

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

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

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**1.00            ADOPTION OF MINUTES**

- 1. Adopt October 13, 2015 Regular Council meeting minutes

**2.00            INTRODUCTION OF LATE ITEMS**

**3.00            DELEGATIONS**

- 1            **1. Maj Birch and Pearl McKenzie, Mountaineer Avian Rescue Society (MARS)  
re: PowerPoint Presentation on new facility**

**4.00            STAFF REPORTS/PRESENTATIONS**

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**(a) CAO and Legislative Services**

**(b) Community Services**

**(c) Development Services**

**(d) Engineering and Operations**

- 1            1. 2<sup>nd</sup> and 12<sup>th</sup> Streets and Suffield Road Budget Adjustment

**(e) Financial Services**

**5.00            EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00            INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

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

**8.00            RESOLUTIONS OF COUNCIL**

- 1. In Camera Meeting:

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

- 90 (1)(g) litigation or potential litigation affecting the municipality.

2. Councillor Frisch proposed resolution on GMO Free Food:

WHEREAS AVICC and UBCM have resolved to support GMO free food;

AND WHEREAS Vancouver Island and BC local governments are working to strengthen their communities through social procurement policies;

AND WHEREAS Courtenay council recently defeated a motion to maintain its current purchasing policy;

THEREFORE BE IT RESOLVED that staff be directed to investigate and provide a report to Council regarding options to pursue both GMO Free Preferential and Social procurement policies.

3. Councillor Frisch proposed resolution on Climate Change:

WHEREAS, the Intergovernmental Panel on Climate Change (IPCC), under the Auspices of the United Nations, reports that “Human influence on the climate system is clear, and recent anthropogenic emissions of green- house gases are the highest in history. Recent climate changes have had widespread impacts on human and natural systems.” and;

WHEREAS, the City of Courtenay has experienced unprecedented climate change and weather events that are causing negative social, environmental, and economic impacts, therefore be it

RESOLVED that Council acknowledge the reality of human caused climate change (also known as global warming), and furthermore be it

RESOLVED that Council take a leadership role to encourage and facilitate the reduction of our community's greenhouse gas emissions (GHG's)

**9.00 UNFINISHED BUSINESS**

7 1. Request from Comox Valley Conservation Strategy to consider the following resolution: **(note: Staff Briefing Note attached)**

WHEREAS flooding and drought are becoming more common with a changing climate.

WHEREAS rainwater is a resource to be captured and managed through Integrated Stormwater Management Planning (ISMP) and leading edge rainwater capture methodologies, and

WHEREAS Council sets direction for staff through the Council’s annual determination of Strategic Priorities,

WE THEREFORE request it be resolved that Courtenay City Council will make Water Conservation a key 2016 Strategic Priority as a means to provide uninterrupted water and sewer services to our community while making progress towards finding solutions to drought and flooding;

AND FURTHER BE IT RESOLVED that, as the City of Courtenay completes and implements the ISMP, protecting sensitive habitats and disappearing ecosystems are recognized as important goals of the ISMP that support the financial and health interests of our community.

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**13.00 ADJOURNMENT**

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## STAFF REPORT

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**To:** Council

**File No.:** 5600-20

**From:** Chief Administrative Officer

**Date:** October 19, 2015

**Subject:** 2<sup>nd</sup> and 12<sup>th</sup> Streets and Suffield Road Budget Adjustment

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### PURPOSE:

The purpose of this report is for staff to seek Council approval to reallocate funds within the 2015 Capital Budget.

### CAO RECOMMENDATIONS:

That, based on the October 19, 2015 staff report: "2<sup>nd</sup> and 12<sup>th</sup> Streets and Suffield Road Budget Adjustment", Council approve Option 1 to approve the 2015 Capital Budgetary adjustments as noted below.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The 2015 Capital Budget identified a list of projects and allocated funds based on cost estimates performed at a conceptual design level. Over the course of the detailed design and tendering process, the estimated costs become better defined and can sometimes increase beyond the initial estimate. All estimates include an industry standard contingency sum to account for unknowns that can be found over the duration of a project. There are times when these contingency sums are insufficient to account for all of the unknowns on renewal projects of this complexity.

The following projects have seen increased estimates during the detailed design and tendering process.

- 2<sup>nd</sup> Street from Cliffe Ave. to England Ave. – infrastructure renewal of the roads, sidewalk, sewer and water mains
- 12<sup>th</sup> Street from Stewart Ave. to Urquhart Ave. - infrastructure renewal of the roads, sidewalk, sewer and water mains
- England Avenue from 10<sup>th</sup> St. to 12<sup>th</sup> St. – infrastructure renewal of the roads, sidewalk, sewer and water mains
- Suffield Road Drainage Realignment – redirection of existing overland storm drainage into a piped system

**DISCUSSION:**

The cost estimates for these projects increased as a result of several factors:

- Increased clarity of the necessary work due to design refinement;
- Unanticipated storm sewer replacement costs;
- Unexpected fire ant infestation on 2<sup>nd</sup> St.;
- The unsuitability of the existing soils to be re-used as backfill material thereby requiring imported material to be incorporated into the project; and
- Increased scope for transitions at intersections (surface work and water main replacement to minimize future work in intersections).

Due to the cost increases on the three infrastructure renewal projects, staff determined the two projects with the worst road conditions lent themselves to an optimal strategy for maximizing the allocated budget. This was determined through the results of the comprehensive Road Condition Assessment completed by IMS in November 2014. That report recommended full reconstruction of 2<sup>nd</sup> St. and 12<sup>th</sup> St. prior to England Ave. Concurrent with the renewal and full construction of 2<sup>nd</sup> St. and 12<sup>th</sup> St, staff have continued to complete the design of the England Avenue project in preparation for 2016 budget consideration.

Following the receipt of the construction tenders and in order to proceed with construction in a timely manner, the CAO approved in principle a recommended budget amendment (as provided under “Financial Considerations” below). Since time was of the essence, this allowed staff to award the construction project to Wacor Holdings Ltd. so that they could proceed with construction of 2<sup>nd</sup> St. and 12<sup>th</sup> St. in time to meet the 2015 construction window. This left the lesser urgent England Ave. until 2016 and approval of Council for the needed budget reallocation.

During the design process for the Suffield Road Drainage Realignment, it was learned that the storm sewer would have to be installed significantly deeper than expected, which increased the cost of installation. A portion of the Culvert Maintenance and Replacement capital budget will not be utilized this year and that funding (if approved by Council) can be used to absorb the increase in the Suffield Road project cost.

**FINANCIAL IMPLICATIONS:**

A). 2<sup>nd</sup> and 12<sup>th</sup> Streets

Project Description	2015 Budget Amount	Budget Amendment	Revised 2015 Budget Amount
<b>2<sup>nd</sup> St – Cliffe to England</b>			
General Fund	\$400,000	\$175,195	\$575,195
Sewer Fund	\$248,000	\$5,824	\$253,824
Water Fund	\$140,000	\$195,719	\$335,719
<b>Total</b>	<b>\$788,000</b>	<b>\$376,738</b>	<b>\$1,164,738</b>
<b>12<sup>th</sup> St – Stewart to Urquhart</b>			
General Fund	\$151,200	\$110,494	\$261,694
Sewer Fund	\$132,000	(\$5,824)	\$126,176

Water Fund	\$75,000	\$71,985	\$146,985
<b>Total</b>	<b>\$358,200</b>	<b>\$176,655</b>	<b>\$534,855</b>
<b>England Ave – 10<sup>th</sup> to 12<sup>th</sup></b>			
General Fund	\$329,730	(\$285,689)	\$44,041
Sewer Fund			
Water Fund	\$100,000	(\$95,000)	\$5,000
<b>Total</b>	<b>\$429,730</b>	<b>(\$380,689)</b>	<b>\$49,041</b>
<b>Watermain Replacement Program</b>			
General Fund			
Sewer Fund			
Water Fund	\$500,000	(\$172,704)	\$327,296
<b>Total</b>	<b>\$500,000</b>	<b>(\$172,704)</b>	<b>\$327,296</b>
<b>Net Total</b>	<b>\$2,075,930</b>	<b>\$0</b>	<b>\$2,075,930</b>

B). Suffield Road Drainage Realignment

Project Description	2015 Budget Amount	Budget Amendment	Revised 2015 Budget Amount
<b>2915 Suffield Road Drainage Realignment</b>			
General Fund	\$100,000	\$44,500	\$144,500
<b>Total</b>	<b>\$100,000</b>	<b>\$44,500</b>	<b>\$144,500</b>
<b>Culvert Maintenance / Replacement (Various Locations)</b>			
General Fund	\$150,000	(\$44,500)	\$105,500
<b>Total</b>	<b>\$150,000</b>	<b>(\$44,500)</b>	<b>\$105,500</b>
<b>Net Total</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$250,000</b>

The total budget increase to 2<sup>nd</sup> St. and 12<sup>th</sup> St. is approximately 38% over the conceptual level estimates and the total budget increase to the Suffield Road Drainage Alignment is approximately 45% over the conceptual level estimates. The total overall reallocation recommended, including a 10% Risk factor, is \$597,893.

The new project budgets include an additional 10% contingency of approximately \$139,100, inclusive of all projects. The 2<sup>nd</sup> St. and 12<sup>th</sup> St. projects are considered 90% complete and construction on the Suffield Road project has not started. Total usage of the contingency funds to date is approximately \$50,000 with no further usage anticipated.

**ADMINISTRATIVE IMPLICATIONS:**

These projects are included in staff’s 2015 work plan.

**ASSET MANAGEMENT IMPLICATIONS:**

These infrastructure renewal projects were driven by in-service failure of the existing capital assets. The subsurface infrastructure has undergone condition assessment and was recommended for replacement as part of the road projects because pipe failures were anticipated to occur prior to end of the new road surface life. The worst case anticipated failures became visible during the renewal projects. This work is consistent with the City’s Asset Management policy.

**STRATEGIC PRIORITIES REFERENCE:**

None

**OFFICIAL COMMUNITY PLAN REFERENCE:**

None

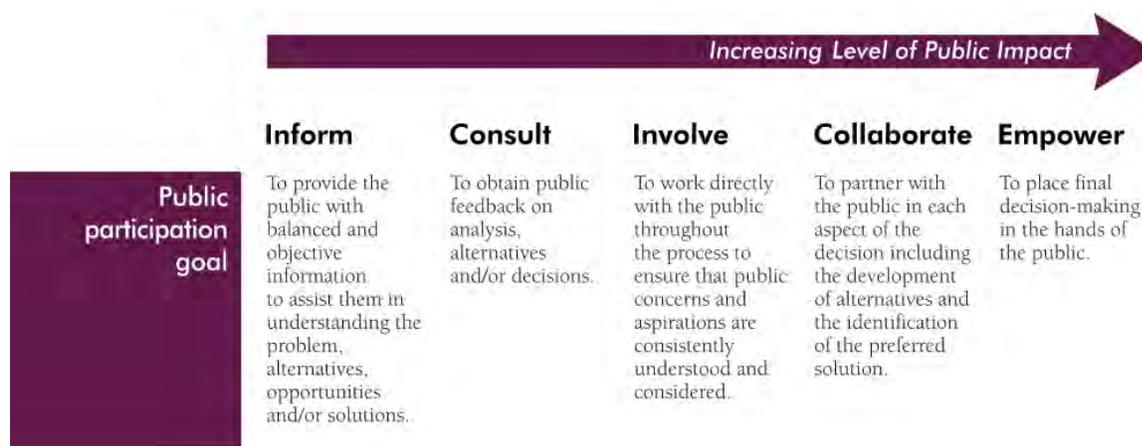
**REGIONAL GROWTH STRATEGY REFERENCE:**

None

**CITIZEN/PUBLIC ENGAGEMENT:**

A public information session was completed in January 2015 for these two projects. Staff met an “Inform” level of engagement based on the IAP2 Spectrum of Public Participation:

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



**OPTIONS:**

- Option 1: Approve the budget adjustments as identified.
- Option 2: Approve the budget adjustment for the 2<sup>nd</sup> Street and 12<sup>th</sup> Street renewal projects and not approve the adjustment for the Suffield Road Drainage Realignment.
- Option 3: Do not approve any budgetary re-alignments.

Prepared by:



Craig Perry, P.Eng.  
Manager of Engineering



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



Brian Parschauer, BA, CPA-CMA  
Director of Financial Services





## BRIEFING NOTE

**To:** Council

**File No.:** 5225-06

**From:** Chief Administrative Officer

**Date:** October 13, 2015

**Subject:** Integrated Stormwater Management Plan – Project Status Update

### ISSUE:

The City of Courtenay is committed to stormwater management in order to improve the quality and reduce the quantity of stormwater that is entering the nearby rivers and streams and ultimately the ocean. Sustainable stormwater management has a positive impact by reducing flooding and protecting the sensitive aquatic environment. This briefing note outlines the City's initiation of an Integrated Stormwater Management Plan and projected timelines for completion.

### KEY CONSIDERATIONS:

The City is currently developing an Integrated Stormwater Management Plan. The desired outcomes of the ISMP are a:

- Better understanding of the City's current stormwater infrastructure, including location, capacity and condition;
- Increased knowledge of the impact stormwater has on the aquatic environment;
- More robust asset management planning that links stormwater capital investment plans to the City's natural capital and long-term financial planning; and,
- Increased public awareness of stormwater management and an understanding of the need for sustainable funding approach (i.e. stormwater utility).

A work program has been developed that achieves these outcomes by undertaking:

- Consultation with public and internal and external stakeholders;
- Inventory of assets including natural capital;
- Determine state of aquatic health;
- Integrated investment plan;
- Identify desired level of service and explore the benefits of creating a stormwater utility; and,
- Develop performance measures.

More specifically, the workplan identifies the following tasks and timeline:

Task	Timeline
Consultation (including Council, staff, stakeholder and public workshops and presentations)	Ongoing over 2.5 years
Identify an ISMP inter-disciplinary team	2015
Complete the inventory of drainage infrastructure (built and natural) in the City	2015-2016

Develop Hydrologic Model	2016
Initiate a City-wide Environmental Monitoring and Data Collection Program	2016
Prepare a Stormwater Asset Management Investment Plan	2016
Determine desired level of service and undertake a stormwater management funding source review	2017
Develop performance measurements	2017
Reporting	2017

### **Grant Funding**

In spring 2015, the City applied for the Gas Tax Strategic Initiatives – Capacity Building Grant for \$555,000. Grant announcements for this program are expected by the end of 2015. Regardless of the grant application outcome, the City intends to initiate the first phase of the project in late Fall 2015. This is possible using funding currently in the annual budget.

### **Timeline**

In late fall 2015, the City will engage a qualified consultant(s) with extensive experience in stormwater management to complete this project. The entire project is intended to be completed by the end of 2017.

### **CONCLUSION:**

An ISMP is an important planning tool that the City will use to inform sustainable stormwater management throughout the City. It will build on previous policies and direction laid out in the Regional Growth Strategy and Official Community Plan, and connect stormwater management to both asset management and environmental protection objectives.

Prepared by,



Craig Perry, P.Eng.  
Manager of Engineering