

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

**DATE:** June 15, 2015  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt June 1, 2015 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

1. Lee Everson – “Walking with Our Sisters” Memorial installation

**4.00 STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) CAO and Legislative Services**

- 1 1. Draft Asset Management Policy

**(b) Community Services**

**(c) Development Services**

- 11 2. Development Permit with Variance for 1465 Grieve Avenue
- 35 3. Request to reimburse application fees for Zoning File 1501 and to become a financial contributor to the L'Arche Comox Valley I Belong Centre
- 41 4. Sidewalk Cafes in Downtown Courtenay

**(d) Engineering and Operations**

- 47 5. Buckstone Investments Ltd. – Latecomer Agreement LA1301

**(e) Financial Services**

- 63 6. Statement of Financial Information - 2014

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 99 1. Briefing Note – City of Courtenay Water Conservation Initiatives

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

**8.00 RESOLUTIONS OF COUNCIL**

## 1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held June 15, 2015 at the conclusion of the Regular Council meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations; and
- 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

### 1. Delegation to the June 1, 2015 Regular Council meeting:

Request from John Higginbotham for the City to improve access along the Ryan Road corridor to the new regional hospital in conjunction with the Ministry of Transportation and Infrastructure.

## 10.00 NOTICE OF MOTION

## 11.00 NEW BUSINESS

- 113 1. Correspondence from Premier Clark and Minister Oakes regarding UBCM meeting requests.

**Recommendation:** That Council direct staff to request meetings with the Premier and/or Cabinet Ministers if desired.

## 12.00 BYLAWS

### For First, Second and Third Readings

- 117 1. “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2823, 2015”.  
(To update the Officer’s Designation Bylaw)

### For Third Reading and Final Adoption

- 121 2. “Zoning Amendment Bylaw No. 2816, 2015”  
(To add “pet daycare” as a permitted use for 241 Puntledge Road)

## 13.00 ADJOURNMENT

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THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Draft Asset Management Policy

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**File No.:** 1670-00  
**Date:** June 15, 2015

### PURPOSE:

To introduce a Policy to guide implementation of organization-wide Asset Management processes to meet the asset-intensive Sustainable Service Delivery needs of the City.

### CAO RECOMMENDATIONS:

That, based on the June 1, 2015 staff report *"Draft Asset Management Policy"*, Council approve Option 1 to endorse the draft policy as follows:

"THAT Council adopts "Asset Management Policy #1670.00.02" effective June 1, 2015.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Local governments throughout British Columbia own, operate and maintain a wide array of infrastructure assets. These include, but are not limited to, transportation networks, water distribution networks, sewage collection systems, information technology systems, vehicle and equipment fleets, parks and civic facilities.

In 2014 the Government of Canada, Government of British Columbia and the Union of British Columbia Municipalities adopted a new 5-year \$1.3B agreement on the Federal Gas Tax Fund. One condition of that agreement was that the partners would adopt, within one year, "an Asset Management framework to guide Local Governments in meeting their Asset Management commitment" articulated in the new Gas Tax Agreement. The Framework was finalized in February 2015 and is attached for information.

As council members are aware, one of the Operational Strategies assigned to the CAO for 2015 was to create by June an Asset Management Policy for Council consideration. The attached draft Policy is respectfully submitted to meet that commitment.

**DISCUSSION:**

Council may have noticed the practice of Asset Management was a common theme amid the 2015 budget discussions and recent consideration of granting opportunities offered by senior governments. This common theme of Asset Management as a policy objective began in Courtenay nearly two years ago and its practices have since been encouraged at the policy, administrative and operational levels.

The attached “Asset Management for Sustainable Service Delivery: a BC Framework” (the ‘Framework’) is obviously consistent with the recent budget and granting discussions council members will recall. This reflects the universality of good Asset Management practices, and Courtenay senior staff membership on the Asset Management BC Working Group that was given responsibility to write the ‘Framework’ on behalf of Canada/BC/UBCM 2014 Gas Tax Agreement partners. The ‘Framework’ links Sustainable Service Delivery and Asset Management and gives an overview of how the latter leads to attainment of the former.

Not surprisingly, the draft Asset Management Policy is consistent with all of the above.

**FINANCIAL IMPLICATIONS:**

Represented in the draft 2015-2019 Financial Plan; while only a small portion of senior staff Professional Development costs, the BC Asset Management Planning Grant (\$10K in-kind) will off-set the cost of 2014 planned essential training to achieve the 2014 Asset Management objectives.

**ADMINISTRATIVE IMPLICATIONS:**

Included in the 2015 Workplan and represents approximately 600 training hours.

**ASSET MANAGEMENT IMPLICATIONS:**

The Asset Management Policy is the fundamental instruction for practicing an organization-wide system that will impact every service delivered by the City.

**STRATEGIC PLAN REFERENCE:**

Part of 2015 CAO Operational Strategy #3

**OFFICIAL COMMUNITY PLAN REFERENCE:**

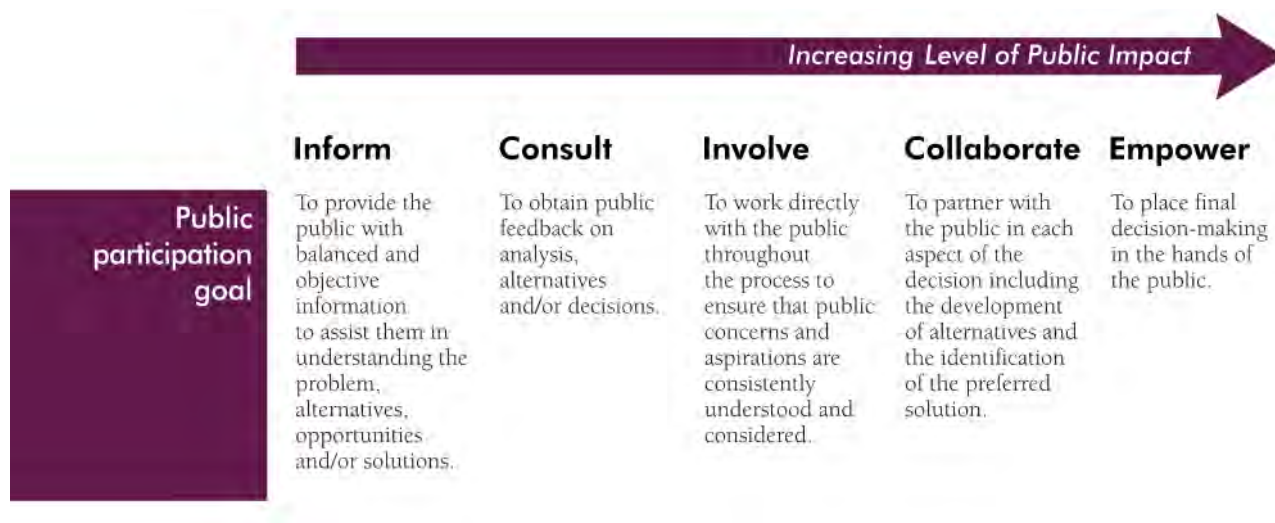
N/A

**REGIONAL GROWTH STRATEGY REFERENCE:**

N/A

**CITIZEN/PUBLIC ENGAGEMENT:**

Public engagement will be at the “Inform” level within both the 2014 and 2015 Annual Reports under the heading of Asset Management.



**OPTIONS:**

*Option 1:*

That, based on the June 1, 2015 staff report "Draft Asset Management Policy", Council adopts "Asset Management Policy #1670.00.02" effective June 15, 2015. [Recommended]

*Option 2:*

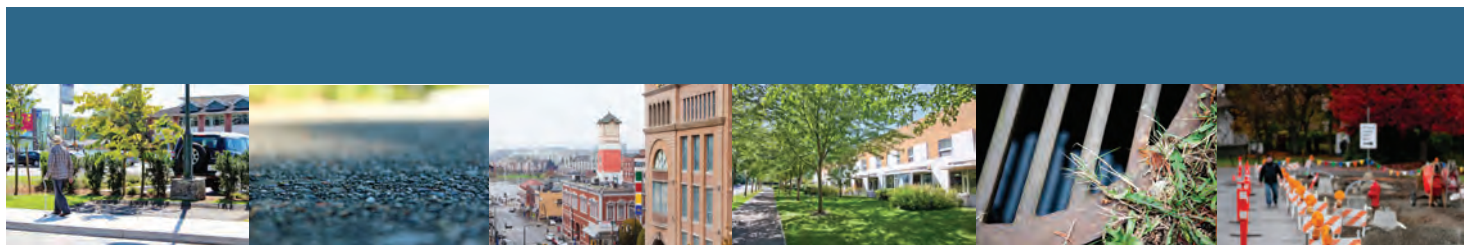
That, Council defer adoption of "Asset Management Policy #1670.00.02" to a future date.

Prepared by:

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

# Asset Management for Sustainable Service Delivery

## A BC Framework



## Sustainable Service Delivery

Sustainable Service Delivery ensures that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs. Communities build and maintain infrastructure to provide services. These services support our quality of life, protect our health and safety, and promote social, economic and environmental well-being. Failure to care for our infrastructure, manage our natural resources and protect the benefits provided by nature risks degrading, or even losing, the services communities enjoy, and that future generations may rely on.

Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.



# Asset Management

**Asset Management** is an integrated process, bringing together skills, expertise, and activities of **People**; with **Information** about a community's physical **Assets**; and **Finances**; so that informed decisions can be made, supporting Sustainable Service Delivery.



# The Core Elements

**People, Information, Assets, and Finances** are considered the core elements of asset management. Each of these elements is necessary for sustainable service delivery. Success requires the integration of these four elements throughout the **Process** of asset management.



## People

Asset management is a corporate function. Local governments that successfully implement asset management have staff and elected officials who; understand the need for asset management and support its implementation, are effective leaders, have a culture of inter-disciplinary teamwork, value informed decision making, and continuously develop their skills, experience and capacity.



## Information

Information is needed to support decisions that are cost effective, manage risks, and support long-term service delivery. The quality of information, information collection and dissemination can evolve over time to support informed decision-making.



## Assets

The physical infrastructure owned by local governments to enable service delivery including, but not limited to; water and wastewater systems, drainage and flood protection systems, transportation systems, civic facilities, parks and fleet. It may also include natural resources and the essential ecological functions nature provides.



## Finances

A holistic understanding of the long-term costs of providing services and the infrastructure required is a critical element of asset management. Proactive asset management will yield fewer service disruptions, more predictable results and lower total lifecycle costs than a reactive approach to repair and replacement.



# Asset Management: The Process

Asset management is a **continuous quality improvement process**. This ongoing **Process** is **incremental** and **scalable**, involving; **Assessing** capacity, demand and results, **Planning** what needs to be done, and **Implementing** the plans. This continually informs how to enhance and expand the **Process**.

## Review, Communicate and Engage

Integral to, and throughout the asset management **Process**, it is important to include regular **reviews** and provide effective **communication** internally and externally with all affected stakeholders. Internally, it is critical to develop organizational alignment and build knowledge/understanding prior to external **communication** and **engagement**. Educating and building awareness will improve the ability to implement asset management.

# ASSESS

## Assess Asset Management Practices

Determine organizational capacity to undertake asset management as an ongoing corporate function. This includes a high level assessment of all the core elements: **people, information, assets, and finances**. The assessment results serve as a foundation for developing and implementing the **Process**.

## Assess the Current State of Assets

Assessing the current state of assets includes; knowing the inventory, asset conditions, both defined customer and technical levels of service and risks within each asset group. This assessment is the foundation for the development of **Asset Management Plans**.



# PLAN

## Asset Management Policy

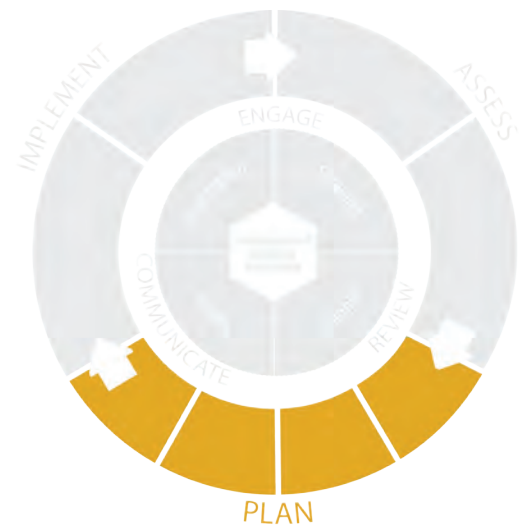
A document that broadly outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.

## Asset Management Plan

Long-term plans that outline the assets, asset conditions, levels of service, asset and service risks, activities and programs for each service area and resources required to provide a defined level of service in the most cost effective way. Each Asset Management Plan is a readable and user-friendly living document that is continuously improved to incorporate new information or changing requirements.

## Integrate to Long-term Financial Plan

**Asset Management Plans** are integral to a robust Long-Term Financial Plan and support **Sustainable Service Delivery**. This integration identifies gaps between long-term costs and available funding. The financial planning process identifies opportunities to close the gap through adjusting service levels (reducing costs) and/or increasing funding (raising revenue).



## Asset Management Strategy

The high-level, long-term approach to asset management, including **Asset Management Plans** and objectives for managing assets.

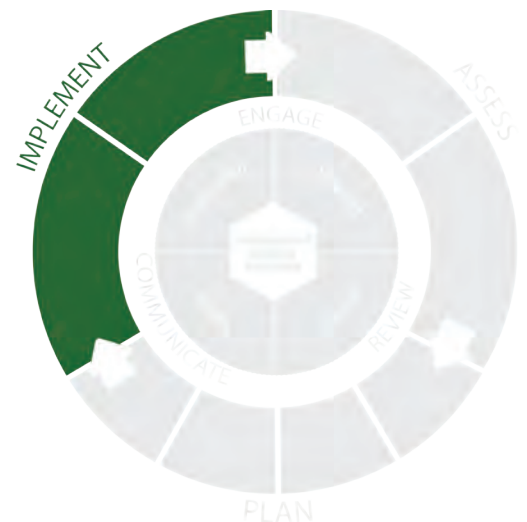
# IMPLEMENT

## Implement Asset Management Practices

Asset management practices establish and implement ways that integrate people, organizational culture and capacity. The implementation of these practices is guided by an **Asset Management Strategy** and the actions in **Asset Management Plans**.

## Measure and Report

Annual and financial reports include asset management objectives and outcomes identified in an **Asset Management Strategy** and **Asset Management Plans**. Reporting demonstrates measurable progress in implementing the **Process** and achieving outcomes that contribute to **Sustainable Service Delivery**.



<b>Section: 5 - Finance</b>	<b>Policy # 1670.00.02</b>
<b>Subject: Asset Management Policy</b>	<b>Revision #</b>

**PURPOSE**

This Policy sets guidelines for implementing organization-wide Asset Management processes to meet the asset-intensive Sustainable Service Delivery needs of the City.

**POLICY**

Sustainable Service Delivery ensures that current community services are delivered in a socially, economically and environmentally responsible manner that does not compromise the ability of future generations to meet their own needs.

Sound Asset Management practices enable Sustainable Service Delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs and services.

The City's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, repair, renewal, upgrade, replacement and disposal of capital assets by:

- a) Ensuring that Courtenay's capital assets are provided in a manner that respects cultural, economic and environmental sustainability;
- b) Meeting all relevant legislative and regulatory requirements;
- c) Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
- d) Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them;
- e) Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- f) Creating a corporate culture where all employees play a part in overall care for City assets by providing necessary awareness, training and professional development; and
- g) Providing those we serve with services and levels of service for which they are willing to pay.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section: 5 - Finance</b>	<b>Policy # 1670.00.02</b>
<b>Subject: Asset Management Policy</b>	<b>Revision #</b>

**SCOPE**

This policy applies to all City of Courtenay departments, officers, employees and contractors.

**RELATED DOCUMENTS**

- a) *Community Charter* s. 7(c) [Municipal purposes] “The purposes of a municipality include providing for stewardship of the public assets of its community”;
- b) City of Courtenay Official Community Plan (OCP);
- c) The “Regional Context Statement” of the OCP;
- d) “Asset Management for Sustainable Service Delivery: A BC Framework”; and
- e) “International Infrastructure Management Manual, International Edition, 2011” and its supplementary Practice Notes.

**RESPONSIBILITY**

City of Courtenay council members are responsible for adopting policy and ensuring that sufficient resources are applied to manage the City’s capital assets.

The Chief Administrative Officer has responsibility for Asset Management plans, strategies and procedures as well as reporting to Council on the effectiveness of Asset Management practices and their outcomes. Asset Management activities may be assigned or delegated internally at the discretion of the Chief Administrative Officer.

**REVIEW DATE**

This policy has an intended life of 4 years, or less, at the discretion of sitting Council of-the-day.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Development Permit with variance for 1465 Grieve Ave

**File No.:** 3060-20-1403

**Date:** June 15, 2015

### PURPOSE:

The purpose of this report is for Council to consider a Development Permit with parking variance for L'Arche Comox Valley to construct a mixed use building containing an outreach centre, offices and residential suites for their developmentally disable clients.

### CAO RECOMMENDATIONS:

That based on the June 15, 2015 staff report "Development Permit with variance for 1465 Grieve Ave" Council approve Option 1 and approve issuance of Development Permit with variance 1403 to L'Arche Comox Valley for their property at 1465 Grieve Avenue in Courtenay.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The subject property is a vacant lot on Grieve Avenue bound on the north and west by a public lane and a single family home to the south. The Aboriginal Education Centre and the Courtenay Elementary School are across the lane to the west. The neighbourhood is residential in character with a mix of single family dwellings and small walk-up style multi-family buildings.

The applicant (L'Arche Comox Valley) was granted an Official Community Plan (OCP) amendment and rezoning in April 2014 to facilitate the construction of a mixed use building containing an outreach centre, offices and residential suites for their developmentally disabled clients.





## DISCUSSION:

### *Zoning Bylaw Review:*

In considering the appropriate zone to facilitate the L'Arche development, the goal of City staff was to ensure the design and uses integrate well with the existing residential character of the neighbourhood. To this end, the MU-1 zone was suggested and approved as it closely replicates the building height, setbacks and lot coverage of the R-2 zone which is prevalent in the immediate area.

Zoning	(R-2)	(MU-1)	Proposed Development
Lot coverage	40%	40%	37.7%
Setbacks: Front	7.5m	7.5m	7.5m
Rear	9.0m	7.5m	7.6m
Side	4.5m total with min. 1.5m	1.5m	4.5m south/ 4.99m north
Height	8.0m	8.0m	6.4m

As noted in the table above the proposed development meets all the requirements of the MU-1 zone with respect to siting and building mass (height, setbacks and lot coverage).

While the project is designed to comply with all MU-1 requirements for siting and massing, the applicant has requested a variance to the parking provisions in Division 7 of Zoning Bylaw 2500, 2007. In this regard, the zoning bylaw requires a total of 19 spaces for a facility of this size (9 residential spaces and 10 community service/office spaces). Seven parking spaces will be provided on-site including two that are wheelchair accessible. A total of 10 bicycle stalls are proposed in addition to the parking spaces. Staff believe the variance is justified as the residents are not likely to be driving, the adjacent road has ample on street parking and the property is located within one block of Fitzgerald Avenue which has three bus routes. It is recognized that when special events occur on street parking will be heavily utilised. The applicant has also been in discussion with the School District regarding the use of the Aboriginal Education Centre parking lot outside school hours.

### *Official Community Plan Review:*

The applicant has provided a letter of rational for the development that includes commentary on compliance with the relevant development permit guidelines (see Attachment No. 1). In general staff believe the proposed design, including the landscaping, is complementary to the rhythm and scale of the existing residential neighbourhood and that the applicant has achieved compliance with the relevant development permit guidelines. Should council agree with this assessment staff recommend that the application be approved. If Council believes there are guidelines the applicant has not achieved, Council is obligated to provide specific feedback to the applicant so that they may modify the proposal to obtain approval.

## FINANCIAL IMPLICATIONS:

There are no direct financial implications for the City related to issuance of the development permit. Should the applicant proceed with development of the site there would be building permit fees estimated to be \$6,000.00. Development Cost Charges at current rates are estimated in the range of \$110,000.00 (\$64,000.00 CVRD and \$46,000.00 City). Additional city fees will be related to service connection costs,

water meter, and off-site frontage works. At this stage staff are not able to confirm the costs because detailed design has not been done.

The applicant has requested that the City consider contributing funds for the L'Arche "I Belong" project. A separate report will outline options and sources of funding should Council wish to provide a financial contribution.

#### **ADMINISTRATIVE IMPLICATIONS:**

The majority of staff time required to review this project was consumed in 2013/14 during review of the OCP and zoning amendment applications. Since April 2014 staff have spent approximately 10 hours meeting with representatives of L'Arche, discussing the proposal with the public and preparing the report and associated permit. If the permit is approved an additional hour of staff time will be required to register the permit with the Land Title Office and close the file.

#### **ASSET MANAGEMENT IMPLICATIONS:**

The City will not accrue any new assets as a result of this development. There is likely to be upgraded service connections to the property to accommodate the sanitary and water flow demands of the building.

#### **STRATEGIC PRIORITIES REFERENCE:**

The proposed development is a form of affordable housing and as such fits within the "Affordable Housing: Policy" strategic priority.

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

The OCP supports the provision and integration of special needs and affordable housing to assist in creating inclusive neighbourhoods. It also encourages housing opportunities and convenient community services for individuals having special housing requirements. The character of the proposed development meets the objective of preserving the integrity and character of the surrounding residential area.

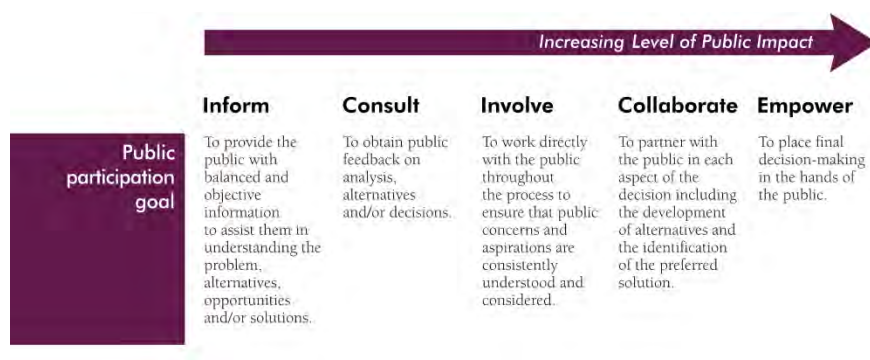
#### **REGIONAL GROWTH STRATEGY REFERENCE:**

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

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

Staff has consulted with the neighbourhood 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)



During the rezoning process in 2014 the applicant held a neighbourhood public meeting to discuss the proposal including the variance required for parking. At that time comments were mixed on the impact of the parking variance. Given the amount of time that has passed since the first meeting, the applicant held an additional meeting on June 4<sup>th</sup>, 2015. The minutes of the meeting are attached which was attended by one individual.

The City has also sent notice to property owners within 30m of the proposal indicating Council will consider the development permit with variance on June 15<sup>th</sup>. To date no response has been received. Should the City receive any correspondence it will be forward to Council for consideration.

**OPTIONS:**

- OPTION 1: That Council approve Development Permit with Variance No. 1403 for 1465 Grieve Avenue to permit the development of the L'Arche Comox Valley Outreach Centre and Residence including a variance to the required number of parking stalls.
- OPTION 2: Defer consideration of Development Variance Permit with Variance No. 1403 pending receipt of further information.
- OPTION 3: Not approve Development Permit with Variance No. 1403 and provide a list of specific development permit guidelines the applicant needs to further address.

Prepared by:



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Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Attachment No. 1 : Written submissions*
2. *Attachment No. 2: Neighbourhood Public Meeting Minutes*
3. *Attachment No. 3: Development Permit with Variance No. 1403*

**Attachment No 1. Written Submissions**

**L'Arche Comox Valley Outreach Centre and Residential Suites  
Written Statements on Affordable Housing Policy and Sustainability**

**Affordable Housing Policy**

**September, 2013**

The Grieve Avenue project is for L'Arche Comox Valley and provides a mix of one and two bedroom rental suites. L'Arche homes and programs operate according to a not-for profit community model, where people with developmental disabilities, and those who assist them, live together and build community in a stable home environment. The 5 suites contained within this building will provide affordable housing for clients of L'Arche Comox Valley and allow the possibility for caregivers to reside with their clients. One suite is designed to function as a respite suite in conjunction with the adjacent 2-bedroom caregiver suite.

Also contained in the building is the Outreach Centre, which will provide support services for the residents as well as for daytime clients.

This project will provide much needed affordable housing for this client group, and will also make an important contribution to the social well being of the community of Courtenay.

**Sustainability Evaluation Checklist**

**September, 2013**

**1.0 Land Use**

- 1.1 The project provides a mix of one and two bedroom suites for both clients of L'Arche and also for caregivers to reside with their clients. In addition there will be one suite that can be used as a respite suite in conjunction with a 2-bedroom caregiver suite.
- 1.2 The scale and massing of the proposed building will be in keeping with the footprint of houses immediately adjacent to the site and will be in scale with other multi family properties in the neighbourhood. The proposal is smaller than what could be constructed under the current zoning in terms of building envelope, coverage and FSR / FAR.
- 1.3 The proposal is a mixed-use development. The uses intended include the Outreach Centre, and administration offices for the Society, as well as the residential rental suites intended for clients of the Society.
- 1.4 The proposal is in a neighbourhood in close proximity to the downtown shopping and business centre of Courtenay. Walking to activities, such as shopping, entertainment and recreation will be encouraged for residents that have sufficient mobility. Parking is provided for staff and caregivers primarily, as residents will not have cars. Bicycle storage is provided at the front of the building to encourage cycling to and from the facility.
- 1.5 The rental housing component of the project contains only 5 suites and is intended for the developmentally disabled clients of the Society. It is intended as affordable

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housing. There will be no market rate rental units or strata units. The proposal does not impact existing scenic views from adjacent properties. The site is currently a bare lot with no trees. The proposal will back onto the back wall of the Aboriginal School across the lane. Properties to the North are hidden from the proposal by their own high fences along the lane running East / West. Setbacks along the property line to the South are in keeping with those in a single-family neighbourhood so that the proposed building does not impact that neighbour. *The proposed landscape plan provides a positive influence on the landscape scenery of Grieve Avenue and the Lane to the North through the use of street tree and buffer planting.*

- 1.6 The property does not have any trails across it now, being a single lot in a single family neighbourhood. It is currently covered with grasses and wild plants and weeds. The proposed landscaping will re-instate trees and shrubs and will maintain as much of the site as greenspace as possible, after the building footprint and parking is taken into account.

## 2.0 Building Design

- 2.1 The project exhibits a high standard of design, being thoughtfully laid out to respond to programmatic requirements while utilizing the existing grades to allow efficient circulation systems. Suites are well designed with universal design principles and efficient floor plans. All spaces in the suites and in the Outreach Centre will be well day-lit with large windows on all sides of the building. The Outreach Centre is also designed with universal access being key.

*The landscape architecture plan exhibits a high standard of landscape design through the thoughtful use and placement of plant material and green-space in combination with decorative exterior patios, block walls, fencing and pedestrian circulation. Environmental sensitivity is exhibited through the use of native and non-native, drought tolerant and deer resistant planting. 'Lawn' areas have been replaced with a drought-tolerant, low-maintenance clover alternative. Where appropriate permeable pedestrian surfaces and pathways have been incorporated into the plan. In addition to the use of environmentally sensitive plant material, a low-volume rotary irrigation system designed in combination with 'smart' irrigation control has been proposed in order to reduce outdoor water use.*

- 2.2 A high standard of quality in terms of materials and colours will be maintained throughout the proposal. The building is designed in the round, meaning it does not turn its back on any one side of the property. Visually aesthetic colours, fenestration and materials are used throughout, including natural wood elements.
- 2.3 The proposed building will be highly articulated with the different functions of Outreach Centre and Housing informing the massing of the exterior as well as the placement of windows and doors. The 1<sup>st</sup> and 2<sup>nd</sup> floors are offset to some degree, with the 2<sup>nd</sup> floor being set back from the 1<sup>st</sup> at points along the elevations. The roof is varied and interesting as a result of the articulated facades. Stairs and ramps will be expressed



on the exterior of the building, with roofs and canopies over these elements adding interest to the general roofline.

2.4 The proposed building is compact in footprint and does not have any long lines or elevations that contribute to a strip development appearance. The intent is to have the project appear residential in nature, in keeping with the neighbouring dwellings.

2.5 The proposal does not target LEED certification due to the increased cost of the certification process, however, the intent will be to adhere to accepted green building practices as much as possible. The Architect has experience designing LEED certified projects and so has the skills and resources to ensure that the project is designed and built in as sustainable a manner as possible.

#### 2.6 Environmentally Preferable Products and Materials

- Products will be Environmentally Preferable Products where such are available. These will include recycled / recyclable or re-useable products as much as possible.
- Low VOC paints, stains, adhesives, carpets and flooring will be used.
- Highly durable siding and roofing materials will be used.
- Sheet metal roofing has a 50-year lifespan and is recyclable if and when it is replaced.
- Fibre cement siding carries a 30-year warranty on the actual siding and a 15 year warranty on the finish. This durability reduces or eliminates the need to replace the siding during the life of the building and significantly reduces the re-finishing intervals required.
- Locally sourced / produced products will be used as much as possible. Panelized construction is being considered as a means to improve energy performance of the building shell while reducing waste on site and construction time.
- Windows and doors will be Energy Star rated for insulation values
- Increased insulation values will be incorporated into walls, and roofs for energy conservation. Spray foam insulation carries an R22 insulation value and increases the air tightness of the building to reduce energy loss through air infiltration. Products available now include plant based foams, which don't rely on fossil fuels for the oil base.
- Appliances and lighting fixtures will be Energy Star compliant.
- Plumbing fixtures will be low water / reduced flow types to reduce potable water use. Toilets will be either dual flush technology or ultra low water HET technology.
- Recirculating hotwater lines in conjunction with tankless heater technology is being considered for domestic hot water supply.
- Heat recovery ventilation will be utilized to recover heat energy from exhaust air, while allowing a constant supply of fresh tempered air for occupant health and comfort.
- Other initiatives such as motion detector light and fan activation, air or ground source heat pumps will be considered. Solar energy will also be considered although budget may veto the use of these more costly technologies.

2.7 The project is in close proximity to the downtown core. Accessibility directly off the sidewalk on Grieve avenue, encourages pedestrian activity to and from the project.

2.8 No underground parking – cost prohibitive.

2.9 *CEPTED principals are met by using compact plant material that will maintain clear sight lines from within and without the site.*

The architectural design allows visibility from all sides of the project as well as a continuous presence on site by the live in caregivers. The building does not turn it's back on any one side of the site and all areas of the property are visible from windows into habitable spaces.

### 3.0 Transportation

3.1 Grieve Avenue is one block West of Fitzgerald which is a major route for at least 3 buses serving Courtenay, Cumberland and Royston. The route connects downtown Courtenay to these other centres as well as Driftwood Mall in Courtenay. The route is within easy walking distance of the proposed project. The project is also within reasonable walking distance or cycling distance of Downtown Courtenay. The routes for walking are largely quieter residential streets.

3.2 – 3.5 Grieve Avenue is an existing street and appears wide enough to accommodate a variety of users. The proposal encourages, pedestrian, bicycle and alternative transportation. It is not large enough in area to accommodate an alternative to the public road or recreation areas, aside from those provided on the site for the use of residents or clients of the Society. There are no environmentally sensitive areas on the site and transit routes as noted in item 3.1 are located to the East on Fitzgerald Street.

*Cycling to and from the site is encouraged with the provision of a bike rack located at the front of the building.*

### 4.0 Infrastructure

4.1 Hard surfaced patios and walkways will direct storm water runoff onto landscaped areas to infiltrate into underlying soils. Roof drainage will be discharged to the City storm drain system. Sheet metal roofing means that that the roof runoff will not require treatment for oils or silt.

4.2 Ground source heat pumps will be researched. Since the capital cost of geothermal is significantly more than a conventional system, we will be researching utilities that amortize the cost of installation. Otherwise the intent is to install an air source heat pump for heating and cooling of the facility. Photovoltaic electrical generation is still a costly proposition. If funding permits, this avenue will be explored. Depending on whether ground source heat pumps are used, solar ready hot water will also be reviewed as an alternative energy source. The ground source heat pumps are efficient

enough that additional hot-water sources would likely not be required. A LEED accredited Mechanical Engineer will be engaged for the design of these systems.

4.3 Site Servicing Design has been executed to City standards, this being in a serviceable area of the City.

## **5.0 Character and Identity**

5.1 This site is not situated along waterfront or along frontage road.

5.2 - 5.5 Design Quality

- *Street tree and shrub planting along Grieve Avenue enhances the streetscape while maintaining the single-family residential feel of the neighbourhood.*
- *Private (residential suites) and semi-public (Outreach Centre) spaces are provided throughout the site in the form of decorative patios and pedestrian circulation.*
- *The landscape design is oriented mainly toward Grieve Avenue and the Lane to the north.*
- Building is designed in the round so that it presents an attractive façade to all sides, from all angles.
- Front yard is designed as a landscaped open useable space that lets residents and clients potentially engage with passersby and neighbours, while maintaining a zone of personal space.
- The site is a vacant lot at the moment and any heritage features are nonexistent. The project has been designed with a domestic feel in keeping with the predominantly residential neighbourhood in which it is located.
- Openness and involvement in the community is a key mandate of the Society and in keeping with that philosophy, the building presents an open and inviting façade and front yard to Grieve Avenue

## **6.0 Environmental Protection and Enhancement**

6.1 The project has no riparian areas within its bounds nor in close proximity. There are no environmentally sensitive areas in close proximity to the proposal.

6.2 *Native plant species are used throughout the planting plan.*

6.3 *Street trees are provided along the Grieve Avenue frontage*

## **L'Arche Comox Valley Outreach Centre and Residential Suites Development Rationale**

### **Project Description**

**September, 2013**

The Grieve Avenue project is for L'Arche Comox Valley, and is a mixed use development, providing Residential Units, in the form of one and two bedroom rental suites, and an Outreach Centre, which will provide support services for the residents as well as for daytime clients.

This project will provide much needed affordable housing for this client group, and along with the Outreach Centre, will make an important contribution to the social well being of the community of Courtenay.

The project is located in an established residential neighbourhood, and is designed to appear residential in nature, in keeping with the scale of neighbouring dwellings.

The residential quality of the building is in keeping with the philosophy of L'Arche, whereby people with developmental disabilities, and their caregivers, share life and daytime activities together in family like settings that are integrated into local neighbourhoods.

### **Compliance with Development Permit Guidelines**

**September, 2013**

#### **A Land Use**

1. The design of the project is residential in nature. A high standard of quality in terms of materials will be maintained throughout the proposal with the use of a sheet metal roof, pre-finished fiber cement siding and natural wood columns and fencing.
2. The building is designed in the round, meaning it does not turn its back on any one side of the property. The Outreach Centre fronts onto Grieve Avenue, with Residential Units fronting the lane to the north and Offices accessed from the lane to the west.
3. The building is residential in scale, with low roofs over the building entrances and projections on the main floor.
4. The building is designed to complement the neighbourhood, through scale, character, visual cues and building materials.
5. The listed points have all been considered and are reflected in the architectural and landscape submissions.
6. n/a
7. There are no garages or carports. All surface parking is accessed off the rear lane, with the exception of a single accessible stall off Grieve Avenue, which reflects the parking arrangement of the existing single family homes fronting onto Grieve Avenue.
8. n/a
9. The building takes advantage of the sloping site, and addresses all the streets it faces with patios to the northwest, east and south.
10. The building is residential in scale, with twin gables to break up the mass.
11. Sloped roofs complement the existing residential neighbourhood.
12. Unit patios and entrances are clearly separate and defined.
13. n/a

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**B Signage**

1. Any project signage will comply with this requirement.

**C Siting, Landscaping and Screening**

- 1 – 16. All applicable points are addressed in the Landscape plans L1, L2 and L3.
17. A storm water management plan has been prepared by the Civil Engineer and is included in this application.
- 18 – 20. n/a
21. Refer to Landscape plan L3 for planting notes including soil depths.
22. Refer to Landscape plan L2 for irrigation plan.

**D Lighting**

- 1 - 2. Lighting will comply with these requirements. Building lighting fixtures will be soffit mounted so will not create glare; exact fixtures will be selected by an Electrical Engineer to meet these requirements.

**E Parking**

1. 2 small parking areas are provided; 6 parking stalls are provided off the rear lane, with 1 accessible parking stall off Grieve Avenue. All parking is for staff and caregivers as residents will not have cars.
2. The Grieve Avenue stall is designed to reflect the typical residential pattern of an entrance driveway. This stall will be used for parking and /or drop off for clients of the Outreach Centre.
3. The balance of the parking is located to the rear of the building.
4. Pedestrian pathways from parking areas are provided to all of the building entrances. Benches are provided along pedestrian routes. Building Entrances are below overhangs, or have porch roofs.



Attachment No. 2 – Neighbourhood Public Meeting Minutes



L'Arche Comox Valley

1225-C England Avenue

Courtenay B.C. V9N 9B9

Tel: 250-334-8320

*"A life together that's unique"*

June 5, 2015

**Report of Public Information Meeting**

Proposed Outreach Center and Residence L'Arche Comox Valley 1465 Grieve Avenue

1. A public information meeting was held at the board room of the society at B-1001 Fitzgerald Avenue Courtenay on June 5, 2015 from 7:00 PM – 8:30 PM. Peter Sanderson as Build Committee Chairperson and Frank van Gisbergen as Board Chairperson were available to answer questions and explain the project.
2. 1 person attended the meeting. Steve Schoenhoff of 618 14<sup>th</sup> St.
3. Notification of the meeting was hand delivered to homes within 30 meters of the proposed development on May 27, 2015; the names being supplied by City of Courtenay.
4. Site plans, floor plans, elevations of the proposed building and landscape plans were available on presentation boards to be viewed.
5. Mr. Schoenhoff viewed the presentation boards and asked a question about parking spaces and about the potential effect on his property from shading from the proposed building. As a result of a question regarding the second level floor plan a copy of the proposed floor plan was emailed to him following the meeting.

Attachement No. 3 – Development Permit with Variance No. 1403

**THE CORPORATION OF THE CITY OF COURTENAY  
BYLAW NO. 2392  
SCHEDULE "2E"**

**Permit No. 3060-20-1403**

**DEVELOPMENT PERMIT with VARIANCE**

June 15<sup>th</sup>, 2015

**To issue a Development Permit with Variances**

**To:**     Name:       L'Arche Comox Valley, Inc. No. S-0030771  
          Address:    1744 England Avenue  
                      Courtenay BC V9N 2P6

**Property to which permit refers:**

Legal: Lot 19, Section 41, Comox District, Plan 9230

Civic: 1465 Grieve Ave.

**Conditions of Permit:**

Permit issued to allow for the development of an outreach centre and residences with the following variance to the *City of Courtenay Zoning Bylaw No2500, 2007*:

- *Section 7.1.2 (1)* – to reduce the minimum number of required off street parking spaces from 19 to 7

Development Permit with Variance No. 1403 is subject to the following conditions:

- a) Development must be in accordance with the plans and elevations contained in Schedule No.1
- b) Installation of landscaping in general conformance with the plans and specifications contained in **Schedule No. 2;**
- c) Minimum depth of topsoil or amended organic soil on all landscaped areas as follows: shrubs – 450 mm, groundcover and grass – 300 mm, trees 300 mm around and below the root ball;
- d) Submission of landscape security in the amount of (125% x \$43,412.40) \$54,265.25;
- e) BC Society of Landscape Architects Schedules L-1 and L-2 must be submitted prior to issuance of a building permit;

**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.

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Date

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Director of Legislative Services

# Schedule No. 1



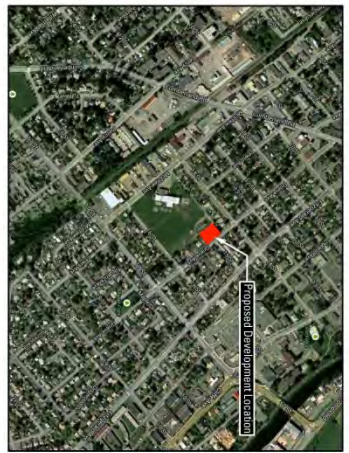
## PROPOSED OUTREACH CENTRE AND RESIDENCE

**A1**

Joe Newell  
architect inc.  
813 Vesta Street, Victoria, BC V8W 1H3  
P: (250) 382-4240, F: (250) 382-5723  
www.joewellarchitect.com

Date: September 2013  
Revising / CR Application  
Revised April 2015

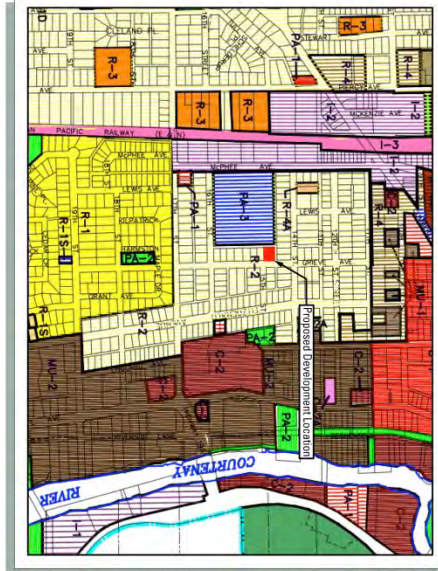
### LOCATION PLANS



### CONTEXT PHOTO



### ZONING PLAN



### PROJECT DATA

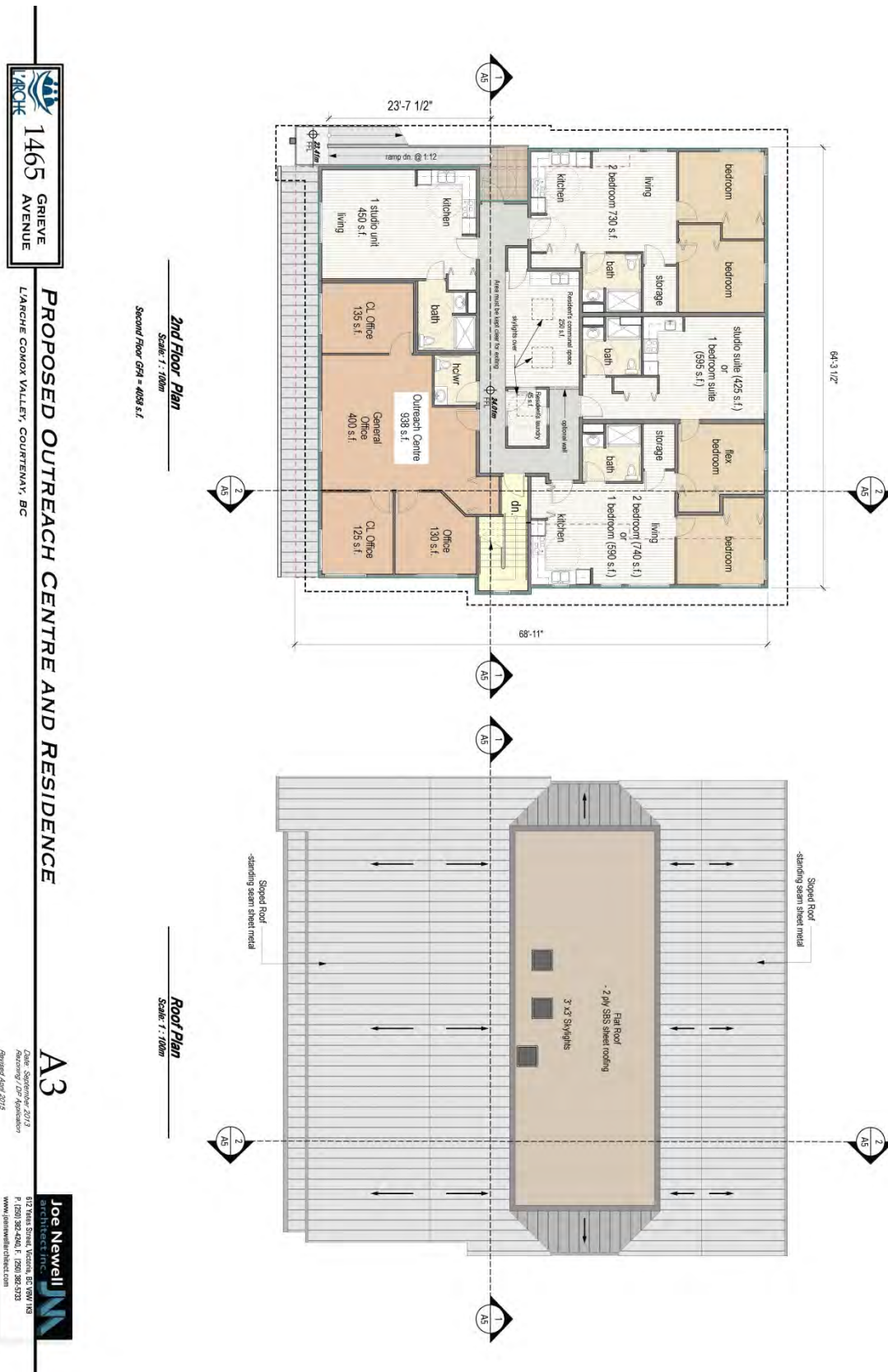
<b>Owner:</b>	L'Arche Coox Valley 1001 B Highland Avenue, Courtenay, BC	<b>Subsists:</b>	Front Yard (Grieve Avenue): Required: 7.50 m (24.6') 7.50 m (24.6')
<b>Architect:</b>	Joe Newell, M.A.R.C., B.Arch, B.E.S. Joe Newell Architect Inc., 813 Vesta Street, Victoria, B.C. Telephone: 382-4240 Fax: 382-5723 joewell@joewellarchitect.com	<b>Side Yard (South - Interior):</b>	Required: 1.50 m (4.9') 4.50 m (14.8') 4.50 m (14.8')
<b>Civic Address of Property:</b>	1465 Grieve Avenue, Courtenay, B.C. Lot 19, Section 41, Coma District Plan 820	<b>Side Yard (North Lane):</b>	Required: 4.50 m (14.8') 4.50 m (14.8')
<b>Legal Description:</b>		<b>Rear Yard:</b>	Required: 7.50 m (24.6') 7.50 m (24.6')
<b>Zoning:</b>	Existing: Residential Two Zone M1-1 - Multiple Use One Zone	<b>Building Height:</b>	Required: 8.00 m (26.2') 8.00 m (26.2')
<b>Site Area:</b>	1,061.23 m <sup>2</sup> (11,233 sq ft)	<b>Parking:</b>	Required: 15 spaces per dwelling unit 15 spaces per 27,000 sq ft (1,500 sq ft) 30,000 sq ft = 15 spaces required 15 spaces total
<b>Building Area:</b>	399.85 m <sup>2</sup> (4,304 sq ft)	<b>Bicycle Parking:</b>	Required: 7 spaces provided on site (2 wheelchair accessible) Not specified Racks provided in front court under cover for 10 bicycles
<b>Site Coverage:</b>	40.2% Permitted: 37.7%		
<b>Floor Area:</b>	First Floor: 386.50 m <sup>2</sup> (4,198 sq ft) Second Floor: 377.00 m <sup>2</sup> (4,058 sq ft) Total: 763.50 m <sup>2</sup> (8,256 sq ft)		
<b>Floorspace Ratio:</b>	Permitted: Processed: 0.70:1.00		

### DRAWING LIST

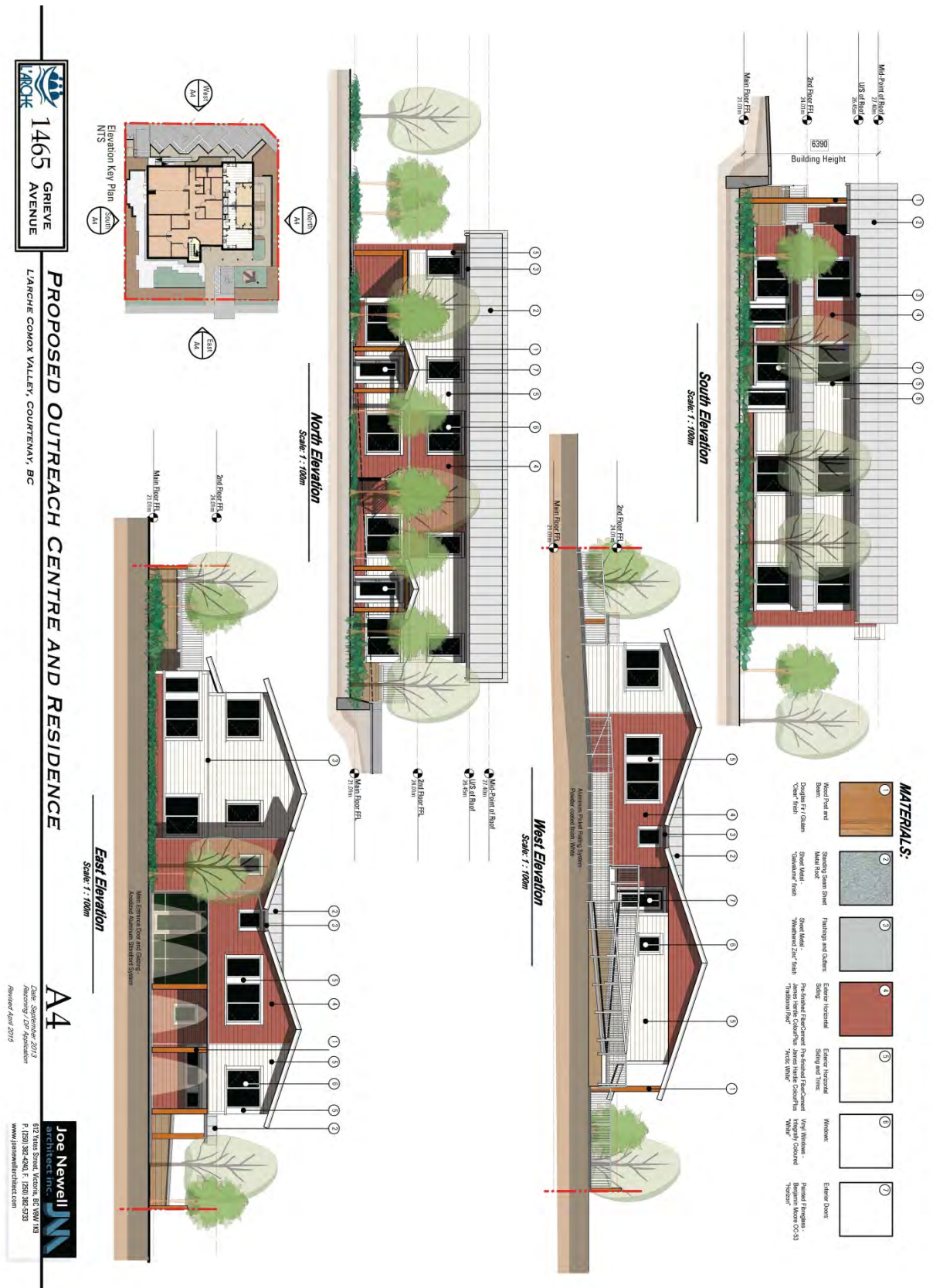
- A1 - Cover Sheet
- A2 - Site Plan
- A3 - Floor & Roof Plan
- A4 - Elevations
- A5 - Sections
- A6 - Renderings

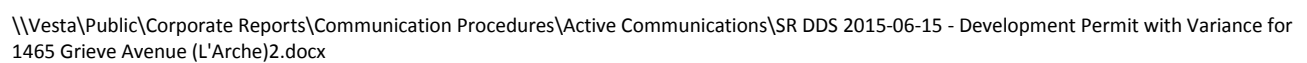
















**PROPOSED OUTREACH CENTRE AND RESIDENCE**

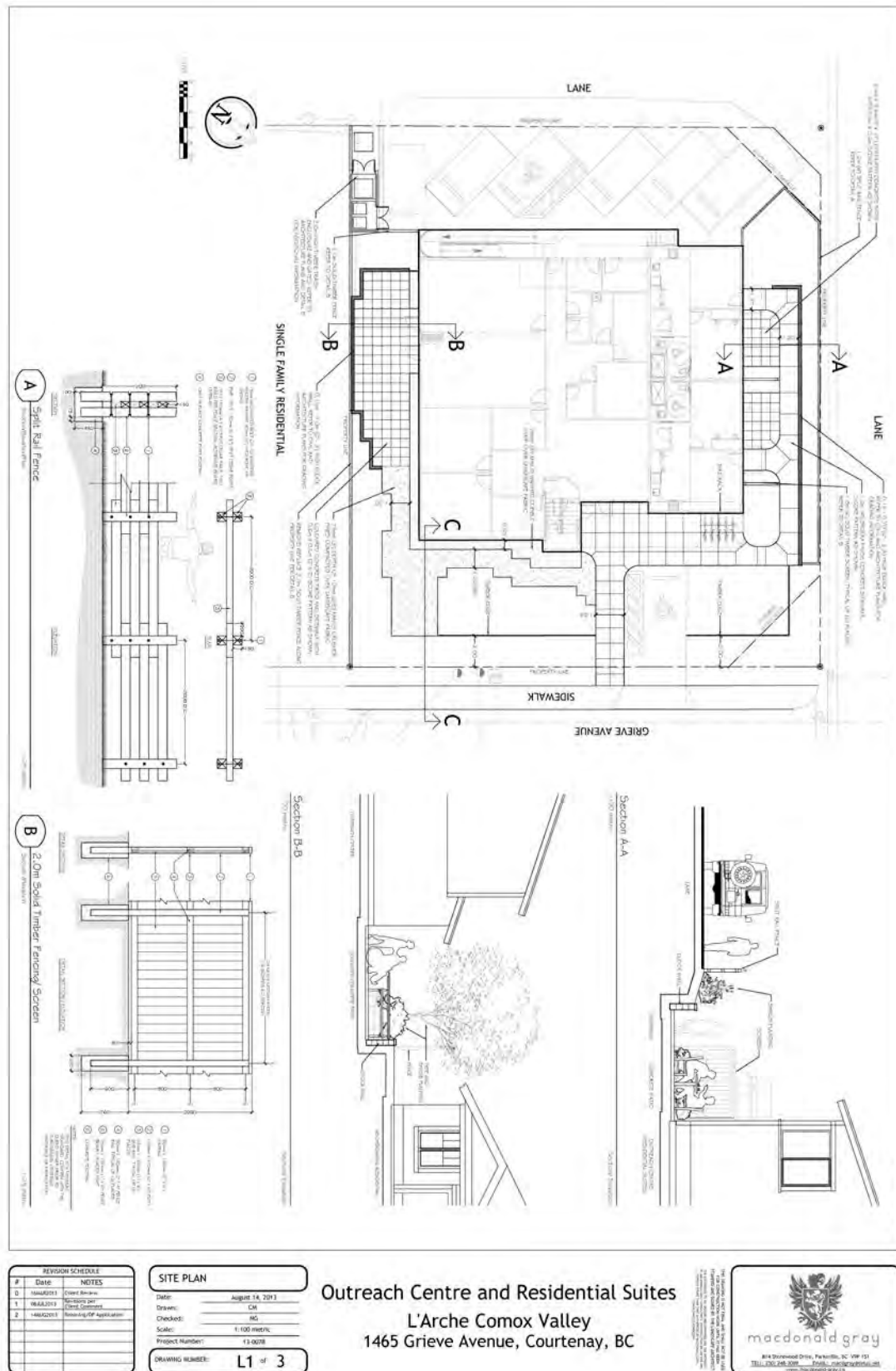
**A6**

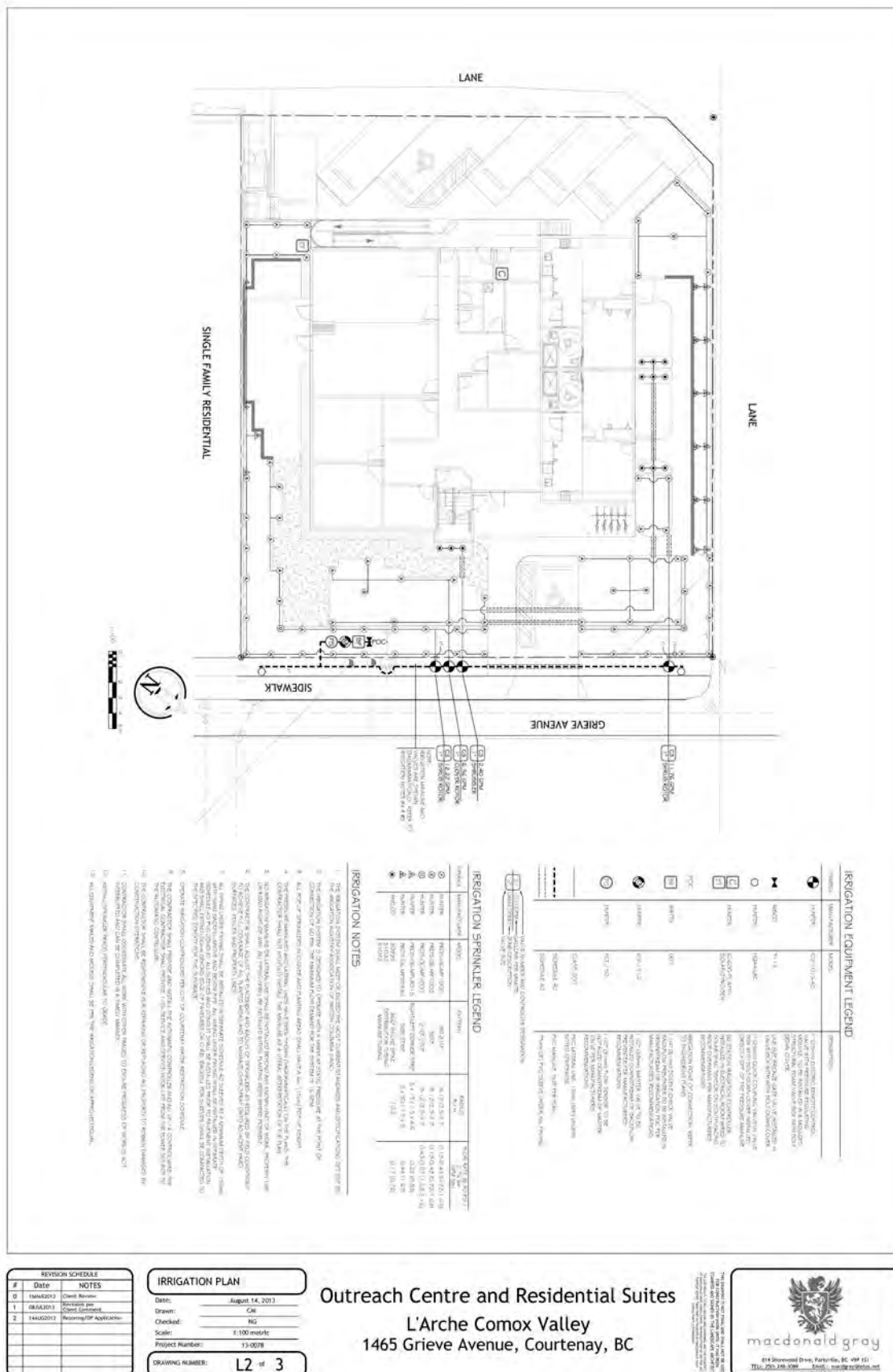
Date: September 2013  
 Planning / Zoning Application  
 Revised April 2015

**Joe Newell**  
 ARCHITECT INC.  
 812 YVAK STREET, VICTORIA, BC V8W 1K3  
 P: (250) 382-4241 F: (250) 382-5723  
 www.joewellarchitect.com



Schedule No. 2









**L'Arche Outreach Centre and Residential Suites - Rezoning/ DP Application**

August-13

**SCHEDULE OF QUANTITIES**

MacDonald Gray Consultants

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
<b>Site Preparation</b>				
Rough grade preparation	sq.m.	415	1.50	622.50
<b>SUBTOTAL, Site Preparation</b>				<b>622.50</b>
<b>Utilities</b>				
Irrigation water supply	each	1	500.00	500.00
Irrigation system	sq.m.	225	8.00	1,800.00
Electrical Supply - Irrigation	each	1	250.00	250.00
<b>SUBTOTAL, Utilities</b>				<b>2,550.00</b>
<b>HARD LANDSCAPE</b>				
Broom Finish concrete paving	sq.m.	84	60.00	5,040.00
Coloured concrete paving	sq.m.	60	75.00	4,500.00
Crusher fines over landscape fabric	sq.m.	42	45.00	1,890.00
75mm minus Cobble over landscape fabric	cu.m.	2	50.00	100.00
Block wall	l.m.	39	160.00	6,240.00
Timber edge	l.m.	21	8.00	168.00
<b>SUB-TOTAL, Hard Landscape</b>				<b>17,938.00</b>
<b>Site Furnishings</b>				
2.0m Solid Timber Screen/ fence/ trash enclosure	l.m.	50	85.00	4,250.00
1.2m Split Rail Fence	l.m.	30	50.00	1,500.00
Bike rack	each	1	1,500.00	1,500.00
<b>SUB-TOTAL, Site Furnishings</b>				<b>7,250.00</b>
<b>Soft Landscape</b>				
Fine grading and soil placement	sq.m.	225	1.50	337.50
Growing medium @ 300mm depth (shrub areas)	cu.m.	48	50.00	2,400.00
Growing medium @ 100mm depth (clover areas)	cu.m.	6.5	50.00	325.00
Compost / Mulch, in place, 75mm depth	cu.m.	12	40.00	480.00
Clover seed	kg.	1	100.00	100.00
Shrub, #5 pots	each	24	35.00	840.00
Shrub, #2 pots	each	20	20.00	400.00
Shrub, #1 pots	each	82	12.00	984.00
Shrub, 10cm pot	each	10	5.00	50.00
Trees- 5cm cal.	each	2	300.00	600.00
Trees- 3cm cal.	each	4	200.00	800.00
Establishment landscape maintenance	allowance	1	500.00	500.00
<b>SUB-TOTAL, Soft Landscape</b>				<b>7,816.50</b>
<b>SUBTOTAL</b>				<b>\$36,177.00</b>
<b>Contingency 20%</b>				<b>\$7,235.40</b>
<b>ORDER of MAGNITUDE ESTIMATE (Note: Accuracy is +/-20%)</b>				<b>\$43,412.40</b>

macdonald gray  
DEVELOPMENT PLANNING - LANDSCAPE ARCHITECTURE - ARBORICULTURE - URBAN DESIGN

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**JAN 17 2014**  
CITY OF COURTENAY





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3060-20-1403 &  
3360-20-1501

**From:** Chief Administrative Officer

**Date:** June 15<sup>th</sup>, 2015

**Subject:** Requests to reimburse application fees for zoning file 1501 and to become a financial contributor to the L'Arche Comox Valley I Belong Centre.

### PURPOSE:

The purpose of this report is to advise Council on the options and implications related to the request to reimburse the application fees for zoning file 1501 (241 Puntledge Road) and the request by L'Arche Comox Valley for the City to be a financial contributor to the L'Arche I Belong project.

### POLICY ANALYSIS:

Council has established "Affordable Housing: Policy" as a NEXT Corporate Priority in the City's 2015 Strategic Priorities. The preparation of an Affordable Housing Policy is also a 2015 Operation Priority set for submission to Council in September 2015. Establishing such a policy will guide Council in determining how to apportion limited funds to the significant cost of supporting affordable housing.

In the absence of a policy Council may wish to provide limited support on a case-by-case basis, keeping in mind that Council's number one strategic priority is the Braidwood Supportive/Affordable Housing Project.

### CAO RECOMMENDATIONS:

That based on the June 15, 2015 staff report "Requests to reimburse application fees for rezoning file 1501 and to become a financial contributor to the L'Arche Comox Valley I Belong Centre" Council approve Option 1 to:

- a) not reimburse the application fees for zoning file 1501;
- b) determine if Council wishes to contribute financially to the L'Arche I Belong project and in what amount; and
- c) direct staff to develop a policy for providing financial assistance to not for profit projects for Council's consideration.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## **BACKGROUND:**

At the regular Council meeting of May 19<sup>th</sup> the applicant for zoning amendment application 1501 requested that Council reimburse him for the fees paid to rezone the property at 241 Puntledge Road to allow pet day care.

At the same Council meeting a letter from L'Arche Comox Valley was presented with a request that the City become a financial contributor in the construction of the L'Arche Comox Valley I Belong Centre.

## **DISCUSSION:**

### **Zoning File 1501 - 241 Puntledge Rd.**

With regard to the request to reimburse zoning fees Council is not lawfully able to waive a City fee for an applicant. While staff recognizes the financial impact on the applicant, paying fees on behalf of a business is expressly prohibited by Section 25 (1b) of the *Community Charter*.

#### ***General prohibition against assistance to business and exceptions***

**25 (1)** *Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business, including*

*(a) any form of assistance referred to in section 24 (1) [publication of intention to provide certain kinds of assistance], or*

*(b) an exemption from a tax or fee.*

### **L'Arche Comox Valley – I Belong Centre**

L'Arche Comox Valley has previously been approved for an OCP and zoning amendment for the property at 1465 Grieve Avenue to facilitate the development of an outreach centre and residence. At the regular Council meeting of February 17<sup>th</sup>, 2014 the L'Arche representatives requested full or partial relief from municipal fees and charges related to their development. Council referred the request to staff to outline what the costs were likely to be and what sources of funding were available. At the March 17<sup>th</sup>, 2014 regular Council meeting staff reported on the estimated fees and charges and three potential sources of funds should Council have offered assistance. Council did not put forward a motion for funding at that time.

To date the applicant has paid the application fees for an OCP amendment, zoning amendment, development variance permit and development permit. These fees total **\$10,000**.

Staff has roughly estimated the value of construction for the new building to be in the order of \$800,000 which would generate a building permit fee of **\$6,000**. At this stage the value is an estimate based on the plans submitted with the development permit application. The actual value will be determined at the time of detailed building permit drawings.

Development cost charges (DCC's) for the project are payable at the time of building permit and will be based on a combination of the multifamily rate and the commercial rate. Staff estimates the total DCC's will be in the range of **\$110,000** based on current rates (\$64,000 CVRD and \$46,000 City). The actual cost will be determined at the time of detailed building permit drawings. It is important to note that in accordance with Section 933(11) of *The Local Government Act (LGA)* Council is prohibited from waiving or reducing a DCC unless, subject to Section 933.1 of the *LGA*, the project is defined as an "eligible

development” in the DCC bylaw. Currently, the City does not have a bylaw defining any eligible developments.

Additional city fees and charges will be related to service connection costs, water meter, and off-site frontage works. At this stage staff are not able to confirm the costs because detailed design is not required until building permit.

Staff estimates the total cost of City fees and charges (DCC's, application fees, offsite works and service connections) to be in the order of **\$130,000**. Given the limited sources the City has for paying or foregoing these revenues or absorbing/finding other sources for paying these costs Staff recommend Council consider the options carefully. Staff also caution Council on setting a precedent that could lead to additional requests for funding and remind Council that the Braidwood site remains a strategic priority for which the City will need to absorb similar costs.

That said, staff does recognise that this is an affordable housing project currently moving forward with significant financial assistance from both the community at large and the Provincial Government. Accordingly, staff believe it would be appropriate for Council to approve a financial contribution to the L'Arche I Belong campaign. Should Council wish to proceed with a contribution the following options are available.

- Increase in property taxation to cover the revenue short fall in Municipal Fees and Charges;
- Affordable Housing Reserve, which has a balance of just under \$300,000;
- Gaming Fund – Social/Societal initiatives distribution category – the 2015 allocation to this category is \$50,000.

Any use of these funds would however impact the City's ability to fund the costs related to the Braidwood project.

#### **FINANCIAL IMPLICATIONS:**

The financial implications will depend on how Council moves forward with the funding request. As noted in the discussion above, the Braidwood project and associated City costs would be impacted by the use of the existing funds.

#### **ADMINISTRATIVE IMPLICATIONS:**

Staff have spent approximately 3 hours reviewing the request and preparing this report.

#### **ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications related to the request for financial assistance.

#### **STRATEGIC PRIORITIES REFERENCE:**

Affordable Housing Policy and Affordable Housing Foundation Funding are “Next” Corporate Strategic Priorities.

**OFFICIAL COMMUNITY PLAN REFERENCE:** Not referenced.

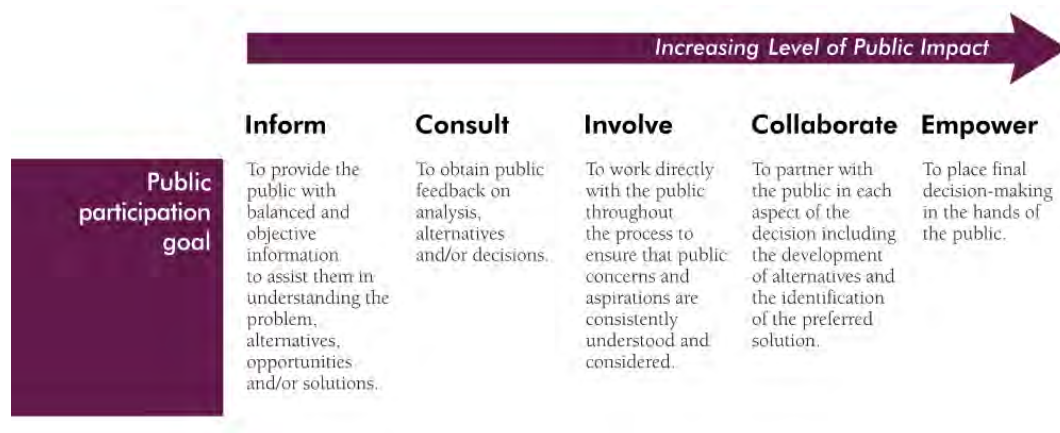
**REGIONAL GROWTH STRATEGY REFERENCE:** Not referenced.

Requests to reimburse application fees for zoning file 1501 and to become a financial contributor to the L'Arche Comox Valley I Belong Centre.

### CITIZEN/PUBLIC ENGAGEMENT:

Staff would inform the applicant to rezone 241 Puntledge Road and L'Arche Comox Valley of Council's decision 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: That Council:

- a) not reimburse the application fees for zoning file 1501;
- b) determine if Council wishes to contribute financially to the L'Arche I Belong project and in what amount; and
- c) direct staff to develop a policy for providing financial assistance to not for profit projects for Council's consideration.

OPTION 2: That Council:

- a) not reimburse the application fees for zoning file 1501; and
- b) not consider any financial contribution to the L'Arche I Belong project until a policy is adopted for providing financial assistance to not for profit projects

Prepared by:

Ian Buck, MCIP, RPP  
Director of Development Services

Attachment No.1: - Letter from L'Arche Comox Valley





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.

Requests to reimburse application fees for zoning file 1501 and to become a financial contributor to the L'Arche Comox Valley I Belong Centre.

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**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



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Sidewalk Cafes in Downtown Courtenay

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**File No.:** 3030-00-01  
**Date:** June 15, 2015

### PURPOSE:

The purpose of this report is for Council to consider the issues related to sidewalk cafes and if Council deems it appropriate to direct staff to advance a sidewalk cafe program for Courtenay.

### CAO RECOMMENDATIONS:

That based on the June 15<sup>th</sup> 2015 Staff Report "Sidewalk Cafes in Downtown Courtenay", Council direct staff to develop a permitting process and amend the necessary bylaws to permit sidewalk cafes in downtown Courtenay; and

That Council direct staff to consult with the Downtown Courtenay Business Improvement Association for input prior to implementing a permitting process.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

At the regular meeting on May 11, 2015, Council passed a resolution for staff to report on the issues related to sidewalk cafes and recommendations for permitting sidewalk cafes in downtown Courtenay. This report summarizes the issues related to sidewalk cafes, and provides potential approaches to be considered in the development of a sidewalk cafe program.

### DISCUSSION:

Sidewalk cafes are outdoor patios located on a sidewalk for the purpose of serving food and beverages to seated patrons in conjunction with an existing restaurant or cafe directly adjacent to the sidewalk cafe. Sidewalk cafes are a common feature in many municipalities and can play a role in activating the street and creating vibrancy in the downtown.

In many instances sidewalk cafes require the use of the parking stalls adjacent to the business in order to relocate the pedestrian traffic. While some jurisdictions permit seated cafes over parking stalls on the road, this report focuses only on cafes occupying the sidewalk area. Staff believe that in order to minimize

conflicts between pedestrians and cafe patrons/staff the cafe should be contiguous with the business frontage.

The primary tool the City could use to permit sidewalk cafes is Traffic Regulation Bylaw No. 1926, 1996. In general this bylaw prohibits the use of roads and sidewalks for anything other than pedestrian and vehicle movement. The bylaw does include the ability of the Director of Engineering and Public Works to issue Highway Use Permits to allow an applicant to “place, construct or maintain a loading platform, skids, rails, mechanical devices, buildings, signs **or any other structure or thing on a highway**”.

While there are a number of conditions related to the issuance of permits under this bylaw, it was not designed with sidewalk cafes in mind. Accordingly, staff would need to conduct a detailed review of the bylaw to bring forward the necessary amendments. Additionally, staff would need to prepare a permit template specific to sidewalk cafes and develop design criteria for both the cafe area and the reconstructed pedestrian boardwalk.

### Key Considerations

The following is a list of some items that will require consideration in developing a permit process.

- Access - Sidewalk cafes occupy what is normally pedestrian space, as such it is important that adequate space is retained for proper pedestrian circulation. Most municipalities require a minimum of 1.5 to 1.8 meters of unobstructed pedestrian space. This typically requires the construction of a temporary boardwalk over the parking stalls adjacent to the business. The temporary boardwalk or the retained area of sidewalk where space permits must be designed to be wheelchair accessible. Design guidelines generally restrict fencing, vegetation, or patio furniture from projecting into this pedestrian space.

The ability to maintain access to City infrastructure and third party utilities is also critical.

Agreements generally retain the right for the City or utility companies to access the sidewalk cafe area for installation, maintenance and repair of infrastructure. In such situations the removal and reinstatement of the cafe would be at the owners' expense.

- Loss of parking space – In almost all cases the placement of a sidewalk cafe will result in the loss of parking spaces. As noted above this is generally through the loss of parking to accommodate a temporary pedestrian boardwalk.

While there are about 1500 free parking spaces downtown there is a perception by some that parking is an issue downtown. This perception is largely the result of people not being able to park directly in front of, or within a short walking distance of, the business they are going to. The spaces used for sidewalk cafes are typically premium short-term, high turnover, convenient parking spaces which local businesses want to maintain. Parking was a major part of the 2012 downtown forum. Consultation with the DCBIA prior to implementing a permitting process will be important to gauge current opinions.

- Safety - Barriers between temporary boardwalks and moving traffic or parking areas will need to be considered in the design parameters. Consideration will also be required for sightlines when temporary structures are proposed next to intersections, crosswalks, transit stops or loading zones.

- Liability – A typical concern with the private use of public space is liability resulting from injuries on public land. Most municipalities require the applicant to have liability insurance with the municipality named as an additional insured. The current Traffic Regulation Bylaw for the City has a minimum insurance requirement of \$5,000,000.
- Assistance to Business - Pursuant to Section 25 of the *Community Charter* Council is prohibited from providing assistance to business including “disposing of land or improvements, or any interest or right in or with respect to them, for less than market value”. As a result of this restriction most municipalities charge an annual fee for use of the public space whether it is sidewalk or road. For example Cumberland charges an annual fee of \$21.50 per sq. m of sidewalk area used and a parking stall fee is charged for sidewalk extensions in the amount of \$105 per stall used.
- Design – The design of sidewalk cafes is important to regulate, particularly in the downtown area. Design guidelines generally include the use of planters, decorative fencing and coordination with the principal business façade. From a location perspective the design must consider existing sidewalk obstructions such as signs, poles, street furniture, utilities, street trees & landscaping.
- Maintenance – Sidewalk cafe permits generally contain provisions around the maintenance of the area used for the sidewalk cafe. In this regard the business operator agrees to maintain the area during the term of the permit and provide a maintenance bond for potential damage to city infrastructure.

### Municipal Approaches

The following is a point form outline of select municipal approaches to sidewalk cafes.

- Cumberland
  - sidewalk cafe bylaw & permit
  - cafe cannot occupy more than half the width of sidewalk and must leave 1.5 m of unobstructed pathway
  - annual fee charged on area (\$21.50 per sq. m) used for on sidewalk and parking stall fee charged for sidewalk extension (\$105 per stall)
  - \$5 million comprehensive liability insurance with village named as an additional insured
  - specific criteria/permit conditions
- Penticton
  - type 1 (occupy up to one half width of sidewalk leaving at least 1.5 m unobstructed path) and type 2 cafes (seasonal installations comprising entire sidewalk and constructs temporary extension over parking area to provide pedestrian access)
  - administration (business licence, sidewalk cafe permit, licence agreement)
  - \$2 million comprehensive liability insurance with city named as an additional insured
  - specified design guidelines
  - permit for sidewalk (type 1) is \$300, permit for parking stall (type 2) is \$105 per stall

- Kamloops
  - uses road permit application to administer sidewalk cafes
  - seasonal from April 1 to October 31
  - \$80 application fee for new applications and \$40 application fee in subsequent years
  - patio operators responsible for maintenance
  - all patio areas require removable fencing
  - lists specific design criteria
  - require 1.5 m unobstructed pedestrian space
- Township of Langley
  - permitted where sidewalks are at least 3 m wide provided at least 1.5 m is unobstructed, non-undulating space for pedestrians
  - do not allow alcohol to be served within patio area
  - \$25 application fee and \$75 annual permit
  - administered as policy and permit
  - \$2 million third party liability insurance naming Township required
- Vernon
  - requires 1.8 m of unobstructed sidewalk for pedestrian circulation
  - allows limited amounts of advertising (umbrellas, fencing)
  - design must tie into building design and City Centre Neighbourhood Plan
  - \$100 application fee, \$50 renewal fee each year plus \$3.00/sq.ft of space used
  - \$3 million liability insurance naming City as an additionally insured
  - indemnify and save harmless clause protecting City from claims, actions for injury, damage, loss or death arising out of or resulting from the temporary occupancy of the public right-of-way
  - sidewalk cafe require delineation with self-supporting and easily movable barriers
- Nelson
  - licence to occupy municipal road allowance
  - \$300 application fee valid for up to three years plus annual fee of \$300 or \$48.50 per square metre, whichever is greater
  - has design guidelines including materials and aesthetics and specifications for patios on sloped grades
  - require building permit for all constructed patios
- Pemberton
  - policy and permit
  - \$2 mill comprehensive liability insurance with village named as an additional insured
  - use of public parking limited to 2 stalls or width of business for sidewalk
  - seasonal April 1 to October 31
  - maintenance by applicant/adjacent property owner
  - annual fee of \$4.00 per sq. m, \$50 application fee
  - specific design criteria required
- Peachland (updated 2014)
  - bylaw permitting sidewalk cafe, merchant display and mobile vending encroachment; 3 year encroachment agreement and annual renewal form; and policy establishing guidelines for the operation of these uses



- \$2 million liability insurance for non-liquor establishments, \$3 million for liquor establishments
- 1.8 m unobstructed walkway for pedestrians
- restrictions on signage
- \$50 application fee for license and encroachment agreement
- annual fee is a tiered rental rate from \$225 to \$700 based on size of license area and whether or not there is a liquor licence
- Qualicum
  - seasonal, first Sunday in April to last Sunday in October
  - reserves right for town to enter license area for installing, maintaining or repairing municipal infrastructure and the right to require removal of the cafe in order to perform these activities
  - requires general liability insurance naming town as additional insured and indemnification clause against all liabilities which may in any way arise from the use of the sidewalk cafe
  - \$10 application fee and annual occupancy fee of \$2.00 per sq. ft of sidewalk cafe area
  - require minimum of 1.5 m pedestrian corridor, more on busy streets or near bus stops
  - applicant responsible for maintaining sidewalk cafe area in a clean, sanitary and attractive condition and responsible for keeping adjacent sidewalk clean and tidy

#### **FINANCIAL IMPLICATIONS:**

There are no current financial implications resulting from this report. Should council proceed with bylaw preparation and program uptake there will be a small amount of revenue from sidewalk cafe permits.

#### **ADMINISTRATIVE IMPLICATIONS:**

Staff have spent approximately 15 hours researching and writing this report. Additional time (approximately 25 hours) will be required to conduct public consultation and draft the necessary amending bylaws and prepare policy and application forms.

Following the adoption of a sidewalk cafe program staff time will be required to administer applications.

#### **ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications resulting from this report. Installation, removal and maintenance of future sidewalk cafes will be the responsibility of the operator.

#### **STRATEGIC PRIORITIES REFERENCE:**

The presence of sidewalk cafes contributes to the activity and vibrancy of downtown areas which is consistent with Council's strategic priority of revitalizing downtown.

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

It is a goal of the OCP to preserve and protect downtown Courtenay as an integral part of the community's social and cultural life, its identity and its economy.

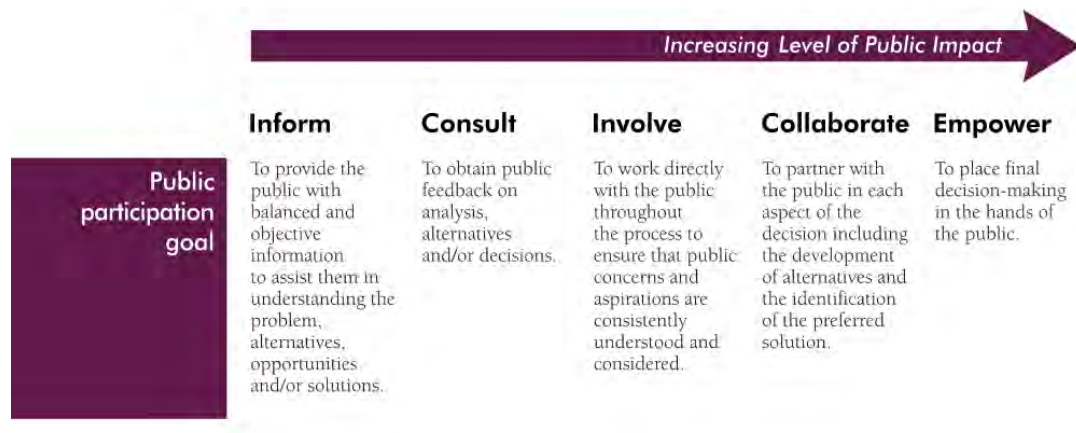
#### **REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

## CITIZEN/PUBLIC ENGAGEMENT:

Staff would involve the DCBIA 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: Direct staff to prepare a sidewalk cafe permitting process.
- OPTION 2: Defer consideration of a sidewalk cafe permitting process pending receipt of additional information.
- OPTION 3: Do not proceed with a sidewalk cafe permitting process.

Prepared by:



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Ian Buck, MCIP, RPP  
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 3320-30-LA1301

**From:** Chief Administrative Officer

**Date:** June 15, 2015

**Subject:** Buckstone Investments Ltd. – Latecomer Agreement LA1301

### PURPOSE:

The purpose of this report is to advise Council of the Latecomer Agreement LA1301 between the City of Courtenay and Buckstone Investments Ltd., Inc. No. BC0822663 (the Developer). This agreement permits the Developer to recover costs incurred through the subdivision process for the installation of excess or extended services required by the City. These services are beyond those required to service the subdivided lands and benefit other lands triggering the need for this agreement.

### CAO RECOMMENDATIONS:

That based on the June 15, 2015 staff report entitled, “Buckstone Investments Ltd. - Latecomer Agreement LA1301”, Council approve Option 1 and authorize the Mayor and Director of Legislative Services to sign all documentation relating to this agreement.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

As per Section 939 of the Local Government Act, a local government may require that the owner of land being subdivided provide excess or extended services. If the owner of the lands being subdivided is required by the City to pay all or part of the costs of excess or extended services, the City must establish charges for each of the benefitting parcels of land which it believes will be served by the excess or extended service.

In 2013, the Developer subdivided the lands in south Courtenay southwest of the intersection of Fraser Road and Comox Logging Road to create Phase 1 of The Ridge residential development. In order to provide water service to this development, Buckstone Investments constructed a new watermain and booster pump station. The water infrastructure installed was required by the City to serve the development and adjacent lands. As the requirement for the water infrastructure was beyond the needs of the development, the City must enter into an agreement with the Developer to establish the benefitting parcels and the proportionate charge to be levied to each through a Latecomer Agreement.

**DISCUSSION:**

Exhibit B-1 of Latecomer Agreement LA1301 denotes the properties benefitting from the new water infrastructure constructed by the Developer. The agreement outlines a proportionate charge to these benefitting users ranging from approximately \$1,100 to \$240,000 (based on land use and estimated water demand). A total potential cost recovery of \$1.12M. As those benefitting properties develop over time, they are required to pay to the City the assign cost plus interest for water service as outlined in the agreement, prior to connecting to the service. The City in turn, remits the collected funds to the Developer.

The Latecomer Agreement is valid for a term of 15 years (2028) from the acceptance of the works by the City and is non-renewable. If the other benefitting lands do not develop in that time period, the Developer does not recover any the outlaid costs for this infrastructure. Since 2013, no benefitting properties have brought forward a development application.

A copy of Latecomer Agreement LA1301 signed by the Developer is attached to the report.

As this Agreement is required under the legislation, staff has recommended Option 1 to permit the agreement to be executed by the Mayor and Director of Legislation Services.

**FINANCIAL IMPLICATIONS:**

All costs to prepare the document were borne by the Developer.

**ADMINISTRATIVE IMPLICATIONS:**

Staff have expended approximately 40 hours of statutory time supporting the development of the agreement. Additional staff time will be needed to administer and collect fees related to the agreement until such time as all the agreement expires. This administrative service is considered statutory work.

**ASSET MANAGEMENT IMPLICATIONS:**

The City is responsible for the ongoing operational and maintenance costs to maintain the water infrastructure created through this development project. Funds for this service are generated through the water utility and frontage taxation.

**STRATEGIC PLAN REFERENCE:**

None.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

None.

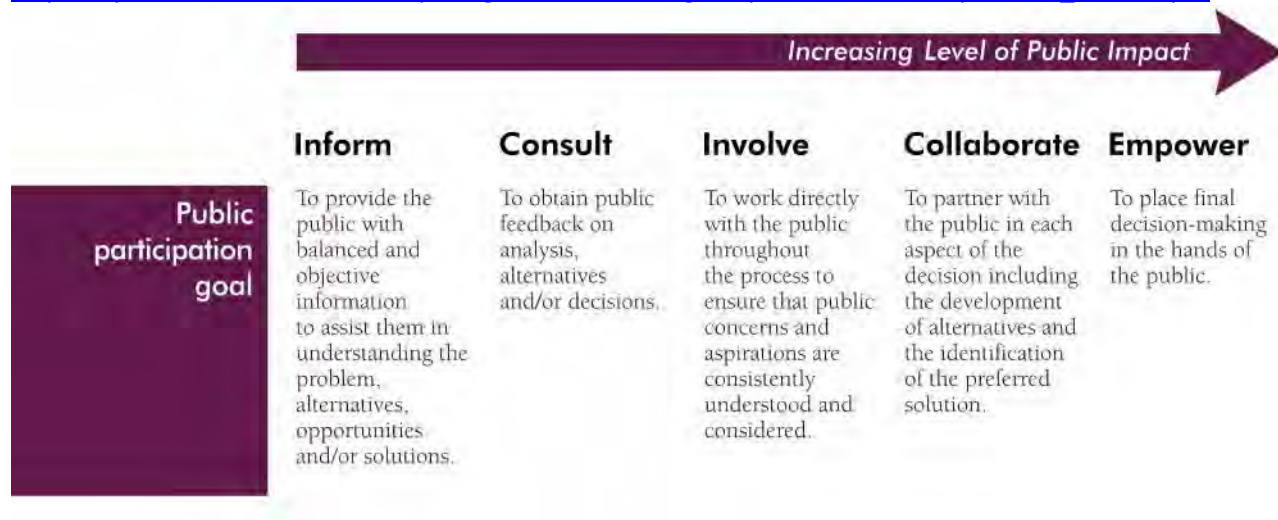
**REGIONAL GROWTH STRATEGY REFERENCE:**

None.

## CITIZEN/PUBLIC ENGAGEMENT:

The City is required to inform the benefitting property owners of the executed agreement as defined in 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: That Council authorized the Mayor and Director of Legislative Services to sign the documentation relating to Latecomer Agreement LA1301. **(Recommended)**
- Option 2: That Council direct staff to report back with additional information in a subsequent report.

Prepared by:

Lesley Hatch, P.Eng.  
Director of Engineering & Public Works

Attachments: Schedule A – Latecomer Agreement LA1301

LATECOMER AGREEMENT – LA1301

THIS AGREEMENT dated for reference the 31<sup>st</sup> day of March, 2015

BETWEEN:

**THE CORPORATION OF THE CITY OF COURTENAY**

having its municipal offices at  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

(the "Municipality")

OF THE FIRST PART

AND:

**BUCKSTONE INVESTMENTS LTD. (Inc. No. BC0822663)**

c/o 1984 Comox Avenue  
Comox, B.C., V9M 3M7

(the "Owner")

OF THE SECOND PART

GIVEN THAT:

- A. The Owner has applied to the Municipality to provide works on or about Cliffe Avenue, Highway 19A and Beachwood Road in accordance with the Municipality's subdivision and development bylaw and in particular to provide water facilities that will serve the Benefiting Lands defined in this Agreement;
- B. A portion of the water facilities (herein defined as Excess or Extended Services) will also serve the Benefiting Lands herein defined;
- C. The Municipality considers that its costs to provide the Excess or Extended Services in whole or in part are excessive, and requires the Owner, as owner of the Lands, and the owners of the Benefiting Lands to pay the cost of the Excess or Extended Services;
- D. The Municipality is authorized to enter into this agreement under section 939 of the *Local Government Act*;
- E. The Council of the Municipality has by way of Bylaw No. 2005, set the rate of interest referred to under section 939(8) of the *Local Government Act* and in paragraph 3 of this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the mutual covenants and agreements made by each of the parties to the other as set out in this Agreement, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Municipality and the Owner covenant and agree as follows:



other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Municipality and the Owner covenant and agree as follows:

### **Interpretation**

1. In this Agreement
  - a. "Benefiting Lands" means each of the lands shown on Exhibit "B" attached hereto which lands may be connected to the Excess or Extended Services after Completion of the Excess or Extended Services;
  - b. "Completion" means the date of the issuance of a Construction Completion Certificate signed by the Municipality's Development Engineer certifying that the Excess or Extended Services have been completed to the standards and specifications set out in the bylaws of the Municipality, such that the Excess or Extended Services have been fully tested, are functional, and can be used for their intended purpose when the system becomes operational, all to the satisfaction of the Municipality's Development Engineer, in form attached hereto as Exhibit "C";
  - c. "Excess or Extended Services" means that portion of the water mains, fire hydrants, booster pump station and related appurtenances installed by the Owner in Cliffe Avenue, Highway 19A and Beachwood Road, more particularly described in Exhibit "A" attached hereto, that serves the Benefiting Lands;
  - d. "Lands" means those certain lands owned by the Owner and legally described as Lot A District Lot 153 Comox District Plan EPP19353; and
  - e. "Latecomer Charges" means charges imposed by the Municipality under section 939(5) of the *Local Government Act* in respect of the Benefiting Lands, in the amounts set out in respect of each parcel of the Benefiting Lands in the fifth column of Exhibit "B" under the heading "Latecomer Charge".

### **Charges for Latecomer Connections or Use**

2. The Municipality must pay the Latecomer Charges to the Owner, in respect of the Excess or Extended Services only if and to the extent the charges are paid by the owners of Benefiting Lands and collected by the Municipality during the period commencing on Completion, up to and including 15 years subsequent to Completion.
3. If any payment under section 2 is returned to the Municipality unclaimed by the Owner, then the Municipality shall hold all monies collected until the expiry of this Agreement. After the expiry of this Agreement, all such unclaimed funds shall be retained by the Municipality with a claim being made thereto by the Owner or any of its successors.



### Interest

4. There shall be included in the Latecomer Charges imposed on the owners of Benefiting Lands, interest calculated annually at a rate prescribed by Bylaw No. 2005, payable for the period commencing on Completion, up to the date that the connection is made, and if paid by the owners of Benefiting Lands and collected by the Municipality during the period referred to in paragraph 2, the interest shall be paid to the Owner.

### Assignment or Transfer of Owner's Rights

5. In the event of the assignment or transfer of the rights of the Owner voluntarily, or by operation of law, the Municipality's Financial Officer may pay any benefits accruing under this Agreement, after notice, to such successor of the Owner as the Municipality's Financial Officer, in his judgment, deems entitled to such benefits. In the event of conflicting demands being made on the Municipality for benefits accruing under this Agreement, then the Municipality may at its option commence an action in interpleader joining any party claiming rights under this Agreement, or other parties which the Municipality believes to be necessary or proper, and the Municipality shall be discharged from further liability on paying the person or persons whom the court having jurisdiction over such interpleader action shall determine, and in such action the Municipality shall be entitled to recover its reasonable legal fees and costs, which fees and costs shall constitute a lien upon all funds accrued or accruing pursuant to this Agreement.

### Indemnity

6. The Owner covenants not to sue the Municipality, its administrators, successors, assigns, directors, officers, agents, employees, servants, tenants, solicitors, consultants, and anyone else for whom the Municipality is in law liable, by reason of or arising out of or in any way connected with any error, omission, or conduct of the Municipality in relation to the Excess or Extended Services, including, without limiting the generality of the foregoing, a failure of the Municipality to pass a resolution, enact a bylaw, enter into an agreement, impose a charge, calculate a charge correctly, or collect a charge under Section 939 of the *Local Government Act*.

### Termination

7. This Agreement shall expire and shall be of no further force and effect for any purpose on the earlier of:
  - (a) the payment of the Latecomer Charges by the Municipality to the Owner for all the Benefiting Lands under paragraph 2 of this Agreement; and
  - (b) 15 years subsequent to Completion.

and thereafter the Municipality shall be forever fully released and wholly discharged from any and all liability and obligations under this Agreement, or howsoever arising pertaining to the Excess or Extended Services, and whether arising before or after the expiry of this Agreement.

8. Paragraphs 5 to 17 shall survive the termination of this Agreement.

#### **Owner Representation and Warranty**

9. The Owner represents and warrants to the Municipality that the Owner has not received, claimed, demanded, or collected money or any other consideration from the owners of the Benefiting Lands for the provision, or expectation of the provision of the Excess or Extended Services, other than as contemplated and as provided for under this Agreement; and further represents and warrants that the Owner has not entered into any agreement with the owners of the Benefiting Lands for consideration in any way related to or connected directly or indirectly with the provision of the Excess or Extended Services.

#### **Miscellaneous**

10. Time is of the essence.
11. Any notice required by this Agreement will be sufficiently given if delivered by courier or registered mail to the parties at the addresses first above written.
12. This Agreement will ensure to the benefit of and be binding on the parties hereto and their respective successors and assigns.
13. The laws of the Province of British Columbia shall govern this Agreement.
14. This Agreement constitutes the entire agreement between the Municipality and the Owner with regard to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written of the Municipality with the Owner.
15. No amendment or waiver of any portion of this Agreement shall be valid unless in writing and executed by the parties to this Agreement. Waiver of any default by a party shall not be deemed to be a waiver of any subsequent default by that party.
16. A reference in this Agreement to the Municipality or the Owner includes their permitted assigns, heirs, successors, officers, employees and agents.
17. The Owner represents and warrants to the Municipality that:
- (a) all necessary corporate actions and proceedings have been taken by the Owner to authorize its entry into and performance of this Agreement;



- (b) upon execution and delivery on behalf of the Owner, this Agreement constitutes a valid and binding contractual obligation of the Owner;
- (c) neither the execution and delivery, nor the performance, of this Agreement breaches any other agreement or obligation, or causes the Owner to be in default of any other agreement or obligation, respecting the Lands; and
- (d) the Owner has the corporate capacity and authority to enter into and perform this Agreement.

IN WITNESS WHEREOF the parties have set their hands and seals on the day and year first above written.

SIGNED by the authorized signatories of  
**THE CORPORATION OF THE  
CITY OF COURTENAY**

\_\_\_\_\_  
Mayor: Larry Jangula

\_\_\_\_\_  
Director of Legislative Services: John Ward

SIGNED by the authorized signatory of  
**Buckstone Investments Ltd.**  
**(Inc. No. BC0822663)**

  
\_\_\_\_\_  
Bruce Clapham

## Exhibit "A" – Excess or Extended Services

**PROJECT LOCATION:** Cliffe Avenue, Highway 19A and Beachwood Road

**LOCATION OF FRONTENDER SERVICES BENEFITTING LANDS OUTSIDE FRONTENDER (EXTENSION WORKS):**

**Part 'A'**

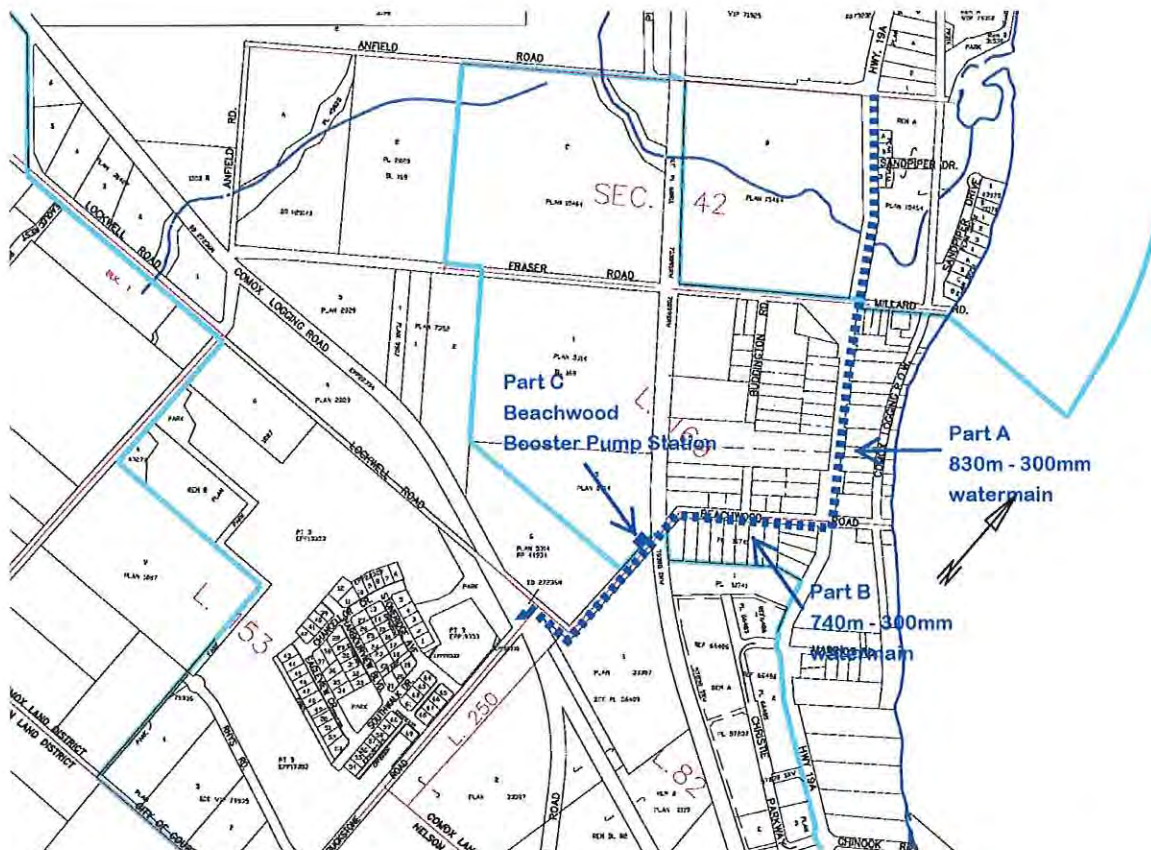
Approximately 830 metres of 300mm diameter PVC watermain, fire hydrants and appurtenances, on Cliffe Avenue & Hwy 19A extending from Anfield Road to Beachwood Road.

**Part 'B'**

Approximately 740 metres of 300mm diameter PVC watermain, fire hydrants and appurtenances, on Beachwood Road extending from Hwy 19A to Buckstone Road.

**Part 'C'**

Water Booster Pump Station and appurtenances located on Beachwood Road approximately 25 metres west of the E & N Railway



## Exhibit "B" – Benefitting Lands

Exhibit "B-1" Plan Reference	Legal Description	Registered Property Owner(s)	Area (ha.)	Latecomer Charge	Parcel Identifier Number
1	LOT 1, DISTRICT LOTS 82 AND 250, COMOX DISTRICT, PLAN 33387	Fairgrey Investments Ltd. Inc. No. BC0968941 c/o 201 – 467 Cumberland Rd Courtenay, B.C., V9N 2C5	5.747	\$68,860.64	000-240-214
2	THAT PART OF LOT B, DISTRICT LOT 82, COMOX DISTRICT AND SECTION 32, TOWNSHIP 11, NELSON DISTRICT, PLAN 2119, LYING TO THE SOUTH OF THE SOUTH BOUNDARY OF THE RIGHT-OF-WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY AS SAID RIGHT-OF-WAY IS SHOWN ON SAID PLAN, EXCEPT PART IN PLAN 33387, VIP54185, VIP56632, AND VIP69422	Raven Forest Products Ltd. Inc. No. 363695 211 – 1260 Shoppers Row Campbell River, B.C. V9W 2C8	18.545	\$222,206.50	006-628-842
3	LOT 1, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP54185	SCG Resources Ltd. Inc. No. BC0826774 8415 Armstrong Road Langley, B.C., V1M 3P5	6.746*	\$80,833.68	017-775-744
4	LOT A OF DISTRICT LOT 82 COMOX DISTRICT AND OF SECTION 32 TOWNSHIP 11 NELSON DISTRICT PLAN VIP69422	SCG Resources Ltd. Inc. No. BC0826774 8415 Armstrong Road Langley, B.C., V1M 3P5	9.075*	\$108,736.80	024-582-433
5	LOT 2, DISTRICT LOTS 82 AND 250, COMOX DISTRICT, AND SECTION 32, TOWNSHIP 11, NELSON DISTRICT, PLAN 33387, EXCEPT THAT PART IN PLAN VIP56632	Raven Forest Products Ltd. Inc. No. 190,337 211 – 1260 Shoppers Row Campbell River, B.C. V9W 2C8	16.439	\$196,972.37	000-240-222
6	LOT A DISTRICT LOT 153 COMOX DISTRICT PLAN EPP19353	Buckstone Investments Ltd. Inc. No. BC0822663 1984 Comox Avenue Courtenay, B.C.	9.780	\$117,184.12 No Latecomer Payment	Frontender's Lands



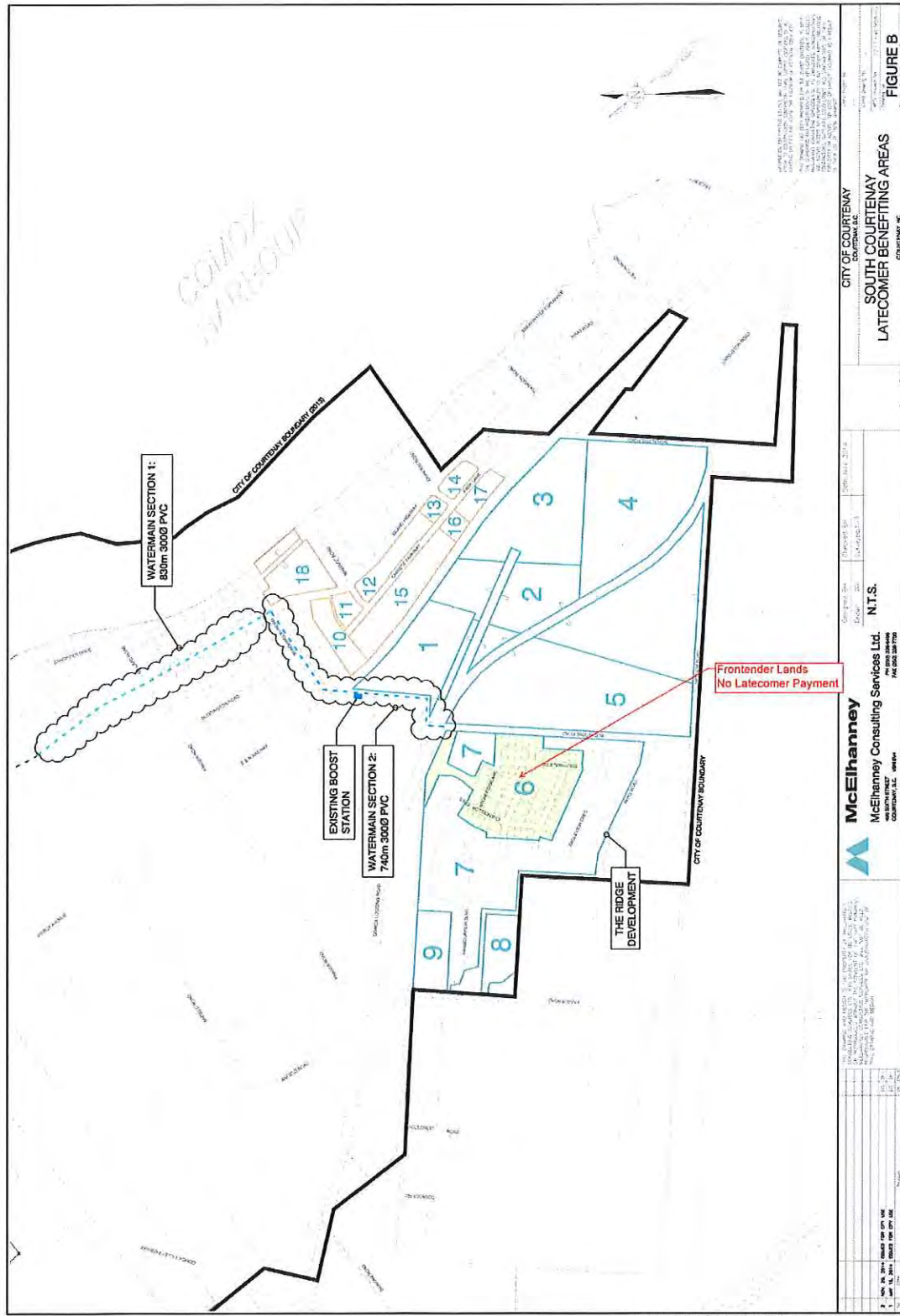
7	LOT B DISTRICT LOT 153 COMOX DISTRICT PLAN EPP19353	Buckstone Investments Ltd. Inc. No. BC0822663 519H 5 <sup>th</sup> Street Courtenay, B.C., V9N 1K2	19.800	\$237,243.92	028-861-680
8	LOT 8, DISTRICT LOT 153, COMOX DISTRICT, PLAN 1887, EXCEPT PART IN PLAN 43279	John Ronald Hugo Mohler Linda Marie-Paule Mohler 4070 Fraser Road Courtenay, B.C., V9N 9P3	2.145	\$25,701.42	003-019-276
9	LOT 6, DISTRICT LOT 153, COMOX DISTRICT, PLAN 1887	Wayneroy Holdings Ltd. Inc. No. 430,659 PO Box 555 Lazo, B.C., V0R 2K0	2.510	30,074.85	006-956-301
10	LOT 1, DISTRICT LOT 82, COMOX DISTRICT, PLAN 10741	Buckley Bay Beachcombers Ltd., Inc No. 0264792 6854A Buckley Bay Frontage Road Fanny Bay, BC V0R 1W0	1.465	\$3,921.46	000-085-014
11	LOT 1 DISTRICT LOT 82 COMOX DISTRICT PLAN VIP66485	Buckley Bay Beachcombers Ltd., Inc No. 0264792 6854A Buckley Bay Frontage Road Fanny Bay, BC V0R 1W0	0.812	\$2,173.53	024-006-033
12	LOT 2 DISTRICT LOT 82 COMOX DISTRICT PLAN VIP66485	All Secure Storage Ltd. Inc. No. BC0901090 3610 Christie Parkway Courtenay, B.C., V9N 9T6	1.867	\$4,997.52	024-006-041
13	LOT B, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP57837	Jack Anderton Custom Cabinetry Ltd., Inc. No. BC0777828 4717 Oakridge Drive Courtenay, B.C., V9N 6A7	0.405	\$1,084.09	018-563-082

14	LOT C, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP57837	Island Tractor & Supply Ltd. Inc. No. BC0938634 4650 Trans Canada Hwy Duncan, B.C., V9L 6L2	0.735	\$1,967.42	018-563-091
15	LOT A, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP57837 EXCEPT THAT PART IN PLAN VIP66485	Upper Island Development Ltd. 504 - 580 Raven Woods Drive North Vancouver, B.C., V7G 2T2	3.200	\$8,565.65	018-563-074
16	LOT E, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP57837	Patrick Tracy Clair 4660 Western Road Courtenay, B.C., V9N 3T2	0.415	\$1,110.86	018-563-112
17	LOT D, DISTRICT LOT 82, COMOX DISTRICT, PLAN VIP57837	HAI-FAM Holdings Ltd. Inc. No. BC0549779 1810 Cumberland Road Courtenay, B.C., V9N 2E9	0.849	\$2,272.57	018-563-104
18	LOT D, DISTRICT LOT 82, COMOX DISTRICT, PLAN 2119, EXCEPT THOSE PARTS DESCRIBED AS COMMENCING AT A POINT IN THE NORTH WESTERLY BOUNDARY OF SAID LOT DISTANT 157 FEET FROM THE MOST WESTERLY CORNER OF SAID LOT, THENCE SOUTH EASTERLY AT RIGHT ANGLES A DISTANCE OF 80 FEET, THENCE NORTH EASTERLY AND PARALLEL TO THE SAID NORTH WESTERLY BOUNDARY TO AN INTERSECTION WITH HIGH WATER MARK OF COMOX HARBOUR, THENCE NORTH WESTERLY ALONG THE SAID HIGH WATER MARK TO AN INTERSECTION WITH THE SAID NORTH WESTERLY BOUNDARY, THENCE SOUTH WESTERLY ALONG THE SAID NORTH WESTERLY BOUNDARY AND PRODUCTIONS THEREOF TO THE POINT OF COMMENCEMENT	1148613 Alberta Ltd. 2451 34 Avenue NW Calgary, Alberta, T2L 0V3	2.040	\$5,460.60	006-632-777
Total:			102.575	\$1,119,368.00	

\* Denotes 75% of gross land area assumed developed



Exhibit "B-1" – Reference Plan



## Exhibit "B-2" – Latecomer Calculation Sheet

	Legal	Owner	Area	PART A			PART B			PART C		
				Watermain Section 1	Watermain Section 2	Boost Station	Watermain Section 1	Watermain Section 2	Boost Station	Watermain Section 1	Watermain Section 2	Total by Property
1	Lot 1, Plan 33387	Fairgrey Investments Ltd.	5.747 ha	\$ 15,383.38	\$ 15,496.16	\$ 37,981.10	\$ 15,383.38	\$ 15,496.16	\$ 37,981.10	\$ 15,383.38	\$ 15,496.16	\$ 68,860.64
2	Rem. Lot B, Plan 2119, Except Part in Plan VIP69422	Raven Forest Products Ltd.	18.545 ha									
3	Lot 1, Plan VIP54185	SCG Resources Inc.	6.746 ha*	\$ 49,640.65	\$ 50,004.59	\$ 122,561.26	\$ 49,640.65	\$ 50,004.59	\$ 122,561.26	\$ 49,640.65	\$ 50,004.59	\$ 222,206.50
4	Lot A, Plan VIP69422	SCG Resources Inc.	9.075 ha*	\$ 18,058.14	\$ 18,190.53	\$ 44,585.01	\$ 18,058.14	\$ 18,190.53	\$ 44,585.01	\$ 18,058.14	\$ 18,190.53	\$ 80,833.68
5	Lot 2, Plan 33387, Except Part in Plan VIP56632	Raven Forest Products Ltd.	16.439 ha	\$ 24,291.66	\$ 24,469.76	\$ 59,975.38	\$ 24,291.66	\$ 24,469.76	\$ 59,975.38	\$ 24,291.66	\$ 24,469.76	\$ 108,736.80
6	Lot A, Plan EPP19353	Buckstone Investments Ltd.	9.780 ha	\$ 44,003.37	\$ 44,325.99	\$ 108,643.01	\$ 44,003.37	\$ 44,325.99	\$ 108,643.01	\$ 44,003.37	\$ 44,325.99	\$ 196,972.37
7	Lot B, Plan EPP19353	Buckstone Investments Ltd.	19.800 ha	\$ 26,178.78	\$ 26,370.71	\$ 64,634.63	\$ 26,178.78	\$ 26,370.71	\$ 64,634.63	\$ 26,178.78	\$ 26,370.71	\$ 117,184.12
8	Lot 8, Plan 1887, Except Part in Plan 43279	Mohler, John Ronald	2.145 ha	\$ 52,999.98	\$ 53,388.56	\$ 130,855.38	\$ 52,999.98	\$ 53,388.56	\$ 130,855.38	\$ 52,999.98	\$ 53,388.56	\$ 237,243.92
9	Lot 6, Plan 1887	Wayneroy Holdings Ltd.	2.510 ha	\$ 5,741.66	\$ 5,783.76	\$ 14,176.00	\$ 5,741.66	\$ 5,783.76	\$ 14,176.00	\$ 5,741.66	\$ 5,783.76	\$ 25,701.42
10	Lot 1, Plan 10741	Buckley Bay Beachcombers	1.465 ha	\$ 6,718.68	\$ 6,767.94	\$ 16,588.23	\$ 6,718.68	\$ 6,767.94	\$ 16,588.23	\$ 6,718.68	\$ 6,767.94	\$ 30,074.85
11	Lot 1, Plan VIP66485	Buckley Bay Beachcombers	0.812 ha	\$ 3,921.46			\$ 3,921.46			\$ 3,921.46		\$ 3,921.46
12	Lot 2, Plan VIP66485	Mitchell, Reid	1.867 ha	\$ 2,173.53			\$ 2,173.53			\$ 2,173.53		\$ 2,173.53
13	Lot B, Plan VIP57837	Jack Anderton Custom Cabinetry Ltd.	1.867 ha	\$ 4,997.52			\$ 4,997.52			\$ 4,997.52		\$ 4,997.52
14	Lot C, Plan VIP57837	Island Tractor & Supply Ltd.	0.405 ha	\$ 1,084.09			\$ 1,084.09			\$ 1,084.09		\$ 1,084.09
15	Lot A, Plan VIP57837, Except part in Plan VIP66485	Upper Island Development Ltd.	0.735 ha	\$ 1,967.42			\$ 1,967.42			\$ 1,967.42		\$ 1,967.42
16	Lot E, Plan VIP57837	Clair, Patrick Tracy	3.200 ha	\$ 8,565.65			\$ 8,565.65			\$ 8,565.65		\$ 8,565.65
17	Lot D, Plan VIP57837	Hai-Fam Holdings Ltd.	0.415 ha	\$ 1,110.86			\$ 1,110.86			\$ 1,110.86		\$ 1,110.86
18	Rem. Lot D, Plan 2119	1148613 Alberta Ltd.	0.849 ha	\$ 2,272.57			\$ 2,272.57			\$ 2,272.57		\$ 2,272.57
	TOTAL		102.575 ha	\$ 274,570.00	\$ 244,798.00	\$ 600,000.00	\$ 274,570.00	\$ 244,798.00	\$ 600,000.00	\$ 274,570.00	\$ 244,798.00	\$ 1,119,368.00

\* 75% of gross land area assumed developed



Exhibit "C" – Construction Completion Certificate

**WORKS:**

Part 'A' – Construction of approximately 830 metres of 300mm diameter PVC watermain, fire hydrants and appurtenances.

Part 'B' – Construction of approximately 740 metres of 300mm diameter PVC watermain, fire hydrants and appurtenances.

Part 'B' – Construction of a water booster station building, 3 phase underground electrical service, applicable electrical panels, 3 domestic booster pumps, 2 fire pumps, a backup power generator and applicable control panels.

**OWNER:**

Buckstone Investments Ltd. Inc No. BC0822663

**CONTRACTOR:**

Part 'A' Knappett Industries (2006) Ltd.  
Part 'B' & Part 'C' Leighton Contracting (2009) Ltd.

This Construction Completion Certificate does not constitute a certification of any work not in accordance with the applicable requirements of the Subdivision Control Bylaw No. 1401 and Amendments thereto whether or not such deficiency or defect could have been observed or discovered during construction.

I, Bob Hudson, P.Eng. of McElhanney, certify to the best of my knowledge, information and belief that the works referred to above have been installed substantially in compliance with the design drawing which were accepted by the City of Courtenay and are complete as far as can be practically ascertained. I recommend these works for acceptance by the municipality. I have provided detailed "as-constructed" drawings of these works and have signed and affixed my professional seal to these drawings.

Dated this 31<sup>st</sup> day of March, 2015, in the City of Courtenay, B.C.

\_\_\_\_\_  
Bob Hudson, P.Eng.



(seal)

Accepted on behalf of the City of Courtenay this 31<sup>st</sup> day of March, 2015.

\_\_\_\_\_  
Alan Clark, P.Eng., Development Engineer

The Maintenance Periods Expired on July 25, 2014

For the purpose of Latecomer Agreement LA1301 the Part 'A', 'B' and 'C' works were substantially completed on the 25<sup>th</sup> day of July 2013.







THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1870-06 [2014]

**From:** Chief Administrative Officer

**Date:** June 15, 2015

**Subject:** Financial Information Act – 2014 Statement of Financial Information

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### PURPOSE:

The purpose of this report is to request Council approval of the Statement of Financial Information for the year ended December 31, 2014.

### POLICY ANALYSIS:

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

### CAO RECOMMENDATIONS:

That based on the June 15, 2015 staff report "Financial Information Act – 2014 Statement of Financial Information", Council approve OPTION 1 and approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2014.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

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

### DISCUSSION:

Attached for Council's review and approval is the City of Courtenay Statement of Financial Information for the year ended December 31, 2014.

As prescribed by legislation, this annual report includes information on the City's audited financial statements, a schedule of remuneration and expenses for both Council and City employees, a schedule of payments made for supplies and services used by the City, as well as information on any active guarantee and indemnity agreements in place for the 2014 operational year.

### ADMINISTRATIVE IMPLICATIONS:

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

### ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications.

### STRATEGIC PLAN REFERENCE:

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

### OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable.

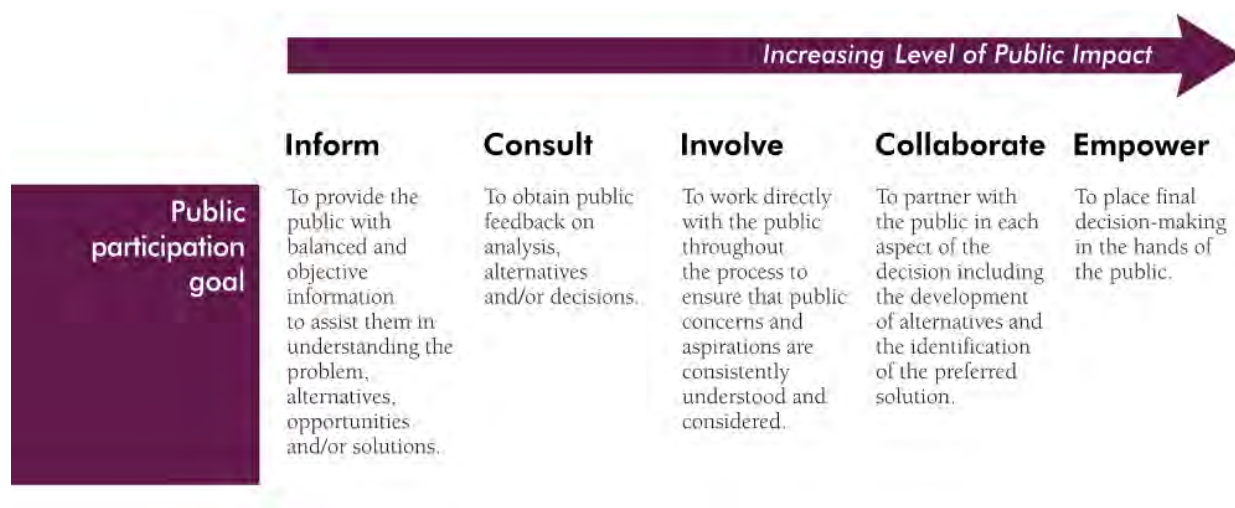
### REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

### CITIZEN/PUBLIC ENGAGEMENT:

While public engagement is not required, the SOFI report must be publically approved by Council and then submitted to the Province by June 30<sup>th</sup>.

The public will be *informed* of the outcome of Council's approval of the Statement of Financial Information. 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 approves the City of Courtenay Statement of Financial Information for the year ended December 31, 2014. (Recommended)

OPTION 2: That Council does not approve the 2014 Statement of Financial Information.

Prepared by:

A handwritten signature in black ink, appearing to read "J. Nelson", with a stylized flourish at the end.

Jennifer Nelson, CPA, CGA  
Acting Director, Financial Services

Attachments: City of Courtenay, Statement of Financial Information for the year ended December 31, 2014



**THE CORPORATION OF  
THE CITY OF COURTENAY**

**Statement of Financial Information**

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

**For the Year Ended December 31, 2014**

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## MANAGEMENT REPORT

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

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

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

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

On behalf of the Corporation of the City of Courtenay:



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Jennifer Nelson, CPA, CGA  
Acting Director of Financial Services  
June 8, 2015



## Independent Auditors' Report

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To the Mayor and Council of the City of Courtenay:

We have audited the consolidated statement of financial position of The Corporation of the City of Courtenay as at December 31, 2014 and the consolidated statements of operations, change in net financial assets and cash flow, and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory notes.

### *Management's Responsibility for Consolidated Financial Statements*

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

### *Auditors' Responsibility*

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

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

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

### *Opinion*

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2014 the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Other Matters*

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

Courtenay, British Columbia

April 13, 2015

*MNP LLP*

Chartered Accountants

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2014**

**STATEMENT A**

	<u>2014</u>	<u>2013</u>
<b>FINANCIAL ASSETS</b>		
Cash on Hand and on Deposit (Schedule 5)	\$ 28,371,670	\$ 17,966,870
Receivables (Note 1i)	3,964,984	3,453,527
Term Deposits (Schedule 5)	<u>12,203,715</u>	<u>18,340,971</u>
	<u>44,540,369</u>	<u>39,761,368</u>
<b>LIABILITIES</b>		
Accounts Payable (Note 1j)	5,921,044	6,831,569
Trust and Other Deposits	4,824,201	2,350,991
Deferred Revenue - Federal Gas Tax (Note 5)	-	3,121,718
Deferred Revenue - Development Cost Charges (Note 7)	3,051,916	3,352,680
Deferred Revenue - Other (Note 10)	1,473,842	708,020
Long-Term Debt (Schedule 4)	<u>17,190,472</u>	<u>18,836,729</u>
	<u>32,461,475</u>	<u>35,201,707</u>
<b>NET FINANCIAL ASSETS</b>	<u>12,078,894</u>	<u>4,559,661</u>
<b>NON-FINANCIAL ASSETS</b>		
Inventories	157,028	179,628
Prepaid Expenses	542,012	391,928
Tangible Capital Assets (Note 14 & Schedule 3)	<u>123,675,417</u>	<u>123,447,288</u>
	<u>124,374,457</u>	<u>124,018,844</u>
<b>ACCUMULATED SURPLUS (Schedule 2)</b>	<u><u>\$ 136,453,351</u></u>	<u><u>\$ 128,578,505</u></u>

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

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2014**

**STATEMENT B**

<b>REVENUE</b>	2014 Budget (Note 16)	2014	2013
Taxes for Municipal Purposes	\$ 23,618,676	\$ 23,743,302	\$ 22,920,934
Sale of Services	11,233,694	11,717,705	10,650,450
Revenue From Own Sources	3,269,201	3,014,344	3,424,427
Federal Transfers	24,500	4,237,931	1,537,986
Provincial Transfers	1,055,957	1,142,728	1,197,175
Other Local Government Transfers	543,323	412,385	371,204
Contributions	1,832,856	1,694,006	7,113,362
DCC Revenue	-	614,581	271,191
Investment Income and Taxation Penalties	816,225	906,875	930,540
Other	603,058	594,252	1,774,625
<b>TOTAL REVENUE</b>	<b>42,997,490</b>	<b>48,078,109</b>	<b>50,191,894</b>
<b>EXPENSES</b>			
General Government Services	4,613,065	5,015,423	4,138,092
Protective Services	8,799,111	7,007,779	7,357,077
Transportation Services	7,275,417	6,692,076	6,578,463
Sewer and Water Facilities	8,354,563	8,013,818	7,438,742
Environmental Health Services	2,992,680	2,913,719	2,681,866
Public Health and Welfare Services	296,010	255,009	312,928
Environmental Development Services	923,689	832,936	768,555
Recreational and Cultural Services	9,266,099	9,472,503	8,882,595
<b>TOTAL EXPENSES</b>	<b>42,520,634</b>	<b>40,203,263</b>	<b>38,158,319</b>
<b>ANNUAL SURPLUS (Schedule 1)</b>	<b>476,856</b>	<b>7,874,846</b>	<b>12,033,575</b>
<b>ACCUMULATED SURPLUS AT BEGINNING OF YEAR</b>	<b>128,578,505</b>	<b>128,578,505</b>	<b>116,544,930</b>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<b>\$ 129,055,361</b>	<b>\$ 136,453,351</b>	<b>\$ 128,578,505</b>

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

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2014**

**STATEMENT C**

	2014 Budget (Note 16)	2014	2013
ANNUAL SURPLUS	\$ 476,856	\$ 7,874,846	\$ 12,033,575
Acquisition of tangible capital assets	(3,562,838)	(3,562,838)	(7,747,396)
Amortization of tangible capital assets	4,475,279	4,475,279	4,213,904
Loss on sale of tangible capital assets	167,871	167,871	158,494
Proceeds on sale of tangible capital assets	3,824	3,824	14,000
Developer tangible capital asset contribution	(1,312,263)	(1,312,263)	(6,488,980)
	<u>(228,127)</u>	<u>(228,127)</u>	<u>(9,849,978)</u>
Acquisition of supplies inventories	-	(398,668)	(434,350)
Acquisition of prepaid expense	-	(731,154)	(714,205)
Consumption of supplies inventories	-	421,267	448,575
Use of prepaid expense	-	581,069	775,554
	<u>-</u>	<u>(127,486)</u>	<u>75,574</u>
CHANGE IN NET FINANCIAL ASSETS/NET DEBT	248,729	7,519,233	2,259,171
NET FINANCIAL ASSETS/NET DEBT AT BEGINNING OF YEAR	4,559,661	4,559,661	2,300,490
NET FINANCIAL ASSETS/NET DEBT AT END OF YEAR	<u>\$ 4,808,390</u>	<u>\$ 12,078,894</u>	<u>\$ 4,559,661</u>

The accompanying notes are an integral part of these financial statements

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF CASH FLOW  
FOR THE YEAR ENDED DECEMBER 31, 2014**

**STATEMENT D**

	2014	2013
<b>CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual Surplus	\$ 7,874,846	\$ 12,033,575
Changes in non-cash items including amortization		
Increase in amortization	4,475,279	4,213,904
Change in receivables	(511,457)	(647,377)
Change in accounts payable	(910,525)	192,493
Change in trust and other deposits	2,473,210	174,419
Change in deferred revenue	(2,656,660)	25,136
Change in inventories	22,599	14,225
Change in prepaids	(150,084)	61,347
Loss on disposal of capital assets	167,871	158,494
Developer Tangible Capital Asset Contribution	(1,312,263)	(6,488,980)
Actuarial adjustment	(431,658)	(365,101)
Cash Provided by Operating Transactions	9,041,158	9,372,135
<b>CAPITAL TRANSACTIONS</b>		
Cash used to acquire tangible capital assets	(3,562,838)	(7,747,396)
Proceeds on sale of tangible capital assets	3,824	14,000
Cash Applied to Capital Transactions	(3,559,014)	(7,733,396)
<b>INVESTING TRANSACTIONS</b>		
Term deposits	6,137,256	(7,118,886)
Cash Provided by (applied to) Investing Transactions	6,137,256	(7,118,886)
<b>FINANCING TRANSACTIONS</b>		
Repayment of long-term debt	(1,214,599)	(1,214,007)
Cash Provided by Financing Transactions	(1,214,599)	(1,214,007)
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	10,404,800	(6,694,154)
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	17,966,870	24,661,024
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	\$ 28,371,670	\$ 17,966,870
 Interest paid on outstanding debt and included in annual surplus above	 \$ 1,000,660	 \$ 1,092,440

THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE  
YEAR ENDED DECEMBER 31, 2014  
(Audited)

SCHEDULE 1  
(Note 13)

Page 1 of 2

	General Government Services		Protective Services		Transportation Services		Environmental Health Services		Public Health and Welfare Services	
	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013
<b>REVENUE:</b>										
Taxation	\$ 21,150,991	\$ 20,275,879								
Sales of Services			802,719	842,670			2,817,834	2,649,452		
Revenue from Own Sources			796,106	489,201	162,224	457,213				
Government Transfers	1,142,360	1,092,447	18,910	19,719	4,167,185	457,986			118,818	77,008
Other Revenue	118,664	1,328,264							148,921	135,934
Other Contributions				15,000	1,089,224	2,127,432		1,572,522		
Interest Earned	816,103	867,716	9,579	11,868	16,865	13,629				
<b>Total Revenues</b>	<b>23,228,118</b>	<b>23,564,306</b>	<b>1,627,314</b>	<b>1,378,458</b>	<b>5,435,498</b>	<b>3,056,260</b>	<b>2,817,834</b>	<b>4,221,974</b>	<b>267,739</b>	<b>212,942</b>
<b>EXPENSES</b>										
Salaries and Benefits	2,636,886	2,691,776	1,657,059	1,661,788	2,138,771	2,091,970	48,163	53,049	147,564	156,841
Goods and Services	946,752	863,654	4,911,720	5,234,658	1,412,868	1,207,964	2,590,060	2,330,954	80,380	102,509
Amortization Expense	188,353	194,979	244,026	230,822	2,461,561	2,419,305	271,437	227,499	21,337	21,571
Debt Servicing	14,617	19,541	11,635	47,024	314,539	364,322				
Other Expenditures	1,228,815	365,117	183,339	143,419	216,205	413,984	4,059	70,364	5,728	32,007
Loss on Disposal of TCA		3,025		39,366	148,132	80,918				
<b>Total Expenses</b>	<b>5,015,423</b>	<b>4,138,092</b>	<b>7,007,779</b>	<b>7,357,077</b>	<b>6,692,076</b>	<b>6,578,463</b>	<b>2,913,719</b>	<b>2,681,866</b>	<b>255,009</b>	<b>312,928</b>
<b>ANNUAL SURPLUS</b>	<b>18,212,695</b>	<b>19,426,214</b>	<b>(5,380,466)</b>	<b>(5,978,619)</b>	<b>(1,256,578)</b>	<b>(3,522,203)</b>	<b>(95,885)</b>	<b>1,540,108</b>	<b>12,730</b>	<b>(99,986)</b>



THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE  
YEAR ENDED DECEMBER 31, 2014  
(Audited)

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	Environmental Development Services		Recreational and Cultural Services		Water Utility Services		Sewer Utility Services		Other Services		Consolidated	
	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013
<b>REVENUE:</b>												
Taxation					\$ 691,749	\$ 699,857	\$ 1,900,562	\$ 1,945,198			\$ 23,743,302	\$ 22,920,934
Sales of Services					4,530,857	4,409,401	3,107,819	2,748,927	458,476		11,717,705	10,650,450
Revenue from Own Sources	459,628	516,440	1,399,074	1,224,410	139,834	185,436	57,478	100,113		451,614	3,014,344	3,424,427
Government Transfers	4,947	3,953	125,506	1,228,700	37,750				177,568	226,552	5,793,044	3,106,365
Other Revenue	222,667	193,338			104,000	117,089					594,252	1,774,625
Other Contributions	62,457	123,000	143,262	171,619	308,765	1,802,868	632,654	1,535,339	72,225	36,773	2,308,587	7,384,553
Interest Earned	4,479	4,702	18,387	14,270	11,635	11,377	7,195	6,978	22,632		906,875	930,540
<b>Total Revenues</b>	<b>754,178</b>	<b>841,433</b>	<b>1,686,229</b>	<b>2,638,999</b>	<b>5,824,590</b>	<b>7,226,028</b>	<b>5,705,708</b>	<b>6,336,555</b>	<b>730,901</b>	<b>714,939</b>	<b>48,078,109</b>	<b>50,191,894</b>
<b>EXPENSES</b>												
Salaries and Benefits	546,670	500,313	3,767,220	3,457,350	555,115	534,706	368,688	366,617	584,369	511,216	12,450,505	12,025,626
Goods and Services	274,703	258,717	2,207,425	2,052,399	2,741,230	2,539,612	798,111	839,266	278,380	335,541	16,241,629	15,765,274
Amortization Expense	2,533	2,533	789,298	687,495	339,732	305,324	157,002	124,376			4,475,279	4,213,904
Debt Servicing			116,356	172,622	21,595	22,614	101,571	119,359			580,313	745,482
Other Expenditures	9,030	6,992	1,722,413	1,638,267	90,686	69,097	2,823,568	2,496,216		80	6,283,843	5,235,543
Loss on Disposal of TCA			7,042	27,625	10,202	6,845	6,318	14,711			171,694	172,490
<b>Total Expenses</b>	<b>832,936</b>	<b>768,555</b>	<b>8,609,754</b>	<b>8,035,758</b>	<b>3,758,560</b>	<b>3,478,198</b>	<b>4,255,258</b>	<b>3,960,545</b>	<b>862,749</b>	<b>846,837</b>	<b>40,203,263</b>	<b>38,158,319</b>
<b>ANNUAL SURPLUS</b>	<b>\$ (78,758)</b>	<b>\$ 72,878</b>	<b>\$ (6,923,525)</b>	<b>\$ (5,396,759)</b>	<b>\$ 2,066,030</b>	<b>\$ 3,747,830</b>	<b>\$ 1,450,451</b>	<b>\$ 2,376,010</b>	<b>\$ (131,848)</b>	<b>\$ (131,898)</b>	<b>\$ 7,874,846</b>	<b>\$ 12,033,575</b>

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

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

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Presentation**

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

**(b) Revenue and Expense Recognition**

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

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

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

Taxes for Municipal Purposes are recognized in the year levied.

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

Revenues from own sources are recognized in the period in which the transactions or events that gave rise to the revenue occur or are earned, provided the amount can be estimated and collection is reasonably assured.

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

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

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

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

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

(c) **Accrued Payroll Benefits**

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

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

(d) **Use of Estimates**

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

(e) **Inventories**

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

(f) **Tangible Capital Assets**

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

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

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

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

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(g) Financial Instruments

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

(h) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2014. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

(i) Receivables

Following is a breakdown of receivables outstanding at December 31, 2014 with 2013 comparatives:

	<u>2014</u>	<u>2013</u>
Federal Government	\$ 141,115	\$ 134,472
Provincial Government	358,570	291,684
Regional and other Local Governments	200,262	187,397
Property Taxes	772,376	1,218,075
Other	<u>2,492,661</u>	<u>1,621,899</u>
Total Receivables	<u>\$ 3,964,984</u>	<u>\$ 3,453,527</u>

(j) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2014 with 2013 comparatives:

	<u>2014</u>	<u>2013</u>
Federal Government	\$ 1,182,722	\$ 1,299,989
Provincial Government	232,957	750,230
Regional and other Local Governments	909,367	885,365
Employee Retirement Benefits	892,449	835,181
Trade and accrued liabilities	<u>2,703,549</u>	<u>3,060,804</u>
Total Accounts Payable	<u>\$ 5,921,044</u>	<u>\$ 6,831,569</u>

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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(k) Recent Accounting Pronouncements

In June 2010, the Public Sector Accounting Board (PSAB) issued PS 3260 *Liability for Contaminated Sites* to establish recognition, measurement and disclosure standards for liabilities associated with the remediation of contaminated sites. The new section defines activities included in a liability for remediation, establishes when to recognize and how to measure a liability for remediation, and provide the related financial statement presentation and disclosure requirements.

PS 3260 is effective for fiscal years beginning on or after April 1, 2014. The City does not expect the adoption of the new section to have a material impact on its consolidated financial statements.

**2. CONTINGENT LIABILITIES AND COMMITMENTS**

- (a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2014 Audited Financial Statements for specific information and detail.

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

2015	\$1,215,206
2016	\$949,983
2017	\$949,983
2018	\$949,983
2019	<u>\$932,257</u>
	<u>\$4,997,412</u>

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

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

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

- (d) As at December 31, 2014, there existed outstanding claims against the City. These claims have been referred to legal council and to the City's liability insurers. It is not possible to determine the City's potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.



**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

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**3. PENSION LIABILITY**

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 182,000 active members and approximately 75,000 retired members. Active members include approximately 36,000 contributors from local government.

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

The City of Courtenay paid \$774,416 (2013 - \$735,108) for employer contributions to the Plan in fiscal 2014.

**4. HOST FINANCIAL ASSISTANCE AGREEMENT**

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

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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**5. FEDERAL GAS TAX AGREEMENT FUNDS**

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

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

Following is a schedule of Gas Tax receipts and disbursements received in 2014 with comparatives to 2013.

	<u>2014</u>	<u>2013</u>
<b>Opening Balance of Unspent Funds</b>	<b>\$3,121,718</b>	<b>\$3,554,295</b>
Additions:		
Amounts Received During the Year	1,034,277	936,445
Interest Earned	23,441	26,614
Deductions:		
Amount Spent on Projects	<u>(171,114)</u>	<u>(1,395,636)</u>
<b>Closing Balance of Unspent Funds</b>	<b><u>\$4,008,322</u></b>	<b><u>\$3,121,718</u></b>

As of April 1, 2014, a change in the Gas Tax Agreement resulted in the City revisiting the accounting treatment relating to the receipt and expenditure of these funds. As a result, beginning in 2014, Gas Tax transfers will be recorded as revenues when received, then held as reserves, and no longer classified as deferred revenue. They are now separately identified on Schedule 2, Consolidated Statement of Accumulated Surplus and Reserves.

**6. DEBENTURE AND OTHER LONG-TERM DEBT**

Funding of certain general debenture and other long-term debt repayment is provided by sources other than general taxation. Other sources include short term loan proceeds used to bridge the gap for debenture debt proceeds, and lease and rental revenues, which reduce the requirement to fund debt repayment from general taxation revenues. This source of funding detail at the time of the annual tax levy, with 2013 comparatives, is as follows:

	<u>2014</u>	<u>2013</u>
Municipal debt levy, general taxation	\$1,811,805	\$1,811,575
Lease and rental revenues	<u>228,025</u>	<u>228,863</u>
<b>Total funding required – general debt repayment</b>	<b><u>\$2,039,830</u></b>	<b><u>\$2,040,438</u></b>

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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**7. DEFERRED REVENUE - DEVELOPMENT COST CHARGES**

In order to conform with the Public Sector Accounting Board of CPA Canada, the unspent development cost charges in the following financial statements have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2014 and 2013.

	2014				
	General	Water	Sewer	Sewer	
	Reserve	Utility	Utility	Utility	
	DCC	Reserve	Reserve	Reserve	
	DCC	DCC	DCC	DCC	
	BL #2426	BL #2426	BL #2426	BL #1638	2014
					Total
<b>Balance Forward</b>	\$ 2,444,779	\$ 356,089	\$ 518,737	\$ 33,075	\$ 3,352,680
<b>Increases</b>					
Interest	17,953	2,588	3,797	232	24,570
Other Contributions	211,451	33,698	44,098	-	289,247
	229,404	36,286	47,895	232	313,817
<b>Decreases</b>					
Revenue Recognized to Fund Capital Projects	(183,132)	(26,518)	(404,931)	-	(614,581)
Reclassifications, redemptions, refunds			-	-	-
	(183,132)	(26,518)	(404,931)	-	(614,581)
<b>Ending Balance Deferred Revenue - DCC</b>	<u>\$ 2,491,051</u>	<u>\$ 365,857</u>	<u>\$ 161,701</u>	<u>\$ 33,307</u>	<u>\$ 3,051,916</u>

	2013				
	General	Water	Sewer	Sewer	
	Reserve	Utility	Utility	Utility	
	DCC	Reserve	Reserve	Reserve	
	DCC	DCC	DCC	DCC	
	BL #2426	BL #2426	BL #2426	BL #1638	2013
					Total
<b>Balance Forward</b>	\$ 2,211,452	\$ 391,588	\$ 466,583	\$ 32,844	\$ 3,102,467
<b>Increases</b>					
Interest	15,584	2,851	3,533	231	22,199
Other Contributions	363,199	51,776	84,230	-	499,205
	378,783	54,627	87,763	231	521,404
<b>Decreases</b>					
Revenue Recognized to Fund Capital Projects	(145,456)	(90,126)	(35,609)	-	(271,191)
Reclassifications, redemptions, refunds			-	-	-
	(145,456)	(90,126)	(35,609)	-	(271,191)
<b>Ending Balance Deferred Revenue - DCC</b>	<u>\$ 2,444,779</u>	<u>\$ 356,089</u>	<u>\$ 518,737</u>	<u>\$ 33,075</u>	<u>\$ 3,352,680</u>

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

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**8. ENVIRONMENTAL REGULATIONS**

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

**9. TRUST AND ENDOWMENT FUNDS**

- (a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2014 and 2013, which has been excluded from the City's financial statements.

**CEMETERY PERPETUAL CARE FUND  
FINANCIAL POSITION**

	<u>2014</u>	<u>2013</u>
<b>Financial Assets</b>		
Cash on Hand	\$ 62,262	\$ 52,096
Investments - MFA	<u>232,194</u>	<u>229,701</u>
<b>Liabilities</b>		
Interest Payable to City	<u>3,212</u>	<u>3,096</u>
<b>Net Financial Position</b>	<u><u>\$ 291,244</u></u>	<u><u>\$ 278,701</u></u>

**CEMETERY PERPETUAL CARE FUND  
FINANCIAL ACTIVITIES**

	<u>2014</u>	<u>2013</u>
<b>Revenue</b>		
Fees Levied	\$ 12,543	\$ 9,964
Interest Revenue	<u>3,211</u>	<u>3,096</u>
<b>Expenditure</b>		
Interest Expense	<u>3,212</u>	<u>3,096</u>
<b>Excess Revenue over Expenditure</b>	<u><u>\$ 12,542</u></u>	<u><u>\$ 9,964</u></u>

- (b) The Sid Williams Theatre has endowment funds on deposit with the Comox Valley Community Foundation in the amount of \$323,031 (2013 - \$323,031). The principal amount of this endowment cannot be utilized or withdrawn and as such are not considered assets of the City of Courtenay. The endowment funds are not reported as an asset on the statement of financial position.

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

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**10. DEFERRED REVENUE – OTHER**

Other Deferred Revenue recorded in the Liability section of the City's Financial Statements consists of the revenues related to Development Cost Charge instalment payments owing from Developers and to be received in future years, business license revenue levied and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met, and gift certificates issued and to be redeemed in future years at the Sid Williams Theatre. Following is a breakdown of the change in this balance for 2014 and 2013:

	<u>2014</u>	<u>2013</u>
<b>Opening Balance</b>	<b>\$ 708,020</b>	<b>\$ 500,520</b>
Additions to Deferred Revenue	1,475,796	690,513
Revenue Recognized	(709,974)	(483,013)
	<hr/>	<hr/>
<b>Ending Balance Deferred Revenue Other</b>	<b><u>\$1,473,842</u></b>	<b><u>\$ 708,020</u></b>

**11. MFA DEBT RESERVE FUNDS**

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2014 the City had debt reserve funds of \$409,821 (\$398,278 in 2013).

**12. EMPLOYEE RETIREMENT BENEFIT LIABILITY**

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee's life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2014 were based on an interest (discount) rate of 3.10% per annum. The total estimated employee retirement benefit liability at December 31, 2014 is \$892,449 (\$835,181 in 2013) and is included in the accounts payable balance on Statement A.



**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

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**13. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE**

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2014 revenues and expenses with 2013 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

**General Government Services**

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

**Protective Services**

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

**Transportation Services**

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

**Environmental Health Services**

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

**Public Health and Welfare Services**

Includes cemetery services.

**Environmental Development Services**

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

**Recreational and Cultural Services**

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

**Water Utility Services**

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

**Sewer Utility Services**

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

**Other Services**

Includes the operations of the Sid Williams Theatre.

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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**14. TANGIBLE CAPITAL ASSET DETAILS**

(See Schedule 3 for further details)

Tangible Capital Assets consist of the following:

	<u>2014</u>	<u>2013</u>
Land	\$ 21,396,279	\$ 21,062,251
Land Improvements	2,764,871	2,763,625
Buildings	18,991,089	19,441,296
Equipment, Furniture, & Vehicles	5,388,205	5,775,966
Engineering Structures:		
Roads	45,082,389	44,044,538
Water	10,515,070	10,501,020
Sewer	7,705,661	8,890,566
Other (Includes Storm)	11,752,085	10,902,560
Other Tangible Capital Assets	79,768	65,466
	<u><u>\$ 123,675,417</u></u>	<u><u>\$123,447,288</u></u>

The net book value of capital assets not being amortized and under construction in 2014 is \$3,245,696 (\$4,389,182 in 2013).

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded on the financial statements in 2014 is \$1,312,263 (\$6,488,980 in 2013)

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

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

**15. COMPARATIVE FIGURES**

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

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2014**

**PAGE 12 OF 12**

**16. RESTATEMENT OF 2014 BUDGET**

The budget amounts presented throughout these financial statements are based upon the Five Year Financial Plan approved by Council on May 5, 2014, except in regard to budget amounts for amortization, developer contributions for tangible capital assets, gains and losses on tangible capital asset disposals, and the use of debt, reserves and prior year surpluses.

The budget amounts presented throughout these financial statements for the tangible capital asset related budgets are the actual values determined at the completion of the municipalities' tangible capital asset accounting process. These values have been added to the May 5, 2014 budget and actual values in the Financial Statements.

The summary below shows the adjustments to the May 5, 2014 budget approved by Council after adjusting the budget values by the actual revenues and expenses incurred for tangible capital asset related items (amortization, developer contributions for tangible capital assets, and gains and losses on tangible capital asset disposals) and other transfers that were not included in the approved 2014 budget.

**Adjustments to 2014 Budgeted Annual Surplus**

<b>Budget Surplus reported in FS</b>	<b>\$ 476,856</b>
Capital acquisitions in Financial Plan	(11,089,165)
Amortization	4,475,279
Contributed Assets	(1,312,263)
Debt Issues in Financial Plan	-
Debt principle repayments in Financial Plan	(1,214,599)
Operating surplus appropriated for Operations in Financial Plan	6,211,387
Capital surplus appropriated for Capital Projects in Financial Plan	539,618
Transfers from Operating and Capital Reserves in Financial Plan	3,714,701
Transfers to Operating and Capital Reserves in Financial Plan	<u>(1,801,814)</u>
<b>Net of Financial Plan</b>	<b><u>\$ -</u></b>

THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2014  
(Audited)

	Engineering Structures										Total	2013
	Land Improvements	Land	Buildings	Equipment/ Furniture/ Vehicles	Roads	Water	Sewer	Other	Other Tangible Capital Assets			
COST												
Opening Balance Construction-in-progress (CIP)	\$ -	\$ 646,971	\$ 626,122	\$ 97,698	\$ (996,431)	\$ 1,075,375	\$ 2,903,262	\$ 24,741	\$ 11,444	\$ 4,389,182	\$ 7,911,348	
Add: Construction-in-progress (CIP)	-	-	-	-	733,800	123,812	1,255,194	-	-	2,112,806	2,336,567	
Less: Transfers into Service	-	(411,240)	(407,489)	(106,862)	(868,655)	(773,413)	(555,366)	(126,977)	(6,290)	(3,256,292)	(5,858,733)	
Less: Writedowns & Reallocations	-	170,301	72,979	31,335	1,779,017	(291,894)	(2,513,137)	756,553	(5,154)	-	-	
Closing Balance Construction-in-progress	-	406,032	291,612	22,171	647,731	133,880	1,089,953	654,317	-	3,245,696	4,389,182	
Opening Balance Tangible Capital Assets	\$ 21,062,251	\$ 4,130,537	\$ 27,373,708	\$ 14,152,638	\$ 82,348,140	\$ 15,065,932	\$ 7,213,029	\$ 17,278,182	\$ 640,326	\$ 189,264,742	\$ 171,934,467	
Add: Additions (including Transfers into Service)	334,028	409,043	515,140	442,833	1,593,834	1,265,219	753,593	633,674	71,225	6,018,589	17,758,543	
Less: Disposals	-	(10,299)	-	(148,900)	(468,875)	(22,466)	-	(10,647)	-	(661,187)	(428,268)	
Less: Write-downs	-	-	-	-	-	-	-	-	-	-	-	
Closing Balance Tangible Capital Assets and CIP	21,396,279	4,935,313	28,180,460	14,468,742	84,120,830	16,442,565	9,056,575	18,555,525	711,551	197,867,840	193,653,924	
22												
ACCUMULATED AMORTIZATION												
Opening Balance	-	2,013,883	8,558,534	8,474,370	37,307,171	5,640,287	1,225,725	6,400,363	586,304	70,206,637	66,248,505	
Add: Amortization	-	165,571	630,837	744,548	2,056,777	299,472	125,189	407,406	45,479	4,475,279	4,213,904	
Less: Accum Amortization on Disposals	-	(9,012)	-	(138,381)	(325,507)	(12,264)	-	(4,329)	-	(489,493)	(255,773)	
Closing Balance	-	2,170,442	9,189,371	9,080,537	39,038,441	5,927,495	1,350,914	6,803,440	631,783	74,192,423	70,206,636	
Net Book Value for year ended												
December 31, 2014	\$ 21,396,279	\$ 2,764,871	\$ 18,991,089	\$ 5,388,205	\$ 45,082,389	\$ 10,515,070	\$ 7,705,661	\$ 11,752,085	\$ 79,768	\$ 123,675,417	\$ 123,447,288	

**THE CORPORATION OF THE CITY OF COURTENAY**  
**CONSOLIDATED SCHEDULE OF DEBTENTURE AND OTHER LONG-TERM DEBT**  
**YEAR ENDED DECEMBER 31, 2014**  
**(Audited)**

SCHEDULE 4

Bylaw Number	Maturity Date	Interest Rate	Principal Outstanding Dec 31/13	Current Year Borrowing	Actuarial Adjustment/ Princ. Reduction	Principal Outstanding Dec 31/14
<b>General Capital Fund</b>						
<b>Debtenture Debt</b>						
2088 Museum	2015	6.45	57,701		28,216	29,485
2092 Firehall	2015	6.45	443,857		217,045	226,812
2093 Sid Williams Theatre	2015	6.45	443,857		217,045	226,812
2171 Library	2021	3.05	1,296,564		135,778	1,160,786
2266 Infrastructure Works - MFA	2018	4.78	159,547		28,874	130,673
2266 Fifth Street Bridge	2023	5.15	333,748		27,798	305,950
2304 Lerwick Road Ext. Prop Acquisition	2029	4.86	768,967		32,504	736,463
2227 City Hall Retaining Wall	2020	5.00	86,376		10,936	75,443
2354 Repaving Program	2025	5.75	329,562		23,821	305,741
2355 Lerwick Road Extension	2030	5.75	545,123		23,003	522,120
2356 City Hall Renovation	2020	5.50	458,857		58,096	400,761
2425 Lerwick Road Construction	2026	4.66	529,028		31,818	497,210
2453 Police Property Acquisition	2026	4.43	1,050,342		63,171	987,171
2458 Public Works Maintenance Building	2022	4.52	1,053,269		99,526	953,743
2539 Capital Infrastructure Work	2023	4.13	2,481,971		184,036	2,297,935
2538 Native Sons Hall Renovation	2025	4.50	506,450		33,706	472,741
2680 Lewis Centre Renovation	2027	2.90	3,990,247		218,143	3,772,104
2681 Infrastructure Works - Road Paving	2027	2.90	1,482,093		81,024	1,401,068
			16,017,560	-	1,514,540	14,503,018
<b>TOTAL GENERAL CAPITAL FUND</b>						
			16,017,560	-	1,514,540	14,503,018

THE CORPORATION OF THE CITY OF COURTENAY  
 CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT  
 YEAR ENDED DECEMBER 31, 2014

(Audited)

By/Law Number	Maturity Date	Interest Rate	Principal Outstanding Dec 31/13	Current Year Borrowing	Actuarial Adjustment/ Princ. Reduction	Principal Outstanding Dec 31/14
Balance Forward General Capital Fund			\$ 16,017,560	\$ -	\$ 1,514,540	\$ 14,503,018
<b>Water Capital Fund</b>						
Debenture Debt:						
2424 Water Extension - Lerwick Road	2026	4.66	440,858	-	26,515	414,343
TOTAL WATER CAPITAL FUND			440,858	-	26,515	414,343
<b>Sewer Capital Fund</b>						
Debenture Debt:						
2305 Sewer Extension	2029	4.86	576,726	-	24,378	552,348
2353 Sewer Extension	2030	5.00	1,534,132	-	64,738	1,469,394
2423 Sewer Extension - Lerwick Road	2026	4.66	267,453	-	16,086	251,367
TOTAL SEWER CAPITAL FUND			2,378,311	-	105,202	2,273,109
TOTAL ALL CAPITAL FUNDS			18,836,729	-	1,646,257	17,190,472



# THE CORPORATION OF THE CITY OF COURTENAY

## 2014 Report of Remuneration and Expenses of Elected Officials

(Community Charter, Section 168)

### Remuneration and Expense Payments

<u>Elected Official</u>		<u>Remuneration</u>	<u>Expenses</u>
Jangula, Larry	Mayor	\$ 50,390	\$ 3,569
Frisch, David	Councillor	\$ 1,251	\$ -
Hillian, Douglas A.	Councillor	\$ 21,658	\$ 1,766
Eriksson, Erik	Councillor	\$ 1,251	\$ -
Ambler, Jonathan	Councillor	\$ 19,991	\$ -
Theos, Manno	Councillor	\$ 22,283	\$ 4,844
Lennox, Rebecca	Councillor	\$ 1,251	\$ -
Wells, Robert	Councillor	\$ 1,251	\$ -
Leonard, Ronna-Rae	Councillor	\$ 19,991	\$ 3,919
Winchester, Starr	Councillor	\$ 19,991	\$ 4,380
Anglin, William	Councillor	\$ 19,991	\$ 4,702
TOTALS		<u>\$ 179,299</u>	<u>\$ 23,180</u>

### Benefits

Insurance Policy Coverage: Personal Accident Insurance, Mayor and Council

*Industrial Alliance Pacific Insurance & Financial Services*

*Principal Sum:* \$ 150,000

*Weekly Accident Indemnity:* \$ 400

*Accidental Dental Reimbursement Benefit:* \$ 3,000

*Accidental Medical Reimbursement Benefit:* \$ 5,000

Total premium - all members \$ 500.00

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

No contracts

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information  
(as required under the Financial Information Act)  
Statement of Salaries, Wages and Expenses for the Year 2014**

<u>Employee</u>	<u>Position</u>	<u>Base Salary</u>	<u>Taxable Benefits</u>	<u>Total Remuneration</u> (Includes Taxable Benefits)	<u>Expenses</u>
Allen, D	Chief Administrative Officer	\$ 163,503	\$ 2,554	\$ 166,057	\$ 12,911
Arseneault, R	Roads Foreman	\$ 71,561	\$ 5,447	\$ 77,007	\$ -
Bardonnex, D.	Fire Chief	\$ 103,424	\$ 2,177	\$ 105,601	\$ 5,658
Bernard, Y.	Manager of Information Systems	\$ 86,244	\$ 2,064	\$ 88,307	\$ 4,739
Buck, I.	Manager of Planning	\$ 86,854	\$ 2,479	\$ 89,333	\$ 1,454
Chan, J.	Property Management Coordinator	\$ 75,485	\$ 2,360	\$ 77,845	\$ 910
Crawford, P.	Director of Development Services	\$ 115,865	\$ 2,258	\$ 118,124	\$ 2,085
Donley, M.	Manager of Human Resources	\$ 87,308	\$ 2,482	\$ 89,790	\$ 7,896
Guderjahn, B.	Manager of Purchasing	\$ 84,698	\$ 2,463	\$ 87,161	\$ 982
Hatch, L.	Director of Engineering & Public Works	\$ 109,546	\$ 2,473	\$ 112,020	\$ 3,120
Henderson, D.	Deputy Fire Chief / Training Officer	\$ 83,407	\$ 2,046	\$ 85,453	\$ 1,374
Hilton, C.	Manager of Finance	\$ 88,316	\$ 1,645	\$ 89,961	\$ 3,623
Kerr, C.	EVT / Fire Inspector	\$ 73,796	\$ 2,142	\$ 75,938	\$ 3,650
Knapman, P.	Occupational Health & Safety Coordinator	\$ 78,966	\$ 778	\$ 79,775	\$ 3,977
Love, D.	Senior Advisor - Strategic Initiatives	\$ 96,162	\$ 1,591	\$ 97,753	\$ 20,013
MacDonald, K.	Deputy Fire Chief	\$ 90,773	\$ 2,252	\$ 93,025	\$ 1,805
Madsen, T.	Manager of Public Works	\$ 88,165	\$ 2,650	\$ 90,815	\$ 4,297
Manthey, T	Director of Financial Services/Deputy CAO	\$ 133,145	\$ 9,825	\$ 142,970	\$ 5,199
Moore, B	Shop Foreman	\$ 77,530	\$ 1,357	\$ 78,887	\$ 130
Murphy, S.	Manager of Recreation Services	\$ 96,385	\$ 2,132	\$ 98,517	\$ 1,880
Nelson, J.	Manager of Financial Planning	\$ 84,116	\$ 2,473	\$ 86,558	\$ 1,620
Rasmussen, R.	Parks Foreman	\$ 88,454	\$ 2,400	\$ 90,854	\$ 587
Shaw, D.	Sewer Foreman	\$ 77,592	\$ 2,250	\$ 79,841	\$ 130
Sheldon, R.	Water Foreman	\$ 75,403	\$ 2,218	\$ 77,620	\$ 2,087
Ward, J.	Director of Legislative Services	\$ 103,606	\$ 2,433	\$ 106,039	\$ 770
Wiwchar, R.	Director of Community Services	\$ 115,865	\$ 1,005	\$ 116,871	\$ 1,232
Woods, M	Network Coordinator	\$ 75,253	\$ 1,992	\$ 77,245	\$ -
Total for employees where remuneration is > \$75,000		\$ 2,511,424	\$ 67,944	\$ 2,579,368	\$ 92,130
Consolidated total for employees where remuneration < \$75,000				7,040,488	67,948
Elected Officials, direct payments				179,299	23,180
TOTALS				<u>\$ 9,799,155</u>	<u>\$ 183,258</u>

Statement of Severance Agreements

There were three severance agreements under which payment commenced between the City of Courtenay and its union and non-union employees during the fiscal year 2014. These agreements represent from seven to twelve months of salary and benefits.

*Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)*

**The Corporation of the City of Courtenay**  
**Statement of Individual Accounts Paid**  
**For the Twelve Months Ending December 31, 2014**

<b>Vendor ID</b>	<b>Vendor Name</b>	<b>Amount Billed YTD</b>
REG001	COMOX VALLEY REGIONAL DISTRICT	\$14,926,515.45
MIN004	MINISTER OF FINANCE	\$5,162,163.54
REC006	RECEIVER GENERAL FOR CANADA	\$4,100,097.34
REG002	REGIONAL HOSPITAL DIST OF	\$4,073,739.50
REC005	RECEIVER GENERAL FOR CANADA	\$2,658,028.61
EMT001	EMTERRA ENVIRONMENTAL	\$957,900.66
SCO002	SCOTIABANK VISA	\$867,368.15
VAN002	VANCOUVER ISLAND REGIONAL LIBRARY	\$813,973.00
BCH002	BC HYDRO	\$714,034.86
KNA001	KNAPPETT INDUSTRIES (2006) LTD	\$705,323.66
COU009	COURTENAY RECREATION ASSOC	\$649,877.77
IPI001	INTERNATIONAL PAPER INDUSTRIES LTD	\$592,200.00
PAC001	PACIFIC BLUE CROSS	\$524,659.31
TAY001	TAYCO PAVING	\$506,485.42
COM002	COMMISSIONAIRES (THE)	\$424,626.59
BCA002	BC ASSESSMENT AUTHORITY	\$321,876.29
BUC004	BUCKSTONE INVESTMENTS LTD.	\$295,147.00
TLC001	TLC HOME & PROPERTY MAINT	\$232,921.53
COL002	COLUMBIA FUELS	\$228,363.42
BIG005	BIGSTEELBOX STRUCTURES LTD	\$225,977.06
MCE001	MCELHANNEY CONSULTING	\$225,068.37
COM013	COMOX VALLEY ECONOMIC	\$218,159.76
AON002	AON REED STENHOUSE INC	\$207,343.00
WAC001	WACOR HOLDINGS LTD	\$206,354.39
EDG001	EDGETT EXCAVATING	\$196,240.60
SID001	SID WILLIAMS THEATRE SOCIETY	\$195,627.21
BCL002	BC LIFE AND CASUALTY COMPANY	\$183,590.10
COM007	COMOX VALLEY BOBCAT & EXC LTD	\$163,640.51
MUN002	MUNICIPAL INSURANCE ASSOC OF	\$160,952.83
ELS001	ELSTER SOLUTIONS CANADA INC.	\$153,105.20
MED001	MEDICAL SERVICES PLAN	\$151,174.00
FOR009	FORTIS BC-NATURAL GAS	\$147,883.14
WOR001	WORKERS COMPENSATION BOARD	\$147,356.71
COU002	COURTENAY & DISTRICT MUSEUM	\$138,127.58
LEI001	LEIGHTON CONTRACTING (2009) LTD	\$135,187.40
APL001	APLIN & MARTIN CONSULTANTS LTD.	\$110,744.21
ISL014	ISLAND TRAFFIC SERVICES LTD	\$103,563.60
CUP001	CUPE LOCAL 556	\$97,412.88
AND003	ANDREW SHERET LTD	\$97,361.70
IWC001	IWC EXCAVATION LTD.	\$95,267.16
DIL001	DILLON CONSULTING LTD.	\$94,382.69
RIC010	RICOH CANADA INC	\$86,640.35
YOU004	YOUNG ANDERSON	\$85,874.36
TEL001	TELUS COMMUNICATIONS (BC)	\$85,447.93
COM023	COMOX VALLEY RECORD	\$82,304.71
RFB001	RF BINNIE & ASSOCIATES LTD	\$78,575.39
ROC001	ROCKY MOUNTAIN PHOENIX	\$77,774.50

**The Corporation of the City of Courtenay**  
**Statement of Individual Accounts Paid**  
**For the Twelve Months Ending December 31, 2014**

<b>Vendor ID</b>	<b>Vendor Name</b>	<b>Amount Billed YTD</b>
REC008	RECTEC INDUSTRIES INC	\$75,557.09
AAR002	AARDVARK PAVEMENT MARKING SERVICES	\$71,234.13
OND001	ONDECK SYSTEMS INC	\$70,624.28
ATO001	ATOMIC CRAYON	\$70,306.78
ESC001	ESC AUTOMATION	\$68,261.92
TEL003	TELUS MOBILITY (BC)	\$66,743.83
INT011	INTERACTIONS HR SOLUTIONS INC.	\$66,381.49
COU010	COURTENAY VOLUNTEER FIRE DEPARTMENT	\$62,231.34
HYL001	HYLAND PRECAST INC	\$60,705.05
TOW001	TOWER FENCE PRODUCTS	\$60,102.42
COU004	COURTENAY DOWNTOWN BUSINESS ASSOC	\$60,000.00
MON001	MONK OFFICE SUPPLY LTD	\$59,675.62
CAS001	CASA LOMA VENTURES LTD	\$59,563.00
IMS001	IMS INFRASTRUCTURE MANAGEMENT SERVICES	\$56,989.80
SOF001	SOFTCHOICE CORPORATION	\$56,716.02
INS002	INSURANCE CORPORATION OF	\$52,540.00
CEN001	CENTRAL BUILDERS' SUPPLY LTD	\$51,932.86
NEW001	NEW HERITAGE ARBOURISTS LTD	\$49,264.08
PIP001	PIPE EYE VIDEO INSPECTION	\$47,896.51
HAR002	HARTMAN AUTO SUPPLY LTD	\$47,672.42
NEL001	NELSON ROOFING AND SHEET METAL LTD	\$47,657.98
DIA001	DIAMOND SOFTWARE INC	\$46,372.78
MIC001	MICROSOFT LICENSING GP	\$46,323.24
BCH003	BC HYDRO & POWER AUTHORITY	\$46,212.60
ACK001	ACKLANDS-GRAINGER INC	\$45,739.03
DKI001	DKI SERVICES LTD	\$44,219.93
EUR002	EUROPEAN MASTERS PAINTING LTD.	\$41,023.50
DIS001	DISCOVERY DIESEL ELECTRIC	\$40,813.70
HAB002	HABITAT FOR HUMANITY COMOX VALLEY	\$40,743.75
HET001	HETEK SOLUTIONS INC.	\$40,252.80
TEMP00000007127	COASTAL COMMUNITY CREDIT UNION	\$40,000.00
KMI001	KMI COLUMBARIA	\$38,958.52
7ST001	7 STORY CIRCUS	\$38,653.72
KOE001	KOERS & ASSOCIATES ENGINEERING	\$38,210.64
MON003	MONTERRA DEVELOPMENTS LTD	\$37,789.90
REC009	RECEIVER GENERAL	\$37,637.31
EMC002	EMCO CORP	\$37,247.77
NOR001	PLANET CLEAN COURTENAY	\$36,290.67
HOT002	HOTELS	\$35,760.73
BAN005	THE BANK OF NOVA SCOTIA	\$35,113.94
COU005	COURTENAY GLASS	\$34,394.48
SHA001	SHADES TANKERS (1976) LTD	\$33,897.60
FLE005	FLETCHER PETTIS CONSULTANTS LTD	\$33,373.73
MEY001	MEYERS NORRIS PENNY LLP	\$33,350.62
DOU006	J.A.D. ENTERPRISES LTD. dba DOUMONT FARM	\$33,275.61
ESR001	ESRI CANADA	\$31,654.00
COM012	COMOX VALLEY ECHO	\$31,416.05

**The Corporation of the City of Courtenay**  
**Statement of Individual Accounts Paid**  
**For the Twelve Months Ending December 31, 2014**

<b>Vendor ID</b>	<b>Vendor Name</b>	<b>Amount Billed YTD</b>
BIO001	BIOBAG CANADA INC	\$30,754.50
ES&001	ELECTION SYSTEMS & SOFTWARE, ULC	\$30,240.00
TEMP00000007090	ARDEN PROJECTS LTD	\$29,003.76
ASS002	ASSOCIATED FIRE & SAFETY	\$28,552.06
RHE001	R HENN & ASSOCIATES	\$28,430.47
RAI001	RAIDERS FOOTBALL	\$28,345.00
COL008	COLORBRITE PAINTING	\$27,835.50
FOU002	FOUR STAR WATERWORKS LTD	\$27,594.65
RAY001	RAYLEC POWER LTD	\$27,443.06
ACM001	ACME SUPPLIES LTD	\$26,462.89
COM082	COMOX DINGHY SAILING SCHOOL	\$26,423.00
TEMP00000006670	STABURN PROPERTY GROUP	\$26,043.26
TWD001	T.W. DOLL (694650 BC) LTD.	\$25,727.69
DIG001	DIGITAL BOUNDARY GROUP	\$25,125.71
<b>TOTAL AMOUNTS EQUAL/OVER \$25,000</b>		<b>\$45,355,204.23</b>
<b>TOTAL AMOUNTS LESS THAN \$25, 000</b>		<b>\$3,095,837.99</b>
		<b><u>\$48,451,042.22</u></b>

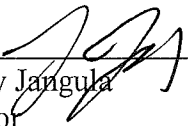
## SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The City of Courtenay describes guarantees and indemnities in the Notes to the Consolidated Financial Statements. For 2014, the schedule and additional notes are not required and have been omitted.




STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

  
\_\_\_\_\_  
Larry Jangula  
Mayor

June 9, 2015  
Date

  
\_\_\_\_\_  
Jennifer Nelson, CPA, CGA  
Acting Director of Financial Services

June 8, 2015  
Date





## BRIEFING NOTE

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**To:** Council

**File No.:** 5600-20

**From:** Chief Administrative Officer

**Date:** June 3, 2015

**Subject:** City of Courtenay Water Conservation Initiatives

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### ISSUE:

As a participant in the Comox Valley Regional District (CVRD) water service, the City of Courtenay is subject to Comox Valley Water Conservation Bylaw No. 129, 2010 (CONSOLIDATED). Effective June 1<sup>st</sup> 2015 residents and businesses are subject to Stage 2 water restrictions. While local governments, and some property owners and businesses are permitted exceptions to Stage 2 water restrictions, the City of Courtenay has been making an effort to minimize water use in its operations through a number of initiatives.

The purpose of this Briefing Note (BN) is to highlight some of the water conservation initiatives currently underway at the City of Courtenay. The information in the Parks section of the BN was forwarded to the CVRD Communications Coordinator to support responses to the question, "What does Courtenay do to limit water use?" Some of this information was also provided in response to a question on the City's Facebook page.

### BACKGROUND:

The City of Courtenay, along with the Town of Comox, and participating members of Baynes Sound (Electoral Area 'A'), Lazo North (Electoral Area 'B'), and Puntledge – Black Creek (Electoral Area 'C'), form the Comox Valley Water Service. This service is provided by the CVRD pursuant to Bylaw No. 1783 – "Water Local Service Establishment Bylaw, 1995". Water use for participants is regulated pursuant to Bylaw No. 129 - "Comox Valley Water Conservation, 2010", a copy of which is attached to this BN.

Water restrictions are based on a three stage approach, with Stage 1 the least restrictive and Stage 3 the most restrictive. Stage 1 is the "status quo", and unless otherwise upgraded, is in effect throughout the year. Under section 5 (3) of the water conservation bylaw operational officers may bring into effect a more restrictive stage at any time of the year for any period of time.

### KEY CONSIDERATIONS:

- Effective June 1<sup>st</sup> 2015, Stage 2 water restrictions have been implemented due to unprecedented low inflows and water levels in the Comox Lake Watershed. Determination factors that have led to the June 1<sup>st</sup> implementation of Stage 2 water restrictions relate to: Forecasts of water inflow to the Comox Lake watershed provided by BC Hydro;
- Water levels in Comox Lake and projected water usage requirements of BC Hydro and the Department of Fisheries and Oceans;

While exempted from the water restrictions outlined in Schedule 'A' of Bylaw No. 129, the City of Courtenay has undertaken a number of steps to minimize water use in its municipal operations. The following is a list of some examples of operational initiatives that are or can be undertaken:

#### Public Works

- ✓ Reduce street sweeping and only allow for a dry sweep for the downtown core.
- ✓ Post-pone hydrant maintenance to the fall.
- ✓ Not allow any hydrant permits for construction.
- ✓ Reduce or halt irrigation on boulevards. Halt sewer flushing program (unless necessitated by emergency).
- ✓ Use mechanical excavation (backhoe) instead of Vactor truck
- ✓ Continue to pro-actively source out and repair water leaks

#### Parks

The City of Courtenay's parks division manages the irrigation systems in parks. Significant steps have been taken over the past few years to reduce water consumption, while still maintaining safe turf for sporting events. The following are some of the steps taken so far:

- ✓ Drought tolerant plants have been planted at 4<sup>th</sup> and Menzies , the Art Gallery, Lewis Centre, Firehall, and some traffic islands.
- ✓ Central irrigation control – The majority of the City systems are controlled by a central system that is highly programmable.
- ✓ Central controller responds to rain events and a weather station to reduce consumption.
- ✓ Flow sensing technology – the controller allows staff to know when there may be a leak or damaged head.
- ✓ Water consumption is reduced during water restrictions.
- ✓ Retrofitting spray head systems for more efficient drip systems.

There are a few factors that can't be controlled. These include:

- Vandalism to City heads and pipes – this sometimes causes heads to spray over hard surfaces. Parks staff repairs these when notices or calls are received.
- Old and poorly designed systems – due to budget and staffing capacity limitations rebuilding these systems will need to be phased over time.
- Our premier sports fields are sand based. These are designed to shed winter rains for playability, and require water in the summer or the turf will die within days.
- The School District manages irrigation on school sites. Many of the boulevards have private irrigation in them. These are often confused for Municipal systems.

Next steps:

- ✓ Some boulevards will be allowed to go brown.
- ✓ Some parks will be allowed to go brown while applying enough irrigation only to keep young trees alive and sports fields safe.
- ✓ Lower flow heads in the water park.

- ✓ Continued retrofit of older systems to more efficient systems including drip and to expand the central control system.

#### Bylaw Enforcement

The City's water enforcement officer begins work on June 10, 2015. His shift is 3 days per week on a rotating basis. He investigates all watering complaints, and performs patrols all areas of the City in the early morning on his bicycle, and will also work evenings if required for enforcement.

The City's philosophy for bylaw enforcement is to seek compliance, not to be punitive. Offenders are given verbal and written warnings before any Municipal fines are issued. That being said, the City is willing to fine offenders when required. The City also routinely delivers information pamphlets in problem areas.

#### Fire Flows

Water reservoirs are designed to account for a certain volume of peak domestic water use and fire flow volume. CVRD engineering staff oversees the specifications of this design and can confirm the details as they relate to of the Comox Valley Regional water network.

#### Fire Training

The Fire Department confirms that the training schedule for the months of June, July, August and September will not require a significant volume of water during these training sessions. A few sessions in July will include practicing hydrant lays and using hose lines, but minimal water will be used during this training.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

*Attachment: Comox Valley Water Conservation Bylaw No. 129, 2010 (CONSOLIDATED)*

The following is a consolidated copy of the Comox Valley water conservation bylaw and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
129	Comox Valley Water Conservation Bylaw 2010	May 25, 2010	A bylaw to regulate water use in the Comox Valley water system
219	Comox Valley Water Conservation Bylaw 2010	May 29, 2012	A bylaw to change the effective date of stage 2 and its restrictions

**This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the corporate legislative officer at the Comox Valley Regional District to view the complete bylaw when required.**

## **COMOX VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 129**

#### **A bylaw to regulate water use in the Comox Valley water system**

**WHEREAS** the Comox Valley Regional District (CVRD) provides a service of water supply pursuant to Bylaw No. 1783 being “Water Local Service Establishment Bylaw, 1995” within the following participating municipalities and electoral areas:

- The Corporation of the City of Courtenay;
- The Town of Comox;
- Baynes Sound (Electoral Area ‘A’);
- Lazo North (Electoral Area ‘B’); and
- Puntledge – Black Creek (Electoral Area ‘C’);

**AND WHEREAS** under section 796.2 of the *Local Government Act* a regional district may regulate in relation to a service;

**AND WHEREAS** under section 796.2 of the *Local Government Act* a regional government has authority to regulate water use even though a participating municipality is responsible for water distribution within that municipality;

**NOW THEREFORE** the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

#### **Definitions**

1. In this bylaw, unless the context otherwise requires, the following definitions shall apply:

**All-weather playing field** means a publicly accessible planted sports field;

**Appliance** means a device or mechanism, other than that owned and operated by the municipality or regional district, in or through which water is piped or used for a domestic or commercial purpose;

**Board** means the board of the Comox Valley Regional District;

**Boat** means a vessel propelled on water by an engine, oars, or sails;

**Boulevard** means that portion of any highway other than the paved, improved or main traveled roadway, driveway or sidewalk and includes any landscaped median;

**Bylaw compliance officer** means a person appointed or contracted by the board or a council of the municipality to enforce this bylaw;

**Electoral area service areas** means those portions of Electoral Areas A, B, and C that are within the service areas created by:

- Bylaw No. 1453 being “Marsden/Camco Water Local Service Area Conversion and Establishment Bylaw, 1992”;
- Bylaw No. 1494 being “Greaves Crescent Water Local Service Area Establishment By-law, 1993”;
- Bylaw No. 1678 being “Arden Water Local Service Area Conversion and Establishment Bylaw, 1994”;
- Bylaw No. 1886 being “Comox Valley Water Local Service Establishment (Conversion) Bylaw No. 1886, 1996”; and



- Bylaw No. 1999 being “England Road Water Local Service Area Establishment Bylaw No. 1999, 1998”;

**Exempted person** means an owner or occupier of property identified in schedule ‘A’ as exempt from one or more of the regulations under this bylaw;

**Farm** means one or more parcels of land classified as farmland for assessment and taxation purposes;

**General manager** means any one of the officers of the CVRD or the manager of water services;

**Local Government** means the City of Courtenay, Town of Comox and the Comox Valley Regional District.

**Micro-irrigation or drip-irrigation system** means a system using irrigation components which consume less than 91 litres (20 gallons) per hour and operate at less than 172 kilopascal (25 pounds per square inch) to deliver water to the root zone of the plant material being irrigated, and includes spray emitter systems (micro-sprays), point source emitters, and linear tape systems as defined in the BC Trickle Irrigation Manual prepared and published by the BC Ministry of Agriculture and Food, Resource Management Branch (issue 1999), but does not include weeper or soaker hoses;

**Municipality** means the Corporation of the City of Courtenay (Courtenay) and the Town of Comox (Comox);

**Notice** means a notice given under section 6 of this bylaw;

**Nursery** means a business in which flowers, plants, trees, or shrubs are grown or displayed for sale;

**Operational officers** means collectively the chief administrative officer or any one of the general manager of property services or the senior manager of engineering services of the CVRD and the chief administrative officers or senior operational staff members of the municipalities;

**Occupier** has the same meaning as in the *Community Charter*;

**Over-watering** means to water in a manner that saturates the lawn, boulevard, or landscaped area being watered and results in water spreading onto areas beyond them;

**Owner** has the same meaning as in the *Community Charter*;

**Permit** means a permit issued under section 9(1) of this bylaw;

**CVRD** means the Comox Valley Regional District;

**Restricted hours** means those time periods during which watering is permitted in schedule ‘A’ of this bylaw;

**Sprinkler** means a hose connected or other sprinkler system but excludes a micro-irrigation or drip-irrigation system;

**Stage** means stages 1, 2, and 3 of the water use restrictions prescribed in schedule ‘A’ of this bylaw;

**Vehicle** means a device in, on, or by which a person or thing is or may be transported or drawn on a highway;

**Water** means water supplied by the CVRD directly or indirectly to an owner or occupier or the act of using or applying such water;

**Water use restrictions** means the restrictions prescribed in schedule ‘A’ of this bylaw; and

**Watering days** means those days during which watering is permitted in schedule 'A' of this bylaw.

### **Application**

2. The restrictions and regulations in this bylaw are applicable in each municipality and the electoral area service areas.

### **Prohibitions**

3. (1) The prohibitions in subsections (2), (3) and (4) are in force at all times of the year.
- (2) No person shall damage or allow the deterioration of any appliance so as to result in an increase in water use.
- (3) No person shall waste water by using more water than is required to provide a service, produce a product, or complete a task, including but not limited to allowing a tap or hose to run water unnecessarily and over-watering plants or lawns.
- (4) No person shall apply water intended for irrigation to an impervious surface such as a street, parking lot, sidewalk or driveway.
- (5) No person, being an owner or occupier of property in the municipality or in an electoral area service area, shall use water or cause water to be used contrary to the restrictions in effect at the time pursuant to schedule 'A' of this bylaw.

### **Inspection**

4. The general manager or a bylaw compliance officer has the authority to enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

### **Effective Dates of Stages and Restrictions**

5. (1) Stage 1 and the water use restrictions for stage 1 prescribed in schedule 'A' are in effect on every day of the year, except as provided under subsection (2).
- (2) [SECTION REPEALED BY BYLAW NO 219]
- (3) The operational officers, by written determination, may
  - (a) Amend the effective period of time for any stage of water use restriction, or
  - (b) Terminate or bring into effect a stage more restrictive than stage 1 at any time of the year for any period of time.
- (4) In the event of system failure which limits the delivery of water at normal volumes, the chief administrative officer, general manager of property services, the senior manager of engineering services or the manager of water services of the CVRD may implement water restrictions as necessary to maintain the water system without consultation with the participating municipalities.
- (5) The stage determined under section 7 and the water use restrictions prescribed under schedule 'A' for that stage take effect on the commencement date stated in this bylaw or the notice for that stage and remain in effect until that stage is terminated.
- (6) A stage will remain in effect until it is terminated under this bylaw or until the commencement of another stage.

#219

**Notice**

6. (1) An operational officer of the CVRD must give notice or cause notice to be given to persons within the municipality or electoral area service areas of the applicable stage determined under section 5 (2) and its effective dates of commencement and termination.
- (2) The notice under subsection (1) must be given at least once
  - (a) Before the commencement of a more restrictive stage
- (3) The notice under this section must be published in a newspaper and broadcast from a radio station. The notice may also be broadcast from a television station or cable television channel serving the CVRD and posted on the CVRD web site.
- (4) In the event of system failure which limits the delivery of water at normal volumes, the chief administrative officer, general manager of property services, the senior manager of engineering services or the manager of water services of the CVRD may implement water restrictions as necessary to maintain the water system. Notices will be given immediately to senior operational staff members of the municipalities and as required to other persons in consideration of the expected duration of the event.

**Determination Factors**

7. In making a determination under section 5 (3), the operational officers may consider:
  - (a) Forecasts of water inflow to the Comox Lake watershed provided by BC Hydro;
  - (b) Water levels in Comox Lake and projected water usage requirements of BC Hydro and the Department of Fisheries and Oceans;
  - (c) BC Hydro scheduled and emergency maintenance with respect to the operation of the penstock and powerhouse which would affect the capacity of the penstock supply source;
  - (d) Operational restrictions on system capacity with respect to the usage of the standby water pumping station on the Puntledge River;
  - (e) The need to reduce peak demands on the water system, and
  - (f) Operational factors which limits the ability to supply normal water capacity

**Water Use Restrictions**

8. The water use restrictions for each stage are prescribed in schedule 'A' to this bylaw and must be obeyed during the period that the applicable stage is in effect under this bylaw.

**Permits, Exemptions, and Special Cases**

9. (1) The CVRD and the municipalities (as agents of the CVRD) may issue permits for the installation of a new lawn in the special cases and manner prescribed in schedule 'B'.
- (2) Exemptions and special cases to the regulations in this bylaw are prescribed in schedule 'A'.
- (3) Exempted persons and permit holders are exempted from section 3 to the extent permitted by schedule 'A' and the conditions of the permit where applicable.

**Schedules**

10. Schedules 'A' and 'B' of this bylaw form part of and are enforceable in the same manner as this bylaw.

**Penalty**

11. (1) Any person who contravenes a provision in this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, omits, or neglects to fulfill, observe, carry out or perform any duty or obligation imposed in this bylaw is guilty of an offence and:
- (a) on summary conviction is liable to a fine of not less than \$100 and subject to the maximum fines under the *Local Government Act* and the *Offence Act*; or
  - (b) on conviction of a ticket offence under the ticketing bylaw, is liable for the fine imposed under that bylaw.
- (2) In the case of a continuing violation, each day that a violation continues to occur shall constitute a separate offence.

**Repeal**

12. Bylaw No. 2867 being “Comox Valley Water Conservation Bylaw 2006” and all amendments thereto are hereby repealed.

**Bylaw citation and effective date**

13. This Bylaw No. 129 may be cited for all purposes as “Comox Valley Water Conservation Bylaw 2010” and takes effect on the date adopted.

<b>Read a first and second time this</b>	<b>25<sup>th</sup></b>	<b>day of</b>	<b>May</b>	<b>2010.</b>
<b>Read a third time this</b>	<b>25<sup>th</sup></b>	<b>day of</b>	<b>May</b>	<b>2010.</b>
<b>Adopted this</b>	<b>25<sup>th</sup></b>	<b>day of</b>	<b>May</b>	<b>2010.</b>

**G. T. Phelps**

Chair

**J. Warren**

Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 129 being “Comox Valley Water Conservation Bylaw 2010” as adopted by the board of the Comox Valley Regional District on the 25<sup>th</sup> day of May 2010.

**J. Warren**

Corporate Legislative Officer

**SCHEDULE 'A'**  
**OUTDOOR WATER USE RESTRICTION STAGES**

**STAGE 1**

1. During stage 1
  - (a) A person may only use a sprinkler to water a lawn growing on a property with:
    - (i) an even numbered address, between the hours of 4:00 a.m. and 9:00 a.m. and 7:00 p.m. and 10:00 p.m. on an even numbered day. They may not use a sprinkler to water the lawn on any other day or time; and
    - (ii) an odd numbered address, between the hours of 4:00 a.m. to 9:00 a.m. and 7:00 p.m. to 10:00 p.m. on an odd numbered day. They may not use a sprinkler to water the lawn on any other day or time.
  - (b) a person may
    - (i) water trees, shrubs, flowers, and vegetables on any day with a sprinkler during the prescribed hours for stage 1 lawn watering and on any day at any time if watering is done by hand held container or a hand held hose equipped with an automatic shut-off nozzle;
    - (ii) water newly planted trees, shrubs, flowers and vegetables by any method during installation and for the following 24 hours;
    - (iii) use micro-irrigation or drip-irrigation systems to water trees, shrubs, flowers, and vegetables at any time on any day;
    - (iv) under the authority of a permit, water new sod on installation and during the first 21 days after installation, and water newly seeded lawns until growth is established or for 49 days after installation, whichever is less, with a sprinkler but only during the prescribed stage 1 lawn watering hours, and at any time if watering is done by a hand held hose equipped with an automatic shut-off nozzle;
    - (v) water all-weather playing fields at any time if failure to do so will result in a permanent loss of plant material; and
    - (vi) wash a vehicle with water using a hand held container or hand held hose equipped with an automatic shut-off nozzle and at car dealerships or commercial car washes.
2. As exceptions to the stage 1 restrictions
  - (a) Owners or occupiers of property who, by reason of physical or mental incapacity, and where such incapacity has been documented by a medical practitioner, are unable to water their property within the restricted days and times, may water their property on any two days of the week for a maximum of nine hours per day;
  - (b) Nurseries, farms, turf farms, and tree farms are exempted from the restrictions;
  - (c) Local governments are exempted from the restrictions; and
  - (d) owners or operators of golf courses may water
    - (i) trees, shrubs, flowers, and vegetables grown on golf courses in accordance with stage 1 sections 1 (b) (i), (ii), and (iii) of this schedule; and
    - (ii) fairways, golf greens and tees on any day if failure to do so will result in permanent loss of plant material.

**SCHEDULE 'A' (continued)****STAGE 2****1. During stage 2**

- (a) A person may only use a sprinkler to water a lawn growing on a property with:
  - (i) an even numbered address, on Tuesday and Saturday between the hours of 4:00 a.m. to 9:00 a.m. and 7:00 p.m. to 10:00 p.m.. They may not use a sprinkler to water the lawn on any other day or time; and
  - (ii) an odd numbered address, on Wednesday and Sunday between the hours of 4:00 a.m. to 9:00 a.m. and 7:00 p.m. to 10:00 p.m.. They may not use a sprinkler to water the lawn on any other day or time.
- (b) no person shall use water to wash sidewalks, driveways and parking lots except as necessary for applying a product such as paint, preservative and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations; and
- (c) a person may:
  - (i) water trees, shrubs, flowers, and vegetables with a sprinkler during the prescribed hours and days for stage 2 lawn watering and on any day at any time if watering is done by hand held container or a hand held hose equipped with an automatic shut-off nozzle;
  - (ii) water newly planted trees, shrubs, flowers and vegetables by any method during installation and for the following 24 hours;
  - (iii) use micro-irrigation or drip-irrigation systems to water trees, shrubs, flowers, and vegetables at any time on any day;
  - (iii) under the authority of a permit, water new sod on installation and during the first 21 days after installation, and water newly seeded lawns until growth is established or for 49 days after installation, whichever is less, with a sprinkler but only during the prescribed stage 2 lawn watering hours, and at any time if watering is done by a hand held hose equipped with an automatic shut-off nozzle;
  - (iv) water all-weather playing fields at any time if failure to do so will result in a permanent loss of plant material;
  - (v) wash exterior windows and building surfaces with water using a hand held container or hand held hose equipped with an automatic shut-off nozzle
  - (vi) wash a vehicle with water using a hand held container or hand held hose equipped with an automatic shut-off nozzle and at car dealerships and commercial car washes.

**2. As exceptions to stage 2 restrictions**

- (a) Owners or occupiers of property who, by reason of physical or mental incapacity, are unable to water their property within the restricted days and times, may water their property on one day per week for a maximum of nine hours per day;
- (b) Nurseries, farms, turf farms, and tree farms are exempted from the restrictions;
- (c) Local governments are exempted from the restrictions

- (d) Owners and operators of commercial pressure washing companies may use water but only as part of their normal business operations; and
- (e) Owners or operators of golf courses may water:
  - (i) fairways at any time on not more than two days per week;
  - (ii) trees, shrubs, flowers, and vegetables grown on golf courses in accordance with stage 2 sections 1 (c) (i), (ii), and (iii) of this schedule; and
  - (iii) golf greens and tees on any day if failure to do so will result in permanent loss of plant material.



**SCHEDULE 'A' (continued)****STAGE 3 – NO LAWN WATERING**

1. During stage 3
  - (a) no person shall
    - (i) water a lawn or boulevard;
    - (ii) fill or add water to a swimming pool, hot tub, or garden pond;
    - (iii) fill or add water to or operate a decorative fountain at any time;
    - (iv) wash a vehicle or a boat with water; or
  - (b) a person may
    - (i) water trees, shrubs, flowers, and vegetables on any day between the hours of 4:00 a.m. to 7:00 a.m. and 7:00 p.m. to 10:00 p.m. if watering is done by hand-held container or a hand held hose equipped with an automatic shut-off nozzle;
    - (ii) water newly planted trees, shrubs, flowers and vegetables by hand held container or a hand held hose equipped with an automatic shut-off nozzle during installation and at any time during the following 24 hours after installation is completed;
    - (iii) use micro-irrigation or drip- irrigation systems to water trees, shrubs, flowers, and vegetables on any day between the hours of 4:00 a.m. to 7:00 a.m. and 7:00 p.m. to 10:00 p.m.;
    - (iv) water all-weather playing fields at any time, but only if failure to do so will result in a permanent loss of plant material; and
    - (v) use water to wash sidewalks, driveways, parking lots, exterior windows, or exterior building surfaces, but only if necessary for applying a product such as paint, preservative, and stucco, preparing a surface prior to paving or repointing bricks, or if required by law to comply with health or safety regulations.
2. As exceptions to the stage 3 restrictions
  - (a) nurseries, farms, turf farms, and tree farms are exempted from the restrictions;
  - (b) Local governments are exempted from the restrictions
  - (c) owners or operators of golf courses may water:
    - (i) fairways at any time on not more than one day per week;
    - (ii) trees, shrubs, flowers, and vegetables grown on golf courses in accordance with stage 3 sections 1 (b) (i), (ii), and (iii) of this schedule; and
    - (iii) golf greens and tees on any day if failure to do so will result in permanent loss of plant material.
  - (d) wading pools less than 200 centimeters in diameter may be filled with water up to a maximum depth of 30 centimeters; and
  - (e) vehicles and boats may be washed with water only at car dealerships and commercial car washes using less than 205 litres of water per vehicle wash or 50 percent recirculated water as long as the total amount of water, excluding recirculated water, does not exceed 205 litres per vehicle wash.

## SCHEDULE ‘B’

### PERMITS

1. During stage 1 and 2, a person/resident in an electoral area or a municipality who has installed a new lawn, either newly seeded or new sod, may apply to the Comox Valley Regional District property services branch or to the municipality respectively for a permit, which will allow the new lawn to be sprinkled with water outside of permitted days, but within the restricted hours. The permit shall be conspicuously displayed at the premises for which it was issued.
2. The Comox Valley Regional District property services branch or the municipality may issue a permit to an applicant pursuant to section 1 and 2 upon payment to the Comox Valley Regional District property services branch or the municipality of a fee in the amount of \$30.00.
3. New sod may be watered for 21 days after installation and newly seeded lawn may be watered until growth is established or for 49 days after installation, whichever is less, provided a permit pursuant to section 1 has been issued for the premises at which the new lawn has been installed.
4. Permits will not be issued or be valid during stage 3 restrictions.
5. The permit is to take the form of the following example

Comox Valley Water System – Lawn Sprinkling Permit (pursuant to Comox Valley Regional District Bylaw No. 129)			
Name:		This permit is issued for <b>NEW SOD</b> or <b>NEWLY SEEDED LAWN</b>	
Street Address (location of permit):		Permit issue date	
		Installation date	
Permit conditions: <ol style="list-style-type: none"> <li>1. If this permit is issued for new sod, the permit is valid for 21 days after the date of installation.</li> <li>2. If this permit is issued for newly seeded lawn, the permit is valid for 49 days after date of installation or until growth is established whichever is less.</li> <li>3. During the term of the permit, the permit holder may sprinkle the new sod or newly seeded lawn between the hours of 4:00 a.m. to 9:00 a.m. and 7:00 p.m. to 10:00 p.m. and at any time if watering is done by a hand held hose equipped with an automatic shut-off nozzle.</li> <li>4. This permit is to be prominently displayed at the residence for which the permit is issued.</li> <li>5. This permit is not valid during stage 3 water restrictions.</li> </ol>			
Original to permit holder. Retain copy for local government records. Fee paid \$30.00.			



May 27, 2015

Dear Mayors and Regional District Chairs:

As we prepare for the upcoming 2015 UBCM Convention in Vancouver this September, I wanted to let you know that my caucus colleagues and I are once again looking forward to listening to the discussions around the issues and initiatives that affect British Columbia's communities and the people who live there. Our work depends on your input and your insight, and my colleagues and I will be there to listen and to learn about your priorities.

The theme this year, *Excellence in Action*, is a wonderful way to recognize the successful track we have worked on together to build our province, to highlight our strengths and to lead the way to securing a future for British Columbians today and for many years to come.

If you would like to request a meeting with me or a Cabinet Minister on a specific issue during this year's convention, the online registration form at <https://UBCMreg.gov.bc.ca> will go live on June 15<sup>th</sup>. The invitation code is MeetingRequest2015 and it is case sensitive.

It'll be great to see you at the UBCM Convention. If you have any questions, please contact my UBCM Meeting Request Coordinator, Tim Wong, via his email address which is: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or by phone at 604-775-1600.

Sincerely,

A handwritten signature in blue ink that reads 'Christy Clark'.

Christy Clark  
Premier





June 10, 2015

Dear Mayors and Chairs:

It is my pleasure to write to you regarding scheduling appointments at the upcoming annual UBCM Convention taking place in Vancouver, September 21 to 25, 2015.

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

If you would like to meet with me at the Convention, please complete the online form available from **June 15** at: [CSCD Minister's Meeting](#) and submit it to the Ministry of Community, Sport and Cultural Development before **August 14, 2015**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

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

I look forward to my third Convention as Minister and meeting with many of you in the year ahead.

Sincerely,

Coralee Oakes  
Minister

pc: Honourable Christy Clark, Premier  
Mr. Sav Dhaliwal, President, Union of British Columbia Municipalities



**CITY OF COURTENAY**

**BYLAW REFERENCE FORM**

**BYLAW TITLE**

“Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2823, 2015”.

**REASON FOR BYLAW**

To update the Officer’s Designation Bylaw.

**STATUTORY AUTHORITY FOR BYLAW**

*Community Charter, SBC 2003 Chapter 26*  
*Financial Disclosure Act RSBC 1996 Chapter 139*

**OTHER APPROVALS REQUIRED**

None.

**STAFF COMMENTS AND/OR REPORTS**

Housekeeping update of bylaw to current positions.

**OTHER PROCEDURES REQUIRED**

June 9, 2015

J. Ward  
Staff Member



# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2823

### **A bylaw to designate and to establish the powers, duties, and responsibilities of Officers for the City of Courtenay**

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

#### 1. CITATION

This Bylaw may be cited for all purposes as “**Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2823, 2015**”.

#### 2. OFFICERS

Pursuant to Section 146 of the *Community Charter*, the Officers of the City of Courtenay shall be those persons holding the following positions:

- (a) Chief Administrative Officer (CAO)
- (b) Director of Legislative Services/Deputy CAO
- (c) Director of Financial Services
- (d) Director of Community Services
- (e) Director of Development Services
- (f) Director of Engineering and Public Works

#### 3. POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS

##### 3.1 CHIEF ADMINISTRATIVE OFFICER (CAO)

The Chief Administrative Officer is hereby assigned the chief administrative responsibility for the Municipality and the statutory powers, duties and functions specified in Section 147 of the *Community Charter*, and the powers, duties, and responsibilities established by Council in the Chief Administrative Officer Position Description, including the duties of Deputy Corporate Officer.

##### 3.2 DIRECTOR OF LEGISLATIVE SERVICES/DEPUTY CAO

The Director of Legislative Services/Deputy CAO is hereby assigned the responsibility of corporate administration for the Municipality including the statutory powers, duties, and functions specified in Section 148 of the *Community Charter (Corporate Officer)*, and the powers, duties, and responsibilities established in the Director of Legislative Services/Deputy CAO Position Description, including the duties of the City Clerk.

### 3.3 DIRECTOR OF FINANCIAL SERVICES

The Director of Financial Services is hereby assigned the responsibility of financial administration for the municipality, which includes the statutory powers, duties, and functions specified in Section 149 of the *Community Charter (Financial Officer)*, and the powers, duties, and responsibilities established in the Director of Financial Services Position Description.

### 3.4 DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services is hereby assigned the powers, duties, and responsibilities established in the Director of Community Services Position Description.

### 3.5 DIRECTOR OF DEVELOPMENT SERVICES

The Director of Development Services is hereby assigned the powers, duties, and responsibilities established in the Director of Development Services Position Description.

### 3.6 DIRECTOR OF ENGINEERING AND PUBLIC WORKS

The Director of Engineering and Public Works is hereby assigned the powers, duties, and responsibilities established in the Director of Engineering and Public Works Position Description.

## 4. FINANCIAL DISCLOSURE

All persons employed in the positions identified in section 2 of this bylaw are hereby designated as “municipal employees” for the purposes of the *Financial Disclosure Act*.

## 5. MISCELLANEOUS PROVISIONS

“Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2381, 2004 is hereby repealed.

Read a first time this 15<sup>th</sup> day of June, 2015

Read a second time this 15<sup>th</sup> day of June, 2015

Read a third time this 15<sup>th</sup> day of June, 2015

Finally passed this day of

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Mayor

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Director of Legislative Services



# 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 1<sup>st</sup> day of June, 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*

ORIGINAL SIGNED BY

Signing Authority Name,  
Ministry of Transportation and Infrastructure

