

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

**DATE:** May 19, 2015  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt May 11, 2015 Special and Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

- 1 **1. Kevin Tarrant re: Request to waive rezoning application fees**
- 3 **2. John Bowman, North Island College President - Update**

**4.00 STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) CAO and Legislative Services**

**(b) Community Services**

**(c) Development Services**

- 5 1. Zoning Amendment Bylaw No. 2816 – 241 Puntledge Road
- 17 2. Development Variance Permit No. 1504 – 406 & 418 2<sup>nd</sup> Street

**(d) Engineering and Operations**

- 29 3. Riverfront Developments Land Exchange

**(e) Financial Services**

- 33 4. Development Cost Charge Reserves Establishing Bylaw

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 37 1. Response from Minister of Transport re: Canada Post

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

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

**8.00 RESOLUTIONS OF COUNCIL**

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held May 19, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

39 1. L'Arche Comox Valley re: Comox Valley I Belong Centre

41 2. CVRD – Comox Valley homelessness questionnaire

**12.00 BYLAWS**

**For First and Second Reading**

55 1. “Zoning Amendment Bylaw No. 2816, 2015”  
(to allow Pet Day Care at 241 Puntledge Road)

**For First, Second and Third Reading**

57 1. “Development Cost Charges Reserve Funds Establishment Bylaw No. 2755, 2015”  
(to establish statutory reserves associated with revenues generated by DCC’s)

**For Final Adoption**

59 1. “Zoning Amendment Bylaw No. 2659, 2011”  
(to amend the MU-2 Zone, 1930 & 1950 Cliffe Ave. and 110-19<sup>th</sup> St)

63 2. “General Fund Asset Management Reserve Fund Bylaw No. 2817, 2015”  
(to establish a reserve fund for general fund asset management purposes)

65 3. “Water Fund Asset Management Reserve Fund Bylaw No. 2818, 2015”  
(to establish a reserve fund for water fund asset management purposes)

67 4. “Sewer Fund Asset Management Reserve Fund Bylaw No. 2819, 2015”  
(to establish a reserve fund for sewer fund asset management purposes)

69

5. "Risk Reserve Fund Bylaw No. 2820, 2015"  
(to establish a risk reserve fund for management of financial risk)

**13.00 ADJOURNMENT**

**NOTE: there is a Public Hearing at 5:00 p.m. in relation to Official Community Plan Amendment Bylaw No. 2727 and Zoning Amendment Bylaw No. 2728**



DELEGATION MAY 19

**Ward, John**

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**From:** Jocelyn Manley <jocelyn@thelighthouse.ca>  
**Sent:** May-06-15 2:52 PM  
**To:** Ward, John  
**Subject:** Request to address council

Hello John,

I spoke with you on the phone today about us speaking to City Council about the possibility of getting the fees waived for the application for a text amendment to the property we own on Puntledge Rd.

We will be closing our current business The Light House Lamps & Lighting due to the problems with flooding in our area. We are trying to get the text amendment to allow a dog daycare facility in the building we own in hopes of not losing our building as well as our business. As you can imagine the fees for our application at this stage are a real stretch for us and we are hoping to get council to consider helping us with the fees if they can.

The application has been filed with the City and the file # is 3360-20-1501.

May 19th Council meeting would work well for us.

Thank you for all of your help.

--

Kevin Tarrant  
The Light House Lamps & Lighting  
#1 241 Puntledge Road  
Courtenay, BC V9N 3P9  
T 250-338-8839  
F 250-338-9836  
[www.thelighthouse.ca](http://www.thelighthouse.ca)



DELEGATION MAY 19<sup>th</sup>

OFFICE OF THE PRESIDENT

NORTH ISLAND  COLLEGE

March 12, 2015

John Ward (via email)  
Director of Legislative Services  
Courtenay City Hall  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7

Dear John:

On behalf of NIC President John Bowman, he is respectfully requesting the opportunity to address Courtenay City Council at their meeting on **May 19<sup>th</sup>, 2015** – for approximately 15 minutes.

NIC is currently in the process of developing a new college-wide plan that encompasses the institution's major strategic, educational, service, infrastructure and financial priorities. The purpose of the President's presentation is twofold:

- to provide an overview on NIC's development of a multi-year plan that will provide direction for a 5 year period (2016 – 2020); and
- to request the City Council's review and feedback on the draft of the college plan:

Thank you very much for your consideration of our request.

I look forward to hearing back from you.

Sincerely,



Sue Bate  
Executive Assistant to the President  
sue.bate@nic.bc.ca





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 3360-20-1501

**From:** Chief Administrative Officer

**Date:** May 19, 2015

**Subject:** Zoning Amendment Bylaw 2816, 2015 for 241 Puntledge Road

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### **PURPOSE:**

The purpose of this report is for Council to consider a Zoning Amendment to allow Pet Day Care as a permitted use on the property legally described as Section 14, Comox District, Strata Plan VIS687.

### **CAO RECOMMENDATIONS:**

That based on the May 19, 2015 staff report "Zoning Amendment Bylaw 2816, 2015 for 241 Puntledge Road", Bylaw No. 2816, 2015 proceed to First and Second Reading; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2816, 2015 on June 1, 2015 at 5:00 pm in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### **BACKGROUND:**

The Puntledge Road area is a mix of primarily retail and service commercial uses. The subject property is a commercial strata development housing several businesses and is currently zoned Commercial Two (C-2). Adjacent land uses include automotive repair to the east, a print shop to the west, the Island Highway and the Ducks Unlimited property to the south, and office and automotive repair to the north.

The applicants are seeking a text amendment to the C-2 zone to add Pet Day Care as a permitted use for the subject property. The amendment would apply to the subject property only; the remainder of the properties in Courtenay zoned as C-2 would be unchanged.



**Figure 1.** Context Map. Subject property shown in orange.

**DISCUSSION:**

The applicants wish to open a new business in the Puntledge commercial area offering pet day care, grooming and dog walking services. The C-2 zone lists veterinary clinic as a permitted use and staff have been administering the Zoning Bylaw to allow pet grooming, which is not a defined use, in zones that permit pet day cares and veterinary clinics because the uses are complimentary.

Pet day care is defined in the Zoning Bylaw as “the use of a building for the purposes of daytime care of domestic pets and does not include overnight care or the outdoor accommodation or storage of domestic pets”. Currently, pet day care is only permitted in the Industrial Two (I-2) zone.

Staff is of the opinion that the proposed addition of Pet Day Care as a permitted use on the subject property will have minimal impact on surrounding land use, and is generally consistent with permitted uses in the puntledge commercial area.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of development applications as the fees are designed to offset the administrative costs. Should the Zoning Amendment be adopted there may be tenant improvements required which would trigger a building permit. The present building permit fee is \$7.50 for every \$1000.00 of construction value. Development Cost Charges will not apply unless additional floor area is constructed as part of a building permit.

**ADMINISTRATIVE IMPLICATIONS:**

Staff has spent approximately 12 hours processing this application. Should the proposed zoning amendment receive First and Second Reading, staff will spend an additional 2 hours in preparation for the public hearing and processing the Zoning Amendment.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications associated with the proposed zoning amendment. It is not anticipated that the proposal will require service upgrades or expansion.

**STRATEGIC PRIORITIES REFERENCE:**

No direct reference. This application is statutory in nature.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The proposed project is consistent with OCP policy supporting the use of existing commercially zoned lands to develop a strong, diversified commercial base within municipal boundaries which will provide employment and service opportunities.

**REGIONAL GROWTH STRATEGY REFERENCE:**

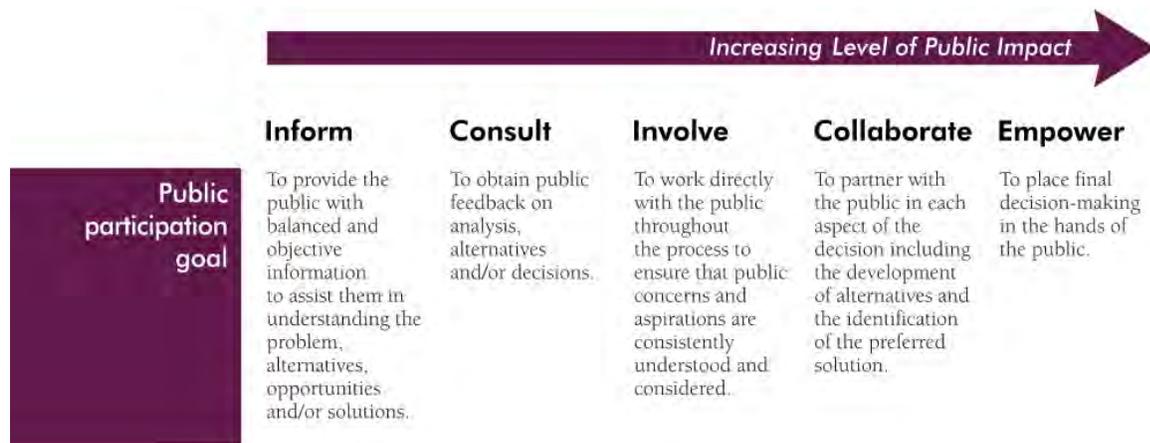
The proposed project is consistent with the Regional Growth Strategy objective to support local business retention, development and investment and to locate businesses in Core Settlement Areas.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff would consult based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf).

Should Zoning Amendment 2816, 2015 receive First and Second Reading, a statutory public hearing will be held to obtain public feedback. Prior to this application proceeding to Council, the applicants held a public information meeting on May 8, 2015. A summary of the public information meeting is included in Attachment No. 2.



**OPTIONS:**

**OPTION 1** (Recommended): Give Bylaw 2816 First and Second Readings and proceed to Public Hearing.

**OPTION 2:** Defer consideration of Bylaw 2816 with a request for more information.

**OPTION 3:** Defeat Bylaws 2816.

Prepared by:



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Erin Ferguson, MCP  
Land Use Planner

Reviewed by:



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Peter Crawford, MCIP, RPP  
Director of Development Services

**Attachments:**

1. *Applicants' letter of rationale and supporting documentation*
2. *Neighbourhood Public Information Meeting Minutes, May 8, 2015*

Attachment No. 1  
Applicants' Submissions

Written Summary for Text Amendment to Unit 1 and 2 – 241 Puntledge Road

We would like to have a text amendment to allow a dog daycare facility in unit 1 and unit 2 of 241 Puntledge Road Courtenay. Our zoning is C2 which does allow a veterinary clinic or a dog groomers but not a dog daycare.

As working professionals, we understand that people are working harder longer days and it is increasingly difficult for pet owners to spend time with their dog during the day and before or after work; this can result in a very unhappy and destructive dog for the owner to come home to.

Daycare is an excellent way to give dogs the socialization and exercise to meet their needs. Daycare helps dogs learn appropriate interactions with humans and other dogs. Dogs also gain lots of exercise by playing with other dogs, toys, &/ or staff. This allows dogs to stimulate both mind and body.

Some of the services we will be providing are dog daycare, dog walking and grooming. The building which is located at 241 Puntledge Road is in an ideal location for such a business. It is centrally located between Courtenay and Comox. It is also a convenient spot for customers coming from Campbell River who work in the Valley. The building is also in close proximity to walking trails.

April 9, 2015

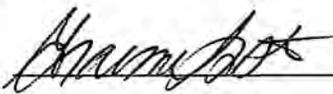
Strata 687  
241 Puntledge Road  
Courtenay BC V9N 3P9

To the City of Courtenay

We, the members of Strata 687 at 241 Puntledge Road have been informed by Ownit Holding of their request for an amendment to the C2 zoning to open a dog daycare facility.

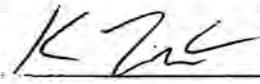
We would like to confirm it was discussed at a strata meeting on April 9th and we have approval from all the members present.

Thank You

Signature  PRESIDENT

Unit # 3-6

Date APRIL 9 2015

Signature  VICE PRESIDENT

Unit # 1-2

Date APRIL 9 2015

Signature 

Unit # # 7

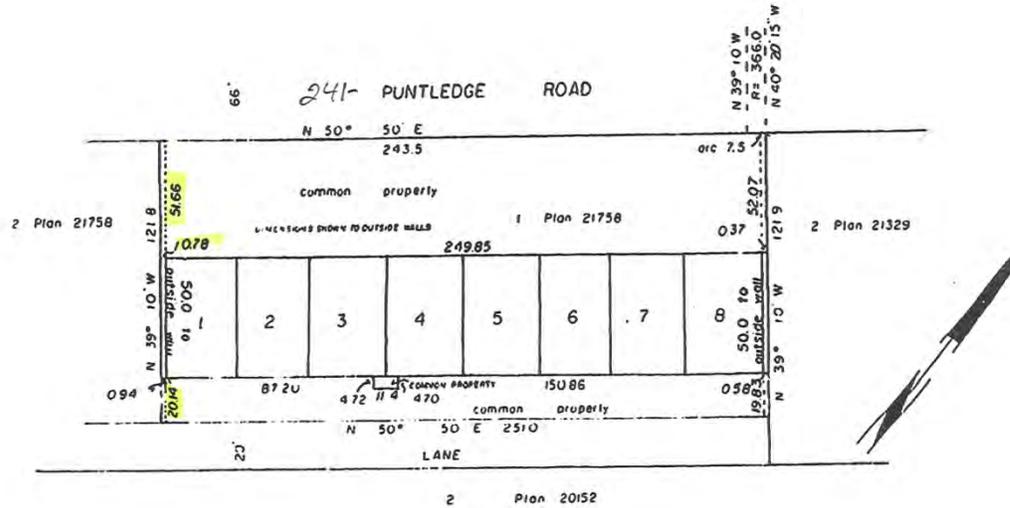
Date April 9/2015

# 06-XS BC Land Sketch Unit 1 & 2 - 241 Puntledge Rd. Set backs

Strata Plan of Lot 1, Section 14,  
Plan 21758, Comox District.

Scale: 1 inch = 40 feet

Bearings are astronomic from Plan 27158



I, Richard Spalton, of Courtenay, B C British Columbia  
Land Surveyor hereby Certify That The Building Erected  
On The Parcel Described Above is Wholly Within

Approved Under The Strata Titles Act.  
This 3<sup>rd</sup> Day of January 1978.



Attachment No. 2  
Public Information Meeting Summary

**Public Information Meeting Summary.**

May 8, 2015

Ownit Holdings Ltd held a meeting at #1 – 241 Puntledge Road Courtenay BC to provide information and answer questions regarding the zoning admendment application.

The meeting was advertized by sending out letters with a comment sheet to the list of people provided by the city of Courtenay. Three of the comment sheets were returned to us prior to the meeting. The meeting took place from 6-7pm and there were no people in attendance. Therefore no more information was gained.

Kevin Tarrant owner Ownit Holdings  
KT



### PUBLIC INFORMATION MEETING

May 8, 2015

Zoning Amendment for #1 & 2 - 241 Puntledge Rd Courtenay

#### COMMENT SHEET

Name: CHRISTA HUTCHISON Email: htreasurashaek1234@gmail.ca  
Address: 239 Puntledge Rd Phone: 250-888-871-7480

Ownit Holdings Ltd has applied to the City of Courtenay for an Zoning Amendment. Text amendment to allow a pet care facility. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

I fully support and encourage it!

og  
Dogs are fun!

**Please return your comments by May 11, 2015**  
Comment sheets can be submitted by one of the following methods:  
1. Hand your comment sheet in tonight.  
2. Drop your comment sheet off at #1 - 241 Puntledge Road Courtenay BC V9N 3P9  
3. Email your comment sheet to [jocelynkevin@shaw.ca](mailto:jocelynkevin@shaw.ca)



## PUBLIC INFORMATION MEETING

May 8, 2015

Zoning Amendment for #1 & 2 - 241 Puntledge Rd Courtenay

### COMMENT SHEET

Name: JULIE TOWERS Email: jtowers51@gmail.com  
Address: 310 Puntledge Rd Phone: 250 650 5729

Owinit Holdings Ltd has applied to the City of Courtenay for an Zoning Amendment. Text amendment to allow a pet care facility. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

We are feeling very positive about this project. It will add interest + diversity to the businesses in this area.

The owner in the premises has always been so positive with us and accommodating. We wish them well on the pet care facility.

This will also brings individuals who may not usually come here into their area when they pick up their animals which can only benefit other businesses on street.

**Please return your comments by May 11, 2015**

Comment sheets can be submitted by one of the following methods:

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at #1 - 241 Puntledge Road Courtenay BC V9N 3P9
3. Email your comment sheet to [jocelynkevin@shaw.ca](mailto:jocelynkevin@shaw.ca)



# STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Development Variance Permit No. 1504 – 406 & 418 2<sup>nd</sup> Street

**File No.:** 3090-20-1504  
**Date:** May 19, 2015

## PURPOSE:

The purpose of this report is for Council to consider a variance to the zoning bylaw to reduce the number of off-street parking spaces required for single family dwelling units with secondary suites.

## CAO RECOMMENDATIONS:

That based on the May 19<sup>th</sup>, 2015 staff report “Development Variance Permit No. 1504 – 406 & 418 2<sup>nd</sup> Street”, Council approve Development Variance Permit No. 1504 (Option 1).

Respectfully submitted,

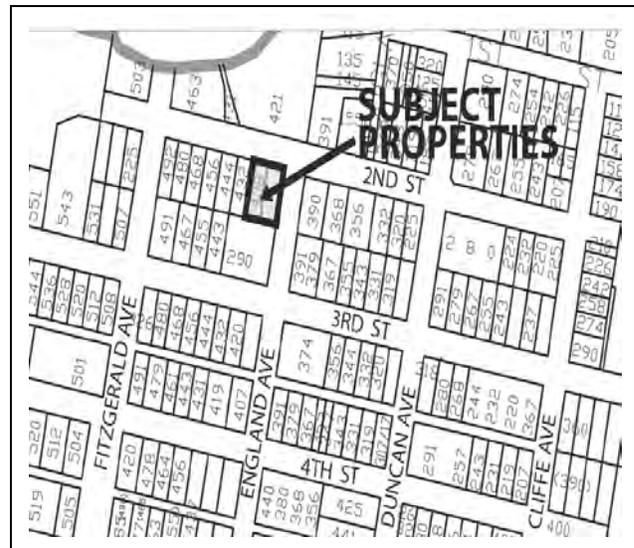
David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## BACKGROUND:

The subject properties are adjacent to one another and located in the old orchard area. The properties are zoned Residential Two B (R-2B). A demolition permit was issued by the City of Courtenay for the single family home that straddled both lots. The house has since been removed to allow for new construction.

The applicant is proposing to build two new single family homes with secondary suites.

Due to the difficult topography, access, and onerous engineering requirements, the applicant is requesting a variance to the zoning bylaw to reduce the required number of parking stalls from 6 to 4.



## **DISCUSSION:**

The proposed developments are within the Residential Two B Zone (R-2B) and are subject to the guidelines of the Old Orchard & Area Development Permit Area. The intent of the Old Orchard development permit guidelines is to ensure that new development “respects historic patterns of development and contributes positively to the heritage character and strong sense of neighbourhood”.

A development permit has been issued to the applicant to build two new homes that respect the architectural heritage that is a craftsman’s home. The buildings will have traditional finishes found in homes built in the beginning of the craftsman era. Roof lines will resemble turn of the century builds and have wide unenclosed eave overhangs with decorative supports. Both buildings will have front porches with tapered columns or double columns leading to a partially paned door. All street view windows will be multipane uppers, with single pane lowers, cased with wide trims. The homes will feature accented board and baton cedar shakes.

The applicant wishes to build a secondary suite in each home as allowed under Residential Two B Zone (R-2B). *Section 7.1.2 of Zoning Bylaw No. 2500, 2007* requires 1 off street parking space for a secondary suite in addition to the 2 spaces required for the main dwelling

Due to the complex grade differential between the road and the property, limited access, intersections with municipal sidewalks and required engineering, the applicant is requesting that council approve a variance to the zoning bylaw and reduce the required number of parking stalls from 2 (one for each secondary suite) to 0. The requirement for two off-street parking stalls for the single family dwellings would remain the same.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this development variance application.

## **ADMINISTRATIVE IMPLICATIONS:**

The processing of development applications is included in the current work plan as a statutory component. Staff has spent a combined 10 hours to date on this application and council report. If approved, it’s estimated that an additional 1 hour of staff time would be required to prepare the notice on title and close the file.

## **ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications with this Development Variance Permit application.

## **STRATEGIC PRIORITIES:**

The proposal offers increased housing choice adjacent to the downtown core aligning with Council priorities of strengthening the Downtown and offering affordable housing options in this community.

## **OFFICIAL COMMUNITY PLAN REFERENCE:**

The proposed development supports many of the Climate Change Goals and Policies outlined in Chapter 10 of the OCP - “Planning for Climate Change” including:

- encouraging and supporting initiatives that reduce the number of passenger vehicle trips throughout the community
- encourage incremental infill development in core and suburban settlement areas
- Promoting walking as an important transportation mode

**REGIONAL GROWTH STRATEGY REFERENCE:**

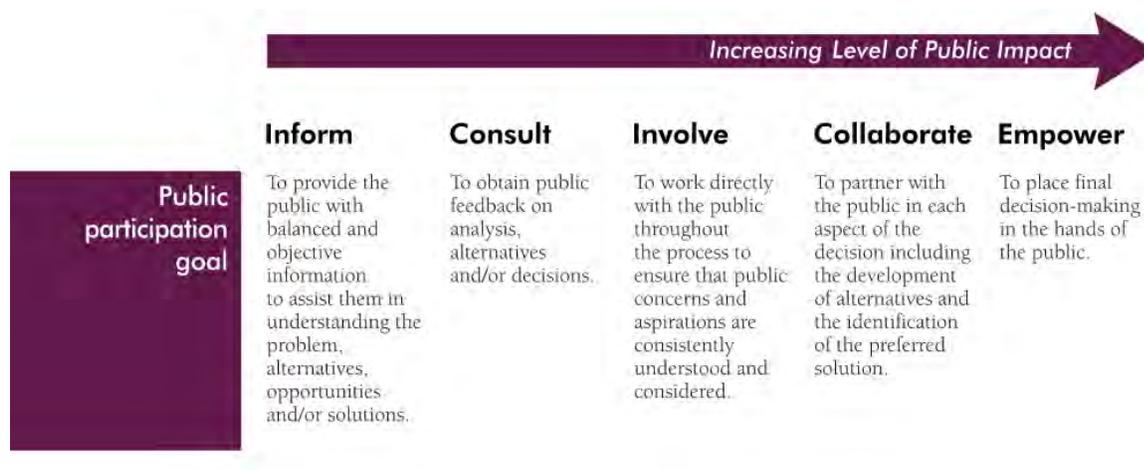
This proposal is consistent with the Comox Valley Regional Growth Strategy as it is within the core settlement area and provides a diversity of housing options to meet evolving demographics and needs.

**CITIZEN/PUBLIC ENGAGEMENT:**

The applicant held a public information meeting with regard to the proposed variance on April 21st, 2015. Three neighbouring property owners attended the meeting. Two neighbours had no concerns with the information presented and supported the proposed variance. One neighbour was not in favour of the proposed variance and suggested the applicant buy two stalls from the adjacent property along the rear lot line. The minutes of the meeting are attached for reference. As required by the *Local Government Act*, the City has also provided notification of the proposed variances to property owners within 30 metres of the subject property.

Staff would “Involve” based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

**OPTION 1:** Approve Development Variance Permit No. 1504 as attached. (Recommended)

**OPTION 2:** Defer consideration of Development Variance Permit No. 1504 pending receipt of further information.

**OPTION 3:** Do not approve Development Variance Permit No. 1504.

Prepared by:

Reviewed by:



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Allan Gornall, B.Sc  
Planning Technician

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Ian Buck, MCIP, RPP  
Manager of Planning Services

*Attachments:*

1. Attachment No. 1: *Applicant's Project Description, March 2015*
2. Attachment No. 2: *Summary of Public Information Meeting, April 17, 2015*
3. Schedule No. 1: *Plans and Elevations, March 2015*

Attachment No.1

## BKN Ventures Ltd

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To:  
City Of Courtenay  
Planning Services  
830 Cliffe Ave  
Courtenay BC.

Monday, April 20, 2015

To whom it may concern, please accept our Development Variance application for 406 and 418 2nd St Courtenay BC. We are applying for a variation due to the topography nature of property, access and onerous engineering requirements to provide a third off street stall for secondary suite and are therefore requesting a zero off street parking requirement as pertains to secondary suite.

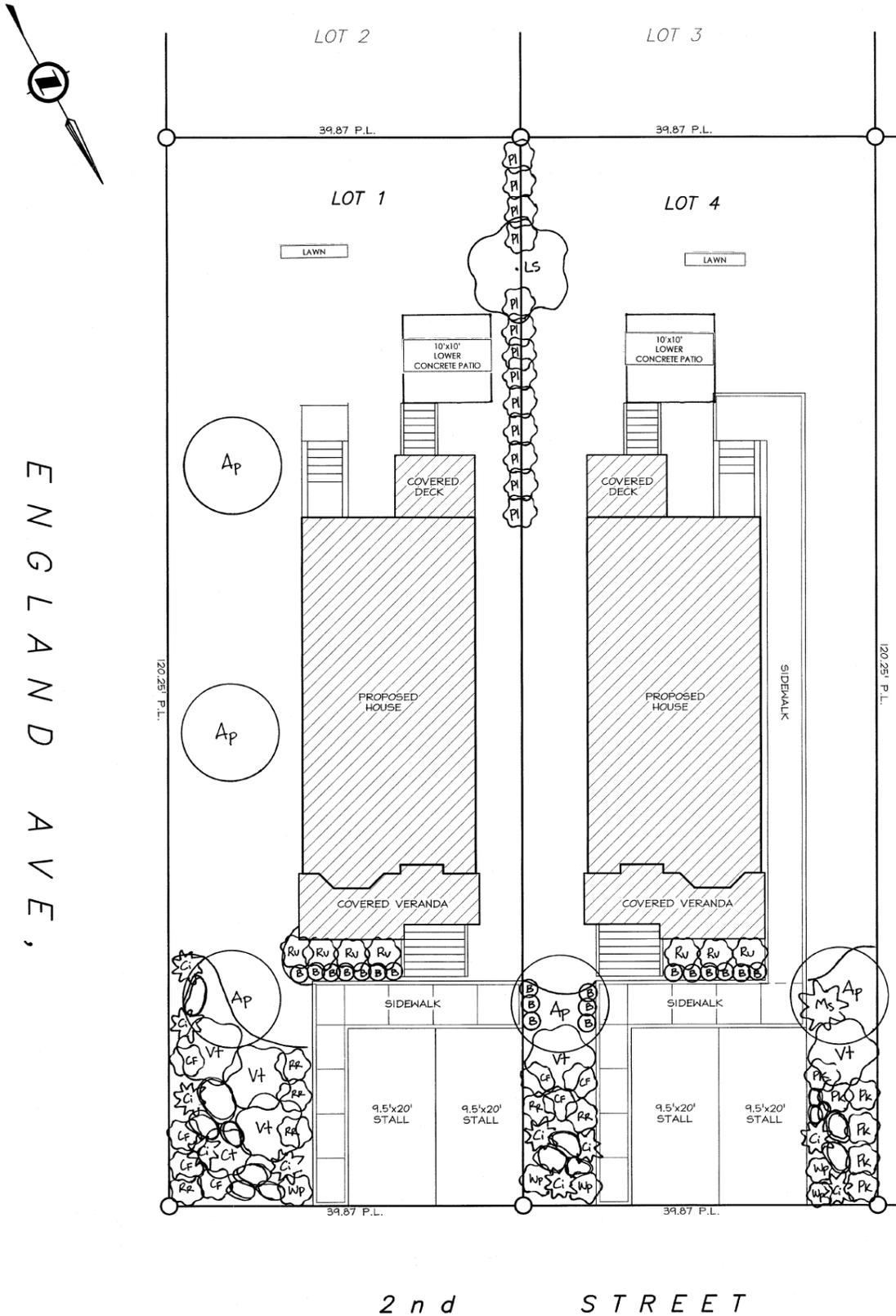
BKN Ventures Ltd



Per: Tyler Diguistini

BKN VenturesLtd  
3111 Lockwell Rd  
Courtenay BC  
V9N 9P4  
bknventures@gmail.com

Attachment No. 1



Attachment No.2

To:  
Neighbors in the vicinity  
of 406 & 418 2cnd St.  
Courtenay BC.

Tuesday, April 21, 2015

To whom it may concern, please accept our Development Variance application for your review. We are applying for the variance due to the topographical nature of property, the access, and onerous engineering requirements of providing a third off street stall/driveway for the secondary suite and are therefore requesting a variance to the 'zero off street parking' requirement as pertaining to the secondary suite only. The requirement for two off street parking stalls off of 2nd street would remain the same.

We are conducting an onsite information meeting for our surrounding neighbors. It will be located at 406&418 2nd street. This is a time for you to review the project and provide any input you deem necessary. The meeting is on April 29/2015 from 6pm to 7pm. Please find enclosed location map. You may also respond to this letter in writing. Please find our contact information below. Any written feed back should be submitted with in seven days of this notification on the comment sheet provided.

**BKN Ventures Ltd**



**Per: Tyler DiGuistini**

**BKN VenturesLtd**  
3111 Lockwell Rd  
Courtenay BC  
V9N 9P4  
Email; [bknventures@gmail.com](mailto:bknventures@gmail.com)  
Ph: 778-992-0870

Attachment No.2

PUBLIC INFORMATION MEETING  
APRIL 29 2015  
SIGN IN SHEET  
FOR  
BKN VENTURES  
406 and 418 2<sup>nd</sup> st.

Name and Address ( please print)

1. Craig Smith 368 2nd St
2. Lila Meaulay 421 2nd St 250-338-9993
3. JEAN-LUC CHARBONNEAU, 185 DUNCAN ST 250-898-8586
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

Attachment No.2

# Public Information Meeting

## April 29/2015

Tyler DiGuistini  
BKN Ventures Ltd  
406 & 418 2nd Street  
Courtenay BC.

### Comment Sheet

Name: Tyler DiGuistini Email: bknventures@gmail.com  
Address: 3111 Lockwell Rd Courtenay BC Phone: 778 992-0870

BKN Ventures Ltd. has applied to the City of Courtenay for a development variance permit to eliminate the need for a third 'off street' parking stall for the basement suite of the new homes they are building. This means that the occupant of the basement suite would park on the street.  
This project is under review by staff in the Planning Department of the City.

Given this information, do you have any comments or questions regarding this project?

368 2nd St ① Craig Smith comments: not all people on 2nd ave received letter. He is personally not in favor of on street parking. He recommend buy two stalls for neighbor behind property

421 2nd St ② Mrs McCauley is in favor of one on street car per home

185 Duncan ③ Jean-Luc Charbonneau is in favor of increased density & therefore agrees with on street parking.

**Please return your comments by April 29<sup>th</sup>**

Comment sheets can be submitted by one of the following methods:

1. Hand your comment sheet in at the meeting.
2. Email your comments to [bknventures@gmail.com](mailto:bknventures@gmail.com) attn. Tyler.
3. Drop your comment sheet off at 3111 Lockwell Rd. Courtenay.

**THE CORPORATION OF THE CITY OF COURTENAY  
BYLAW NO. 2699**

**Permit No. DVP - 1504**

**DEVELOPMENT VARIANCE PERMIT**

May 19, 2015

**To issue a Development Variance Permit**

**To:** Name: BKN Ventures LTD., INC., NO. BC0931880  
Address: 3111 Lockwell Road  
Courtenay, BC  
V9N 9P4

**Property to which permit refers:**

Legal: Lot 1 and Lot 4, Both of Block 4, Section 61 Comox District, Plan 472  
Civic: 406 & 418 2<sup>nd</sup> street

**Conditions of Permit:**

Permit issued to allow the construction of a single family dwelling with a secondary suite on each lot with the following variance to the *City of Courtenay Zoning Bylaw No. 2500, 2007*:

- *Section 7.1.2* to reduce the required number of parking stalls from 3 to 2 for each lot.

Development Variance Permit No. 1504 is subject to the following conditions:

- Development must be in conformance with the plans and elevations contained in *Schedule No.1*

**Time Schedule of Development and Lapse of Permit**

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

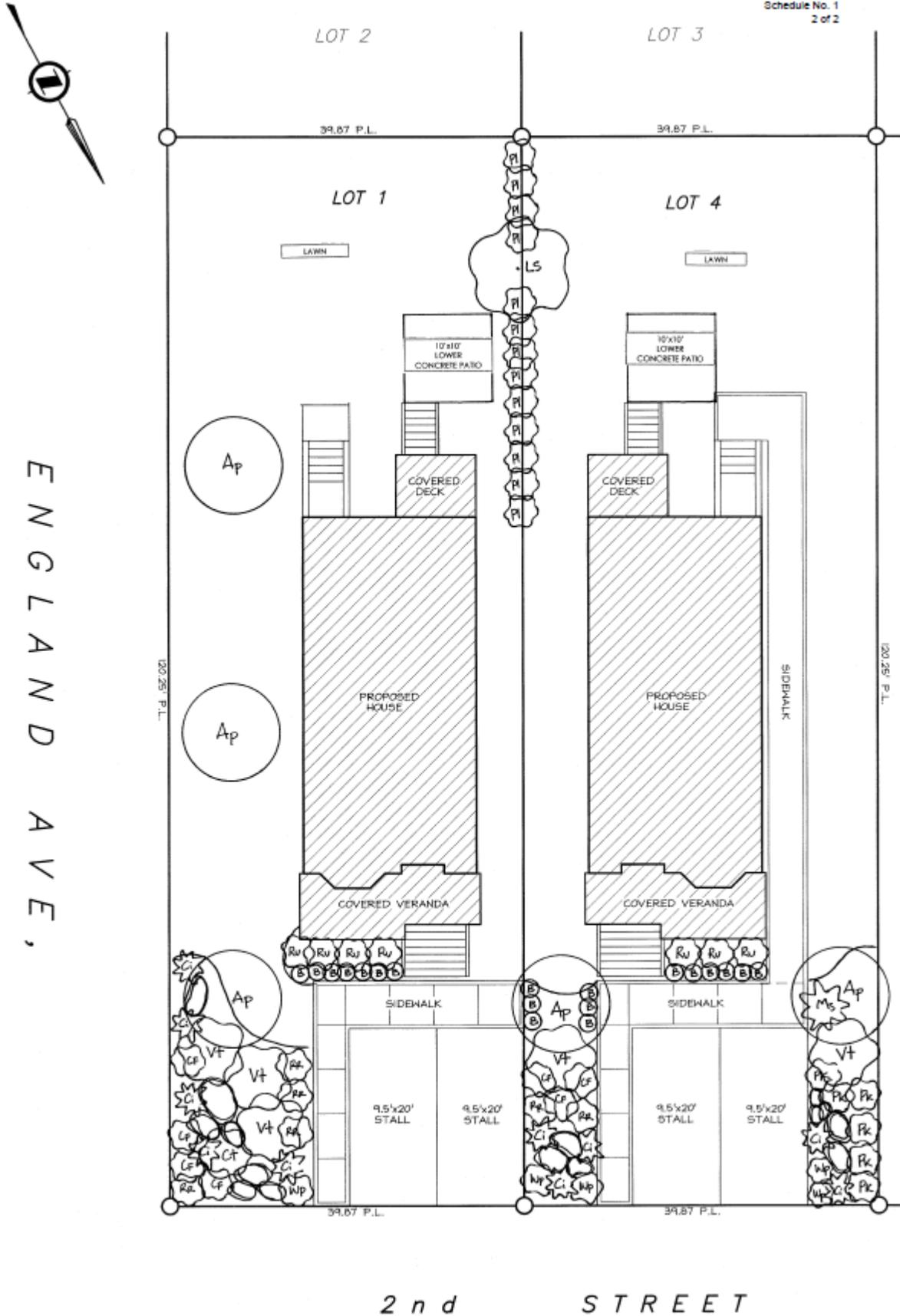
\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Legislative Services

Schedule No. 1  
1 of 2



RECEIVED  
FEB 17 2015  
CITY OF COURTESY





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Riverfront Developments Land Exchange

**File No.:** 3320-20-13672  
**Date:** May 19, 2015

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### PURPOSE:

The purpose of this report is to request that Council approve, subsequent to public notice, the property exchange of City owned land described as the Remainder of Section 68, Comox District (807 m<sup>2</sup>, previously a portion of the Comox Logging Right-of-Way) for proposed Lot C, Section 68, Comox District, Plan EPP15940 (959 m<sup>2</sup> of usable land area) as shown on Schedule "A" attached to this report.

### CAO RECOMMENDATIONS:

That subsequent to publication of notice, Council approves the disposition in fee simple of The Remainder of Section 68, Comox District with a total approximate value of \$150,450 to Riverfront Developments Ltd., Inc. No.BC0820720 in exchange for Proposed Lot C, Section 68, Comox District, Plan EPP15940 with a total approximate value of \$154,300; and

That the Mayor and Director of Legislative services be authorized to sign all documents relating to the property exchange.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The owners of 1930 - 1990 Cliffe Avenue, High Street Ventures/Riverfront Development, have applied to the City to subdivide their property for the purpose of developing three lots: one multi-family lot for a condominium complex, a second lot for a commercial property along Cliffe Avenue and a third lot along the Courtenay River that currently contains an actively used gravel section of the Courtenay River Trail System.

**DISCUSSION:**

As part of a zoning amendment application to allow for a 4 story multi-family building on the proposed multi-family lot (Lot B), the Developer has entered into a Licence of Occupation Agreement that formalizes the current public use of this section of the existing trail and a covenant has been registered that requires the developer to construct or provide security to upgrade the existing gravel section of the Courtenay River Trail to a paved standard prior to subdivision approval.

The Courtenay River Trail as it exists today crosses the eastern portion of the developer's property adjacent to the Courtenay River. As indicated, the developer has entered into a Licence of Occupation Agreement that formalizes the public use of the existing trail. The Developer has also entered into a covenant to construct the public trail and associated works within the proposed Lot C, and install environmental protection and compensation works, including bank stabilization works, riparian restoration vegetation, irrigation and installation for works within 30 m of the natural boundary of the Courtenay River, the boat basin or any other aquatic features on the lands. This proposed third Lot (Lot C) will be transferred to the City as part of the subdivision process in exchange for a City owned fee simple piece of land that was formally part of the Comox Logging Right-of-Way as described above.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to this land exchange.

**ADMINISTRATIVE IMPLICATIONS:**

To date staff has spent approximately 5 hours working on the land exchange component of this development. Should Council proceed with advertising staff anticipate an addition hour of staff time will be required to respond to any public enquiries.

**ASSET MANAGEMENT IMPLICATIONS:**

If approved the City will officially acquire approximately 60 meters of asphalt trail constructed to City standards.

**STRATEGIC PRIORITIES REFERENCE:**

Not applicable

**OFFICIAL COMMUNITY PLAN REFERENCE:**

This proposed Land Exchange is consistent with the OCP 4.6.6.3 Policy 1 which states *"Wherever possible, the walkway portion of the Riverway system will be adjacent to the foreshore of the Courtenay River slough and estuary. Where necessary or desirable, land acquisitions or easements will be sought to accomplish this objective while considering the integrity of these areas."*

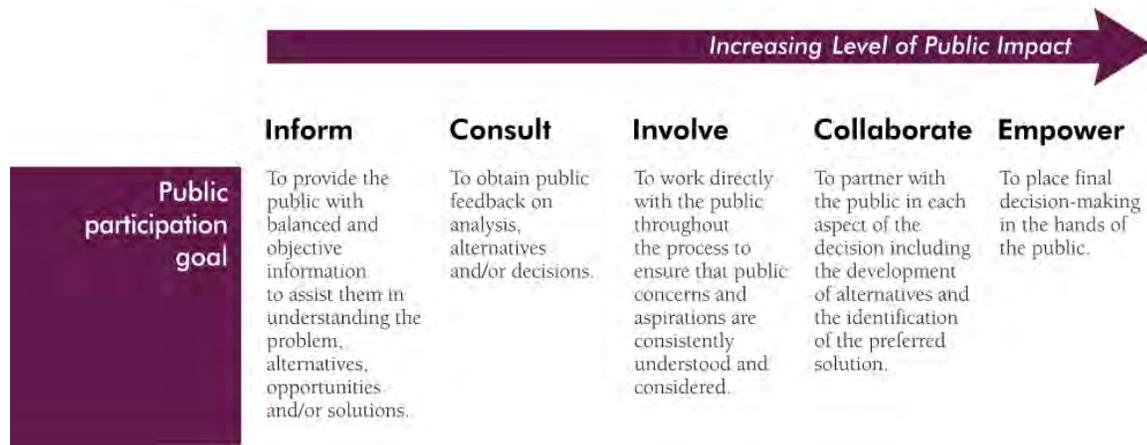
**REGIONAL GROWTH STRATEGY REFERENCE:**

None.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff would consult based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



As per *Community Charter* Division 3, Section 26 (1) - The City must publish notice of the proposed disposition in accordance with section 94 [public notice] and Section 26 (3) – In the case of property that is not available to the public for acquisition, notice under this section must include the following:

- a) A description of the land or improvements;
- b) The person or public authority who is to acquire the property under the proposed disposition;
- c) The nature and, if applicable, the term of the proposed disposition;
- d) The consideration to be received by the municipality for the disposition.

**OPTIONS:**

OPTION 1: That Council Approve the proposed land exchange pending the required legislated public notice. (Recommended)

OPTION 2: That Council not approve the proposed land exchange.

Alan Clark, P.Eng.  
Development Engineer

Ian Buck, MCIP, RPP  
Manager of Planning

**Attachments**

- (1) Plan showing proposed land exchange





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 1871-01

**From:** Chief Administrative Officer

**Date:** May 19, 2015

**Subject:** DEVELOPMENT COST CHARGE RESERVES ESTABLISHING BYLAW

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### **PURPOSE:**

To formally establish the statutory reserves associated with the revenues generated by the imposition of development cost charges (DCC's).

### **POLICY ANALYSIS:**

Section 188 of the *Community Charter* requires that Council establish a statutory development cost charge reserve fund for money received from the imposition of a development cost charge.

### **EXECUTIVE SUMMARY:**

During a recent review of reserve funds, it was discovered that Council has not formally adopted a bylaw to establish a separate statutory development cost charge reserve fund for each purpose for which the City imposes and collects development cost charges. All DCC funds collected have been correctly accounted for and have been used for the purposes intended as per Section 935 of the *Local Government Act*.

Establishing this bylaw is strictly to address the current municipal regulatory requirements.

### **CAO RECOMMENDATIONS:**

That based on the May 19, 2015 staff report "Development Cost Charge Reserves Establishing Bylaw" Council approve OPTION 1, which is endorse the adoption of the Development Cost Charges Reserve Funds Establishment Bylaw No. 2755, 2015.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

In 1997 Council adopted Development Cost Charges Bylaw No. 2017, 1997, to authorize collection of DCC's to help pay for capital costs associated with providing, constructing, altering or expanding sewage, water, drainage and highway facilities, and providing and improving park land. There have been amendments to the DCC bylaw since 1997 and the current bylaw in effect is Bylaw No. 2426, 2005.

All development cost charge funds received to date have been deposited to separate accounts in the general ledger, and correctly accounted for in accordance with Section 188 of the *Community Charter*. Expenditures have always been approved annually by bylaw for the purpose intended.

Under previous local government legislation, a separate statutory reserve fund bylaw, in addition to the City's DCC Bylaw, was not required. However, when the new *Community Charter* came into effect in 2003, it required that Council adopt a bylaw to formally establish a statutory reserve bylaw in regards to DCC funds collected and held for future expenditure.

**DISCUSSION:**

Under Section 188(2) of the *Community Charter*,

*"...Council must establish a reserve fund for... (a) money received from the imposition of a development cost charge, which must be placed to the credit of a reserve fund in accordance with section 935 [use of development cost charges] of the Local Government Act."*

The attached bylaw *formally* establishes the following statutory reserve funds:

- a. Highway Facilities Development Cost Charge Reserve
- b. Storm Drainage Facilities Development Cost Charge Reserve
- c. Parkland Acquisition Development Cost Charge Reserve
- d. Water Facilities Development Cost Charge Reserve
- e. Sanitary Sewer Facilities Development Cost Charge Reserve
- f. Sanitary Sewer Facilities North East Zone Development Cost Charge Reserve

Formal establishment of a Development Cost Charge Reserve Fund will ensure that all statutory requirements under the *Community Charter* are complied with.

**FINANCIAL IMPLICATIONS:**

There are no financial implications in establishing this bylaw. All funds have been appropriately accounted for and managed in accordance with legislative requirements.

**ADMINISTRATIVE IMPLICATIONS:**

There are no administrative implications to establishing this bylaw. Once the bylaw has been adopted, processes and procedures will continue in accordance with Section 935 of the *Local Government Act* and Section 188 of the *Community Charter*.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications.

**STRATEGIC PLAN REFERENCE:**

Operational Strategies, Finance: Item 3. Review of Reserve Bylaws

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Section 6.6 Development Cost Charges

Policy: 1. "Review Development Cost Charge Bylaw"

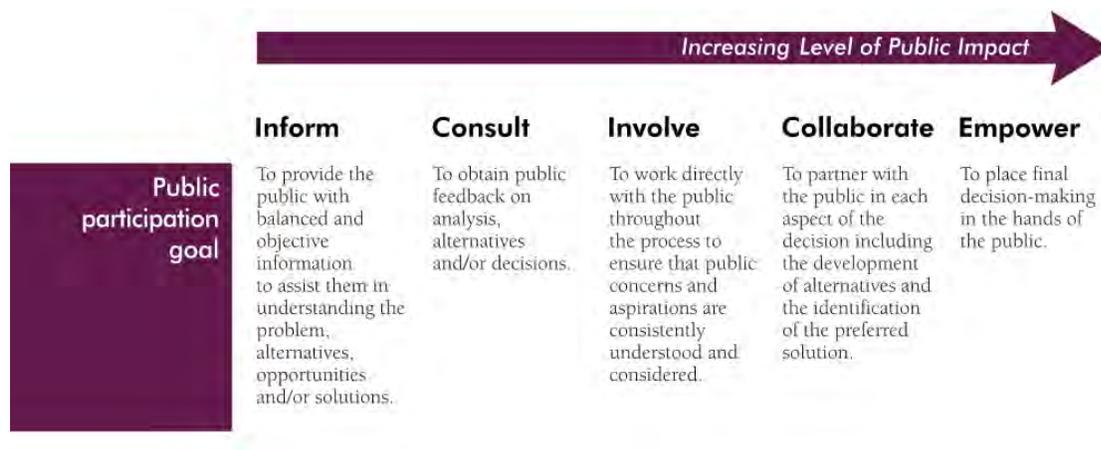
**REGIONAL GROWTH STRATEGY REFERENCE:**

Goal 5: Infrastructure:

New development will replace and/or upgrade aging infrastructure through DCC's.

**CITIZEN/PUBLIC ENGAGEMENT:**

The public will be informed of the outcome of Council's endorsement of the Development Cost Charges Reserve Establishment Bylaw. This is based on level one of the IAP2 Spectrum of Public Participation adopted as an element of Sound Project Design for the Corporate Workplan.



**OPTIONS:**

OPTION 1: That Council endorse three readings of Development Cost Charges Reserve Funds Establishment Bylaw No. 2755, 2015.

OPTION 2: That Council defers approval of the bylaw for further discussion.

Prepared by:

Jennifer Nelson, CPA, CGA  
Manager of Financial Planning

Concurrence:

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

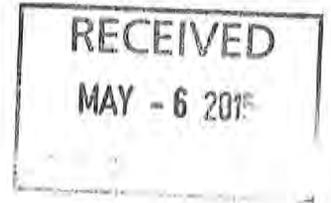


Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5



AVR  
APR 28 2015

His Worship Larry Jangula  
Mayor  
The Corporation of the City of Courtenay  
830 Cliffe Avenue  
Courtenay BC V9N 2J7

Dear Mr. Mayor:

Thank you for your correspondence regarding Canada Post.

On December 11, 2013, Canada Post announced a Five-point Action Plan ([www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5\\_en.pdf](http://www.canadapost.ca/cpo/mc/assets/pdf/aboutus/5_en.pdf)), which is intended to return the corporation to financial self-sustainability by 2019 and is within the parameters of the Canadian Postal Service Charter ([www.tc.gc.ca/eng/mediaroom/infosheets-canadapost-1770.htm](http://www.tc.gc.ca/eng/mediaroom/infosheets-canadapost-1770.htm)). Canada Post is required by law to operate on a self-sustaining financial basis. I look forward to seeing progress as Canada Post rolls out its plan for an efficient, modern postal service that protects taxpayers and is aligned with the choices consumers are making.

The reality is that Canadians are increasingly choosing to communicate in ways other than by sending letters. Due to the lack of demand, mail volumes have dropped more than 25% since 2008 and continue to fall. The traditional postal business model that worked so well in the pre-digital era is increasingly out of step with today's reality.

As a commercial Crown corporation that operates at arm's length from the Government, Canada Post is responsible for the management of its own operations. Therefore, I am sharing our exchange of correspondence with Mr. Deepak Chopra, President and Chief Executive Officer of Canada Post, so that he is aware of your concerns.

Thank you again for writing.

Sincerely,

A handwritten signature in blue ink, appearing to read "LRaitt".

The Honourable Lisa Raitt, P.C., M.P.  
Minister of Transport

c.c. The Honourable John Duncan, P.C., M.P.  
Mr. Deepak Chopra



1225-C England Avenue  
Courtenay BC V9N 2P1  
250.334.8320  
office2@larchecomoxvalley.org  
www.larchecomoxvalley.org

New  
Bus

30 April 2015

Mayor and Council  
City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC

Dear Sirs and Madam,

We are writing to request the financial participation of the City in the construction of L'Arche Comox Valley I Belong Centre, a multi-use facility to be built at 1465 Grieve Avenue in Courtenay. **L'Arche is a non-for-profit society** and this facility will provide space for its day-time creative arts, skills training, counseling and job readiness programs, in addition to six residential units for adult with disabilities. As you know, a very successful fundraising drive raising over \$600,000 from individuals in the past year has demonstrated the support of the broader community for this project. More recently, the provincial government has provided an additional \$250,000.

We are requesting consideration for two reasons.

First, and most importantly, this is an **affordable housing project that targets some of the most vulnerable members of our community - adults with developmental disabilities**. As far as we know, **no other group in the Comox Valley is undertaking a project similar in nature, combining a community centre-style facility with residential units**. The residential setting also provides a unique 'embedding' of the facility while providing a natural community 'hub' for the neighbourhood. We believe it will have a positive impact, promoting the diverse community of people with and without disabilities that is at the core of L'Arche's vision.

The Outreach Centre will provide formal and informal daytime supports for participants, their families and caregivers. In addition, the I Belong Centre will contain six suites, including studio, one and two bedroom units that will provide safe and reliable housing for up to nine adults with disabilities. Residents will benefit from a central location that places essential community infrastructure ( grocery stores, library, transit stops, parks, Recreation Centre, etc.) within walking distance. Building management will be sensitive and responsive to the unique needs of residents with disabilities and a very 'hands-on' building management style will be in place naturally be given the multi-use nature of the building.

**Secondly**, it is the intention of L'Arche to construct the I Belong Centre using innovative and green technologies and materials wherever possible. This would include the following:

- ✓ Construction to the equivalent of "Platinum level" Build Green Canada guidelines. This would particularly address window and door choice, building wrap, sealing, and external insulation.
- ✓ Exclusive use of Energy Star-rated equipment and appliances
- ✓ Exclusive use of energy-rated lights (CFL, LED)
- ✓ Heat recovery ventilation systems
- ✓ Waste water heat recovery systems
- ✓ Landscaping designed to minimize water requirements
- ✓ Passive energy sinks: location of windows, heat sink floor and wall materials
- ✓ Building framed for solar hot water units and solar electric panels
- ✓ Recycling locations for residents and day-use participants
- ✓ Zoned heating system controlled by programmable digital thermostats

L'Arche Comox Valley embarked on this project as a result of a growing awareness of the needs of its participants. In British Columbia, one in four adults with development disabilities live in substandard housing. Through its contact with people at the current Outreach Centre, L'Arche is aware of the urgent needs of adults with developmental disabilities living with ageing family members who are their current caregivers, as well as the emerging support needs of transitioning youth.

The I Belong Centre will be a welcoming community space for adults with disabilities. It will serve people who are often marginalized and have little political voice or power, while providing a place where they can belong to a larger community that includes adults without developmental disabilities, friends, and family. Participation in the Centre's programming and community life will be open to all residents of the Comox Valley - it will truly be a place of inclusion.

Sincerely,

*Frank van Gisbergen*  
Board Chair  
L'Arche Comox Valley

File: 5040.01

April 23, 2015

Sent via email only: [jward@courtenay.ca](mailto:jward@courtenay.ca)

Mr. John Ward  
Director of Legislative Services  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Dear Mr. Ward:

**Re: Next steps for Comox Valley government to address homelessness**

Further to the public opinion poll that was conducted during the November 2014 elections regarding reducing homelessness in the Comox Valley, the Comox Valley Regional District committee of the whole, at its meeting of April 21, 2015 passed the following resolution:

“THAT the questionnaire, Appendix C, along with the April 15, 2015 staff report addressing homelessness in the Comox Valley and supporting documentation, be referred to the City of Courtenay, Town of Comox, Village of Cumberland and the Comox Valley Regional District electoral area directors of A, B and C, for completion and return by May 30, 2015;

AND FURTHER THAT the results of the questionnaire be presented to the June 23, 2015 committee of the whole meeting with the objective of determining whether to proceed to a public assent opportunity regarding a regional service to address homelessness in the Comox Valley.”

The questionnaire (Appendix C) will assist in determining whether a specific regional service is supported by municipal councils and electoral area directors, and if so, will assist in defining the purpose of the service. Prior to considering whether to draft a new service establishment bylaw, the CVRD board will need to have several questions answered, which have been outlined in the questionnaire.

We look forward to receiving your response by May 30, 2015.

Sincerely,

***J. Warren***

James Warren  
Corporate Legislative Officer

Enclosures: Staff report dated April 15, 2015 - Next steps for Comox Valley local governments to address homelessness  
Appendix C – Homelessness – Next steps questionnaire

cc: D. Allen, CAO

**DATE:** April 15, 2015**FILE:** 5040-01**TO:** Chair and Directors  
Committee of the Whole**FROM:** Debra Oakman, CMA  
Chief Administrative Officer**RE:** 2015 - Next steps for Comox Valley local governments to address homelessness

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**Purpose**

The purpose of this report is to present a recommendation with regards to next steps in 2015 for Comox Valley local governments to consider with regard to addressing homelessness.

**Policy analysis**

The Comox Valley Regional District (CVRD) established the emergency shelter and supportive housing land acquisition service in 2009 (Bylaw No. 52). This service specifically earmarked funds for the purchase of property (land).

During the November 2014 local government elections, the public was requested to provide its opinion on the following question:

*How much annual property tax would you be willing to pay to reduce homelessness?*

- \$0
- Up to \$5 per year (for a home that is assessed at \$300,000)
- Up to \$10 per year (for a home that is assessed at \$300,000)

Table 1 under the citizen/public relations section of this report provides the official results. Table 2 under the citizen/public relations section of this report further analyses the results by jurisdiction.

At the CVRD February 17, 2015 committee of the whole meeting staff received the following direction.

*THAT a staff report be prepared on an overview of the public opinion vote and options that may be available to address some of the issues related to homelessness*

A regional district may operate any service the board considers necessary or desirable for all or part of the regional district, under section 796 of the *Local Government Act* (LGA). The Comox Valley Regional District does not have a service that relates to providing support for affordable housing or the homeless.

**Executive summary**

Since 2008, Comox Valley local governments have worked towards identifying the community needs and what role/support local government should take as partners in addressing homelessness in the Comox Valley.

Task force, select committees and several reports, both external and internal, have been prepared and considered by elected officials over the past seven years. Most recently the CVRD requested staff to prepare a report on the public opinion vote held in November 2014 and on options that may be available to address some of the issues related to homelessness.

The results of the public opinion vote regarding taxation support to address the issue of homelessness are included under the citizen/public relations section of this report. In summary, of the 32 per cent Comox Valley voter turnout at the November 2014 elections 71 per cent support some level of taxation whereas 29 per cent did not support local government taxing property owners to address homelessness in the Comox Valley.

Some of the challenges local governments have faced over the years relate to the fundamental question of whether addressing homelessness continuum care matters is something that should be funded by local taxpayers. This fundamental question is challenging in that homelessness is a societal matter and ultimately impacts and crosses many jurisdictions and levels of authority. Appendix A taken from the City Spaces 2009 study, illustrates a proposed organizational model for the Comox Valley, What is interesting about this visual is that it shows how all levels of government as well as non-profit organizations need to be coordinated and working together in order to address homelessness, and it also speaks to housing as a key factor in addressing homelessness.

This report provides some history of actions, considerations and steps local government has considered or taken towards addressing homelessness in the Comox Valley.

The next step is to determine whether a specific regional service is supported by municipal councils and electoral area directors, and if it is, then its purpose needs to be determined/defined. Prior to considering and preparing a draft of a new service establishment bylaw (Appendix B), the CVRD board will need to have several questions answered, which have been outlined in Appendix C, proposed questionnaire for local government jurisdictions.

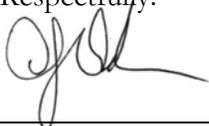
In addition to the above, it is recommended that, prior to proceeding with a public assent process, a five year financial plan needs to be prepared. Should the board determine the purpose is to include the provision of grants to non-profit organizations, the criteria for grant-funding distribution should be prepared in conjunction with a financial plan.

**Recommendations from the chief administrative officer:**

THAT the questionnaire, Appendix C, along with this April 15, 2015 staff report addressing homelessness in the Comox Valley and supporting documentation, be referred to the City of Courtenay, Town of Comox, Village of Cumberland and the Comox Valley Regional District electoral area directors of A, B and C, for completion and return by May 30, 2015

AND FURTHER THAT the results of the questionnaire be presented to the June 23, 2015 committee of the whole meeting with the objective of determining whether to proceed to a public assent opportunity regarding a regional service to address homelessness in the Comox Valley.

Respectfully:



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Debra Oakman, CMA  
Chief Administrative Officer

### History/background factors

Estimates of people in the Comox Valley who are either homeless or at risk of becoming homeless range from several hundred to over 2,000. Many of those at risk are for reasons of mental illness and addiction. There are also a great number of other causes of homelessness, including chronic health problems, job loss, lack of employable skills, seniors on fixed incomes, women fleeing abusive situations and youth who have left foster care.

Besides the human tragedy, real homelessness-related costs to taxpayers are felt in areas such as law enforcement, the legal system, health care and shelter stays. The Vancouver Police Department has estimated that as many as a third of its emergency calls are related to untreated mental illness and/or addiction, much of which is rooted in the city's homeless and under-housed population. A 2008 study by independent academic researchers working with the Centre for Applied Research in Mental Health and Addiction at Simon Fraser University estimated it costs at least \$55,000 annually to service a homeless person. Other studies in other locations have estimated a very similar cost.

Some services are provided in the Comox Valley by groups that include the Dawn to Dawn: Action on Homelessness Society, Comox Valley Transition Society, Comox Bay Care Society, Salvation Army, Wachiay Friendship Centre Society, Ad-Hoc Emergency Resources Organization, Comox Valley Mental Health and Addiction Services and Comox Valley Food Bank. There is no local government staff involvement in operations and/or activity of these groups.

In the fall of 2012, Island Health made funds of \$174,000 available to the CVRD which, in turn granted that money to Dawn to Dawn's "scattered housing" initiative, which enabled that work to continue through 2013 and 2014. Dawn to Dawn intends to continue to look to all levels of government to support its efforts to end homelessness in the Comox Valley.

While local governments historically have not tried to directly tackle the issue, this has changed in recent years outside and within the Comox Valley. The CVRD has worked with local municipalities and service providers to develop materials, conduct research and propose ways to address homelessness. Information on housing and homelessness in the Comox Valley, including background reports, FAQs, research, etc., can be found on the CVRD website: <http://www.comoxvalleyrd.ca/EN/main/governance/housing-homelessness.html>

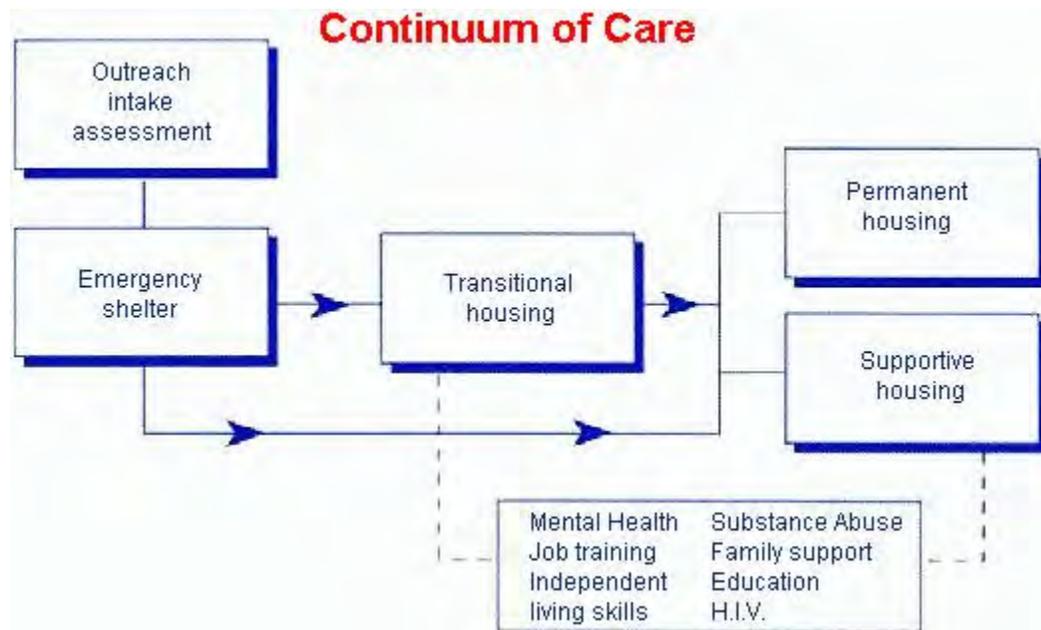
In June 2014, the CVRD board approved a question on the November local government election ballot, to gauge the level of public support for government-funded initiatives to alleviate homelessness in the Comox Valley. The results of the question saw 25 per cent of the respondents agree that they would be willing to pay up to \$5 per year, and 46 per cent willing to pay up to \$10 per year, in tax dollars (based on a home assessed at \$300,000). It is estimated that would amount to between \$225,000 and \$440,000 per year.

On January 27, 2015, the Comox Valley Network – Association of Registered Nurses of BC presented to the CVRD board of directors, and recommended that the CVRD move forward with implementing a tax to reduce homelessness. *With taxes collected the CVRD could: help fund two positions to ensure a supportive housing model at the Braidwood site.*

[http://agendaminutes.comoxvalleyrd.ca/Agenda\\_minutes/CVRDBoard/BRD/27-Jan-15/20150127\\_Boyd\\_delegation\\_homelessness.pdf](http://agendaminutes.comoxvalleyrd.ca/Agenda_minutes/CVRDBoard/BRD/27-Jan-15/20150127_Boyd_delegation_homelessness.pdf)

To date, other than the service dedicated to funding purchase of land for supportive housing, the CVRD has no framework in place for determining need of funds, criteria for administering funds, etc.

There is a wide range of support for the homeless on the “continuum of care”, and at this time, the board does not have a framework for using dollars raised to fund any level of support.



**Options**

1. To proceed with a referendum to determine public support to establish a property tax towards addressing homelessness in the Comox Valley.
2. To proceed with an alternative approval process (AAP) to determine public support to establish a property tax towards addressing homelessness in the Comox Valley.
3. To not proceed with a regional property tax towards addressing homelessness in the Comox Valley.

**Options 1 and 2**

Prior to proceeding to a public assent process, it is recommended the regional board seek input from Comox Valley local government councils and area directors through the completion of a questionnaire to assist with the formulation of a service establishment bylaw. In addition prior to a public assent process being initiated further clarification and development of a structure / framework against which requests for funding would be measured and a proposed five year financial plan be prepared.

**Option 3 – (Municipalities may take direct action)**

According to recent AVICC session held in Courtenay and presented by the M’akola Development Society ‘successful municipalities’ have incorporated three key elements, being:

1. created policies to support the development of housing units including waiver of DCCs;
2. enacted changes – staff champion eg: someone to assist with coordinating various department process requirements; to act as coordinator and manage housing trust funds;
3. establishment of housing trust funds and making contributions.

In considering the purpose from a regional service perspective, it may be helpful to consider what is the gap that a single jurisdiction cannot meet, or, alternatively, what would add value (or leverage with other levels of government and create partnerships) towards addressing homelessness in the Comox Valley.

**Financial factors**

To raise \$225,000 annually based on 2015 property assessed values, the tax rate would be approximately \$0.0178 per \$1,000 of assessed value or \$5.00 for a property assessed at \$300,000. The calculation to get to approximately \$5.00 would be  $\$0.0178 \times 300 = \$5.34$ .

To raise \$440,000 annually based on 2015 property assessed values, the tax rate would be approximately \$0.0347 per \$1,000 of assessed value or \$10.00 for a property assessed at \$300,000. The calculation to get to approximately \$10.00 would be  $\$0.0347 \times 300 = \$10.41$ .

There are a variety of ways, on the “continuum of care”, to help those who are homeless. These range from the ‘low end’ of providing mittens and scarves in cold weather, right through to funding operating costs of a facility that provides shelter and/or other support services. At the April 2015 AVICC convention session on housing, it was identified that the federal and provincial government housing grants/subsidies are no longer available. It was identified that local governments need to coordinate and advocating to senior levels of government to ensure the existing housing subsidies remain in place.

Should the CVRD board consider the establishment of a new service to address homelessness in the Comox Valley, the establishment bylaw will require a method to apportion (cost share) the service. The LGA provides for cost sharing to be done by way of converted assessed property values if no other method is provided. The tables attached as Appendix D provides the cost apportionment if all Comox Valley local governments participate in the service, this table demonstrates for every \$100,000.00 raised in taxation the amount and percentage each jurisdiction would collect from the property owners in the region.

**Legal factors**

A regional district must adopt a service establishing bylaw in order to operate a service. In the case of a housing or homelessness supports service, the board could amend its emergency shelter and supporting housing land acquisition service by expanding the purpose or it could adopt a new service establishing bylaw. A new service establishing bylaw requires elector approval before it can be adopted. That approval can be obtained by way of assent voting (referendum), an alternative approval process (AAP) or, in limited circumstances, municipal council and electoral area director consent.

Should the board proceed with assent voting, the board must choose to either:

- a) have the board conduct the voting throughout the proposed service area; or
- b) have the board and councils be responsible for conducting the voting throughout the proposed service area. (LGA, section 801.1).

The board may also decide to obtain participating area approval by individual jurisdiction (municipalities and electoral areas) or for the proposed service area as a whole. A decision to obtain approval for the service area as a whole requires a 2/3rds majority vote (LGA, section 801).

Regardless of whether the board conducts the voting or the board and councils conduct voting, a coordinated approach for voting place bookings, advertising and community engagement will be required. The results of the survey proposed in this report will provide some guidance for staff to formulate a strategy for assent voting. That strategy, which will include survey results and specifics regarding timing and costs, can be presented to a future committee of the whole meeting.

**Sustainability implications**

This initiative would support the Comox Valley sustainability strategy’s vision of social and community well-being, which is that “the Comox Valley is a caring, integrated community where people of mixed income, mixed capacity, and mixed background, live and work together with a great quality of life in accessible, diverse neighbourhoods.” Specifically, the strategy supports the tenets of all residents having basic needs met, and have adequate housing. The generally accepted strategy of “housing first” as the most help for homeless fits well within the sustainability strategy.

**Intergovernmental factors**

While local governments historically have not tried to directly tackle the issue, this has changed in recent years outside and within the Comox Valley, with the recognition that alleviating homelessness is only achievable if there is concerted effort at all levels of government, and that local governments have a definite role to play.

**Interdepartmental involvement**

There is no internal expertise in the area of homelessness at the CVRD. Therefore, the board would need to consider the possibility of contracting expertise to develop a framework against which funding allocation could be made, or simply of having agencies working in the area of homelessness come forward with requests for funding each year, which the board would assess on its merits at the time. Appendix E provides examples of initiatives in other areas.

**Citizen/public relations**

There is a widespread public awareness of homelessness in the Comox Valley, with much public sentiment that local governments have not done much, to date, in terms of tangible efforts.

At the November 2014 local government elections, the public was asked to provide their opinion with regard to interest in financially supporting local government initiatives in addressing homelessness. Table 1 below represents the official results as published by the chief election officer in his report dated November 18, 2014.

**Table 1**

COMOX VALLEY REGIONAL DISTRICT PUBLIC OPINION VOTE																	
NON-BINDING QUESTION REGARDING TAXPAYER INTEREST IN ADDRESSING HOMELESSSES																	
QUESTION: How much annual property tax would you be willing to pay to reduce homelessness?																	
TOTALS		Percent of Vote	Advance Nov 5	Advance Nov 12	Special Homby / Denman / St. Joe's	Mail ballot	Homby	Denman	Fanny Bay	Union Bay	Royston	Boardroom	NIDES	Living Waters	City of Courtenay	Town of Comox	Village of Cumberland
4335	\$0	29%	165	159	2	12	42	50	53	97	121	374	193	101	1588	1160	218
3662	Up to \$5 per year (for a home that is assessed at \$300,000)	25%	52	92	16	6	56	85	56	79	86	315	148	85	1275	1068	243
6866	Up to \$10 per year (for a home that is assessed at \$300,000)	46%	85	162	22	12	172	255	108	111	214	507	309	120	2444	1831	514

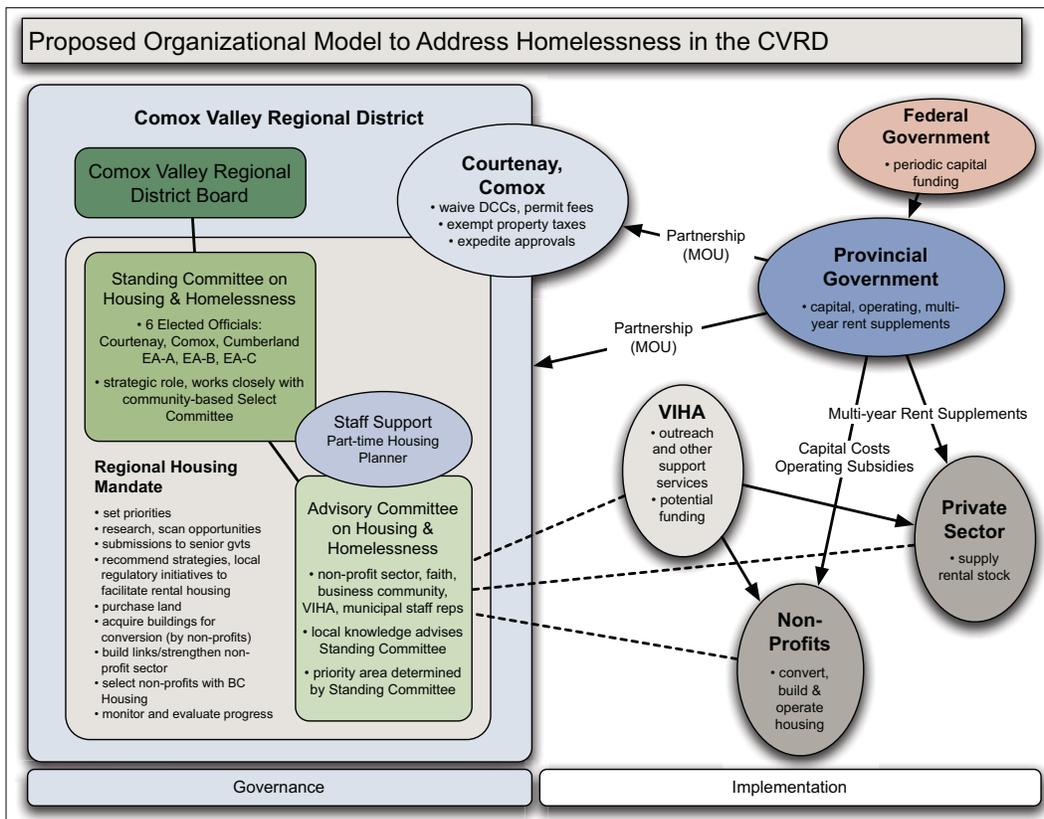
**Voter turnout** in the Comox Valley for the November 2014 local government elections:

	Voters	Pop.	Voter turnout
<b>Comox</b>	4350	10509	41%
<b>Cumberland</b>	1101	2700	41%
<b>Courtenay</b>	6150	19853	31%
<b>CVRD</b>	4638	17483	27%
<b>Total</b>	16,239	50,545	32%

**Table 2 – Public opinion vote by jurisdiction**

Taxation Amount	CVRD	%	Courtenay	%	Comox	%	Cumberland	%	Total	%
\$0	1459	32%	1588	30%	1160	29%	218	22%	4425	30%
\$5	1071	23%	1275	24%	1068	26%	243	25%	3657	24%
\$10	2071	45%	2444	46%	1831	45%	514	53%	6860	46%
	4601	100%	5307	100%	4059	100%	975	100%	14942	100%

- Enclosures:
- Appendix A – Proposed organizational model - City Spaces 2009 study
  - Appendix B – Service establishment steps
  - Appendix C – 2015 Homelessness next steps questionnaire
  - Appendix D – Cost apportionment tables
  - Appendix E - Examples of other jurisdictions action on homelessness



## 2. IN CONCLUSION

The Comox Valley Regional District has recognized that the issue of homelessness is broader than the urban areas where it is most visible and momentum for action on a regional scale has emerged from this recognition. It is timely to seize this opportunity and capitalize on the strong sense of regional co-operation that has coalesced around the issue of homelessness. The recommendations in this report are presented to assist the CVRD in taking the next steps towards housing and supporting the homeless and those at risk of homeless, as well as others who struggle to find appropriate and affordable housing in the region.



Creating Certainty  
Within Uncertainty:  
A Regional Structure  
to Address  
Homelessness

*Final Report*

Prepared for  
Comox Valley  
Regional District

June 2009

This document gives a brief overview of the process for establishing a service.



Overall timing for establishing a service can range from a few months for very straight-forward services with an uncomplicated service delivery model to more than one year if the service is more complicated, involves multiple jurisdictions, requires third-party service delivery partners and/or does not have a clear and specific mandate from the outset.

April 15, 2015

File: 5040-01

**CHOOSE JURISDICTION FROM DROP DOWN BOX**

Your input is requested to assist the Comox Valley Regional District (CVRD) board in determining whether a specific regional service should be established for the purpose of addressing homelessness in the Comox Valley. Please provide your response by May 30, 2015 to [administration@comoxvalleyrd.ca](mailto:administration@comoxvalleyrd.ca).

- 1. Would your jurisdiction support and participate in a new regional service to address homelessness?** (If YES, please complete questions 2 to 5; if NO, please return questionnaire)
  - Yes
  - No
  
- 2. Should a new service be established what is the maximum taxation rate your jurisdiction would support:**
  - \$0.05 per \$1,000.00 assessed property value, (approx. \$504,000/yr) or
  - \$0.10 per \$1,000.00 assessed property value, (approx. \$1,008,000/yr) or
  - another amount (please describe):  
CLICK HERE TO ENTER TEXT.
  
- 3. What would your local government define the new service purpose as:**
  - addressing homelessness in the Comox Valley; or
  - administering and providing grants to address homelessness in the Comox Valley; or
  - coordinating local government actions to address homelessness and developing a housing trust fund, or
  - another definition (please describe):  
CLICK HERE TO ENTER TEXT.
  
- 4. How does your jurisdiction see the cost of the service being allocated between all jurisdictions:**
  - converted property values (LGA Section 804), or
  - another method (please describe):  
CLICK HERE TO ENTER TEXT.
  
- 5. What is your jurisdictions preferred method of seeking public assent:**
  - referendum, or
  - alternative approval process

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<b>Per \$100,000 with All Area A</b>				
<b>Participant</b>	<b>Net Taxable Assmt</b>	<b>Converted Value</b>	<b>Levy</b>	<b>%</b>
Area A	1,768,925,545	194,316,826	\$15,370	15.37%
Area B	1,321,912,848	139,272,315	\$11,016	11.02%
Area C	1,509,138,530	178,539,802	\$14,122	14.12%
Comox	2,005,629,528	217,859,834	\$17,232	17.23%
Courtenay	3,790,506,465	481,662,842	\$38,097	38.10%
Cumberland	442,826,933	52,647,704	\$4,164	4.16%
<b>Total</b>	<b>10,838,939,849</b>	<b>1,264,299,323</b>	<b>\$100,000.00</b>	
<b>Approx. Residential Rate per \$1000</b>			<b>0.00791</b>	
<b>Equivalent Maximum Levy</b>			<b>0.00853</b>	

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<b>Per \$100,000 With Baynes Sound Only</b>				
<b>Participant</b>	<b>Net Taxable Assmt</b>	<b>Converted Value</b>	<b>Levy</b>	<b>%</b>
Part Area A Baynes Sd	1,009,940,662	116,714,651	\$ 9,835	9.84%
Area B	1,321,912,848	139,272,315	\$11,736	11.74%
Area C	1,509,138,530	178,539,802	\$15,045	15.05%
Comox	2,005,629,528	217,859,834	\$18,359	18.36%
Courtenay	3,790,506,465	481,662,842	\$40,589	40.59%
Cumberland	442,826,933	52,647,704	\$4,436	4.44%
<b>Total</b>	<b>10,079,954,966</b>	<b>1,186,697,148</b>	<b>\$100,000.00</b>	
<b>Approx. Residential Rate per \$1000</b>			<b>0.00843</b>	
<b>Equivalent Maximum Levy</b>			<b>0.00853</b>	

## Examples of other local government homelessness initiatives

### *City of Nanaimo*

The City of Nanaimo has taken proactive steps towards addressing homelessness and the related issues of mental health and addictions, including implementing a Homelessness Strategy and Action Plan. There are a number of action-oriented initiatives including a Housing Placement which builds VIHA's existing placement service that will actually organize moving homeless individuals into housing as well as locate housing, including rent supplement units. The Province of British Columbia and the City of Nanaimo have approved a Memorandum of Understanding (MOU) to build new supportive housing units for people who are homeless or at risk of homelessness, including. There are five separate housing structures, providing a total of 158 units.

### *City of Kelowna*

The City of Kelowna's housing and homelessness initiatives are guided by the council's housing committee which has been in existence since 1985. In March 2008, the Province of British Columbia and the City of Kelowna signed an agreement to build up to 128 new supportive housing units on three city-owned sites for people who are homeless or at risk of homelessness, The province is providing capital and operating funding. The City of Kelowna provided the land for a nominal fee on a 60-year lease.

The City has also provided land for a nominal fee on a 60-year lease towards the development of 30 units of supportive housing for adults who are homeless and have addictions and mental health issues.

The City of Kelowna has a number of initiatives that support the development of affordable housing, including policies in the OCP, the ability to waive development cost charges for new non-profit rental housing and a Housing Opportunities Reserve Fund. The fund is built through money generated from land sales, leases and other sources. It is used to acquire lands suited to development opportunities that would include affordable housing and gives grants in return for the provision of affordable housing.

### *City of Victoria - Greater Victoria Coalition to End Homelessness (GVCEH)*

The Greater Victoria Coalition to End Homelessness (GVCEH) is a registered society that was born out of a need to address homelessness at a regional level in the Greater Victoria region. In January 2008, the Province of British Columbia and the City of Victoria approved a Memorandum of Understanding (MOU) to build over 170 new and upgraded housing units.

### *City of Surrey*

Surrey's social planning function provides support for homelessness and affordable housing initiatives. "A Social Plan", the framework for social planning adopted in 2006, lays out actions to address both housing and homelessness. The City employs two social planners to deal with social planning and policy. Tasks related to the development of supported housing projects in partnership with BC Housing and non-profits, are the responsibility of Area Planning, the division that implements policies and by-laws related to land use and development.

In April 2008, the Province of British Columbia and the City of Surrey approved a Memorandum of Understanding (MOU) to build up to 103 new supportive housing units on two city-owned sites for people who are homeless or at risk of homelessness. To date, Surrey has contributed the land and waived all development fees and charges for the 3 MOU projects. In addition, the nonprofit sponsors of the housing projects may apply on an annual basis for a property tax exemption.



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2816**

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

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

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2816, 2015”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - a) amending Section 8.19.1 by adding “(41) notwithstanding the above, *Pet Day Care* is permitted on Strata Property VIS687 (241 Puntledge Road)”;
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 19<sup>th</sup> day of May, 2015

Read a second time this 19<sup>th</sup> day of May, 2015

Considered at a Public Hearing this            day of            , 2015

Read a third time this            day of            , 2015

Finally passed and adopted this            day of            , 2015

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services

Approved under S.52(3)(a) of the *Transportation Act*

\_\_\_\_\_  
**Signing Authority Name,**  
Ministry of Transportation and Infrastructure



# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2755

### A bylaw to establish Development Cost Charge Reserve Funds

WHEREAS Section 935 of the *Local Government Act* states that funds collected for Development Cost Charges must be deposited into separate reserves for each purpose for which the local government imposes the development cost charge.

AND WHEREAS Section 188 of the *Community Charter* establishes that Council must establish Development Cost Charge Reserves by bylaw.

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

1. This bylaw shall be cited for all purposes as “**Development Cost Charges Reserve Funds Establishment Bylaw No. 2755, 2015**”
2. Six development cost charge reserve funds, to be known as the:
  - a. Highway Facilities Development Cost Charge Reserve
  - b. Storm Drainage Facilities Development Cost Charge Reserve
  - c. Parkland Acquisition Development Cost Charge Reserve
  - d. Water Facilities Development Cost Charge Reserve
  - e. Sanitary Sewer Facilities Development Cost Charge Reserve
  - f. Sanitary Sewer Facilities North East Zone Development Cost Charge Reserve

are hereby established under Section 935 of the *Local Government Act* and Section 188 of the *Community Charter* in respect of development cost charges imposed under Part 26 of the *Local Government Act*.

3. All moneys received resulting from development cost charges imposed by the City of Courtenay for highways facilities, storm drainage facilities, parkland amenities, water facilities, or sanitary sewer facilities must be placed as a credit to the applicable development cost charge reserve fund established under paragraph 2 of this bylaw.
4. Money placed to the credit of the reserves established by this bylaw may be invested in the manner provided by the *Community Charter* for the investment of municipal funds.
5. Money in any of the reserve funds established by this bylaw, and interest earned on it, can only be used for the purpose for which the applicable development cost charge was imposed and subject to the further conditions of Section 935 of the *Local Government Act*.

Read a first time this 19<sup>th</sup> day of May, 2015

Read a second time this 19<sup>th</sup> day of May, 2015

Read a third time this 19<sup>th</sup> day of May, 2015

Finally passed and adopted this     day of     , 2015

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Mayor

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Director of Legislative Services

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2659**

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

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

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

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

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

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

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

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

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

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

Third reading rescinded this 2<sup>nd</sup> day of February, 2015

Considered at a Public Hearing this 16<sup>th</sup> day of February, 2015

Read a third time this 2<sup>nd</sup> day of March, 2015

Finally passed and adopted this     day of     , 2015

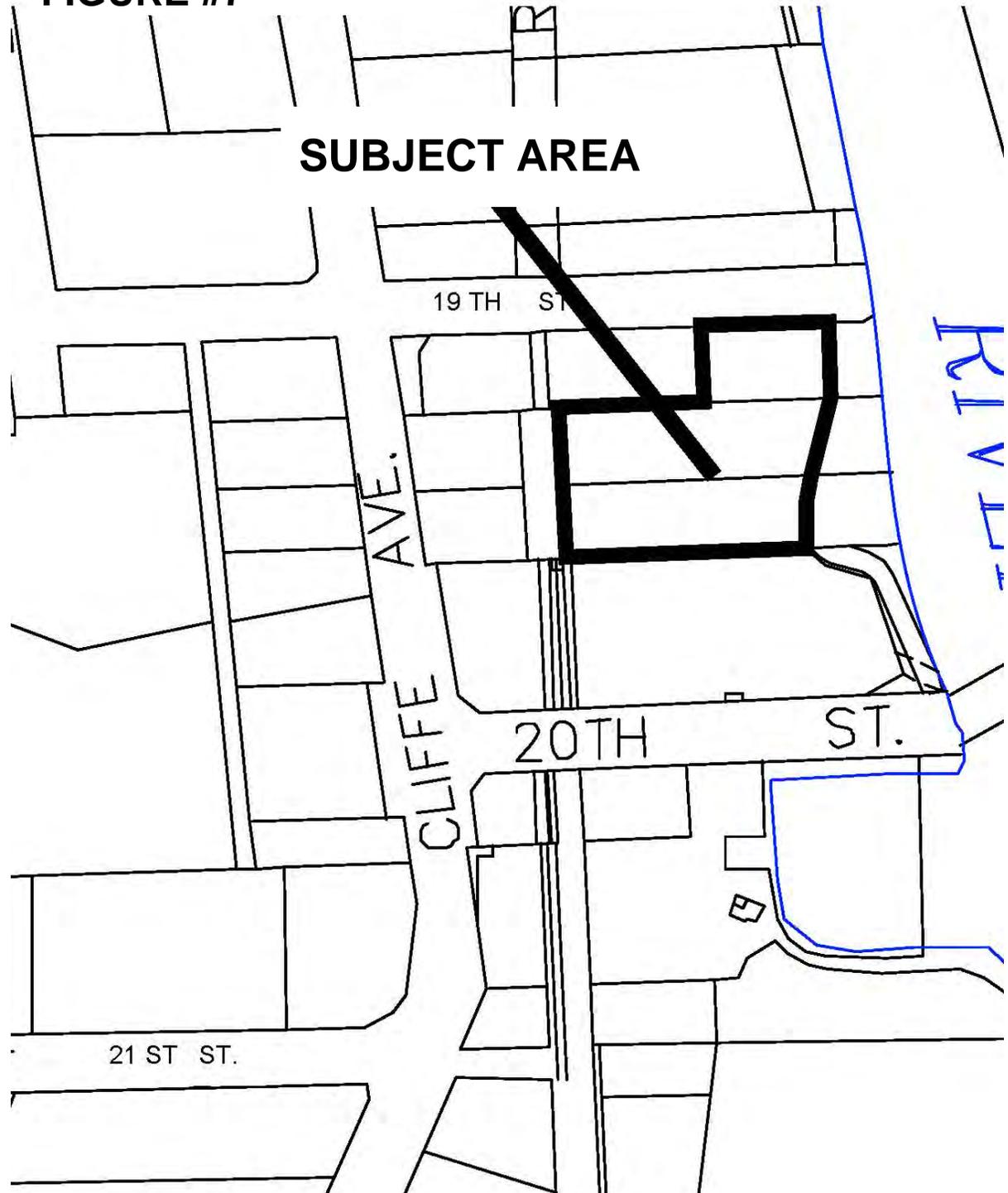
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Mayor

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Manager of Corporate Administration

**FIGURE #7**



**THE CITY OF COURTENAY**

*ATTACHMENT "A"*

Part of Bylaw No. 2659, 2011

Amendment to the

Zoning Bylaw No. 2500, 2007



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2817**

**A bylaw to establish a reserve fund for  
general fund asset management purposes**

WHEREAS the City of Courtenay has identified a need to fund the future replacement or renewal of general fund capital assets; and

WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS money in this reserve fund, and the interest earned on it, must be used only for the purpose for which the fund was established; and

AND WHEREAS monies received through budget transfers or other Council approved allocations and interest earnings on those proceeds have been segregated in a reserve fund.

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

1. This bylaw may be cited for all purposes as **“General Fund Asset Management Reserve Fund Establishing Bylaw No. 2817, 2015”**.
2. Amounts included in the financial plan adopted under Section 165 of the *Community Charter* for the purpose of undertaking asset management projects, or other allocations approved by Council, may from time to time be paid into this reserve fund.
3. The accumulated funds in the General Fund Asset Management Reserve Fund will be used to acquire tangible capital assets relating to the general functions within that fund for the purpose of refurbishing, renewing or replacing existing tangible capital assets for those assets within those functions.
4. All expenditure of money from the General Fund Asset Management Reserve Fund shall be provided for in the annual Financial Plan or amendments thereto.

Read a first time this 11<sup>th</sup> day of May, 2015

Read a second time this 11<sup>th</sup> day of May, 2015

Read a third time this 11<sup>th</sup> day of May, 2015

Finally passed and adopted this        day of        , 2015

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2818**

**A bylaw to establish a reserve fund for  
water fund asset management purposes**

WHEREAS the City of Courtenay has identified a need to fund the future replacement or renewal of water fund capital assets; and

WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS money in this reserve fund, and the interest earned on it, must be used only for the purpose for which the fund was established; and

AND WHEREAS monies received through budget transfers or other Council approved allocations and interest earnings on those proceeds have been segregated in a reserve fund.

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

1. This bylaw may be cited for all purposes as **“Water Fund Asset Management Reserve Fund Establishing Bylaw No. 2817, 2015”**.
2. Amounts included in the financial plan adopted under Section 165 of the *Community Charter* for the purpose of undertaking asset management projects, or other allocations approved by Council, may from time to time be paid into this reserve fund.
3. The accumulated funds in the Water Fund Asset Management Reserve Fund will be used to acquire tangible capital assets relating to the general functions within that fund for the purpose of refurbishing, renewing or replacing existing tangible capital assets for those assets within those functions.
4. All expenditure of money from the Water Fund Asset Management Reserve Fund shall be provided for in the annual Financial Plan or amendments thereto.

Read a first time this 11<sup>th</sup> day of May, 2015

Read a second time this 11<sup>th</sup> day of May, 2015

Read a third time this 11<sup>th</sup> day of May, 2015

Finally passed and adopted this        day of        , 2015

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2819

**A bylaw to establish a reserve fund for sewer fund asset management purposes**

WHEREAS the City of Courtenay has identified a need to fund the future replacement or renewal of sewer fund capital assets; and

WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS money in this reserve fund, and the interest earned on it, must be used only for the purpose for which the fund was established; and

AND WHEREAS monies received through budget transfers or other Council approved allocations and interest earnings on those proceeds have been segregated in a reserve fund.

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

1. This bylaw may be cited for all purposes as **“Sewer Fund Asset Management Reserve Fund Establishing Bylaw No. 2817, 2015”**.
2. Amounts included in the financial plan adopted under Section 165 of the *Community Charter* for the purpose of undertaking asset management projects, or other allocations approved by Council, may from time to time be paid into this reserve fund.
3. The accumulated funds in the Sewer Fund Asset Management Reserve Fund will be used to acquire tangible capital assets relating to the general functions within that fund for the purpose of refurbishing, renewing or replacing existing tangible capital assets for those assets within those functions.
4. All expenditure of money from the Sewer Fund Asset Management Reserve Fund shall be provided for in the annual Financial Plan or amendments thereto.

Read a first time this 11<sup>th</sup> day of May, 2015

Read a second time this 11<sup>th</sup> day of May, 2015

Read a third time this 11<sup>th</sup> day of May, 2015

Finally passed and adopted this        day of        , 2015

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2820**

**A bylaw to establish a reserve fund to manage financial risk**

WHEREAS the City of Courtenay has identified a need to fund the risk of costs related to unexpected, significant, or catastrophic situations or events; and

WHEREAS Section 188 of the *Community Charter* authorizes Council to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS money in this reserve fund, and the interest earned on it, must be used only for the purpose for which the fund was established; and

AND WHEREAS monies received through budget transfers or other Council approved allocations and interest earnings on those proceeds have been segregated in a reserve fund.

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

1. This bylaw may be cited for all purposes as **“Risk Reserve Fund Establishing Bylaw No. 2818, 2015”**.
2. Amounts included in the financial plan adopted under Section 165 of the *Community Charter* for the purpose of funding operational or capital financial risk, a portion of surplus funds that may arise, or other allocations approved by Council may from time to time be paid into this reserve fund.
3. The risk reserve shall be funded to a maximum of \$1,500,000.
4. The accumulated funds in the Risk Reserve Fund may be used to provide funding for unbudgeted operational or capital costs arising from the occurrence of unexpected, significant, or catastrophic situations or events.
5. All expenditure of money from the Risk Reserve Fund shall be provided for in the annual Financial Plan or amendments thereto as approved by Council.

Read a first time this 11<sup>th</sup> day of May, 2015

Read a second time this 11<sup>th</sup> day of May, 2015

Read a third time this 11<sup>th</sup> day of May, 2015

Finally passed and adopted this        day of        , 2015

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services

