

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

**DATE:** February 2, 2015  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

---

**1.00 ADOPTION OF MINUTES**

1. Adopt January 19, 2015 Regular Council minutes, January 21, 2015 Special Council minutes and January 26, 2015 Committee of the Whole minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

Pg#

1

1. C.V. Project Watershed Society re: restorative initiative for the Fields sawmill site
2. Wendy Lewis, MNP re: C.V. Business Leaders survey results

**4.00 STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) CAO and Legislative Services**

**(b) Community Services**

**(c) Development Services**

3

1. Zoning Amendment – Riverfront Developments Ltd.

13

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

**(d) Engineering and Operations**

**(e) Financial Services**

19

3. 2015-2019 Sewer Fund Financial Plan and User Fee Revenue

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

33

1. Staff Memo: Summary of Development Activity for 2014

**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 February 2, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (g) litigation or potential litigation affecting the municipality; and
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**9.00        UNFINISHED BUSINESS**

**10.00       NOTICE OF MOTION**

**11.00       NEW BUSINESS**

32        1.    Request for Support to save Canada Post

**12.00       BYLAWS**

**13.00       ADJOURNMENT**

<p><b>Note: Public Hearing at 5:00 p.m. in connection with Zoning Amendment Bylaw No. 2805 and 2813</b></p>
---

## Briefing Note: The Future of the Field Sawmill Property

### Key Issue

- Project Watershed recommends that the former Field Sawmill site be returned to a natural, functioning ecosystem, and the property be protected for long-term conservation, restoration and public use purposes.

### Background

- Field Sawmill opened in 1949 and closed in 2005.
- The 8.39-acre property is situated on the banks of the Courtenay River near the 17<sup>th</sup> Street Bridge, adjacent to a natural area known as Hollyhock Marsh. It is part of the K'ómoks Estuary, considered one of the most biologically rich estuaries in the world.

### Current Status

- The Field Sawmill Site is currently owned by International Forest Products (Interfor), and is up for sale with Colliers International for \$3.5 million. The site has been cleared of the sawmill infrastructure and is currently vacant.

### Recommendations

- Removal of sheet piling along the riverbank. Currently, seals easily trap and kill salmon, which have no escape route with the steel barrier in place. Slope and vegetate shoreline for habitat and for flood/erosion mitigation.
- Removal of pavement, to be replaced by native saltmarsh, shrubs and trees and a natural, sloping riverbank. John
- Create an engineered wetland, with a flow-through channel connecting to the Dyke slough and retention ponds for salmon rearing and refuge.
- Construct trails, bike paths and educational signage for public use.

### Benefits

- **Salmon and wildlife:** Returning the site to a natural state will greatly increase wildlife habitat and abundance.
- **Flood Protection:** Native vegetation and restored riparian areas will form a natural barrier against flooding and storm surge.
- **Aesthetics and Tourism:** The restored site will bring huge benefits to the community, greatly increasing the aesthetic and ecological value of the site and generating long-term tourism revenue.
- **Centennial Legacy:** Commencing this major restoration in our Centennial year can provide a year-long focal point that can galvanize our community.

## Concerns

Project Watershed believes the former Field sawmill site is not suitable for development for the following reasons:

- **Flooding:** The site is part of the river's natural floodplain, and was flooded in December 2014. Rising sea levels and storm surge also contribute to flooding of this low-lying area. Setbacks would limit the amount of land available for development.
- **Height restrictions:** Buildings, even with height restrictions, could be a potential hazard to air traffic at the nearby airport and float planes that land on the river.
- **Habitat degradation** salmon and wildlife habitat has been severely impacted by the previous industrial use of this site. Future development on the site would mean little to no chance of reversing this habitat loss.

## Supporters

- Project Watershed, the Nature Conservancy of Canada, K'ómoks First Nations, and Fisheries and Oceans Canada support the restoration and conservation of the Field Sawmill site. A network of partners will be needed to support, fund and implement this project. All indications are that there is strong community support for this initiative and that this network will not be difficult to build.

## Conclusion

Project Watershed strongly recommends that all industrial development be removed from the estuary. The restoration and conservation of the Field Sawmill property would offer far-reaching benefits to the community, for fish and wildlife, and public use.

We are requesting Council's official support in principal for this initiative and the appointment of a Councilor to liaise with a community committee as we move forward.



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3360-20-1101

**From:** Chief Administrative Officer

**Date:** February 2nd 2015

**Subject:** Zoning Amendment Bylaw 2659, 2011 – Riverfront Developments Ltd.

### PURPOSE:

The purpose of this report is for Council to consider scheduling a new Public Hearing for Zoning Amendment Bylaw 2659, 2011 given that substantial time has passed between Third Reading of the bylaw and the applicant's request to consider final reading and adoption.

### CAO RECOMMENDATIONS:

That Council rescind Third Reading of Bylaw 2659, 2011; and

That Council direct staff to schedule and advertise a statutory Public Hearing with respect to Zoning Amendment Bylaw 2659, 2011 on February 16, 2015 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject properties identified in Bylaw 2659, 2011 (Attachment 1) are zoned Multiple Use Two (MU-2) zone. In 2008 Council issued a Development Permit (with Variances) to allow for the construction of a 4 storey residential building on the properties. The variance granted one additional floor beyond what was permitted within the MU-2 zone. The conditions for issuance of the permit included substantive environmental works, public works, dedication of parkland and the construction of a portion of the Riverway Trail. At the time, Staff considered this a reasonable proposal given the slope of the land and the benefits to the community.

Due to the economic conditions of the day the applicant did not proceed with the development. As the Development Permit (DP) neared its end date, the applicant requested an extension to secure the future development potential. Following discussions with planning staff regarding the use of a DP for such a proposal, specifically that the approval would have a limited life span, the applicant applied for a zoning amendment. The proposed zoning will increase the allowable height from 10 metres to 14 metres which will permit one additional storey within the MU-2 zone. The amendment is site specific, which means it will only apply to the proposed development site.

Bylaw 2659, 2011 currently sits at Third Reading, following the Public Hearing held April 11, 2011. As noted in Attachment No. 2, the Council resolution granting First and Second Readings requires the applicant to enter into a Section 219 *Land Title Act* covenant securing conditions related to parks contributions, trail construction, and environmental works prior to consideration of bylaw adoption. Additionally, the applicant is required to provide the City with a License of Occupation for the uninterrupted use of the portion of trail crossing the properties until such time as the area is dedicated to the City. This is also required prior to consideration of adoption.

#### **DISCUSSION:**

For various reasons the proponent did not proceed with the zoning amendment in 2011 and the file remains open. The applicant is again pursuing development of the site and surrounding properties and has recently been granted conditional approval of a development permit for a commercial building at the corner of Cliffe Avenue and 20<sup>th</sup> Street and variances related to road design and setbacks to an existing building to accommodate subdivision of the properties. With regard to Bylaw 2659 and the zoning amendment application, the applicant has requested that the City proceed with final consideration.

Details of the covenant and License of Occupation referred to above still need to be finalised and the documents will need to be registered prior to bringing the bylaw forward for final consideration. However, because almost 4 years has passed since the original Public Hearing, staff is recommending that Council rescind Third Reading of Bylaw 2659 and direct staff to schedule a new Public Hearing.

From a legal perspective there is nothing preventing Council from considering adoption of the bylaw. Pursuant to Section 894(2) of the *Local Government Act*, in order to proceed without a new Public Hearing, any Councillors who were not present for the 2011 Public Hearing may vote on the bylaw if they are given an oral or written summary of the previous Public Hearing. That said, staff are of the opinion that such a substantial period of time has passed during which property owners in the immediate area are likely to have changed and those new owners/occupiers should be afforded the opportunity to comment. Additionally, the majority of Council was not present for the 2011 Public Hearing and may wish to hear the public opinion first hand, rather than relying on meeting minutes.

#### **FINANCIAL IMPLICATIONS:**

If Council requests a new Public Hearing the applicant will be required to pay an application fee of \$2,000 for an additional Public Hearing pursuant to the City Fees and Charges Bylaw. This fee assists in covering City costs related to the staff time required to prepare the notices and newspaper ads and respond to public enquires related to the bylaw, in addition to the cost of publishing the ads in the local media.

#### **ADMINISTRATIVE IMPLICATIONS:**

The processing of development applications falls within the core administrative duties of the Planning Services Division. Since January 2014, staff has spent approximately 30 hours working on the zoning amendment for this property. Planning staff estimates an additional 30 hours of staff time will be required through to adoption of the bylaw if there is another public hearing or 20 hours if Council does not request a new public hearing. These estimates do not include the staff time from 2011 to 2014, or the time associated with the subdivision, development permit and variances for development of the properties.

#### **STRATEGIC PLAN REFERENCE:**

Not referenced.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The proposed zoning amendment is consistent with the Mixed Use Land Use designation in the OCP. A development permit consistent with the Multi Residential development permit guidelines will be required prior to construction. An environmental development permit will also be required prior to site disturbance.

**REGIONAL GROWTH STRATEGY REFERENCE:**

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

**CITIZEN/PUBLIC ENGAGEMENT:**

There has been no direct public engagement related to the zoning amendment bylaw since April 2011.

**OPTIONS:**

OPTION 1: Rescind Third Reading of Bylaw 2659, 2011 and direct staff to schedule and advertise a Public Hearing for February 16, 2015. (Recommended)

OPTION 2: Direct Staff to work with the applicant to complete the review and registration of the Section 219 *Land Title Act* covenant and Licence of Occupation and return to Council for final adoption of Bylaw 2659, 2011.

OPTION 3: Defeat Bylaw 2659, 2011 and direct staff to close the file.

Prepared by:

Reviewed by:



---

Ian Buck, MCIP, RPP  
Manager of Planning



---

Peter Crawford, MCIP, RPP  
Director of Development Services

**Attachments:**

1. *Attachment No. 1: Bylaw 2659, 2011*
2. *Attachment No. 2: Resolution at First and Second Reading*
3. *Attachment No. 3: Public Hearing Minutes for Bylaw 2659, 2011 – April 11, 2011*
4. *Attachment No. 4: Conceptual Renderings of Project*

**Attachment No. 1 - Bylaw 2659, 2011**

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2659**

***A Bylaw to amend the Zoning Bylaw No. 2500, 2007***

WHEREAS the Council has given due regard to the consideration given in Section 903 of the *Local Government Act*;

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

1. This bylaw may be cited for all purposes as ***“Zoning Amendment Bylaw No. 2659, 2011”***
2. That *“Zoning Bylaw No. 2500, 2007”* be hereby amended by adding the following unnumbered paragraph to Section 8.14.6 in Part 14 – Multiple Use Two Zone (MU-2):

***Notwithstanding any provision of this bylaw, for the property shown in bold outline on Figure 7 the maximum height of a building shall be 14 metres (not to exceed a maximum of 4 storeys).***

3. That *“Zoning Bylaw No. 2500, 2007”* be hereby further amended by inserting as Figure 7 after Section 8.14 the sketch plan attached hereto as Attachment “A” and which forms part of this bylaw.
4. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 21<sup>st</sup> day of March, 2011

Read a second time this 21<sup>st</sup> day of March, 2011

Considered at a Public Hearing this 11<sup>th</sup> day of April, 2011

Read a third time this 11<sup>th</sup> day of April, 2011

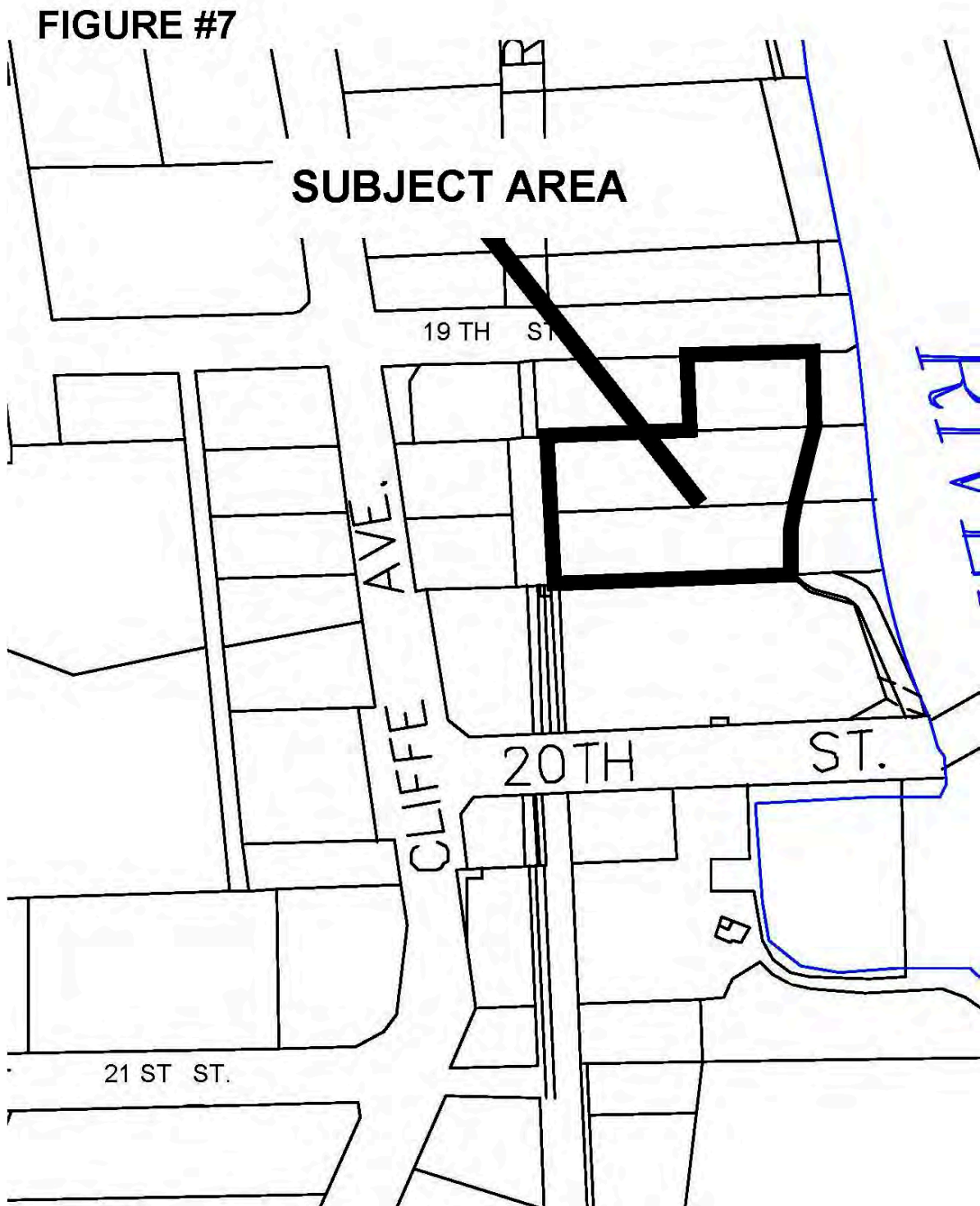
Finally passed and adopted this     day of     , 2011

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Corporate Administration



Attachment A to Bylaw 2659, 2011



**Attachment No. 2 – Resolution at First and Second Reading**

**.04**

REZONING 1930,  
1950 CLIFFE AVE  
110-19<sup>TH</sup> ST  
3360-20-1101

**MAR 21 2011**

Moved by Hillian and seconded by Presley that Council receive the application from Riverfront Developments Ltd. to amend the City of Courtenay Zoning bylaw No. 2500, 2007, for Lot 2, Section 68, Comox District, Plan 2352, Except part in plan VIP87845; Lot 3, Section 68, Comox District, Plan 2352, Except part in Plan VIP87845; and, Lot C, Section 68, Comox District, Plan VIP54581 (1930 and 1950 Comox Avenue and 110-19<sup>th</sup> Street) as shown in bold on Attachment No. 1 (the subject properties):

That Bylaw No. 2659 (Zoning Amendment bylaw No. 2659, 2011) be amended by adding the following statement to Section 8.14.6 in Part 14 – Multiple Use Two Zone (MU-2); “Notwithstanding any provision of this bylaw, for the property shown in bold outline on Figure 7 the maximum height of a building shall be 14 metres (not to exceed a maximum of 4 storeys)”, proceed to first and second reading:

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment No. 2659, 2011 on April 11, 2011 at 5:00 p.m. in the City Hall Council Chambers;

That prior to adopting Zoning Amendment Bylaw No. 2659, 2011, a Section 219 Covenant be executed by the applicant and the City of Courtenay (for registration on the subject properties) detailing the agreements for parks contribution, trail construction and environmental works to be completed at the Development Permit stage; and a section 219 Covenant be executed by the applicant and the City of Courtenay (for registration on the remainder properties fronting Cliffe Avenue) in order to secure the works and agreements for the completion of Riverside Lane to be completed at the Development Permit;

That prior to adopting Zoning Amendment Bylaw No. 2659, 2011 a License of Occupation be entered into with the applicant allowing for the uninterrupted use of the portion of the Riverway Trail (which crosses the subject property), until such time as this area is dedicated to the City as public park; and

That Council authorize the Mayor and Manager of Corporate Administration to execute all legal documents necessary to affect the rezoning of the subject lands.

**Carried**

**Attachment No. 3 – Public Hearing Minutes April 11, 2011**

**Notes of a Public Hearing held on Monday, April 11, 2011 at 5:00 p.m. in the City Hall Council Chambers for the purpose of receiving representations in connection with Zoning Amendment Bylaw No. 2659, 2011.**

**Present:**

**Chair: G. T. Phelps**  
**Councillors: J. K. Ambler**  
**D. A. Hillian**  
**L. V. Jangula**  
**J. M. Presley**  
**M. Theos**

**Staff: S. Gray, Administrator**  
**J. Ward, Manager of Corporate Administration**  
**K. Lagan, Director of Operational Services**  
**P. Crawford, Director of Planning Services**  
**T. Manthey, Director of Financial Services**  
**R. Wiwchar, Director of Community Services**  
**A. Hampshire, Deputy Municipal Engineer**

Mayor Phelps opened the public hearing at 5:00 p.m. There were 9 members of the public in attendance.

**Betty Donaldson, president of the Tides Strata Council, 111 20<sup>th</sup> Street**, expressed concerns regarding the change in the designation of the lane access to the Tides property, and requested clarification regarding any effects on the Tides property. She also expressed concerns regarding flooding on the riverway walkway in front of the properties.

Mayor Phelps declared the public hearing closed at 5:10 p.m.

ORIGINAL SIGNED BY

---

John Ward, CMC  
Manager of Corporate Administration



**Attachment No.4 – Conceptual Renderings**

View from 19<sup>th</sup> Street and Cliffe Avenue



View from Riverway Trail behind "The Tides"





View from Riverway Trail at foot of 19<sup>th</sup> Street







## STAFF REPORT

**To:** Council

**File No.:** 4020-20

**From:** Chief Administrative Officer

**Date:** February 2, 2015

**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 February 2, 2015 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:

On November 10, 2014 Council approved a motion to allow the extension to the hours of construction for the Comox Valley Regional Hospital at 101 Lerwick Road for the period November 2014 to January 2015. This approval was subject to Graham Design Builders Ltd. providing the City a monthly report on the dates the construction occurred outside the bylaw requirements.

On January 14, 2015, the City received a request from Graham Design Builders Ltd. to extend the hours of construction to September 2015 for the placement and trowel finish of suspended concrete slabs (copy attached).

This request is due to the scale of the concrete slabs which are approximately 3,300 m<sup>2</sup> each and the time it takes to pour and finish each slab. It is expected to occur approximately every 14 working days.

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.

During the period of the previous approval, construction did not occur outside the permitted hours and the City has not received any complaints regarding construction on the hospital site.

### 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.

The request is to vary the hours of operation is for a period of 8 months. However, it is felt that monitoring the activity and any neighbourhood concerns over a 3 month period (February 2015 to April 2015) would allow staff to report on any neighbourhood concerns and then allow Council to consider a further extension. 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. This would give Council the ability to monitor any concerns.

**FINANCIAL IMPLICATIONS:**

N/A

**ADMINISTRATIVE IMPLICATIONS:**

The processing of this request is a statutory requirement and to date staff have spent approximately 5 hours preparing the requests.

**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 February 2015 to April 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

**Attachments:**

1. Attachment No. 1: Email from Bret Miche, January 14<sup>th</sup> 2015
2. Attachment No. 2: Public Nuisance Bylaw No. 2804, 2014, Section 5 - Noise
3. Attachment No. 3: Subject Property Map



Attachment No. 1

**Crawford, Peter**

---

**From:** Bret Miche [bretm@grahamus.com]  
**Sent:** January-14-15 10:17 AM  
**To:** Crawford, Peter  
**Subject:** FW: Noise Ordinance bylaw exception

Sorry Peter I had sent it to the wrong Peter....

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](mailto:bretm@grahamus.com) | [www.grahamus.com](http://www.grahamus.com)

COMMITMENT | INTEGRITY | RELIABILITY

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

**From:** Bret Miche  
**Sent:** Monday, January 05, 2015 3:26 PM  
**To:** Bret Miche; Peter Berry  
**Subject:** FW: Noise Ordinance bylaw exception

Here you Go Peter I have edited it below to line up with where we are currently at.

Mr. Ward

Graham Design Builders Ltd. is requesting written extension to the prior 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 started this November and will continue through the winter months and on to as late as September 2015. As of January 1st we have placed two sections of elevated slab and have not had to work outside of the allowable working hours. 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](mailto:bretm@grahamus.com) |  
[www.grahamus.com](http://www.grahamus.com)

COMMITMENT | INTEGRITY | RELIABILITY

The information contained in this email, including any attachments, is confidential and may be privileged. It is intended only for the person or entity to which it is addressed and no waiver is intended by sending this email. If the reader is not the intended recipient, you are hereby notified that any review, retransmission, dissemination or other use of, or taking any action in reliance upon this information is strictly prohibited. If you have received this email in error, kindly notify the sender by reply email and delete the original message from any computer. Thank You.

**Public Nuisance Bylaw No. 2804, 2014**

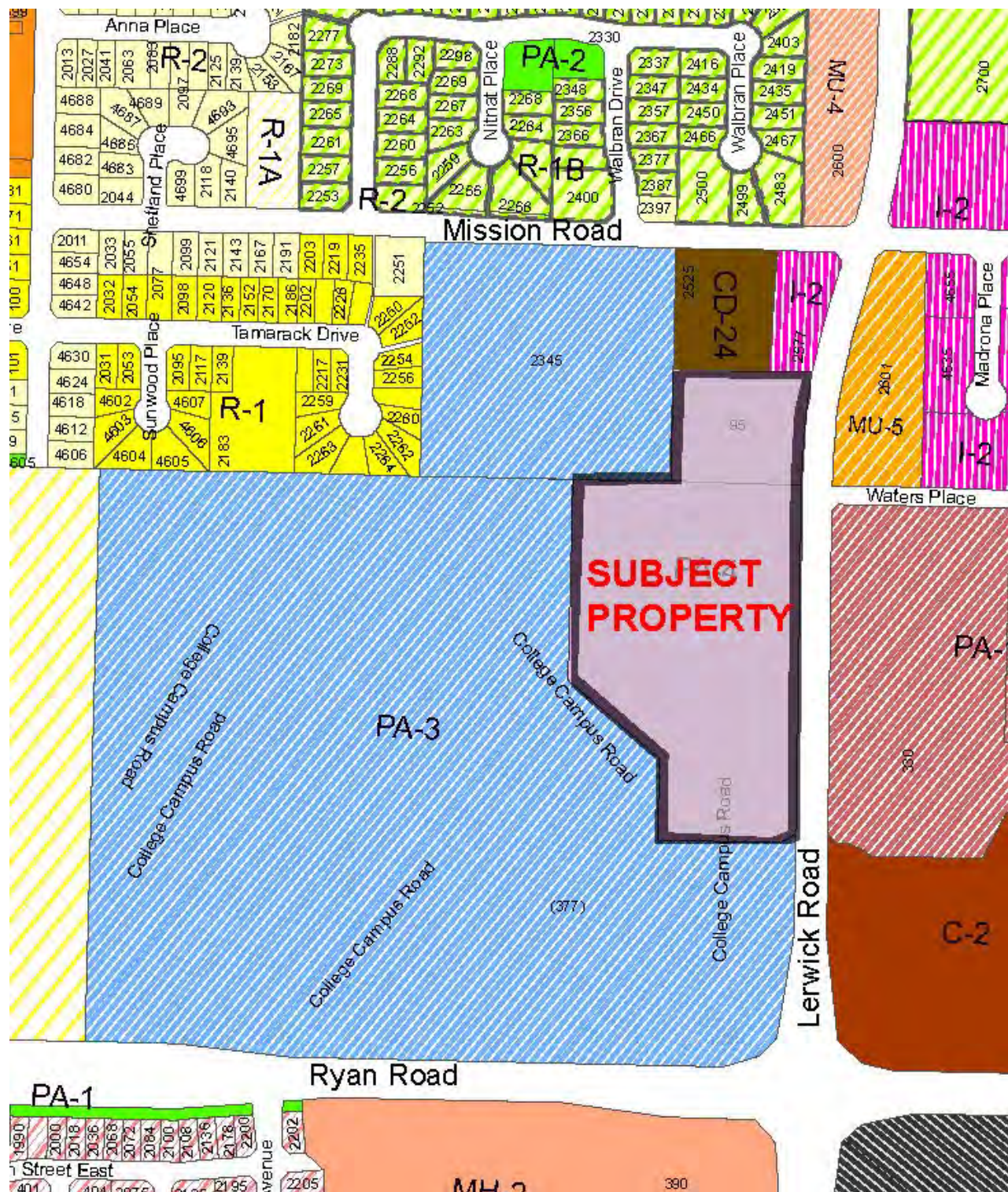
**Attachment No. 2**

**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.



Attachment No. 3





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1705-20 / 1830-05

**From:** Chief Administrative Officer

**Date:** February 2, 2015

**Subject:** 2015 – 2019 Sewer Fund Financial Plan and User Fee Revenue

---

### PURPOSE:

The purpose of this report is to consider the 2015-2019 Sewer Fund Financial Plan and the proposed increase in sewer user fee revenue for 2015.

### POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan. The 2015-2019 Sewer Fund Financial Plan is a component of the annual City of Courtenay five year financial plan. Section 194 of the *Community Charter* allows Council to charge a user fee to cover the cost of delivery of a service.

The revised current year financial plan proposes an 8.75% user fee increase in 2015 to fund the regional portion of the sewer system, and a 3% increase to fund our municipal portion of the sewer system, both of which combine into an overall recommended user fee increase of 11.75%. Staff advise that future sewer utility rate adjustments for the municipal portion of the system will be supported through the development and implementation of Asset Management Planning, based on condition assessments, life cycle analysis, and risk management.

### EXECUTIVE SUMMARY:

The five year sewer fund financial plan is prepared annually and user fees are established to cover the projected net cost of service delivery for the upcoming year. The sewer service is not funded from general property taxation.

Both the regional and the local municipal components of the sewerage system are integral in the delivery of the sewer utility service to users. While the planned fee increases in the regional five year plan are significant, these increases provide essential funding for capital works that are required to ensure the sustainability, capacity and integrity of the system infrastructure.

Council first considered the proposed Sewer Operating and Capital Budgets on January 21, 2015, and subsequent to detailed discussion, deferred a final decision to a later Council meeting. The proposed sewer budget has now been amended, and a revised user fee increase of 11.75% is recommended. This is a reduction from the initial proposed increase of 13%. The financial impact of 11.75% results in an annual increase of \$26 for a single family residence.

**CAO RECOMMENDATIONS:**

That based on the February 2, 2015 staff report “2015-2019 Sewer Fund Financial Plan and 2015 User Fee Revenue” Council approve OPTION 1, and proceed with the recommended 2015-2019 Sewer Fund Financial Plan, and that sewer user fee revenue be increased by 11.75% for 2015; and

That Council direct staff to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, to reflect the proposed increase.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

Consideration and approval of a five year financial plan is an annual requirement under the *Community Charter*. Council first considered the 2015-2019 Sewer Fund Financial Plan on January 21, 2015, and subsequent to discussion, adopted the following resolution:

*“Moved by Hillian and seconded by Lennox that Council defer the endorsement of the proposed 2015-2019 Sewer Utility Financial Plan and the proposed increase to the 2015 Sewer Utility user fees for further discussion at a later Council meeting”.*

**DISCUSSION:**

Staff have now revised the 2015-2019 Sewer Fund Financial Plan to incorporate two additional design projects (Piercy Avenue Sewer and Willemar Avenue Sewer), a decrease in the budgeted regional sewer requisition to reflect the actual sewer requisition to be imposed by the CVRD, and a corresponding decrease of 1.25% in the initial recommended user fee rate increase for 2015.

The revised increase in sewer user fee revenue is now 11.75% for 2015.

**FINANCIAL IMPLICATIONS:**

To cover the overall 2015 cost of delivering the sewer utility operating and capital services, an increase of 11.75% is recommended. This will result in an annual increase of \$26.00 in the single family user rate.

**ADMINISTRATIVE IMPLICATIONS:**

Subsequent to Council endorsing the proposed increase to the 2015-2019 Sewer Utility Financial Plan and user fees, staff will prepare the user fees amendment bylaw for adoption by Council.

On adoption for the user fee amendment bylaw, staff will update the financial system for the 2015 utility billing.

The proposed sewer utility work plan is anticipated to be delivered with existing staff resources in coordination with contracted engineering service providers.

**STRATEGIC PLAN REFERENCE:**

Value Statement 2: A progressive, diverse and sustainable City

Goal 1: Ensure infrastructure is sustainable

Objective c) Complete an inventory and assessment of City roads, buildings, and utilities, and report on works required.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Section 6.3 Sanitary Sewer Treatment

**REGIONAL GROWTH STRATEGY REFERENCE:**

5-D Sewer – Encourage sewer management approaches and technologies that respond to public health needs and maximize existing infrastructure

**CITIZEN/PUBLIC ENGAGEMENT:**

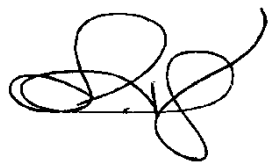
The public is notified of the upcoming changes to sewer user fees through regular council meetings, media webcasts, and information posted on the City's website.

**OPTIONS:**

OPTION 1: That Council approves the 2015-2019 Sewer Fund Financial Plan, and that sewer user fee revenue be increased by 11.75% for 2015, and further that staff are directed to amend the user fee bylaws to incorporate the fee increase.

OPTION 2: That Council defer the endorsement of the proposed 2015-2019 Sewer Utility Financial Plan and the proposed increase to the 2015 sewer user fees for further discussion at a later Council meeting.

Prepared by:



---

Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO

**Attachments:**

Staff Report to Council, January 21, 2015 – For Reference Only  
Schedule 1 – Sewer Operating Fund 2015-2019  
Schedule 2 – Sewer Capital Fund 2015-2019





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1705-20 / 1830-05

**From:** Chief Administrative Officer

**Date:** January 21, 2015

**Subject:** 2015 – 2019 Sewer Fund Financial Plan and User Fee Revenue

### PURPOSE:

The purpose of this report is to consider the 2015-2019 Sewer Fund Financial Plan as well as the proposed increase in sewer user fee revenue for 2015.

### POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan. The 2015-2019 Sewer Fund Financial Plan is a component of the annual City of Courtenay five year financial plan.

Section 194 of the *Community Charter* allows Council to charge a user fee to cover the cost of delivery of a service.

The current year financial plan proposes a 10% user fee increase in 2015 to fund the regional portion of the sewer system, and a 3% increase to fund our municipal portion of the sewer system. Staff advise that future sewer utility rate adjustments for the municipal portion of the system will be supported through the development and implementation of Asset Management Planning, based on condition assessments, life cycle analysis, and risk management.

### EXECUTIVE SUMMARY:

The five year sewer fund financial plan is prepared annually and user fees are established to cover the projected net cost of service delivery for the upcoming year. The sewer service is not funded from general property taxation.

Both the regional and the local municipal components of the sewerage system are integral in the delivery of the sewer utility service to users. While the planned fee increases in the regional five year plan are significant, these increases provide essential funding for capital works that are required to ensure the sustainability, capacity and integrity of the system's infrastructure.

An increase of 13% for user fees is recommended. The financial impact of this increase would result in a yearly increase of \$29 for a single family residence.

### CAO RECOMMENDATIONS:

That based on the January 21, 2015 staff report "2015-2019 Sewer Fund Financial Plan and 2015 User Fee Revenue" Council approve OPTION 1, and proceed with the recommended 2015-2019 Sewer Fund Financial Plan, and that sewer user fee revenue be increased by 13% for 2015; and

That Council direct staff to amend the "City of Courtenay Fees and Charges Bylaw No. 1673, 1992", to reflect the proposed increase.



Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

#### **BACKGROUND:**

Consideration and approval of a five year financial plan is an annual requirement under the *Community Charter*. The recommended Financial Plan for the sewer fund presented today provides detail for the 2015 year, as well as projections for the four years following. With Council's approval, the corresponding rates bylaws will then be drafted and presented to Council for adoption.

The sewer utility service is self-funding and is not assisted with funding from the general property taxation levy.

#### **DISCUSSION:**

The sewer utility service is provided to property owners utilizing municipal sewer collection infrastructure which is owned and operated by the City, as well as by regional infrastructure comprised of sewer force mains, pumping stations, and a wastewater treatment plant that is owned, operated, and managed by the Comox Valley Regional District. The City of Courtenay and the Town of Comox share proportionately in the costs associated with the regional infrastructure based on their relative sewer flows to the wastewater treatment plant.

##### Comox Valley Regional Sewerage 2015-2019 Financial Plan

The regional "Comox Valley Sewerage System" was constructed in the early 1980's and was designed to provide for a 25 year capacity. The system is now over thirty years old, and in 2011 a sanitary sewer master plan was completed which identified the capital works required to ensure continued viability and the sustainability of this core infrastructure.

A prioritized 10 year capital plan for the regional system was comprehensively debated by regional and municipal staff, as well as the members of the Sewer Commission, and was approved in 2012 by the Sewer Commission. This 10 year capital plan is a key driver in the cost of delivering sewer service in both Courtenay and Comox and is reflected in our five year financial plans.

In last year's 2014-2018 Comox Valley Sewerage System Financial Plan, the Sewer Commission approved annual increases of 12% to the municipal requisition, to end in 2018. Raising funds from user fees was part of the integrated financial planning in raising funds to carry out the approved regional plan capital works without significant dependence on incurring high levels of debt. The financial forecasts for the 2015-2019 Comox Valley Sewerage System Financial Plan continue this financial strategy, although at slightly lower percentages, and for 2015 to 2019 are planned to be 2015 – 11%, 2016 -10%, 2017 – 9%, 2018 – 8%, and 2019 – 0%. Requisitions increases are anticipated to remain level beginning in 2019.

In last year's regional budget process, the year of actual need for future regional capital works was reviewed (reflecting lower than previously forecast growth projections), and a phased budget provision for the approved priority projects was incorporated. This has resulted in a reduction in the both immediate

capital funding required in the next five years, a reduction in requisition funds required, and has assisted in reducing the projected debt financing required over the next fifteen years. It is felt by both regional and municipal finance staff that this is more financially sustainable in the long term for the service.

Table 1 below details the regionally budgeted requisitions for the 2015-2019 regional five year financial plan. For the 2015 financial year, an increase of 10% to the user fee revenues is required to ensure that the City's share of regional system costs can be appropriately funded.

TABLE 1 – 2015-2019 Comox Valley Sewerage System, proposed requisition and estimate of Courtenay's percentage share

YEAR	TOTAL REQUISITION	% INCREASE IN REQUISITION	COURTENAY % (BASED ON PROPORTIONAL CTNY/CMX SEWER FLOWS)	COURTENAY REQUISITION
2014	\$4,303,482	12%	64.93%	\$2,794,251
2015	\$4,776,865	11%	64.90% (est)	\$3,104,962
2016	\$5,254,552	10%	65.00% (est)	\$3,415,458
2017	\$5,727,461	9%	66.00% (est)	\$3,722,850
2018	\$6,185,658	8%	66.00% (est)	\$4,082,534
2019	\$6,185,658	0%	67.00% (est)	\$4,144,391

#### City of Courtenay 2015-2019 Sewer Financial Plan

The proposed 2015-2019 Sewer Fund Financial Plan is detailed in the attached Schedules:

- Schedule 1: Sewer Operating Fund
- Schedule 2: Sewer Capital Fund
- Schedule 3: Sewer Reserves

The overall costs of maintaining the City's sewer operations and carrying out planned city sewer capital works has been funded in part from the 2014 operating surplus. As a result, staff recommend that a net 3% increase is required for the City's operations and capital works.

Of note in this financial plan is the provision of \$50,000 from 2015 through to 2019, specifically to continue the process of compiling detailed condition assessments of the existing sewer infrastructure. This is key data for the development of a sewer asset management plan, which will assist the City in making more informed decisions on future capital infrastructure priorities. As asset management/condition assessment work is eligible work under the Gas Tax Fund, a transfer of funds from the Gas Tax Reserve sufficient to cover the 2015 condition assessment initiative has been provided for in the financial plan.

The Sewer Fund Capital Project Plan is attached as Schedule 2 of this report. For 2015, \$1,728,000 in capital spending is proposed, of which \$758,000 is funded from user fee revenue, and the balance is funded from reserves.

Approximately half of the capital projects identified for 2015 are a continuation of engineering designs initiated in 2014 and relate to other budget categories such as roads, storm sewer or watermain. Where priorities align for infrastructure renewal of surface and/or underground utility replacement, staff propose to advance those projects to construction in 2015. These projects include 2<sup>nd</sup> Street (Cliffe to England), 12<sup>th</sup> Street (Stewart to Urquhart), and England Avenue (10<sup>th</sup> to 12<sup>th</sup>).

Staff have identified the need to replace the existing Anderton and 1<sup>st</sup> Street Sewer Lift Stations in 2016. In order to have this occur, design should begin in 2015. The sewer main draining into the 1<sup>st</sup> Street Lift Station has been identified to have capacity constraints for a number of years. In addition, the forcemain leaving the lift station has been identified as requiring renewal for a number of years. As part of the Lift Station design, staff recommend that the renewal and upgrade of this sewer and forcemain be completed in conjunction with the Lift Station replacement.

#### **FINANCIAL IMPLICATIONS:**

To cover the overall 2015 cost of delivering the sewer utility operating and capital activities, an increase of 13% is recommended. This will result in an annual increase of \$29.00 (or \$2.42/month) in the single family user rate.

#### **ADMINISTRATIVE IMPLICATIONS:**

Subsequent to Council endorsing the proposed increase to the 2015-2019 Sewer Utility Financial Plan and user fees, staff will prepare the user fees amendment bylaw, and return it to Council for adoption.

On adoption for the user fee amendment bylaw, staff will update the financial system for the 2015 utility billing.

The proposed sewer utility work plan is anticipated to be delivered with existing staff resources in coordination with contracted engineering service providers.

#### **STRATEGIC PLAN REFERENCE:**

Value Statement 2: A progressive, diverse and sustainable City

Goal 1: Ensure infrastructure is sustainable

Objective c) Complete an inventory and assessment of City roads, buildings, and utilities, and report on works required.

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

Section 6.3 Sanitary Sewer Treatment

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

5-D Sewer – Encourage sewer management approaches and technologies that respond to public health needs and maximize existing infrastructure

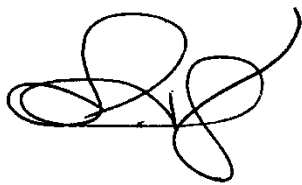
#### **CITIZEN/PUBLIC ENGAGEMENT:**

The public is notified of the upcoming changes to sewer user fees through regular council meetings, media webcasts, and information posted on the City's website.

**OPTIONS:**

- OPTION 1: That Council approves the 2015-2019 Sewer Fund Financial Plan, and that sewer user fee revenue be increased by 13% for 2015, and further that staff are directed to amend the user fee bylaws to incorporate the fee increase.
- OPTION 2: That Council defer the endorsement of the proposed 2015-2019 Sewer Utility Financial Plan and the proposed increase to the 2015 sewer user fees for further discussion at a later Council meeting.

Prepared by:



Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO

**Attachments:**

- Schedule 1 – Sewer Operating Fund 2015-2019
- Schedule 2 – Sewer Capital Fund 2015-2019
- Schedule 3 – Sewer Reserves

FOR REFERENCE ONLY

City of Courtenay  
Sewer Operating Fund  
2015-2019 Financial Plan

Percentage Increase - Regional System	12.00%	10.00%	8.75%	10.00%	8.00%	8.25%	1.25%
Percentage Increase - City Distribution System	0.00%	3.00%	3.00%	3.00%	3.00%	1.75%	1.25%
	12.00%	13.00%	11.75%	13.00%	11.00%	10.00%	2.50%
Bylaw Rate - Single Family Dwelling	\$ 222	\$ 251	\$ 248	\$ 280	\$ 311	\$ 342	\$ 351
Increase		\$ 29	\$ 26	\$ 29	\$ 31	\$ 31	\$ 9
DESC	2014 FINAL BUDGET	2015 PROPOSED BUDGET	2015 FINAL BUDGET	2016 PROJ BUDGET	2017 PROJ BUDGET	2018 PROJ BUDGET	2019 PROJ BUDGET
<b>REVENUE</b>							
Frontage Tax Levy	1,835,000	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562	1,900,562
Sale of Services	3,076,245	3,509,186	3,470,593	3,919,119	4,347,981	4,780,741	4,899,749
Connection charges and rentals	36,000	36,000	36,000	36,000	36,000	36,000	36,000
Interest earnings	225	225	225	225	225	225	225
MFA Earnings	1,500	1,500	1,500	1,500	1,500	1,500	1,500
From Reserve for Future Expenditure	1,057,976	386,493	386,493	0	0	0	0
From Sewer Reserve Fund	50,000	40,000	40,000	35,000	30,000	30,000	26,103
From Gas Tax Fund	40,000	100,000	100,000	50,000	50,000	50,000	50,000
From Prior Year Surplus	116,919	476,768	527,146	887,787	348,057	18,870	12,262
<b>TOTAL REVENUE</b>	<b>6,213,865</b>	<b>6,450,734</b>	<b>6,462,519</b>	<b>6,830,193</b>	<b>6,714,325</b>	<b>6,817,898</b>	<b>6,926,401</b>
<b>EXPENSE</b>							
CVRD requisition - regional sewer costs	2,794,252	3,100,185	3,061,970	3,415,458	3,722,850	4,082,534	4,144,390
Administration costs	188,370	160,751	160,751	163,125	165,533	167,978	170,458
Interfund allocations	728,529	732,723	732,723	736,800	741,888	749,307	756,800
Operation and maintenance	515,600	733,887	733,887	619,965	631,265	642,790	654,464
Asset Condition Assessments	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Debt Interest Charges	144,547	144,547	144,547	144,547	144,547	144,547	144,547
Debt Principle Payments	75,242	75,242	75,242	75,242	75,242	75,242	75,242
To General Operating Fund	50,000	50,000	50,000	50,000	50,000	50,000	50,000
To Sewer Machinery & Equipment Reserve	75,000	75,000	75,000	75,000	75,000	75,000	75,000
To Sewer Connection Reserve	20,000	0	0	0	0	0	0
To Reserve for Future Expenditure	300,000	128,063	128,063	0	0	0	0
To Sewer Capital Fund	1,266,825	1,144,836	1,194,836	1,444,556	1,002,500	725,000	750,000
To Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Contingency Reserve	0	50,000	50,000	50,000	50,000	50,000	50,000
<b>TOTAL EXPENSE</b>	<b>6,213,865</b>	<b>6,450,734</b>	<b>6,462,519</b>	<b>6,830,193</b>	<b>6,714,325</b>	<b>6,817,898</b>	<b>6,926,401</b>
<b>INCREASE (DECREASE) IN SEWER FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



					SOURCE OF FUNDS										
PROJECT DESCRIPTION	GL ACCT	PROJECT STATUS	ASSET MGMT CATEGORY	BUDGET	USER	RESERVE FUNDS		RESERVE	GOV'T	DCC RESERVE		OTHER REVENUE			
	#				FEES	AMOUNT	NAME	FOR F.E.	GRANT	AMOUNT	NAME	AMOUNT	NAME	TOTAL	
2015 CAPITAL PROJECTS															
Mansfield Lift Station - New generator	040-80-6-350-0000-88047	DESIGN/ CONSTRUCTION	MAINTENANCE / UPGRADE	50,000	-			50,000						50,000	
Carmanah & Valcourt Cres - Design and Construction	040-80-6-350-0000-88040	DETAILED DESIGN	RENEWAL/ UPGRADE CAPACITY	270,000	68,625			106,285		64,125	\$2375	30,965	(Unexpended ) Costco DCC 005-11- 4-055-0550-06668	270,000	
2nd Street - Cliffe to England - DESIGN/ CONSTRUCTION		DESIGN/ CONSTRUCTION	RENEWAL	248,000	248,000									248,000	
12th Street - Stewart to Urquart Ave - DESIGN/ CONSTRUCTION		DESIGN/ CONSTRUCTION	RENEWAL	132,000	132,000									132,000	
South Courtenay Sewer Planning/Capacity Provisions (Local Area Service)	040-80-6-350-0000-88042	PLANNING	NEW SERVICE	100,000	84,792			15,208						100,000	
1st Street Up Stream of Lift Station MH 3-501 to 3-504 - DESIGN	040-80-6-350-0000-88044	PLANNING	RENEWAL/ UPGRADE CAPACITY	55,000	54,739					261	\$4750			55,000	
Replace AC Pressure Force Main on all Lift Sta - Phase 1 Design 1st St Sta to discharge - DESIGN	040-80-6-350-0000-88046	PLANNING	RENEWAL/ UPGRADE CAPACITY	75,000	57,188					17,813	\$2375			75,000	
Sandpiper Dr Sewer- Planning, Design, Local Area Service	040-80-6-350-0000-88054	PLANNING	NEW SERVICE	60,000	-			60,000						60,000	
1st Street Lift Station - DESIGN	040-80-6-350-0000-88055	PLANNING	RENEWAL	105,000	-	20,000	GAS TX	85,000						105,000	
Anderton Lift Station - DESIGN	040-80-6-350-0000-88056	PLANNING	RENEWAL	105,000	-	50,000	GAS TX	55,000						105,000	
Sewer Flush Truck - REPLACEMENT	040-80-6-350-0000-97061	PLANNING	RENEWAL	400,000	-	400,000	Swr EQP							400,000	
Piercy Ave (17th -26th Str)		DESIGN	RENEWAL	25,000	25,000									25,000	
Willemar Ave (17th to 26th)		DESIGN	RENEWAL	25,000	25,000									25,000	
10th Street - Willemar Ave to Piercy Ave - DESIGN/ CONSTRUCTION		PRELIMINARY DESIGN	RENEWAL	37,000	37,000									37,000	
15th Street - West end to Willemar Ave - DESIGN/ CONSTRUCTION		PRELIMINARY DESIGN	RENEWAL	25,000	25,000									25,000	
North Courtenay Sanitary Extension (remaining areas within Courtenay) - PLANNING / CONCEPT		PLANNING	NEW SERVICE	40,000	40,000									40,000	
Headquarters Road (Glacier Rd to Vanier Dr)/Vanier Dr (Headquarters Rd to High School Entrance) PH. 1 - Design/Construction	040-80-6-350-0000-88052	CONSTRUCTION MAINTENANCE	NEW SERVICE	21,000	11,000			10,000						21,000	
1st Street @ Morrison Creek - Sewer Repairs	040-80-6-350-0000-88034	CONSTRUCTION MAINTENANCE	RENEWAL	5,000	-			5,000						5,000	
TOTAL 2015 CAPITAL PLAN				1,778,000	808,343	470,000	-	386,493	-	82,199	-	30,965	-	1,778,000	

					SOURCE OF FUNDS										
PROJECT DESCRIPTION	GL ACCT	PROJECT STATUS	ASSET MGMT CATEGORY	BUDGET	USER	RESERVE FUNDS		RESERVE	GOV'T	DCC RESERVE		OTHER REVENUE			
	#				FEES	AMOUNT	NAME	FOR F.E.	GRANT	AMOUNT	NAME	AMOUNT	NAME	TOTAL	
2016 CAPITAL PROJECTS															
Main Replacement 26th St - Cliffe to Fitzgerald	040-80-6-350-0000-88038		RENEWAL	94,500	72,056					22,444	S2375			94,500	
South Courtenay Sewer Extension (Local Area Service) - DESIGN & CONSTRUCTION PHASE 1 OF 2	040-80-6-350-0000-88042	DETAILED DESIGN/ CONSTRUCT	NEW SERVICE	1,800,000	-							1,800,000	DEBT / to be set up as a Local Service Area	1,800,000	
1st Street Lift Station - CONSTRUCTION	040-80-6-350-0000-88055	CONSTRUCT	RENEWAL	1,900,000	-	1,900,000	GAS TX							1,900,000	
Anderton Lift Station - CONSTRUCTION	040-80-6-350-0000-88056	CONSTRUCT	RENEWAL	2,000,000	-	2,000,000	GAS TX							2,000,000	
10th Street - Willemar Ave to Piercy Ave - DESIGN/ CONSTRUCTION		CONSTRUCTION	RENEWAL	153,000	153,000									153,000	
1st Street Up Stream of Lift Station MH 3-501 to 3-504 - CONSTRUCTION	040-80-6-350-0000-88044	CONSTRUCT	RENEWAL/ UPGRADE CAPACITY	300,000	157,500					142,500	S4750			300,000	
Scada System - IMPLEMENTATION	040-80-6-350-0000-88049	INSTALLATION	NEW SERVICE	50,000	-	50,000	GAS TX							50,000	
Sandpiper Dr Sewer, Local Area Service - CONSTRUCTION	040-80-6-350-0000-88054	CONSTRUCTION	NEW SERVICE	200,000	200,000								Conn fees	200,000	
15th Street - West end to Willemar Ave - DESIGN/ CONSTRUCTION		CONSTRUCTION	RENEWAL	125,000	125,000									125,000	
Piercy Ave - 17th St to 26th St		TENDER READY	RENEWAL	610,000	610,000									610,000	
Old Island Hwy / Comox Road (fronting Lewis Centre) - Replacement.	040-80-6-350-0000-88018	PLANNING	RENEWAL/ UPGRADE CAPACITY	5,000	5,000									5,000	
North CTNY Sanitary Extension (remaining areas within Courtenay) - PLANNING / CONCEPT		PRELIMINARY DESIGN	NEW SERVICE	40,000	40,000									40,000	
2nd Street - Cliffe to England		CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000									3,000	
12th Street - Stewart to Urquart Ave		CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000									3,000	
10th Street - Willemar Ave to Piercy Ave		CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000									3,000	
15th Street - West end to Willemar Ave		CONSTRUCTION MAINTENANCE	RENEWAL	3,000	3,000									3,000	
TOTAL 2016 CAPITAL PLAN				7,289,500	1,374,556	3,950,000	-	-	-	164,944	-	1,800,000	-	7,289,500	



					SOURCE OF FUNDS										
PROJECT DESCRIPTION	GL ACCT	PROJECT STATUS	ASSET MGMT CATEGORY	BUDGET	USER	RESERVE FUNDS		RESERVE	GOV'T	DCC RESERVE		OTHER REVENUE			
	#				FEES	AMOUNT	NAME			FOR F.E.	GRANT	AMOUNT	NAME		AMOUNT
2017 CAPITAL PROJECTS															
ARDEN TRUNK SEWER - Complete concept deisgn for land acquisition and preliminary design.		CONCEPT/PRE-DESIGN	NEW SERVICE/ CAPACITY	500,000	262,500						237,500	\$475			500,000
Willemar Ave - 17th Street to 26th Street		TENDER READY	RENEWAL	680,000	518,500						161,500	\$2375			680,000
10th Street East & Sitka Ave - MH Improvements PHASE 1		PLANNING	RENEWAL/ UPGRADE CAPACITY	30,000	22,875						7,125	\$2375			30,000
Superstore / Williams Road / Back Road Trunk Sewer Replacement - DESIGN		DESIGN		75,000	75,000										75,000
Sitka Ave Sewer Replacement - DESIGN		DESIGN		25,000	25,000										25,000
TOTAL 2017 CAPITAL PLAN				1,310,000	903,875	-	-	-	-	406,125	-	-	-	-	1,310,000
2018 CAPITAL PROJECTS															
Provision for Projects				725,000	725,000					-					725,000
TOTAL 2018 CAPITAL PLAN				725,000	725,000	-	-	-	-	-	-	-	-	-	725,000
2019 CAPITAL PROJECTS															
Provision for Projects				750,000	750,000										750,000
TOTAL 2019 CAPITAL PLAN				750,000	750,000	-	-	-	-	-	-	-	-	-	750,000





## MEMORANDUM

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Subject:** Summary of Development Activity for 2014

**File No.:** 3800-01  
**Date:** February 2, 2015

### PURPOSE:

The purpose of this memorandum is to provide Council with a summary of the development activity for 2014 and projects under review and projected for 2015.

### DEVELOPMENT STATISTICS SUMMARY:

In 2014, the City issued building permits with a construction value of \$74,993,253 of which \$37,217,547 was for the Comox Valley Regional Hospital. The construction value net of the hospital was \$37,775,706 as compared to \$30,438,319 for 2013, an increase of 22%. These values are illustrated in Attachment No. 1. Residential construction increased from 88 units in 2013 (\$22,665,019) to 108 units in 2014 (\$30,078,466).

The most significant permits issued included:

- |  |               |
|--|---------------|
| • Comox Valley Regional Hospital                       | \$37 million  |
| • 18 residential units on Crown Isle Drive (The Grove) | \$4.3 million |
| • McDonald's Restaurant on Ryan Road                   | \$2.0 million |
| • Oil Change Facility on Ryan Road                     | \$0.8 million |
| • Baptist Church Facility on Lake Trail Road           | \$1.0 million |
| • Car Dealership on Crown Isle Drive                   | \$0.9 million |

Planning Division Approvals/Applications:

- 94 residential units Cliffe Avenue/Anfield Road
- 93 residential units Arden Road/Ronson Road
- 5 duplexes Arden Road/Cumberland Road
- I-2 Zoning for 14 lot subdivision on Christie Parkway
- 762 m<sup>2</sup> mixed development offices and 5 residential units – L'Arche on Grieve Avenue
- Zoning Bylaw amendments for Downtown to expand uses and reduce parking requirements
- Zoning Bylaw amendments to prohibit Medical Marihuana Facilities
- Establishment of DART (Development Application Review Team)
- Update to Development Procedures Bylaw to reduce referral and approval times

Projects under Review and Projected for 2015:

#### *Commercial*

- ongoing involvement with Regional Hospital approval process (\$140 million building permit)
- commercial development in the vicinity of Ryan/Lerwick Roads and Crown Isle Drive
- renovation of Vanier Senior Secondary School

#### *Residential*

- Arden Road – three projects under review and ongoing work with in-stream development
- Development along Courtenay River Corridor
- Crown Isle- review of several areas within the overall development
- Mission Road – further build out and subdivision of remaining properties
- in-fill possibilities continue to be examined

Prepared by:



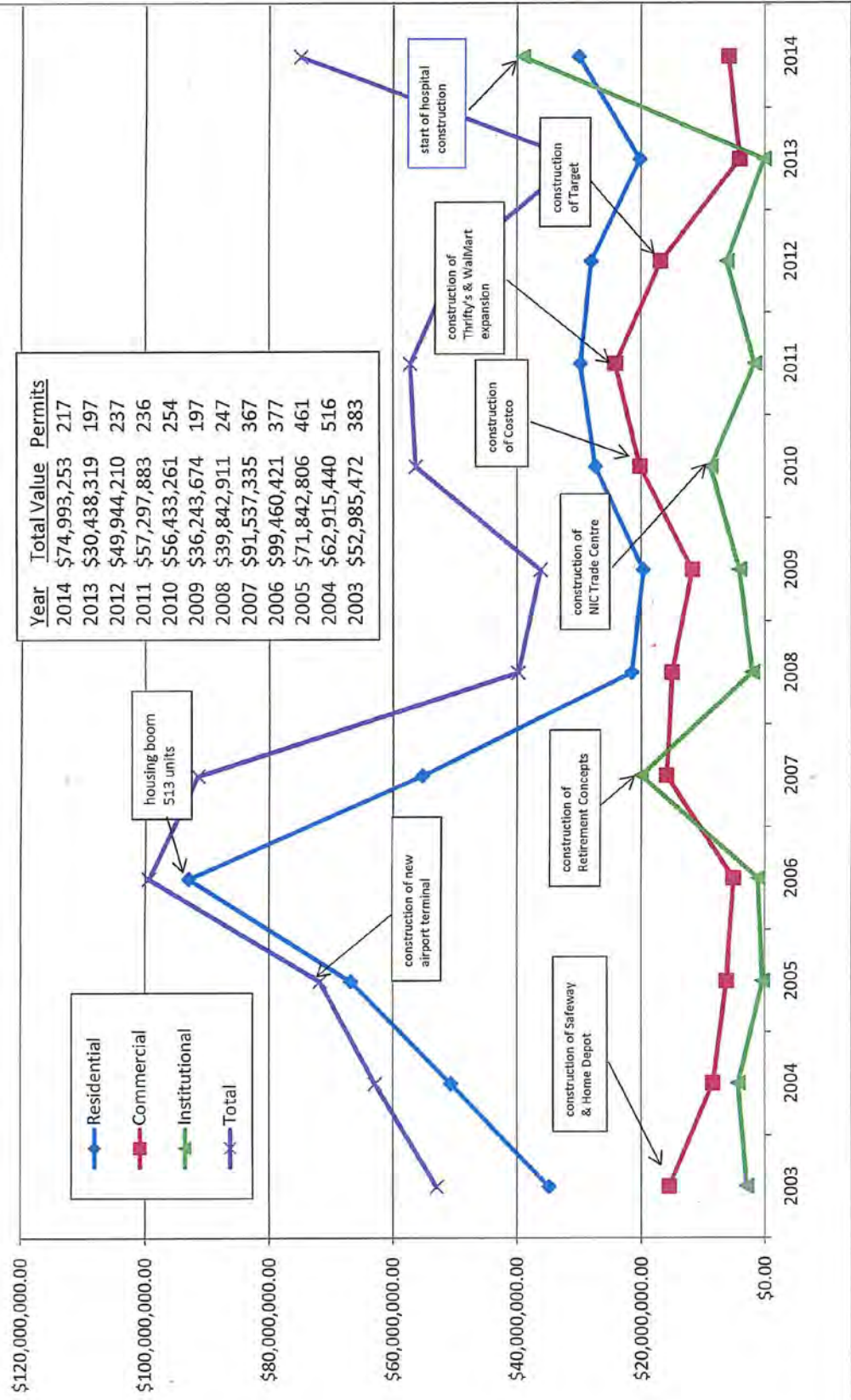
Peter Crawford, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Attachment No. 1: Building Permit Values 2003 - 2014*
2. *Attachment No. 2: Total Construction Values 2001 - 2014*

Attachment No. 1

## BUILDING PERMIT VALUES (2003 - 2014)



Attachment No. 2

## DEPARTMENT OF PLANNING SERVICES

### Total Construction Values

Date: December 31, 2014

Year	Total Value	Permits
2014 (Hospital Project \$37,217,547)	\$74,993,253	217
2013	\$30,438,319	197
2012	\$49,944,210	237
2011	\$57,297,883	236
2010	\$56,433,261	254
2009	\$36,243,674	190
2008	\$39,842,911	247
2007	\$91,537,335	367
2006	\$99,460,421	377
2005	\$71,842,806	461
2004	\$62,915,440	516
2003	\$52,985,472	383
2002	\$41,074,034	361
2001	\$28,874,874	256

Table 1: Total Construction

Year	Single Family	Duplex (Units)	Multi-Family (Units)	Mobile Home	Total # of Units	Residential New & Alts/Reps	Commercial/Industrial & Alt/Reps	Institutional/Government & Alt/Reps
2014	78	10	18	0	106	30,078,466	5,836,805	39,077,982
2013	59	6	23	0	88	22,665,019	7,220,300	553,000
2012	70	6	50	6	132	26,930,633	15,087,423	7,926,154
2011	70	6	69	1	146	31,344,224	24,155,054	0
2010	62	10	51	2	125	27,399,870	20,230,606	8,802,785
2009	38	6	39	0	83	18,268,273	11,753,063	4,776,196
2008	81	8	0	0	89	21,576,049	16,105,600	2,095,000
2007	136	38	94	0	268	55,453,035	15,979,300	20,105,000
2006	147	10	347	9	513	93,198,321	5,135,675	1,126,425
2005	215	40	185	19	459	65,186,152	6,236,654	420,000
2004	203	22	124	10	359	50,073,640	8,459,800	4,382,000
2003	159	18	106	6	289	34,455,647	15,545,825	2,984,000
2002	159	38	48	6	251	27,949,034	12,046,000	1,079,000
2001	70	0	0	3	73	11,879,589	10,638,285	6,357,000

Table 2: Type of Construction

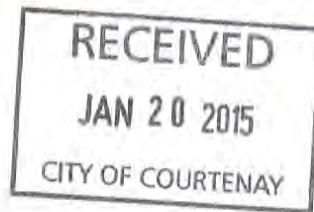
S:\PLANNING\Sue\Peter\Total Construction Values Year to Date Dec 31, 2014.docx



New  
Bus.

January 15, 2015

Mr. Larry Jangula  
Mayor  
City of Courtenay  
830 Cliffe Ave  
Courtenay, BC V9N 2J7



Dear Mr. Jangula,

**Re: Request for Support to Save Canada Post**

Over a year ago, Canada Post Corporation announced a plan to change public postal service as we know it, and the government endorsed this plan. As a result, the corporation has dramatically hiked postage rates and is planning on eliminating door-to-door delivery, closing and downsizing post offices, reducing post office hours, and destroying thousands of decent jobs in communities throughout our country.

These major changes will be bad for seniors, people with mobility issues, charities, small businesses and many other people who rely on public postal service.

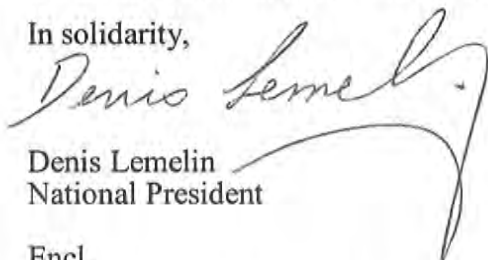
The Canadian Union of Postal Workers wants the federal government to reverse the Canada Post plan, and to look instead for ways to increase service and revenues in areas like postal banking, as other postal administrations have done. At the very least, we think the government should properly consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes.

CUPW has attached a fact sheet with more information about Canada Post's plan.

The union has also attached a resolution that it would like your municipality to consider passing. To date, over 400 municipalities and municipal organizations have passed resolutions opposing Canada Post plan for cuts, or calling for a halt to door-to-door delivery cuts until there is proper consultation. CUPW hopes you will think about joining and building on these efforts by passing our or your own resolution.

Thank you very much for considering this request. Thanks as well if your municipality passed an earlier resolution in support of postal banking or improving the Canadian Postal Service Charter. If you would like an electronic version of the resolution, please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org). Please call me at 613-236-7238 if you have any questions or concerns.

In solidarity,



Denis Lemelin  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists

/bk cope 225

## **SAVE CANADA POST - STOP THE CUTS**

**WHEREAS** Canada Post and the Conservatives are taking an axe to long-treasured postal services – killing good jobs, eliminating door-to-door delivery, drastically increasing postage rates and closing, downsizing and reducing hours at post offices:

**WHEREAS** Canada Post did not properly consult on these changes, effectively eliminating any opportunity for input from the people who will be most affected; and

**WHEREAS** closing and downsizing post offices, reducing post office hours, and eliminating door-to-door delivery will reduce service and eliminate thousands of jobs in communities throughout our country.

**WHEREAS** Canada Post offers a public service that needs to be protected;

**BE IT RESOLVED THAT** the (name of municipality) write a letter to the Minister responsible for Canada Post that calls on the government to reverse the changes to services announced by Canada Post, and to look instead for ways to increase service and revenues in areas such as postal banking.

**BE IT FURTHER RESOLVED THAT** (name of municipality) ask the Federation of Canadian Municipalities to request that the federal government consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes to public postal service.

### **MAILING INFORMATION**

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to: Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website:  
<http://www.parl.gc.ca/common/index.asp?Language=E>.

Brad Woodside, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/bk cope 225



# Save Canada Post.ca

Canada Post has announced a plan to:

## **1. Attack the public postal network.**

Canada Post plans to use more private post offices while streamlining the public postal network. This means closing and downsizing public post offices, as well as reducing their hours. Canada Post has closed about 40 urban and 75 rural post offices since 2012. This is the largest number of closures we have seen since the Conservatives closed about 1,500 rural and urban post offices in the eighties and nineties. More closures are expected. The corporation is also reviewing all urban offices to see if they can be made smaller and operated with fewer workers. In addition, it is dramatically reducing hours of service in rural communities.

## **2. Introduce huge postage rate hikes.**

On March 31, 2014, the price of buying one stamp increased by 59% while the price of buying a book or coil of stamps increased by 35%. The price for pre-sorted and incentive letters increased by 15% and metred mail increased by 19%. These sudden and dramatic increases are unfair,

unreasonable and bad for the corporation's business. It would have been wiser and more reasonable for Canada Post to adopt gradual increases to keep up with rising costs.

## **3. Make our country the first in the world to eliminate door-to-door delivery.**

Canada Post plans on taking away door-to-door delivery from over five million Canadian households and replacing it with community mailbox (CMB) delivery. There is a great deal of opposition to this plan, which will create huge problems for many Canadians, especially seniors and people with mobility issues. According to a recent poll, sixty per cent of people oppose the delivery cuts. In spite of this, Canada Post is determined to wipe out home mail delivery within a five year period. So far, Canada Post has announced its plans to convert more than a million households. The bulk of conversions will occur after the 2015 federal election. The federal government fully supports this major cut to public postal service.

## **4. Destroy 6000 to 8000 decent jobs.**

Canada Post would need fewer employees if it goes to community mailbox delivery. It expects to eliminate 6000 to 8000 positions. Closing and downsizing post offices and reducing post office hours will also reduce the number of jobs in communities throughout the country. Our communities and our economy cannot afford to lose thousands of decent paying jobs.

## **The future of Canada Post**

Canada Post and the Conservatives should consult on their plan to change public postal service as we know it. The public owns Canada Post. They have a right to input. This has not really happened in any meaningful way. Canada Post engaged in some discussions, but they were completely inadequate. The corporation held invite-only meetings in 46 communities and conducted a largely online public consultation on its future, focusing on cut. Since this time, over 400 municipalities and municipal organizations have passed resolutions or sent letters protesting the cuts or asking for a halt until there is meaningful consultation. Moreover, many thousands of Canadians have signed petitions and sent messages to their Members of Parliament (MPs). People have asked their federal representatives to tell Canada Post to stop the cuts and consider alternatives such as postal banking. Cutting might help Canada Post with its money problems in the short-term but it is not a good long-term strategy and it certainly won't improve the future of postal service in our country. The corporation should be following the lead of other postal administrations by innovating and introducing new revenue-generating services.

**For more information, go to:**

**Save  
Canada  
Post.**

## **Postal banking**

The Canadian Union of Postal Workers (CUPW) believes that our country needs improved financial and banking services and that Canada Post is well placed to fulfill this need. Moreover, the union thinks that adding financial and banking services at Canada Post will help the corporation preserve public postal service and generate revenue. CUPW is not alone. Close to two-thirds of Canadians support Canada Post expanding revenue-generating services like bill payments, insurance and banking, according to a poll from April 2014. Many municipalities like the idea too. About 600 municipalities have passed resolutions endorsing the addition of financial and banking services at our public post office. Not only that, three former Canada Post Presidents have spoken favourably about the corporation getting more involved in financial services (i.e. Michael Warren, Andre Ouellet and Moya Greene). In recent years, Canada Post has even conducted studies on postal banking that appear to indicate that getting into financial services would be "a win-win strategy" and a "proven money-maker" for the corporation. This positive assessment was obtained through an Access to Information (ATI) request. Unfortunately, 701 of 811 pages of the ATI request were redacted. To date, Canada Post President Deepak Chopra has refused to release the 811 pages in their entirety.

**Learn more.** Check out *Why Canada Needs Postal Banking* at <https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

cupe 1979/cope 225