the time to allow finishing prior to 10:00 pm. It would be considered the exception to the normal construction practice.

There have been complaints from neighbourhoods in this general area regarding commercial operations but not from the construction of facilities.

The request is to vary the hours of operation is for a period of 11 months. However, it is felt that monitoring the activity and any neighbourhood concerns after a 3 month period (November 2014 to January 2015) would allow staff to report on any neighbourhood concerns and then allow Council to consider a further extension to the end of September 2015. Staff would also require that Graham Design Builders Ltd. provide the City with a monthly report on the dates the concrete works occurred outside the bylaw requirements.

FINANCIAL IMPLICATIONS:

N/A

ADMINISTRATIVE IMPLICATIONS:

The processing of this request is a statutory requirement and to date staff have spent approximately 3 hours preparing the request.

STRATEGIC PLAN REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

There has been no public engagement regarding this request.

OPTIONS:

- OPTION 1: That Council approve Graham Design Builders Ltd. to perform concrete work beyond the hours of construction which would normally be prohibited under Section 5 (b) of the Prevention of "Public Nuisance Bylaw No. 2804, 2014" for the Comox Valley Regional Hospital at 101 Lerwick Road for the period of November 2014 to January 2015 subject to Graham Design Builders Ltd. providing the City a monthly report on the dates the concrete works occurred outside the bylaw requirements (recommended).
- OPTION 2: That Council not approve this report.
- OPTION 3: That Council directs staff to provide addition information.

Prepared by:

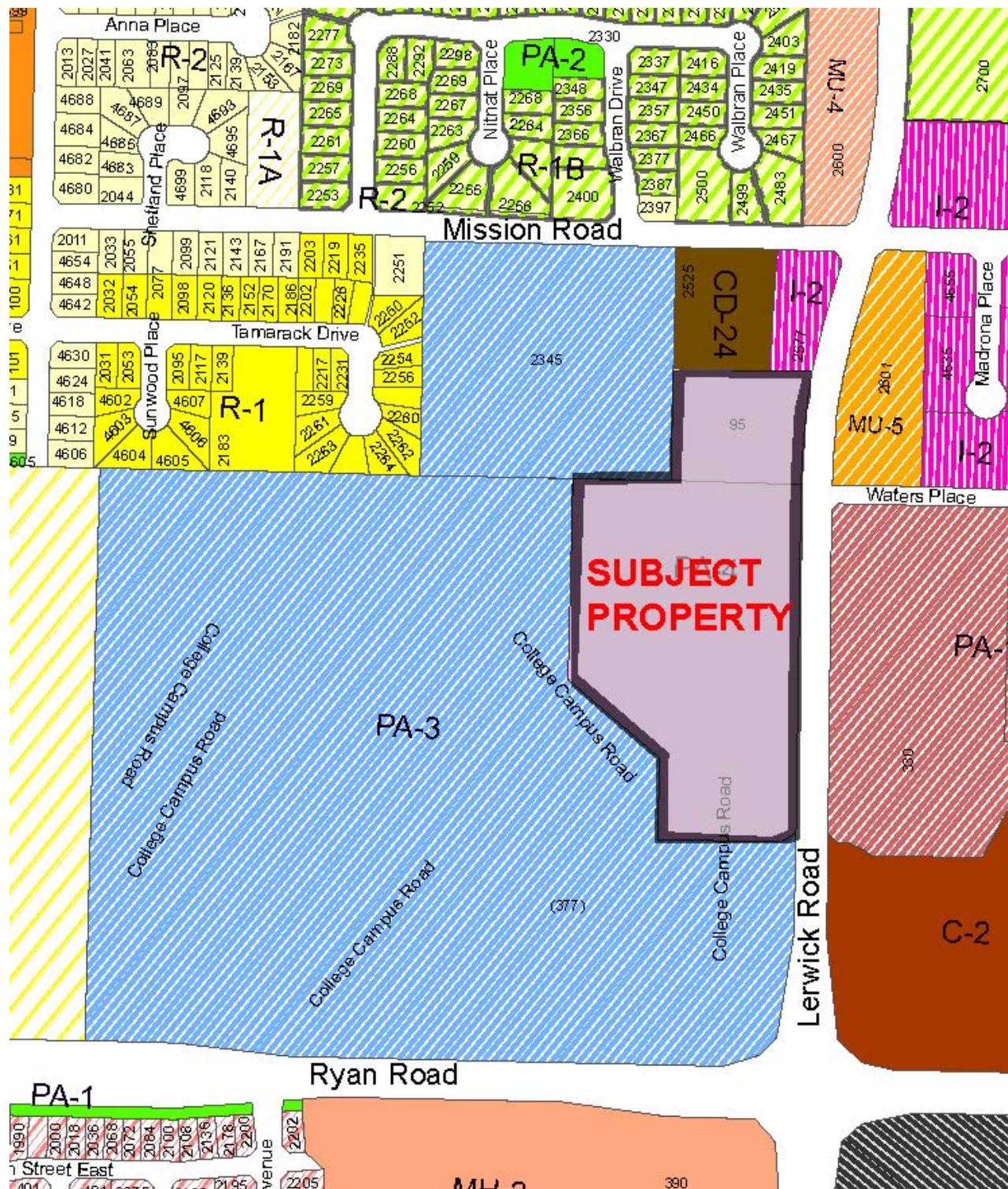


Peter Crawford, MCIP, RPP
Director of Development Services

Public Nuisance Bylaw No. 2804, 2014

NOISE

5. (a) No person shall, make, cause or allow or permit to be made or caused, any noise or sounds in or on a highway or elsewhere in the City which disturb or tend to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of one or more persons in the vicinity.
- (b) No person shall, before 7:00 a.m. on any day from Monday to Saturday when such day is not a Statutory Holiday, or before 8:00 a.m. on any Sunday or Statutory Holiday, and after 10:00 p.m. on any day, construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of persons in the vicinity.
- (c) No person shall, before 7:00 a.m. and after 10:00 p.m. on any day, use or operate any power gardening tool or other power tool or machine.
- (d) No person shall keep or harbour any animal or bird which disturbs or tends to disturb the peace, quiet, rest, enjoyment, comfort or convenience of the neighbourhood by its repeated making of noise.
- (b) No person shall feed pigeons on or about private property and no person shall keep pigeons.
- (c) No person shall play or operate any radio, stereophonic equipment, outdoor public address system or other instrument or apparatus for the production or amplification of sound either in or on private premises or any public place in such a manner as to disturb the quiet, peace, rest, enjoyment, comfort or convenience of any person or persons in the neighbourhood or vicinity.
- (d) Where it is impossible or impractical to comply with this section, the Council may upon application, give written approval to carry on work that is found to be necessary during designated hours.



-----Original Message-----

From: Bret Miche [<mailto:bretm@grahamus.com>]
Sent: October-27-14 4:36 PM
To: Mirabelli, Dennis; Ward, John
Cc: Clark, Alan; Hatch, Lesley; Nazz Russo; Charles Belanger
Subject: Noise Ordinance bylaw exception

Mr. Ward

Graham Design Builders Ltd. is requesting written approval from Council for work that may need to be performed outside of the designated work hours. The current ordinance states work hours from 7:00 AM to 10:00PM Monday through Saturday unless a statutory holiday and 8:00 AM to 10:00 PM on Sundays or statutory holidays. As you are aware we are in the process of constructing the new Comox Valley Hospital. Part of that process is the placement and trowel finish of suspended concrete slabs. These slabs will be approximately 10,000 SF or roughly 3,300 SM each.

This portion of the work will start this November and continue through the winter months and on to as late as September 2015. Our first scheduled elevated slab placement is likely the week of November 10, 2014. Once this operation starts we expect to place a slab roughly every 14 working days. There is potential that due to weather conditions the concrete will not set up in time for the finishers to complete their work ahead of 10:00 PM. If this becomes the case the project will have lights in place to light the work surface and have a finishing crew on site to trowel finish the slabs. The crews will be utilizing both hand finish techniques and ride on trowelling machines. We do not expect this to be the norm but want to be prepared in the event of the exception to our planned work practice.

Thank you for your consideration in this matter and I look forward to your response. Please do not hesitate to contact me directly if you have any questions or need anything further from me in order to advance this request on to council.

Thank you again
Bret Miche
CHC
DBIA Associate
LEED ® Accredited Professional
Senior Project Manager
101 Lerwick Road, Courtenay, BC V9N 0B9
Office: 250-871-7377 | Cell: 250-465-2516 | Fax: 250-871-8882 bretm@grahamus.com | www.grahamus.com

COMMITMENT | INTEGRITY | RELIABILITY



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Mayor and Council
From: Chief Administrative Officer
Subject: Annual Revenue Anticipation Borrowing Bylaw

File No.: 1760-02
Date: November 10, 2014

PURPOSE:

To consider and endorse the adoption of the Revenue Anticipation Borrowing Bylaw No. 2808, 2014.

POLICY ANALYSIS:

Section 177 of the *Community Charter* allows Council to adopt a revenue anticipation borrowing bylaw.

EXECUTIVE SUMMARY:

The annual Revenue Anticipation Borrowing Bylaw provides the security required by the Bank of Nova Scotia to financially secure the City's operating line of credit in the amount of \$2,500,000, as well as the corporate visa program upper limit in the amount of \$1,000,000.

C.A.O. RECOMMENDATIONS:

That based on the November 10, 2014 staff report "Annual Revenue Anticipation Borrowing Bylaw" Council approves OPTION 1 as follows:

"That Council endorses the adoption of the Revenue Anticipation Borrowing Bylaw No. 2808, 2014"

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Each year the City adopts a revenue anticipation borrowing bylaw pursuant to Section 177 of the *Community Charter*. This bylaw provides the security required by the Bank of Nova Scotia to financially secure the City's operating line of credit in the amount of \$2,500,000 as well as the corporate visa program limit in the amount of \$1,000,000.

DISCUSSION:

The Revenue Anticipation Borrowing Bylaw is a mechanism which provides local governments with a means to manage cash flow requirements.

The City has not required the use of its operating line of credit in many years. We do, however, actively utilize the corporate visa program to manage purchases, pay vendors, and access discounts where they are available. For example, the corporate visa program provides a 1% "cash back" mechanism for amounts paid via visa. For 2014 the cash back credit totalled \$6,280.

The terms and conditions of the banking agreement with the Bank of Nova Scotia require that the Revenue Anticipation Bylaw be approved for use as security for both the operating line of credit and the corporate visa program.

FINANCIAL IMPLICATIONS:

There are no financial cost implications.

ADMINISTRATIVE IMPLICATIONS:

Once the bylaw is adopted, it will be forwarded to the Bank of Nova Scotia.

STRATEGIC PLAN/STRATEGIC PRIORITIES REFERENCE:

Not applicable.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

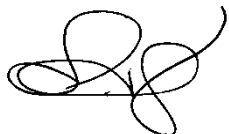
Not applicable.

OPTIONS:

1. That Council endorses the Revenue Anticipation Borrowing Bylaw No. 2808, 2014
2. That Council declines the adoption of the proposed bylaw.

Should Option 2 be taken, the City would need to operate without its corporate visa program and operating line of credit.

Prepared by:



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



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Update to the Capital Asset Policy 1670.01

File No.: 1670-00
Date: November 10, 2014

PURPOSE:

The purpose of this report is to request Council endorsement of a minor update to the City's Capital Asset Policy No. 1670-01 in order to align the language with the City's current accounting practices.

CAO RECOMMENDATIONS:

That based on the November 10, 2014 staff report "Update to Capital Asset Policy 1670.01" Council approves OPTION 1 as follows:

"That Council approves the Capital Asset Policy 1670.01 Revision 1"

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Policy 1670.01 was approved by Council in 2007 in preparation for the implementation of the Public Sector Accounting Board Standard 3150 – Tangible Capital Assets, which mandated a financial representation of a full inventory, valuation, and depreciation of all of the City's capital assets in the annual audited financial statements.

DISCUSSION:

Staff request Council consideration of a minor update on Page 3, Section 3(e) so as to align the language in Policy 1670.01 with the City's current accounting practices. During the implementation of the new accounting standard and the Council policy for capital assets, it was evident that the policy language around the pooling of computer items such as computers and printers, scanners, photocopiers for capitalization purposes was not practical. Individually, these items cost less than \$5,000 and the lifespan on most was three to four years, some less depending on usage. Addition of purchases to and removal of disposals from a "pool" of capital IT equipment would have resulted in complex tracking and disposal activities with very little overall financial benefit to the City.

Staff discussions were held and the City auditors were consulted. As a result, the accounting practice effectively implemented for these computer assets was to only consider capitalization if individual items exceeded the cost threshold of \$5,000.

The minor revision in the wording of the policy ensures that the policy is aligned with accounting practices, is a reliable support document for the auditors, and provides clear guidance for staff.

FINANCIAL IMPLICATIONS:

There are no financial implications. Computer equipment of all value levels continues to be managed proactively and disposed of in accordance with the Purchasing Policy when at its end of life. The financial statement presentations remain consistent with accounting practices effectively followed in prior years.

ADMINISTRATIVE IMPLICATIONS:

There are no administrative implications.

STRATEGIC PLAN REFERENCE:

While there is no reference in the City's Strategic Plan, accounting for the City's Capital Assets is a statutory and regulatory task.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no reference in the Official Community Plan.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no reference in the Regional Growth Strategy.

CITIZEN/PUBLIC ENGAGEMENT:

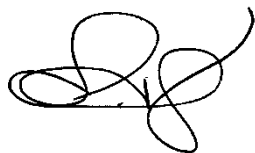
Public engagement is not required prior to considering or approving a change in this policy.

OPTIONS:

OPTION 1: That Council approves Revision 1 to Policy No. 1670.01 Capital Asset Policy

OPTION 2: That Council does not approve the revision to Policy 1670.01 Capital Assets
[While Option 2 is provided for Council, the City's auditors have recommended that the Policy language be updated to reflect actual accounting practices.]

Prepared by:



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

Attachment: Policy 1670.01 Capital Asset Policy, Revision 1

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	R.1

PURPOSE

This Capital Asset Policy (Policy) promotes sound corporate management of capital assets and complies with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

SCOPE

All tangible property owned by the City, either through donation or purchase and which qualifies as capital assets are addressed in this policy. In accordance with PSAB 3150, tangible capital assets (TCA) are non-financial assets having physical substance that:

- i. are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- ii. have useful economic lives extending beyond an accounting period;
- iii. are to be used on a continuing basis; and
- iv. are not for sale in the ordinary course of operations.

POLICY

A framework is established for the management and control of the City's capital assets. Included in this framework is proper recognition, measurement, thresholds, aggregation, segregation, amortization and disposal. Additional guidelines relating to the purchase of assets are found in the City's Procurement Policy.

1. Tangible Capital Assets - Acquisition

Tangible Capital Assets (TCA's) are recorded at historical cost. TCA's are recognized as assets on the City's Statement of Financial Position on date of receipt for capital goods or when the asset is put into use for capital projects.

For assets owned by the City but not paid by the City including contributions, gifts, and donations, valuation may be assessed by fair value.

2. Thresholds

Thresholds are established for a minimum dollar value and number of years of useful life. Thresholds help to

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	R.1

determine whether expenditures are to be capitalized as assets and depreciated or treated as a current year expense.

The City's threshold levels are detailed in *Schedule A*, and are set at levels which are felt to be reasonable for a medium sized municipality.

The minimum useful life threshold is set at two years. Detailed threshold levels for asset classes are defined in *Schedule B*. Improvements are capitalized when they extend the useful life of the asset.

3. Classification, Aggregation & Segmentation

The full cost of preparing a TCA for its intended use is considered the aggregate cost of the capital asset. The aggregate cost is further segmented into elemental components based on useful life.

a. LAND

Land owned by the City includes parkland, land for City owned facilities and land under roads and sidewalks. All land owned by the City is segmented by each parcel held. City parkland and the land for City facilities and leased facilities is quantified and included in the City's land database. Due to the age of the land under roads and sidewalks, existing City land under the roads and sidewalks are considered to have a nominal value of \$1 per linear meter.

b. PARKS INFRASTRUCTURE

Parks infrastructure includes playground equipment, outdoor pools, fencing, and artificial fields. Each asset when capitalized is separately recorded with an attached useful life.

c. BUILDINGS

Buildings owned by the City include City Hall, City facilities including pools, arenas and community centers, and third party leased properties.

d. VEHICLES, MACHINERY AND EQUIPMENT

Vehicles, machinery and equipment are pooled, segmented at unit level for threshold purposes.

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	R.1

e. IT INFRASTRUCTURE

IT infrastructure includes software, hardware, infrastructure, computers, printers, scanners, photocopiers and the telephone network. This IT infrastructure is capitalized if each purchase or project meets threshold limits.

*Deleted
2014-11-10*

~~Computers and printers, scanners, photocopiers, etc. are capitalized if purchased in volume and the volume exceeds the threshold limit.~~

f. FURNITURE AND FIXTURES

Furniture, fixtures, and equipment are capitalized if purchasing in volume and the volume exceeds the threshold limit or of the individual cost of individual items exceed the threshold.

g. LINEAR ASSETS

WATER

The water system components include and are segmented by water mains, valves, hydrants and services. Aggregation for threshold purposes is by capital project. Capital projects when complete are recorded as assets by allocating costs to each component part.

SEWER AND DRAINAGE

The sewer system components include and are segmented by sewer mains, pump stations, manholes, catch basins and services. Aggregation for threshold purposes is by capital project. Capital projects when complete are recorded as assets by allocating costs to each component part.

TRANSPORTATION

Transportation assets include and are segmented by roads, lanes, sidewalks, traffic intersections, street lights, and structures. Structures include bridges and tunnels, retaining walls and parkades. Aggregation for threshold purposes is by capital project. Capital projects when complete are recorded as assets by allocating costs to each component part.

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	R.1

h. **WORKS OF ART AND HISTORICAL TREASURES**

Works of art and historical treasures are those that have cultural, aesthetic, or historical value that is worth preserving perpetually. Works of art and historical treasures will *not* be recognized as tangible capital assets in the financial statements because a reasonable estimate of the future benefits associated with this property cannot be made. Nevertheless, the existence and nature of this property will be disclosed in the annual financial statements.

4. Tangible Capital Assets - Amortization

Amortization is an annual charge to expenditures for the use of a capital asset. The City sets amortization rates on a straight line basis based on the number of years in service less salvage value. The asset categories are amortized as defined in *Schedule C*.

5. Tangible Capital Assets - Betterments

Costs of betterments are considered to be part of the cost of a tangible capital asset and would be added to the recorded cost of the related asset. Betterment is a cost incurred to enhance the service potential of a tangible capital asset. In general, service potential may be enhanced when there is an increase in the previously assessed physical output or service capacity, where associated operating costs are lowered or where the useful life of the asset is extended. For complex networks, such as road and water systems, an example of betterment is adding to the number of lanes to expand the capacity of the road system. Expenditures incurred to maintain the originally anticipated service potential of a road, or its estimated useful life, are more in the nature of maintenance.

6. TCA Inventory - Disposal

Disposal procedures for capital assets are in accordance with the City's Procurement Policy. All disposals of TCA's are recorded in the City's financial statements in accordance with PSAB 3150.

AUTHORIZATION:	DATE: 2014 November 10
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Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	

Capitalization Thresholds

PRIMARY CLASS		SECONDARY CLASS		
<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>	<u>Cap. Threshold</u>
100	LAND	101	Land Parcels	zero
		102	Land - Under Roads	zero
200	LAND IMPROVEMENTS	201	Paving	\$10,000
		202	Lighting	\$10,000
		203	Fencing	\$10,000
		204	Recreational Assets	\$10,000
		205	Other	\$10,000
300	BUILDINGS	301	Standard Buildings	\$10,000
		302	Minor Buildings	\$10,000
500	MACHINERY & EQUIPMENT	501	Water Services	\$10,000
		502	Sanitary Sewer Services	\$10,000
		503	Maintenance Equipment	\$10,000
		504	EMS Equipment	\$10,000
		505	Police Services Equipment	\$10,000
		506	Fire Department Equipment	\$10,000
		507	Pool Mechanical Equipment	\$10,000
		508	Other Machinery & Equipment	\$10,000
600	FURNITURE AND EQUIPMENT	601	Office Furnishings	\$5,000
		602	Office Equipment	\$5,000
700	COMPUTER HARDWARE	701	Computer Hardware	\$5,000
800	COMPUTER SOFTWARE	801	Computer Software	\$5,000

Section 5 - Finance	Policy # 1670.00.01
Subject: Capital Asset Policy	Revision #

PRIMARY CLASS		SECONDARY CLASS		
<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>	<u>Cap. Threshold</u>
900	LICENSED VEHICLES	901	Licensed Vehicles	\$10,000
1000	UNLICENSED VEHICLES	1001	Unlicensed Vehicles	\$10,000
1100	CAPITAL WORKS IN PROGRESS	1101	Capital Works in Progress	N/A
1200	LINEAR ASSETS	1201	Sanitary Sewers	\$10,000
		1202	Storm Sewers - Inclusive of Catch Basins & Manholes	\$10,000
		1203	Culverts	\$5,000
		1204	Water Distribution - Inclusive of Gate Valves	\$10,000
		1205	Fire Hydrants	\$10,000
		1206	Water Meters	\$5,000
		1207	Bridges	\$50,000
		1208	Roads - Arterial - Surface & Base	\$25,000
		1209	Roads - Collector - Surface & Base	\$25,000
		1210	Roads - Local - Surface & Base	\$25,000
		1211	Sidewalks	\$10,000
		1212	Curbs & Gutters	\$10,000
		1213	Street Lights	\$5,000
		1214	Signal Lights	\$5,000
		1215	Paths and Trails	\$10,000
		1216	Marine Infrastructure	\$10,000
		1217	Berms & Dikes	\$10,000
		1218	Storm Retention Ponds	\$10,000
		1219	Retaining Walls	\$10,000
		1220	Street Boulevards	\$10,000
		1221	Sound Fence	\$10,000
		1222	Fiber Optics	\$10,000
		1223	PRV Chambers	\$10,000
		1224	Water Booster Station	\$10,000
		1225	Bus Shelter	\$10,000

Section 5 - Finance	Policy # 1670.00.01
Subject: Capital Asset Policy	Revision #

Useful Life

Asset Classification	Estimated Useful Life - Years	Threshold	Threshold if New Facility	Threshold if Network Capacity Expanded
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Land				
General	Indefinite	\$1		
Parks	Indefinite	\$1		
Undeveloped ROW	Indefinite	\$1		
ROW/Road Allowance	Indefinite	\$1		
Parking lots	Indefinite	\$1		
Rental Properties	Indefinite	\$1		
Laneways	Indefinite	\$1		
Roads - local	Indefinite	\$1		
Roads - collector	Indefinite	\$1		
Roads - arterial	Indefinite	\$1		
Water facilities	Indefinite	\$1		
Sewer facilities	Indefinite	\$1		
Other	Indefinite	\$1		
Land Improvements				
Parking Lot - Gravel	10	\$10,000	\$1	
Parking Lot - Asphalt	20	\$10,000	\$1	
Parking Lot - Paving Stones	30	\$10,000	\$1	

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	

Useful Life

Asset Classification	Estimated Useful Life - Years	Threshold	Threshold if New Facility	Threshold if Network Capacity Expanded
Playground structures	10	\$10,000	\$1	
Landscaping	25	\$10,000	\$1	
Fences	20	\$10,000	\$1	
Sprinkler systems	25	\$10,000	\$1	
Golf courses	20	\$10,000		
Tennis courts	20	\$10,000		
Fountains	20	\$10,000		
Outdoor pools, spray pools	25	\$10,000		
Retaining walls	40	\$10,000	\$1	
Running tracks	15	\$10,000		
Outdoor lighting	20	\$10,000		
Soccer pitch	20	\$10,000		
Trailways - Gravel	15	\$10,000		
Trailways - Asphalt	20	\$10,000		
Buildings - Permanent				
Structure - Reinf. Concrete Frame	60	\$10,000		
Structure - Steel Frame	50	\$10,000		

Section 5 - Finance	Policy # 1670.00.01
Subject: Capital Asset Policy	Revision #

Useful Life

Asset Classification	Estimated Useful Life - Years	Threshold	Threshold if New Facility	Threshold if Network Capacity Expanded
Structure - Masonry Load Bearing Frame	45	\$10,000		
Structure - Wood Frame	40	\$10,000		
Structure - Wood Frame - smaller structures	35	\$10,000		
Roof	25	\$10,000		
Electrical system	25	\$10,000		
Mechanical system	25	\$10,000		
HVAC	25	\$10,000		
Buildings - Washrooms, concessions, picnic shelters	40	\$10,000		
Buildings - Portable	25	\$10,000		
Leasehold Improvements	25	\$10,000		
Vehicles				
Light duty	5	\$10,000		
Medium duty	10	\$10,000		
Heavy duty	15	\$10,000		
Fire trucks	25	\$10,000		
Machinery and Equipment				
Heavy Equipment	Variable	\$10,000		

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	

Useful Life

Asset Classification	Estimated Useful Life - Years	Threshold	Threshold if New Facility	Threshold if Network Capacity Expanded
Fire	12	\$10,000	\$1	
Boats	25	\$10,000		
Fitness	10	\$10,000	\$1	
Fueling stations	15	\$10,000		
Tools, shop, garage equip	15	\$10,000		
Turf equipment	10	\$10,000		
Ice resurfacer	10	\$10,000		
Office Furniture/Equipment				
Furniture	5	\$5,000	\$1	
Equipment - Photocopiers	5	\$5,000	\$1	
IT Infrastructure				
Software-Purchased	5	\$5,000		
Software-In House Developed	5	\$5,000		
Hardware	5	\$5,000		
Roads (includes curb/gutter)				
Local - surface only	30	\$25,000		\$1
Local - road bed only	60	\$25,000		\$1

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	

Useful Life

Asset Classification	Estimated Useful Life - Years	Threshold	Threshold if New Facility	Threshold if Network Capacity Expanded
Collector - surface only	20	\$25,000		\$1
Collector - road bed only	60	\$25,000		\$1
Arterial - surface only	15	\$25,000		\$1
Arterial - road bed only	60	\$25,000		\$1
Bridges	Variable	\$50,000		
Traffic signals	30	\$5,000		\$1
Lighting	30	\$5,000		\$1
Sidewalks Concrete	30	\$10,000		\$1
Sidewalks Asphalt	10	\$10,000		\$1
Water System - Supply System				
Mains	60	\$10,000		\$1
Dams	80	\$10,000		
Reservoirs	65	\$10,000		
Pump Stations	25	\$10,000		
PRV Stations	25	\$10,000		
SCADA	8	\$10,000		
Water Processing Centre	50	\$10,000		

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	

Useful Life

Asset Classification	Estimated Useful Life - Years	Threshold	Threshold if New Facility	Threshold if Network Capacity Expanded
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Water System - Distribution				
Mains	60	\$10,000		\$1
Pump, lift and transfer stations	25	\$10,000		
Meters - water	40	\$5,000	\$1	
Hydrants	40	\$10,000		\$1
SCADA	8	\$10,000		
Sewer System				
Mains	60	\$10,000		\$1
Pump, lift and transfer stations	25	\$10,000		
SCADA	8	\$10,000		
Storm System				
Mains	75	\$10,000		\$1
Pump, lift and transfer stations	25	\$10,000		
Catch basins	40	\$10,000		\$1
Retention ponds	40	\$10,000		

Section 5 - Finance	Policy #	1670.00.01
Subject: Capital Asset Policy	Revision #	

Amortization

Asset Category	Amortization of Cost less Savage Value
Land	Not amortized
Land Improvements	Straight line over useful life of each asset unit
Buildings and Building improvements	Straight line over useful life of each asset unit
Machinery and Equipment	Straight line over useful life of each asset unit
IT Infrastructure and Equipment	Straight line over useful life of each asset unit
Furniture and Fixtures	Straight line over useful life of each asset unit
Vehicles	Straight line over useful life of each asset unit
Infrastructure (e.g. water, wastewater, roads etc.)	Straight line over average useful life of each segment for cost less salvage value



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Request to vary Subdivision Control Bylaw 1401 (1986 and amendments thereto) in support of development at 1930-1970 Cliffe Avenue (High Street Ventures Inc.)

File No.: 3320-20-13672
Date: November 10, 2014

PURPOSE:

The purpose of this staff report is for Council to consider variances to the Subdivision Control Bylaw for the proposed road cross-section to provide a link between 19th Street and 20th Street across the lands at 1930 – 1970 Cliffe Avenue.

CAO RECOMMENDATIONS:

That based on the November 10, 2014 staff report “Request to vary Subdivision Control Bylaw 1401 (1986 and amendments thereto) in support of the development at 1930 -1970 Cliffe Avenue”, Council approve Option 1, to vary the bylaw in support of this proposed subdivision.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The owners of 1930 - 1990 Cliffe Avenue, High Street Ventures/Riverfront Development, have applied to the City to subdivide their property for the purpose of developing two lots: one multi-family lot for a condominium complex and the second lot for a commercial property along Cliffe Avenue.

The applicant has undertaken a Traffic Impact Assessment (TIA) for this site which supports the construction of a road link across the property to connect 19th and 20th Streets as part of the subdivision works (extension of Riverside Lane). Given the proximity of this project to a Ministry of Transportation and Infrastructure (MoTI) controlled access highway (Cliffe Avenue), the study was circulated to MoTI for review and comment. MoTI also supported this road link to minimize the impact to Cliffe Avenue while providing safe access to the signalized intersection at 19th Street. As a result of this TIA, MoTI's comments and staff's internal review of the road link, this “new road” became a requirement of the Preliminary Layout Review (PLR) for subdivision.

DISCUSSION:

The “new road” through the subdivision is proposed to run north-south parallel to Cliffe Avenue and west of the existing Tides apartment complex (see enclosed draft subdivision plan). It is proposed that the road will be integrated into the existing private access road, west of the Tides, at 20th Street and extending north

to cross private, third party, lands and meet 19th Street. Both ends of the “new road” are constrained by the proximity of the existing apartment building at 20th Street and the existing buildings between which the road is proposed to align at 19th Street. With these existing constraints at each end the road right-of-way allowance is limited. As such the applicant is seeking to vary the City’s Subdivision Control Bylaw 1401 to permit the road to be constructed in a non-standard format.

The variance required to support the project include:

- Section 23.(b) Minor Street width: **reduce from 15.24 to 8.75 metres**
- Section 23.(f) Reverse curves in street shall be separated by tangents of 30.48 metres: **reduce to 0.00 metres**
- Section 29.(a)(ii) All roads shall be paved to a width of 9.14 metres: **reduce to 6.0 metres**
- Section 23.1 Cul-de-sacs shall have ample turnaround area: **modify cul-de-sac requirement on for 19th Street to a hammerhead**

The applicant’s traffic engineer has recommended a travel lane width of 3.0metres for the estimated traffic volume. In addition, the applicant’s civil engineer has confirmed that vehicle turning movement can be accomplished along this narrower roadway as well as for the cul-de-sac variance on 19th Street. Additional statutory rights-of-way may be needed to accommodate features such as roadway signage, street lighting and other shallow utilities. Although this is not ideal, given the property constraints at each side of the development, the proposed roadway reasonably meets the intended function for this local road.

Variances to a bylaw are governed by the Local Government Act (LGA). For Council’s consideration, staff provides the applicable sections below:

Division 9, Section 922 (1) (b) permits: *“On application of an owner of land, a local government may, **by resolution**, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw under.....Division 11 (Subdivision and Development Requirements).”*

Division 9, Section 922 (4), (5), and (6) describe the notice requirements that the local government must undertake to inform the adjacent land owners of this contemplated variance. Staff has met this requirement by issuing a notice to lands within 30metres of the proposed subdivision on October 31 with responses eligible to be received until today, November 10, 2014.

Finally Division 11, Section 938 (1) (a) permits: *“A local government may, by bylaw, regulate and require the provision of works and services in respect of the subdivision of land, and for that purpose may, by bylaw, do one or more of the following:..... regulate and prescribe minimum standards for the dimensions, locations, alignment and gradient of highways in connections with subdivision of land....”*

It was in accordance with Section 938 that the Subdivision Control Bylaw was established and it is under Section 922 that Council, may by resolution, vary the bylaw provisions. Guided by the LGA, staff is seeking Council’s direction with respect to the proposed variances to the City’s Subdivision Control Bylaw #1401. This direction is required for the Approving Officer to consider approval of the proposed subdivision plan.

Staff recommends Option 1, to support the applicant’s request for variances to the Subdivision Control Bylaw # 1401 (1986 and amendments thereto).

FINANCIAL IMPLICATIONS:

The City has collected \$750 in subdivision application fees; \$1,500 in Development Variance Permit application fees associated with the Subdivision Bylaw variance application and will collect another \$210 in miscellaneous fees (site profile, tax certificate, etc.) relating to the final subdivision approval.

Development Cost Charges (DCCs) will be collected from the applicant at Building Permit based on the proposals at that time.

To date the fees received by the City for this proposed development are approximately 65% less than the cost of staff time required to process the application.

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

This work is part of staff's statutory requirements in servicing the development community. Staff has easily expended 120 or more hours in support of this complex application. A similar amount of time is yet to be expended in completing the review of the subdivision detailed engineering design, legal documentation and subdivision registration. We will continue to monitor and report on the amount of staff time and other related costs spent on this development.

STRATEGIC PLAN REFERENCE:

None.

OFFICIAL COMMUNITY PLAN REFERENCE:

None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

As indicated above, staff issued a notice to adjacent land owners within 30 metres of the proposed subdivision lands to obtain feedback with respect to the proposed variances. The notice was issued on October 31 for required 10 days in advance of Council considering this request.

OPTIONS:

OPTION 1: That Council Approve Development Variance Permit No. 13672 (Recommended).

OPTION 2: That Council defer consideration of Development Variance Permit No. 13672, pending receipt of additional information.

OPTION 3: That Council not approve the proposed development variances.

Prepared by:



Alan Clark, P.Eng.
Development Engineer

Lesley Hatch, P.Eng.
Senior Manager of Engineering

~~VALID FOR 6 MONTHS. AUGUST 27, 2014~~

**ALAN CLARK, P.ENG.
APPROVING OFFICER**

SUBDIVISION PLAN OF
LOTS C AND D AND PARTS OF LOTS A AND B, PLAN V1P654581;
LOTS 2 AND 3, PLAN 2352, EXCEPT PARTS IN PLAN V1P87845;
LOT 3 AND PART OF LOT 1, PLAN V1P82794, EXCEPT PART IN PLAN V1P87844;
ALL OF SECTION 68, COMOX DISTRICT; AND
PART OF SECTION 68, COMOX DISTRICT, COMPRISING THE RIGHT OF WAY OF THE
COMOX LOGGING AND RAILWAY COMPANY AS SHOWN ON PLAN 235 RW
CONTAINING 2.07 ACRES, MORE OR LESS, EXCEPT PARTS IN PLANS 39940,
50245, V1P522391, V1P654581, V1P65914, V1P82794 AND V1P85852

BCGS 92F.066

The intended plot size of this plan is 500mm in width by 250mm in height

LEGEND

Bearings are NAD 83 (CSRS) grid bearings, defined from differential carrier phase GPS observations and are referred to the central meridian of Zone 18 (123° 44' 58"). To obtain local astronomic bearings referred to the meridian through standard Land Page 1632, subtract 113° 47'.

- denotes standard iron post found
- denotes short iron post found in concrete
- denotes standard iron post placed
- denotes standard steel pipe found
- denotes standard steel pipe placed

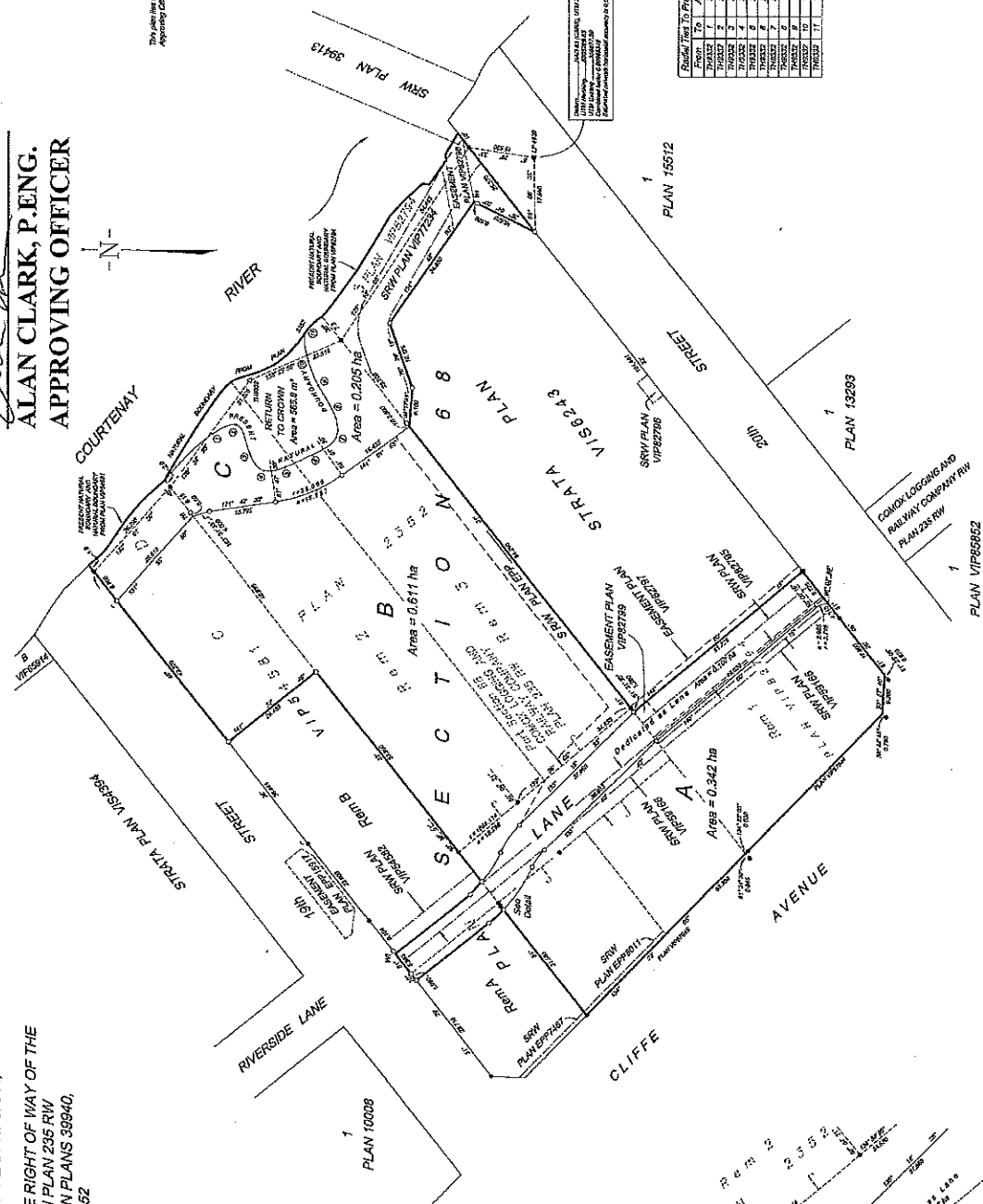
This plot shows one or more witness points which are first set out on the site correctly. The plot shows horizontal ground-level dimensions based on a mean orthogonal orientation of 0° towards the monument, multiply ground-level differences by the sine of the true azimuthal factor of 5.0985349.

The UTM coordinate and national grid horizontal accuracy are derived from data frequently used by GPS observations plus improved radio Omnicell survey of Canada's Precise Point Positioning (PPP) Service.

All distances are in metres and indicate means.

All distances are in miles and degrees decimal.

*This plan lies within the jurisdiction of the
Assessing Office for the City of County.*



From	To	Azimuth	Distances
710-332	1	304°48'	15.25
710-332	2	267°34'	10.05
710-332	3	259°54'	17.16
710-332	4	269°58'	51.41
710-332	5	247°22'	22.01
710-332	6	259°53'	22.81
710-332	7	212°48'	54.36
710-332	8	190°44'	20.49
710-332	9	163°53'	16.19
710-332	10	161°26'	14.62
710-332	11	233°32'	17.17

This field survey was organized by the Japan Statistical Service on the 19th day of March, 2014.
David C. Barmé, Ph.D., OLS (1970)

This plan also includes plans
City of Courtenay and the
Carmen Valley Regional District

PHASE 2: THE
PHASE 2 OF THE
PHASE 2 OF THE
PHASE 2 OF THE

0620-2796



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Council
From: Chief Administrative Officer
Subject: Upcoming Events in the City of Courtenay

File No.: 5460-08
Date: November 6, 2014

The purpose of this memo is to advise Council of recently approved Event Applications and associated road closures for upcoming events in downtown Courtenay.

The Engineering department has received, reviewed and accepted Event Applications for the following:

1. Remembrance Day Parade, Tuesday, November 11th, 2014

In support of this event, a road closure is required between 9:30 am for the duration of the ceremony for Cliffe Avenue between 5th Street and 3rd Street.

2. Moonlight & Magic 2014, Friday, November 21st, 2014

In support of this event, a road closure is required between 4:00 pm and 10:00 pm for Duncan Avenue between 5th Street and 6th Street.

3. The Comox Valley Christmas Parade, Sunday, November 23rd, 2014

In support of this event, a road closure is required from 9:00 am to 3:30 pm for 5th Street from Cliffe Avenue to McPhee Avenue.

All applicable insurances have been received, as well as letters of support from the DCBIA. As in previous years, road closure barriers and traffic detour signage are available for each event to borrow in coordination with Public Works. Where insufficient signage is available, event organizers are required to rent the materials from a local supplier at their cost.

BACKGROUND:

The City's Traffic Bylaw #1926 authorizes senior staff to permit the placement of traffic control devices for the purposes of temporary road closures, as is required to facilitate the use of the roadway for these events.

The *Remembrance Day Parade* is an ongoing community event that is held at the cenotaph on Cliffe Avenue.

The *Moonlight & Magic 2014* celebration (aka Christmas Magic, Winterfest) has been taking place in downtown Courtenay for approximately 10 years. In the past, it has been centred around the Christmas Tree on 5th Street.

The *Comox Valley Christmas Parade* is an ongoing community event in downtown Courtenay and has been taking place since approximately 1999.

Prepared by:

Approved by:

Lesley Hatch, P.Eng.
Senior Manager of Engineering

David Allen
Chief Administrative Officer

<p align="center">CITY OF COURTENAY</p> <p align="center">BYLAW REFERENCE FORM</p>	
<p align="center">BYLAW TITLE</p>	
<p>Municipal Ticket Information Amendment Bylaw No. 2807, 2014</p>	
<p align="center">REASON FOR BYLAW</p>	
<p>Housekeeping amendment to align the MTI bylaw with the Prevention of Public Nuisances Bylaw</p>	
<p align="center">STATUTORY AUTHORITY FOR BYLAW</p>	
<p>Section 261 of the <i>Community Charter</i></p>	
<p align="center">OTHER APPROVALS REQUIRED</p>	
<p> </p>	
<p align="center">STAFF COMMENTS AND/OR REPORTS</p>	
<p> </p>	
<p align="center">OTHER PROCEDURES REQUIRED</p>	
<p>November 10, 2014</p>	<p align="right">J. Ward Director of Legislative Services</p>

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2807

A bylaw to Amend Municipal Ticket Information Bylaw No. 2807, 2014

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

1. This bylaw may be cited as “Municipal Ticket Information Amendment Bylaw No. 2807, 2014”.
2. That Schedule 1 and Appendices of “Municipal Ticket Information Bylaw No. 2435, 2006” be hereby repealed and substituted therefore with Schedule 1 and Appendices attached hereto and forming part of this bylaw.
3. This Bylaw shall take effect upon the date of its adoption.

Read a first time this 10th day of November, 2014

Read a second time this 10th day of November, 2014

Read a third time this 10th day of November, 2014

Finally passed and adopted this day of ,

Mayor

Director of Legislative Services

SCHEDULE 1

Column 1	Column 2
<u>Designated Bylaws</u>	<u>Designated Bylaw Enforcement Officers</u>
1. Animal Control Bylaw No. 1897, 1996	Bylaw Enforcement Officer, Corporate Officer, Members of the Comox Valley Detachment of the Royal Canadian Mounted Police and Building Inspectors, and employees of the Society for the Prevention of Cruelty to Animals
2. Building Bylaw No. 2323, 2003	Corporate Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
3. Business License Bylaw No. 2523, 2008	Corporate Officer, Building Inspectors, Bylaw Enforcement Officer, Members of the Comox Valley Detachment of the Royal Canadian Mounted Police, Parking Control Officer
4. Refuse Materials Collection, Removal and Regulation Bylaw No. 2244, 2002	Corporate Officer, Bylaw Enforcement Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
5. Prevention of Public Nuisances Bylaw No. 2804, 2014	Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
6. Parks Control Bylaw No. 1664, 1992	Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police
7. Sign Bylaw No. 2042, 1998	Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police

- | | |
|--|---|
| 8. Traffic Regulation Bylaw No. 1926, 1996 | Corporate Officer, Bylaw Enforcement Officer, Members of the Comox Valley Detachment of the Royal Canadian Mounted Police and Parking Control Officer |
| 9. Zoning Bylaw No. 2500, 2007 | Corporate Officer, Bylaw Enforcement Officers, Parking Control Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police |
| 10. Truck Route Bylaw No. 1988, 1997 | Corporate Officer, Bylaw Enforcement Officer, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police |
| 11. Fill Placement and Soil Removal Bylaw No. 2359, 2004 | Corporate Officer Bylaw Enforcement Officer, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police |
| 12. Tree Management and Protection Bylaw No. 2422, 2005 | Corporate Officer, Bylaw Enforcement Officer, Building Inspectors, Parking Control Officer and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police |
| 13. Second-Hand Dealers Bylaw No. 2524, 2008 | Corporate Officer, Bylaw Enforcement Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police |
| 14. Storm Sewer Bylaw No. 1402, 1986 | Corporate Officer, Bylaw Enforcement Officer, Building Inspectors and Members of the Comox Valley Detachment of the Royal Canadian Mounted Police |

APPENDIX 1 TO SCHEDULE 1

“Animal Control Bylaw No. 1897, 1996”

Column 1	Column 2	Column 3
<u>OFFENCE</u>	<u>SECTION</u>	<u>FINE</u>
No dog license	III .4	\$100.00
Fail to affix licence tag	III .7	\$100.00
Remove licence tag	III .8	\$100.00
Unlawful keeping of animal	IV.12	\$200.00
Keeping more than 3 dogs	IV.14	\$100.00
Fail to have dog on leash no longer than 6’	IV.16	\$100.00
Dog at large	IV.16	\$200.00
Fail to remove excrement	IV.17	\$100.00
Fail to confine vicious dog	IV.19	\$500.00
Fail to muzzle vicious dog	IV.19	\$500.00
Obstruct Animal Control Officer	VII.41	\$500.00

APPENDIX 2 TO SCHEDULE 1

Building Bylaw No. 2323, 2003

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
No Building Permit	6.1	\$500.00
Occupy contrary to permit	6.2	\$1000.00
Tamper with notice, permit, certificate	6.4	\$100.00
Work contrary to permit	6.5	\$200.00
Obstruct Building Official	6.6	\$500.00

APPENDIX 3 TO SCHEDULE 1

Business Licence Bylaw No. 2523, 2008

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
No business licence	2.1	\$500.00
Fail to pay for separate licence	2.2	\$100.00
Fail to display licence	2.3	\$100.00
Fail to transfer licence	2.9	\$100.00
Fail to notify if change to licence	2.9	\$100.00
Selling of goods or merchandise on highway	2.10	\$500.00
Fail to issue auctioneer's receipt	4.1	\$100.00
Fail to keep auctioneer's records	4.2	\$100.00
Fail to permit inspection of records	4.3	\$200.00
Exotic Dancing outside maximum days permitted	5.2	\$1000.00
Fail to post list of subtrades	7.1	\$100.00
Fail to state name of business	8.1 (a)	\$100.00
Fail to state name	8.1 (b)	\$100.00
Fail to display identification	8.1 (c)	\$100.00
Fail to display business licence	8.1 (d)	\$100.00
Fail to obtain business licence for Escort	9.1 (a)	\$500.00

APPENDIX 3 TO SCHEDULE 1 (CONTINUED)

Business Licence Bylaw No. 1351, 1984

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Mobile store fail to have sanitary interior	10.1	\$100.00
Fail to maintain mobile premises as required	10.2	\$100.00
Overtime parking of mobile premises	10.4	\$100.00
Mobile store without permit	10.4	\$100.00
Music or amplified device	10.5	\$100.00
Push cart in residential zone or park	10.6	\$100.00
Sale of improper goods	10.7	\$100.00
Waste receptacles not provided	10.8	\$100.00
Vending cart improper clearance on sidewalk or boulevard	10.9	\$100.00
Mobile operation later than 11:00 p.m.	10.10	\$100.00

APPENDIX 4 TO SCHEDULE 1

Refuse Materials Collection, Removal and Regulation Bylaw No. 2244, 2002

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Fail to provide garbage receptacles	2.1	\$200.00
Fail to provide regulation garbage receptacle	2.2	\$200.00
Improper placing of garbage receptacle	2.4	\$100.00
Improper placing of recyclable materials	4.1 & 4.2	\$200.00
Improper placing of restricted materials	5.1	\$200.00

APPENDIX 5 TO SCHEDULE 1

Prevention of Public Nuisances Bylaw No. 2804, 2014

Column 1	Column 2	Column 3
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OFFENCE	BYLAW SECTION NO.	FINE
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Noise Control

Noise which disturbs	5 (a)	\$500.00
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Construction outside of permitted hours	5 (b)	\$500.00
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Operation of power gardening tool/power tool/ machine outside of permitted hours	5 (c)	\$500.00
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Keeping of animal or bird which disturbs	5 (d)	\$500.00
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Feeding or keeping of pigeons on private Property	5 (e)	\$500.00
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Operate radio, stereophonic equipment or public address system which disturbs	5 (g)	\$500.00
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Property Maintenance

Unsightly property	3 (a)	\$100.00
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Fail to remove graffiti	3 (b)	\$200.00
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Fail to remove rubbish	3 (b)	\$100.00
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Fail to clear vegetation	4 (i)	\$100.00
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Fail to clear insects	4 (ii)	\$100.00
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Accumulation of rubbish/stagnant water	2 (a)	\$100.00
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Deposit rubbish	2 (b)	\$100.00
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Place graffiti	2 (c)	\$500.00
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Fail to keep sidewalk clean	9	\$100.00
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Fail to remove snow from roof	10	\$75.00
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Fail to keep overhanging trees/shrubs trimmed	13 (c)	\$100.00
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APPENDIX 6 TO SCHEDULE 1

Parks Control Bylaw No. 1664, 1992

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Damage park vegetation	1 (a)	\$500.00
Damage park improvement	1 (b)	\$500.00
Damage park building	1 (c)	\$500.00
Damage park equipment	1 (d)	\$500.00
Operate unauthorized loudspeaker	2 (a)	\$200.00
Unauthorized address/demonstration	2 (b)	\$200.00
Unauthorized gathering in park	2 (c)	\$100.00
Unleashed dog	3	\$100.00
Dog in a prohibited park	3	\$100.00
Unlawful use of animal in park	4	\$100.00
Unauthorized dumping of material	5 (a)	\$500.00
Deposit rubbish	5 (b)	\$500.00
Deposit household/trade waste in park receptacle	5 (c)	\$200.00
Unauthorized vehicle use	6	\$100.00
Unauthorized parking	6	\$100.00
Unauthorized camping	7	\$100.00
Dangerous activity	8	\$100.00
Unauthorized advertising	10	\$100.00
Unauthorized business	11	\$100.00

APPENDIX 7 TO SCHEDULE 1

Sign Bylaw No. 2042, 1998

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
No sign permit	3.1	\$500.00
Sign placement without permit	3.2	\$500.00
Fail to obtain inspection	3.5.2	\$500.00
Prohibited sign	4.1.1	\$1000.00
Unauthorized sign	4.1.2	\$1000.00
Unauthorized sign	7.1.1	\$1000.00
Sign causing obstruction	7.1.2	\$500.00
Sign causing obstruction	7.1.3	\$500.00
No encroachment agreement	7.1.4	\$500.00
Fail to maintain sign	7.2.1	\$500.00
Fail to remove abandoned sign	8.1	\$200.00

APPENDIX 8 TO SCHEDULE 1

Traffic Regulation Bylaw No. 1926, 1996

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
<i>Stand or loiter to obstruct, impede</i>	26(a)	\$100.00
<i>Solicit to cause obstruction</i>	26(b)	\$100.00
Cycle/skateboard on sidewalk	67	\$100.00
Cycle/skateboard in restricted area	67	\$100.00
Park cycle on sidewalk	68	\$100.00
Dig up highway	70(a)	\$500.00
Excavate under highway	70(a)	\$500.00
Cut down/remove trees	70(a)	\$500.00
Damage to City property	70(b)	\$500.00
Change highway level	70(c)	\$100.00
Stop flow of water	70(c)	\$100.00
Place device/structure on highway	70(d)	\$500.00
Construct/maintain ditch causing damage	70(e)	\$500.00
Deface highway/structure	70(f)	\$500.00
Erect sign on highway	70(g)	\$200.00
Remove/alter sign on highway	70(g)	\$100.00
Move vehicle/animal over boulevard	70(h)	\$100.00
Construct boulevard crossing	70(i)	\$100.00
Fail to place safety devices	78	\$500.00

APPENDIX 9 TO SCHEDULE 1

Zoning Bylaw No. 2500, 2007

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Obstruct vision at intersection	6.6.1	\$500.00
Overheight fence	6.7.1	\$500.00
Overheight fence	6.7.2	\$500.00
No fence around private swimming pool	6.7.6	\$1000.00
Improper maintenance of fence	6.7.9	\$200.00
Derelict vehicle storage	6.10.1	\$500.00
Storage of unauthorized vehicles	6.10.3	\$500.00

APPENDIX 10 TO SCHEDULE 1

Truck Route Bylaw No. 1988, 1997

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Failure to remain on truck route	4	\$200.00
Failure to obtain a permit	6	\$500.00
Park truck off truck route	8	\$500.00

APPENDIX 11 TO SCHEDULE 1

Fill Placement and Soil Removal Bylaw No. 2359, 2004

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Placement of fill or removal of soil without permit	5.1	\$1000.00
Placement of Other Material without permit	5.2	\$1000.00
Placement of fill or removal of soil in Agricultural Land Reserve without written approval of Agricultural Land Commission	5.3	\$1000.00
Failure to remove fill placed on land without permit or failure to replace soil removed without permit	5.4	\$1000.00

APPENDIX 12 TO SCHEDULE 1

Tree Management and Protection Bylaw No. 2422, 2005

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Cutting or removal of tree without permit	4.1	\$1000.00
Carrying out tree damaging activities	4.2 (a) through (j)	\$1000.00
Failure to comply with terms of permit	4.3	\$1000.00

APPENDIX 13 TO SCHEDULE 1

Second-Hand Dealers Bylaw No. 2524, 2008

Column 1	Column 2	Column 3
<u>OFFENCE</u>	<u>BYLAW SECTION NO.</u>	<u>FINE</u>
Fail to establish/maintain register	2.1	\$500.00
Fail to record address	2.2(a)	\$200.00
Fail to confirm identity	2.2(b)	\$200.00
Fail to record description of goods	2.2(c)	\$200.00
Fail to record price	2.2(e)	\$200.00
Fail to record date	2.2(f)	\$200.00
Fail to transmit	2.3 (b)	\$300.00
Receive property from minor	2.9	\$500.00
Dispose of property within 30 days	2.11 (a)	\$500.00
Allow disposal of property within 30 days	2.11(b)	\$500.00

APPENDIX 14 TO SCHEDULE 1

Storm Sewer Bylaw No. 1402, 1986

Column 1	Column 2	Column 3
OFFENCE	BYLAW SECTION NO.	FINE
Prohibited Discharges	2.8 (a) through (i)	\$500.00

<p align="center">CITY OF COURTENAY</p> <p align="center">BYLAW REFERENCE FORM</p>	
<p align="center">BYLAW TITLE</p>	
<p>“Revenue Anticipation Borrowing Bylaw No. 2808, 2014”</p>	
<p align="center">REASON FOR BYLAW</p>	
<p>To provide for borrowing to meet current lawful expenditures of the City.</p>	
<p align="center">STATUTORY AUTHORITY FOR BYLAW</p>	
<p>Section 177 of the <i>Community Charter</i></p>	
<p align="center">OTHER APPROVALS REQUIRED</p>	
<p>None</p>	
<p align="center">STAFF COMMENTS AND/OR REPORTS</p>	
<p>Required annually.</p>	
<p align="center">OTHER PROCEDURES REQUIRED</p>	
<p>November 10, 2014</p>	<p align="right">T. Manthey Staff Member</p>

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2808

A bylaw authorizing the Corporation of the City of Courtenay to borrow the sum of Three Million, Five Hundred Thousand Dollars (\$3,500,000.00) to meet the current lawful expenditures of the Corporation

WHEREAS, pursuant to Section 177 of the *Community Charter*, Council may by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures of the municipality;

AND WHEREAS the debt outstanding under this section shall not exceed the sum of seventy-five percent (75%) of all taxes levied for all purposes in the preceding year and the money remaining due from other governments; such sum being Thirty Eight Million, Forth Three Thousand Dollars (\$38,043,000.00).

AND WHEREAS in order to borrow the said sum, the Corporation shall set aside as security the unpaid taxes for the years 2013 and 2014 and the whole of the taxes for the current year, and the money borrowed shall be a first charge thereon.

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 as **"Revenue Anticipation Borrowing Bylaw No. 2808, 2014"**
2. It shall be lawful for the Corporation to borrow the sum of Three Million Five Hundred Thousand Dollars (\$3,500,000.00) in such amounts and at such times as may be so required.
3. The monies so borrowed and the interest thereon shall be paid on or before the 31st of January, 2016.
4. The form of obligation to be given as an acknowledgment of such liability shall be a promissory note or notes for sums as may be required and advanced from time to time, signed by the Mayor and Director of Financial Services and bearing the seal of the Corporation or other agreements as required by the lender. These notes shall be payable with interest before the 31st of January, 2016.
5. There shall be set aside as security for the payment of such money, the whole of the unpaid taxes for the years of 2013 and 2014 and the whole of the taxes for the current year.

Read a first time this 10th day of November, 2014

Read a second time this 10th day of November, 2014

Read a third time this 10th day of November, 2014

Finally passed and adopted this day of November, 2014

Mayor

Director of Legislative Services