

THE CORPORATION OF THE CITY OF COURTENAY
SPECIAL COUNCIL MEETING

DATE: **Wednesday, February 4, 2015**

PLACE: **City Hall Council Chambers**

TIME: **4:00 p.m.**

AGENDA

1.00 STAFF REPORTS

1. General Capital Budget 2015-2019
2. Satellite Fire Hall

2.00 ADJOURNMENT

Posted January 30, 2015



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2015-2019 General Capital Financial Plan

File No.: 1705-20
Date: February 4, 2015

PURPOSE:

The purpose of this report is to consider the proposed 2015-2019 General Capital Financial Plan.

POLICY ANALYSIS:

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

Long Term Capital financial planning is generally supported through the development and implementation of Asset Management Planning, based on condition assessments, life cycle analysis, risk management, and the implementation of associated financial policies. The City has, over the past year, undertaken specific steps in implementation of and Asset Management Planning approach such as the implementation of new Asset Management Program, key staff have been trained in the National Asset Management System (NAMS, condition assessments have been carried out for roads infrastructure, fleet and equipment have been evaluated based on age and condition, and water leak testing equipment has been purchased and is in use in assessing the City's water mains. The condition assessment processes will continue on this year and are expected to be an ongoing activity for staff. In addition, a greater emphasis will be placed on preventative maintenance of infrastructure where it is possible to extend the life of those assets rather than incur costly capital replacements.

EXECUTIVE SUMMARY:

The five year general capital financial plan is prepared annually and sources of funding are determined each year. A determination of the level of funding required from general property taxation is important, as an increase in capital funding required from taxation results directly in an increase in property tax rates to supply the funds required.

The 2015 financial plan year proposes a total of \$11.4 million in planned capital expenditures. Capital funding sourced from taxation is \$1,861,117, which is an increase over the 2014 requirement.

Staff propose that this increase can be funded through a combination of a 1% tax increase specific to capital works (generates \$170,000) and a transfer from priors years general surplus in the amount of \$830,000.

CAO RECOMMENDATIONS:

That based on the February 4, 2015 staff report "2015-2019 General Capital Financial Plan" Council receive the 2015-2019 General Capital Financial Plan for discussion", and

That the final version of the 2015-2019 General Capital Financial Plan, inclusive of revisions identified by Council on February 4, 2015, be returned to Council on February 21, 2015 for final approval.

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 proposed Financial Plan for the general capital fund presented at the February 4th Special Meeting of Council provides detail for the 2015 year, as well as projections for the four years following.

The schedule of proposed capital projects, along with any revisions identified, will be returned to Council on February 18, 2015 for final discussion and approval.

DISCUSSION:

The proposed 2015 – 2019 General Capital Financial Plan has been constrained to a scope and scale that recognizes the City’s capacity to realistically complete the planned capital projects within existing staff and financial capacity, and with priority given to finalization of in-progress 2014 projects which complete in 2015. Other identified asset renewal projects or new capital projects have been deferred to future years.

The 2015 financial plan year includes a total of \$11.4 million in planned capital expenditures. Capital funding for the 2015 projects is sourced from a variety of reserves, prior year unexpended funds, grants, developer contributions, general taxation, and prior years surplus. Of the capital funding sources, approximately 10% is identified as being sourced from general taxation.

Attached is Schedule 1 – Summary of 2015 General Capital Fund Expenditures, along with detailed capital project lists at the departmental level. Senior staff from each of the departments will be in attendance to speak and respond to queries for each of their respective areas of responsibility.

The following provides additional information in regards to special capital funding sources.

Use of Community Works Fund – Gas Tax Grant Revenues

TABLE 1: Use of the Gas Tax Grants funding is proposed in the 2015 budget year:

<u>PAGE</u>	<u>DEPARTMENT</u>	<u>CAPITAL PROJECT</u>	<u>CATEGORY/PURPOSE</u>	<u>AMOUNT</u>
C-2 Partners in Parks	Community Services	Rails to Trails Phases 4 & 5	Paths and Trails	\$109,117
D-1 General Government Buildings	Property Services	Civic Land Inventory/condition assessment	Capacity Building	\$140,000
D-4 Public Works Buildings	Property Services	Admin Office Heat Pump	Energy Efficiency	\$20,000
D-6 Recreation Facilities	Property Services	Air Curtain	Energy Efficiency	\$20,000
D-9 Sid Williams Theatre	Property Services	Lighting Upgrades	Energy Efficiency	\$37,500
D-9 Museum	Property Services	Heating Upgrades	Energy Efficiency	\$200,000
Infrastructure	Engineering and Public Works	Paving Renewal – England Avenue: 10 th – 12 th	Local Roads & Bridges	\$292,690
Infrastructure	Engineering and Public Works	Paving Renewal: 2 nd Street: Cliffe to England	Local Roads & Bridges	\$342,558
Infrastructure	Engineering and Public Works	Paving – road resurfacing program	Local Roads & Bridges	\$500,000
Infrastructure	Engineering and Public Works	Fitzgerald Avenue Cycling Improvements	Roads & Bridges – Road System Improvements	\$ 10,000
		Total		\$1,671,865

Borrowing

No new borrowing is proposed for the current 2015 budget year. Additional borrowing in future years would be required for the following capital projects, and requires a public approval process prior to advancing.

<u>Year</u>	<u>Project</u>
2016	East Courtenay - Satellite Fire Hall Roads and Streets Projects Paving Projects
2017	Storm Drainage Roads and Streets
2019	Police Services Building (an anticipated corresponding 60% recovery from lease revenue is recorded as rental revenue in 2019)

FINANCIAL IMPLICATIONS:

Capital project expenditures planned for 2015 total \$11.4 million dollars. New taxation of 1% specifically for capital works, which generates in the range of \$170,000, is proposed for 2015.

ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council review of the proposed 2015-2019 General Fund Capital Plan, the schedules and revisions thereto, will be returned to Council for a final decision on February 18, 2015. These schedules will then form part of the 2015-2019 Financial Plan Bylaw will be brought forward for Council consideration and adoption in April 2015.

The financial plan information will be posted on the City’s website for review and comment, and all public feedback will be provided to Council prior to adoption of the Financial Plan bylaw. Staff time allocated to this reporting is estimated to be approximately 12 hours.

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.

Strategic Priorities – in progress items carried forward from 2014

Administration

- Asset Management System Page A-3

Community Services

- Rail to Trail, Phase 3 and 4 Page C-2

Human Resources

- Human Resource Information System Page A-3

OFFICIAL COMMUNITY PLAN REFERENCE:

The 2015-2019 Financial Plan touches many areas of the OCP Goals including:

- Balanced growth
- Parks and publicly accessible natural open space
- Sustainable development
- Provision of community services including fire/rescue and policing
- An effective transportation system

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 4 – Transportation

Develop and accessible, efficient and affordable multi-modal transportation network that connects Core Settlement Areas and designated Town Centres, and links the Comox Valley to neighbouring communities and regions.

Goal 5 – Infrastructure

Provide affordable, effective and efficient services and infrastructure that conserves land, water and energy resources.

Goal 8 – Climate Change

Minimize regional greenhouse gas emissions and plan for adaptation.

CITIZEN/PUBLIC ENGAGEMENT:

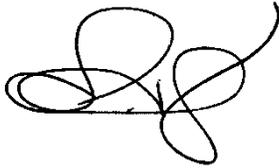
The public is notified of the upcoming changes to taxes through regular and special council meetings, media webcasts, and information posted on the City's website. In addition, staff will again use the "Citizen Budget" tool to invite feedback and anticipate launching the tool by mid-February. This is an interactive and informative web-based communication tool which, under the IAP2 Spectrum of Public Participation, meets the standard of *Consulting* with the Public

OPTIONS:

OPTION 1: That Council receives the proposed 2015-2019 Financial Plan for discussion, and that the final version of the 2015-2019 General Capital Financial Plan, inclusive of revisions identified on February 4, 2015, be returned to Council on February 18, 2015 for approval. [RECOMMENDED]

OPTION 2: That Council approves the 2015-2019 General Capital Financial Plan as proposed, and directs staff to include the capital schedules in the 2015-2019 Financial Plan Bylaw.

Prepared by:



Tillie Manthey, BA, CPA, CGA

Director of Financial Services/Deputy CAO

Attach: Schedule 1 – General Capital Fund, summary/detail schedules

CITY OF COURTENAY

SUMMARY OF 2015 GENERAL CAPITAL FUND EXPENDITURES

PAGE#	2015 PROV BUDGET	BUDGETED SOURCE OF FUNDS										
		GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RSV AMOUNT	CONTRIB	PRIOR YR UNEXPENDED		OTHER REVENUE		
			AMOUNT	NAME				AMOUNT	NAME			
CORPORATE SERVICES												
Corp Services	A-1	80,000	40,078							16,125	MIA	
Office Equip	A-2	30,000	-	30,000	NW-Off Equip							
IT	A-3	520,000	-	490,000	NW-IT Reserve	30,000						
Fire & Rescue	A-4	920,000	-	920,000	Fire Equip Rsv							
TOTAL CORPORATE SERVICES		1,550,000	40,078	1,440,000	0	53,797	0	0	0	0	16,125	
COMMUNITY SERVICES												
Parks	C 1	342,684	107,871	8,000	NW-TREES	92,463	69,350		65,000	BL2680		
Part in Parks/Trails	C 2	274,000	79,683	109,117	GAS TAX	29,375	50,825	5,000				
Cemetery	C 3	160,000	-								160,000	CVRD
TOTAL COMMUNITY SERVICES		776,684	187,554	117,117	0	121,838	120,175	5,000	65,000	0	160,000	
PROPERTY SERVICES												
Govt Buildings	D 1	170,000	30,000	140,000	GAS TAX							
Protective Serv Bldgs	D 2	2,635,265	150,000			5,265		2,480,000				
Prop Mgmt	D 3	133,000	10,000	117,600	NW-Cap Bldg	5,400						
Public Works	D 4	265,000	70,353	40,000	20k NW-Cap Bldg 20K GAS TAX	154,647						
Rental Properties	D 5	15,000	-	5,000	NW-Cap Bldg	10,000						
Rec Facilities	D6	371,509	-	30,000	10k NW-Cap Bldg 20k GAS TAX	0		341,509	BL 2680 & 2538			
Outdoor Pool	D 7	45,000	-								45,000	CVRD
Parks/Marina	D-8	193,000	24,691			138,309					30,000	Lawn Bowl
Cultural Buildings	D-9	332,600	17,450	280,100	NW-Theatre 42,600 GAS TAX 237,500	35,050						
TOTAL PROPERTY SERVICES		4,160,374	302,494	612,700	0	348,671	0	0	2,821,509		75,000	

CITY OF COURTENAY

SUMMARY OF 2015 GENERAL CAPITAL FUND EXPENDITURES

PAGE#	2015 PROV BUDGET	BUDGETED SOURCE OF FUNDS									
		GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RSV AMOUNT	CONTRIB	PRIOR YR		OTHER REVENUE	
			AMOUNT	NAME				UNEXPENDED	AMOUNT	NAME	
FLEET MANAGEMENT											
Fleet Summary	F 1	727,000	-	727,000	Equip Rsv						
TOTAL FLEET		727,000	-	727,000	0	0	0	0	0	0	
OPERATIONAL SERVICES											
Curb, Gutter, Sidewalk	O 1	20,000	-			15,250	4,750				
Retaining Wall	O 2	0	-								
Storm Drainage	O 3	911,000	397,295			186,905	41,800	285,000			
Public Works Yard	O 4	30,000	30,000								
Airpark	O 5	0	-								
Roads & Streets	O 6/7	1,691,200	868,790	32,800	Road Reserve	47,535	247,075	470,000	25,000	BL2227	
Roads Paving	O 8	1,484,730	-	1,135,248	GAS TAX	15,000	9,500	200,000	124,982	BL 2681	
Traffic Projects	O 9	88,666	34,906	10,000	GAS TAX	21,094			22,666		
TOTAL OPERATIONAL SERVICES		4,225,596	1,330,991	1,178,048	0	285,784	303,125	955,000	172,648	0	
TOTAL 2014		11,439,654	1,861,117	4,074,865	0	810,090	423,300	960,000	3,059,157	251,125	

YEAR	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2015	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	6,203			23,797					30,000
	Emergency Management - AquaDams		50,000	33,875						16,125	MIA-Risk Grant	50,000
	Total 2015		80,000	40,078	-	-	23,797	-	-	16,125	-	80,000
2016	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total 2016		30,000	-	-	-	30,000	-	-	-	-	30,000
2017	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total 2016		30,000	-	-	-	30,000	-	-	-	-	30,000
2018	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total 2018		30,000	-	-	-	30,000	-	-	-	-	30,000
2019	Small Land acquisition (SRW'S)	010-20-6-230-2300-70001	30,000	-			30,000					30,000
	Total 2019		30,000	-	-	-	30,000	-	-	-	-	30,000

CITY OF COURTENAY
OFFICE EQUIPMENT
2015 - 2019 FINANCIAL PLAN

YEAR	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS					TOTAL
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE AMOUNT	
					AMOUNT	NAME			
2015	Copier - Central Administration copier		20,000		20,000				20,000
	Copier - Youth Centre		10,000		10,000				10,000
	Total 2015		30,000		30,000	NW-OFF EQUIP			30,000
2016	Multi Function Device - Finance		9,000	-	9,000				9,000
	Multi Function Device - Building/Plan		9,000		9,000				9,000
	Total		18,000	-	18,000	NW-OFF EQUIP	-	-	18,000
2017	Multi Function Device - HR	010-20-6-230-2300-80175	9,000	-	9,000				9,000
	Multi Function Device - Com Serv		9,000	-	9,000				9,000
	Total		18,000	-	18,000	NW-OFF EQUIP		-	18,000
2018	Multi Function Device - PW	010-20-6-230-2300-80175	9,000	-	9,000				9,000
	Multi Function Device - Firehall		9,000	-	9,000				9,000
	Multi Function Device - Lewis		9,000	-	9,000				9,000
	Total		27,000	-	27,000	NW-OFF EQUIP		-	27,000
2019	Multi Function Device - Filberg		9,000	-	9,000				9,000
	Multi Function Device - Engineering		9,000		9,000				9,000
	Multi Function Device - Tech		9,000		9,000				9,000
	Total		27,000	-	27,000	NW-OFF EQUIP		-	27,000

YEAR		DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS					TOTAL	
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	OTHER REVENUE		
						AMOUNT	NAME		AMOUNT		NAME
2015	Network-annual	Server replacement	010-20-6-230-2330-80185	40,000		40,000				40,000	
	Network-annual	Network Upgrades	010-20-6-230-2330-80184	10,000		10,000				10,000	
	Network-annual	PC, laptop, port replicators, tablets, and monitor Replacement Plan	010-20-6-230-2330-80152	60,000	-	60,000				60,000	
	Network-annual	Off site Backup	010-20-6-230-2330-80190	5,000		5,000				5,000	
	Network	Firewall replacement - every 4 years	010-20-6-230-2330-80173	6,000		6,000				6,000	
	Network	VoIP - to replace phone system	010-20-6-230-2330-80198	100,000		70,000		30,000		100,000	
	Network s/w upgrade	Class Recreation Program/Facility Booking upgrades		120,000		120,000				120,000	
	Initiative - 1	Corporate Capacity/Time Tracking Software development	010-20-6-230-2330-80204	20,000	-	20,000				20,000	
	Network - as needed	Council Chambers Audio/Visual System, replace - components at end of life or failing	010-20-6-230-2330-80205	5,000		5,000				5,000	
	Initiative - 2	ERP improvements, E-commerce, e-hogs		25,000		25,000				25,000	
	2014 carry forward	Asset Management Development WorkTech/Pearl	010-20-6-230-2330-80201	30,000		30,000				30,000	
	2014 carry forward	Document Management - Phase 1	010-20-6-230-2330-80187	25,000		25,000				25,000	
	2014 carry forward	HRIS - New Initiative for 2015	010-20-6-230-2330-80202	60,000		60,000				60,000	
	2015 New initiative	OH&S Software -		14,000		14,000				14,000	
		Total 2015		520,000	-	490,000	-	30,000	-	520,000	

CITY OF COURTENAY
 MANAGEMENT INFORMATION SYSTEMS (M I S)
 2015-2019 FINANCIAL PLAN

YEAR		DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS					TOTAL	
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	OTHER REVENUE		
						AMOUNT	NAME		AMOUNT		NAME
2016	Network-annual	Server replacement	010-20-6-230-2330-80185	40,000	-	40,000				40,000	
	Network-annual	Network Upgrades	010-20-6-230-2330-80184	10,000		10,000				10,000	
	Network-annual	PC, laptop, port replicators, tablets, and monitor Replacement Plan	010-20-6-230-2330-80152	60,000	-	60,000				60,000	
	Network-annual	Off site Backup	010-20-6-230-2330-80190	5,000		5,000				5,000	
	2014 Initiative-con't	Document Management - phase 2	010-20-6-230-2330-80187	25,000		25,000				25,000	
	2014 New initiative	Development App Software	010-20-6-230-2330-80203	120,000	-	120,000				120,000	
	2014 Initiative-con't	Asset Management Development		30,000		30,000				30,000	
	2014 Initiative-con't	VoIP - Phase 2	010-20-6-230-2330-80198	30,000		30,000				30,000	
	Network-annual	GIS Mapping		20,000		20,000				20,000	
	Network - s/w	New ERP modules		30,000		30,000				30,000	
		Total 2016		370,000	-	370,000	-	-	-	370,000	
2017	Network-annual	Server replacement	010-20-6-230-2330-80185	40,000	-	40,000				40,000	
	Network-annual	Website Development	010-20-6-230-2330-80164	80,000		80,000				80,000	
	Network-annual	Network Upgrades	010-20-6-230-2330-80184	10,000		10,000				10,000	
	Network-annual	PC, laptop, port replicators, tablets, and monitor Replacement Plan	010-20-6-230-2330-80152	60,000	-	60,000				60,000	
	Network-annual	Off site Backup	010-20-6-230-2330-80190	5,000		5,000				5,000	
	completed every 3 yrs.	IT security (PEN Test)		25,000		25,000				25,000	
		Documant Management - Phase 3	010-20-6-230-2330-80187	25,000		25,000				25,000	
		VoIP - Phase 3	010-20-6-230-2330-80198	30,000		30,000				30,000	
		Large format scanner/plotter		30,000		30,000				30,000	
	Network - s/w	New ERP modules		30,000		30,000				30,000	
		Total 2017		335,000	-	335,000	-	-	-	305,000	

YEAR		DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS					TOTAL	
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	OTHER REVENUE		
						AMOUNT	NAME		AMOUNT		NAME
2018	Network-annual	Server replacement	010-20-6-230-2330-80185	40,000	-	40,000				40,000	
		Firewall	010-20-6-230-2330-80173	6,000		6,000				6,000	
	Network-annual	Network Upgrades	010-20-6-230-2330-80184	10,000		10,000				10,000	
	Network-annual	PC, laptop, port replicators, tablets, and monitor Replacement Plan	010-20-6-230-2330-80152	60,000	-	60,000				60,000	
	Network-annual	Off site Backup	010-20-6-230-2330-80190	5,000		5,000				5,000	
	Network-annual	GIS Mapping		20,000		20,000				20,000	
		Recreation Software Upgrade		20,000		20,000				20,000	
		Large Format Plotter		30,000		30,000					
	Network - s/w	New ERP modules		30,000		30,000				30,000	
		Total 2018		221,000	-	221,000	-	-	-	-	191,000
2019					-	-				-	
	Network-annual	Server replacement	010-20-6-230-2330-80185	40,000	-	40,000				40,000	
	Network-annual	Network Upgrades	010-20-6-230-2330-80184	10,000		10,000				10,000	
	Network-annual	PC, laptop, port replicators, tablets, and monitor Replacement Plan	010-20-6-230-2330-80152	60,000	-	60,000				60,000	
	Network-annual	Off site Backup	010-20-6-230-2330-80190	5,000		5,000				5,000	
		Total 2019		115,000	-	115,000	-	-	-	-	115,000

CITY OF COURTENAY
 FIRE & RESCUE
 2015-2019 FINANCIAL PLAN

YEAR	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS					TOTAL
				GENERAL	RESERVE FUNDS		OTHER REV	NAME	
				REVENUE	AMOUNT	NAME			
2015	Pumper Rescue Truck		660,000	-	660,000	Fire Equip		660,000	
	Pumper Rescue Equipment		150,000	-	150,000	Fire Equip		150,000	
	Digital Attack System		55,000	-	55,000	Fire Equip		55,000	
	Van		55,000	-	55,000	Fire Equip		55,000	
	Total 2015		920,000	-	920,000	-	-	920,000	
2016	Replace Chev C18		60,000		60,000	Fire Equip		60,000	
	Total		60,000	-	60,000	-	-	60,000	
2017	Replace Chev C10		60,000		60,000	Fire Equip		60,000	
	Total		60,000	-	60,000	-	-	60,000	
2018	Replace Chev C-17		60,000		60,000	Fire Equip		60,000	
	Total		60,000		60,000			60,000	
2019								-	
	Total		-		-			-	

YEAR PROJECT #	DESCRIPTION	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2015	Greenways paved upgrades - new Km	070-20-6-410-4110-94232	37,000	10,747			17,466	8,788	pk23.75			37,000
PT1	Tree program- new trees only	070-20-6-410-4110-94215	45,000	625	8,000	NW-29th St	4,313	32,063	pk71.25			45,000
	Signage Upgrades Phase 1		20,000	20,000								20,000
PN3	Resilient playground surface renewal		15,000	7,875				7,125	pk47.5			15,000
NP	Playground Development		90,000	68,625				21,375	pk23.75			90,000
	Play Fields/Courts Martin park Lacrosse	070-20-6-410-4110-94245	70,684	-			70,684					70,684
	Lewis Center landscape Phase 2 (completion)	070-20-6-410-4110-94244	65,000	-						65,000	BL2680 LEWIS	65,000
	Total 2015		342,684	107,871	8,000	-	92,463	69,350	-	65,000	-	342,684
2016	Greenways paved upgrades	070-20-6-410-4110-94232	25,000	19,063				5,938	pk23.75			25,000
	Tree program- new trees only	070-20-6-410-4110-94215	20,000	5,750				14,250	pk71.25			20,000
	Signage Upgrades Phase 2		25,000	25,000								25,000
	Resilient playground surface renewal		20,000	10,500				9,500	pk47.5			20,000
	Trail Construction - New		30,000	30,000								30,000
	Playground Development		90,000	68,625				21,375	pk23.75			90,000
	Total		210,000	158,938	-	-	-	51,063	-	-	-	210,000
2017	Greenways paved upgrades	070-20-6-410-4110-94232	45,000	34,313				10,688	pk23.75			45,000
	Tree program- new trees only	070-20-6-410-4110-94215	25,000	7,188				17,813	pk71.25			25,000
	Signage Upgrades Phase 3		25,000	25,000								25,000
	Resilient playground surface renewal		25,000	13,125				11,875	pk47.5			25,000
	Trail Construction - New		35,000	35,000								35,000
	Playground Development		90,000	68,625				21,375	pk23.75			90,000
	Total		245,000	183,250	-	-	-	61,750	-	-	-	245,000
2018	Greenways paved upgrades	070-20-6-410-4110-94232	45,000	34,313				10,688	pk23.75			45,000
	Tree program- new trees only	070-20-6-410-4110-94215	30,000	8,625				21,375	pk71.25			30,000
	Signage Upgrades Phase 4		25,000	25,000								25,000
	Resilient playground surface renewal		25,000	13,125				11,875	pk47.5			25,000
	Trail Construction - New		40,000	40,000								40,000
	Playground Development		90,000	68,625				21,375	pk23.75			90,000
	Total		255,000	189,688	-	-	-	65,313	-	-	-	255,000

YEAR PROJECT #	DESCRIPTION	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
					AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2019	Greenways paved upgrades	070-20-6-410-4110-94232	45,000	34,313				10,688	pk23.75			45,000
	Tree program- new trees only	070-20-6-410-4110-94215	30,000	8,625				21,375	pk71.25			30,000
	Resilient playground surface renewal		25,000	13,125				11,875	pk47.5			25,000
	Trail Construction - New		40,000	40,000								40,000
	Playground Development		90,000	68,625				21,375	pk23.75			90,000
	Total		230,000	164,688	-	-	-	65,313	-	-	-	230,000

YEAR	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL	
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE			
					AMOUNT	AMOUNT	NAME	AMOUNT	NAME	AMOUNT	NAME			
2015	Mural project	centennial legacy, includes 2014 carry		60,000	30,000				25,000			5,000	business	60,000
	Rails to trails/cycling phase 4	21ST-26TH	070-20-6-410-4110-95001	64,000	10,308	34,117	NW-CWF	4,375	15,200	pk23.75				64,000
	Rails to trails/cycling phase 5	26-29th		150,000	39,375	75,000	NW-CWF		35,625	pk23.75				150,000
	Total			274,000	79,683	109,117	-	29,375	50,825	-	5,000	-	-	274,000
2016	Mural project			30,000	25,000							5,000	business	30,000
	Rails to trails phase 6	29 to Fraser road		150,000	39,375	75,000	NW-CWF		35,625	pk23.75				150,000
	Total			180,000	64,375	75,000	-	-	35,625	-	5,000	-	-	180,000
2017	Mural project			30,000	25,000							5,000	business	30,000
	Rails to trails - phase 7	Fraser Road to the Ridge/Riverway trail		125,000	75,313				29,688	pk23.75	20,000	Rogers		125,000
	Total			155,000	100,313	-	-	-	29,688	-	25,000	-	-	155,000
2018	Mural project			30,000	25,000							5,000	business	30,000
	Rails to trails - phase 8	Connections		100,000	76,250				23,750	pk23.75				100,000
	Total			130,000	101,250	-	-	-	23,750	-	5,000	-	-	130,000
2019				-	-				-					-
				-	-				-					-
	Total			-	-	-	-	-	-	-	-	-	-	-

YEAR	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS						TOTAL
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	CVRD CNTRIB		
					AMOUNT	NAME		carry fwd \$\$	new \$\$	
2015	Niche Area Development	050-20-6-360-0000-83506	34,642	-				24,642	10,000	34,642
	Irrigation Design Upgrade	050-20-6-360-0000-83510	7,500	-				7,500		7,500
	General Work	050-20-6-360-0000-83501	7,500	-					7,500	7,500
	New Plantings	050-20-6-360-0000-83520	3,905	-				3,905		3,905
	Redo Service/Storage Area		22,500	-					22,500	22,500
	Lawn Crypts	050-20-6-360-0000-83515	20,000	-					20,000	20,000
	Infant/Children's Section	050-20-6-360-0000-83518	52,780	-				27,780	25,000	52,780
	Cemetery Master Plan Design/Implementation		11,173	-					11,173	11,173
	TOTAL 2015		160,000	-	-	-	-	63,827	96,173	160,000
2016	Niche Area Development	050-20-6-360-0000-83506	35,000	-					35,000	35,000
	New/Upgraded Irrigation System	050-20-6-360-0000-83510	29,264	-					29,264	29,264
	Redo Corner Gardens		15,000	-					15,000	15,000
	General Work	050-20-6-360-0000-83501	7,500	-					7,500	7,500
	Lawn Crypts	050-20-6-360-0000-83515	20,000	-					20,000	20,000
	Cemetery Master Plan Design/Implementation		15,000	-					15,000	15,000
	TOTAL		121,764	-	-	-	-	-	121,764	121,764
2017	Niche Area Development	050-20-6-360-0000-83506	10,000	-					10,000	10,000
	New/Upgraded Irrigation System	050-20-6-360-0000-83510	62,870	-					62,870	62,870
	General Work	050-20-6-360-0000-83501	12,500	-					12,500	12,500
	Lawn Crypts		25,000	-					25,000	25,000
	TOTAL		110,370	-	-	-	-	-	110,370	110,370
2018	Niche Area Development	050-20-6-360-0000-83506	50,000	-					50,000	50,000
	General Work	050-20-6-360-0000-83501	12,500	-					12,500	12,500
	Lawn Crypts	050-20-6-360-0000-83515	2,839	-					2,839	2,839
	Parking/Laneways Improvements		45,000	-					45,000	45,000
	TOTAL		110,339	-	-	-	-	-	110,339	110,339
2019	Landscape Improvements		30,000	-					30,000	30,000
	Lawn Crypts	050-20-6-360-0000-83515	65,307	-					65,307	65,307
	General Work	050-20-6-360-0000-83501	15,000	-					15,000	15,000
	TOTAL		110,307	-	-	-	-	-	110,307	110,307

YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2015	CITY HALL	Building Inspection Permit Filing System		20,000	20,000								20,000
	CITY HALL	Civic Land Inventory/Condition Assess		140,000	-	140,000	NW-CWF						140,000
	CITY HALL	Bike Shelter		10,000	10,000								10,000
		Total 2015		170,000	30,000	140,000	-	-	-	-	-	-	170,000
2016													-
		Total		-	-	-	-	-	-	-	-	-	-
2017	CITY HALL	Roof Replacement - Condition Assessment Required		100,000		100,000	NW-CAP BLDG						100,000
		Total		100,000	-	100,000	-	-	-	-	-	-	100,000
2018													-
		Total		-	-	-	-	-	-	-	-	-	-
2019													-
		Total		-	-	-	-	-	-	-	-	-	-

YEAR	BLDG	DESCRIPTION OF WORK	DETAIL	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL	
						GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE			
							AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME		
2015															-
	FIRE	Training grounds - East Courtenay	2014 IN PROGRESS	020-20-6-260-2620-75705	2,485,265	-			5,265			2,480,000	UNEXPENDED		2,485,265
		Satellite Firehall- Detailed Design	DETAILED DESIGN - Class C Costing		150,000	150,000									150,000
		Total 2015			2,635,265	150,000	-	-	5,265	-	-	2,480,000	-		2,635,265
2016															-
		Satellite Firehall - construction	CONSTRUCT		5,500,000							5,500,000	NEW DEBT		5,500,000
		NOTE: ESTIMATE ONLY BASED ON 2012 Class D costing @ \$3,814/m2 X 1,423 m2													
		Total			5,500,000	-	-	-	-	-	-	5,500,000	-		5,500,000
2017															-
		Total			-	-	-	-	-	-	-	-	-		-
2018															-
		Total			-	-	-	-	-	-	-	-	-		-
2019	POLICE	Public Safety Building	Estimated Cost	020-20-6-250-2510-7560C	30,000,000							30,000,000			30,000,000
		ANTICIPATE 60% LEASE RECOVERY TO OFFSET ANNUAL DEBT PYMT													
		Total			30,000,000	-	-	-	-	-	-	30,000,000	-		30,000,000

CITY OF COURTENAY
 PROPERTY MANAGEMENT SHOP / EQUIPMENT
 2015 - 2019 FINANCIAL PLAN

YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2015 FINAL	BUDGETED SOURCE OF FUNDS								TOTAL
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2015					-								
	SHOP	Scissor Lift Trailer		10,000	-			10,000					10,000
	SHOP	Dust Collection System	020-20-6-280-2810-81009	123,000	-	117,600	NW - CAP BLDG	5,400					123,000
		Total 2015		133,000	-	117,600	-	15,400	-	-	-	-	133,000
2016													
2017													
2018													
2019	SHOP	New Shop	contingent on RCMP building	500,000	-						500,000	DEBT	500,000
		Total		500,000	-	-	-	-	-	-	500,000	-	500,000

**CITY OF COURTENAY
PUBLIC WORKS BUILDINGS
2015 - 2019 FINANCIAL PLAN**

YEAR	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS							TOTAL
				GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE AMOUNT	OTHER REVENUE		
					AMOUNT	NAME			AMOUNT	NAME	
2015	Truck Bay Structural Upgrades - Safety Concern		20,000	-	20,000	NW - CAP BLDG					20,000
	PHASE 1-Yard Administration Office Interior Renovations	030-20-6-300-3000-76216	80,000	1,819			78,181				80,000
	PHASE 2 - Yard Admin Office Expansion - incorporate Engineering		75,000	-			75,000				75,000
	PHASE 3 - New Admin Building Architectural Needs Assessment/Feasibility Study Yard Expansion		50,000	50,000							50,000
	Admin Office Heat Pump Lunchroom & Offices		20,000	-					20,000	NW-CWF	20,000
	Mechanical/Stores Building Office Renovations	030-20-6-300-3000-76217	20,000	18,534			1,466				20,000
	Total		265,000	70,353	20,000	-	154,647	-	20,000	-	265,000
2016											
2017											
2018											
2019											

CITY OF COURTENAY
 RENTAL PROPERTIES
 2015 - 2019 FINANCIAL PLAN

YEAR	BUILDING	WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL	
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE			
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME		
2015	243 - 4th Street	Replace Roof - as quoted	070-20-6-470-4760-79809	15,000		5,000	NW- BLDG CAP	10,000						15,000
		Total 2015		15,000	-	5,000		10,000	-	-	-	-	-	15,000
2016	2099 Atlas Road	Demolish/clean up site		20,000	20,000									20,000
		Total		20,000	20,000	-	-	-	-	-	-	-	-	20,000
2017														
2018														
2019														

YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL	
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT-NSH BL2538	DEBT-LEWIS BL2680	OTHER REVENUE			
						AMOUNT	NAME				AMOUNT	NAME		
2015	FILB	Air Curtain Installation - health and safety issue and energy efficiency measure	070-20-6-400-4010-79062	20,000	-	20,000	NW-CWF							20,000
	LEWIS	Gym and MPH Sand, repaint sport lines, recoat		40,000	-					40,000				40,000
	LEWIS	Divider Wall MPH Replacement	070-20-6-400-4000-79008	100,000	-					100,000				100,000
	LEWIS	Replace original windows - Past Expected Life, Energy efficiency gains, risk of seal failure	new number	125,000	-					125,000				125,000
	LEWIS	Renovation/Expansion Project	070-20-6-400-4000-79003	16,509	-					16,509				16,509
	NSH	Upper Level Shingle Replacement	070-20-6-450-4530-79630	50,000	-				50,000					50,000
	NSH	Replace North Porch Entrance/Exit Landing & Stairs/Handrails and Front Entrance Upgrades	070-20-6-450-4530-79629	20,000	-	10,000	NW-BLDG CAP		10,000					20,000
		Total 2015		371,509	-	30,000	-	-	60,000	281,509	-	-	-	371,509
2016					-									-
	FILB	Enclose Balcony Exterior + Washroom Reconfiguration Design	070-20-6-400-4010-79058	45,000		30,000	NEW BLDG - CAP	15,000						45,000
		Total		45,000	-	30,000	-	15,000	-	-	-	-	-	45,000
2017	FILB	Storage/Meeting Room expansion & Washroom Reconfigurations		300,000		300,000	NEW BLDG - CAP							300,000
		Total		300,000	-	300,000	-	-	-	-	-	-	-	300,000
2018					-									-
		Total		-	-	-	-	-	-	-	-	-	-	-
2019					-									-
		Total		-	-	-	-	-	-	-	-	-	-	-

YEAR	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS						TOTAL	
				GENERAL REVENUE	RESERVE FUNDS AMOUNT	RESERVE FUNDS NAME	RESERVE FOR F.E.	OTHER REV AMOUNT	OTHER REV NAME		CVRD GRANT NEW FUNDS
2015											
	Pool Infrastructure & Structural Upgrades as Requested by VIHA/ recommended by Levelton		10,000							10,000	10,000
	Mechanical & Electrical Upgrades Pool Heating/Chemical System per Mechanical Systems/Electrical Assessment		15,000							15,000	15,000
	Repair concrete cracks in Main Pool Per Levelton Report		16,000							16,000	16,000
	Infrastructure Assessment/ CF 2014	070-20-6-400-4030-84174	4,000							4,000	4,000
	Total 2015		45,000	-						45,000	45,000
2016											
	Estimated Equipment		15,000							15,000	15,000
	Estimated Building repair		15,000	-						15,000	15,000
	Mechanical Upgrades		15,000							15,000	15,000
	Total		45,000	-						45,000	45,000
2017											
	Estimated Equipment		15,000	-						15,000	15,000
	Estimated Building repair		15,000	-						15,000	15,000
	Total		30,000	-						30,000	30,000
2018											
	Estimated Equipment		15,000	-						15,000	15,000
	Estimated Building repair		15,000	-						15,000	15,000
	Total		30,000	-						30,000	30,000
2019											
	Replace shingles on Main Building		15,000	-						15,000	15,000
	Replace Boiler w/ high efficiency condensing boiler		30,000	-						30,000	30,000
	Total		45,000	-						45,000	45,000

CITY OF COURTENAY
 PARKS / MARINA BUILDINGS
 2015 - 2019 FINANCIAL PLAN

YEAR	PARK LOCATION	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS						TOTAL	
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RSV AMOUNT	OTHER REVENUE		
						AMOUNT	NAME			AMOUNT		NAME
2015												
	Bill Moore	Lawn Bowling Addition Design	070-20-6-410-4203-79210	10,000	2,454			7,546			10,000	
	Bill Moore	Lawn Bowling Addition	070-20-6-410-4203-79212	167,000	22,237			114,763		30,000	Lawn Bowl Assoc 167,000	
	Bill Moore	Field house exterior stair replacement (Wood to Metal)	070-20-6-410-4202-79215	16,000	-			16,000			16,000	
		Total 2015		193,000	24,691	-	-	138,309	-	30,000	- 193,000	
2016												
2017												
2018												
2019	Lewis	Demolish Lewis Concession Building - Building showing signs of deterioration.To be replaced by mobile food vendor contract		10,000	10,000						10,000	
		Total		10,000	10,000	-	-	-	-	-	10,000	

CITY OF COURTENAY
 CULTURAL BUILDINGS
 2015 - 2019 FINANCIAL PLAN

YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL
					GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT	NAME	
2015													
	SID	Equipment (NW - Theatre Equipment)	070-20-6-450-4500-84603	31,600	-	31,600	NW- THEATRE EQUIP						31,600
	SID	Replace Black Curtains	070-20-6-450-4500-84603	11,000	-	11,000	NW- THEATRE EQUIP						11,000
	SID	Exterior Signage/Lighting	070-20-6-450-4500-79632	17,500	6,500			11,000					17,500
	SID	Sid Lighting Upgrade - General Lighting & LED Theatre Lights		37,500	-	37,500	NW-GAS TAX						37,500
	ARTS CTR	Signage	070-20-6-450-4510-79606	25,000	10,000			15,000					25,000
	Museum	HVAC Upgrade design/structural contract remaining	070-20-6-450-4520-79618	10,000	950			9,050					10,000
	Museum	HVAC Upgrades Heat Pump & DDC Control	070-20-6-450-4520-79614	200,000	-	200,000	NW-GAS TAX						200,000
		Total 2015		332,600	17,450	280,100	-	35,050	-	-	-	-	332,600
													-
2016	MUSEUM	Loading bay extension design		40,000	-	40,000	NW-BLDG CAP						40,000
	Sid	Equipment (NW - Theatre Equipment)		20,000	-	20,000	NW- THEATRE EQUIP						20,000
	SID	Sid Lighting Upgrade - LED Theatre Lights		25,000	-	25,000	NW-GAS TAX						25,000
		Total		85,000	-	85,000	-	-	-	-	-	-	85,000
													-
2017													-
	MUSEUM	Loading bay extension		300,000	-	300,000	NW-BLDG CAP						300,000
	Sid	Equipment (NW - Theatre Equipment)		20,000	-	20,000	NW- THEATRE EQUIP						20,000
	SID	Sid Lighting Upgrade - LED Theatre Lights		25,000	-	25,000	NW-GAS TAX						25,000
		Total		345,000	-	345,000	-	-	-	-	-	-	345,000

CULTURAL BUILDINGS
2015 - 2019 FINANCIAL PLAN

YEAR	BUILDING	DESCRIPTION OF WORK	GL ACCT #	2015 PROV	GENERAL REVENUE	BUDGETED SOURCE OF FUNDS						TOTAL	
						RESERVE FUNDS		RESERVE FOR F.E.	DCC RESERVE		OTHER REVENUE		
						AMOUNT	NAME		AMOUNT	NAME	AMOUNT		NAME
2018	Sid	Equipment (NW - Theatre Equipment)		20,000	-	20,000	NW- THEATRE EQUIP						20,000
	SID	Sid Lighting Upgrade - LED Theatre Lights		25,000	-	25,000	NW-GAS TAX						25,000
		Total		45,000	-	45,000	-	-	-	-	-	-	45,000
2019	MUSEUM	Main Roof Replacement		100,000	-	100,000	NW-BLDG CAP						100,000
	Sid	Equipment (NW - Theatre Equipment)		20,000	-	20,000	NW- THEATRE EQUIP						20,000
	Sid	Sid Lighting Upgrade - LED Theatre Lights		25,000	-	25,000	NW-GAS TAX						25,000
		Total		145,000	-	145,000	-	-	-	-	-	-	145,000

YEAR	DESCRIPTION OF WORK	2015 PROV	BUDGETED SOURCE OF FUNDS								TOTAL
			GENERAL REVENUE	RESERVE FUNDS		RESERVE FOR F.E.	DEBT PROCEEDS		OTHER REVENUE		
				AMOUNT	NAME		AMOUNT	BYLAW NO	AMOUNT	NAME	
											0
2015	light vehicles-trucks/cargo van	217,000	-	217,000							217,000
	heavy vehicles-Dump Trucks	130,000	-	130,000							130,000
	heavy equipment - Pavement Patcher/Loaders	380,000	-	380,000							380,000
	Total	727,000	-	727,000	-	-	-	-	-	-	727,000
2016	Fleet Renewal	501,000	-	501,000							501,000
2017	Fleet Renewal	461,000	-	461,000							461,000
2018	Fleet Renewal	734,500	-	734,500							734,500
2019	Fleet Renewal	613,000	-	613,000							613,000

PROJECT DESCRIPTION	2015 PROJECT WORKPLAN	ASSET MGMT CATEGORY	2015 PROPOSED	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE				
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME	
2015 PROJECTS																
CURB GUTTER SIDEWALK																
5th & Menzies Ave, 2nd to 5th Street	CONSTRUCTION MAINTENANCE	RENEWAL	20,000	-			15,250	4,750	R2375			BL2539				20,000
TOTAL CURB GUTTER SIDEWALK			20,000	-	-	-	15,250	4,750	-	-	-	-	-	-	-	20,000
STORM DRAINAGE																
Woods Culvert & 4th Storm Rehabilitation Design is complete/CONSTRUCTION	CONSTRUCTION	RENEWAL / NEW SERVICE	75,000	38,798			36,202									75,000
Dogwood Storm (Drainage Complaint Repair) - DESIGN AND CONSTRUCTION	DESIGN / CONSTRUCTION	UPGRADE	45,000	45,000												45,000
Lerwick Road Storm Upgrade (Waters Place to North Outlet on VMP) - DESIGN/CONSTRUCT	DESIGN / CONSTRUCTION	UPGRADE	285,000	-										285,000	VIHA & BP Revenue	285,000
2915 Suffield Road Drainage Realignment - DESIGN AND CONSTRUCTION	DESIGN / CONSTRUCTION	UPGRADE/ COMPLAINT DRIVEN	100,000	100,000												100,000
Culvert Maintenance / Replacement (Various Locations) - Assessment, Design, Construction	PLANNING/ CONSTRUCTION	RENEWAL	150,000	150,000												150,000
Tsolum River Flood Protection Project (Study)	PLANNING	STUDY	40,000	7,755			32,245									40,000
STUDY / MODELING: Storm Management Plan (Upper Brooklyn Creek Tributary)	PLANNING	STUDY	76,000	13,344			44,606	18,050	D2375							76,000
STUDY - City Storm Study Full capacity review & DCC Project list update	PLANNING	STUDY	80,000	2,398			58,602	19,000	D2375							80,000
Woods Park Storm Outfall - DESIGN ONLY	PLANNING	RENEWAL	40,000	40,000												40,000
Culvert (Box) Replacement Arden (south) (ex Wood) - CONSTRUCTION MAINTENANCE	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	-			5,250	4,750	D4750							10,000
Morrison Cr Culvert @ 1st Street (Rehab) tied to Sewer Projects Repairs 1st St @Morrison CONSTRUCTION MAINTENANCE	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	-			10,000									10,000
TOTAL STORM DRAINAGE			911,000	397,295	-	-	186,905	41,800	-	-	-	-	-	285,000	-	911,000
PUBLIC WORKS YARD																
Oil Water Separator	PLANNING	RENEWAL	30,000	30,000												30,000
TOTAL PUBLIC WORKS YARD			30,000	30,000	-	-	-	-	-	-	-	-	-	-	-	30,000

PROJECT DESCRIPTION	2015 PROJECT WORKPLAN	ASSET MGMT CATEGORY	2015 PROPOSED	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL	
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS				OTHER REVENUE			
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME		
2015 PROJECTS																	
ROADS AND STREETS																	
Crown Isle - Lerwick Phase 2 (Uplands MHP to Malahat) 2014 DESIGN / 2015 CONSTRUCTION - widen road, lights	CONSTRUCTION	UPGRADE	970,000	451,305			38,320	230,375	D2375					250,000	Dev Contrib 005-11-4-055-0550-06541	970,000	
Waters Place - DESIGN/CONSTRUCT TO ROUGH GRADE ONLY	DESIGN / CONSTRUCTION	UPGRADE	220,000	-										220,000	HOSP BP Rev	220,000	
1st Street Slope - DESIGN/CONSTRUCTION	DESIGN / CONSTRUCTION	UPGRADE	150,000	150,000												150,000	
12th Street - Stewart Ave to Urquhart Ave Design/CONSTRUCT	DESIGN / CONSTRUCTION	RENEWAL	151,200	146,188			5,012									151,200	
Willemar at 26th St (17 to 26 STREET) - DESIGN ONLY (Surface/subsurface infrastructure)	PRELIMINARY DESIGN	RENEWAL	40,000	-	32,800	NW-ROAD RESERVE (Willemar/Viewland)		7,200	D2375							40,000	
10th St - Piercy to Willemar - DESIGN	PRELIMINARY DESIGN	RENEWAL	40,000	26,297			4,203	9,500	R2375							40,000	
15th Street west of Willemar Ave-DESIGN	PRELIMINARY DESIGN	RENEWAL	40,000	40,000												40,000	
Painting of 5th Street Bridge (PROJECT SCOPING & PERMITTING)	PRELIMINARY DESIGN	RENEWAL	25,000	-						25,000	BL2227					25,000	
CONCEPT DESIGN FOR 5 ROADS PROJECTS 2016 (13th Street - Willemar to Burgess; Cousins Ave - 20th to Willemar; 25th St (Grant Ave) - Kilpatrick to 23rd; 3rd St - England to Cliffe; 10 St E - Hobson to Thorpe)	CONCEPTUAL DESIGN	RENEWAL	40,000	40,000												40,000	
Cliffe and Anfield-DESIGN	PRELIMINARY DESIGN	UPGRADE	15,000	15,000												15,000	
TOTAL ROADS AND STREETS			1,691,200	868,790	32,800	-	47,535	247,075	-	25,000	-	-	-	470,000	-	1,691,200	
PAVING																	
England Ave - 10th-12th Str DESIGN/CONSTRUCT	DESIGN / CONSTRUCTION	RENEWAL	329,730	-	292,690	GAS TAX							37,040	BL2681		329,730	
2nd Street: Cliffe Ave to England Ave DESIGN/CONSTRUCT	DESIGN / CONSTRUCTION	RENEWAL	400,000	-	342,558	GAS TAX							57,442	BL2681		400,000	
Lerwick Road paving @ NIC to Hospital Site	DESIGN / CONSTRUCTION	UPGRADE	200,000	-										200,000	HOSP BP Rev	200,000	
Road Re-Surfacing Program	PLANNING/ CONSTRUCTION	MAINTENANCE	500,000	-	500,000	GAS TAX										500,000	
Piercy Avenue, 17th Street to 26th Street, includes road base 0.9km DESIGN	PRELIMINARY DESIGN	RENEWAL	40,000	-			9,500	R2375					30,500	BL2681		40,000	
Parking Lot resurface-Duncan/4th Study for re-design	DESIGN CONCEPT	RENEWAL	15,000	-			15,000									15,000	
TOTAL PAVING			1,484,730	-	1,135,248	-	15,000	9,500	-	-	-	-	124,982	-	200,000	-	1,484,730

PROJECT DESCRIPTION	2015 PROJECT WORKPLAN	ASSET MGMT CATEGORY	2015 PROPOSED	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL	
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS				OTHER REVENUE			
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME		
2015 PROJECTS																	
TRAFFIC SIGNALS AND CONTROLS																	
Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1	CONSTRUCT (ANNUAL)	RENEWAL	20,000	20,000													20,000
Bus Shelters Construction - Carry Forward and complete 2014 projects	CONSTRUCT	NEW SERVICE	22,666	-										22,666	UNEXPENDED FUNDS		22,666
Traffic Signal - Uninterrupted Power Supply (2)	CONSTRUCT (ANNUAL)	RENEWAL	36,000	14,906			21,094										36,000
Fitzgerald Ave Cycle Improvements	CONSTRUCTION MAINTENANCE	NEW SERVICE	10,000	-	10,000	NW-GAS TAX											10,000
TOTAL TRAFFIC SIGNALS AND CONTROLS			88,666	34,906	10,000	-	21,094	-	-	-	-	-	-	22,666	-	-	88,666
TOTAL 2015			4,225,596	1,330,991	1,178,048	-	285,784	303,125		25,000		124,982	-	977,666	-	-	4,225,596

PROJECT DESCRIPTION	PROJECT WORKPLAN	ASSET MGMT CATEGORY	2016 BUDGET	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS				OTHER REVENUE		
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME	
2016 PROJECTS																
STORM DRAINAGE																
Woods Culvert & 4th Storm Rehabilitation Design is complete	CONSTRUCT	RENEWAL / NEW SERVICE	5,000	5,000												5,000
Woods Culvert Outfall	CONSTRUCT	RENEWAL	250,000	250,000												250,000
Gatehouse Ditch	CONSTRUCT	UPGRADE	100,000	100,000												100,000
Lane between 5th & 6th from Duncan to England	CONSTRUCT	RENEWAL	175,000	120,000							55,000	BL 2681				175,000
Cliffe Avenue (10TH TO 11 TH STRETS) - DESIGN ONLY	PLANNING	RENEWAL	50,000	50,000												50,000
3rd Street Outfall to Courtenay River	PLANNING	RENEWAL	50,000	50,000												50,000
13th Street - Fitzgerald Ave to England Ave Ph 2 - Design/Construct	PLANNING	RENEWAL	200,000	160,716						39,284	BL 2539					200,000
Dogwood Storm	CONSTRUCTION MAINTENANCE	NEW SERVICE	5,000	5,000												5,000
2915 Suffield Road Drainage re-alignment	CONSTRUCTION MAINTENANCE	UPGRADE	5,000	5,000												5,000
TOTAL STORM DRAINAGE			840,000	745,716	-	-	-	-	-	39,284	-	55,000	-	-	-	840,000
ROADS AND STREETS																
3rd St - England to Cliffe	CONSTRUCT	RENEWAL	720,000	20,000	700,000	GAS TAX										720,000
Lerwick N/S of Cummings	PRELIMINARY DESIGN	UPGRADE	20,000	20,000												20,000
10th St - Piercy to Willemar	PRELIMINARY DESIGN	RENEWAL	940,000	66,750					223,250	R2375				650,000	NEW DEBT	940,000
15th Street west of Willemar Ave-CONSTRUCT	PRELIMINARY DESIGN	RENEWAL	270,000	173,075	32,800	NW-ROAD RESERVE	Les	64,125	R2375							270,000
Painting of 5th Street Bridge	DETAILED DESIGN	RENEWAL	50,000	-							50,000	BL2227				50,000
13th Street - Willemar to Burgess DESIGN 2016 CONSTRUCT 2017	DESIGN	RENEWAL	50,000	50,000												50,000

PROJECT DESCRIPTION	PROJECT WORKPLAN	ASSET MGMT CATEGORY	2016 BUDGET	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS			OTHER REVENUE			
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME	
2016 PROJECTS																
Cousins Ave - 20th to Willemar DESIGN 2016 CONSTRUCT 2017	DESIGN	RENEWAL	50,000	50,000												50,000
25th St (Grant Ave) - Killpatrick to 23rd DESIGN 2016 CONSTRUCT 2017	DESIGN	RENEWAL	40,000	40,000												40,000
10 St E - Hobson to Thorpe DESIGN 2016 CONSTRUCT 2017	DESIGN	RENEWAL	65,000	65,000												65,000
Traffic Median Extension Cliffe Ave North of Anfield	PLANNING	UPGRADE	40,000	-	40,000	Road Reserve										40,000
Fitzgerald Avenue , 17th Street Intersection Upgrade - Design Only	CONCEPT DESIGN	RENEWAL/UPGRADE	15,000	7,875				7,125	R4750							15,000
Waters PI - CONSTRUCT	PRELIMINARY DESIGN	UPGRADE	300,000	-									300,000	HOSP BP REV		300,000
Arderton Ave. Reconstruct Phase 2 (includes CG502) (ON HOLD Pending KFN discussions)	CONCEPT DESIGN	RENEW/UPGRADE	25,000	1				5,938	R2375				19,062	Unexpended Dev		25,000
Cliffe Ave. 1st Street to 3rd St - Design (ON HOLD Pending KFN discussions)	CONCEPT DESIGN	RENEW/UPGRADE	20,000	15,250				4,750	R2375							20,000
10th St - Piercy to Willemar	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	7,625				2,375	R2375							10,000
12th Street - Stewart Ave to Urquhart Ave Design	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	10,000												10,000
1st Street Slope	CONSTRUCTION MAINTENANCE	UPGRADE	5,000	5,000												5,000
Crown Isle - Lenwick Phase 2 (Uplands MHP to Malahat) 2014 Design only	CONSTRUCTION MAINTENANCE	UPGRADE	10,000	-				2,375	D2375				7,625	Dev Contrib 005-11-4-055-0550-06541		10,000
TOTAL ROADS AND STREETS			2,640,000	530,576	772,800			309,938		50,000			976,687			2,640,000
PAVING																
Piercy Avenue, 17th Street to 26th Street, includes road base 0.9km DESIGN/CONSTRUCT	CONSTRUCT	RENEWAL	2,385,000	2,746				566,438	R2375			165,816	8L2681	1,650,000	NEW DEBT	2,385,000
Parking Lot resurface-Duncan/4th Study for re-design	DETAILED DESIGN & CONSTRUCTION	RENEWAL	100,000	100,000												100,000
Majestic Dr, York Place and adjacent streets re & re asphalt bleeding 2016 Design and Construct	DETAILED DESIGN	RENEWAL	150,000	150,000												150,000
Road Re-Surfacing Program	PLANNING	MAINTENANCE	500,000	-	500,000	GAS TAX										500,000
Paving Projects - contingency provision	PLANNING	RENEWAL	150,000	-	150,000	GAS TAX										150,000

PROJECT DESCRIPTION	PROJECT WORKPLAN	ASSET MGMT CATEGORY	2016 BUDGET	BUDGETED SOURCE OF CAPITAL FUNDS													TOTAL
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS			OTHER REVENUE				
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME		
2016 PROJECTS																	
Sheraton 1/2 Road at Hawk	PRELIMINARY DESIGN	RENEWAL	20,000	4,427							15,573	BL 2539				20,000	
26th Street - Cliffe to Fitzgerald	PRELIMINARY DESIGN	RENEWAL	45,000	62								44,938	BL 2681			45,000	
England Ave - 10th-12th Str	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	10,000									BL2681			10,000	
2nd Street: Cliffe Ave to England Ave	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	10,000									BL2681			10,000	
TOTAL PAVING			3,370,000	277,235	650,000	-	-	566,438	-	15,573	-	210,754	-	1,650,000	-	3,370,000	
TRAFFIC SIGNALS AND CONTROLS																	
Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1	CONSTRUCT (ANNUAL)	RENEWAL	20,000	20,000	-											20,000	
Traffic Signal - Uninterrupted Power Supply (2)	CONSTRUCT (ANNUAL)	RENEWAL	36,000	36,000	-											36,000	
TOTAL TRAFFIC SIGNALS AND CONTROLS			56,000	56,000	0	0	0	0	0	0	0	0	0	0	0	56,000	
TOTAL 2016			6,906,000	1,609,527	1,422,800	-	-	876,376	-	104,857	-	265,754	-	2,626,687	-	6,906,000	

PROJECT DESCRIPTION	PROJECT WORKPLAN	ASSET MGMT CATEGORY	2017 BUDGET	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL
				GENERAL	RESERVE FUNDS		GOV'T	DCC RESERVE		DEBT PROCEEDS				OTHER REVENUE		
				REVENUE	AMOUNT	NAME	GRANT	AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME	
2017 PROJECTS																
CURB GUTTER SIDEWALK																
Willemar Ave, 21st to 26th	CONSTRUCT	RENEWAL	10,000	7,625				2,375	R2375							10,000
Willemar Ave - 17th to 26th	CONSTRUCT	RENEWAL	10,000	10,000												10,000
TOTAL CURB GUTTER SIDEWALK			20,000	17,625	-	-	-	2,375	-	-	-	-	-	-	-	20,000
STORM DRAINAGE																
Gatehouse Ditch	PRELIMINARY DESIGN	UPGRADE	10,000	10,000												10,000
Cliffe Avenue (10TH TO 11 TH STREET) - CONSTRUCTION	CONSTRUCT	RENEWAL	250,000	250,000												250,000
3rd Street Outfall to Courtenay River	DESIGN	RENEWAL	10,000	10,000												10,000
Lane between 5th & 6th from Duncan to England	DESIGN	RENEWAL	10,000	-							10,000	BL 2681				10,000
13th Street - Fitzgerald Ave to England Ave Ph 2 - Design/Construct	DESIGN	RENEWAL	10,000	10,000												10,000
Willemar Ave - 17th to 26th	CONSTRUCT	RENEWAL	1,650,000	-										1,650,000	NEW DEBT	1,650,000
Woods Culvert Outfall	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	10,000												10,000
TOTAL STORM DRAINAGE			1,950,000	290,000	-	-	-	-	-	-	10,000	-	-	1,650,000	-	1,950,000
ROADS AND STREETS																
Willemar at 26th St	CONSTRUCT	RENEWAL	10,000	7,625				2,375	D2375							10,000
13th Street - Willemar to Burgess DESIGN 2016 CONSTRUCT 2017	CONSTRUCT	RENEWAL	1,035,000	-									1,035,000	NEW DEBT		1,035,000
Willemar at 26th St DESIGN 2015/2016; CONSTRUCT 2017	CONSTRUCT	RENEWAL	1,415,000	-									1,415,000	NEW DEBT		1,415,000
Cousins Ave - 20th to Willemar DESIGN 2016 CONSTRUCT 2017	CONSTRUCT	RENEWAL	2,450,000	-									2,450,000	NEW DEBT		2,450,000
25th St (Grant Ave) - Kilpatrick to 23rd DESIGN 2016 CONSTRUCT 2017	CONSTRUCT	RENEWAL	750,000	-									750,000	NEW DEBT		750,000
10 St E - Hobson to Thorpe DESIGN 2016 CONSTRUCT 2017	CONSTRUCT	RENEWAL	800,000	-									800,000	NEW DEBT		800,000
15th Street west of Willemar Ave	CONSTRUCTION MAINTENANCE	RENEWAL	10,000	10,000												10,000

PROJECT DESCRIPTION	PROJECT WORKPLAN	ASSET MGMT CATEGORY	2017 BUDGET	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL
				GENERAL	RESERVE FUNDS		GOV'T	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE				
				REVENUE	AMOUNT	NAME	GRANT	AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME	
				2017 PROJECTS												
Painting of 5th Street Bridge	CONSTRUCT	RENEWAL	2,500,000	483,636			1,666,667	2/3 GRANT			349,697	BL2227				2,500,000
Traffic Median Extension Cliffe Ave North of Anfield	DESIGN	UPGRADE	5,000	5,000												5,000
Fitzgerald Avenue , 17th Street Intersection Upgrade - Design Only	DETAIL DESIGN	UPGRADE	200,000	105,000				95,000	R4750							200,000
13th Street - Willemar to Burgess	PRELIMINARY DESIGN	RENEWAL	10,000	10,000												10,000
Cousins Ave - 20th to Willemar	PRELIMINARY DESIGN	RENEWAL	10,000	10,000												10,000
25th St (Grant Ave) - Kilpatrick to 23rd	PRELIMINARY DESIGN	RENEWAL	10,000	10,000												10,000
3rd St - England to Cliffe	PRELIMINARY DESIGN	RENEWAL	10,000	10,000												10,000
10 St E - Hobson to Thorpe	PRELIMINARY DESIGN	RENEWAL	10,000	10,000												10,000
Lerwick N/S of Cummings	DESIGN/ CONSTRUCT	UPGRADE	400,000	400,000												400,000
TOTAL ROADS AND STREETS			9,625,000	1,061,261	-	-	1,666,667	97,375	-	349,697	-	-	-	6,450,000	-	9,625,000
PAVING																
Parking Lot resurface-Duncan/4th PATCHING completed in 2014, review project in 2017	DESIGN	RENEWAL	10,000	10,000												10,000
Piercy Avenue, 17th Street to 26th Street, includes road base 0.9km DESIGN	CONSTRUCTION MAINTENANCE	RENEWAL	20,000	-				4,750	R2375		15,250	BL2681				20,000
TOTAL PAVING			30,000	10,000	0	0	0	4,750	0	0	15,250	0	0	0	0	30,000
TRAFFIC SIGNALS AND CONTROLS																
Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1	CONSTRUCT (ANNUAL)	RENEWAL	20,000	20,000	-											20,000
Traffic Signal - Uninterrupted Power Supply (2)	CONSTRUCT (ANNUAL)	RENEWAL	36,000	36,000	-											36,000
Pedestrian signals - location to be determined (reuse Ped signals from Lerwick/Mission)	CONSTRUCT	RENEWAL	25,000	25,000	-											25,000
TOTAL TRAFFIC SIGNALS AND CONTROLS			81,000	81,000	0	0	0	0	0	0	0	0	0	0	0	81,000
TOTAL 2017			11,706,000	1,459,886	-	-	1,666,667	104,500	-	349,697	-	25,250	-	8,100,000	-	11,706,000

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2018 PROV	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE				
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME	
				2018 PROJECTS												
CURB GUTTER SIDEWALK																
TOTAL CURB GUTTER SIDEWALK																
STORM DRAINAGE																
TOTAL STORM DRAINAGE																
PUBLIC WORKS YARD																
TOTAL PUBLIC WORKS YARD																
ROADS AND STREETS																
TOTAL ROADS AND STREETS																
PAVING																
TOTAL PAVING				0	0	0	0	0	0	0	0	0	0	0	0	0
TRAFFIC SIGNALS AND CONTROLS																
Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1	CONSTRUCT (ANNUAL)	RENEWAL	20,000	20,000	-											20,000
Traffic Signal - Uninterrupted Power Supply (2)	CONSTRUCT (ANNUAL)	RENEWAL	36,000	36,000	-											36,000
Pedestrian signals - location to be determined (reuse Ped signals from Lerwick/Mission)	CONSTRUCT (ANNUAL)	RENEWAL	25,000	25,000	-											25,000
TOTAL TRAFFIC SIGNALS AND CONTROLS			81,000	81,000	0	0	0	0	0	0	0	0	0	0	0	81,000
TOTAL 2018			81,000	81,000	-	-	-	-	-	-	-	-	-	-	-	81,000

PROJECT DESCRIPTION	PROJECT STATUS	ASSET MGMT CATEGORY	2019 PROV	BUDGETED SOURCE OF CAPITAL FUNDS												TOTAL	
				GENERAL	RESERVE FUNDS		RSV for FE	DCC RESERVE		DEBT PROCEEDS		OTHER REVENUE					
				REVENUE	AMOUNT	NAME		AMOUNT	%	AMOUNT	BYLAW NO	AMOUNT	BYLAW NO	AMOUNT	NAME		
2019 PROJECTS																	
CURB GUTTER SIDEWALK																	
TOTAL CURB GUTTER SIDEWALK				-	-	-	-	-	-	-	-	-	-	-	-	-	-
STORM DRAINAGE																	
TOTAL STORM DRAINAGE				-	-	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC WORKS YARD																	
TOTAL PUBLIC WORKS YARD				-	-	-	-	-	-	-	-	-	-	-	-	-	-
ROADS AND STREETS																	
TOTAL ROADS AND STREETS				-	-	-	-	-	-	-	-	-	-	-	-	-	-
PAVING																	
TOTAL PAVING				0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRAFFIC SIGNALS AND CONTROLS																	
Audible Pedestrian Crossings - 2 @ 8,000 ea - Ph 1	CONSTRUCT (ANNUAL)	RENEWAL	20,000	20,000	-												20,000
Traffic Signal - Uninterrupted Power Supply (2)	CONSTRUCT (ANNUAL)	RENEWAL	36,000	36,000	-												36,000
Pedestrian signals - location to be determined (reuse Ped signals from Lerwick/Mission)	CONSTRUCT (ANNUAL)	RENEWAL	25,000	25,000	-												25,000
TOTAL TRAFFIC SIGNALS AND CONTROLS			81,000	81,000	0	0	0	0	0	0	0	0	0	0	0	0	81,000
TOTAL 2019			81,000	81,000	-	-	-	-	-	-	-	-	-	-	-	-	81,000



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: East Courtenay Satellite Fire Hall

File No.: 760-20
Date: February 4, 2015

PURPOSE:

The purpose of this report is to request Council approval of 2015 budget funds to carry out detailed design and costing for the East Courtenay Satellite Fire Hall project, and to provide Council with background information to inform Council's consideration of the request.

EXECUTIVE SUMMARY:

On May 20, 2014, Council voted unanimously to proceed with a new satellite fire hall and training ground in East Courtenay. For most immediate action, Council approved phasing the project, with Phase 1 being to proceed with the design and construction of the training ground without delay in 2014 to be ready for service in early 2015. The construction of the training grounds is currently underway and completion and commissioning are anticipated in May 2015.

Specific to Phase 2-Satellite Fire Hall, Council passed the following recommendation on May 20, 2014: *"That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017"*.

To enable staff to proceed with Council's resolution, a budget provision of \$150,000 has been included in the proposed 2015 General Capital Budget to enable staff to complete the design/costing documentation for the fire hall. The building design and costing to a Class C Level will provide Council with the information necessary to further consider construction of the satellite fire hall building.

CAO RECOMMENDATIONS:

That based on the February 4, 2015 staff report "East Courtenay Satellite Fire Hall" Council approve OPTION 1 as follows:

1. That Council approves \$150,000 in capital funds to carry out the Design/Costing phase for the East Courtenay Fire Hall Project; and
2. That Council direct staff to include these funds in the 2015-2019 General Capital Financial Plan.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At their regular meeting held May 20, 2014, Council unanimously adopted the following resolutions:

Moved by Winchester and seconded by Anglin that based on the May 20, 2014 staff report “East Courtenay Satellite Fire Hall/Training Centre Project Review Committee – Report and Recommendations” Council approves OPTION 1 in regards to approval of the following Committee recommendations:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City’s firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*
4. *That the Council approves Phasing Option 1 – CFD Fire Training Ground Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017; and*
6. *That staff prepare a public communication plan for the East Courtenay Satellite Fire Hall/Training Centre Project.*

DISCUSSION:

This report addresses Council Resolution #5, which is “that subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017”.

In keeping with the first portion of Council Resolution #5 – to proceed with the design and cost review of the East Courtenay Fire Hall, budget funds in the amount of \$150,000 are required to authorize staff to work with the architect and complete the Design/Costing documentation. Costing would be provided to a Class C level. This level of information is considered to be the minimum required to inform both Council and the public on project scope and cost, and to enable Council in making an informed decision regarding construction. The following project phasing is anticipated:

TABLE 1 – EAST COURTENAY SATELLITE FIRE HALL, PROJECT PHASING

PHASE	CAPITAL BUDGET REQUIRED	CONDITIONS
Phase 1 – 2015 DESIGN/COSTING	<ul style="list-style-type: none"> • Development of Schematic Design and Costing, \$150,000 • Return information to Council for further review/decision • On Council approval, begin public consultation and borrowing process 	<ul style="list-style-type: none"> • Council Approval • Loan authorization bylaw • Approval of the Municipal Inspector • Elector approval
Phase 2 – 2016 CONSTRUCTION	<ul style="list-style-type: none"> • Estimated cost of construction based on the 2012 Class D costing, plus the Municipal Finance authority financing costs 1,423 m2 @ \$3,814 m2 = \$5,500,000 	<ul style="list-style-type: none"> • Class D costing must be refined to a more reliable Class C Level to better inform the decision and the borrowing required

Attached for Council's reference, and to inform discussion, are the following background documents:

1. Staff Report to Council, May 20, 2014: East Courtenay Fire Hall/Training Centre Project Review Committee – Report and Recommendations.
2. East Courtenay Fire Service Review – Frequently Asked Questions

Two studies were commissioned by the Project Review Committee (a Select Committee of Council). As the final reports are lengthy, they have not been reprinted as attachments to this report. These reports are located on the City's website at the following links:

(1) Firewise Consulting:

<http://www.courtenay.ca/assets/Departments/Firehall/east%20courtenay%20fire%20dept%20project%20final%2013%20may%202014.pdf>

(2) Fire Underwriters Survey:

<http://www.courtenay.ca/assets/Departments/Firehall/fus%20city%20of%20courtenay%20final%20report%20public%2020140417.pdf>

FINANCIAL IMPLICATIONS:

A 2015 capital budget provision in the amount of \$150,000 is required as funding to carry out Phase 1 - Design/Costing for the proposed fire hall. The results of this phase would provide Council and the public with more complete information in regards to the building design and Class C level costing of the project, and will inform a construction decision.

With the information known at this time, Phase 2 – the construction phase of the project, is anticipated to be in the range of \$5.5 million dollars (Class D costing). Funding for construction would need to be sourced from new borrowing.

ADMINISTRATIVE IMPLICATIONS:

Staff resources will need to be committed to carrying out the works approved. It is currently estimated to take 40 staff hours to complete Phase 1.

STRATEGIC PLAN REFERENCE:

2012-2014 Strategic Plan

Ensure protective services meet community needs. Create a combined emergency services building in East Courtenay for Fire Department, Ambulance, CV Ground Search and Rescue, and Comox Valley Emergency Program.

Action:

- (1) Staff and the firm of Fletcher Pettis Consultants Ltd reported to Council in June 2012, and Council was provided with a copy of the project definition report. Council was provided with further reports and recommendations from the Select Committee of Council*
- (2) Select Committee report and recommendations to Council on May 20, 2014.*

Sept 2013: Strategic Corporate Priorities:

The East Courtenay Fire Service: Analysis Report to Council is Council's #3 Strategic Priority.

Action:

(1) Select Committee report and recommendations to Council on May 20, 2014.

May 20, 2014 Council resolution:

That subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.

Action:

(1) Staff Report to Council February 4, 2015, recommendation to include funds in the 2015 General Capital Budget to proceed with design and costing of the satellite firehall.

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.3 Fire and Rescue

To improve firefighting capacity, consideration will be given to the development of a fire hall on the eastern side of the City.

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 7: Public Health and Safety

The regional district operates five volunteer fire departments and has working arrangements with member municipalities and improvement districts within the regional district to provide fire service. The location of new developments and provisions of services should be considered in the location of new developments.

Supporting Policy #7C-2

Support coordinated efforts to identify and eliminate fire service gaps in the region.

CITIZEN/PUBLIC ENGAGEMENT:

Prior to the construction phase the public must be consulted and must approve borrowing for the project. Under the IAP2 Spectrum of Public Participation Standard, this element of public participation requires that the City engage with the public at the "Empower" level, meaning that the public makes the final choice on the project vis a vis the borrowing decision.

Staff will also engage with the immediate neighbourhood to determine potential sound attenuation needs and include identified sound attenuation solutions. Under the IAP2 Spectrum of Public Participation, this element of public participation will be carried out at the Consult level, which means that the City will keep the neighbourhood informed, listen to and acknowledge concerns, and provide feedback as to how their input influenced the attenuation solutions decisions.

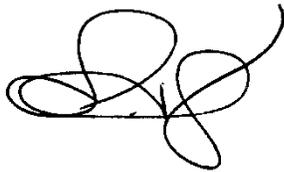
OPTIONS:

OPTION 1: That Council approves \$150,000 in capital funds to carry out the Design/Costing phase for the East Courtenay Fire Hall Project, and that Council directs staff to include these funds in the 2015-2019 General Capital Financial Plan.

(RECOMMENDED)

OPTION 2: That Council does not approve carry out the Design/Costing for the East Courtenay Fire Hall Project.

Prepared by:



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

Attachment:

1. May 20, 2014 Staff Report to Council – East Courtenay Fire Hall/Training Centre Project Review Committee-Report and Recommendations
2. East Courtenay Fire Service Review – Frequently Asked Questions



STAFF REPORT

To: Council

File No.: 760-20

From: Chief Administrative Officer

Date: May 20, 2014

Subject: East Courtenay Fire Hall/Training Centre Project Review Committee – Report and Recommendations

PURPOSE:

The purpose of this report is to provide Council with a report on the work undertaken by the East Courtenay Firehall/Training Centre Project Review Committee, and with the Committee's resulting recommendations for Council consideration.

POLICY ANALYSIS:

The East Courtenay Firehall/Training Centre Project Review Committee was established by Council in November 2012 with a mandate to review the proposed construction of a satellite fire hall and training grounds in East Courtenay.

EXECUTIVE SUMMARY:

Over the past year and a half, the Select Committee of Council has actively reviewed the proposed East Courtenay Fire Hall and Training Centre project proposal. To date, the Committee has completed Objectives 1 through 7 of the Committee's Terms of Reference, and has now directed staff to prepare a report to Council detailing the Committee's work accomplished to date, along with their recommendations to Council for Council consideration.

CAO RECOMMENDATIONS:

That based on the May 20, 2014 staff report "East Courtenay Satellite Fire Hall/Training Centre Project Review Committee – Report and Recommendations" Council approves OPTION 1 in regards to approval of the following Committee recommendations:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*
4. *That the Council approves Phasing Option 1 – CFD Fire Training Ground Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and finally*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.*

Respectfully submitted,

A handwritten signature in black ink that reads "David Allen". The signature is written in a cursive, flowing style.

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

FOR REFERENCE ONLY

BACKGROUND:

In June of 2012, the proposed East Courtenay Firehall and Training Centre Project was presented to Council along with the February 2012 Project Definition Report prepared by Fletcher Pettis Consultants Ltd. At that time, the proposed scope of the project included space for the Comox Valley Ground Search and Rescue and the Comox Valley Emergency Program organizations, both of whom had expressed interest for inclusion in the proposed facility during the initial consultation phase.

Subsequent to discussion, Council passed the following resolution:

“That Council approves proceeding with the design and construction of the East Courtenay Fire Hall/Training Centre with the training centre to be completed by the end of fiscal year 2014, and completion of the fire hall to be by the end of fiscal year 2015; and

That Council approves meeting with representatives of the Comox Valley Emergency Program and the Comox Valley Ground Search and Rescue to ascertain whether these functions will be part of the space requirements of the new facility.”

Carried

While Council was supportive, subsequent commentary from the public and neighbouring communities indicated that Council needed further time to review and assess the project and the need for the project scope as proposed. To that end, and in November 2012, Council established the East Courtenay Fire Hall/Training Centre Project Review Committee and appointed Councillors Ambler, Anglin, Theos to sit on the committee along with staff representatives Fire Chief Bardonnet and Director of Financial Services Manthey.

The Committee’s Terms of Reference mandated them to review and provide Council with input on the following:

1. Location of the second fire hall/training centre facility
2. Review of the proposed East Fire Hall/Training Centre Project
3. Review of fire halls and/or training centres in other similar communities
4. Compatible uses to be considered for inclusion in the fire hall facility – ie. fire response, training centre, emergency program, search and rescue, ambulance service.
5. Opportunities for interface with neighbouring responders
6. Financial considerations
7. Development of construction timelines

DISCUSSION:

Since establishment in November 2012, the Select Committee has reviewed information, undertaken site visits, engaged with the Town of Comox, and has solicited two independent consultant reports to assist in their review and assessment of the project.

The Committee has now completed their review of the project and is prepared to provide its input and recommendations for consideration by Council.

Report on Committee Work

Specifically the Committee has completed the following:

- 1) Review of detailed information on the Courtenay Fire Department and areas serviced by the fire department including the structure of the department, duties and services performed, service areas and population, mutual aid agreements, and response levels and times. It was noted that while the department/City has not adopted the NFPA1720 standard, we do use the nine minute total response time as a department guideline.
- 2) Review of the historic growth patterns and planning for emergency services in the City:
 - Twenty years ago, North Island College was just starting construction, and Lerwick Road did not connect through to the Town of Comox.
 - Twenty years ago, only the 5th street bridge existed. The 17th Street bridge was added by the Province, however there are still delays in crossing the river. 17th bridge has 30,000-35,000 crossings per day, and 5th street bridge has 10,000-15,000 crossings per day.
 - Population of the City has doubled in the past twenty years – with most growth occurring in East Courtenay.
 - Commercial build out in East Courtenay including Home Depot, Costco, Thrifty's, North Island College and the new Regional Hospital to be constructed in the coming years.
 - The City's mapping identifies transportation corridor and emergency services planning. The Ryan/Lerwick Corridor has been identified as the location for future emergency services facilities.
 - Growth in South Courtenay and the Arden corridor continues to grow and places increased demands on the Courtenay Fire Department.
- 3) Review of the proposed Waters Place site for an East Courtenay Fire Hall.
 - When Lerwick Road was built out and connected to the Town of Comox, the City re-evaluated the suitability of land owned at Idiens/Lerwick for use in providing fire response to East Courtenay.
 - The decision then made was that the more effective fire services location would be in the vicinity of Ryan Road and Lerwick Road.
 - The City then sold the Idiens property and purchased the land currently owned on Waters Road immediately off of Lerwick Road.
- 4) Review of an alternate site for an East Courtenay Fire Hall
 - Four alternate sites were reviewed, and detailed consideration was given to a site along Ryan Road and the future intersection of Mission Road as a possible alternative site for a future fire hall.
 - However, both the Fire Underwriters Survey Report and the FireWise Consulting Ltd report found that the Waters Road site provided a better location for a fire hall and emergency response than the alternate Ryan Road site for the following reasons:
 - Most cost effective site for taxpayers.
 - Zoning is correct.
 - Service response and capacity achieved a better grade using the Waters Place site for fire response.
 - The VIHA traffic study had taken into consideration the traffic movements to allow for a fire station at Waters Place
 - Potential noise concerns relating to the operation of a fire hall and training ground at Waters site are mitigated on three sides and approximately half of the fourth side by commercial/institutional development. The Committee felt that potential impact on residential from the north east corner of the property could effectively be mitigated through sound attenuation landscaping and sound barriers.

5) Meeting with Mayor Ives, CAO Kanigan, and Fire Chief Schreiner from the Town of Comox to investigate:

- i. Usage of the Comox Volunteer Department for East Courtenay fire response to East Courtenay
 - The Town of Comox offer of service to the City of Courtenay is based on “Automatic Aid” – a system where both departments are simultaneously dispatched to a call. Once Courtenay Fire Department arrived on site, Comox Fire-Rescue would return to base, if not further needed at the site.
 - Comox Fire-Rescue has indicated that assured Monday-Friday daytime volunteer response would be more challenging to provide. Most of their volunteers are more available overnight and weekends.

Committee Observations:

- Review of the “nine minute” target response circle indicates that Comox Fire-Rescue could only reach a portion of south-east section of East Courtenay properties in advance of the Courtenay Fire Department. This would not provide a 100% solution for East Courtenay fire response at the targeted response time.
 - The Automatic Aid service would not be free - billing for each response from the Town of Comox would be calculated based on the department time consumed, equipment used, and number of crew deployed.
- ii. Usage of the Comox Fire-Rescue Training Centre to meeting the 100% of the training needs for the Courtenay Fire Department volunteers.
 - The Committee toured the Comox Fire Rescue Training Centre on July 8, 2013
 - The Comox facility was started in 1998, and has developed into a regional training facility
 - The Comox facility contains a live fire building, a five story tower building, a three story tower building, a cold smoke search building/fitness centre, and a pumper test pit.
 - Training courses provided include skills based training: “fire attack classes”, hazmat operations course, START (Survival Training and Rescue Techniques) program.
 - The facility provides courses/programs required for certifying firefighters to NFPA 1001 Standard
 - The facility provides Justice Institute of BC certified courses, and has a contract with JIBC to deliver these courses.
 - Construction of an auto extrication pit is planned

Committee Observations:

- The Courtenay Fire Department uses the Comox Training Facility for “skills based” live fire and hazmat training, and this would continue.
- The proposed Courtenay “scenario based training grounds” would not compete with the Comox Training Centre, it would offer training complementary to the skill based training as well as offer officer level training not available at the Comox centre.
- The proposed training grounds in East Courtenay would provide “scenario based” training courses for complex multiple crews and equipment scenarios.
- The Comox Training Facility is compact, and within the area, space can be an issue.

6) Review of the proposed East Courtenay Training Grounds and the Courtenay Fire Department need for scenario based training

- Top priority for volunteer fire departments and retention of volunteers, is ensuring that sufficient realistic scenario training can be provided.
- The Comox Fire training centre is used for live fire and hazmat training, and Courtenay will still use that facility for these two training categories.
- The Comox site does have challenges and is restrictive in how many of volunteers can attend at one time. In addition, for Courtenay Fire Department response planning, we need to be careful how many volunteers we send out of town at any one time.
- To maintain a volunteer fire department, a significant future challenge will be to create the correct, appropriate and sufficient capacity to provide all of the training required. Courtenay Fire Department's Tuesday night training provides only 72 hours of total training in a calendar year. That, along with the retirements of the skilled/experienced long-service fire fighters who are retiring, is creating a future training gap and risk to the department.
- *Simulated real-scenario training*, such as that proposed for the East Courtenay training centre, will be necessary in meeting future training requirements and training capacity, both for volunteers and for fire officer training.
- Courtenay has very few simulator/scenario based training opportunities – most training is “skills” based, such as that provided at the Comox Training Centre.

Committee Observations:

- Courtenay Fire Chief Bardonnex confirms that, in his view, the proposed training grounds should be prioritized ahead of the construction of a satellite fire hall.
- Ultimately this is about saving “firefighter” lives – volunteers need enough training to get home safely.

7) Review of Compatible Uses to be considered for inclusion in the Fire Hall Facility

- i. Other organizations reviewed included the Comox Valley Emergency Program, BC Ambulance, and Ground Search and Rescue.
- ii. These organizations have indicated they do not wish to be included in planning for a satellite fire hall.

The scope and cost of the project has been now reduced to exclude space for these two organizations.

8) Engagement of Independent Consultants

A. Opta Information Intelligence, Municipal Consulting Services

Purpose: To prepare a Fire Underwriters Survey Report and rate fire protection service for the areas protected by the Courtenay Fire Department.

The Committee noted that the Fire Underwriters Survey is an extremely technical 209 page report, and is primarily written for the use of the insurance industry in establishing insurance premiums for an area. Attached to this report are the Executive Summary and the sixteen recommendations contained in the Courtenay Fire Insurance Grade Update Report.

Of note in this report are the following:

- a) The addition of a second fire station within the City of Courtenay and with its current fire apparatus fleet would result in an improvement for first due engine response to properties in the eastern portion of the City. Additional credit can be received for fire insurance purposes if a second fire station was built in the City of Courtenay [Recommendation 8.2-4].

- b) Recommendation 8.2-9 Improve Training Facilities: The City of Courtenay is encouraged to develop training facilities and props within its municipality that will allow the Courtenay Fire Department to train to realistic scenarios that would be expected within their municipality.
 - (1) The Courtenay Fire Department does not have adequate props and facilities for training within its municipality to provide realistic fire fighting training. The Courtenay Fire Department utilizes Live Fire Training facilities in the Town of Comox and credit was achieved for use of the facility. However, the following props and facilities were not available within Courtenay to the Courtenay Fire Department:
 - (a) Smoke facilities and alternative for protective Breathing Apparatus Training
 - (b) Wet Drill facilities
 - (c) Pumper test facilities
 - (d) Flammable liquid fire facilities
 - (2) Ideally for fire insurance grading purposes, training props and facilities should be located within the municipality of the fire department.
- c) The survey details a total of 16 recommendations for improvement of the overall level of public fire protection as well as fire insurance grading classifications.
- d) An improved municipal fire insurance grading classification benefits private residential and commercial through lower insurance premiums as a result of the related improvements to a community's ability to deliver effective fire protection services.

B. FireWise Consulting Ltd

Purpose: To review and assess all documentation and information compiled to date, and provide the Committee with a report on their findings as well as their independent recommendations for action.

The 46 page report prepared by FireWise Consulting Ltd is attached for Council information, and makes the following recommendations:

Recommendation:

5.0.1 That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council.

Recommendation:

7.1.1 That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs.

Recommendation:

7.3.1 That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training programs.

Recommendation

12.0.1 That the City of Courtenay construct a satellite fire hall on the Waters Place property as per Council Resolution of June 11, 2012 with a target in service date of 2017.

Phasing Option 1 – CFD Fire Training Ground: Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015.

Phasing Option 2 – East Courtenay Fire Hall: The East Courtenay Fire Hall planning to start in 2015 and built in 2016 ready for service for early 2017.

The FireWise consultants emphasized that there is a definite need for the proposed training grounds and satellite fire hall in East Courtenay. They stressed that an increased risk for fire events will exist during the construction phase of the new hospital. Additionally, with East and West Courtenay response limited by two bridge crossings, and with the population and growth in East Courtenay now exceeding that of West Courtenay, their opinion was that the proposed projects should proceed sooner rather than later.

Committee Recommendations

At their meeting of May 12th, 2014, the Committee reviewed the report from FireWise Consulting Ltd and have approved the following recommendations to be brought forward for Council consideration:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*
4. *That the City of Courtenay proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and finally*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.*

FINANCIAL IMPLICATIONS:

Staff have been monitoring similar fire hall/training grounds projects currently underway in the communities of View Royal, Central Saanich, and most recently East Sooke. Based on the cost experience reported by those communities, it is evident that the Class D costs reported in the February 2012 Fletcher Pettis Project Definition Report may be substantially greater than what will actually be required.

Subject to further design and cost definition at a Class C level or greater, Staff believe that the reduced project will incur costs that will be closer to:

Site preparation	\$1,510,984	
Training Grounds	\$ 965,891	
Firehall	<u>\$3,215,125</u>	<u>\$5,692,000</u>

based on this, and presuming 100% of the capital funding required would be borrowed, the property tax impact is estimated to be as follows:

Site preparation/training grounds \$2.5 M Annual Debt payment \$182,000	\$10 increase / average residential property
Construct satellite fire hall \$3.2 M Annual debt payment \$237,000	\$13 increase / average residential property
Total Debt \$5.7 Million; Total debt payment \$419,000	Total property tax impact \$23/average residential property

Council’s attention is drawn to the fact that this increase in annual debt payments could be mitigated entirely through the 2015 retirement of prior debt undertaken in 2000 related to the museum renovations, construction of Firehall No. 1 (Cumberland Road), and renovations to the Sid Williams Theatre. The retirement of these payments next year frees up \$423,000 in annual debt payments by 2016.

In addition to the capital outlay for construction, and once the fire hall is in service, the general operating budget would need to include provisions for additional personnel and operation of the satellite fire hall. The operating costs can be estimated once the final size of the building has been determined.

ADMINISTRATIVE IMPLICATIONS:

Staff resources have been utilized to work with the Committee in their review of the proposed project. Should Council support proceeding as recommended by the Committee, further staff time will be committed to the works required. Communications planning and information for the public should also be prepared for distribution.

STRATEGIC PLAN REFERENCE:

The need for fire response facility on the east side of Courtenay has been a long standing concern as identified by Council in its past and current Strategic Plans:

2005 Strategic Plan:

Acquire property for secondary/future firehall & ambulance site

Action Taken: The acquisition of a 3.359 Acre Site located at 220 Waters Place was completed in 2005. Previously owned property located on Idiens Way was sold.

2008-2009 Strategic Plan:

Plan for the long term needs for fire services/RCMP/ambulance/emergency services. Initiate a process to review the feasibility for a long-term satellite fire hall. Carry out needs study for training site and fire hall at the satellite fire hall location.

2009-2011 Strategic Plan:

Outline a strategy (funding and implementation) to develop a new fire hall and ambulance facility in East Courtenay.

Action Taken: The firm of Fletcher Pettis Consultants Ltd was engaged to develop a project definition report, conceptual design, and Class D costing analysis.

2012-2014 Strategic Plan

Ensure protective services meet community needs. Create a combined emergency services building in East Courtenay for Fire Department, Ambulance, CV Ground Search and Rescue, and Comox Valley Emergency Program.

Action Taken: Staff and the firm of Fletcher Pettis Consultants Ltd reported to Council in June 2012, and Council was provided with a copy of the project definition report. Council passed a resolution in support of moving the project forward.

Sept 2013 Strategic Corporate Priorities:

The East Courtenay Fire Service: Analysis Report to Council is Council's #3 Strategic Priority.

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.3 Fire and Rescue

To improve fire fighting capacity, consideration will be given to the development of a fire hall on the eastern side of the City.

REGIONAL GROWTH STRATEGY REFERENCE:

Goal 7: Public Health and Safety

The regional district operates five volunteer fire departments and has working arrangements with member municipalities and improvement districts within the regional district to provide fire service. The location of new developments and provisions of services should be considered in the location of new developments.

Supporting Policy #7C-2

Support coordinated efforts to identify and eliminate fire service gaps in the region.

CITIZEN/PUBLIC ENGAGEMENT:

The construction of a second fire hall and training ground in the City of Courtenay will require long-term borrowing. A public approval process is required to undertake the related borrowing. Information in regards to the project would also be made available to the public via the City's website. Neighbourhood consultation to inform and engage to determine potential sound attenuation needs would be appropriate.

OPTIONS:

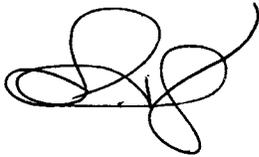
OPTION 1: That Council approves the recommendations of the East Courtenay Fire Hall/Training Centre Project Review Committee as follows:

1. *That the City of Courtenay review Bylaw No. 2556 to ensure that the Courtenay Fire Department is granted authority to provide specific services as determined by Council; and*
2. *That the City of Courtenay construct a scenario based fire training ground at the Waters Place site without further delay so firefighter training can be proactively managed to most effectively meet the City's firefighter training needs; and*
3. *That the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training program; and*

4. *That the Council approves Phasing Option 1 – CFD Fire Training Ground Proceed with the design and construction of the Courtenay Fire Training Ground without delay in 2014 to be ready for service in early 2015; and finally*
5. *That, subject to further design and cost review, the planning for an East Courtenay Fire Hall start in 2015, and be constructed in 2016 with a target ready for service date of early 2017.*

OPTION 2: That Council determines an alternate approach to moving forward.

Prepared by:



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

Attachments:

1. April 2014 City of Courtenay Fire Insurance Grade Update Report, Executive Summary and Recommendations, Opta Information Intelligence, Municipal Consulting Services
2. April 2014 City of Courtenay East Courtenay Fire Training Ground / Fire Hall Project, Fire Wise Consulting Ltd.

FOR REFERENCE ONLY



Frequently Asked Questions

East Courtenay Fire Service Review

The City of Courtenay has completed a lengthy and thorough evaluation of fire services and requirements. Two separate, independent third-party reports have concluded that a second fire hall in East Courtenay is needed, along with a training ground tailored to Courtenay's specific community needs. City Council has voted unanimously to proceed with plans to construct a scenario-based training ground in East Courtenay without further delay, and to begin planning for an East Courtenay Fire Hall in 2015, subject to further design and cost review. Construction would begin in 2016 with a target opening in early 2017.

Why does Courtenay need a second fire hall?

Courtenay's population has doubled over the past 20 years, with most growth occurring in East Courtenay. Fire department responses in the City are fairly evenly split between East and West Courtenay.

Commercial construction in East Courtenay in the last 20 years includes North Island College, Home Depot, Costco, and Thrifty Foods. A new \$332 million hospital is opening in 2017. East Courtenay represents a significant part of Courtenay's economy; the assessed value of property and improvements is over \$287 million higher in East Courtenay than West Courtenay. Meanwhile, residential development in East, West and South Courtenay is expected to continue to grow.

A second fire hall will enable the Courtenay Volunteer Fire Department to respond more quickly to calls on the east side of the river and ensure they are less vulnerable to delays that are out of their control, such as those caused by traffic or even bridge closures. It will also expand the department's volunteer recruiting base.

Two separate, independent third-party reports have concluded that a second fire hall in East Courtenay is needed, along with a training ground tailored to Courtenay's specific community needs.

How will a second fire hall affect response times?

Traffic crossing both the 5th and 17th Street bridges has increased, lengthening the response time for fire and emergency calls. Right now, if one or both of Courtenay's bridges were closed for maintenance, an accident, flooding, or earthquake, not only would the fire department have difficulty reaching East Courtenay, but the fire department volunteers would have a hard time getting to the fire hall in the first place. A second fire hall will greatly improve the volunteers' and Courtenay Fire Department's ability to respond to fire and emergency calls on both sides of the river within target response times.

Where will the new fire hall and training facility be located?

The City owns a 3.36 acre property at 220 Waters Place, off Lerwick Road (Veteran's Memorial Parkway). The property is behind the BC Hydro substation. The City purchased this property in 2005 for the future location of a second fire hall.



East Courtenay Fire Hall site
220 Waters Place



For more information on this project, visit www.courtenay.ca or contact us:
City of Courtenay • 250-334-4441 • eastcourtenayfirehall@courtenay.ca

Why is it important to meet target response times?

Responding quickly to fire and emergency calls is of course important; those requesting emergency assistance need help to arrive as soon as possible. But there are other issues to consider that have broader implications for the community.

From the Firewise Report: *“Where the response time, measured according to the parameters in BC Building Code exceeds 10 minutes in 10% or more of the calls to the building location, requirements related to separation between structures and permitted window openings may be affected along with other design restrictions.”*

Some areas of East Courtenay are at risk of not meeting this target response time. A second fire hall will prevent stricter building code regulations from being enacted in these areas.

In addition, a new fire hall in East Courtenay could be an opportunity for insurance rate premium reductions based on response distances for businesses and for some residents located in East Courtenay.

How does Courtenay compare to other similar municipalities?

Courtenay provides a very cost-effective service to the public. For example, the City of Courtenay covers a larger population and area compared to the City of Campbell River, but at a significantly lower cost:

Campbell River Fire Department

- Population served: 31,000
- Covers 143 square km
- Two fire halls
- 2014 operating budget = \$3.88 million

Courtenay Fire Department

- Population served: 38,000
- Covers 181 square km
- One fire hall
- 2014 operating budget = \$1.72 million

If we want to maintain this cost-effective volunteer force, we must invest in training and facilities.

How much will the new facility cost?

Staff have been monitoring similar fire hall and training ground projects underway in View Royal, Central Saanich, and most recently East Sooke. Based on the costs experienced by those communities, the estimated cost for the Courtenay facility is approximately \$5.7 million. This is substantially lower than the original 2012 cost estimate.

Cost estimate breakdown:

- Site preparation: \$1,511,000
- Training ground: \$966,000
- Fire hall: \$3,215,000

The new facility will be a basic volunteer-based fire hall, designed to operate as a satellite facility to the main fire hall on Cumberland Road.

An initial concept design was prepared in 2012 which included space in the facility for other organizations. The project scope has now been reduced to a simple fire hall housing only the Courtenay Volunteer Fire Department. Further design work will take place to ensure the final design is correct, and costs are minimized.

Could Courtenay rely on the Comox Fire Department to respond to calls in East Courtenay?

Both the Fire Underwriter Survey and the Firewise Consulting report recommend that Courtenay construct its own fire hall in East Courtenay, rather than rely on the Town of Comox for assistance. The Comox Fire Department is sized, equipped and located for their community.

In addition, in the event of an earthquake, *“it is possible both access bridges over the river between east and west Courtenay could be compromised and your mutual aid partners will likely be overwhelmed by demands for service in their own immediate jurisdictions.”* (Firewise Consulting Report p.5).



Volunteer fire fighters face real hazards on the job. Training increases the odds they will go home safe after each call.

Why does Courtenay need a training facility?

Courtenay volunteer fire fighters are trained to achieve National Fire Protection Association 1001 Level Two certification within two years of signing up; but there's more to being a volunteer fire fighter than certification. Constant reinforcement and regular skills training are required to protect their safety and others.

Our volunteers risk their lives to protect us and our property. We have a legitimate moral obligation to provide them with the correct equipment, professional leadership, and realistic training to enable them to safely face the anticipated dangers.

All volunteer fire departments have turnover in personnel over time. In Courtenay, approximately 60 percent of fire fighters have less than five years experience. Continuous training is necessary to prepare them for a variety of potentially life-threatening situations. Training is one of the key elements in retaining volunteer firefighters.

Currently, Courtenay's own training facilities are extremely limited. The West Courtenay fire hall includes a single tower, used for ladder and high angle rescue training. The total West Courtenay fire hall site is not large enough for props, multi-engine scenarios, or live fire training.

The size of the new training facility would allow for multiple crews to train on several different scenarios at once. Other city employees could also use the training facility, such as confined space training for Public Works employees.

What about Comox Training Centre?

The Courtenay Fire Department will continue to use the Comox Training Centre after the Courtenay facility is built. Courtenay firefighters will continue to receive the following training at the Comox facility:

- Live Fire Certification 1 & 2
- Hazardous Materials Training

The new training ground in East Courtenay will complement the Comox Training Centre, offering training tools not available at that facility or elsewhere in the Comox Valley.

Both the Fire Underwriter Survey and the Firewise Consulting report concluded that Courtenay needed its own training facility. A training facility would allow greater control over variables such as costs, scheduling, risk management, and unique training opportunities, as well as provide Courtenay volunteer firefighters with training that is specific to the City's major fire and emergency risks.

Other communities using the Comox Fire Training Centre maintain their own training facilities as well. For example:

- **Campbell River** has a two-storey, wood frame, sloped roof search building used for ventilation, search, rapid intervention team, and entanglement training. Live fire training includes a propane-fired car, gas meter, dumpster, pan, and fuel pump props.
- **Victoria** has two towers and a training area for confined space hydrant work, auto extrication, and ventilation work.

How will the new facility improve training for Courtenay firefighters?

The Courtenay Fire Department trains as a group every Tuesday night, plus occasional weekend practices.

To ensure Courtenay maintains adequate emergency response capabilities for the community during training sessions, only 15 volunteers and one fire truck can leave the municipality for off-site training at any one time.

Group training is important, not only for the firefighters themselves, but for the officers leading them. Officers need to be prepared to lead large groups of firefighters during large-scale fire and emergency events. Officer training will be a major component of the new Courtenay training facility.

The 3.36 acre East Courtenay fire hall site:

- is large enough to accommodate multiple scenario-based training so all Courtenay firefighters — approximately 50 volunteers — can practice in one location at the same time
- will feature a training area encircled by a built-to-scale city street, working fire hydrants, and space for driver training and pumper operator training
- will include a three-storey building made of sea containers, with natural gas fire simulation and artificial smoke, and the ability to turn fire on and off by a switch. Movable walls and floor plans will simulate a residential home, hotel, motel, or commercial building

What is simulated real-scenario training?

Simulated real-scenario training is important to prepare firefighters for fire and emergency response. This means providing situations and environments that simulate the unexpected conditions a firefighter could experience when responding to fire and emergency calls. The difference is, these conditions would be in a controlled and safe environment.

Training technology has made significant advances in the last 20 years. Natural gas simulation and artificial smoke, which will be used in the East Courtenay training grounds, provide a safe, realistic environment. At the same time, they minimize the impact on neighbouring properties, the environment, and the health of firefighters.

The Firewise Consulting report also recommends that the Courtenay Fire Department develop a practical fire officer training program which complements the Comox Fire Training Centre firefighter training programs. As explained in the report, "*fire events are high risk, low frequency, time compressed in nature with little time to think things through.*" A scenario-based training ground will allow simulated, controlled events using stressful situations, multiple engines and ladder companies, to ensure officers and volunteers are prepared when responding to real life emergencies.

Independent Reports - Highlights

The City of Courtenay commissioned two separate, independent third-party reports to analyze fire service in Courtenay. The complete reports are available at www.courtenay.ca

East Courtenay Fire Hall

Both studies have concluded that the City of Courtenay needs a fire hall in East Courtenay.

Firewise Consulting

"A second fire station located in east Courtenay makes both fiscal and operational sense for the following reasons.

Should a significant seismic event or flooding occur, a second station in east Courtenay would ensure at least some degree of fire/rescue services for the area where currently more than 50% of the city's population reside. In a seismic type of an event, it is possible both access bridges over the river between east and west Courtenay could be compromised and your mutual aid partners will likely be overwhelmed by demands for service in their own immediate jurisdictions.

The economic drivers for your community that operate in this area will benefit from the increased level of service.

There may be an opportunity for insurance rate premium reductions based on response distances for businesses and for some residents located in East Courtenay.

While it is true that service levels will be more equitable for East Courtenay residents, a second station also will improve the operational readiness throughout the city."

Fire Underwriters Survey

Recommendation 8.2-4 Improve Distribution of Resources with Additional Fire Station in City of Courtenay

"Personal Lines and Commercial Lines insured properties located in the eastern area of the City of Courtenay did not receive full credit due to the number of excessive responses that were not within the recommended responses distances for first due, second due, and total concentration for engine and ladder companies.

Additional credit can be received for fire insurance grading purposes if a second fire station was built in the City of Courtenay."

Training Ground

Both studies have concluded the Courtenay Fire Department needs its own training ground.

Firewise Consulting

"We believe the training ground is a good long term investment for the City of Courtenay. The project as proposed will offer decades of training opportunities for firefighters and workers in other City of Courtenay departments such as Public Works for confined space training. The site is considerably larger than the training site in Comox and as such offers increased opportunity for multi-engine company scenario based training.

The Courtenay Fire Department would still use the Comox facility for "live fire" training but most other firefighter training and skills maintenance drills would take place at the new training grounds. A new properly planned training ground would complement the Comox facility by offering other training not available through the Comox Training Centre or elsewhere in the immediate area.

Building your own facility offers control over future training costs, scheduling availability and the ability to build training props to cover off specific risks factors that may be unique to the City of Courtenay."

Fire Underwriters Survey

Recommendation 8.2-9 Improve Training Facilities

"The Courtenay Fire Department does not have adequate props and facilities for training. The following props and facilities are recommended to be developed with the City of Courtenay:

- Smoke facilities and alternative for protective B.A. (Breathing Apparatus) Training
- Wet drill facilities
- Pumper test facilities
- Flammable liquid fire facilities

Training facilities should be developed by the fire department in relation to the level of fire risk within the community so that realistic fire fighting training can be conducted."



City of Courtenay

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