

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

**DATE:** February 1, 2016  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt January 18, 2016 Regular Council and January 25, 2016 Committee of the Whole meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) CAO and Legislative Services**

- 1 1. 2016 Strategic Priorities – Council Approval
- 5 2. Greenhouse Gas Emission Fuel Pump Labels
3. Go Smart Terms of Reference

**(b) Community Services**

**(c) Development Services**

- 11 4. Boundary Extension Applications

**(d) Financial Services**

**(e) Engineering and Operations**

- 25 5. Development Cost Charges Bylaw No. 2840, 2016 (presentation by Urban Systems)

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 39 1. Briefing Note – 2016 Citizen Budget Survey

**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 February 1, 2016 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**For First Reading**

- 85 1. “Development Cost Charges Bylaw No. 2840, 2016”  
(to consider a newly created DCC Bylaw)

**For Third Reading and Final Adoption**

- 91 1. “Official Community Plan Amendment bylaw No. 2835, 2015”  
(K’omoks First Nation Servicing Agreement)

**13.00 ADJOURNMENT**

**Note: There is a Public Hearing at 5:00 p.m. in relation to Zoning Amendment Bylaw No. 2836, 2016 (Tattoo Studio)**



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2016 Strategic Priorities – Council Approval

**File No.:** 0620-20  
**Date:** February 1, 2016

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### PURPOSE:

The purpose of this report is present Council's 2016-2018 Strategic Priorities for approval.

### POLICY ANALYSIS:

Strategic Planning is a process to define an organization's direction, determine long range planning goals and guide decision making in the face of finite human and financial resources. A sound strategic plan is an organizational roadmap that is integral to setting the annual Financial Plan and Corporate Work Plan.

### CAO RECOMMENDATIONS:

That Council adopt in open session the *"City of Courtenay Strategic Priorities 2016-2018"* for continuous use at Council meetings, periodic reviews and annual reporting; and

That Council request the CAO schedule an annual Priority-Setting Review/Update session.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

On December 1<sup>st</sup> and 2<sup>nd</sup> 2015 Council undertook a two-afternoon Strategic Planning Session led by Tracey Lorenson of Paragon Strategic Services Ltd. The attached *"City of Courtenay Strategic Priorities 2016-2018"* contains the consolidated results following a detailed review during the Committee of the Whole Meeting of January 25, 2016.

### DISCUSSION:

Council agreed upon 25 Strategic Priorities for 2016-2018. They are organized into six Strategic Themes that evolved during the planning session.

Each of the 25 Priorities has been further characterized as being within Council's "Area of Control, Area of Influence or Area of Concern" – an interpretive tool introduced to council members during their 2015 Communications Training Workshop. Each 'Area' is defined in the Priorities document (attached).

**FINANCIAL IMPLICATIONS:**

The financial implications of the 2016-2018 Strategic Priorities will be included in the draft 2016-2020 Five Year Financial Plan, and as revised annually.

**ADMINISTRATIVE IMPLICATIONS:**

Along with the City’s statutory responsibilities and existing services, the 2016-2018 Strategic Priorities will be reflected in the annual Corporate Work Plan.

**ASSET MANAGEMENT IMPLICATIONS:**

The Priorities align with Council’s Asset Management Policy adopted on June 15, 2015 and will help guide forthcoming asset capital renewal and maintenance decisions.

**STRATEGIC PRIORITIES REFERENCE:**

As attached.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not applicable.

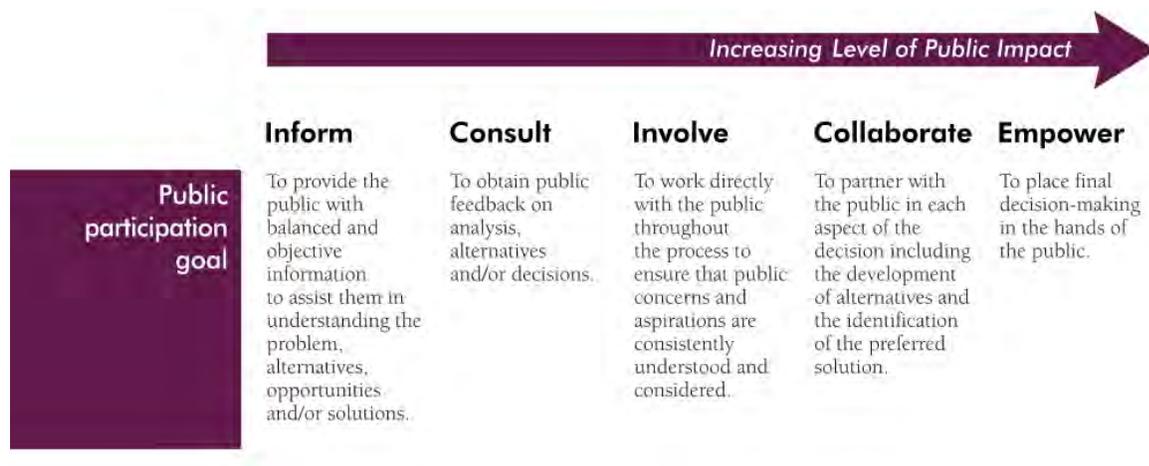
**REGIONAL GROWTH STRATEGY REFERENCE:**

Not applicable.

**CITIZEN/PUBLIC ENGAGEMENT:**

The public will be informed of Council’s 2016-2018 Strategic Priorities and also informed of the outcomes in the Annual Municipal Report. This is based on level one of 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 adopt in open session the *"City of Courtenay Strategic Priorities 2016-2018"* for continuous use at Council meetings, periodic reviews and annual reporting; and

That Council request the CAO schedule an annual Priority-Setting Review/Update session.

OPTION 2:

That Council direct staff to revise the *"City of Courtenay Strategic Priorities 2016-2018"* and report back with an amended set of strategic priorities.

Prepared by:



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

*Attachment:*

1. *City of Courtenay Strategic Priorities 2016-2018*

# City of Courtenay Strategic Priorities 2016 – 2018

## We actively pursue vibrant economic growth

- Revitalizing our downtown is critical to our economic future
- Continue to improve our relationship with business in our community
- ▲ Our investment in economic development is measurable
- ▲ Continue to explore innovative economic options
- The regional airport is a key economic driver

## We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

## We value multi-modal transportation in our community

- We support developing multi-modal transportation network plans
- As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project
- ▲ Support our regional transit service while balancing service improvements with costs

## We support diversity in housing and reasoned land use planning

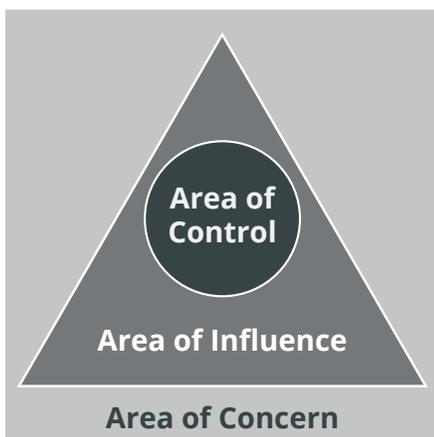
- Support densification aligned with community input and regional growth strategy
- Assess how city-owned lands can support our strategic land acquisitions and disposals
- ▲ Support initiatives and incentives to encourage lower cost housing
- Proactively pursue housing diversity and advocate for senior government support

## We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource
- Communication with our community is a priority, and is considered in all decisions we make
- We responsibly provide services at a level which the people we serve are willing to pay

## We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city



### ● Area of Control

The policy, works and programming matters that fall within Council's jurisdictional authority to act.

### ▲ Area of Influence

Matters that fall within shared or agreed jurisdiction between Council and another government or party.

### ■ Area of Concern

Matters of interest outside Council's jurisdictional authority to act.





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Greenhouse Gas Emission Fuel Pump Labels

**File No.:** 650-20  
**Date:** February 1, 2016

### PURPOSE:

The purpose of the report is to provide Council with options and implications of implementing Greenhouse Gas Emission labels on fuel pumps at gas stations in the City of Courtenay.

### CAO RECOMMENDATIONS:

That, based on the February 1, 2016 staff report, "Greenhouse Gas Emission Fuel Pump Labels", Council provide direction to staff regarding the implementation of Greenhouse Gas Emission fuel pump labels and associated amendments to the City's Business Licence Bylaw based on options provided in this report.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

On September 14, 2015, Matt Hulse, Campaign Director for "Our Horizon" made a presentation regarding gas pump information labels. He requested that Council support the resolution at the upcoming UBCM and implement the labels in the City of Courtenay.

At the UBCM Convention held in September 2015, the following resolution was endorsed:

***B112 Warning Labels for all Fossil Based Liquid Fuels  
Endorsed as Amended***

*Therefore be it resolved that UBCM support, and that member local governments will implement, where possible, legislation to require retailers of petroleum products to provide plastic sleeves (nozzle toppers) with warning labels on pump handles for all fossil based liquid fuels.*

At its regular meeting held October 13, 2015 Council passed the following resolution:

*"That Council request a report from staff on the costs and options and implications of implementing gas pump information labels in the City of Courtenay."*

**DISCUSSION:**

The City of North Vancouver (CNV) is implementing a Greenhouse Gas Fuel pump label program for its 6 gas stations. For comparison, the City of Courtenay has 13 gas stations within its boundaries.

City of Courtenay staff have recently been in contact with CNV staff in attempt to gather information on the costs, implications and procedures for the program. The CNV will be developing its own labels in house to provide to the gas stations, and cover the cost of the labels and staff time to implement. Costs to implement the program have not been determined; but costs are estimated to be a few hundred dollars per year for maintenance and replacement.

If Council resolves to proceed with the bylaw amendment, staff are suggesting following wording similar to the City of North Vancouver (reflecting the appropriate City position) as follows:

*“Greenhouse Gas Emissions Labels for Gas Pumps” means a legible and conspicuous label affixed to each pump or pump nozzle used to dispense gasoline or other motor fuel to the public. The Greenhouse Gas Emissions Labels will contain a statement, approved by the Director, Community Development, to encourage the public to make choices that reduce greenhouse gas emissions and to increase general awareness of climate change.*

*Every operator of a Gasoline Station is required to post or cause to be posted on each pump or pump nozzle used to dispense gasoline or other motor fuel to the public, a legible and conspicuous Greenhouse Gas Emissions Label that has been approved by the Director, Community Development.”*

In addition, if the initiative proceeds, staff would recommend an amendment to the Municipal Ticket Information Bylaw No. 2435, 2008 to allow the issuance of fines for failing to comply with the gas pump information bylaw.

Staff believe it would be most cost effective for the City of Courtenay to create and provide the labels; rather than requiring gas stations to purchase them. This will hopefully require less enforcement effort in the future.

Another option would be to simply purchase the labels from “Our Horizon” and provide them to the gas stations.

**FINANCIAL IMPLICATIONS:**

Financial implications to the City for development and purchase of the labels are not known at this time; however they are estimated to cost approximately \$1000. Ongoing costs for maintenance and replacement are not anticipated to be significant.

**ADMINISTRATIVE IMPLICATIONS:**

Development and/or purchase of the labels would be coordinated through the City’s Communications staff in the Legislative Services Department. Administrative implications are not expected to be significant.

Administration of the Business Licence Bylaw is included in the general statutory duties of the Legislative Services Department (Bylaw Enforcement) work plan.

**ASSET MANAGEMENT IMPLICATIONS:**

None.

**STRATEGIC PRIORITIES REFERENCE:**

Not referenced.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Section 10 of the Official Community Plan contains goals and objectives towards reduced community greenhouse gases. The addition of climate change labels on gas pumps fits with the overarching goals to address climate change and energy efficiency.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The Regional Growth Strategy contains the following objective - Objective 8-B: Reduce GHG emissions created by the on-road transportation sector. The addition of climate change labels on gas pumps is consistent with this objective.

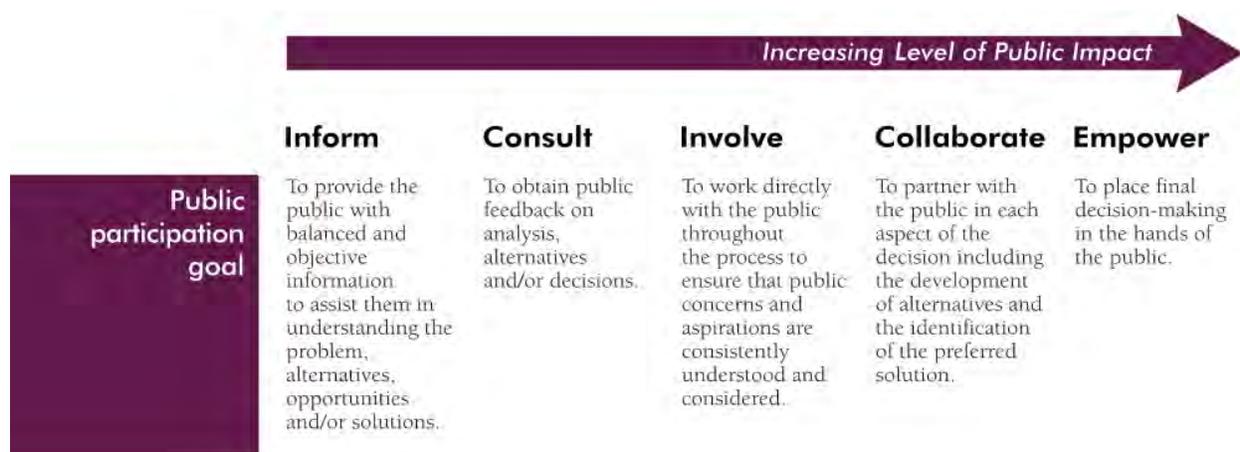
**CITIZEN/PUBLIC ENGAGEMENT:**

Public notice is required for changes to the Business Licence Bylaw pursuant to section 59 of the *Community Charter*:

- 59 (2) *Before adopting a bylaw under subsection (1) or section 8 (6) [business regulation], a council must*
- (a) give notice of its intention in accordance with subsection (3), and*
  - (b) provide an opportunity for persons who consider they are affected by the bylaw to make representations to council.*
- (3) *Notice required under subsection (2) (a) may be provided in the form and manner, at the times and as often as the council considers reasonable.*

Council would consult the public 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 direct staff to draft amendments to the Business Licence Bylaw No. 2523, 2008 requiring gas stations to place Greenhouse Gas Emission information labels on all fuel pumps.
- Option 2: That Council not take any action at this time regarding fuel pump Greenhouse Gas Emission information labels.
- Option 3: That Council direct staff to seek other options or conditions regarding Greenhouse Gas Emission fuel pump information labels.

Prepared by:

A handwritten signature in black ink, appearing to read "John Ward", with a large circular flourish at the beginning.

John Ward, CMC  
Director of Legislative Services

*Attachments:*

1. *City of North Vancouver Bylaw No. 8437.*

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

**BYLAW NO. 8437**

**A Bylaw to amend “Business Licence Bylaw, 2004, No. 7584”**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Business Licence Bylaw, 2004, No. 7584, Amendment Bylaw, 2015, No. 8437**” (**Greenhouse Gas Emissions Labels for Gas Pumps**).
2. “Business Licence Bylaw, 2004, No. 7584”, is hereby amended as follows:
  - A. In **PART 3. INTERPRETATION**, add the following:

**335A Gasoline Station**

“Gasoline Station” means a premise where gasoline, diesel fuel or other motor fuels derived from petroleum are sold to the public.

**335B Greenhouse Gas Emissions Labels for Gas Pumps**

“Greenhouse Gas Emissions Labels for Gas Pumps” means a legible and conspicuous label affixed to each pump or pump nozzle used to dispense gasoline or other motor fuel to the public. The Greenhouse Gas Emissions Labels will contain a statement, approved by the Director, Community Development, to encourage the public to make choices that reduce greenhouse gas emissions and to increase general awareness of climate change.”

- B. In **PART 3. INTERPRETATION**, renumber as follows:

**335A Group Child Care Facility to 335C Group Child Care Facility**

- C. In **PART 5. GENERAL REGULATIONS**, add the following:

**511.1 Greenhouse Gas Emissions Labels for Gas Pumps**

Every operator of a Gasoline Station is required to post or cause to be posted on each pump or pump nozzle used to dispense gasoline or other motor fuel to the public, a legible and conspicuous Greenhouse Gas Emissions Label that has been approved by the Director, Community Development.”

D. In **PART 5. GENERAL REGULATIONS**, renumber as follows:

**“511.1 Group Child Care Facility to 511.2 Group Child Care Facility”**

READ a first time by the Council on the 20<sup>th</sup> day of July, 2015.

READ a second time by the Council on the 16<sup>th</sup> day of November, 2015.

READ a third time and passed by the Council on the 16<sup>th</sup> day of November, 2015.

ADOPTED by the Council, signed by the Mayor and City Clerk and affixed with the Corporate Seal on the 23<sup>rd</sup> day of November, 2015.

“Darrell R. Mussatto”

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MAYOR

“Karla D. Graham”

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CITY CLERK



## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Boundary Extension Applications

**File No.:** 3720-20  
**Date:** February 1, 2016

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### PURPOSE:

The purpose of this report is to seek direction from Council on proceeding with two active requests for boundary extension.

### CAO RECOMMENDATIONS:

That based on the February 1st 2016 staff report "Boundary Extension Applications", Council approve Option No. 1 and direct staff to not process the current boundary extension requests; and

That for the remainder of the current term, Council not consider any further requests for boundary extensions.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The *Local Government Act (Section 12)* and the *Community Charter (Section 86)* establish the procedure for a municipality to follow for the approval of municipal boundary extensions. A municipal boundary extension transfers local government jurisdiction for a defined area from a regional district (electoral area) to the municipality. The municipality assumes responsibility for local services, governance, local roads, subdivision approving authority and property tax collection.

The City has received two requests to include properties in the City's boundaries. These are:

- 1) Remainder of DL 95 – a 38.5 hectare property on the western boundary of Courtenay. The applicant for this request attended the regular Council meeting on November 9, 2015 and outlined their request and proposed development plans.
- 2) 2574 Lake Trail Road (That Part of Lot 8, Block C, District Lot 95, Comox District, Plan 13540, Lying to the South West of a Boundary Parallel to and Perpendicularly Distant 100 Feet from the North Easterly Boundary of said Lot 8 and Except Part in Plan 15121) – this property is approximately 0.7

hectares in size with an existing single family dwelling and carriage house. The applicant would like to develop the property to create 3 new lots.

These requests are adjacent to one another and in the general vicinity of Arden Elementary School, along Lake Trail Road. Both properties are within the "Settlement Expansion Area" of the Regional Growth Strategy. In each case the property owner is requesting annexation for the purpose of increasing development potential.

#### **DISCUSSION:**

Historically, the City has taken an approach that boundary extensions are one of the most effective land use planning and management tools available to control urban development outside the City's boundaries. Recent boundary extensions include:

- South Courtenay November 2007;
- Sheraton Road Property 2012;
- Baptist Church on Lake Trail, Beaver Meadow Farm, Lannan property/Crown Isle March 2013;
- South Courtenay December 2013.

#### **Regional Growth Strategy**

Through the adoption of the Regional Growth Strategy (RGS) in March 2011, areas on the fringe of the City, including the subject properties, are designated as 'Settlement Expansion Areas (SEA)'. These are areas that are considered for future annexation into municipalities. The policy in the RGS states,

*"it is the intention of Local Governments in the Comox Valley that Settlement Expansion Areas shall become part of a Municipal Area through a boundary extension." And further, "they have the long-term potential to accommodate future growth subject to boundary extensions and the provision of publicly-owned water or sewer services, provided that appropriate phasing policies are established, new development does not detract from compact growth options within Municipal Areas and that infrastructure capacity is available and financially sustainable. Any growth in Settlement Expansion Areas will occur in a phased and orderly manner and will undergo a public planning process in order to determine the appropriate scale and form of development".*

The RGS goes on to establish a minimum parcel size of 4 hectares in the SEAs to restrict development prior to these areas becoming part of a municipality.

#### **Official Community Plan**

The City's Official Community Plan includes a section on Growth Management which establishes policies related to municipal boundaries, services and future growth. Section 3.1.3 in particular, outlines the criteria Council will consider in examining boundary extensions. The full text of this policy is included in the Official Community Plan Reference section below.

Both proposals fall within the area of the Arden Corridor Local Area Plan (LAP). This plan was developed in response to development pressure along the Arden Corridor and the anticipated future growth within the Settlement Expansion Area. Both boundary extension proposals are generally consistent with the LAP land use policies.

## **Provincial Boundary Extension Guide**

Notwithstanding these municipal and regional policies, the Province's guide entitled "The Municipal Boundary Extension Process Guide" outlines the technical criteria for contiguity of boundaries. In this regard, the guide states:

*Generally the area being brought into the municipality should be continuously adjacent, or contiguous, to the existing municipal boundary.*

*The boundary extension proposal should not create an area that would remain outside the municipal boundary and jurisdiction, resulting in a 'doughnut-hole' within the municipality. The only exception to this requirement is land designated as Indian Reserve or Treaty lands, which will not be included within a municipal boundary unless requested by the First Nation.*

Staff believe the proposals as submitted would not meet this criteria. In particular, the Webdon/Tweed Road area would essentially become a 'doughnut-hole' within the municipality. To this end, the former Director of Development Services had properly suggested that in order for DL 95 to be incorporated into the City the existing Webdon/Tweed Road subdivision would also have to be incorporated.

The then Director suggested that the applicant for DL 95 conduct some initial consultation with the neighbourhood. The intent was to determine the local interest in boundary extension. In October 2015, the applicant conducted door to door consultation in the area. The result was a petition signed by 85% of the residents in the area opposing annexation. A map and copy of the petition is attached.

In most instances the Minister will not forward boundary extension requests to Cabinet if a majority of property owners within the proposed extension area object. Accordingly, with such strong opposition staff does not feel it is in the best interest of the City to pursue these requests at this time. Should Council direct staff to proceed with the requests, staff will forward the proposal to the Ministry for their opinion on this policy prior to expending any further resources.

## **FINANCIAL IMPLICATIONS:**

The City does not currently have an application fee associated with boundary extension requests. Accordingly, City costs associated with analysis, legal review, report writing, consultation and advertising are not recovered. Rather, they are paid for by current Courtenay taxpayers.

## **ADMINISTRATIVE IMPLICATIONS:**

Processing of boundary extension requests are estimated to take approximately 50 hours of staff time. Following boundary extensions there are additional administrative implications associated with general government administration and servicing of the new lands.

It is important to note that servicing issues associated with the Sandwick area Annexation in 2002 have yet to be addressed. Furthermore, following the South Courtenay boundary extension in 2013 both servicing and land use administration remain outstanding.

## **ASSET MANAGEMENT IMPLICATIONS:**

When considering a boundary extension it is important to understand the "accumulated amortization" and "annual amortization" of the capital assets accrued by virtue of the boundary extension. Expressed differently: the former is the total unfunded renewals (depreciation expressed as a liability in dollars on the financial statements) and the latter is the current unfunded renewals (this year's new depreciation). This is a more significant concern with boundary extensions such as South Courtenay or Sandwick where larger blocks of land with existing capital assets are annexed.

Assuming the Webdon Road neighbourhood is excluded from consideration there would be limited, if any, "old" capital assets accrued. Servicing of DL 95 and the Lake Trail property would likely be accommodated by upgraded existing City services. Any servicing within DL95 would be new infrastructure. To this end, it would be the developers responsibility to assume all costs associated with the reports/studies, designs, costs and service upgrades, including the loss of downstream capacity in existing City services prior to annexation. This servicing aspect has been a significant burden on City staff resources following recent boundary extensions.

**STRATEGIC PRIORITIES REFERENCE:**

Not specifically referenced.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

**3.1.3 Policies**

Council will:

1. in examining boundary extensions consider the following criteria:

- continuity with existing boundary, topography, location of existing streams, parks, roads and forest land
- proximity of existing municipal infrastructure and its capacity and elevation
- condition of existing infrastructure in the area under consideration
- effect of the change on any existing service areas
- advising of any known issues within the existing area, i.e. failing septic system issues, stormwater
- cost of servicing including any latecomer agreements, DCC's (City and CVRD), developer contributions to planned infrastructure, servicing costs and connection fees
- subdivision opportunities and future infrastructure locations, i.e. sewage lift stations
- advising of the phasing-in of City municipal taxes
- frontage tax charges, when services are available to the property
- utility user charges on tax notices only when services are connected
- detailed servicing costs for potable water, sanitary sewer or storm drainage referencing to any grants, assist factors
- method of payment for proposed municipal services
  - payment in full prior to service connection being provided to property line
  - commuted payment by way of an annual parcel tax over and amortization period not greater than fifteen years
- timing of the installation of municipal services
- preparing a local area plan following the boundary extension
- assessment/determination of potential capital works to be undertaken and to be considered in the future City budgets

**REGIONAL GROWTH STRATEGY REFERENCE:**

The RGS identifies the subject lands as Settlement Expansion Areas. As outlined above these are lands that have the long term potential to accommodate future growth following annexation.

**MG Policy 1.2 – Development within Core Settlement Areas**

A minimum of 90 percent of the growth within the Comox Valley will be directed to *Core Settlement Areas*. – Settlement Expansion Areas are included within the definition of *Core Settlement Areas*.

**CITIZEN/PUBLIC ENGAGEMENT:**

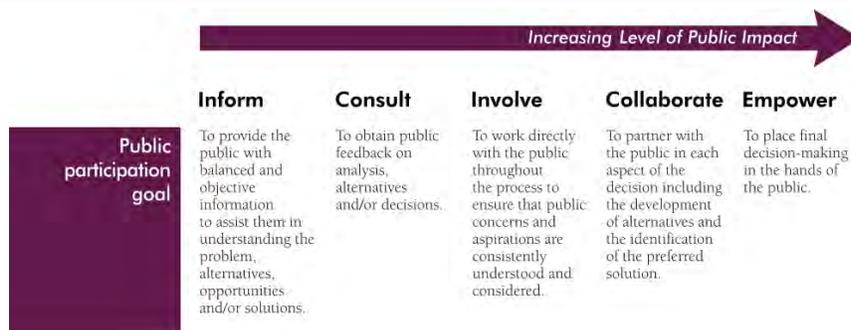
Boundary changes can have a significant effect on a municipality. The Local Government Act allows the municipal council to request a boundary extension only with the approval of its electors. That approval can be obtained directly through a referendum, or providing an opportunity to petition for a referendum. If the petition is insufficient (less than 10% of the electorate want a referendum) or the referendum passes, the Council can proceed with confidence to make the boundary change request.

There are six steps for developing, processing and approving a municipal boundary extension:

- Proposal Development and Referrals - council gives conceptual approval on development of a proposal; municipal staff guide the proposal, which includes seeking input from property owners, the regional district, service agencies and area First Nations; and, then the proposal is refined to balance the municipal objectives with the needs of the consulted parties. **(We are at the beginning of this stage)**
- Proposal Submission - the municipality collects the outcome of the process into a package that includes maps, rationale for the proposal, including land use implications, copies of communications with property owners, local governments, First Nations, and other relevant information.
- Ministry Proposal Review - the Ministry acknowledges receipt and prepares Administrative Report, providing the local government with feedback; this may include or be followed by referrals to other Provincial ministries.
- Formal Request - once the proposal is substantially complete the municipality can seek approval of its electors through a referendum or an alternative approval process. Once elector approval is obtained, council confirms the request to the minister, declares that the statutory requirements are met and provides the results of the elector approval process.
- Provincial Approval - the Ministry prepares Letters Patent, describing the properties included, and providing for the transfer of services from the regional district/improvement district to the municipality, and if necessary, provides for special or transition features. The Letters Patent are considered and enacted by cabinet on the recommendation of the Minister of Community, Sport and Cultural Development.
- Implementation - when Letters Patent are approved, the ministry notifies the municipality, the regional district and other ministries and agencies, such as BC Assessment, that the boundary has been extended. The municipality and service providers arrange for the transition of services, and the municipality becomes the local tax collector in the next taxation year.

Staff would involve the immediate 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)



**OPTIONS:**

**OPTION 1:** (Recommended): Direct staff not to process the boundary extension applications and pass a resolution to not consider further applications for the remainder of the current Council term.

**OPTION 2:** Direct staff to close the boundary extension applications and not proceed with further review.

**OPTION 3:** Direct staff to continue processing the boundary extension applications in accordance with the process outlined in the report.

Prepared by:



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Ian Buck, MCIP, RPP  
Director of Development Services

*Attachments:*

1. *Attachment No. 1 : Map showing lands proposed for annexation.*
2. *Attachment No. 2: Petition and Map*

Attachment No. 1 – Map showing lands proposed for annexation





As an owner of a property in the area served by Webdon, Carron, Rampion and Tweed Roads, I am aware of the issues involved in becoming a resident of the City of Courtenay, and am <b>against</b> any boundary changes that would incorporate my property into the City of Courtenay. I therefore urge the Council to deny the boundary extension application submitted by Webdon Developments.							
Signature	Name (print)	Address	Date	Phone (optional)	E-mail (optional)		
<i>[Signature]</i>	CHRISTINE HAUGER	1570 WEBDON RD	Oct 2nd	350 338 0275	hauger@courtenay.ca		
<i>[Signature]</i>	Robert Henderson	" "	" "	" "	" "		
<i>[Signature]</i>	Ken Woodland	1235 Alderwood Rd	Oct 2	250-338-7939	ken.woodland@telus.net		
<i>[Signature]</i>	Dan Wilkinson	2555 Rampion Rd	"	250-338-4138	"		
<i>[Signature]</i>	Norm Wilkinson	" "	Oct 2	" "	hwilko@shaw.ca		
<i>[Signature]</i>	Sue Johnston	1235 Carron Rd	Oct 2	250-897-0921	Sue.Johnston.09@gmail.com		
<i>[Signature]</i>	<del>Patricia Childs</del>	<del>1235 Carron Rd</del>	<del>Oct 2</del>	<del>250-338-4584</del>	<del>patricia.childs@hotmail.com</del>		
<i>[Signature]</i>	Patricia Childs	1235 Carron	Oct 3	250 338 4584	patricia.childs@hotmail.com		
<i>[Signature]</i>	Don Simons	1185 Carron Rd	"	250 338 4882	laketrai1@shaw.ca		
<i>[Signature]</i>	Ronnie Lemke	1185 Webdon Rd	Oct 3	250-338-2616	bjlemke@shaw.ca		
<i>[Signature]</i>	John Lemke	" "	" "	" "	" "		
<i>[Signature]</i>	ANDREW GOWER	1170 Webdon Rd	Oct 3	250 218 4042	rewgaw@yahoo.ca		
<i>[Signature]</i>	C. Douglas	1130 Webdon	Oct 3	250 897 0650	mscowille.douglas@gmail.com		
<i>[Signature]</i>	Stu Lewis	1180 Webdon	" "	250 338 6243	" "		
<i>[Signature]</i>	Steve Gregson	1220 Carron Rd	Oct 3 <sup>rd</sup>	250 338 0067	sigreg@telus.net		
<i>[Signature]</i>	Petra Gregson	1220 Carron Rd	Oct 3	256 338 2198	"		
<i>[Signature]</i>	M YOUNG	1460 Carron	Oct 3	250 742 4336	"		
<i>[Signature]</i>	Torric Howlett	1690 Carron	Oct 3	250 650 0780	torric-howlett@hotmail.com		
<i>[Signature]</i>	Hilary Forin	1295 Webdon	Oct 3	250 650 0780	h.115.250@hotmail.com		
<i>[Signature]</i>	John Forin	1265 Webdon	Oct 3	897 2276	"		
<i>[Signature]</i>	Don Beeler	1320 Webdon Rd	3/10/15	250 338 7937	"		
<i>[Signature]</i>	Leslie Beeler	1320 Webdon Rd	3/10/15	250 338 7937	"		
<i>[Signature]</i>	Alana Merchant	1460 Webdon	3/10/15	250-338-4584	alana.merchant@gmail.com		
<i>[Signature]</i>	DAVE BAKER	1780 WEBDON	04/10/15	250-871-1788	debaker69@yahoo.ca		

Oct 31, 2105

Petition against City of Courtenay Annexation

2/5

As an owner of a property in the area served by Webdon, Carron, Rampion and Tweed Roads, I am aware of the issues involved in becoming a resident of the City of Courtenay, and am against any boundary changes that would incorporate my property into the City of Courtenay. I therefore urge the Council to deny the boundary extension application submitted by Webdon Developments.							
Signature	Name (print)	Address	Date	Phone (optional)	E-mail (optional)		
<i>[Signature]</i>	C. Gallacher	1630 Webdon	Oct 3/15	350-9530			
<i>[Signature]</i>	Bob Cameron	1680 WEBDON	Oct 3/15	338-8464	SYNDICATE 250 B. GINN. CAN		
<i>[Signature]</i>	BOB SLATOR	1685 WEBDON	Oct 3/15	338-6539			
<i>[Signature]</i>	Bob Slator	" "	Oct 3/15	" "			
<i>[Signature]</i>	Sally Swedell	1655 Webdon	Oct 3/15	338-2394			
<i>[Signature]</i>	B. Pountney	1638 Webdon	Oct 03/15	831-8607	hobbins@tweedmail.com.		
<i>[Signature]</i>	V. Rateliff	1635 Webdon Rd.	Oct 03/15	650-1236	VRateliff78@gmail.com		
<i>[Signature]</i>	R. P. POKORNY	1625 WEBDON	Oct 3/15	338-5945			
<i>[Signature]</i>	H. POKORNY	" "	" "	" "			
<i>[Signature]</i>	M. Honeysett	1095 Arden Rd.	Oct 3/15	338-7411	honeysett@telus.net		
<i>[Signature]</i>	K. Winterman	1295 Arden Rd.	Oct 5/15	334-3691			
<i>[Signature]</i>	ANDERSON	1235 ARDEN	Oct 5/15	338-9774			
<i>[Signature]</i>	DAN SAUER	1755 ARDEN	Oct 6	897-1555			
<i>[Signature]</i>	Robert Bonzak	1735 ARDEN	Oct 6	338-1062			
<i>[Signature]</i>	Shirley Bonzak	1735 ARDEN	Oct 6	338-1062	shirleybab@shaw.ca		
<i>[Signature]</i>	Christine Moore	1705 Arden	Oct 6	338-1774	nermoore4@shaw.ca		
<i>[Signature]</i>	Nick Moore	1705 Arden	Oct 6	338-1774	" "		
<i>[Signature]</i>	Christine G. A. Christie	1655 Arden Rd.	Oct 6/15	506-871-3281	btker@b@hotmail.com		
<i>[Signature]</i>	NORMA SAMMS	1530 WEBDON RD	Oct 23/15	350-338-0709	VR51m@Telus.net		
<i>[Signature]</i>	Susan Hanson	1603 Arden Rd	Oct 24/15	338-3320	susan.hanson@shaw.ca		
<i>[Signature]</i>	Suzanne Godin	1649 Arden Rd	Oct 24/15	506-571-4448			
<i>[Signature]</i>	William Mcken	1305 Arden Rd	Oct 27/15	338-5750			
<i>[Signature]</i>	AL SIAUCONI	1015 ARDEN RD	Oct 27/15	338-5750			
<i>[Signature]</i>	Suzanne Godin	1290 WEBDON	Oct 27/15	338-9113	strubson@shaw.ca		
<i>[Signature]</i>	Shirley Edwards	1775 Arden Rd.	Oct 28	350-8778119	sw-edwards@shaw.ca		

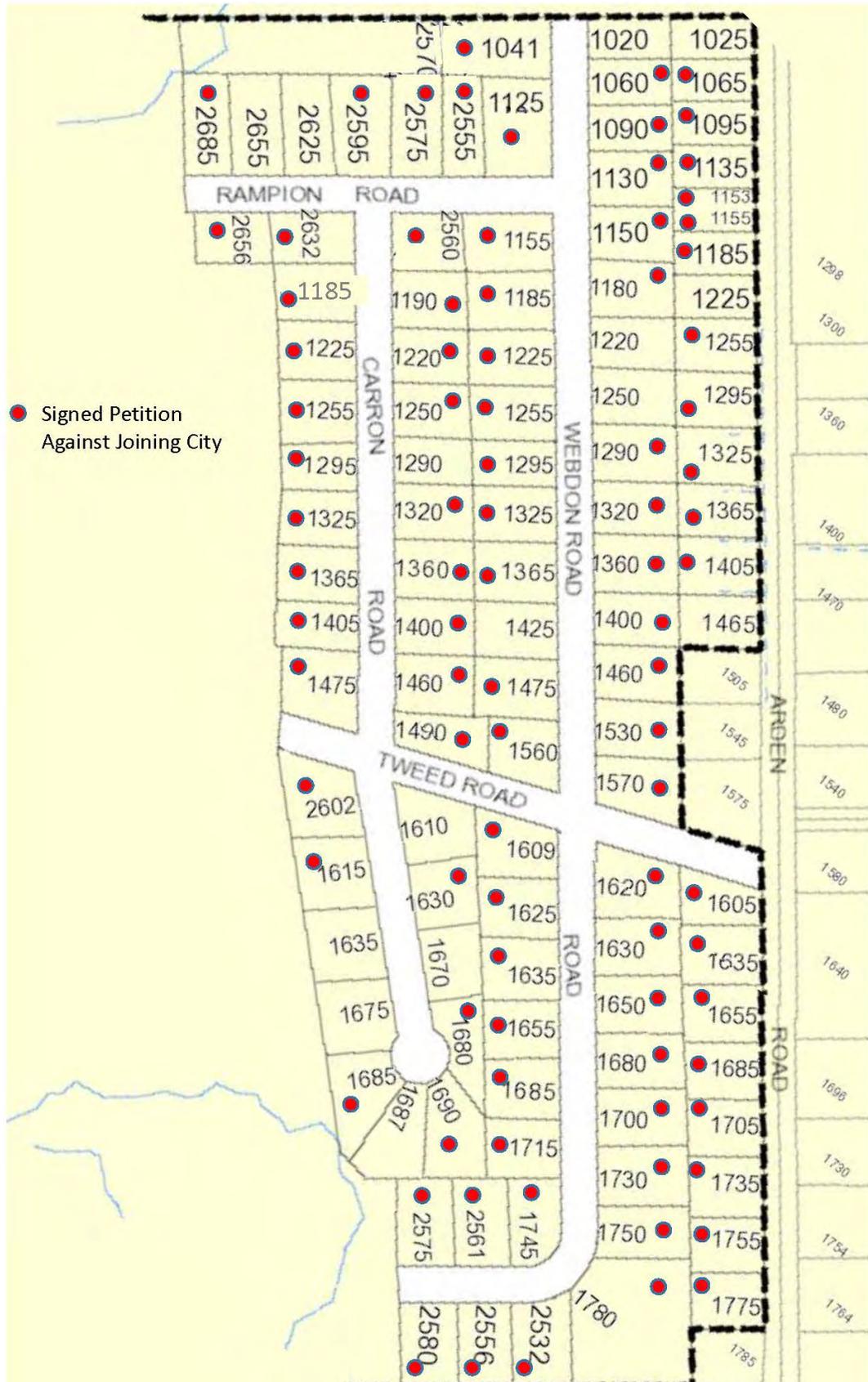
Oct 31, 2105

Petition against City of Courtenay Annexation

3/5











## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Development Cost Charges Bylaw No. 2840, 2016

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**File No.:** 3150-34436  
**Date:** February 1, 2016

### PURPOSE:

The purpose of this report is for Council to consider the proposed revisions to the City's Development Cost Charges bylaw and for Council to consider "Development Cost Charges Bylaw No. 2840, 2016" proceed to first reading.

### EXECUTIVE SUMMARY:

The current City of Courtenay Development Cost Charges Bylaw No. 2426 was approved in 2005. In spring 2015 the City initiated an interim update to the DCC bylaw based on additional property that became part of the City through various boundary extensions, updating the program projects lists and updating the project costs to current dollars.

Development Cost Charges (DCCs) are levied on new development to assist in financing the cost of upgrading or providing infrastructure services (road, water, sewer, and drainage) or acquiring and developing parkland needed to support new development. It is a development finance tool based on the principle of "Developer share, not Developer pay."

The DCCs Best Practices Guide identified the principles that a DCC program should be based on:

- Benefiter pay,
- Fairness and Equity,
- Certainty,
- Integration,
- Accountability, and
- Consultative input.

The technical process to update the DCCs rates has been completed as follows:

- Identify the program timeline,
- Identify the anticipated population growth rate,
- Identify infrastructure projects required to service that new growth,
- Allocate the benefit of that infrastructure to the new and existing population,
- Determine the municipal assist factor (Council policy decision), and
- Calculate DCC rates for each type of development.

In addition, the City consulted with the public, inclusive of the development community, in June 2015 regarding the proposed DCC rates. This included a Public Information Session on June 9, 2015 and request for written feedback from June 1 to July 3, 2015. Based on the feedback and additional analysis, the anticipated population growth rate was revised upward from 1 to 1.5% and the proposed DCC rates were amended accordingly. Subsequently, during the January 11<sup>th</sup>, 2016 Council meeting, Council directed that staff employ a 1% Assist Factor in preparing the final draft bylaw for Council consideration.

The proposed DCC rates for Bylaw No. 2840 are:

	<b>Roads</b>	<b>Water</b>	<b>Storm Drainage</b>	<b>Sanitary Sewer</b>	<b>Parks</b>	<b>Total Development Cost Charges</b>
<b>Residential (Single Family)</b> Per unit	\$2,770.23	\$456.08	\$1,427.30	\$1,445.01	\$972.55	\$7,071.17
<b>Multi-family Residential</b> Per sq metre total floor area	\$15.57	\$3.22	\$10.08	\$4.34	\$6.87	\$40.07
<b>Commercial</b> Per sq metre total floor area	\$36.48	\$1.19	\$3.71	\$6.50	n/a	\$47.88
<b>Institutional (Other)</b> Per sq metre total floor area	\$36.48	\$1.61	\$5.04	\$6.50	n/a	\$47.88
<b>Congregate Care</b> Per sq metre total floor area	\$7.78	\$7,625.05	\$23,862.45	\$2.17	n/a	\$16.60
<b>Industrial</b> Per hectare	\$29,760.23	\$456.08	\$1,427.30	\$1,445.01	n/a	\$85,814.14

The proposed rates are not significantly different than the current DCCs rates:

	<b>2005 Bylaw Rates</b>	<b>Proposed 2016 Bylaw Rates</b>	<b>\$ Change in Rate</b>	<b>% Change in Rate</b>
<b>Residential (Single Family)</b> Per unit	\$6,735.00	\$7,071.17	+\$336.17	+5%
<b>Multi-family Residential</b> Per sq metre total floor area	\$41.35	\$40.07	-\$1.28	-3%
<b>Commercial/Institutional</b> Per sq metre total floor area	\$62.52	\$47.88	-\$14.64	-23%
<b>Industrial</b> Per hectare	\$84,858.38	\$85,814.14	+\$955.76	+1%

In addition to the DCCs charged by the City of Courtenay, developers are also responsible for DCCs charged by the Comox Valley Regional District for water and sewer treatment.

In 2008 the Provincial Government enacted new legislation pertaining to Development Cost Charges. The legislative changes included the option for municipalities to partially or fully waive DCC's for the following classes of "eligible development":

- Not-for-profit rental housing, including supportive living housing;
- For-profit affordable rental housing;
- Subdivisions of small lots designed to result in low greenhouse gas emissions; and,
- Developments designed to result in a low environmental impact.

In order to implement one or more of these potential incentives, Council must adopt a bylaw that establishes definitions for each class of “eligible development”, corresponding rates of reduction, and requirements that must be met in order to obtain a waiver. It is recommended that this bylaw is adopted separately from the current DCC Update bylaw under consideration.

The next steps in the DCC Bylaw process are:

- February 1, 2016: Council consideration of the bylaw for first reading
- February 2016: Additional consultation with development community
- February – March 2016: Council considers the bylaw for second and third reading
- March – April 2016: Ministry review and approval
- April 2016: Bylaw adoption – Press release to ensure developers are aware of new rates
- April 2016: New DCC rates take effect

#### **CAO RECOMMENDATIONS:**

That based on the February 1<sup>st</sup> staff report entitled “*Development Cost Charges Bylaw No. 2840, 2016*”, Council approve option 1 and that Bylaw No. 2840, 2016 proceeds to 1<sup>st</sup> reading.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

#### **BACKGROUND:**

The City of Courtenay current Development Cost Charges Bylaw was approved in 2005. In spring 2015, the City initiated an interim update to the DCC bylaw based on additional property that became part of the City through various boundary extensions.

Development Cost Charges (DCCs) are levied on new development to assist in financing the cost of upgrading or providing infrastructure services (road, water, sewer, and drainage) or acquiring and developing parkland needed to support new development. It is a development finance tool based on the principle of “developer share, not developer pay.”

The *Local Government Act* will only allow municipalities to collect DCCs on certain items. These are:

- Capital upgrades to infrastructure (water, sanitary sewer, storm sewer and transportation); and
- Park land acquisition and park development.

DCC are not permitted to be utilized for:

- Operation and maintenance;
- New or upgraded works needed for the existing population; and
- Various recreation, cultural and safety amenities.

Over the last year, the City's consultants have undertaken the technical process of updating the DCC rates. This has involved:

- Identifying program timeline
  - 20 years program of infrastructure projects
  - This timeline does not prevent municipalities from reviewing or amending the program prior to this
- Identifying the anticipated population growth rate
  - 1.5% annually based the Official Community Plan projections
- Identify infrastructure projects required to service that new growth
  - Based on revising the previous infrastructure project lists by identifying projects completed, partially completed and new projects identified in infrastructure master plans and local area plans
  - Update costs to 2015 prices based on Engineering News-Record annual construction costs
- Allocate the benefit of infrastructure projects to the new and existing population
  - Based on population growth and location and type of infrastructure
- Review the existing municipal assist factor
  - A 1% assist factor as per Council direction in January 2016 and
- Calculate DCC rates for each type of development.

As part of this process there have been two presentations to Council (February 10, 2015 and May 25, 2015) and two briefing notes to Council (November 12, 2015 and January 5, 2016).

The City of Courtenay's consultation process consisted of information on the City's website and a public open house. The public open house was held on June 9, 2015 to discuss the proposed Courtenay DCC rates and background information. The public open house was advertised in the local newspaper for one week. In addition, a meeting notification was sent to individuals, companies or organizations that are active in the development industry in Courtenay. Written feedback related to the open house presentation materials was accepted by the Engineering Division from June 1 to July 3, 2015.

The public information meeting was attended by approximately 40 people who reviewed information poster boards and talked to City staff and the consultants. Attendees included developers, professionals that work in the development industry, affordable housing providers and members of the general public. General comments from the attendees were:

- Proposed rate increase was too high;
- Assumption about growth rate was too low;
- Support for waivers for affordable housing; and,
- Questions about DCC projects and how the DCC system worked (i.e. which developers benefit).

Based on the feedback, the population growth rate was re-considered and revised upward from 1 to 1.5% based on recent growth rate and development information.

## **DISCUSSION:**

The following modifications were made to the draft DCC Bylaw based on the consultants review and recommendations, feedback from the community and direction from Council:

### **Types of development**

Residential (single-family detached) DCCs will be levied at subdivision based on the number of lots created or at Building Permit stage where the lot already exists and has not previously paid DCCs for all the dwelling unit to be constructed.

In the City of Courtenay, single family residential units are permitted to have secondary suites in accordance with the zoning bylaw. In order to account for this additional impact on the infrastructure, encourage alternative housing options and ease administration of the Bylaw, the proposed single family residential DCC unit rate contains the assumption that some of the new units will include a secondary suite. Therefore, there is no additional DCC levy solely for a secondary suite. This modification to the bylaw is carried through from the bylaw revision completed in 2014.

Some local governments choose to charge multi-family DCCs based on a square metre basis rather than per unit. According to the *DCC Best Practices Guide*, "DCCs on a floor space basis for residential development are encouraged by the development industry." Charging multi-family DCCs on a square metre basis is also supported for affordable housing as smaller units are charged a lower DCC rates. This approach also recognizes the range of multi-family units (duplexes to large apartment buildings), without requiring separate categories of use (i.e. duplexes, townhouses, apartments, etc). Therefore, it is recommended that the City of Courtenay charge multi-family residential DCCs on a per square metre basis.

### **Assist Factor**

The province requires municipalities to assist the development community by including a Municipal Assist Factor that is equal or greater than 1% and consistent among land uses when determine DCC rates. Increasing the assist factor above 1% would reduce the proportional amount of DCCs a developer would pay and increase the portion that is required to be paid by the City funded through general taxation. The City's previous DCC Bylaw included a 5% assist factor. For this interim update, Council has resolved to include a 1% assist factor in considering the proposed bylaw and new DCC rates.

### **Proposed Rates**

The following tables provide the proposed DCC rates and a comparison to the City's current DCCs rates. A comparison to neighbouring and similar communities is provided in Appendix A.

**Proposed DCC Rates**

	Transportation	Water	Storm Drainage	Sanitary Sewer	Parks	Total DCC	% Change in Rate from 2005
Residential (Single Family)	\$2,770.23	\$456.08	\$1,427.30	\$1,445.01	\$972.55	\$7,071.17 Per unit	+5%
Residential (Multi-family)	\$15.57	\$3.22	\$10.08	\$4.34	\$6.87	\$40.07 Per sq. m. floor area	-3%
Commercial/ Institutional (Other)	\$36.48	\$1.19	\$3.71	\$6.50	n/a	\$47.88 Per sq. m. floor area	-23%
Congregate Care	\$7.78	\$1.61	\$5.04	\$6.50	n/a	\$16.60 Per sq m. floor area	n/a (new category)
Industrial	\$29,760.23	\$7,625.05	\$23,862.45	\$2.17	n/a	\$85,814.14 Per ha.	+1%

**Comparison of Existing 2005 & Proposed 2016 DCC Rates**

**CITY OF COURTENAY – 2016 DCC SUMMARY<sup>1</sup>**

Land Use	Unit	Transportation		Stormwater		Sanitary	
		Current	Proposed	Current	Proposed	Current	Proposed
Residential (Single Family)	Per Unit	\$3,769.00	\$2,770.23	\$1,071.00	\$1,427.30	\$764.00	\$1,445.01
Multi-Family Residential	Per sq metre total floor area	\$23.13	\$15.57	\$3.21	\$10.08	\$6.05	\$4.34
Commercial/ Institutional (Other)	Per sq metre total floor area	\$54.21	\$36.48	\$4.82	\$3.71	\$2.23	\$6.50
Industrial	Per hectare	\$44,215.53	\$29,760.23	\$18,211.65	\$23,862.45	\$14,314.80	\$24,556.41
Congregate Care	Per sq metre total floor area		\$7.78		\$5.04		\$2.17

Land Use	Unit	Water		Parks		Total	
		Current	Proposed	Current	Proposed	Current	Proposed
Residential (Single Family)	Per Unit	\$433.00	\$456.08	\$698.00	\$972.55	\$6,735.00	<b>\$7,071.17</b>
Multi-Family Residential	Per sq metre total floor area	\$3.43	\$3.22	\$5.53	\$6.87	\$41.35	<b>\$40.07</b>
Commercial/ Institutional	Per sq metre total floor area	\$1.26	\$1.19	n/a	n/a	\$62.52	<b>\$47.88</b>
Industrial	Per hectare	\$8,117.40	\$7,625.05	n/a	n/a	\$84,858.38	<b>\$85,814.14</b>
Congregate Care	Per sq metre total floor area		\$1.61		n/a		<b>\$16.60</b>

<sup>1</sup> Notes: Current DCC rates for multi-family residential are charged on a per unit basis. For comparison, these are converted to a per sq metre basis assuming a 100m<sup>2</sup> unit size. Current DCC rates for Industrial property are charged on a per acre basis. For comparison, these rates are converted to a per hectare basis.

## Waivers

In 2008 the Provincial Government enacted new legislation pertaining to Development Cost Charges. The legislative changes included the option for municipalities to partially or fully waive DCCs for the following classes of “eligible development”:

- Not-for-profit rental housing, including supportive living housing;
- For-profit affordable rental housing;
- Subdivisions of small lots designed to result in low greenhouse gas emissions; and,
- Developments designed to result in a low environmental impact.

In order to implement one or more of these potential incentives, Council must adopt a bylaw that establishes definitions for each class of “eligible development”, corresponding rates of reduction, and establish requirements to be met by the development in order to obtain the waiver. Council may choose to consider a DCC waiver bylaw, following the adoption of the DCC bylaw.

## Next Steps

The next steps in the DCC Bylaw process are:

- February 1, 2016: Council consideration of the bylaw for first reading
- February 2016: Additional consultation with development community
- February – March 2016: Council considers the bylaw for second and third reading
- March – April 2016: Ministry review and approval
- April 2016: Bylaw adoption – Press release to ensure developers are aware of new rates
- April 2016: New DCC rates take effect

## FINANCIAL IMPLICATIONS:

The DCC program is funded by both developers and the municipal government. Therefore, the City of Courtenay is responsible to fund a portion of the program. The basic DCC financial model is that the total program costs are calculated and the portion related to existing development is removed as well as the portion related to the Municipal Assist Factor. The remaining costs are recoverable through the DCC program.

The following table is a summary of DCC related costs projected to the year 2035.

### Proposed DCC Recoverable Costs and City Responsibility

Service	Municipal Costs	DCC Recoverable Program Costs	Total Capital Costs
Transportation	\$30,116,803	\$12,432,529	\$42,549,331
Water	\$2,727,977	\$1,935,441	\$4,663,418
Sanitary Sewer	\$5,041,549	\$5,210,741	\$10,252,290
Storm Drainage	\$5,940,813	\$4,956,767	\$10,897,580
Park and Open Space	\$5,544,430	\$3,029,673	\$8,574,103

DCCs must be kept in a separate statutory reserve fund. A local government may only spend DCC monies, and the interest earned on them, for the category of projects for which they were originally collected. For example, DCCs collected for sewer may only be spent on new sewer infrastructure included in the DCC program.

**ADMINISTRATIVE IMPLICATIONS:**

This project is a 2015 department operational strategic priority and part of staff's Work Plan. Staff has spent approximately 50 hours to date implementing this project.

**STRATEGIC PLAN REFERENCE:**

The DCC Bylaw revision project is identified as an Engineering Department operational priority in Council's 2015 Strategic Priorities.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The City has a Development Cost Charge Bylaw which requires new development to contribute to the costs of upgrading services or the construction of new services which are largely a result of new growth.

***Policy***

1. The City will review the Development Cost Charge Bylaw on a regular basis to ensure charges are kept up-to-date and that the bylaw reflects the need to upgrade and add new municipal infrastructure.

**REGIONAL GROWTH STRATEGY REFERENCE:**

***GOAL 5: INFRASTRUCTURE***

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

Sewer

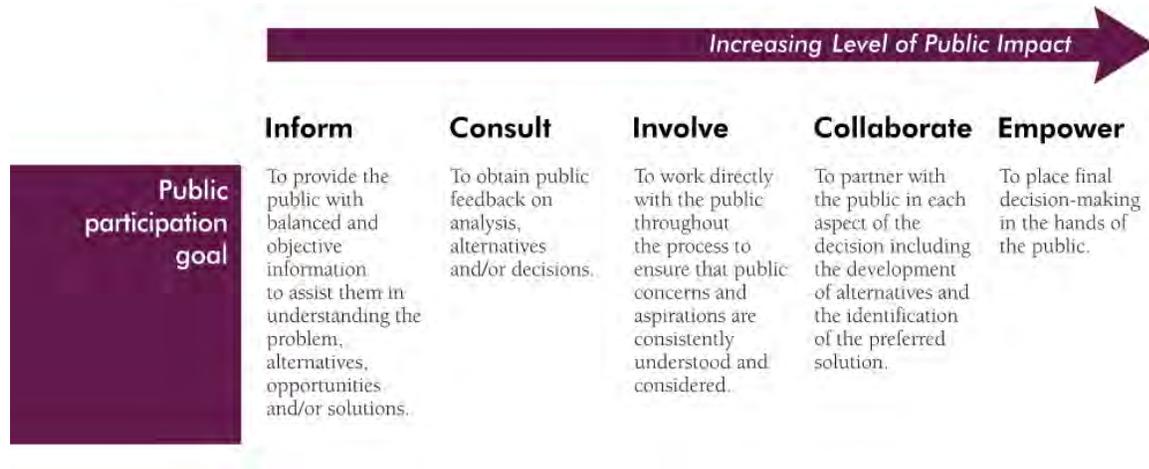
5D-2 New development will replace and/or upgrade aging sewer infrastructure or provide cash-in-lieu contributions for such upgrades through Development Cost Charges or similar financial contributions.

**CITIZEN/PUBLIC ENGAGEMENT:**

The City of Courtenay's consultation process consisted of information on the City's website and a public open house. The public open house attended by over 40 people was held on June 9, 2015 to discuss the proposed Courtenay DCC rates and background information. Written feedback related to the open house presentation materials was accepted by the Engineering Division from June 1 to July 3, 2015.

Staff has consulted the community 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 Development Cost Charges Bylaw No. 2840, 2016 proceed to 1<sup>st</sup> Reading.
- Option 2 That Council directs staff to conduct further modifications to the proposed DCC rates for Council's consideration at a subsequent meeting.
- Option 3 That Council directs staff to not proceed with revising the DCC Bylaw.

Prepared by:

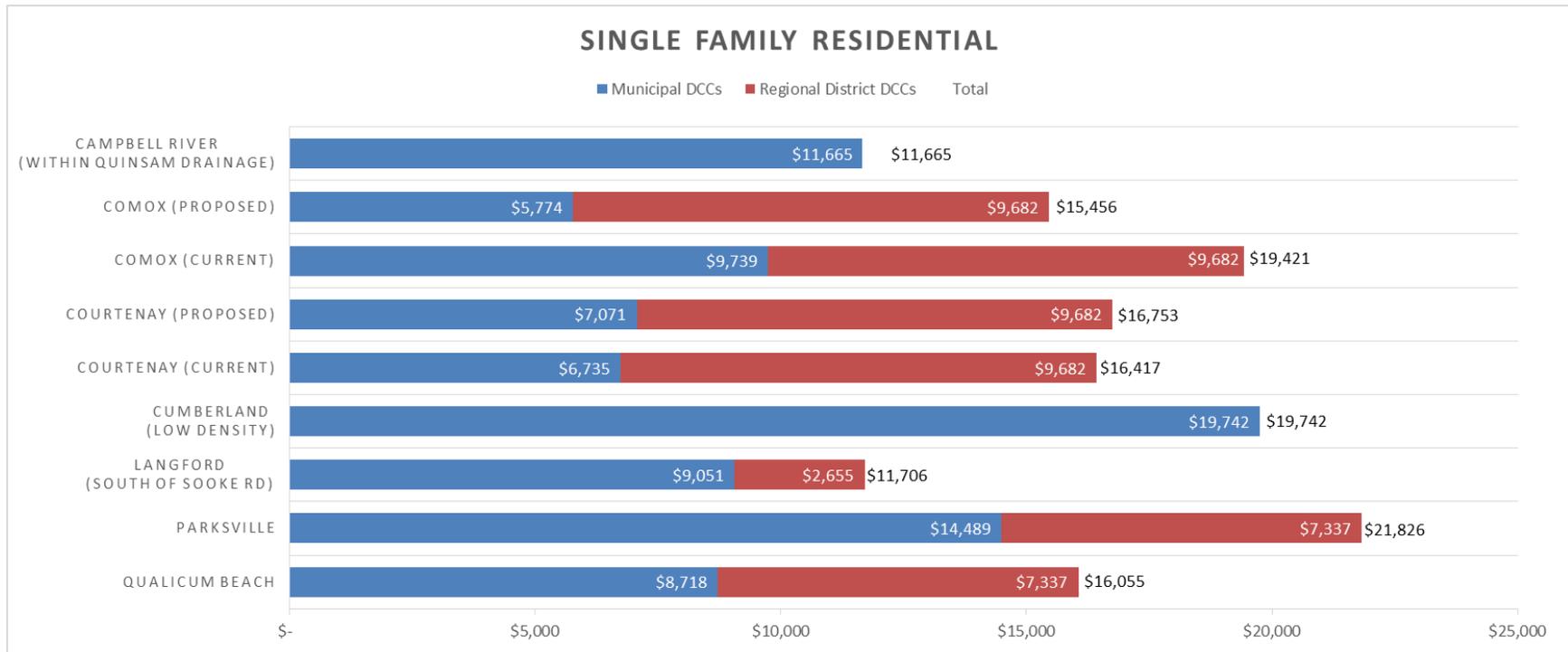
Lesley Hatch, P.Eng.  
Director of Engineering Services

*Attachments*

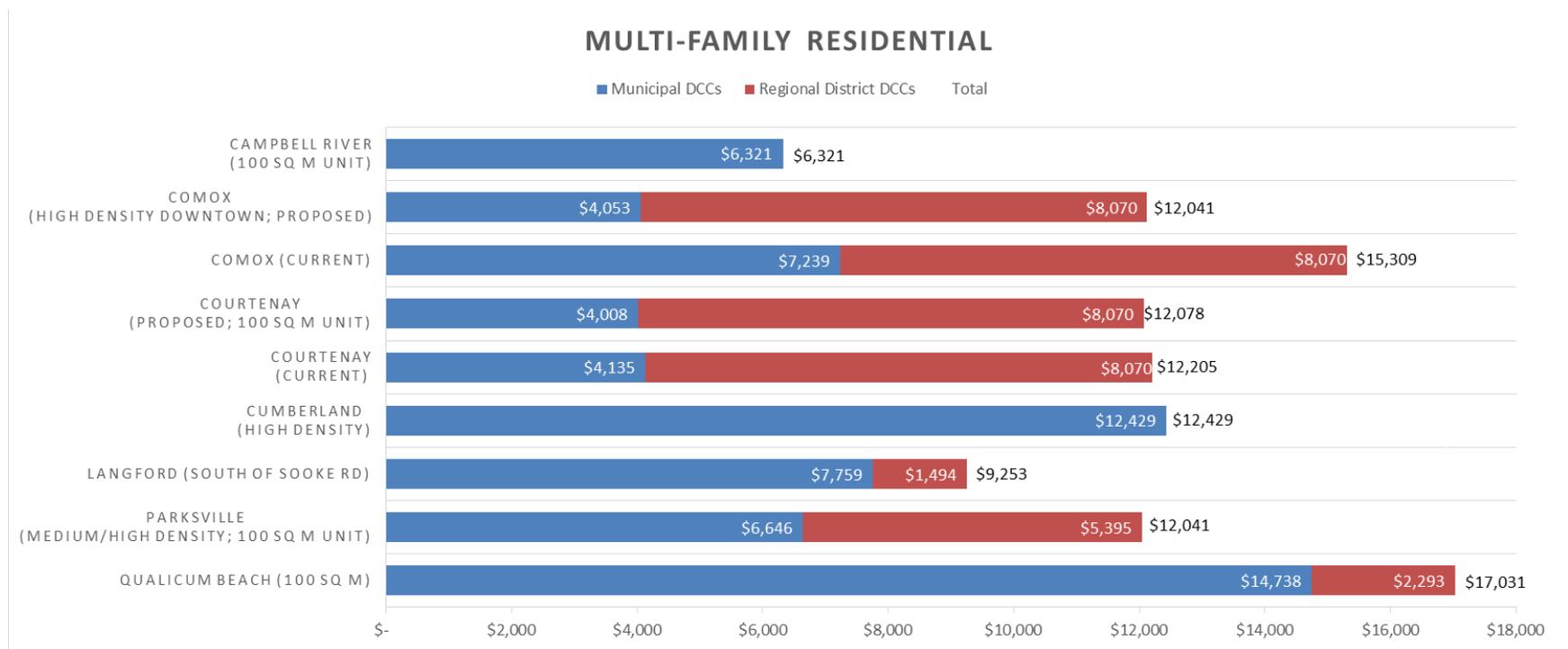
1. *Appendix A – Comparison of Rates with other Communities*

## APPENDIX A

### COMPARISON OF RATES (Including applicable Regional District DCC)

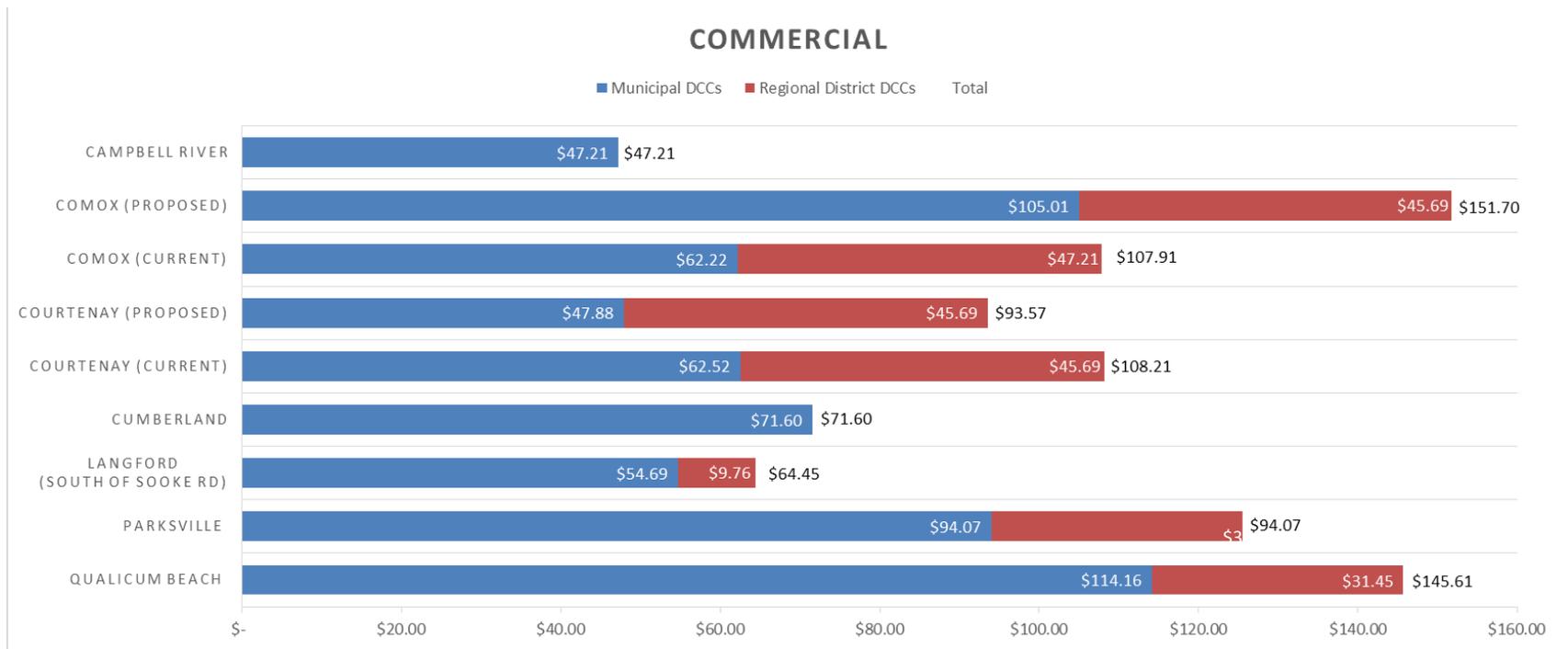


Note: Town of Comox is currently updated their DCC bylaw. This comparison reflects the Town’s current and proposed DCC rates.



Note: Town of Comox is currently updated their DCC bylaw. This comparison reflects the Town’s current and proposed DCC rates.

A majority of municipalities charge multi-family residential DCC rates on a per unit basis. For this comparison, residential units are assumed to be 100 sq m to enable the comparison.



Note: Town of Comox is currently updated their DCC bylaw. This comparison reflects the Town’s current and proposed DCC rates.





## BRIEFING NOTE

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2016 Citizen Budget Survey

**File No.:** 1705-20  
**Date:** February 1, 2016

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### ISSUE:

This briefing note is intended to present the results of the “Citizen Budget” online survey and public consultation program, and to assist Council in its consideration of service levels and funding in the 2016 budget and Five Year Financial Plan.

### BACKGROUND:

In 2014, the City hired Open North and paid \$4,686 for a three year license to produce an online citizen budget survey. The cost of this license was noted for the period of (2015, 2016 and 2017).

Should Council wish to look at the 2016 survey, go to the City’s website or use the following hyperlink:

[2016 Citizen Budget Survey | City of Courtenay](#)

The City’s first Citizen Budget online survey was implemented in 2014 focusing on residents satisfaction with the the following City services – Protective Services, Recreation Parks Culture, Water and Sewer Services, Transportation, and the Waste Collection program. The summarized results of the survey are attached as **Appendix A** of this report. The initial survey saw 77 people respond out of 276 site visitors.

In early 2015, the City used the Citizen Budget again, but the questions were redesigned so respondents could enter the assessed value of their home and see the impact to their property taxes if they made level of service changes in each service area. There continued to be a section surveying respondents on the percentages of their taxes that they wanted to go toward the different service categories, as well as on any overall increases to their property taxes. This survey saw 111 people respond out of 428 visitors. See **Appendix B** for survey results and freeform comments.

For the 2016 survey, Staff launched the 2016 Citizen Budget consultation tool which ran from November 25<sup>th</sup>, 2015 through to January 10, 2016. There were 447 visitors of which 133 responded or commented. The first page of the survey noted the adoption of the City’s Asset Management policy and indicated the following:

“City Council has adopted an Asset Management Policy. [The Asset Management for Sustainable Service Delivery: A BC Framework](#) manual articulates this policy and its parameters. It indicates that ‘Sustainable Service Delivery involves ensuring 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 that support citizens' 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 which are provided by nature risks degrading, or even losing, the services communities enjoy and which future generations will come to rely upon. 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.

**This year's survey will focus on the services supported by general municipal property taxes and utility user fees for the City's water and sewer services. City Council and staff will use the results of this survey to help guide the budget planning process for 2016 and beyond."**

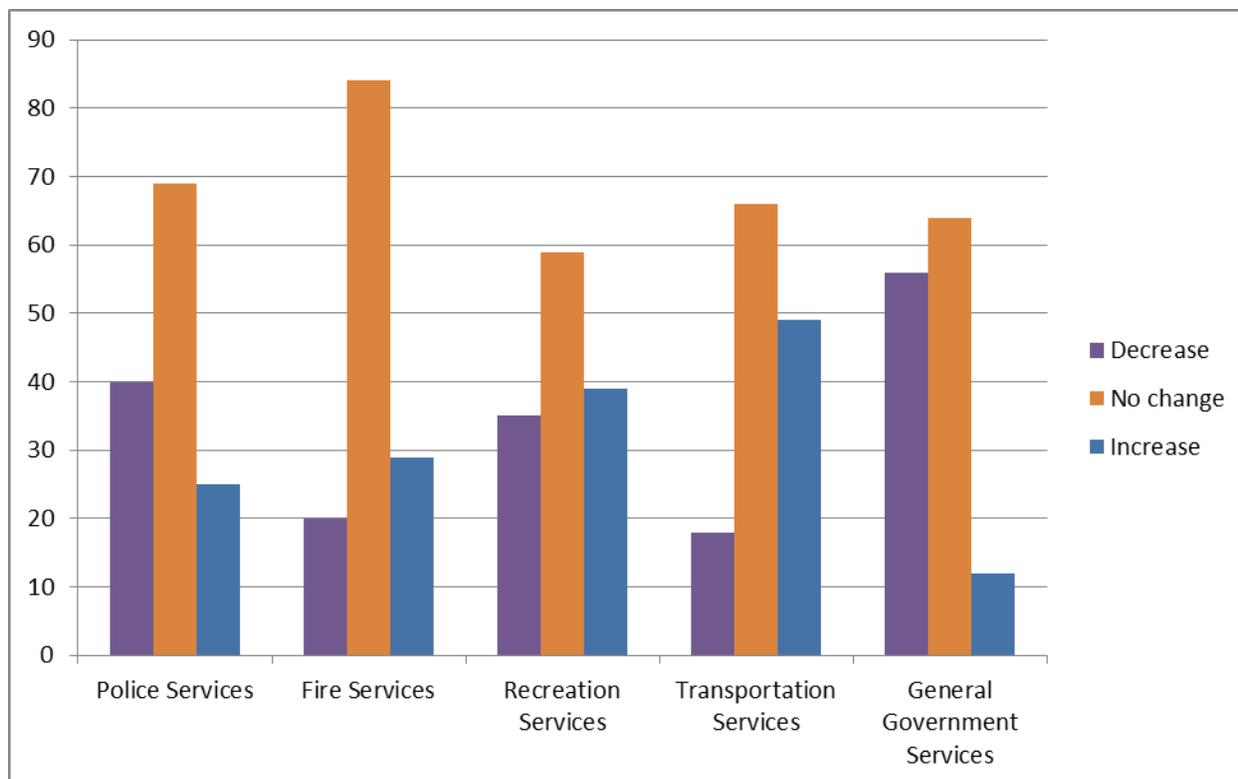
Based on this presentation, citizens provided the following results.

**KEY CONSIDERATIONS:**

The spreadsheet below is an extrapolation of the information provided in the 2016 Citizen Budget survey. It indicates the various service areas that the public was asked to respond to, and reports show how respondents wanted their property taxes adjusted for the following services.

Question							
How would you adjust your property tax funding for the following services?							
	Total	Decrease		No change		Increase	
Service Area	Responses	Number	%	Number	%	Number	%
Police Services	134	40	29.85%	69	51.49%	25	18.66%
Fire Services	133	20	14.93%	84	62.69%	29	21.64%
Recreation Services	133	35	26.12%	59	44.03%	39	29.10%
Transportation Services	133	18	13.43%	66	49.25%	49	36.57%
General Government Services	132	56	41.79%	64	47.76%	12	8.96%

Graphically, this information appears as follows:



When it comes to Property tax increases and increases for Water and Sewer, the majority of the survey respondents are supportive of an increase that is less than 3 percent, with the highest number indicating a willingness to pay for a 1-2 percent increase.

Question									
What percentage increase would you be willing to pay for:									
	Total	0		1 - 2 %		2 -3%		3.0 and Higher	
Service Area	Responses	Number	%	Number	%	Number	%	Number	%
General Programs and Services	124	49	39.52%	38	30.65%	23	18.55%	14	11.29%
Water and Sewer Programs	120	29	23.39%	55	44.35%	18	14.52%	18	14.52%

The next section dealt with the top five issues that should receive the greatest attention from municipal leaders. These five issues were, in order of priority:

1. Maintaining infrastructure – roads, water, sewer, storm drainage – 110 votes
2. Parks, Recreation and Cultural Services – 67 votes
3. Transportation – 65 votes
4. Economic Development and Growth – 64 votes
5. Social Housing Programs – 60 votes

In the area of Customer Satisfaction, 81 responded that the City provided “fairly good value” for the programs and services, 25 felt that service was “fairly poor”, and 13 felt that it was “very good value”. In comparison to 2015 the results are very close to the same as the 2016 survey – that is, 73 people felt that the City provided “fairly good value” for the programs and services it provides; 23 felt that service was “fairly poor”, and 10 felt that it was “very good value”.

Noteworthy demographic information is as follows:

- 114 homeowners and 6 renters responded to the Citizen Budget,
- 119 respondents noted that they were older than 25, and
- 104 respondents have lived in the City for more than 3 years.

None of the Citizen Budget reports query whether respondents live inside or outside of the City. The expectation is that non-residents or non-property owners would not respond as they have no interest in the outcome of the survey results. The questions in the survey only asked if people were homeowners or renters and how long they have lived in Courtenay.

Also attached for review as **Appendix D** are the freeform comments made by Respondents. These comments are broken down in the same manner as the survey itself – Police Services, Fire Services, etc. – and will be useful for staff and Council to review when preparing their 2016 budget submissions.

Based on BC Statistics for the City of Courtenay, 447 visitors represent 1.8% of the population of Courtenay (which is 24,274 as of 2014) and if this is taken in light of the number of respondents, the 133 represents only 0.5% of the population of Courtenay.

In conclusion, the 2016 Citizen Budget is intended to provide City Council with an indication of the public's opinion regarding the various services that the City provides, the desire for various rate adjustments, and respondents' perspective of the quality and level of service for the various services that the City provides. It is meant to be a source of information when developing the 2016 Budget and Five Year Financial Plan.

Respectfully Submitted,



Brian Parschauer, BA, CPA-CMA  
Director of Finance  
*Attachments*

1. *Appendix A – 2014 Citizen Budget Survey results*
2. *Appendix B – 2015 Citizen Budget Survey results*
3. *Appendix C – 2016 Citizen Budget Survey results*
4. *Appendix D – 2016 Citizen Budget Comments (Summary)*
5. *Appendix E - 2016 Courtenay Freeform Comments Report (detailed)*

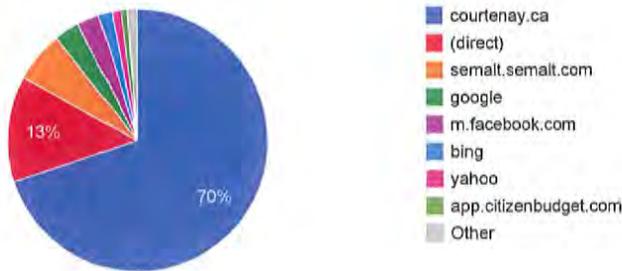
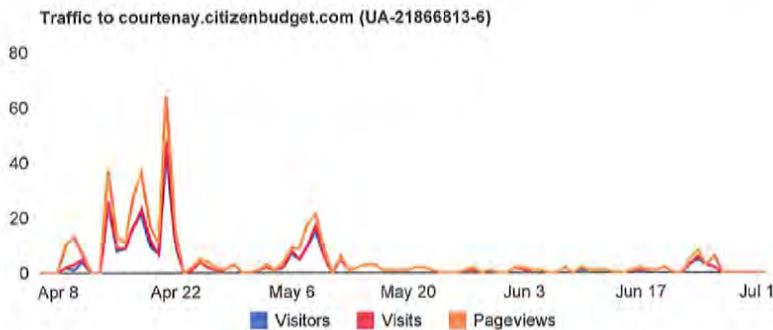
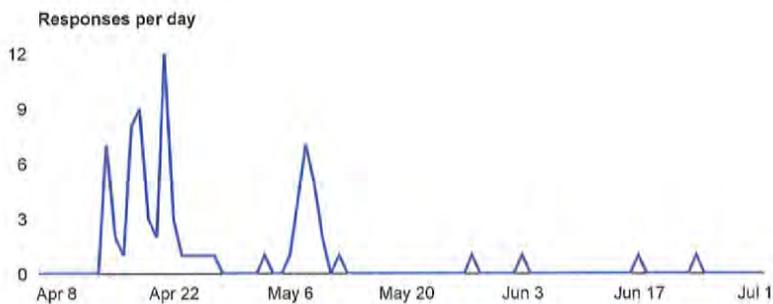
# Citizen Budget

Summary

## Online Budget Consultation Report For the period April 9 to July 02, 2014

Prepared by Open North for: City of Courtenay

276  
 Visitors  
 77  
 Responses  
 27.9% participation  
 10 minutes  
 Median time to complete



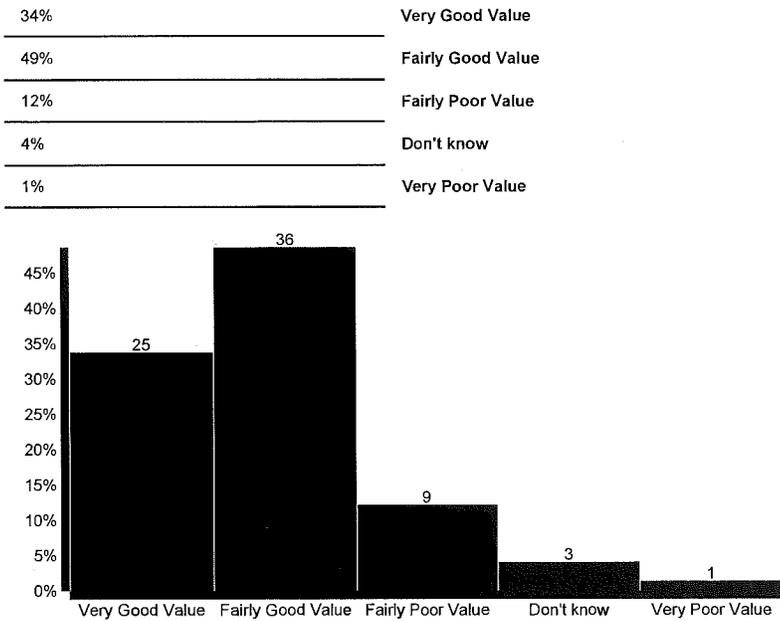
### Trends

#### Responses for each question

Protective Services

1 How would you rate the value you receive for Protective Services?

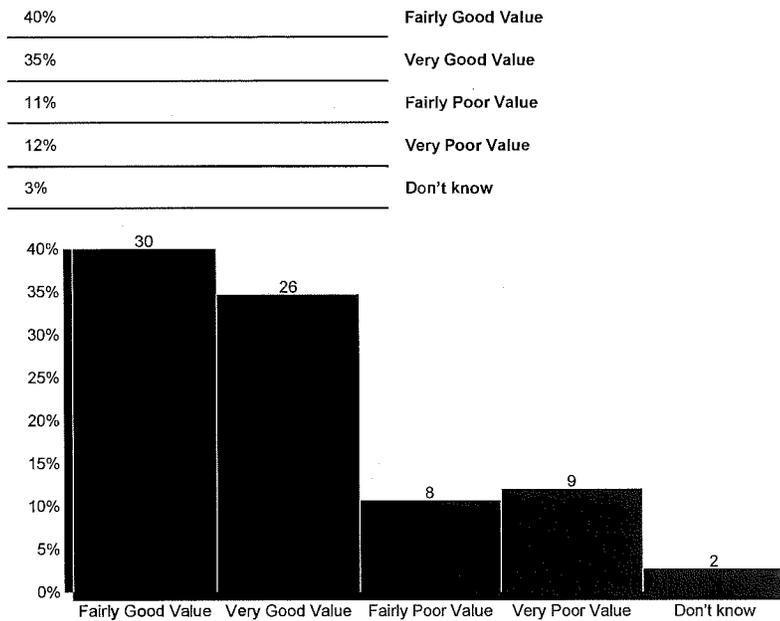
96.1% answered this question.



Recreation, Parks, Culture

2 How would you rate the value you receive for Recreation, Parks and Cultural Services?

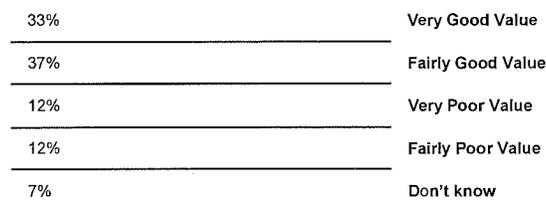
97.4% answered this question.

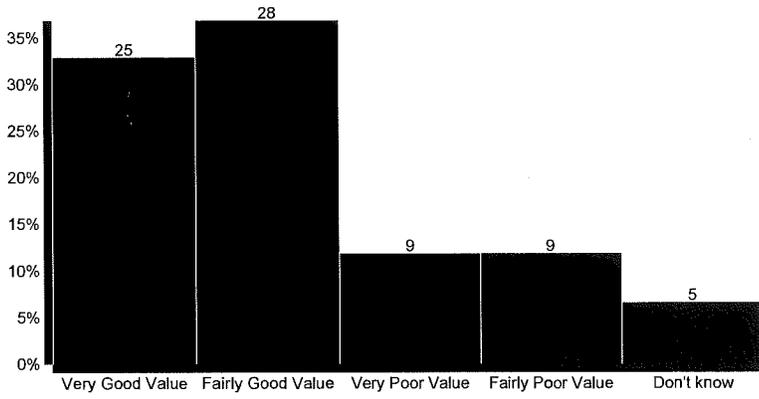


Water and Sewer Services

3 How would you rate the value you receive for Water and Sewer Services?

98.7% answered this question.



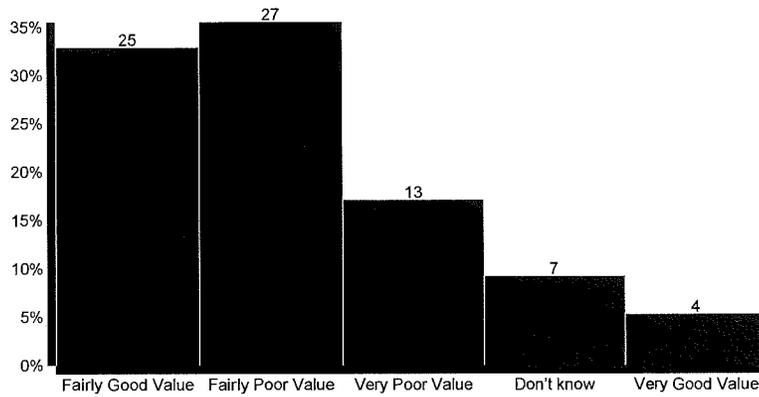


Transportation

4 How would you rate the value you receive for Transportation Services?

98.7% answered this question.

33%	Fairly Good Value
36%	Fairly Poor Value
17%	Very Poor Value
9%	Don't know
5%	Very Good Value

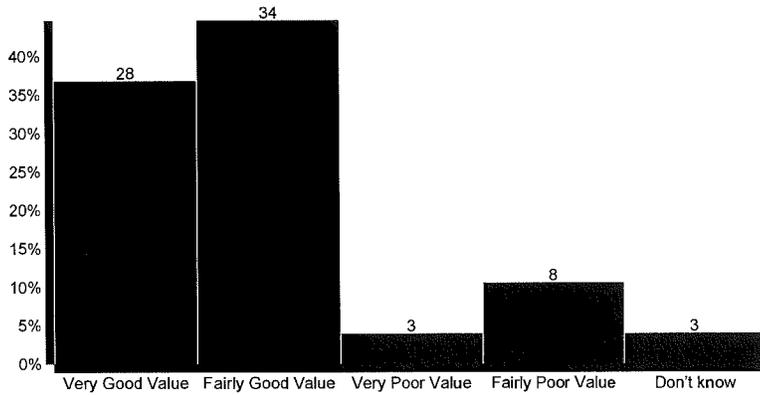


Waste Collection Program

5 How would you rate the value you receive for Waste collection Services?

98.7% answered this question.

37%	Very Good Value
45%	Fairly Good Value
4%	Very Poor Value
11%	Fairly Poor Value
4%	Don't know

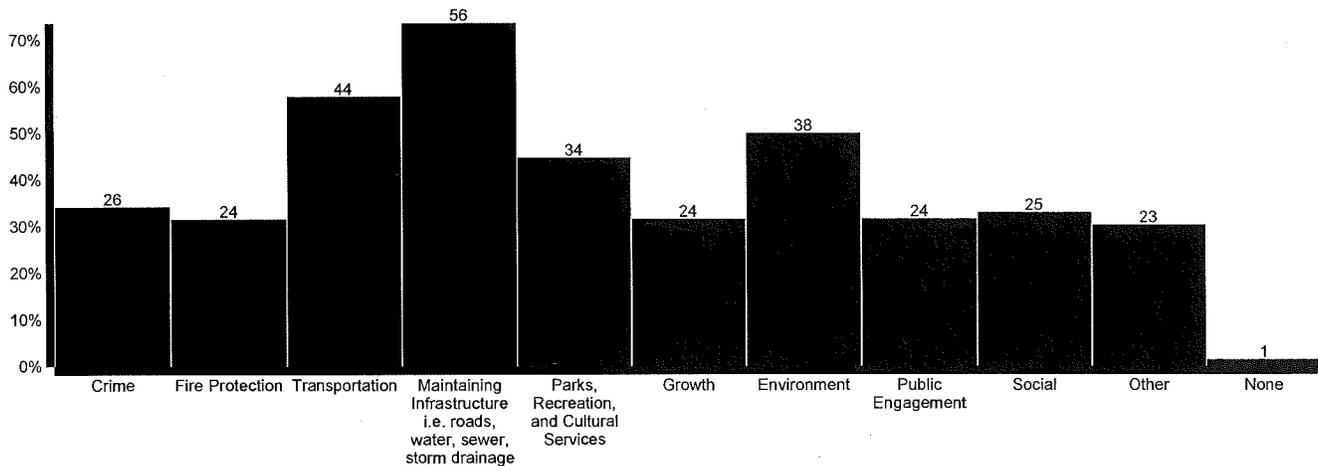


**Important Issues**

6 In your view, as a resident of the City of Courtenay, what are the top 5 issues facing your community that you feel should receive the greatest attention from your local leaders?

98.7% answered this question.

34%	Crime
32%	Fire Protection
58%	Transportation
74%	Maintaining Infrastructure i.e. roads, water, sewer, storm drainage
45%	Parks, Recreation, and Cultural Services
32%	Growth
50%	Environment
32%	Public Engagement
33%	Social
30%	Other
1%	None

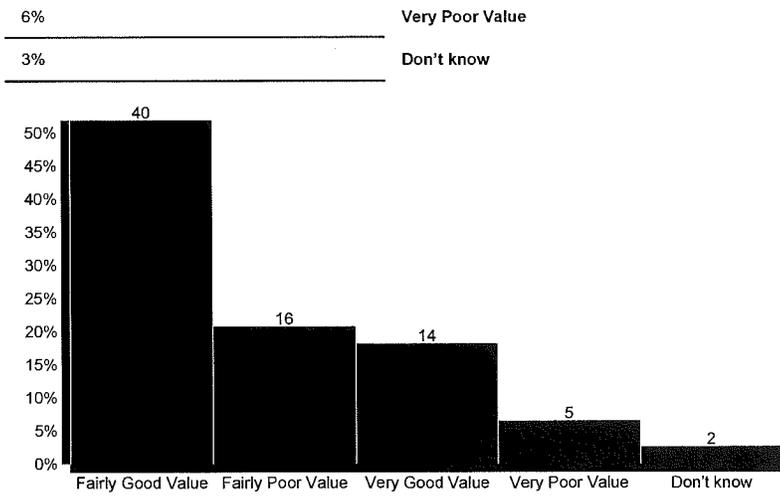


**Property Taxes and User Fees**

7 Thinking about all the programs and services you receive from the City of Courtenay, how would you rate the overall value you receive for your tax dollars?

100% answered this question.

52%	Fairly Good Value
21%	Fairly Poor Value
18%	Very Good Value



City of Courtenay  
 Citizen Budget - 2015 Online Consultation Report Findings  
 Analysis of Responses

QUESTION: How would you adjust your property tax funding for the following services?

Service Area	Decrease	No Change	Increase	Total Responses
Police Services	Number of Responses 21	47	37	105
	Percent of Respondents 20%	45%	35%	100%

Fire Services	Number of Responses 17	53	22	92
	Percent of Respondents 18%	58%	24%	100%

Recreation Services	Number of Responses 35	31	30	96
	Percent of Respondents 36%	32%	31%	100%

Transportation Services	Number of Responses 19	44	37	100
	Percent of Respondents 19%	44%	37%	100%

General Government Services	Number of Responses 41	50	11	102
	Percent of Respondents 40%	49%	11%	100%

QUESTION: What percentage increase in property taxation would you be willing to pay in 2015?

2015 Tax increase Range	Number of Picks	Percent of Respondents
0%	29	27%
1%-2%	46	43%
2%-3%	15	14%
3%-4%	8	8%
4%-5%	8	8%
Total Responses	106	100%

**City of Courtenay**  
**Citizen Budget - 2015 Online Consultation Report Findings**  
**Analysis of Responses**

49

**QUESTION: What are the top five issues facing Courtenay?**

Issue (from a list provided)	Number of Picks	Percent
Infrastructure Maintenance	92	21%
Parks, Recreation, Culture	59	14%
Growth	50	12%
Environment	46	11%
Crime	42	10%
Transportation	39	9%
Fire Protection	38	9%
Social	37	9%
Public Engagement	25	6%
<b>Total</b>	<b>428</b>	<b>100%</b>

**QUESTION: What is your overall satisfaction rating of value received from property tax dollars?**

Value Rating	Number of Picks	Percent
Very Good	10	9%
Fairly Good	73	67%
Fairly Poor	18	17%
Very Poor	5	5%
Don't Know	3	3%
<b>Total Responses</b>	<b>109</b>	<b>100%</b>

## City of Courtenay

## Citizen Budget - Freeform Comments

## Online Budget Consultation Report for the Period February 3, 2015 to March 11, 2015

	Other items considered to be important
Amalgamation / Efficiencies	Valley wide amalgamation, Reduction of Municipal spending Stimulate economic growth Create good well paying jobs Eliminate new proposed Fire Training Center Contract out non essential services Eliminate 700K from 2015 budget for new vehicles Hire efficiency Expert to review each department and report back to Mayor and Council on opportunities to reduce City administration costs
Amalgamation / Efficiencies	I think we have too much duplication within our area. Comox, Courtenay & Cumberland. Three Mayors, Councilman, Offices. I realize my comments are not what you want to hear. I wish people would use the word 'taxpayer' in place of the word 'government'. Folks seem to think government is something other than the taxpayer. I hear government bodies wanting the Municipal taxpayer to contribute, Provincial taxpayer to contribute, Federal taxpayer to contribute to pay for items and then they want the people to contribute to these costs. Don't people understand that it's all TAXPAYER Me. We continue to get further into debt, How about reducing the debt. But then mayors and councilmen wouldn't get voted in next election. So sad we are getting what we want for today only to leave a mess for the next mayor/council to deal with. No one wants to be the bad guy. But it's like that everywhere isn't it. You have a tough job left behind from the last ones, ... and so it goes on. I appreciate this opportunity to voice my opinion. We'll continue to pay until we can't anymore. Good luck
Cost Efficiencies	Fiscal responsibility, finding ways and means to provide the necessary services to the community in an ever efficient and more cost effective manner.
Downtown Revitalization	Revitalization of downtown to attract more tourist traffic with better signage directing traffic from highway, airport and ferry
Employment	Employment opportunities
Employment	I feel strongly that the Valley needs to work much harder to provide meaningful jobs for the youth of our Community. Many of our youth need to leave to find work. Real Work. It seems that there is very little effort being made by the municipal governments to attract something more than service jobs or self-employed contract work. Real Companies (not hollow press releases) need to move here. Development/growth seems to need to become much faster and more deliberate. We are so very lucky to have a few stable employers such as the Military base, but I fear we have become lazy by relying on this stable employment. This community should be taking much greater advantage of this stability. Without growth and jobs for our Youth, this community will never prosper.
Housing	Homelessness. Real economic development.
Housing	build a homeless shelter already!
Housing	homelessness!
Housing	Affordable housing that allows pets & homelessness
Housing	Homelessness
Housing	Homeless and subsidized housing
Housing	Supportive housing for the homeless.

City of Courtenay  
Citizen Budget - Freeform Comments

Online Budget Consultation Report for the Period February 3, 2015 to March 11, 2015

	Other items considered to be important
Housing	- provide homes for homeless - encourage affordable rentals, including for people who have small pets
Housing	affordable housing, increased density downtown to help revitalize shopping area
Housing	affordable housing and homelessness
Housing	***Affordable housing...is not \$900-\$1200 apartments, need some solutions
Infrastructure	more money needs to spent on aging infrastructure, sewer, water, storm, city hall needs to be able to process development application in less than a year , other municipalities larger than Courtenay do it in max 5-8 months.
Infrastructure - 5th Street Bridge	Paint the 5th street bridge before it rusts away.
Maple Pool	settle Maple Pool issue, settle homeless issue: build supportive housing, not emergency housing - hand up, not a hand out
Maple Pool	deal with maple pool. stop spending tax dollars on legal fees.
Maple Pool	drop the maple pool law suit, it's punitive and expensive.
Maple Pool	Drop the court case against Maple pool and start brainstorming ways you can help the Lin's fix the issue. They are doing a fantastic job helping keep people off our streets and giving people back some dignity.
Maple Pool	Stop spending money on Maple pool lawsuit, curb council related expenditures.
Maple Pool	Resolve the Maple Pool dispute. I'm in favour of allowing it to remain as is with some provision for raising the back end of the site.
Maple Pool	Dropping the law suit against the Linn's and saving Maple Pool for its current residents.
Maple Pool	Quit using tax dollars to fund legal case against Maple Pool, except for a waiver releasing the city of responsibility for those living there signed by tenants, if people are against it let them pool their money together and use that instead of mine.
Maple Pool	I think we have a nice balance but stop wasting money on the Maples Pool situatuion. Can you imagine if you gave that money to the residents and not the lawyers?
Medical	***Hospital/medical wait times and resources. Why do people say finally we got a good doctor while in Victoria hospital?
Pedestrian Bridge	Walking bridge

## City of Courtenay

## Citizen Budget - Freeform Comments

## Online Budget Consultation Report for the Period February 3, 2015 to March 11, 2015

	Other items considered to be important
Seniors	I think that you should allow the senior age at recreation centres to be 55 years and older. It would be viewed as preventative medicine.
Service Costs	If you want my input on tax adjustments then tell me if these areas are underfunded, & if so, how additional funding would be spent. I'm not going to arbitrarily provide more tax money if funding is currently adequate.
Service Costs	I'll happily participate in surveys to adjust taxation but if this is your way of proposing a tax increase, you skipped over the justification for it.
Service Costs	Reducing the overall overhead cost of city operations in general. People, equipment, etc.. The city's never end pit of costs is out of control. This is on the backs of every non city resident and the business's who are paying way more then there share. The effect is evident in the ever increasing vacancies and the loss of development activities by business who are simply fed up with the who cares attitude for the city of courtenay
Social Assistance	helping the poor
Social Assistance	*** Food/resources for low income children
Taxes	I'm also in favour of reducing small business tax somehow. I did not adjust the above expenditures because I haven't got a clue how much each group needs and justification for any changes.
Transit	I think that the Comox Valley should go to smaller buses. As a person with a Class 2 Driver's License, I see too many empty buses driving around town, while hearing a need for more service.
Transportation	Appropriate road systems and bridges built BEFORE traffic becomes a problem.
Water	A new state of the art water treatment facility.
Water	A new state of the art water treatment facility.
Water	Working with CVRD to implement a water filtration system.

# Citizen Budget

## Summary

### Online Budget Consultation Report For the period February 3 to March 11, 2015

Prepared by Open North for: City of Courtenay

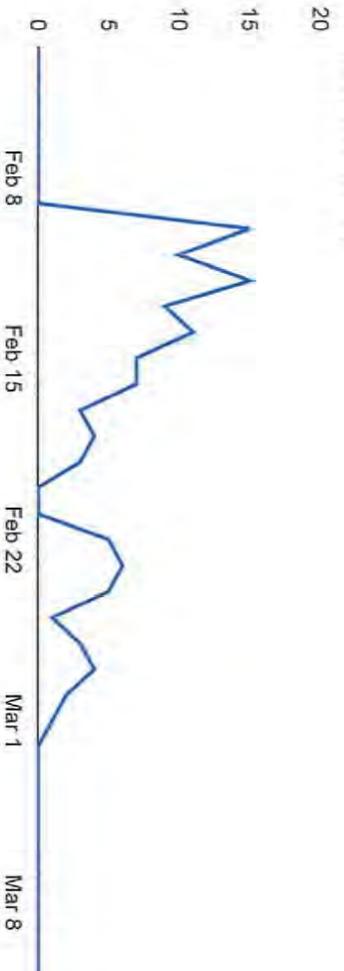
111

Responses

6 minutes

Median time to complete

Responses per day

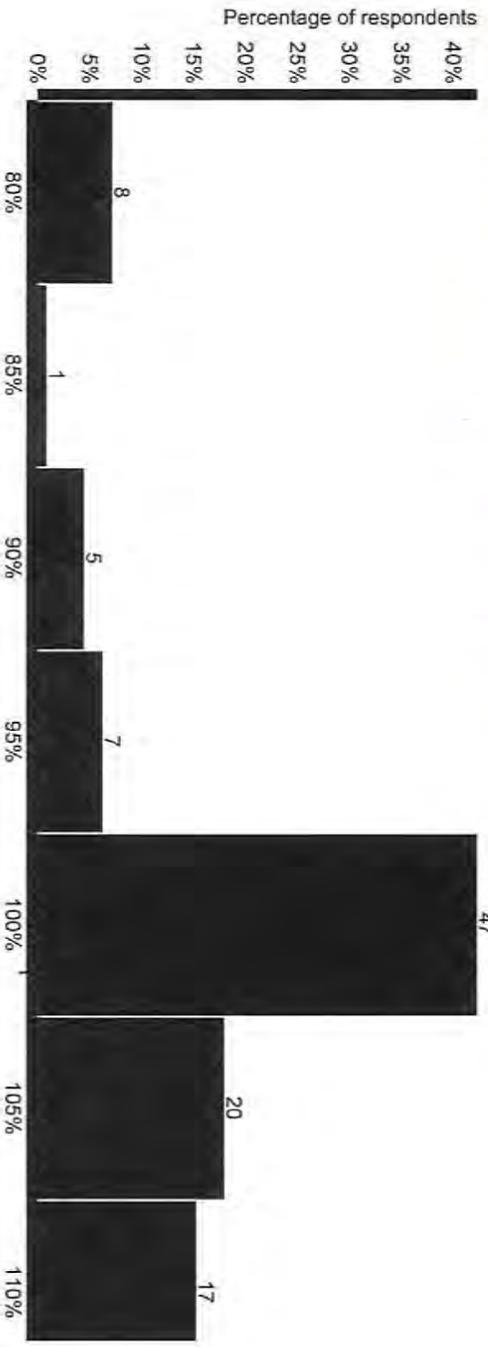


## Trends

### Responses for each question

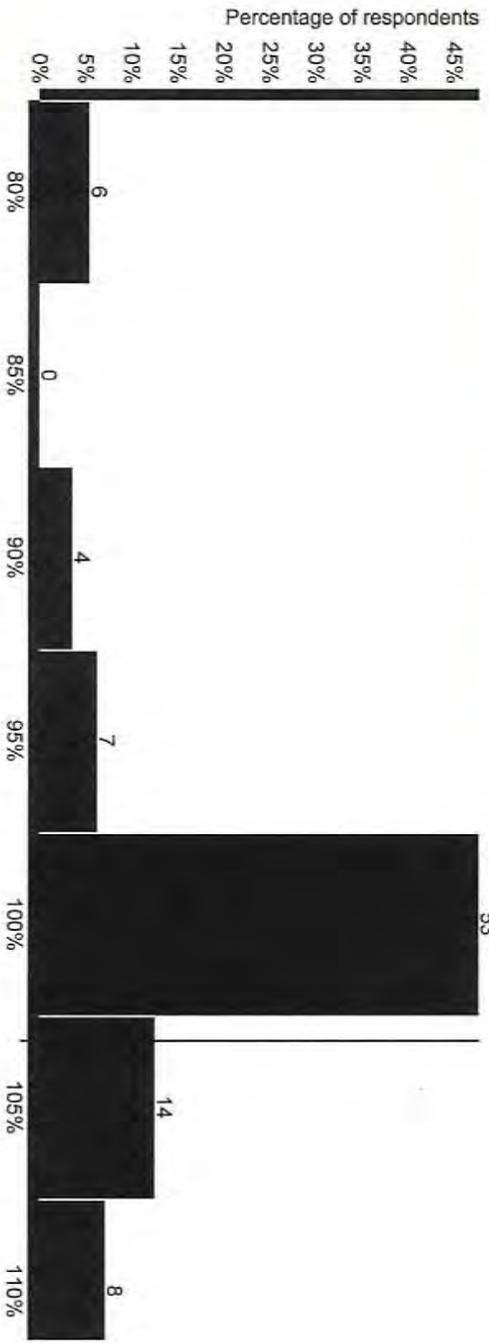
#### Police Services

1 How would you adjust your property tax funding for Police Services?



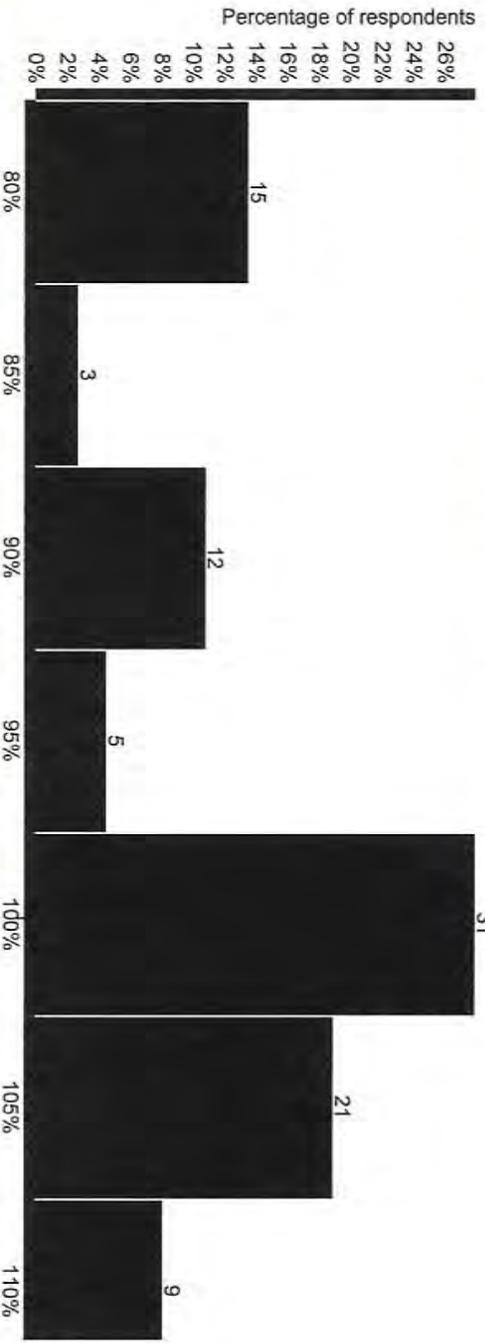
**Fire Services**

2 How would you adjust your property tax funding for Fire Services?



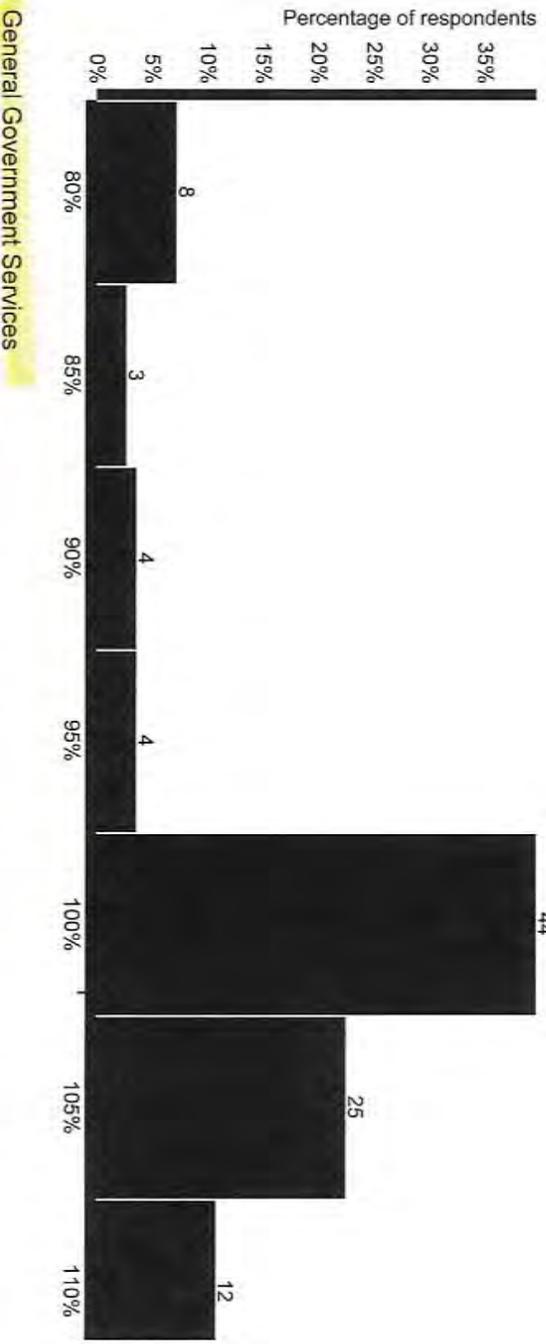
**Recreation Services**

3 How would you adjust your property tax funding for Recreation, Parks, Culture Services?

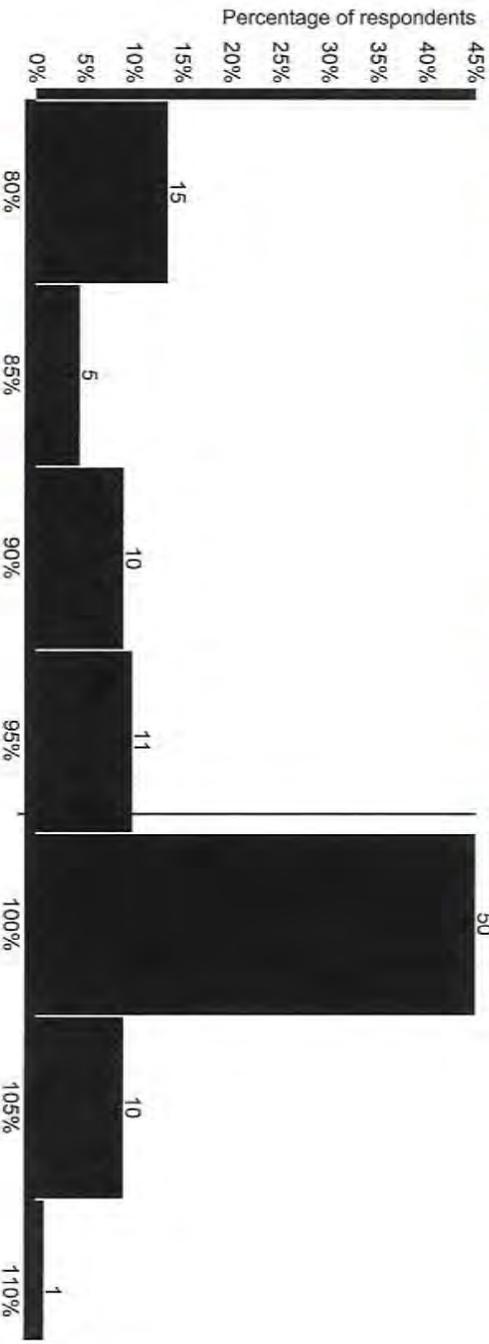


**Transportation Services**

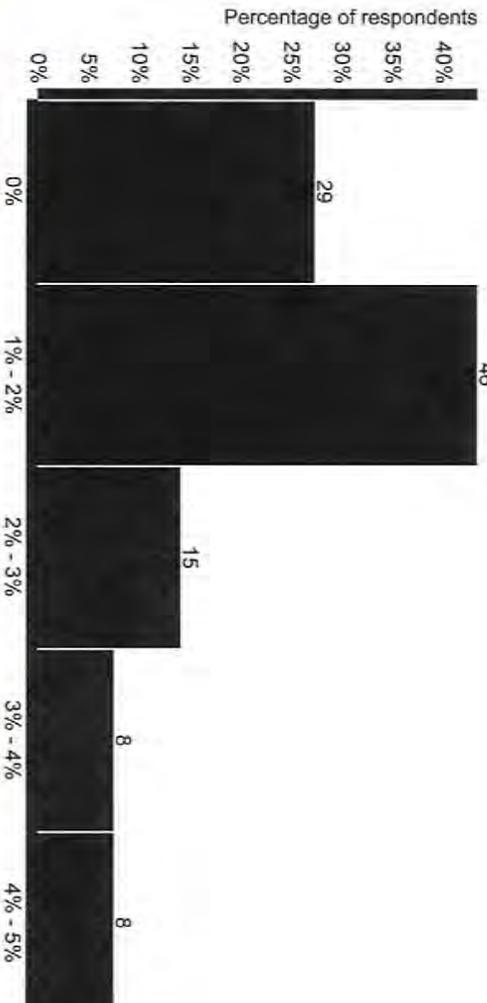
4 How would you adjust your property tax funding for Transportation Services?



5 How would you adjust your property tax funding for General Government Services?

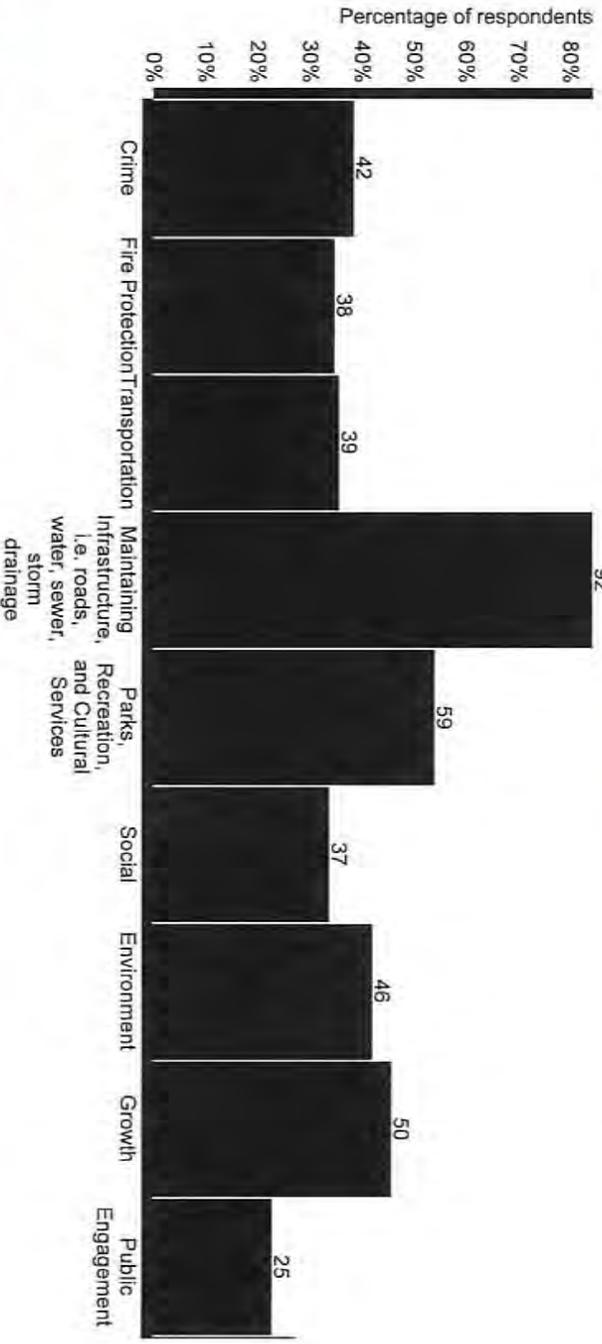


6 Thinking about all the programs and services you receive from the City of Courtenay that are funded by general municipal property taxes, what percentage increase would you be willing to pay in 2015?



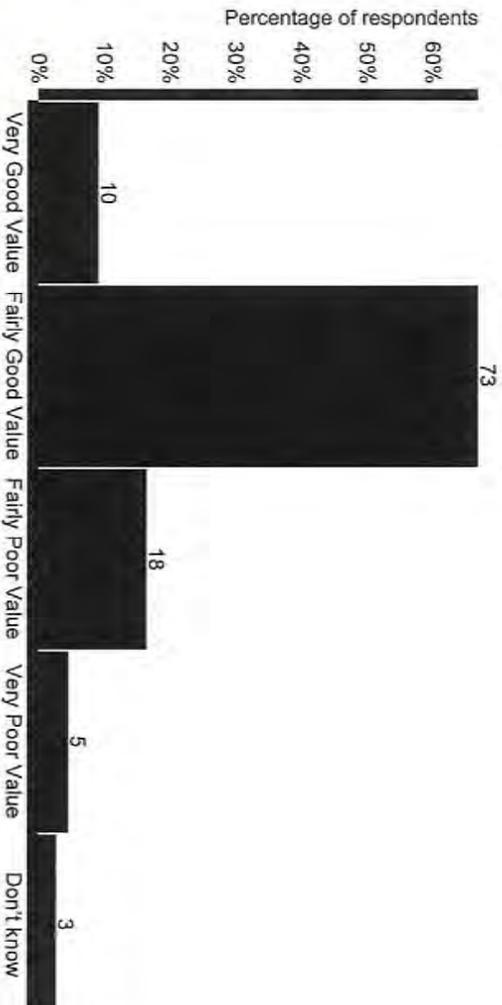
**Important Issues**

7 In your view, as a resident of the City of Courtenay, what are the top 5 issues facing your community that you feel should receive the greatest attention from your local leaders?



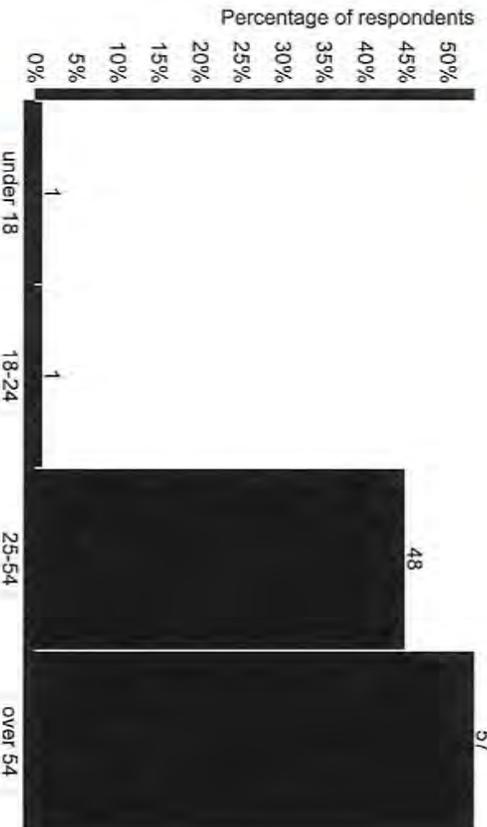
**Overall Customer Satisfaction**

8 Thinking about all the programs and services you receive from the City of Courtenay, would you say that overall you get good value or poor value for your tax dollars?

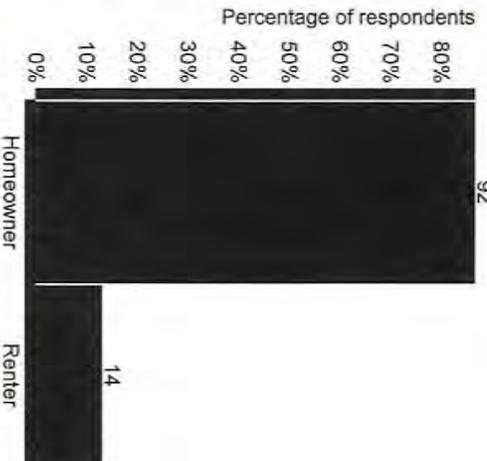


Other data collection:

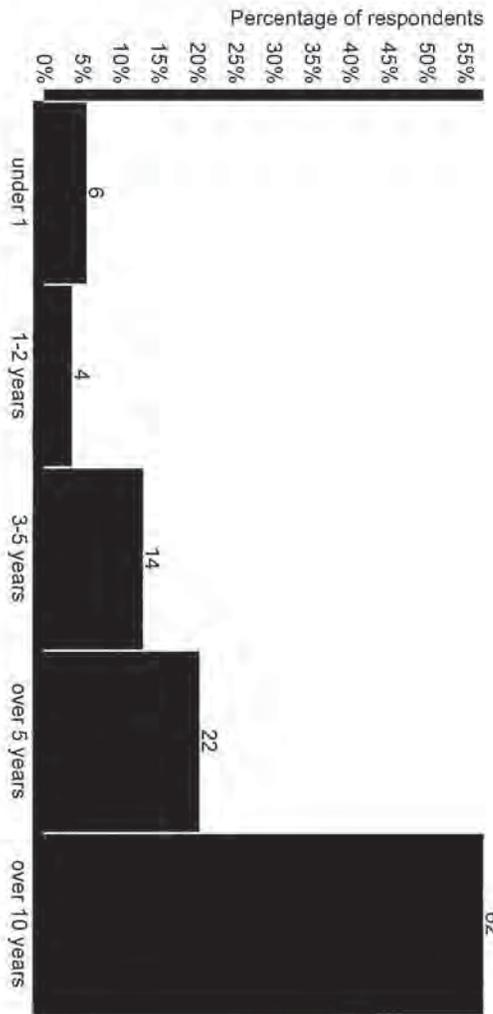
9 Age



10 Housing



11 How long have you lived in the City?



**YOUR CITIZEN BUDGET RESULTS**

**City of Courtenay**



# Online Budget Consultation Report

For the period November 25 to January 11, 2016

Prepared by Open North for: City of Courtenay

**447**

Visitors

**133**

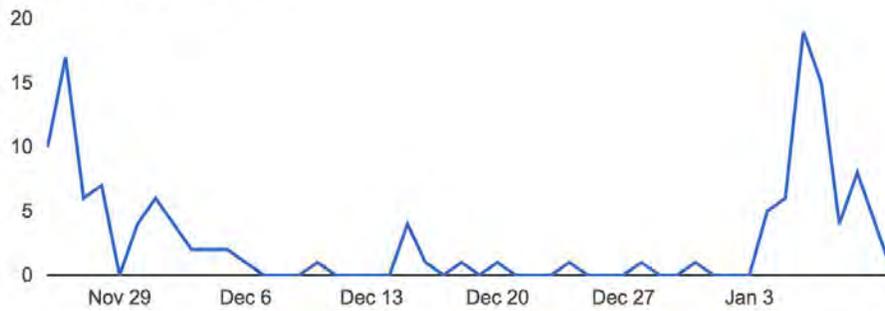
Responses

29.8% participation

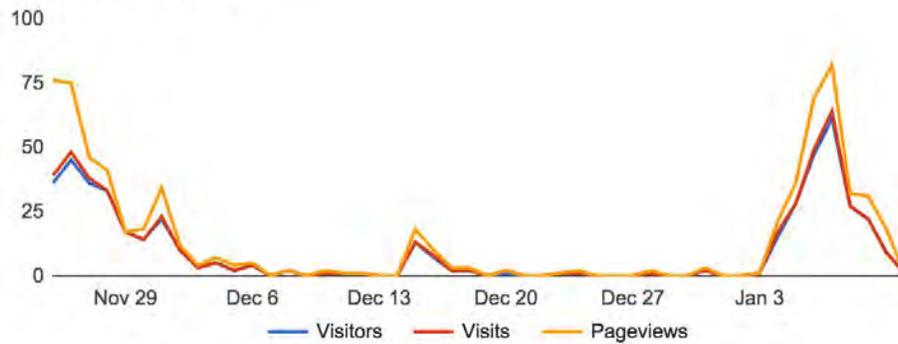
**10 minutes**

Median time to complete

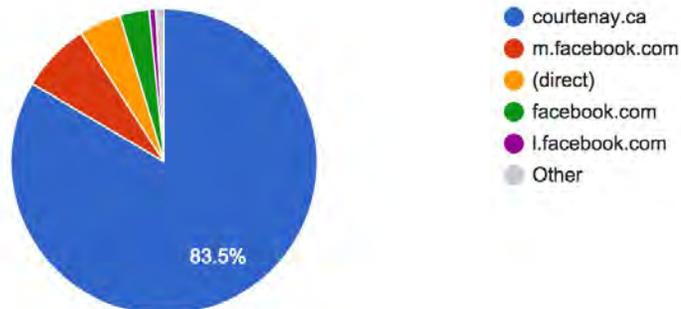
Responses per day



Web visits per day

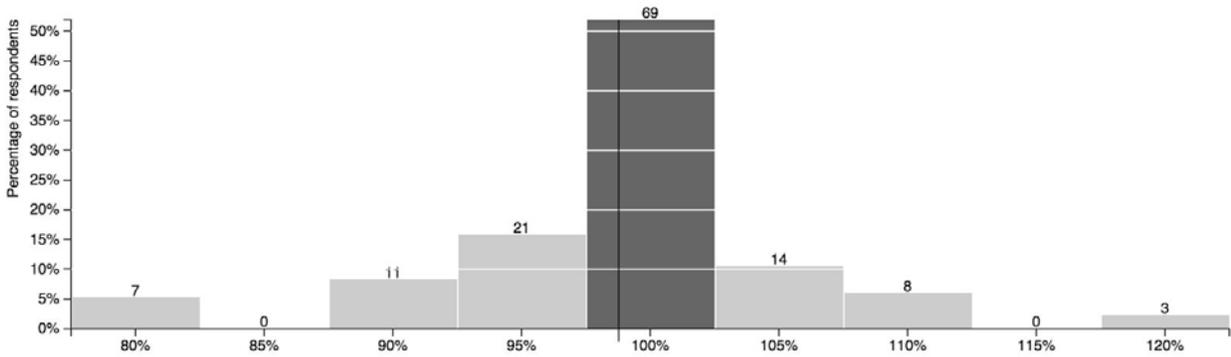


Web traffic sources



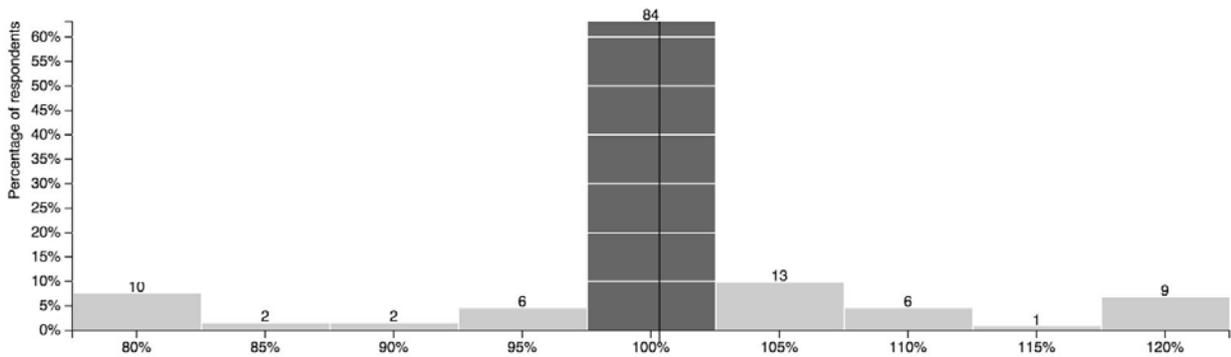
## Police Services

1 Based on your current satisfaction level for Police Services, how would you adjust your property tax funding for this particular service area?



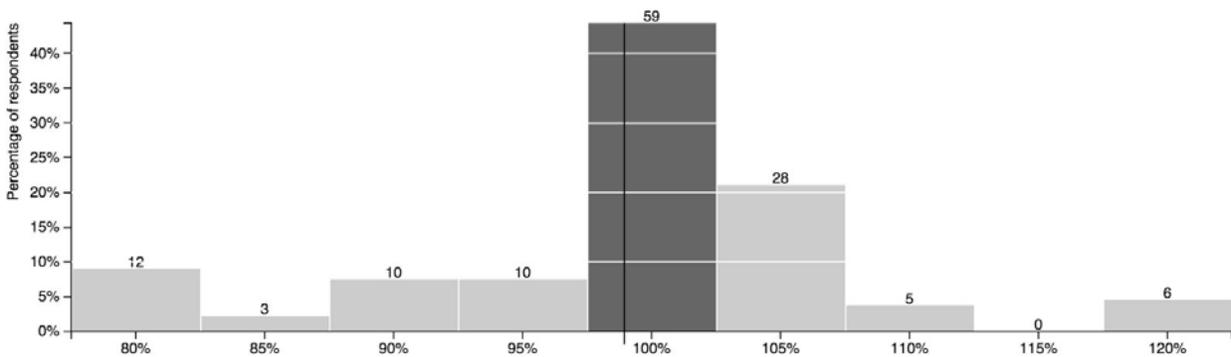
## Fire Services

2 Based on your current satisfaction level for Fire Services, how would you adjust your property tax funding for this particular service area?



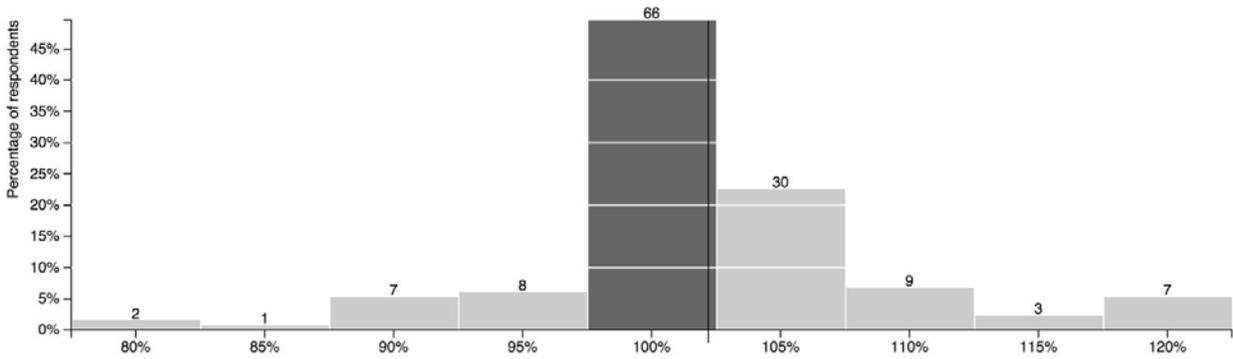
## Recreation Services

3 Based on your current satisfaction level for Recreation, Parks and Culture Services, how would you adjust your property tax funding for this particular service area?



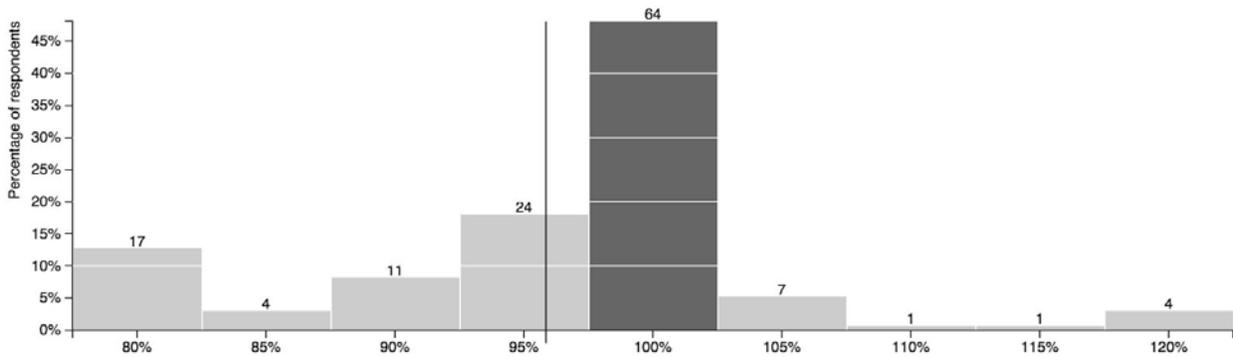
## Transportation Services

4 Based on your current satisfaction level for Transportation Services, how would you adjust your property tax funding for this particular service area?



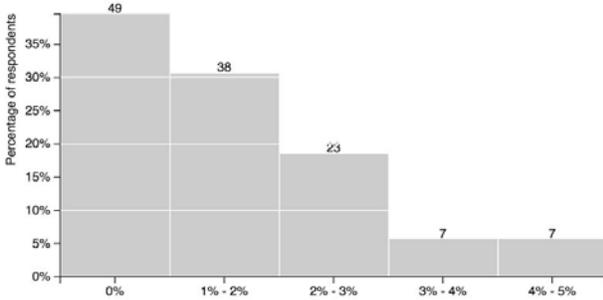
## General Government

5 Based on your current satisfaction level for General Government Services, how would you adjust your property tax funding for this particular service area?



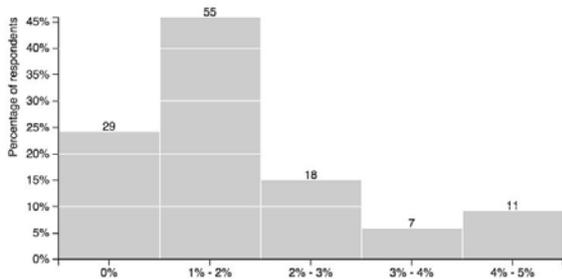
## General Municipal Property Taxes

6 Thinking about all the programs and services you receive from the City of Courtenay that are funded by general municipal property taxes, what percentage increase would you be willing to pay in 2016?



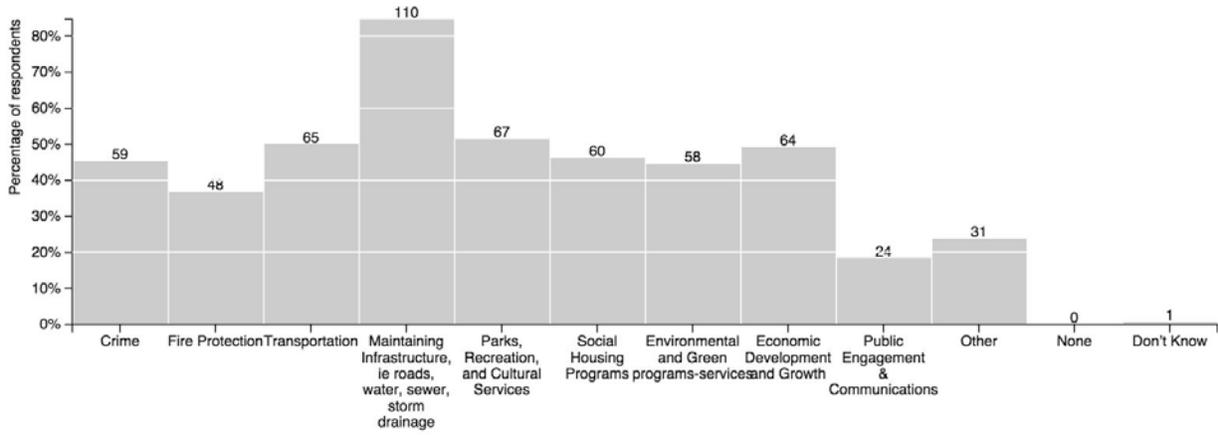
## Water and Sewer Infrastructure

7 With Asset Management and Sustainable Services in mind, what additional percentage of funding for water and sewer infrastructure management would you be willing to contribute toward the City of Courtenay's water and sewer network?



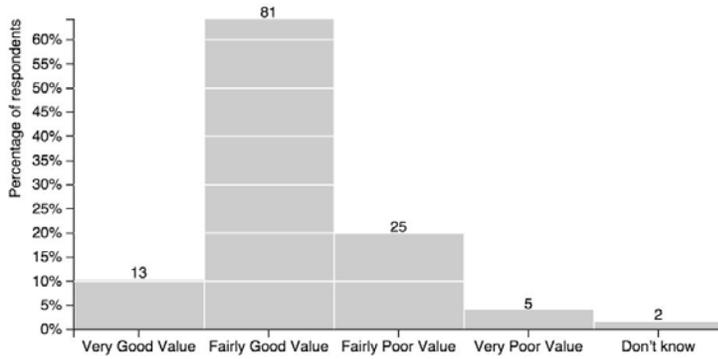
### Important Issues

8 As a resident of the City of Courtenay, from your perspective, what are the top five (5) issues that should receive the greatest attention from your local municipal leaders?



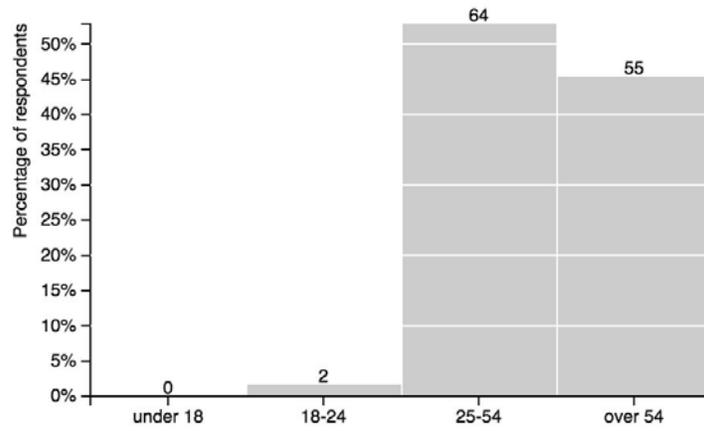
### Overall Customer Satisfaction

9 Thinking globally about all the programs and services you receive from the City of Courtenay, would you say that you get good value or poor value for your tax dollars?

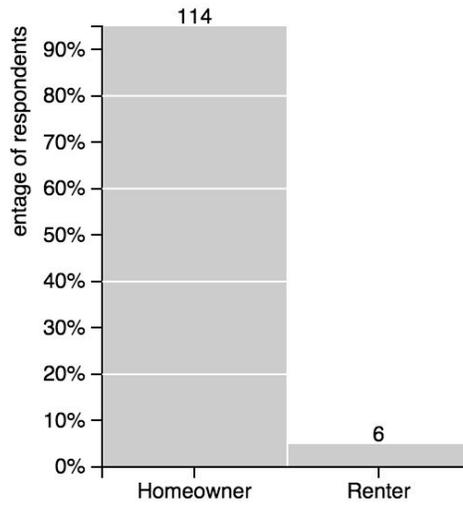


## Tell us about yourself

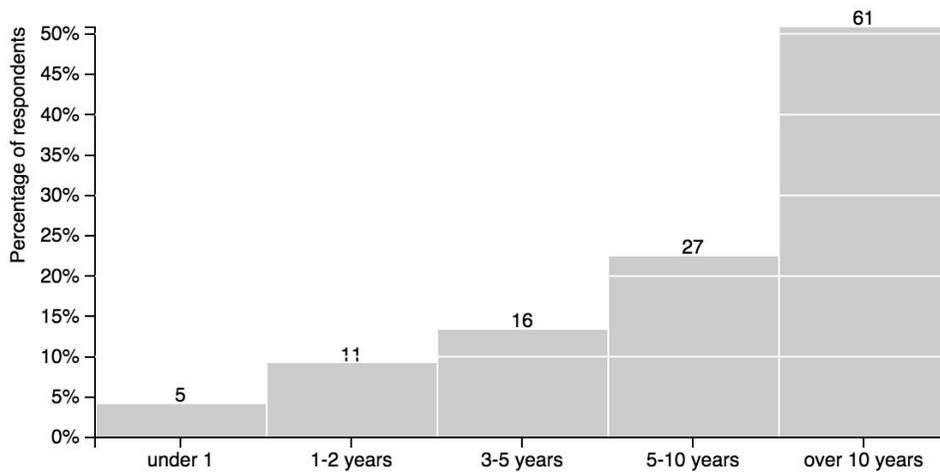
### 10 Age



### 11 Housing



### 12 How long have you lived in the City?



## Appendix D - 2016 Citizen Budget Comments – Summarized Version

### **Police**

- Make others pay – RD, neighboring communities
- Generally Good – people are satisfied with service
- Willing to pay more to keep them since police seem to be underfunded
- Police services are important – integral part of the community
- What is the difference between a local police detachment versus the RCMP
- Need to have better cost sharing among benefitting jurisdictions – Courtenay shouldn't have to cover the largest portion.

### **Fire**

- Large halls aren't required – City does not need a second fire hall
- Amalgamate services and share service equipment with Comox and Air Base
- Freeze spending in this area; share services whenever more resources are required
- Didn't need the fire training centre – work regionally
- Service appears good – leave as is
- Good to have current volunteer service – rival and are just as good as full-time fire services

### **Recreation, Parks and Culture Services**

- Current spending levels in this area are fine. Culture and Recreation services in this community are generally excellent but more evening and weekend programming for people 50+ are needed
- Increase public green spaces, with more trails with walking and biking paths throughout the community
- Parks should be managed in a higher environmental manner.
- Upgrade some of the older facilities – LINC, Filberg Centre

### **Transportation Services**

- Asset management here is key
- Changing transportation to multi-modal is important
- Need to spend more on researching, implementing and promoting other modes of transportation – cycling infrastructure, better transit service, walking trails – greater ability to choose other options than a car for road trips.
- Proper maintenance of Courtenay's infrastructure is important to preserve them and in order to save future tax dollars
- Would support spending increases in this area if funding is used to improve transit and other options other than cars

### **General Government Services**

- Reduce management and administration costs
- Municipalities within the Comox Valley should amalgamate
- Government is too expensive – need to do more with less

## Appendix D - 2016 Citizen Budget Comments – Summarized Version

- More resources required for building, planning, environmental and social planning
- Thank you for your hard work
- Need to improve and provide better electronic modes for people to access property, zoning, trails, parks and other information.
- More long-range planning and land use planning should be undertaken

### **Water and Sewer Infrastructure**

- Water and sewer should be top priorities for Courtenay – keep working at repairing and fixing it
- City should be looking at implementation of water meters in order to promote conservation
- Need to be looking at installing greener infrastructure and at densifying areas with existing infrastructure to control costs.
- Manage the current level of tax dollars more efficiently
- Move to the regional district looking after and managing all water and sewer infrastructure
- Promote greater education regarding how to manage and use less water
- Provincial and Federal Governments need to take responsibility for providing solutions to infrastructure sustainability and asset management
- Need to alleviate and reduce boil water advisories.

**YOUR CITIZEN BUDGET COMMENTS**

**City of Courtenay**



## Police Services

A necessary service. They could raise a lot more money and save lives by enforcing traffic rules in crash areas.

Community policing offices required throughout the valley. New facility long overdue. School liaison position needed. What is Cumberland's contribution?

Comparing Police services to the Fire Department; it would seem that there are roughly the same number of employees (60) and the fire department gets by with only \$69 dollars on my tax bill - I think the Cops should be able to get by with "Less"

Crime is down...police costs are up. Go figure.

currently overserved considering our crime rates and demographics.

Get out and walk or bike more save on cost of vehicles

good

Good!

House the homeless. Collect more revenue from traffic fines and get more impaired drivers off the roads.

I believe the government pushes police to fine or incarcerate people for victimless crimes. The whole system needs to be revamped.

I don't believe that the cops in this town do a very good job, ex: riding a bike around the town letting everyone drink in public is not right. When another cop comes along he tells the drunks to dump it out and leaves so they can reach into their back packs and drink and laugh at the cops. When I needed a cop he told me that he had better things to do. What is the public to think when things don't change and the cops still get paid.

I haven't had any interactions with the police service but feel it's an integral part of society and chronically underfunded. I'd be happy to reallocate 5% of the budget to that department to ensure continued strength and anticipated growth.

I would leave tax funding as it is.

I'd like to know the cost difference between the RCMP and a local police force. The RCMP are not members of our community and seem to answer to other authorities than the city. The reputation of the force has been severely impacted by its sexism, racism and, lately, the increase of shooting deaths.

I'm comfortable with this level of service.

It appears as if Courtenay represents about 37% of the population in CVRD yet is covering costs for half of the RCMP members. This doesn't seem balanced.

Make the Regional District responsible for a portion of the costs

More money spent on crime prevention, ie car/home theft, neighbourhood paroles, reducing drug usage in public areas & less spent on traffic enforcement.

Our share should be lower if adjoining areas paid their per capita share

Perhaps I am too fortunate, but I don't perceive crime as a strong issue here.

Police services will need to be increased yearly as the population increases

reduction in police services as crime rates are going down. Other priorities like addressing homelessness need more resources. Shift some money from policing to address other social issues that are linked to the root causes of crime.

Shouldn't Comox be an equal partner in the policing? Why should they fund less? Unless they don't have equal problems?

Thank you Courtenay police, you are doing a great job as far as I can tell.

The members of the force are fine people and I am glad we have them in town.

This survey is ridiculous. How can I make decisions on important items like this based on "current satisfaction level"? Shouldn't I be answering them based on perceived need? Everyone's great and doing a fantastic job, but schools need more funding to be successful.

WATER!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! ITS THE 20 FIRST CENTURY, And we cant even have clean water

We currently pay a disproportionate amount of the policing budget, especially for our low-crime area. In addition, Comox and Cumberland are not paying their share. This glaring inequity needs to be corrected by our Mayor and Council.

we do need more police in the valley

We had an attempted break- in to our home last summer so police services are very important to us.

We need more police services. One officer on a speed/electronic device patrol would pay his own wages daily by working the parkway, 17th st bridge or Ryan hill

## Fire Services

large halls are no longer needed. Each officer doesn't need their own vehicle. Taxpayers should not be on the "hook" for the upkeep & storage of vintage vehicles. Adequate number of FT staff, leave departments as volunteer staffed

WATER!!!!!!!!!!!!!!!!!!!!!! And we cant even have clean water. ALL YEAR ROUND> hello BC. its the 20th century. i have a tesla that does 500km without any Natural fuel to PROCESS. everything once it reaches the final production it needs NO activation of Fuel, but wind POWER!. Nature INVITED Humanity, with one condition. Please do not ruin this blank white page with blood. the earth is preapiose is not only a mark but a Tombstone said hello "invite only (nice sweat peps) " we brought the shitttests coal burring assholes that

\i think we are doing fine with the fire survices

again, comfortable

Amalgamate fire services in the Comox valley. Do not spend money on a new fire hall near the new hospital. Comox fire hall is closer to my house, use them.

As is.

Build an East side fire hall

Co-ordinate and share services equipment with Comox and the Air base

Fire protection service is wonderful

Freeze at current levels. Good to have volunteer system, but empire building eg through luxury fire training center unwarranted - time for joint service across CV.

I did not think that we needed to blow a significant capital investment in a "Second Fire Services Training Facility"; when we already have a well respected "Fire Services Training Facility"; established in Comox !!!

Just like the "Quadrupled, Redundant, Local Municipal & Regional District services that contribute to higher household taxes "this line of thinking needs to go the way of the Dinosaur" before you "Bankrupt us All"

I don't support the training centre and do not want another fire hall - start working regionally!!!!

It is good that they do more than put out house/building fires. How many buildings burn down in a year????

Most fires end up with homes totally destroyed anyway ,so unless there if danger to life let

them burn and save cost of major response with no buildings saved in the end

needs absolutely nothing new for service levels now enjoyed

No second fire hall

Rather than trash the 1984 Union Bay fire truck that would not start because it was seldom used, like most most Comox Valley fire trucks, fortunately, sell it to Mount Washington. for one dollar, For far less than another CVRD study, the truck could be upgraded and volunteers trained. in the many training centers in the Comox Valley. City of Courtenay do not trash a cost effective solution for Mount Washington.

Require more full time members to ensure proper response times for evenings and weekends. Require second hall for proper east side fire protection.

service appears good but have to wonder why there is so much emergency siren noise in this town compared to others

service is good leave as is.

The Fire Department as a paid on call department saves the City of Courtenay thousands each year being a volunteer. They rival some full career halls for response time. 80 bucks a year from my taxes is a small percentage to pay for a excellent service being provided

The fire service is adequate right now and there are three other fire departments in the area to draw "emergency services" if there is a major fire, as has happened in the past. No need to "spend more"

We need a coordinated Comox Valley approach to fire protection. Let's end 4 alarm response to minor car accidents .This is a very valued service but over done here. It's sad that we waste money here, when people are homeless and depend on the food bank..

We need to be proactive about climate change in this community, which will include preparing for increasingly hot/dry summers on Vancouver Island. I think fire services will need to expand in response to these environmental changes. Our firefighters do an incredible job servicing the community, but they seemed to be spread thin this summer. Living close to the Firehall, we hear the trucks dispatch and it seemed like there were multiple fires daily in the worst weeks of the summer.

We pay very high taxes for this service compared to surrounding communities and I am very disappointed in my tax dollars being spent on an unnecessary training center when there is one in Comox.

Why was a training facility, that will be routinely simulating a myriad of fires and incidents, built across from a hospital and within a populated area? Why wasn't it built in an industrial area or on land that is away from neighbourhoods and schools, thereby protecting public health and

well-being?

## **Recreation, Parks and Culture Services**

all good

As is.

Based on personal experience and the experience of family, friends and visitors, these facilities are well-utilized and important.

Between the three cities and our Regional District there are lots of options.

Contract out parks and get out of competing with other day care centres and fitness business

Culture and rec services here are generally excellent, far better than many communities of comparable size. I would like to see more rec programming that's geared to working adults -- many of these activities take place during daytime hours. I'm technically a senior, but still have to work and will continue for some years to come. More evening/weekend rec programming for the 50+ users please!

Current levels are adequate.

Facilities are great but with so much nature at our doorstep we already have a lot of recreation alternatives. However, in the future, should another facility be considered I'd like to see all parties in the area collaborate for one large multi-purpose building so users don't have to go to one for swimming, another for skating, another for a gym, etc.

find my own recreation

Freeze pending review of greater coordination with neighboring authorities, followed by action

Good service, thank you

having more programs available at times for working families to utilize them would be nice

I am satisfied with Courtenay's recreation centres and cultural buildings (especially Native Sons Hall, Sid Williams Theatre and Filberg Centre and all of the events that happen downtown... Thank You!). However, I do feel like downtown Courtenay is seriously lacking in green space, and the "walkability" of downtown should be improved by extending the riverside trail further towards downtown, and considering connecting the riverside trail to Simms Park via a 6th street bridge. I understand that this would take a lot of funding, but it is just a long term goal to get people more connected to the beautiful natural setting of the Courtenay River. With all of the new developments going on along the Courtenay River, the city should

require that green space be left on the river side of these developments and get the public walking down by the water and appreciating the natural setting of downtown Courtenay. Finally, an easy fix to making the downtown walking scene more enjoyable?? Car free 5th Street! Or at the very least, close one lane of traffic and make the other side of the street patios and leave angled parking on one side. If you build it, they will come. Just look at Imperial Square... there is a huge niche for more outdoor seating and patios in Courtenay all year round, and I think that this will make the downtown safer after dark with more people around.

I can't afford to use the services as is, I won't pay more tax so someone else can go.

I think the library should watch for more drinking in their lobby and sleeping for there is no place for a person to sit, thanks to all the drunks and dealers.

I think we are doing fine

I would go lower if I could.

I would like to see Rec & Parks funding separated from Culture funding for a clearer idea of where my tax dollars are going.

I would like to see the parks continue to be managed more environmentally sustainably, to revert some under-utilized parks to natural areas and to possibly urban food production (e.g. community gardens)

I would really like to see the estuary trail from Millard Road south to The Royston Seaside trail completed. As it is now, one can walk south through the Millard conservation area then the trail stops. Coming north along the Royston Trail, one can walk for a kilometre and a half and the trail stops. Completing this section would add a wonderful dimension to recreational trails in and around the Valley.

I'm ok with this level of funding

Keep these facilities well maintained inside and out.

More improvements to recreation facilities required for better quality of life

More trails and pathways that would both encourage alternate modes of transportation while creating more activities to promote tourism

More Walking and biking paths are one area you could save lives and increase health of community

Over managed

Parks are a vital part of our community, healthy lifestyles should be encouraged. Please make

all parks smoke free zones (including drugs) and work on making pet owners pick up after their pets. No one likes to go for a run in a nice park to smell pot and step in dog feces. Encourage volunteering to help maintain green spaces and parks.

Please upgrade the very dated Filberg Centre.

plenty of services

Put this money into affordable housing-homeless prevention

The Airpark walk way is an exceptional experience, a jewel, but block it off when planes are taking off and land- it may save a life.

The city needs to increase public green spaces and nature parks. More funding for acquisition and maintenance of nature parks.

The parks & recreation services are adequate at this time.

The sports complex pool is out of date. The LINC needs to be reviewed. There is a lack of authority and supervision. Better (natural) access to the river is needed at Lewis Park. WE need a beach.

User pay although the parks need to be maintained

WATER!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!, and we cant even have clean water

why can't I go lower than 69.50 reduction?

## **Transportation Services**

WATER!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! And we cant even have clean water. ALL YEAR ROUND> hello BC

A city of this size should not have traffic problems, but it does. This reflects poorly on the planning and development of our roadway systems. Planning seems to be reactionary instead of proactive. We know Courtenay is growing and know that specific roads do not handle the flow.

Asphalt maintenance of some streets is atrocious. City makes new developers spring for proper sidewalks, but the city cuts corners on their upgrades/maintenance and re-installs non-conforming sidewalks.

Asset management here is key!

Bus service is poor where I live (at the top of Mission Hill). Even though I'm only a 4-minute drive from downtown, it would take me 45 minutes to get there from the nearest bus stop

because there's no bus that goes directly down Hwy 19 from Muir Road to the downtown core. It should be possible to get around Courtenay/Comox in a more timely way than this. Far too many cars on the road, many of them single rider occupancy.

changing the transportation to multimodal is overdue. previous studies and strategic plans are ignored. opportunities (when underground infrastructure is done) are missed. The priority should be to move past -reviewing the condition- and make changes to make it possible and safe for people to choose other options than a car for some of their trips. If this doesn't happen soon we will lose the town that we have and become another urban concrete jungle that is not a place for the citizens to enjoy.

Courtenay's infrastructure is being maintained but as the infrastructure ages the cost will increase for repairs...being proactive and proper repair can save tax dollars in the long run.

definitely need more bus and handy dart services

Empty or half empty buses are very expensive, cut down to peak times spend more on bike paths

Stop running the street pickup sweeper round and round when it isn't needed huge cost and waste of money

Get with the program and build proper cycling infrastructure

I support the creation of a complete network of safe travel routes for pedestrians, cyclists and users of mobility assist devices. Through out the world and in more severe climates than ours it has been proven that safe and comfortable alternatives to car based transportation save money in the long run. The river is a huge impediment to non motorized travel in our city. Please prioritize bridges for pedestrians and cyclists instead of talking about a third vehicle crossing.

I think we need to shift spending within the current budget away from automobile transportation and increase funding to support the establishment of a non motorized transportation grid for cycling and walking.

I would like to see more cycling infrastructure, especially to get from Courtenay south to East Courtenay. After one cycle across the 5th street bridge, it is difficult to get the ought the Ryan Road corridor by Superstore etc.

I would like transportation spending to focus on getting better transit service for the Comox Valley, better cycling infrastructure (not just recreational trails), and drop any plans or reserve funding for new bridges. If we get the transit system upgraded we will not need new bridge (except maybe a dedicated bridge for pedestrians, cyclists, scooters, etc.)

I'd have to say that I've never seen Courtenay roads in such bad shape! While I watch city

workers driving around in brand new trucks, some pretty fancy and then see them standing around, I believe greater attention to fixing our roads would be an easy fix. I used to see nice, straight cuts in the asphalt. Not anymore, just a quick and dirty couple shovels full to patch and done! You can see the difference as there is less care now.

Improve cycling infrastructure.

Improved bus service

Increase to ensure longevity of physical assets, and to add new when essential

Increase. Many roads and streets need repairing.

Increases are needed for public transportation, bike lanes and other non-car forms of transportation.

Many major roads need upgrading, but it seems to be put off year after year. Grind and patch are only band-aids; there is a reason the area is deteriorated; the sub-grade needs repaired.

More emphasis needs to be placed on improving infrastructure for safe cycling and walking. More "complete streets" need to be established.

More needs to be spent on improving public transit. The money can be taken out of expanding the road system. That's what real sustainability looks like.

More pedestrian improvements over vehicle street improvements. Next, better safety for bicyclists and seniors and those with disabilities. Longer crosswalk times for pedestrians! Better lighting for pedestrian safety.

More research into how some communities are developing separate biking lanes for safety. Pedestrians need to be considered more, reduce speed in residential areas, safer walking areas for seniors, kids; better sidewalks, crosswalks.

Our bus service has to improve. We need new buses with heaters that work, more of them, proper bus shelters that don't just filter the rain, and other improvements to get people out of their cars. Otherwise we're headed for traffic chaos with the amount of development and newcomers to the valley.

Sell the big buses and purchase smaller ones.

Spend the money now to rapidly transition the transportation system to low carbon so that we can start using it, reaping the health benefits, congestion benefits and saving money in our own pockets. Communities who invested significantly within a short timeframe appear to have the quickest uptake to those new modes (e.g. less benefit may be expected if the cycling/walking infrastructure is simply chipped away at). Also, please align the transportation

system with the land use planning - focus on infill opportunities (don't continue approving development on the edges of the City's boundaries) so that people can get to places close by without a car.

Stop bicycle lanes have bicycle routes on secondary streets

Stop talking about asset management and just do it!

The aging roads will need to be replaced over time. The City needs to get on with it and start actually fixing this stuff instead of hiring more staff to "analyze" and "asset manage"

the bus system in this town sucks. Driver that lies to the public to drivers that drive to fast. Need more timely schedules instead of every hour.

too many street lights in this valley. Lerwick is getting too many traffic lights resulting in stop/start low-flow traffic. Traffic flow and design is pretty bad (cliffe/17th, willemar/cumberland rd, arden,/20th, menzies/5th, old isl. hwy/ryan) ryan rd needs sidewalks up the hill. bus pullouts on the routes, get rid of the poles that are within the roadway (17th, Grieve, etc)

Transit is poorly set up, never runs on time and is useless for workers. Unless the objective is make it work I do not see the point in funding it.

Transportation infrastructure in Courtenay is inadequate and far behind the times. We cannot continue to expand boundaries and population exponentially with 1980s infrastructure.

WE NEED "BC FERRY" to be entirely Funded by Our "Present level of Gasoline Taxation" These funds should not be used for any other purpose other than "building and maintaining a sound & Safe Transportation infrastructure. Every one on this Island is directly influence by the outrageously expensive cost of transportation.

I don't care what level of government or political stripe you serve - you all need to get together & lobby the halfwits in Victoria & Ottawa; to make BC Ferries a part of the National transportation system !!!

Would like to see improvement or additional cycle lanes

would support increasing this amount if the increase was used to improve transit or other options other than cars

## General Government Services

WATER!!!!!!!!!!!!!!!!!!!!!! And we cant even have clean water. ALL YEAR ROUND> hello BC. its the 20th century. i have a tesla that does 500km without any Natural fuel to PROCESS. everything once it reaches the final production it needs NO activation of Fuel, but wind POWER!. Nature INVITED Humanity, with one condition. Please do not ruin this blank white page with blood. the earth is preapiose is not only a mark but a Tombstone said hello "invite only (nice sweat peps) " we brought the shitttests coal burrining assholes that

Above scale reads backwards hit decrease but says increase. Should reduce management and administration costs

Affordable housing money needs priority

Amalgamation

City needs more long range planning and use of the land use planning tools more strategically (OCP should be strategically re-examined and should govern the other regulations that the City administers and the projects it selects, not be a catch all for every nice sounding thing). That is why I increased my choice in tax funds for this area. I don't see long range planning listed on this General Government list, which would be a good start if it was even acknowledged so that people can have the option to comment on it. If the City itself can't recognize the value of this type of thinking and execution, I'm not surprised that the lay public doesn't either.

Council should be focused on the infrastructure of the city, not chasing GMOs and social housing that does not fall under their jurisdiction.

Courtenay should amalgamate with Comox to save a great deal of money on administrative costs. We are such a small place that we only need one mayor, one set of councilors and one city hall.

Diligent responsible hard working employees need to be paid a good wage with lots of benefits.

From personal experience and many stories from others, it is clear that the building department is seriously understaffed (and under qualified). The delays in building permit approvals and processes cost developers and home owners. I have heard of one developer who refuses to build in Courtenay due to the delays and other issues (they happily build in CVRD and Comox).

Government is too expensive, every other office and systems management has had to do more with less staff and money. I think no raises should be given to counsellors or manager, overhead staff cut back and expenses cut as well. The worlds economy is in terrible shape, time to save money effectively.

I think your labels here are reversed. I moved it left and it said increase but all of the others are the other way around. Confused!

I'd leave as is.

If all the municipalities in the Comox Valley amalgamated there would be a reduction in cost of government. Having separate city halls is appalling! If Toronto and Winnipeg can amalgamate, then surely Courtenay, Comox and Cumberland could.

if you need more qualified staff or consultants then this budget could be increased. Lets move forward with enthusiasm

Increase in planning. There seems to be too much impulsive decisions, rather than following priorities. Funding to plan a wooden bridge or a fire dept. training place. Affordable housing development should be in plans rather than dealt with one at a time.

It's frustrating that everything and all cost are increasing except our wages. There seems to be a lot of staff in the building. Other employers are training current staff to do multiple tasks, maybe that might be an option here. Especially in the administration and clerical areas.

Let's face it, 4 municipalities in the Comox Valley is alot of government fat that is over weight! Do the right thing for taxpayers and amalgamate so we can pay less taxes or have more services!

Look at contracting out some municipal services

More resources for improved environmental and social planning. Need more qualified staff in these areas. Without better planning in these areas the long term costs of policing and infrastructure costs will rise.

overstaffed

Please ensure you have enough staff to do the proper general planning and analysis. Too often managers are asked to do this off the side of their desks, ie in addition to on-going (and full-time) supervisory responsibilities!

Reduce by pioneering joint back office services with neighboring jurisdictions ... Eg human resources, fire, direct works, purchasing

Seems to be top heavy at city hall

Some staff salaries are excessive for the size of Courtenay. This problem is widespread, however, and faced by most municipalities. Like corporate compensation for executives, it is now widely recognized that the compensation system for municipal staff is broken and needs to be fixed.

Stop all trips that are not absolutely necessary save on travel budget

Thank you for all your hard work. If I can suggest one thing though, you should invest in an online public mapping tool like the Comox Valley Regional District's imap tool where the public can access simple information like property zoning, sensitive habitat mapping, parcels, and parks and trails. I think this would reduce the amount of basic calls you receive to the city. I know you have some maps available on your website, but they are quite limited.

The current system is out of control. The staff levels and costs are burying the City of Courtenay into a death spiral. The City needs to look in the mirror, start cutting jobs and start putting that money into real spending on infrastructure and programs that actually matter. Why is there so many people in engineering when they don't engineer anything? Why are there so many human resources people? So many managers and assistants, the City needs to make some real decisions and actually make some changes that matter to the bottom line and the residents.

we have enough

YOU all need to get a reality check and eliminate the redundant municipal & regional services - "One Valley; One municipal Government" Way to much of my tax dollars are spent on high wages for way to many "officials"

## **Water and Sewer Infrastructure**

WATER!!!!!!!!!!!!!!!!!!!!!! And we cant even have clean water. ALL YEAR ROUND> hello BC. its the 20th century. i have a tesla that does 500km without any Natural fuel to PROCESS. everything once it reaches the final production it needs NO activation of Fuel, but wind POWER!. Nature INVITED Humanity, with one condition. Please do not ruin this blank white page with blood. the earth is preapiose is not only a mark but a Tombstone said hello "invite only (nice sweat peps) " we brought the shitttests coal burrining assholes that

Along with Air Quality, Water and Sewer are the top priorities in order for Courtenay to protect its citizens' quality of life, health and safety.

As I, Richard Hallett, Ph.D. (Math) retired senior administrator of Selkirk College, have pointed out, the RD has been deliberately been misleading the Water and Sewer directors into thinking we are nearing capacity when we are actually using the same water and sewer amounts as we did 10 years ago. The RD CAO wants our users to fund the expansion of the systems to serve outlying areas. Service fees are supposed to be for expenses while expansion funds come from DCCs from the developers of outlying areas. The RD is not following the Ministry rules. We need City staff to stand up for us, the politicians are too gullible. I have much more I could say but not here. Take a look at

<http://comoxvalleywaterfacts.blogspot.ca> for some of my early work. I have lots more info on sewer that I have not published. I would be happy to meet with city staff to discuss how the RD is exploiting us.

As we were just recently taken in with the PROMISE of getting sewer, and there is sewer lines down the street from my house, AND I am already paying more money in taxes based on the PROMISE of sewer I would still be willing to pay a bit more so I could have proper sewer service

But not for studies or asset management courses!

City of Courtenay needs to get serious about water meters. We cannot manage what we do not measure. I live in a multi-family community with a water meter and we practice all the principles of water conservation. Yet we pay for a minimum of water whether we use it or not (which we rarely do - our actual usage is always under the minimum). Where is the incentive for us to be good water stewards? Those who use the most should pay the most and they should also pay a bigger share of infrastructure to get the water to us and away from us (sewage services). Sewage needs to be treated as a resource, not something to be treated and flushed away. Courtenay needs to change codes and by-laws to allow more gray and black water recycling by individual homeowners, including incentives to install these systems in our homes.

Don't think about/do a study about a third crossing, fix our existing roads.

Efforts should be at avoiding future costs - ie more self-supporting systems, grey water use, rain water use (households), green roofs etc. We have to get serious about the infrastructure unfunded future debts. ie avoiding installation where possible.

Essential infrastructure for future needs....tap in to new federal grant opportunities.

Even though I live in the city, I do not, and will not have access to sewer (nor natural gas service) because of unique location. I'm okay with that. But I do know that upgrading old sewer infrastructure will take funds. We need to start banking a bit of money now.

Extra funds could come out of recreation since infrastructure is needed before leisure in order for leisure services to work.

Fine those that don't follow watering restrictions! The income generated from fines will pay for the enforcement position, administration and future infrastructure.

I don't understand the question

I expect to pay for projects needed to keep both systems operating reliably. I am also willing to pay for universal installation of water meters to encourage conservation and reduce the need for future expansion of the water system.

I would invest more in education to encourage people to use less water. It has to be done properly though - treat it like the marketing effort that it is. Invest now to ween soon, so that we can create a new baseline for our community in which we don't waste. Follow the BC Hydro policy and support sufficient water supply through conservation. I don't know enough about the sewer system to comment on that.

I'd be willing to increase this amount if a way is found to alleviate the boil water advisory issues.

I'm currently on the Sandwich Waterworks District system and pay them for my water. We were supposed to have transitioned to the City of Courtenay system 4 or 5 years ago, why the delay?

Infrastructure needs constant upgrading. Keep at it!!

It is not always a case of spending more money. We need to be installing green infrastructure, reducing urban sprawl and densifying areas with existing infrastructure to control costs in the long run. The pattern of development (sprawl) has been inefficient and is driving costs up. Better planning, densification and more green space will be a benefit both financially and socially.

it seems the sprawling nature of the city is making it difficult for the budget to keep up with maintenance and replacement of aging facilities

Manage the huge budget you already have more efficiently ,or if you can't do that use privatize work force and they will show you how ,please don't keep coming to me for money because you can't manage what you have now,

Move to a one-owner system, whereby the regional district looks after all water and sewer inside and outside all local municipalities.

need a long term replacement fund and plan if this is not already in place. Why was infrastructure allowed to deteriorate to this point. We have a lot of water and use a lot of water compared to other places. Maybe we can concentrate on programs to decrease usage and wastage. Identify the big users. The City should look at itself as well as others. Water hungry plantings, fleet washing ..... Leaks.

no more taxes

ONLY IF you get your heads out of the mud and build the Comox Lake "DEEP WATER INTAKE" no other solution will Do !!!

Only if you stopped lumber cutting around Comox Lake. Clean water is a right...just as clean as is. And get rid of the Regional District level of government. In other provinces, the municipalities, urban and rural, are the only governments below the Provincial level.

Please fix our water systems and improve our air quality! Lower residential speed limits!

Public works should not be doing capital projects, they should only be doing maintenance.

Should find savings or reduce programs to pay for infrastructure improvements

Stage 3 and 4 are not needed here. The CVRD need to invest in potable water storage facilities for fire fighting. We have one of the best water reservoirs in the Province.

The Comox Lake water is one of the most abundant and inexpensive supplies of water in the Province.

The money should be put towards the actual water and sewer infrastructure, not the management of it!! "Asset management" has been analyzed to death, just reduce the staff "managing" and actually fix aging infrastructure! I would be willing to pay more on actual infrastructure but certainly not more "asset management"

The provincial and federal governments need to take responsibility for the major problems we are experiencing around water - drought in the summer and flooding in the winter. These are problems associated with human-caused global warming and, as we've experienced, are getting worse. That's sustainability.

there is no reason we should be on water rations in the summer

They are both just fine.

This should be a priority in our community to upgrade our clean water supply. This is an area which new people moving in to our area are not aware of. This should not continue to happen with yearly bowl water advisories. Update our water supply system

Unknown as you don't tell us whether the assets have been sufficiently maintained in the past. Too often smaller municipalities undermaintain this 'hidden' infrastructure to keep taxes low.

Water safety is a prime concern. I would love to see a permanent solution to the water issues.

Water use needs to be metered for all consumers!

We should be working towards more sustainable development in our resources. We have some of the most rainfall in all of the world and yet we are not utilizing water collection systems, we end up with watering restrictions? Businesses such as car dealerships should be collecting rainwater to use for car washing, the city should be collecting water to water public park lands, we should be leaning towards utilizing our natural environment to its fullest.

When on a boil water advisory because of logging over a creek bed causing the creek bed to dry up then heavy rains dump silt into the drinking water of Courtenay/Comox the logging

company that caused the boil water advisory should be fined and made to cover all costs to the businesses affected. They should not get a pass on this kind of environmental destruction.

why increase when they don't work that hard, standing around leaning on a shovel.

with over 95 million at the end of 2014 in surplus at the CVRD, no additional funding is needed from taxpayers we have paid it already

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2840**

**A bylaw to impose Development Cost Charges**

**WHEREAS** pursuant to the *Local Government Act*, the Council of The Corporation of City of Courtenay may, by Bylaw, impose development cost charges;

**AND WHEREAS** development cost charges may be imposed for the sole purpose of providing funds to assist the City of Courtenay to pay the capital costs of

- (a) providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities; and
- (b) providing and improving park land to service, directly or indirectly, the development for which the charge is being imposed;

**AND WHEREAS** the Council has deemed the charges imposed by this Bylaw:

- (a) are not excessive in relation to the capital cost of prevailing standards of service in the municipality;
- (b) will not deter development in the municipality; and,
- (c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land in the municipality.

**AND WHEREAS** in fixing development cost charges imposed by this Bylaw, Council has taken into consideration future land use patterns and development, the phasing of the works and services, the provision and improvement of parkland, and considers the charges will

- (a) not be excessive in relation to the capital cost of prevailing standards of service in the City,
- (b) not deter development;
- (c) not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land in the City; or
- (d) not discourage the development or redevelopment of commercial or industrial properties, which would otherwise provide employment and economic diversity and stability in the community;

**THEREFORE BE IT RESOLVED**, that 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 “Development Cost Charges Bylaw No. 2840, 2016”.
2. In this Bylaw:

“**Building permit**” means any permit required by the City that authorizes the construction, alteration or extension of a building or structure.

“**City**” means the Corporation of the City of Courtenay.

“**Commercial**” means any commercial use as permitted under the authority of the City’s Zoning Bylaw.

“**Congregate Care**” means an institutional use of a building with four or more sleeping units where permanent residential accommodation is provided and has a common living area, common kitchen and dining area where meals are provided, and common area where health care, cultural and social services may be provided.

“**Council**” means the Council of the Corporation of the City of Courtenay.

“**Dwelling Unit**” means a self-contained residential unit including a cooking facility and consisting of one or more habitable rooms designed and used for the accommodation of only one person or family.

“**Total Floor Area**” means the sum of the floor areas, as defined in the City’s Zoning Bylaw, of a building or structure.

“**Industrial**” means any industrial use as permitted under the authority of the City’s Zoning Bylaw.

“**Institutional**” means a building or structure used or intended to be used only on a non-profit basis for cultural, recreational, social, religious, governmental, health or educational purposes.

“**Multi-Family Residential**” means a development that results in two or more dwelling units on a single property.

“**Per hectare**” means the area specified for development as stated in a Development Permit application pursuant to the City of Courtenay Official Community Plan Bylaw No. 2387, 2005 as amended.

“**Single Family Residential**” means any detached building with the principal use of a dwelling unit, or a detached building consisting of a combination of one principal dwelling unit and one secondary suite.

“**Subdivision**” means a subdivision of land into two or more parcels, whether by plan, apt descriptive words or otherwise, under the *Land Title Act* or the *Strata Property Act*.

“**Zoning Bylaw**” means the City of Courtenay Zoning Bylaw No. 2500, 2007 as amended.

3. Every person who obtains:

- (a) approval of a subdivision of a parcel of land under the *Land Title Act* or the *Strata Property Act*; or
- (b) a building permit authorizing the construction or alteration of a building or structure; including a building permit that authorizes the construction or alteration of a building or part of a building that will, after the construction or alteration, contain one or more self-contained dwelling units;

shall pay to the City, prior to the approval of the subdivision or the issuance of the building permit, as the case may be, the applicable development cost charges as set out in Schedule “A” hereto attached.

4. The amount of development cost charges payable in relation to a mixed use type of development shall be calculated separately for each portion of the development, according to the separate use types, which are included in the building permit application and shall be the sum of the charges payable for each type.

5. Where Development Cost Charges are payable in accordance with paragraph 3 above and are in excess of \$50,000.00, the developer may elect to pay them by installments, subject to the terms and conditions set out below:

- (a) one third (1/3) of the total Development Cost Charges owing in accordance with this Bylaw shall be paid at the time of subdivision or building permit issuance;
- (b) one half (1/2) of the remaining balance shall be paid within one year after the date of approval of subdivision or the granting of the building permit;
- (c) the remaining balance shall be paid in full within 2 years after the time of approval of subdivision or building permit issuance;
- (d) where a developer elects to pay the charge by installments and fails to pay an installment within any time required for payment herein, the total balance of the charge becomes due and payable immediately;
- (e) no interest is payable on the unpaid balance of a charge until it becomes due and payable, but when it does, it is a condition of election under this section that interest is payable from that date until payment at the rate or rates prescribed under section 11(3) of the *Taxation (Rural Area) Act*, for the period of non-payment;
- (f) a developer electing to pay a charge by installments must deposit with the City at the same time as the payment of the first installment:
  - I. an irrevocable letter of credit or undertaking from a bank, credit union or trust company registered under the *Financial Institutions Act*;
  - II. a bond or surety licensed under the *Insurance Act*; or
  - III. a security duly assigned

which ensures to the satisfaction of the City that upon default the balance of the unpaid charge will be recoverable from the person, the bank, the surety or from the proceeds of the realization of the security, as the case may be.

6. No development cost charge is payable where:

- (a) the building permit authorizes the construction, alteration or extension of a building or part of a building that is, or will be, after the construction, alteration or extension, exempt from taxation under section 220 (1) (h) or 224 (2) (f) of the *Community Charter*;
- (b) The building permit authorizes the construction or alteration of a building where the value of the work authorized by permit does not exceed \$50,000;
- (c) The size of the dwelling unit is 29 square metres or less; or
- (d) a development cost charge has previously been paid for the same development unless, as a result of further development, new capital cost burdens will be imposed on the City.

7. Notwithstanding S.933(4)(b) of the *Local Government Act*, a Development Cost Charge is payable for construction, alteration or extension of a building that will, after the construction, alteration or extension, contain fewer than 4 self-contained dwelling units.
8. This bylaw shall come into full force and effect and be binding on persons as and from the first day of \_\_\_\_\_, 2016.
9. “Development Cost Charge Bylaw No. 2426, 2005” and any and all amendments thereto is hereby repealed.
10. This Bylaw may be cited for all purposes as “Development Cost Charges Bylaw No. 2840, 2016.

Read a first time this 1<sup>st</sup> day of February, 2016.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Approved by the Inspector of Municipalities on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Reconsidered, finally passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

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

Schedule "A"

City of Courtenay Development Cost Charge Bylaw 2840, 2016

**Development Cost Charge Schedule**

	<b>Collection basis</b>	<b>Transportation</b>	<b>Water</b>	<b>Drainage</b>	<b>Sanitary Sewer</b>	<b>Park Acquisition and Development</b>	<b>Total</b>
Single Family Residential	Per lot or per dwelling unit	\$2,770.23	\$456.08	\$1,427.30	\$1,445.01	\$972.55	\$7,071.17
Multi-Family Residential	Per m <sup>2</sup> of total floor area	\$15.57	\$3.22	\$10.08	\$4.34	\$6.87	\$40.07
Commercial	Per m <sup>2</sup> of total floor area	\$36.48	\$1.19	\$3.71	\$6.50	n/a	\$47.88
Institutional	Per m <sup>2</sup> of total floor area	\$36.48	\$1.19	\$3.71	\$6.50	n/a	\$47.88
Congregate Care	Per m <sup>2</sup> of total floor area	\$7.78	\$1.61	\$5.04	\$2.17	n/a	\$16.60
Industrial	Per hectare	\$29,760.23	\$7,625.05	\$23,862.45	\$24,566.41	n/a	\$85,814.14





