

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

**DATE:** January 5, 2015  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

---

**1.00 ADOPTION OF MINUTES**

1. Adopt December 15, 2014 Regular Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

- 1 1. Jack Minard, Comox Valley Conservation Strategy Steering Committee
- 3 2. Roger Kishi, Wachiay Friendship Centre and Kevin Albers, M'akola Development Services

**4.00 STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) CAO and Legislative Services**

**(b) Community Services**

**(c) Development Services**

**(d) Engineering and Operations**

**(e) Financial Services**

- 5 1. Meeting Schedule – 2015-2019 Financial Plan and 2015 Property Tax Rates

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 9 1. Response from Minister of Transport re: VIA Rail's passenger service

**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. Councillor Hillian Proposed Resolution re: activity in and around the Courtenay Library

*“WHEREAS Courtenay RCMP Detachment Commander Inspector Tim Walton has yet to meet with Courtenay Council since his appointment in the spring of 2014; and*

*WHEREAS concerns have been raised regarding certain activity in and around the Courtenay Library;*

*THEREFORE BE IT RESOLVED that Council Inspector Walton to meet with Council early in the new year to discuss policing approaches to the Library and policing matters in general.”*

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**BYLAWS**

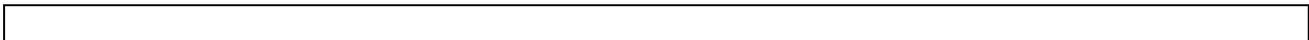
**For First, Second and Third Reading**

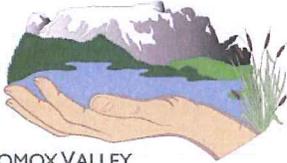
- 11 1. “City of Courtenay Fees and Charges Amendment Bylaw No. 2812, 2015”  
(to set garbage, recyclables, and yard waste user fees for 2015)

**For Final Adoption**

- 15 1. “Headquarters/Vanier Sanitary Sewer Service Area Parcel Tax Bylaw No. 2809, 2014”  
(to establish a 15 yr. parcel tax payment option for the properties within the Headquarters Road and Vanier Drive sanitary sewer extension service area)

**13.00 ADJOURNMENT**





COMOX VALLEY  
CONSERVATION STRATEGY  
COMMUNITY PARTNERSHIP

**David Stapley**  
Program Manager  
(250) 897-1271  
Email: [dsconsulting@shaw.ca](mailto:dsconsulting@shaw.ca)

**Mailing Address**  
P.O. Box 3462  
Courtenay, BC V9N 5N5

**Office:**  
2356a Rosewall Crescent  
Courtenay, BC, V9N 8R9

**Partner Organizations**

Comox Valley Land Trust  
C.V. Environmental Council  
Comox Valley Nature (CVNS)  
Mack Laing Heritage Society  
Mountaineer Avian Rescue Society  
Millard-Piercy Watershed Stewards  
Morrison Creek Streamkeepers  
Project Watershed Society  
Tsolum River Restoration Society

**Supporter Organizations**

Arden Area Residents Association  
Black Creek Streamkeepers  
Brooklyn Creek Watershed Society  
Comox Town Residents Association  
C.V. Water Watch Coalition  
Cumberland Community Forest Society  
Forbidden Plateau Road Residents Association  
Friends of Comox Lazo Forest Reserve  
Friends of Strathcona Park  
Macdonald Wood Park Society  
Oyster River Management Committee  
Perseverance Creek Streamkeepers  
Merville Area Resident's & Ratepayers Association  
Saratoga and Miracle Beach Residents Association

**Funding Partners**

Real Estate Foundation of B.C.  
Community Gaming Grant  
RBC Blue Water Fund  
Comox Valley Regional District

[www.cvconservationstrategy.org](http://www.cvconservationstrategy.org)

*Delegation*

December 28, 2014

Mayor and Council,  
City of Courtenay

**Re: Comox Valley Conservation Strategy (CVCS) Community Partnership Delegation Request**

Hello Mayor and Council:

The Comox Valley Conservation Strategy appreciates the opportunity to appear as a delegation to Council. We will be making a presentation regarding the second edition of the Nature Without Borders (NWB) Report and our recommendations for implementing the report.

We are requesting that Council endorse the Nature Without Borders Report and Recommendations.

The Courtenay Council unanimously endorsed the first edition of the NWB report, along with all other local governments, in 2008. The second edition of NWB is an updated version of the first report.

The Report is available on line at:

<http://www.cvconservationstrategy.org/cvcs-documents-maps/>

The CVCS steering committee has made 9 recommendations on how local government can implement the report. These recommendations have been carefully compiled and reviewed and provide a summary of practical actions local governments can take. The recommendations have been included on pages 2 and 3 of this letter.

We appeared in front of Council in January 2014 and presented the NWB report and made a similar request. We have not heard back and are now following up with the new Council regarding our request for endorsement of NWB second edition and our recommendations.

Jack Minard will be making the presentation on behalf of the Comox Valley Conservation Strategy Steering Committee.

Regards,  
David Stapley  
Program Manager



**From:** [Roger Kishi](#)  
**To:** [Ward, John](#)  
**Cc:** [kalbers@makola.bc.ca](mailto:kalbers@makola.bc.ca); [Kaela Schramm](#); [Michael Colclough](#)  
**Subject:** Wachiay/ M'akola Delegation - Jan. 5, 2015  
**Date:** December-17-14 10:52:55 AM

---

Wachiay Friendship Centre (WFC) and M'akola Development Services (MDS) are requesting to appear as a delegation to Courtenay Council for Monday, January 5, 2015.

We wish to update Council on recent MDS successes, work underway, and present some ideas/ solutions of social housing development in today's funding climate. It would also be an opportunity to introduce our partnership to new Councillors, and restate our interest in working on social housing projects/ solutions in Courtenay.

Presenter's would be Roger Kishi (WFC) and Kevin Albers (MDS).

Roger Kishi  
Wachiay Friendship Centre





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1700-01

**From:** Chief Administrative Officer

**Date:** January 5, 2015

**Subject:** Meeting Schedule – 2015-2019 Financial Plan Discussions and 2015 Property Tax Rates

### **PURPOSE:**

The purpose of this report is for Council consideration and set meeting dates and times for discussion and approval of the 2015-2019 Financial Plan.

### **POLICY ANALYSIS:**

Sections 165 and 197 of the *Community Charter* requires the adoption of the 2015-2019 five year financial plan and the 2015 annual tax rates bylaws by May 15, 2015.

### **EXECUTIVE SUMMARY:**

To facilitate adequate time for Council review and opportunity for feedback from the public, Staff have developed a schedule of regular and special meetings for the discussion of the 2015-2019 financial plan and 2015 property tax rates. Both of these bylaws must be fully adopted by mid-May.

Additionally, staff will again provide detailed financial plan information for the public using both the City's website and the on-line Citizen Budget Tool. This tool was first used in 2014 and was well received by the public.

### **CAO RECOMMENDATIONS:**

That based on the January 5, 2015 staff report "Meeting Schedule – 2015-2019 Financial Plan Discussions and 2015 Property Tax Rates", Council approve OPTION 1 to approve the meeting schedule as proposed in Table 1 on Page 2 of this report.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

Adoption by May 15, 2015 of the five year financial plan and the annual tax rates bylaws is required under Sections 165 and 197 of the Community Charter.

**DISCUSSION:**

To facilitate adequate time for Council discussion and opportunity for feedback from the public, the following schedule of budget discussion meetings is proposed.

As in 2014, staff will again provide detailed financial plan information for the public via the City’s website as well as through the use of the Citizen Budget Tool. Feedback provided by the public will be reported back to Council for their consideration prior to final approval of the financial plan.

**TABLE 1: 2015-2019 FINANCIAL PLAN MEETING SCHEDULE**

Date and Time		Financial Plan Component
Regular Council Meetings	Special Council Meetings	
	Wednesday, January 21, 2015 4:00pm	Water and Sewer Operating and Capital Financial Plan 2015 Water and Sewer User Rates
	Wednesday, February 4, 2015 4:00pm	General Capital Fund (capital projects)
	Wednesday, February 18, 2015 4:00pm	General Capital Fund (2nd discussion meeting – if required)
Monday, March 9, 2015 4:00pm		General Operating Fund (city operations, proposed level of taxation)
	Monday, March 23, 2015 4:00pm	Report –feedback from the public General Operating Fund – final discussion
Monday, April 13, 2015 4:00pm		Three Readings of Bylaws: 2015-2019 Financial Plan Bylaw 2015 Tax Rates Bylaw
Monday, April 20, 2015 4:00pm		Final Adoption of Bylaws: 2015-2019 Financial Plan Bylaw 2015 Tax Rates Bylaw

**ADMINISTRATIVE IMPLICATIONS:**

Preparation of the 2015-2019 financial plan and 2015 property tax rates are significant statutory work tasks for the financial services department and the majority of staff time over the next four months will be dedicated to this work.

**STRATEGIC PLAN REFERENCE:**

While not currently detailed in the City’s Strategic Plan, preparation of the five year financial plan and the annual property tax rates is a required statutory component of the Corporate Work Plan.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not applicable.

**REGIONAL GROWTH STRATEGY REFERENCE:**

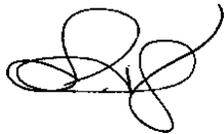
Not applicable.

**OPTIONS:**

OPTION 1: That Council approves the financial plan meeting schedule as proposed in Table 1 on Page 2 of this report. [Recommended]

OPTION 2: That Council provides alternative meeting dates and times.

Prepared by:



---

Tillie Manthey, BA, CPA, CGA

Director, Financial Services/Deputy CAO



Minister of Transport



Ministre des Transports

For info

Ottawa, Canada K1A 0N5

DEC 10 2014

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



Dear Mr. Mayor:

The Prime Minister's Office has provided me with a copy of your correspondence of February 7, 2014, regarding the reinstatement of VIA Rail's passenger rail service on Vancouver Island. Please accept my apology for the delay in replying.

At the outset, I should note that VIA Rail's objective is to provide safe and efficient passenger rail service. VIA Rail regularly assesses its operations to decide how it can best meet this objective. This may include suspending services if VIA determines that a host railway's track, such as the railway line on Vancouver Island, is unsafe for passenger operations.

The Government of Canada supports infrastructure projects that strengthen the economy, support the environment and build prosperous communities. In this regard, the Government has committed \$7.5 million in funding through the Building Canada Fund to address critical safety repairs in partnership with the Province of British Columbia. I also understand that additional funding has been committed by some communities along the rail line.

It is important to recognize that VIA is an independent Crown corporation that is responsible for its own operational decisions. This being the case, the Government does not intervene in the day-to-day running of the organization, including the negotiation of its train service agreements. As you may be aware, VIA, the Island Corridor Foundation and the Southern Railway of British Columbia have negotiated and signed a new Train Service Agreement.

Your comments and thoughts on VIA's services are important. In this regard, I have taken the liberty of forwarding a copy of your correspondence to Mr. Yves Desjardins-Siciliano, VIA's President and Chief Executive Officer, for his consideration.

I trust that the foregoing information will be of interest.

Sincerely,



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

c.c. Office of the Right Honourable Stephen Harper, P.C., M.P.  
Prime Minister

Mr. Yves Desjardins-Siciliano  
President and Chief Executive Officer  
VIA Rail Canada Inc.

**CITY OF COURTENAY**  
**BYLAW REFERENCE FORM**

**BYLAW TITLE**

“City of Courtenay Fees and Charges Amendment Bylaw No. 2812, 2015”

**REASON FOR BYLAW**

To set the garbage, recyclables, and yard waste user fees for 2015

**STATUTORY AUTHORITY FOR BYLAW**

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

**OTHER APPROVALS REQUIRED**

None

**STAFF COMMENTS AND/OR REPORTS**

The, “2015 Garbage, Recyclables, and Yard Waste User Fees” report was presented to Council on December 15, 2014.

Council approved OPTION 1 and endorsed the proposed increases, which includes a general user fee increase of 4% and a three year phased rate increase for compactor bins.

Staff prepared the appropriate bylaw incorporating the rates outlined in the Table on page 3 of the report and are presenting it to Council for three readings.

**OTHER PROCEDURES REQUIRED**

January 5, 2015

T. Manthey  
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2812

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

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 **“City of Courtenay Fees and Charges Amendment Bylaw No. 2812, 2015.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix IV “Garbage Collection Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

“Schedule of Fees and Charges Section III, Appendix IV – Garbage Collection Fees”
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 5<sup>th</sup> day of January, 2015

Read a second time this 5<sup>th</sup> day of January, 2015

Read a third time this 5<sup>th</sup> day of January, 2015

Finally passed and adopted this <sup>th</sup> day of, 2015

\_\_\_\_\_  
Mayor

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

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2812  
SECTION III, APPENDIX IV  
GARBAGE COLLECTION FEES**

- A. Dwelling Basis Fee per unit per year  
-includes recyclables & yard waste pickup \$152.50
- Extra Bag Ticket (50 litre) - each \$ 2.25
- B. Residential Multifamily, Apartment, Strata per unit per year  
(Fee for yard waste, recyclables not included) \$134.00
- Additional service fee – yard waste pickup, per unit per year \$ 18.00
- C. Trade Premises

Where mixed waste containers are determined to include recyclable materials, the fee imposed shall be two times the regular pickup fee.

<b>Cans – mixed waste (contains no recyclable material)</b>	<b>Per Pickup</b>
1 can or equivalent (1 can = 121 litres)	\$2.60
Every additional can or equivalent 121 litres shall be charged at the rate of	\$2.60
DCBIA – per unit/premise per year (includes two cans per week plus recyclables/cardboard pickup – this fee is charged to those units that are constrained by space and cannot implement a mixed waste bin or cardboard bin service)	\$292.00
DCBIA - Recycle Toter Bin, per bin	\$ 2.15

**Containers - Mixed, Non-compacted (contains no recyclable material)**

2 cubic yard	\$15.90
3 cubic yard	\$23.85
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$7.95

<b>Compactors – Mixed Waste (contains no recyclable material)</b>	<b>Per Pickup</b>
27 cubic yard	\$429.30
40 cubic yard	\$636.00
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$15.90

<b>Refuse to Recycling Centre (no tipping fees)</b>	<b>Per Pickup</b>
<b>Containers</b>	
2 cubic yard	\$8.70
3 cubic yard	\$13.05
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$4.35
<b>Compactors</b>	<b>Per Pickup</b>
40 cubic yard	\$212.16
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$ 5.30

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2809**

**A bylaw to impose a Parcel Tax on Property in the Glacier/Chapman Sanitary Sewer Service Area**

WHEREAS the Council has constructed sanitary sewer extensions to service additional properties on Headquarters Road and Vanier Drive;

AND WHEREAS Council has imposed a mandatory fee per connection of \$8,000 in accordance with Bylaws 2342 and 2742, to provide for part of the funding for construction of the works;

AND WHEREAS under the provisions of Section 200 of the *Community Charter*, the Council of the City of Courtenay may, by bylaw, impose a parcel tax to provide all or part of the funding for a service;

AND WHEREAS under the provisions of Section 202 of the *Community Charter*, the Council of the City of Courtenay may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax;

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

1. In this Bylaw, unless the context otherwise requires:

“Parcel” means any lot, block or other area in which real property is held or into which it is sub-divided.

“Group of Parcels” means where a building or other improvement extends over more than one parcel of land, those parcels, if contiguous may be treated by the Assessor as one parcel and assessed accordingly.

2. The service for which the tax is imposed is for the extension of the sanitary sewer into the Headquarters Road and Vanier Drive service area.
3. A parcel tax roll for the Headquarters/Vanier sanitary service area is hereby directed to be prepared, consisting of those properties in areas as follows:

Schedule A: Headquarters/Vanier Sanitary Sewer Service Area

4. The tax is imposed for fifteen (15) years, beginning with 2015 and up to and including the year 2029.
5. The parcel tax is imposed on the basis of an amount per connection on each parcel on the Headquarters/Vanier service area parcel tax roll.

6. The parcel tax shall be levied on each parcel or group of parcels of real property within the Headquarters/Vanier service area parcel tax roll, unless the owner or previous owner of the parcel has already paid the fee in full on connection.
7. The parcel tax roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to Section 204 of the Community Charter.
8. The parcel tax hereby imposed shall be:
  - a) Nil for each parcel of land or real property for which the owners or prior owners have chosen to prepay the connection fee(s).
  - b) \$576.99 per connection on each parcel of land or real property for which the owners or prior owners have chosen to pay the bylaw connection fee(s) over fifteen years as an annual parcel tax.
9. The parcel tax shall be levied annually upon the owner of each parcel of land or real property and shall be collected in the same manner and with like remedies as ordinary taxes upon the land are collected.
10. The Bylaw and the annual parcel tax hereby imposed shall remain in force from year to year until altered or repealed.
11. This Bylaw may be cited for all purposes as **“Headquarters/Vanier Sanitary Sewer Service Area Parcel Tax Bylaw No. 2809, 2014”**.

Read a first time this 15<sup>th</sup> day of December, 2014

Read a second time this 15<sup>th</sup> day of December, 2014

Read a third time this 15<sup>th</sup> day of December, 2014

Finally passed and adopted this            day of January, 2015

---

Mayor

---

Director of Legislative Service

Bylaw Service  
area Shaded



