

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

DATE: June 13, 2016
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt May 16, 2016 Regular Council and May 30, 2016 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg #

- 1 1. Anne Davis and Bruce Curtis re: Critical Incident Response Protocol amendments
- 31 2. Alberni Project Society re: Funding Request
- 35 3. Alana Check re: 3rd Street Project

STAFF REPORTS/PRESENTATIONS

(a) Recreation and Cultural Services

(b) CAO and Legislative Services

- 37 1. Firefighting Service Levels

(c) Development Services

- 67 2. Application for Structural Change – Avalanche Bar and Grill

(d) Financial Services

- 77 3. Tax Rates Amendment Bylaw

(e) Engineering Services

- 81 4. 3rd Street Renewal Project

(f) Public Works Services

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 87 1. Heritage Advisory Commission Minutes

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 89 1. Briefing Note: Anderton Dike Wall – Project Update

7.00 REPORTS FROM COUNCIL MEMBERS REGARDING CITY RELATED ACTIVITIES INCLUDING REPORTS FROM COUNCIL AND EXTERNAL COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

In Camera Meeting:

That notice is hereby given that a Special In-Camera meeting closed to the public will be held June 13, 2016 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

9.00 UNFINISHED BUSINESS

From Delegation to the May 16, 2016 Regular Council Meeting:

1. LUSH Valley Food Action Society request for the following:
 - City staff time to sit on Food Security Roundtable and Urban Agriculture Networking meetings (3 hours per month)
 - Funding for Community Cooler purchase and operation (\$5000)
 - Funding to hire a Community Garden Coordinator (\$6000)
 - Continued use of City of Courtenay Kitchen Facilities to run Healthy Food Programs (In-kind)

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

- 91 1. Habitat for Humanity – Request for Grant Funding
- 93 2. Comox Valley Recovery Centre – Request to waive fees
- 95 3. Third Crossing Society – Request for letter of support
4. Mayor Jangula – GMO Free Procurement Policy

Proposed resolution: That Council direct staff to not pursue a GMO Free Preferential procurement policy.

5. Mayor Jangula – Amendments to Council Procedure Bylaw

Proposed resolution: That Council direct staff to draft amendments to Council Procedure Bylaw No. 2730 regarding limits on delegations, similar to the City of Campbell River.

12.00 BYLAWS

For First, Second, and Third Reading

- 101 1. “Tax Rates Amendment Bylaw No. 2852, 2016”.
(to amend Tax Rates Bylaw No. 2849, 2016)

For Final Adoption

- 104 1. “Business License Amendment Bylaw No. 2847, 2016”
(provisions for food trucks)

13.00 ADJOURNMENT



Community Justice Centre of the Comox Valley

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Patron: **The Hon. Iona V. Campagnolo, PC, OC, OBC, LLD**
27th Lieutenant Governor of British Columbia

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Village of Cumberland

Insp. **Tim Walton**
Comox Valley RCMP

Sup't. **Tom Demeo**
School District #71

Melinda Knox
C.E.O. K'ómoks First Nation

The Community Justice Centre has been honoured for its work with these awards

Ron Wiebe National Restorative Justice Award Recognition Certificate
Correctional Service of Canada, 2014

Liz Elliott Restorative Justice Memorial Award Community Safety & Crime Prevention Awards
BC Ministry of Justice, 2014

Hummingbird Award for Restorative Justice
Simon Fraser University, 2014

Nesika Award for Excellence in Diversity (BC Multiculturalism Award)
Government of BC, 2013

Volunteer Impact Award
Volunteer Comox Valley, 2014

"Champions" Award,
Comox Valley Safe Harbour, 2014

May 3, 2016

In May of 2009, 43 agencies, organizations, local and regional governments, social service groups and faith, cultural, and ethnic communities gathered together with almost 400 residents of the Comox Valley to participate and witness the signing of the Critical Incident Response Protocol. The ceremony in the K'ómoks Big House celebrated the community's collaborative efforts to establish how we, as a community, could respond to incidents involving racism, homophobia and hate activity.

One month later, Jay Phillips was assaulted by three young men at 18th and Cliffe outside the MacDonald's Restaurant. The video recorded by a witness and posted to You-Tube brought international attention to the Comox Valley. The three young men were convicted of assault and one was sentenced under the terms of Canada's hate crimes legislation.

In the intervening years, there have continued to be incidents involving racism, homophobia and hate activity with a number of them being reported to the CJC and other agencies. Community response has generally been in accord with the recommendations of the Protocol, and support for the victims of these incidents has been provided effectively by many of the agencies and services which were signatories to the Protocol.

Since the signing of the Protocol, much has changed in society. One of the most significant changes is the profound rise of social media such as Facebook, YouTube, Twitter, Tumblr, Instagram, Pinterest, Vine, Whisper, Flickr, and other similar software programs that permit a much wider range of hateful activity to go on and remain unaddressed. One incident in June of 2015 involved the hate-based verbal assault and name-calling of a young black woman visiting our community during the Elevate the Arts Festival. The incident was reported through social media, but in a way in which it was not possible to reach out to the victim to provide the supports that were needed, nor to assist in the apprehension of the individuals involved.

It is felt that some revisions to the Protocol are needed to begin to address the rise of social media incidents. The proposed amendments and revisions to the Protocol will also provide the opportunity for others who were not part of the original Protocol signing to add their names to the list of Comox Valley organizations declaring their desire to ensure that the Comox Valley continues to be known as a community which will not accept this kind of behaviour and will provide the supports needed to those who are victimized in this manner.

.../2

Fellows of the Community Justice Centre

Dr. Izzeldin Abuelaish

O.Ont, MD (Cairo), MPH (Harvard), Dip. Ob/Gyn (London)
Nobel Peace Prize Nominee
Professor of Global Health, U of Toronto

Nel Cameron

Former, CJC Office Manager

The Right Honourable Adrienne Clarkson

PC CC CMM COM CD
FRSC (hon) FRAIC (hon) FRCPSC (hon)
BA (Toronto), MA (Toronto), LLD, DHL, DUniv
26th Governor General of Canada
Colonel-in-Chief of PPCLI

Ray Crossley

Former Councillor, Town of Comox

Inspector Tom Gray

Retired O-I-C, Comox Valley RCMP Detachment

The Hon. Judge Ross Green, QC

B.Comm (Sask), LLB (Sask), LLM (Man)
Justice of the Provincial Court of Saskatchewan

The Right Honourable
Beverley McLachlin
PC, B.A., M.A., LL.B. (Alta)
Chief Justice of Canada & Deputy Governor General

Dr. Brenda Morrison

BA (UBC), PhD (Australian National)
Director, SFU Centre for Restorative Justice

Ms Suzanne Murray

Former CVRD Director and Past-President

Judge Ed O'Donnell

Ret. Provincial Court Judge
Founding President, Community Justice Centre

Mr. Svend Robinson

Chevalier de l'Ordre de la Pleiade,
BA (UBC), LLB (UBC), Post-Grad Cert. (Int. Law), (LSE)
Senior Adviser, Parliamentary Relations, Global Fund To
Fight AIDS, Tuberculosis and Malaria

Dr. John Ralston Saul

CC, OOnt,
FRSC, Chevalier Arts et Lettres de France
BA (McGill), PhD (Kings, London), LLD, LittD
Past President of PEN International,

Judge Barry Stuart

BA (SFU), LLB (Queen's), LLM (LSE), LLD (York)
Chief Judge, Yukon Court, Associate, Morris J. Wosk
Centre for Dialogue, Adjunct Professor, Criminology

Althea White

Ret. CJC Chief Administrator

The Very Reverend, The Honourable Dr. Lois M. Wilson

CC, OOnt,
BA, BD, MDiv, DD, LLD, DHumL, SDT
Retired Senator of Canada
Past President World Council of Churches
Past Moderator, United Church of Canada

We have engaged some social media savvy youth to prepare a set of recommendations to revising the Protocol, and have incorporated them into an initial draft revision. It is included here for your review and perusal and to encourage your suggestions for any other needed changes. Your input and suggested revisions would be appreciated before Monday, May 30th.

When the final wording of the revised Protocol is completed, we will circulate it again and invite you to indicate if you are willing to renew your previous commitment (if your organization is a previous signatory) and /or join us in signing on to the Renewed CIRP Protocol and participate in the Community Witnessing Ceremony being planned.

The Witnessing Ceremony is being planned for late August or September of this year. We are awaiting a reply from the Prime Minister's Office as we have invited him to participate and be a speaker at the event. The ceremony will also include a short speech by Chief Robert Everson of the K'ómoks First Nation, the premiere of a newly commissioned choral work by one of Canada's leading choral composers, Brian Tate, the ceremonial signing of the Protocol by each Signatory, and a reception in the Band Hall following the events in the Big House. We anticipate that there will be an audience of up to 450 attending the event.

We are seeking the widest possible endorsement of the renewed Protocol and encourage your participation in this wonderful and positive community witnessing event.

Sincerely yours,

A handwritten signature in black ink that reads "Bruce Curtis". The signature is written in a cursive, flowing style.

Bruce Curtis
Chief Administrator



Renewal of the Comox Valley Critical Incident Response Protocol



CIRP Signatories
Critical Incident Response Protocol

DRAFT

The Renewal of the Comox Valley Critical Incident Response Protocol was undertaken with funding from:



EmbraceBC



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Acknowledgements

The Renewal of the Comox Valley Critical Incident Response Protocol would like to acknowledge the generous financial assistance and advisory support of the Ministry of Ministry of International Trade and Responsible for Asia Pacific Strategy and Multiculturalism BC Anti-racism and Multiculturalism Programme, and the following Ministry staff, in particular:

*Anneke Van Vliet, Program Advisor, Multiculturalism, Ministry of International Trade and
Mark Seeley, Director – Multiculturalism, Ministry of International Trade*

The Critical Incident Response protocol was originally adopted at the Community Witnessing Ceremony, May 29, 2009. It has served the Comox Valley well over the years. But as with any agreement, revisions become necessary to accommodate changes in society and provide the opportunity to include more groups and individuals within the community.

We would like to thank all the participating individuals, organizations, and agencies who have demonstrated a real commitment to the work on the original Protocol, and those who have become engaged in the work towards the renewal of the Comox Valley Critical Incident Response Protocol – whether by participating in person at meetings, responding to drafts, via electronic consultation, or through phone conversations. Their gifts of time and insight have contributed immensely to this work. With reference to those components of the Protocol which now address the issues of social media, we would like to thank Sheldon Falk who researched the problem consulted with social media “savvy” youth, and developed the related suggested revisions in the Renewed Protocol.

Finally, we would like to thank each of the signatories to this protocol – their commitment to a better world and a more compassionate community in the Comox Valley is their own reward.

Finally, I would like to thank the Directors of the Community Justice Centre and the Chief Administrator, Bruce Curtis, who enthusiastically responded to the Ministry’s invitation to engage in this work in 2007 – 09 and who have continuously supported and nurtured this work throughout the years since.

Respectfully submitted,



Anne Davis, President, Community Justice Centre

Preamble

Racist remarks, homophobic comments, ethnic slurs – they all arise from strongly held negative feelings about others, or thoughtless actions that betray a lack of control of such feelings from being publicly expressed. Assaults, violent acts, and property damage expressing such sentiments often arise from a need to express an internal sense of rage that is rooted in irrational thoughts and feelings or a sense of being harmed by the mere existence of those who exhibit an “otherness”.

Racist, homophobic and hate-based incidents work to destroy the very core of what it means to be a community. They threaten the health and safety of communities. Such incidents require a response from the community that asserts community beliefs in democratic freedoms, individual rights, and community responsibility. On the one hand, an ineffective response to such incidents suggests public acceptance of those underlying views and may even encourage subsequent “copy-cat” incidents by others holding similar beliefs. On the other hand, when such incidents are effectively responded to, and those involved receive the support and assistance needed to overcome the causes and effects, it sends a clear message to the community that such behaviour is not acceptable in the Comox Valley. It also proclaims the message that this community is prepared to help the individuals involved to transform those feelings and actions into something positive that contributes to a healthy community for all.

The Critical Incident Response Protocol represents a clear and direct statement of the Comox Valley’s desire to establish and maintain a community of acceptance and understanding that welcomes and affirms our diversity of culture, religious belief, ethnic background, differential ability, age groups, sexual orientation, and socio-economic status. The evidence is overwhelming that tolerant and diverse communities contain within themselves the seeds of their own success. They embody the flexibility needed to overcome the many challenges that arise and strain the relationships among, between and within the various sectors of the community. The strength that comes from diversity enhances the lived experience of community for everyone.

The engagement around renewing the Protocol, working to bring the community together around issues related to racism, homophobia, and hate-based incidents, has adapted from other communities who have worked in the area in the past, the strategy of the Three Pillars of Action:

Awareness - an ongoing public educational commitment by the parties to the protocol that promotes an understanding of the values of acceptance and the positive role of diversity in the life of all Valley residents. The range of educational modes should include formal educational measures in the schools, artistic and cultural programmes expressing the concepts, ongoing articles and items in the public media, and the expression of these ideas in a positive light by politicians and elected officials in community meetings and other gatherings.

- Prevention - promoted through cross-cultural educational initiatives carried out consistently throughout the school district over a period of years providing the next generation and newly arrived individuals and families with a tolerant and diversity-affirming belief structure that incorporates a wide understanding and appreciation of the cultures and ethnic diversity represented within our population.
- Response - the protocol reflects a consistent, Valley-wide, agreement by educational institutions, municipal governments, First Nations government, the business community, and service organizations on how each will respond to the occurrence of a critical incident involving racism, homophobia, or other hate-based event. The protocol contains several formats, including a broad-based policy framework for bodies with legislative/governance authority; simplified conflict resolution processes applicable within the small business and non-profit organizational environment; and specific techniques and skills which may be utilized by persons who sign onto the protocol in an individual leadership capacity. These techniques and skills will allow individuals to effectively confront critical incidents in their daily lives through being “active witnesses” to such incidents and a set of appropriate actions they may take in the moment.

The commitment of the signatories to the Protocol, together with concerted actions undertaken by our partner groups and organizations, can and will lead to a positive and welcoming climate of acceptance and understanding throughout the Comox Valley. The benefits for residents, organizations, and businesses will enhance the total package of elements that have made the Comox Valley a vibrant, exciting, and engaging community in which to live together and raise our families.

“Is there a still a problem in the Valley?”

The Comox Valley is home to an entirely ordinary mix of attitudes and behaviours with respect to protecting human rights and incidents involving discriminatory behaviours. Over the years, there have been examples of those who stand up for the rights and dignity of all, as well as incidents that demonstrate that there are attitudes of non-acceptance and intolerance.

On the one hand, the electorally successful and effective CSRD Regional Director Jim Eagan launched a precedent setting court challenge of discrimination based on sexual orientation, and on the other, there was a homophobic attack on the Vancouver Lesbian and Gay Choir during a concert at the Sid Williams Theatre.

In May 1995, The Supreme Court of Canada, in response to Jim Eagan’s court challenge of denial of same-sex spousal pension benefits, agreed that defining a spouse as

someone of the opposite sex was discriminatory and said discrimination based on sexual orientation should be included in the Charter of Rights and Freedoms, Canada's constitutional guarantee of equality.

Although Egan did not receive the complete victory he had hoped (though the court ruled it was discriminatory, he was denied the pension benefit itself), he says the court battle was not in vain. "It was a beginning," he says. "We got sexual orientation read into the charter, and we actually changed the constitution of Canada. We didn't get our benefits but we didn't lose everything."

On the evening of March 22nd, 2001 The Vancouver Lesbian and Gay Choir was giving a concert in support of the newly formed Comox Valley Gay & Lesbian Choir when a young man broke into the theatre through the back stage door and lobbed a pepper spray bomb into the stage area. The gas caused injury to the choir (including one member whose baby was resting in a "snugly" during the performance) and to the first several rows of the audience, including the Minister of Women's Equality who was present for the performance.

The concert was evacuated to the plaza in front of the theatre and the VLG Choir marched from the theatre's back stage door, down Cliffe Avenue to the plaza singing "We are the ones we've been waiting for". After a few moments of confusion, the minister of Comox United Church, Reverend Maggie Enwright, invited the Choir and the audience to stand up against the threat and intimidation, by moving the remainder of the concert to her church in Comox. Following a parade of over 100 vehicles along the Dyke Road, the concert resumed and was completed in Comox.

In May, 2007, St. George's United Church and several local businesses were "tagged" with the Nazi version of the YongDong symbol for eternity from the Bon Tibetan Buddhist culture – what has come to be known in the West as the Swastika. In addition, several anti-semitic slogans were also tagged. While it has never been reported that the offenders were apprehended, it was reported that the patrons of the Sonshine Lunch Programme, who arrived the next day for lunch, were so upset that they immediately volunteered to paint over the offensive images, and did so that very afternoon.

In late Fall, 2008, a Comox Valley teen took over the administration of website that advocated "National Kick a Ginger Day". The Facebook website attracted wide spread attention within the high school population and on November 20th, the inevitable happened. Red heads in Sooke, Prince George, Nanaimo, Calgary, Winnipeg, Newfoundland, and Courtenay were assaulted. It has been suggested by some that they were assaulted "in jest" – in keeping with the intent of the satiric source (an episode of South Park) of the campaign. Others were assaulted in earnest, by those who either didn't understand the nature of the satire, or who were simply open to the idea that it is OK to assault someone on the basis of their difference. The individual responsible for the website, himself an Asian, regretted the outcome of the satire. He probably was unaware

that in England, ginger is often part of an alleged rhyming slang tradition that makes it a synonym for queer, and therefore, a homophobic insult.

Conversations with First Nations and other visible minority residents never fail to reveal painful stories of verbal and emotional assaults being experienced frequently in the course of ordinary interactions with the dominant culture as they move about within the community. So too, residents who do not belong to visible minority groups, but who have other markers of “otherness” such as accents from Eastern European cultures and such like signifiers also share stories of xenophobic and homophobic experiences and interactions in the course of their daily life. The results of these experiences often lead to withdrawal and isolation from the very community to which they have chosen to move into and in which they had hoped for a new life consonant with the reputation for openness and fairness for which Canada, and particularly the Comox Valley is internationally known.

Community Responses Since the Signing of the Protocol

Five weeks after the original Protocol was signed on May 29, 2009 the Comox Valley was horrified to hear reports of an attack on Jay Phillips, a young adult black man in the parking lot opposite the MacDonalds Restaurant at 18th and Cliffe Avenue. The attack was by three young Caucasian men, who assaulted and beat Phillips in the parking lot at the back of his apartment building. The racist assault was videotaped by a witness in the building and posted to Youtube. Police response was immediate and the three accused were arrested immediately. Offered the opportunity to go through restorative justice by Crown Counsel, the three, advised by their lawyers, refused to acknowledge the harm as a result of their action and Crown Counsel proceeded to trial. Over the following year, the trial was conducted, with each of the three being found guilty of assault. One of the three was sentenced under the terms of Canada’s Hate Crimes Legislation, which is very rarely applied in such cases. The videotaping of the incident and subsequent posting on Youtube is one approach, entirely consistent with the terms of the Protocol’s “Continuum of Response” for community reaction to such incidents. It was tremendously valuable in the prosecution of the case and led to the application of the hate crimes legislation during the sentencing process. In this case, the Protocol may be viewed as very successful.

Another example of the success of the Protocol’s Continuum of Response approach is in relation to institutional policies. In 2011, following extensive collaborative work with SD#71, the CDTA, CUPE, parents, leaders of the Gay Student Alliance, nurses and social workers from VIHA, and volunteers of the Community Justice Centre, the Board adopted an extended Sexual Orientation and Gender Identity policy aimed at the social inclusion and protection of LGBTQ students, parents, teachers, administrative and support staff and other participants in the SD#71 system. The approved policy was one of the early SOGI policies in the BC educational system, and has been used as a model by many other Districts as they developed their policies.

Yet another example of co-ordinated community response is in the area of public education and community expression of disapproval and rejection of discriminatory

actions of any kind. Over the years since the 2009 adoption of the Protocol, the Community Justice Centre, in partnership with over thirty different members of the Signatories Group (agencies, organizations, governments, ethnic and multicultural groups which signed the Protocol), have undertaken a wide variety of community-based public education activities. Among the over 30 events there have been:

- Community Dialogues on Racism and Hatred, including three which were focused directly upon the impact and outcomes of the Jay Phillips assault in 2009
- conferences on hate, apology and forgiveness, including one on Hate and Apology featuring Dr. Izzeldine Abuelaish, author of “I Shall Not Hate” written following the death of his children and a niece when an Israeli bomb exploded in their Gaza apartment,
- musical concerts including the Vancouver Island premiere of Song of the Salish Chief, by Canadian composer Peter Berring,
- theatre productions, especially the three year run of “Torn Rainbows or Sticks and Stones and Names May Break Me” performed for over 10,000 people and the farewell performance for every School District #71 employee, manager, and Trustee as part of their commitment to staff education under the SOGI Policy),
- public art installations/murals and CVAG Exhibitions focused on the themes of racism, hatred and homophobia, and
- Interfaith dialogues on racism, homophobia, and hate crime.

Issues Emerging Through Social Media Use

A more recent development has been the emergence of racism, hatred, and homophobia directed at individuals through the hugely expanded adoption of social media, texting, and “tweeting”. The CJC has received multiple complaints from individuals who have been impacted by verbal assaults posted through social media. Several of these cases have proceeded to restorative justice resolution conferences and/or Short-term Transformative Dialogue. What has become clear during this period is that the Protocol could benefit from an enhancement of its provisions. It is in this area that the major amendments to the Protocol have occurred.

In June of 2015, a young black visitor to the Comox Valley was followed and racially harassed while walking with friends down a street late at night. Awareness of the incident, and its impact on the young woman was made known through social media, however it was not possible to ascertain the identity of the victim and therefore no support or assistance was able to be offered or provided.

As a result of that, and several other incidents, the CJC engaged social media savvy college students to research the issue and make recommendations for enhancing the Protocol in this area. The recommendations include encouraging Signatories and citizens to:

1. Document the Report

The first step is to document the report. The date, time, and any other details should be recorded. Included in the documentation should be any links or downloadable content. One way to effectively document a report is to screenshot the content using a computer or mobile device. Most computers can create a screenshot by pressing the „print screen“ key and then pasting to another program, such as Microsoft Paint. On most mobile devices, screenshots can easily be created by holding down a combination of the volume rocker and power or home button.

2. Identify the Level of Threat

Second, the level of threat must be identified. In the case of a report of a violent crime or of threats of violence, the RCMP should be contacted immediately. It is likely that at this point the local authorities will take control of the investigation.

3. Identify the Content Author

If a violent crime or threat of violence has not occurred, it may be appropriate to seek to identify the user who posted the original content. Sometimes there may be a link to the user's profile included in the post or shared content. The RCMP have a major cyber-crimes unit with expertise in social media, computer tracing, and other means of obtaining the identity of those who have posted information on social media.

4 Initiating Contact

At some point, it may be most appropriate to involve organizations trained to deal with sensitive situations such as those involving hate-based incidents. Organizations like the Community Justice Centre would be well-equipped to initiate contact in a safe, respectful manner with the individuals who posted the report on social media. Using private messages as discussed in the analysis section is likely the best course of action to address these situations. From that point on, the organization will be able to offer resources and support, and the individual will be able to decide what actions to pursue.

Luckily, there are additional mechanisms through which perpetrators of threats made via social media can be identified. One recent example of a threat made via social media (allegedly using Whisper – the social media site for sharing secrets and personal confessions), resulted in the “lock down” of Vanier Secondary School. In this case, the Whisper site staff noticed the threat, contacted the school district and RCMP and the safety protocol was initiated. Four hours later, the RCMP had arrested the student who had posted the threat, and the school's students were released to go home. While it appears that this was one of those immature teenage “pranks”, the consequences were huge for the district and the RCMP, and inconvenienced the entire school population. While this was not a direct hate-related incident, it did demonstrate an additional means through which threats made via social media can also be disclosed.

The Broader, National Picture

Nationally, research has shown that negative attitudes based on race, religion, skin colour, and other visible markers of difference are widely shared in the population. For First Nations, these underlying negative attitudes towards them result in a lived experience that falls far short of the myths and stories the dominant culture tells itself and its children. According to a 2003 Ekos survey, 46% of Aboriginal people living off-reserve reported being a victim of racism or discrimination at least once over the previous 2 years. Research by Ipsos-Reid (2002) suggested that more than 6-out-of-10 Canadians think that racism separates Aboriginal peoples from the rest of society. Roughly the same proportion (59%) felt that Aboriginal peoples are discriminated against by other Canadians. There are increasing anecdotal references to conflict between Aboriginal and non-Aboriginal children and youth.

On the whole, most residents experience their life in this Valley community as friendly and accepting, which contributes to a general sense that “there really isn’t a problem here”. The contrary evidence of lives lived in the shadow of fear or offensive attitudes or comments, is invisible and, therefore, simply is not part of the common perception.

A poll conducted in June, 2007, points to this kind of a contradiction. It found that 60% of Canadians believe minorities should try to fit the traditionally Canadian mould, but on the other hand, 40% of people said it should be a higher priority to encourage Canadians as a whole to try to accept minority groups and their customs and language. 82% of those polled agreed with the statement that: “Canada’s multicultural makeup is one of the best things about this country”.

For the most part, the statistical data from the 2006 or 2001 Stats Can Census support the view that the Comox Valley is a relatively homogeneous community composed of a vast majority of the residents deriving from the dominant culture. The data in Table 1 and in Charts 1 - 3 (and the data reported in the Appendices) confirm that racially the Valley is overwhelmingly white (7.45% report visible minority status) overwhelmingly older in age (75.47% aged 40 and over), and overwhelmingly Christian in religious orientation (including 14.34% reporting Catholic; 38.88% reporting Protestant; 0.39% reporting Christian Orthodox; and 3.79% reporting as other Christian; for a total of 57.4% reporting themselves as Christian). A total of 2.09% reported themselves as being from faith groups other than Christian.

What is not reported in these data are other criteria upon which intolerance may be based, such as visible physical disability, socio-economic status, class, mental disability, etc. Conversation in school hallways and in the malls provides ample evidence that residents of the Comox Valley are equally capable of applying epithets based on these criteria in expressing their insensitivity and intolerance.

In the 2016 Campagnolo Lecture “Broken Minds and Broken Laws – Mental Health and Restorative Justice”, Svend Robinson, former MP and currently Director of Parliamentary Relations for the Global Fund in Switzerland commented:

“The more I thought about it, after meeting with Matt (a young man who came “out” as a person living with mental illness), the more I was struck by the many parallels between the stigma and the discrimination that is faced by Gay and Lesbian people, at least historically, and that confronting people living with mental illness....

The greatest barriers to equality and acceptance facing gay and lesbian people were invisibility and silence. What really made the difference in progress on LGBT rights was people getting to know us as people. I think this is one of the keys to overcoming stigma and discrimination facing people living with mental illness as well. Study after study has shown, that those who know people in their own lives, their family and their friends, who are living with mental illness, are far more understanding and accepting of the need to provide support and resources for mental illness.”

What is a “Critical Incident”?

In the context of our work, The Critical Incident Protocol has adopted a definition of the kind of incidents that we believe need to be addressed on a community-wide basis. We believe, with the Ministry of Education’s Safe School Programme, that violence is part of a continuum that begins with discourteous and disrespectful communications and progresses to physical violence, assault, and a climate of community fear (See Continuum, Page 10). We also concur with the Safe Schools Programme, that the work of preventing violence does not begin with interventions at the “fighting” stage, but much earlier at the level of permissive acceptance of a culture of disrespectful and discourteous communication. As the University of Western Ontario Campus Community Police Service has concluded:

“Violence refers to a broad range of behaviours along a spectrum of severity that can generate concern for personal safety and/ or personal injury. At the low end of the spectrum are disruptive, aggressive, harassing or emotionally abusive behaviours that generate anxiety or create a climate of distrust that adversely affect process, productivity and morale. Further along the spectrum are words or other actions that are reasonably perceived to be hostile, intimidating, frightening, or threatening and generate a justifiable concern for personal safety. At the high end of the spectrum are acts of overt violence such as assault, pushing, shoving, hitting or physical actions that include weapons and serious physical attacks.”

However, the mandate of the Critical Incident Response Protocol, is the formation of a strategic and effective response to critical incidents while supporting and encouraging educational interventions which address the earlier sources of such violence.

We have adopted a somewhat flexible definition of a Critical Incident, in order to ensure that all signatories to the Protocol can set their policies and practices in place to recognize the harmful effects of allowing a persistent and negative climate to continue to exist either within their own organizations/institutions or in the community at large.

Definition of both the issues and examples of a Critical Incident

The Comox Valley Critical Incident Response Protocol defines a Critical Incident as:

A shocking or personally upsetting racist, homophobic, or hate-based event resulting in distress or harm to anyone, or a group of persons, within the community.

The signatories to the Protocol are committed to the fair and effective application of the following human rights legislation (within each Act's specific jurisdiction) throughout the Comox Valley:

The Charter of Rights and Freedoms, Schedule B of The Constitution Act, 1982
The Canadian Human Rights Act
British Columbia Human Rights Code, [RSBC 1996] Chapter 210

In addition, the signatories are committed to the equitable enforcement of each of the three anti-hate propaganda provisions of the Criminal Code of Canada:

Section 318, Advocating Genocide "Is to argue or urge people to kill others because on their color, race, religion or ethnic origin. Genocide means any of the following acts committed with intent to destroy in whole or in part any identifiable group namely:

- Killing members of the group, or
- Deliberately inflicting on the group conditions calculated to bring about its physical destruction.

Section 319 (1) Public Incitement of Hatred Everyone who, by communicating statements in any public place, incites hatred against any identifiable group where such incitement is likely to lead to a breach of the peace is guilty of an offence.

Section 319 (2) Wilful Promotion of Hatred Everyone who by communicating statements other than in private conversation, wilfully promotes hatred against any identifiable group is guilty of an offence

The Edmonton Police Service, as part of its proactive response to the emergence of hate crime in that city has developed a simple and clear definition of what counts:

Hate Propaganda is defined as:

Any communication, poster and/or graffiti used by a person or group which promotes hatred based on race, religion, nationality or ethnic origin.

Purpose of The Critical Incident Response Protocol

The purpose of a Response protocol is to describe the community's coordinated responses to critical incidents. A community protocol describes how, in different situations, volunteers and agencies will connect with one another to support all involved in such an event.

Continuum of Response

Just as racial, homophobic, or hate-based violence occurs within a Continuum of Violence, the possible responses of the community can also occur within a Continuum of Response. The range proceeds from individual "active witnessing" and "response in the moment", through an informal community conflict resolution/response through to policy-based actions by institutions and agencies, and concluding with legal recourse with response by police and potential prosecution in the courts.

Recognizing the Continuum of Violence and a Continuum of Response means that we can identify both community and individual responses appropriate to the full range of critical incidents which may be encountered.

Violent Acts	Community Responses
Verbal abuse – put-downs, insults, threats, trash talk, wearing clothing with offensive messages	<p>Individuals may: confront the offensive behaviour, identifying community standards, inquire how the offender would feel if similar words were applied to them, report the events to a school principal, workplace supervisor, or community authority. Where an individual is witness to such an event, they may: be an active witness (noting details of the situation, descriptions of those involved including names if known), where safety is not at risk an individual may stand up against the abuse by identifying it as unacceptable within this community, and providing support to the victim by assisting them to report or suggesting options for their consideration.</p> <p>Community organizations and local governments may: fund public education programmes, undertake advertising campaigns, speak out publicly</p>

Threats and abuse promulgated through social media	<p>Individuals may: document the posted abuse, threat, harassment, then assess the level of threat and report it to the RCMP requesting investigation</p> <p>Community organizations and the RCMP may: identify the content author and/or victim, initiate contact in a safe, respectful manner with the individuals who posted the report on social media, use private messages to identify the best course of action to address these situations, offer resources and support, leaving it to the individual to decide what actions to pursue.</p>
Bullying, pushing, fighting	<p>Individuals may: “witness” the events making notes of essential details such as offender description or cell phone photo, content of the incident, date/time, other context information and report to police authorities; physically intervene in appropriate situations where personal safety is not likely threatened; await the outcome and tend to the victim by offering comfort, support, assistance in filing a complaint, etc.</p> <p>Community organizations and local governments may: adopt policies of zero tolerance for such behaviours; receive complaints and support the victim in processing the complaint; impose discipline on the offender in suitable circumstances; employees intervene where injury to self is unlikely</p>
Published verbal assaults – graffiti, posters, posting of threatening symbols/images	<p>Individuals may: cover up the offending message quickly, report the incident to the police authorities, remove the offending images, investigate the source and report to civic and police officials</p> <p>Community organizations and local governments may: as above; organize community dialogues to discuss a community response and increase understanding of the effects of tolerating such actions</p>
Discriminatory policies and practices	<p>Individuals may: lodge a complaint with the agency/government that adopted the policy; seek assistance and support in lodging a formal complaint under the relevant legislation or policy</p>

	<p>Community organizations and local governments may: systematically review all current policies and practices to ensure that deficiencies are identified and remedied; seek advice from experts and the affected community members</p>
Physical harassment and assault	<p>Individuals may: file a complaint with police authorities and pursue prosecution; seek a restorative remedy through referral to the Community Justice Centre for restorative justice</p> <p>Community organizations and local governments may: respond to the victim quickly and effectively by supporting them in understanding options available and encouraging their pursuit.</p>

Advocacy-Assessment Steps

Advocates and supporting agencies will carry out their responsibilities by gathering necessary data such as:

- 1) Assessing the personal safety of those involved.
- 2) Identifying individual or group allegedly responsible for the incident.
- 3) Determining an agency or support service for referral.
- 4) Checking in with victim(s) and witness(es).
- 5) Debriefing those involved.
- 6) Reporting the incident to the Community Justice Centre for annual reporting purposes

Agency Services

Below is a list of the various agencies, their current capacities for response and service, and the kind of incidents that are appropriately referred to them.

Agency

Services available

Community Justice Centre

250-334-8101
Suite C-2, 450 Eighth Street
Courtenay, B.C. V9N 1N5

Provision of short-term counselling pro bono (three counsellors have agreed to serve on a roster and accept referrals for cases arising under the protocol. Each is also a Short-term Transformative Dialogue Facilitator.)

Accept referrals of cases for Short-term Transformative Dialogue (conflict resolution)

Referrals to diversity education programs

Receive reports and track and follow-up on cases reported to other agencies

Annually report to the community on incidents within the scope of the Protocol and their outcomes

RCMP

911 (Emergency)
250-338-1321 (non-emerg.)
800 Ryan Road
Courtenay, B.C. V9N 7T1

Investigating incidents, Filing and supporting the prosecution of legal offences

RCMP Victim Services

250-334-5979
800 Ryan Road,
Courtenay, BC
V9N 7T1

Assisting/supporting victim in relation to the process of prosecution (if offender is charged)

Municipalities, Regional District, CFB Comox, School District #71

Promoting acceptance and supporting diversity through public comments, participation in diversity events, and by adopting policies consonant with the aims of this protocol

Comox Valley Critical Incident Response Protocol

The signatories to the Critical Incident Response Protocol have agreed to adopt the response protocol for critical incidents based upon racism, homophobia and/or hate crimes.

1. What to do

Note the available facts of the situation including names, phone numbers, addresses, physical description(s) of the offender(s) and victim(s). A specific and factual report of the event details, including anything leading up to the event, the nature of the event itself, and the consequences of the event on the victim and other witnesses.

Tend to the immediate needs of the victim for comfort and support, contact with family/friends, medical assistance, ambulance, etc.

Where physical safety is at issue, call police for a response.

When as many details as can be gathered are documented, report to the relevant authorities.

2. How to report

If the incident occurs within an educational, community or local organization, report to the Principal, Manager, or Supervisor – indicating that you believe this to be a “Critical Incident” and reminding them of the Protocol their organization has signed.

If the incident is one posing no immediate threat of physical safety (such as signage, graffiti, posters, offensive messaging, etc.) then gather the information required and report to the individual responsible for the location of the incident (school, workplace supervisor, or if public property, the Municipal Clerk.

Ask if there is a specific form that is required to be completed so that the complaint is lodged as an official complaint that requires action.

If you wish assistance in making this report, you may contact: the Community Justice Centre, your Union or WorkSafe BC (for employment related events), the Multicultural Association, The Immigrant Welcome Centre, a friend or minister, for advice and support.

If the incident causes physical, psychological or emotional damage, consider filing a complaint with the Human Rights Commission or the RCMP.

3. How to respond

If there is a victim involved whose health or safety is compromised, call ambulance and/or police for an immediate response. Otherwise, provide simple humane and compassionate support and comfort until the victim is capable of undertaking action on their own or with your support.

4. Types of complaints

Offensive verbal assaults based on race, real or perceived sexual orientation, gender, ethnic or cultural origins, religious or political beliefs or other protected grounds

Physical assault of any kind (based on any of the protected grounds)

Agencies to receive complaints

Schools, Colleges, Employers, community associations and organizations, Municipal offices, Human Rights Commission, RCMP

RCMP

Property damage (based on any of the RCMP
Protected grounds)

5. What to expect when filing a complaint – processing steps

A formal complaint to the RCMP and/or the Human Rights Commission will be an extended exercise and will require stamina and endurance. It is advised that the victim seek support, encouragement, and advice before undertaking the process. It will be particularly important in some circumstances for the victim to seek a friend who can accompany them throughout the process.

A formal complaint to an institution can also be assisted greatly with the support of a friend or other individual from one of the agencies signatory to the protocol.

An informal complaint may be appropriate in some circumstances, but make note of the date on which you notified the organization, keep a record of what you reported and document any response received, in case the complaint needs to be formalized at a later date.

6. Victim Assistance in filing and pursuing a complaint

Where a complaint is filed with the RCMP, there is a Victim Assistance Unit which can provide support through the process.

Where a Human Rights Complaint is filed, the Commission will assign an investigator to review the facts and recommend a course of action. The BC Human Rights Coalition offices in Vancouver can provide assistance and support in this process.

Where the complaint is referred by the receiving agency to the Community Justice Centre, volunteer case co-ordinators will assist you through the process of a resolution conference or a short-term transformative dialogue with the offender.

TABLE 1

COMOX VALLEY STATS	Totals	Percentage of Comox Valley
Visible Minorities		
Aboriginal Identity	2,560	4.38%
Chinese	475	0.81%
South Asian	170	0.29%
Black	345	0.59%
Filipino	260	0.44%
Latin American	110	0.19%
South East Asian	180	0.31%
Arab	10	0.02%
West Asian	10	0.02%
Korean	70	0.12%
Japanese	135	0.23%
Multiple Vis Min	30	0.05%
TOTAL POP	58,490	
TOTAL VIS MIN POP	4355	7.45%
Age		
0-14 yrs	9,410	16.00%
15-19 years	3,970	6.75%
20-24 years	2,660	4.52%
25-29 years	2,295	3.90%
30-34 years	2,775	4.72%
35-39 years	3,370	5.73%
40-44 years	14,760	25.09%
45-54 years	9,992	16.98%
55-64 years	8,900	15.13%
65 years and over	10,750	18.27%
TOTAL AGE GROUPS	58,830	98.81%
Religion:		
Catholic	7,780	14.34%
Protestant	21,095	38.88%
Christian-Orthodox	210	0.39%
Christian, other	2,055	3.79%
Muslim	45	0.08%
Jewish	120	0.22%
Buddhist	355	0.65%
Hindu	0	0.00%
Sikh	0	0.00%
Eastern religions	315	0.58%
Other religions	305	0.56%
No religion reported	21,970	40.50%
Total Population	54,250	

Chart 1 – Comox Valley Visible Minorities

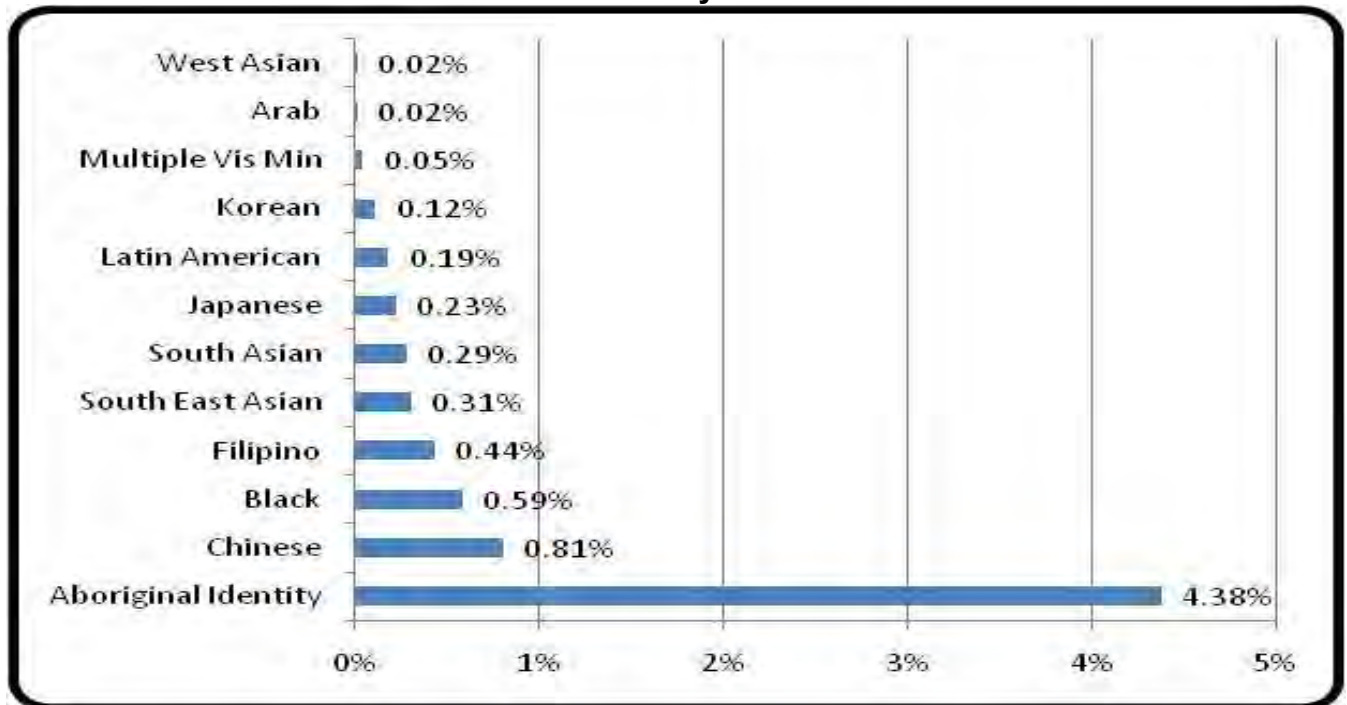


Chart 2 – Comox Valley Age Group Distributions

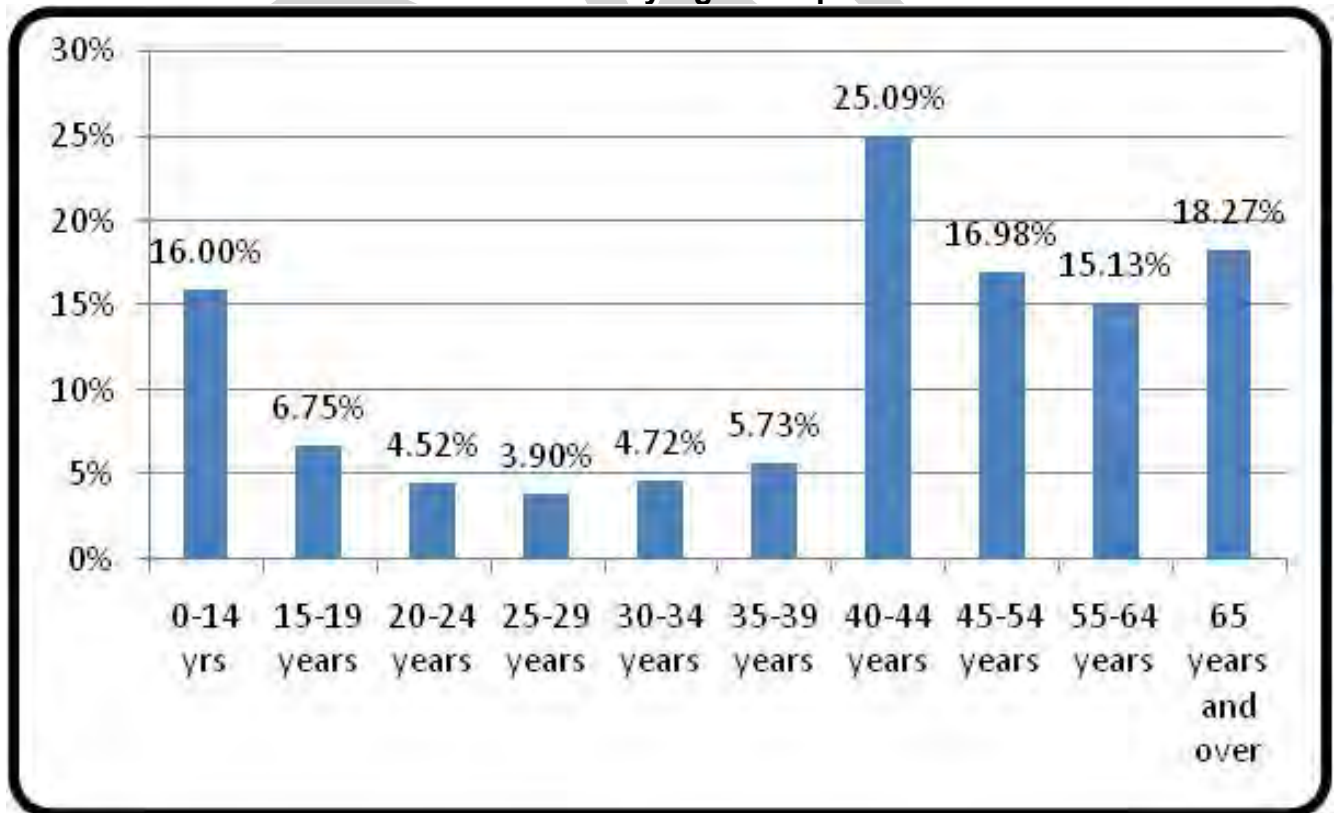
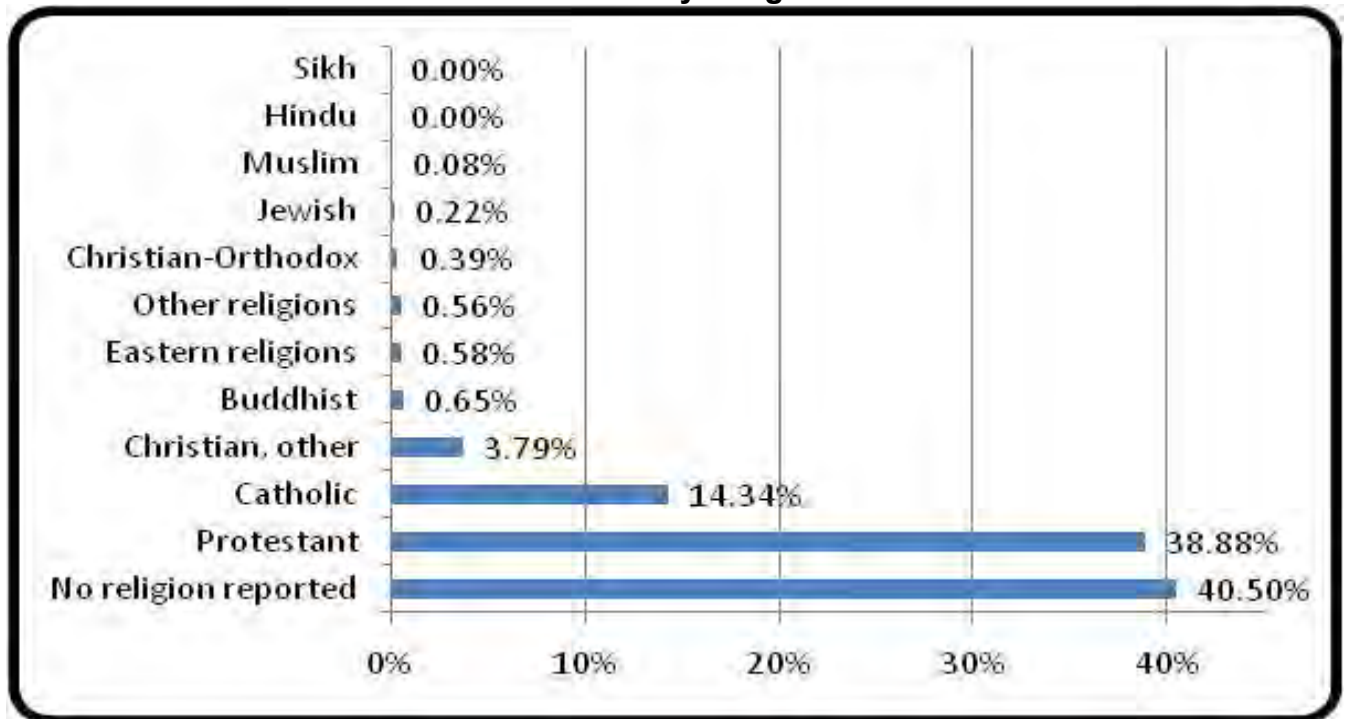


Chart 3 – Comox Valley Religious Affiliation

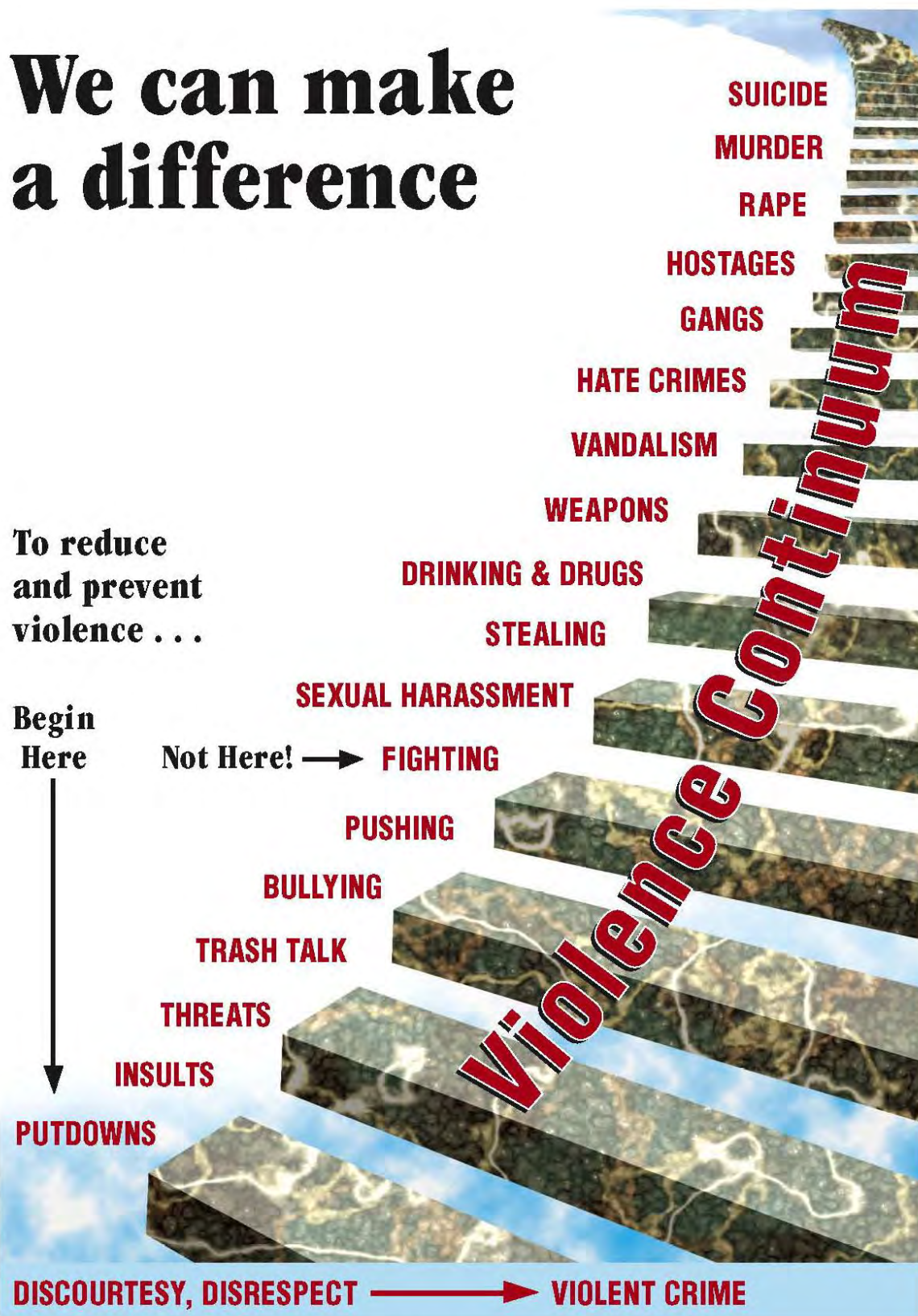


We can make a difference

To reduce and prevent violence . . .

Begin Here

Not Here! →



Adapted from *Making Schools Safe*, B.C. Ministry of Education

Appendix A Text of the Protocol

Comox Valley Critical Incident Response Protocol

Whereas

We believe that it is desirable for all residents of the Comox Valley to enjoy the privileges of living within a free, welcoming, inclusive, and civil community; and

We believe that no resident or visitor to the Comox Valley ought to suffer from the effects of harassment, intimidation, threat, hateful actions, physical injury, damage to their property, or other forms of violence which are motivated by bias. This includes, but is not limited to, any bias based upon their race, religious belief or non-belief, cultural origin, ethnic origin, perceived or actual sexual orientation, gender or gender identity, economic status, disability status, or social status; and

We believe that it is the duty of all residents, acting individually and together, to strive for the achievement of a community in which we acknowledge our diversity by affirming our differences and welcoming the contributions that arise from each resident's unique gifts; and

We believe that every resident has the right to experience the sense of belonging to this community that arises from our daily commitment to creating a better world.

Therefore:

As authorized representatives of the governments, agencies, and organizations named, we accept and agree to work towards the effective implementation of policies and practices within our respective governments, agencies, and organizations that recognize, affirm and encourage the inclusion of all; and

we commit our governments, agencies and organizations to the implementation of the integrated responses to racist, homophobic and hate-based critical incidents which are the subject of this Protocol; and

we encourage all residents and visitors to the Comox Valley to welcome and engage with each other in ways that incorporate the principles of inclusion, affirmation of difference, and broadening our understanding of one another so that these principles shall be evident in the ways in which we live and work together.

**Appendix B Governments, Boards, Agencies, Organizations and
groups that signed the protocol on May 29, 2009**

**Comox Valley Art Gallery
Community Adult Learning & Literacy Society
Village of Cumberland
Comox Valley Gay Men's Community
Comox Valley GBLT Community
School District #71 (Comox Valley)
Comox United Church
Canadian Red Cross – Coastal Region
Cumberland Chamber of Commerce
Community Justice Centre
Wachiay Friendship Society
RCMP Comox Valley Detachment
Comox Valley Regional District
Comox Valley Muslim Community
Spiritual Assembly of the Bahá'ís of Courtenay
Comox valley Family Services Association
Comox District Teachers' Association
Comox Valley Transgendered Persons Discussion Group
Town of Comox
Comox Valley Unitarian Fellowship
BC Ministry of Children and Family Development
MusicFest
North Island Women's Services Society
Campbell River, Courtenay & District Labour Council
Miki'siw Métis Association
Comox Valley Accessibility Committee
K'ómoks First Nation
Valleylinks
Comox Valley Jewish Community
Comox Valley Transition Society
Theatreworks
Association Francophone de la Vallée de Comox
North Island College Board of Governors
Comox Valley Black Community
Creative Employment Access Society
AIDS Vancouver Island – Courtenay
Bringing Community Together
Highland Secondary Gay Straight Alliance
Sherab Chamma Ling, Tibetan Bön Buddhist Centre
World Community Development Education Society**

**THE COMOX VALLEY CHARTER
OF DIGNITY, RESPECT, & ACCEPTANCE**

AS A RESIDENT OF THE COMOX VALLEY,

I BELIEVE THAT ALL RESIDENTS AND VISITORS HAVE WORTH AND ARE
EQUALLY DESERVING OF RESPECT.

I TRUST THAT I CAN MAKE A DIFFERENCE BY THE WAY IN WHICH I ACT
TOWARDS OTHERS.

I HOPE WE CAN MAKE A BETTER WORLD BY SHOWING OTHERS THE
PEACEFUL WAYS TO LIVE TOGETHER.

I KNOW THAT I AFFECT OTHERS AS A RESULT OF THE WAYS THAT I THINK
ABOUT AND ACT TOWARDS THEM,

THEREFORE,

I PROMISE THAT EVERY DAY I WILL WORK TO CHANGE MY THOUGHTS
AND ACTIONS SO THAT THEY ARE WELCOMING, AFFIRMING, AND
INCLUSIVE OF ALL RESIDENTS AND VISITORS TO THIS VALLEY, AND

I WILL TREAT EVERYONE I ENCOUNTER WITH DIGNITY AND RESPECT SO
THAT ALL MAY KNOW THE PEACEFUL AND COOPERATIVE LIFE TOGETHER
THAT I WISH FOR MYSELF AND FOR ALL.

Appendix D: Statutory Provisions

These documents are available at:

Universal Declaration of Human Rights

<http://www.un.org/en/universal-declaration-human-rights/>

Part 1 of The Constitution Act, 1982 (Canadian charter of rights and freedoms)

<http://laws-lois.justice.gc.ca/eng/Const/page-15.html>

Canadian Human Rights Act

<http://laws-lois.justice.gc.ca/eng/acts/H-6/>

British Columbia Human Rights Code

http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01

THE ALBERNI PROJECT



HMCS Alberni Memorial



I Will Remember
Je Me Souviendrai

HMCS ALBERNI MUSEUM

32-190 Port Augusta Street
Comox BC Canada V9M 3N1
Tue-Sat 10 am - 4 pm

MUSEUM EMAIL

k103museum@alberniproject.org

MUSEUM PHONE

250-339-4322

DIRECTOR

Lewis Bartholomew
mrbarth@alberniproject.org
250-334-6555 Cellular

THE ALBERNI PROJECT SOCIETY

ADMINISTRATION OFFICE
TAP MOBILE EXHIBIT BOOKINGS
65 Salisbury Road
Courtenay, BC Canada V9N 9L7

PHONE

250-338-2720
250-338-2867 FAX

WEBSITE

www.alberniproject.org

BC Registry Services
Society Number: S-0062206

16 May 2016

City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Financial Services/City Council:

The Alberni Project Society sent a letter requesting funding earlier this year (see enclosed letter), without a response. Today I visited with Mr Brian Parschauer, the Director of Financial Services to see if our request had been denied.

Apparently this was a matter of our request falling between the cracks, and he advised me to resubmit our request and be at the Monday, 13 June 2016 council meeting to make a presentation. I am enclosing our financial papers from 2015 and the Budget for 2016 for TAPS. Please confirm if you wish me to be present at council on the 13 June, and at what time, and if you require any further information.

For further information, please contact Lewis Bartholomew (250 339-4322), visit www.alberniproject.org or www.facebook.com/TheAlberniProject.

regards,

James Derry
Treasurer
The Alberni Project Society

THE ALBERNI PROJECT

HMCS Alberni Memorial



I Will Remember
Je Me Souviendrai

HMCS ALBERNI MUSEUM

32-190 Port Augusta Street
Comox BC Canada V9M 3N1
Tue-Sat 10 am - 4 pm

MUSEUM EMAIL

k103museum@alberniproject.org

MUSEUM PHONE

250-339-4322

DIRECTOR

Lewis Bartholomew
mrbarth@alberniproject.org
250-334-6555 Cellular

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65 Salisbury Road
Courtenay, BC Canada V9N 9L7

PHONE

250-338-2720
250-338-2867 FAX

WEBSITE

www.alberniproject.org

BC Registry Services

Society Number: S-0062206

30 January 2016

City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Financial Services:

The Alberni Project Society, a BC registered non-profit society based in Courtenay operates the HMCS Alberni Museum and Memorial (HAMM) in Comox and The Alberni Project (TAP) mobile memorial and exhibit, which covers Vancouver Island through out the year. The museum facility was established in 2013 and the mobile unit has been operating since 2004.

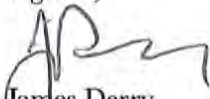
Once again we are asking for your support and assistance in keeping our museum and the travelling exhibit available to residents of Vancouver Island. In City of Courtenay generously gave us \$2000.00 towards our continued functioning in the area. This helped us in our general operating costs and our move to the larger, corner unit in the Comox Centre Mall.

This year we are requesting \$3000.00 due to increased running costs and the rentals of outside exhibits, such as our very successful Anne Frank: A History for Today which ran for 3 months and was visited by over 2500 people from the valley and all over Vancouver Island. In January 2016, we hosted a representative of the Anne Frank House in Amsterdam to train 14 senior students to act as guides for school groups attending the exhibit. This year we are honoured and fortunate to bring Bev Tosh's War Brides, (www.warbrides.com) which has travelled through out Canada and abroad. We will also continue to sponsor annual public events at our museum such as ANZAC Day in April, Battle of the Atlantic Day in May, Nautical Days in August, and Remembrance Day in November. HAMM also supports the local Sea Cadets and their events.

We are requesting financial assistance towards the continuing operation of the museum and mobile unit. All major contributors and sponsors are recognized on our Supporters Poster in the museum and whenever we use the mobile until while on a traveling exhibit.

For further information, please contact Lewis Bartholomew (250 339-4322), visit www.alberniproject.org or www.facebook.com/TheAlberniProject.

regards,


James Derry
Treasurer

The Alberni Project Society

THE ALBERNI PROJECT SOCIETY		ACTUAL	BUDGET
INCOME		2015	2016
	GIFT SHOP SALES	4884.00	5000.00
	MEMBERSHIP	690.00	700.00
	CASH DONATIONS BUCKET	3179.00	4000.00
	CASH DONATIONS SPECIAL EXHIBITS	1100.00	6000.00
	DONATIONS LEW	1511.14	0
	GRANTS	6720.00	15000.00
	SPONSORS SPECIAL EXHIBITS	5500.00	7000.00
#	IN KIND SPONSORS (TELUS)	2400.00	2400.00
A	TOTAL INCOME:	25984.14	37700.00
OPERATING EXPENSES, MUSUEM			
	RENT	6090.00	6100.00
	BC HYDRO	1383.48	1500.00
	TELUS INTERNET	747.75	745.00
#	TELUS PHONE & MOBILITY	2400.00	2400.00
	INSURANCE	875.00	875.00
	PRICE'S ALARMS	779.59	1000.00
	EXHIBIT MATERIALS. ONGOING	1646.00	1650.00
	MEMBERSHIP PROF.	443.75	445.00
	UNIFORMS	205.88	400.00
	REPAIRS/MAINTENANCE	856.78	300.00
	OFFICE/WEB HOSTING	810.44	800.00
	ADVERTISING & PROMOTION	975.83	2000.00
	TEMPORARY EXHIBITS		7000.00
B	TOTAL MUSEUM EXPENSES:	17214.5	25215.00
EXPENSES, MOBILE UNIT			
	GAS	350.31	350.00
	INSURANCE, TRAILER	227.00	250.00
	ACCOMMODATION OUT OF TOWN	413.71	500.00
	FOOD	91.75	120.00
	MOBILE EXHIBIT MATERIALS	709.89	500.00
	SIGNAGE	25.61	400.00
C	TOTAL MOBILE EXPENSES:	1818.27	2120.00
NEW ASSETS, MUSEUM			
	POSTERS & BANNERS	1775.28	2500.00
	FURNISHINGS & PERM. DISPLAYS	2345.04	2000.00
	LIBRARY	14.95	500.00
	EXHIBITS, FEATURE SHOWS		400.00
D	TOTAL NEW ASSETS:	4135.27	5400.00
GIFT SHOP			
	STOCK PURCHASED	2175.01	2500.00
	PROMOTIONAL FREEBEES	112.17	150.00
	CADET SPONSORSHIP 10% IWR SIGNS	150.00	342.00
E	TOTAL GIFT SHOP EXPENSES:	2437.18	2992.00
F	ALL EXPENSES	25605.22	35727.00
ACCOUNTS PAYABLE			
	L R B: MUSEUM EXPENSES	2230.34	1000.00
	L R B: ASSET EXPENSES	1623.98	750.00
G	TOTAL A/P	3854.32	1750.00
SHORT FALL OF EXPENSES COVERED BY LEWIS (21%) OF TOTAL FOR 2015			

May 23, 2016

Dear Members of the Courtenay Council:

I am sure that it was an oversight of the engineering department when the plans were drawn up for the reconstruction on 3rd Street from Cliffe Ave to Duncan but there was no exit barrier from Cliffe Ave onto 3rd Street included similar to that already in place on 2nd and 1st Streets

Because 3rd Street (a residential street) has become a main traffic artery for traffic coming from the Condorsory Bridge and with both 1st and 2nd Street exits blocked from Cliffe Ave. a great deal of **cut through** traffic elects to turn up 3rd Street rather than 4th Street as there are no stop signs to stop for. The traffic circles are sometimes viewed as a reason to slow briefly but one can hear vehicles accelerate from Duncan to Fitzgerald, often slow but not always, for the traffic circle at Fitzgerald and proceed quickly around the curve onto Harmston. Then there is also the cut-through traffic coming from Harmston, taking the corner at varying speeds to proceed down 3rd Street to wherever it is going. 3rd Street has become commonly referred to, by local residents, as **Highway 3**. This “cut-through” traffic includes commercial vehicles, farm vehicles as well as the regular cars/ trucks on its way to somewhere else but not to the residents that are on 3rd. With talk of making the single lane Bailey bridge over the Tsolum River into a 2 lane bridge, hence a more effective way of coming into Courtenay, traffic is likely to increase coming over the Condorsory Bridge and onto Cliffe Ave.

In speaking with Carrie Miller regarding the concern that residents on 3rd Street have in regards to the amount of traffic and the speed at which it travels on 3rd Street from Cliffe Ave. to Harmston, I inquired first about having a STOP sign placed at the corners of 3rd and England in order to create a 4 way stop at that intersection. She said that it would require a review by ?? following a report of the ?? I next inquired as to the possibility of having modifications made to the traffic circle similar to the traffic circle on Cumberland Road but that was informed would not be likely in the for-seeable future.

I then asked **the KEYSTONE QUESTION. How was it determined that the curbs were installed on 1st and later on 2nd Street entrances off of Cliffe.** Carrie checked archives and learned that in 2005 a petition and individually written letters had been presented to council requesting traffic calming measures for 1st, 2nd and 3rd Streets. In 2008, Nancy Henderson as part of the PLANNING SERVICES DEPARTMENT of the City of Courtenay prepared a “LOCAL AREA PLAN” FOR THE Old Orchard Area Recommendation on Page 26 included recommendations:

#6 Consider that potential closure or partial closure of roads to vehicles to improve pedestrian and cycling mobility.

#10. Work with the neighbourhood and transit to identify how transit routes can be improved to address neighbourhood transit issues.

14. Parking for downtown businesses is occurring on the streets in the Old Orchard neighbourhood. In order to protect the neighbourhood from becoming a receiving area for commercial parking, it is recommended that a downtown parking plan be developed.

When I asked how it was determined that the curbs would be implemented at the entrances of 1st and 2nd Streets off of Cliffe, in order to put forth a request for similar consideration, Ms. Miller was unable to locate any additional information and thought that perhaps it was a council decision. Hence the request enclosed in this letter is for Council to request the engineering department to include the barrier similar to that on 2nd Street be included in the design of the of the entrance off of Cliffe Ave onto 3rd Street. (The streets are similar in size and design.)

In conclusion, we beseech the council to please complete the work begun with the traffic calming ventures on 1st and 2nd streets and also endorse the installation of the curbs prohibiting entrance from Cliffe Ave onto 3rd Street. After all we are, theoretically, a quiet residential neighbourhood,, not a main arterial traffic route for CUT THROUGH TRAFFIC.

Sincerely

Alana Check

507-3rd Street—Corner of 3rd and Fitzgerald

Courtenay, BC 250-331-0299

At this time, I would like to conjure how the traffic pattern will likely occur on Wednesday Market Days. Traffic coming north along Fitzgerald will be unable to proceed down 5th Street due to the closure. It will proceed along Fitzgerald. If it goes down 4th, there is a stop at Duncan. However, if one continues to RESIDENTIAL 3rd Street, going past the **TRAFFIC CALMED NEIGHBOURHOOD SIGN**, slow for the traffic circles on Fitzgerald and Duncan and proceed to Cliffe Ave with no stops! Which would you take?

I would also like to conjure how the parking situation will be affected by expanding past the commercial areas into the residential area of 3rd Street because it already does.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Firefighting Service Levels

File No.: 7200-00
Date: June 13, 2016

PURPOSE:

The purpose of this report is to recommend the adoption of a Council policy to establish firefighting service levels based on the requirements mandated by the Province of British Columbia Office of the Fire Commissioner.

EXECUTIVE SUMMARY:

The Office of the Fire Commissioner of British Columbia provided the City of Courtenay with a document titled the *British Columbia Structure Firefighter Competency and Training Playbook*. The Playbook is intended for each local government across British Columbia to look at their Fire Services from within and declare its firefighting "Service Level". This Service Level is to be established in order to determine minimum training standards and provide a level of safety to workers along with the public, and must be established by the deadline of June 30, 2016.

CAO RECOMMENDATIONS:

That based on the June 13, 2016 staff report "Firefighting Service Levels", Council approve OPTION 1 and adopt "Firefighting Service Levels Policy # 7200.00.01".

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Playbook was derived with the assistance of the Fire Chiefs Association of British Columbia, Fire Services Liaison Group and the Coroner's Inquiry into the fire death of Clearwater Volunteer Fire Fighter Chad Schapansky.

The Playbook establishes and describes the minimum competencies required of firefighter roles in the following three (3) categories:

- Exterior Operations Level Firefighter
- Interior Operations Level Firefighter
- Full-Service Operations Level Firefighter

Exterior Operations is the service level that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH (immediately dangerous to life and health) environment.

Interior Operations is the service level that authorizes firefighting activities to include entry into structures and objects with the purpose of control and/or extinguishment of fire.

Full Service Operations is the service level that includes activities that are undertaken by firefighters and officers trained in the full spectrum of Competencies outlined in the NFPA 1001 Firefighter 2, *Standard for Fire Fighter Professional Qualifications* as well as the relevant competencies of NFPA 1021 *Standard for Fire Officer Professional Qualifications* for officers.

Each local government is to declare its firefighting service level in order to determine the minimum training standard to be met by the deadline of June 30, 2016. This declared service level needs to be fully reflected in the fire department's operating guidelines, policies and training programs.

This Playbook and establishment of the local government service level are intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Fire Fighter qualifications.

These increasing standards of training, which have been mandated since 2014, require a significant level of commitment for training and time from both volunteers and departments. Before 2014, these standards were not mandatory and are now actively enforced by WorkSafeBC. This means volunteer firefighters must qualify and meet the minimum standards to participate in operations. Failure of a Fire Department operating at less than the minimum training qualifications to the declared service level standards, may result in the City and its officials being held accountable.

DISCUSSION:

It is recommended that Council adopt “Firefighting Service Levels Policy # 7200.00.0” and as a result guidelines, policy and training programs will be, or have been, implemented.

The “Firefighting Service Levels Policy” defines the following:

- a) Operational Standard
- b) Operational Limitations
- c) Training Standard
- d) Non-Suppression Limitations

Our current training reflects that of a Full Service Operations Level department. The declaration as a Full Service Operations Level Fire Department is supported through the operational guidelines and training programs established by the Courtenay Fire Department.

The Courtenay Fire Department currently meets the intent of **Full Service Operations Level** in the Playbook.

FINANCIAL IMPLICATIONS:

There are no financial impacts and all required training is included in the City's financial plan.

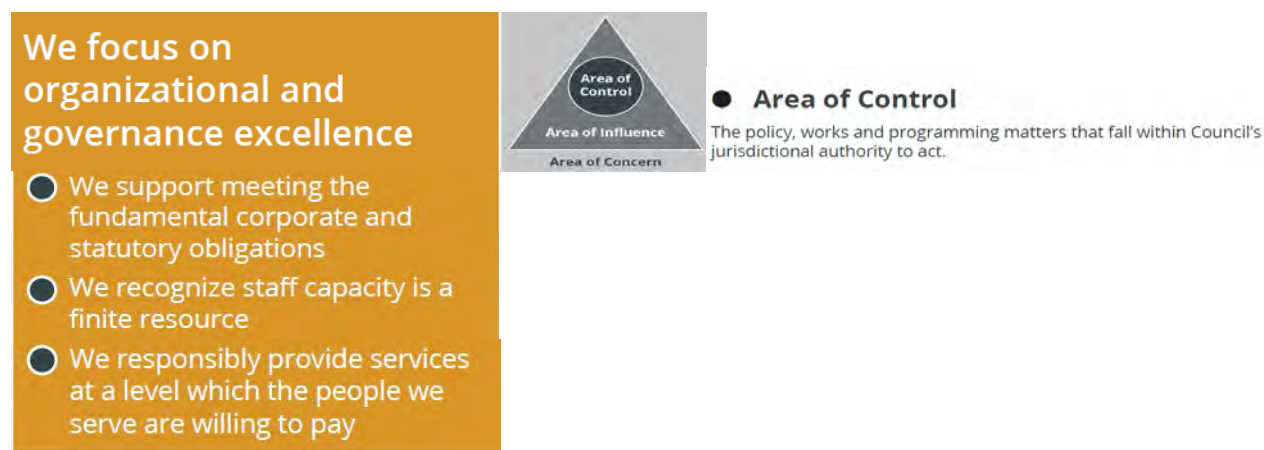
ADMINISTRATIVE IMPLICATIONS:

No administrative implications, the Fire Departments Guidelines, Training Program and record Management are currently in place.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PRIORITIES REFERENCE:



OFFICIAL COMMUNITY PLAN REFERENCE:

Statutory in nature.

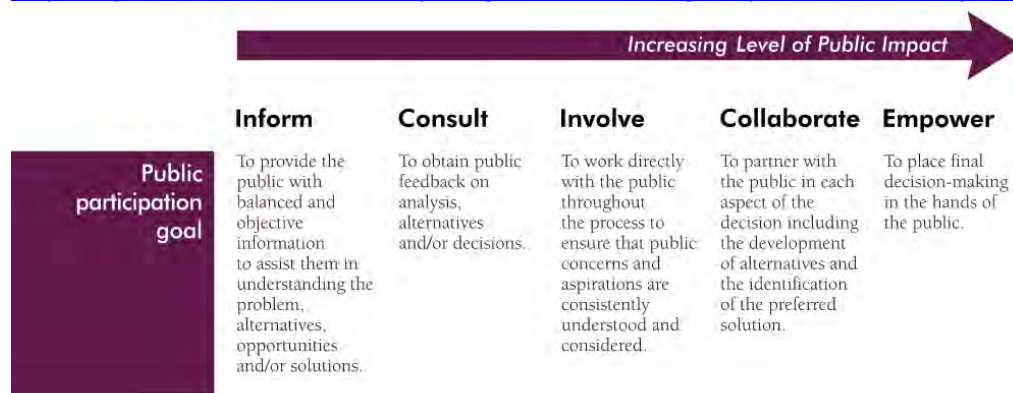
REGIONAL GROWTH STRATEGY REFERENCE:

Statutory in nature.

CITIZEN/PUBLIC ENGAGEMENT:

Staff would inform 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



OPTIONS:

- OPTION 1: That Council adopt Policy Firefighting Service Levels Policy # 7200.00.01 (Recommended).
- OPTION 2: That Council refer the policy back to staff for changes.

Prepared by:



Donald. A. Bardonnex
Fire Chief

- Attachments:
1. Firefighting Service Levels Policy # 7200.00.01.
 2. Office of the Fire Commissioner of British Columbia British Columbia Minimum Training Standards Structure Firefighter Competency and Training Playbook.

City of Courtenay Policy

Section 14: Protective Services	Policy # 7200.00.01
Subject: Firefighting Service Levels	Revision #

1) PURPOSE

To establish Firefighting Service Levels for the City of Courtenay Fire Department (the "Fire Department").

2) BACKGROUND

The City of Courtenay has directed that the Fire Department operational model is to be primarily undertaken by a volunteer membership, supplemented by a small contingent of career fire inspection, emergency vehicle technician and chief officer personnel. This model is consistent with the budgetary and operational capabilities and requirements of the City of Courtenay, as determined by City Council.

The Fire Department operates pursuant to the "**Fire Protective Services Bylaw No. 2556, 2008**" as amended from time to time. The Fire Chief, as appointed by City Council, is responsible for the safe, effective and efficient operation and administration of the Fire Department.

The *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (May 2015), as set under paragraph 4(1)(d)(iii) of the British Columbia (BC) **Fire Safety Act** is hereby recognized as the applicable Provincial Statute under which training activities of the Courtenay Fire Department will be based.

3) OPERATIONAL STANDARD

The Fire Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the **Full Service Operations Level**, as generally described in the Playbook and considering any and all limitations contained within this Policy.

The City of Courtenay defines "Emergency Response" as aid provided in respect of fires, alarms, explosions, medical emergencies or incidents, floods, earthquakes or other natural disasters, escape of dangerous goods, marine, rail transport or aeronautical incidents, motor vehicle or other accidents, or circumstances necessitating rescue efforts.

4) OPERATIONAL LIMITATIONS

Availability for Emergency Response will be determined by the Fire Department on a case-by-case basis and is dependant on the circumstances, availability of service, level of training and skill of responding personnel, timing and resources.

The following components of Emergency Response are performed in a reduced/modified manner, by the Fire Department:

City of Courtenay Policy

Section 14: Protective Services	Policy # 7200.00.01
Subject: Firefighting Service Levels	Revision #

A. Technical Rescue:

- i) Entrapment Rescue, such as vehicle extrication, capability is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources. Additional specialized back-up from Mutual Aid can be requested, if available.
- ii) High Angle Rescue, capability is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources. Additional specialized back-up from other agencies can be requested, if available.
- iii) Swift Water Rescue (non entry), capability is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources. Additional specialized back-up from other agencies can be requested, if available.

B. Dangerous Goods / Hazardous Materials (HazMat) Operations Response:

- i) Operations Level response is dependant on the circumstances and is limited to simple vehicle fuel leaks/fires and simple compressed gas leaks/fires or other incident where it is determined by the Fire Department to fall within its level of training, skill and its available resources; and
- ii) For all other incidents of this type, an Awareness Level of response will be provided by the Fire Department depending on the nature of the incident, the level of training and skill, and the availability of resources. Specialized back-up from outside agencies, through agreement, is available if required.

C. Aviation Firefighting/Rescue:

- i) Fire Department response to aircraft incidents is limited depending on the circumstances of the incident and whether Fire Department determines that the incident is within its level of training and skill. Additional resources, including specialized aircraft firefighting apparatus, will be requested for major incidents; and
- ii) Firefighting capabilities of the Fire Department are based upon use of traditional structural firefighting apparatus using firefighting foam application.

D. Emergency Medical Response:

- i) The Fire Department will provide a emergency medical response when requested by BCAS, if BCAS has confirmed that it is a Code 3 response and they are delayed by 15 min or more, or as directed by a Chief Officer.

City of Courtenay Policy

Section 14: Protective Services	Policy # 7200.00.01
Subject: Firefighting Service Levels	Revision #

The following levels of service for Emergency Response are not directly performed by the Fire Department:

A. Technical Rescue:

- i) No Swift Water Entry or Ice Rescue capability - contracted through aid agreement or other agency/contractor, if available;
- ii) No Structural Collapse Rescue - contracted through aid agreement or other agency/contractor, if available.

B. Dangerous Goods / Hazardous Materials (HazMat) Technician Response:

- i) Technician Level response is not provided - contracted through aid agreement or other agency/contractor, if available.

C. Marine Firefighting:

- i) Response to vessels or foreshore areas from the water side is not provided - contracted through aid agreement or other agency/contractor, if available..

5) TRAINING STANDARD

The Fire Department shall train its Principal Responding Members to the minimum competencies required by the Playbook for the Full Service Operations Level. The required training competencies, as described in the Playbook, will be achieved by all members within 3 calendar years of start date.

During the recruit training period, trainees will progress through the Exterior, then Interior Operations Service Level training as described in the Playbook. Once qualified the trainees may be brought onto the department for active service. Once active, firefighters will only be authorized to operate under the qualification they have achieved. Only a limited number of personnel will be operating at less than the Full Service Operations Level at any given time, thus ensuring the department maintains full capability.

The Courtenay Fire Department will establish a Training Program, applicable Operational Guidelines, Policies, Procedures and Lesson Plans that ensure compliance with the competencies and other requirements as described within the Playbook for all operational service levels.

The Fire Chief will establish regular review and compliance checks to ensure that the ongoing requirements of the Playbook are adhered to and that Council is made aware of any required changes to operations or training in a timely manner.

City of Courtenay Policy

Section 14: Protective Services	Policy # 7200.00.01
Subject: Firefighting Service Levels	Revision #

The Fire Chief will establish Training Programs, applicable Operational Guidelines, Policies, Procedures and Lesson Plans for all departmental service delivery areas not specifically described within the Playbook Standard. These include, but are not limited to: incident command; personnel accountability; health & safety; aircraft incident response; vehicle rescue; water-borne emergencies; and vehicle operations.

6) NON-SUPPRESSION LIMITATIONS

The Fire Chief will provide for activities related to Fire Prevention such as development and building plan review in coordination with the City building department, fire and safety inspections, fire investigations and fire and life safety education.

- A. The following components are performed in a reduced/modified manner by the Fire Department:
 - i) Investigation of major incidents, particularly those that involve serious injury or death. Such investigation should be provided with assistance from other jurisdictions such as law enforcement, Worksafe and the Office of the Fire Commissioner, as well as contractor agencies, as applicable; and
 - ii) Fire Department's decision to undertake and conduct an investigation of major fire incidents is within its discretion depending on the circumstances of the incident, the required level of training and skill and the available resources.
- B. The following components of Fire Prevention, are not directly performed by the Courtenay Fire Department at this time:
 - i) Fire Department does not provided a registered professional review or assurance of Fire Protection System design drawings. Limited plan review may be conducted with various departments within the City of Courtenay, as applicable; and
 - ii) Occupant load calculations for the purpose of obtaining a liquor license.

7) ACCOUNTABILITY

The Fire Chief for the City of Courtenay, or designate, is responsible for ensuring this policy is complied with through the use of appropriate department Operational Guidelines as well as service/aid agreements, service contracts, and/or partner agencies.

In relation to any particular incident/assistance response, the department shall undertake only those emergency activities for which its actual responding members at the incident are properly trained and equipped. If additional assistance is required such assistance will be promptly requested from the most appropriate qualified agency/organization.

City of Courtenay Policy

Section 14: Protective Services	Policy # 7200.00.01
Subject: Firefighting Service Levels	Revision #

The Fire Chief may determine to limit the fire suppression activities of the department to the Interior or Exterior Operations Service Level in circumstances where, because of turn-over in members or for other reasons, in the Fire Chief's view the department should suspend undertaking Full Service operations.

Where the Fire Chief has made a determination under section 7(c), he or she shall immediately inform the CAO, including reasons for the decision. The Fire Chief may elect to recommence providing Full Service Operations Level response when he or she considers it warranted, and shall inform the CAO when making such decision.

8) REVIEW

The Fire Chief shall, on a regular basis or as directed, report to the City on the departments readiness, effectiveness and efficiency. The Fire Chief will ensure ongoing compliance with the contents of the policy and all other applicable Bylaws, Statutes or Regulations.

British Columbia Fire Service Minimum Training Standards

***Structure Firefighters
Competency and Training***

PLAYBOOK



**Second Edition
Amended: May 2015**

Pursuant to paragraph 3(3)(b) of the *Fire Services Act* of B.C.

Acknowledgements

The Office of the Fire Commissioner wishes to acknowledge the contributions of the following organizations in the compilation, consultation, evaluation and drafting of the B.C. Fire Service Minimum Training Standards:

Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.

Table of Amendments

Description	Effective Date
Original document issued	September 2014
Amended	May 2015

Overview

1. Purpose:

Under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), the Fire Commissioner is required to establish the minimum standards of training required for fire services personnel in British Columbia. This Playbook sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The Authority Having Jurisdiction will set the **Service Level** (refer to pages 10, 17 and 18) to be provided by its fire department, which in turn determines the minimum training Competencies that must be met by that department. The Playbook establishes the minimum training Competencies required and the standards from which they are drawn.

2. Scope:

This **Playbook** is applicable to all fire services personnel in British Columbia, as defined in the *Fire Services Act*. It covers all fire departments and fire services, including municipal and regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.). This **Playbook** does not apply to provincial Wildfire Management Branch resources.

For the purpose of this document, the term “Authority Having Jurisdiction” or “AHJ” describes the relevant local or regional government, or the entity (or persons) legally responsible for the organization and operation of the particular fire service.

This **Playbook** is intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. The training requirements are expressly tied to the **Service Level** provided by a fire department, as formally determined by the Authority Having Jurisdiction. This document and program establishes the minimum Competencies necessary to perform the role of a firefighter, instructor/Evaluator and Team Leader at each designated **Service Level**, as well as for the delivery of in-house training in such Competencies.

The **Playbook** addresses the principal functional or operational roles for each **Service Level** but does not encompass all roles or functions of the fire service. The **Playbook** is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. The training for such roles and functions must meet the requirements of the *Workers Compensation Act* (B.C.) and any other applicable statutory or regulatory requirements. These additional training requirements need to be considered by the AHJ when determining the **Service Level** to be provided by its fire service.

3. Principles:

It is the responsibility of each AHJ to select and declare its firefighting **Service Level**, which in turn determines the training Competencies that must be met by the fire service for which it is responsible. The **Playbook** standard outlines the minimum competencies which are drawn from the NFPA standards. The declared **Service Level** must be established as formal policy for the Department (whether by bylaw, policy or in contract) and needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision as to the appropriate **Service Level** for its fire service should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;
- the realities of the community in terms of demographics, risks, travel distances, fire hall locations, equipment and staffing models; and
- the ability of the AHJ to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen **Service Level**.

This **Playbook** establishes three **Service Level** options from which an AHJ may choose. Once a **Service Level** is established, each AHJ must ensure that its fire service meets the appropriate competency requirements as identified in the Competency ladder, as well as for the functions and roles not expressly covered by this **Playbook**. Ensuring compliance with minimum standard established in this **Playbook** is the responsibility of the AHJ.

As a competency-based program, formal certification (whether Accredited Certification or other third-party Certification), while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all applicable Competencies, including theoretical classroom and hands-on practical skills, which are required by the chosen **Service Level**.

Assessments and evaluations of Competencies can be carried out internally by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** (and other applicable NFPA Standards) and that detailed records of firefighter training and evaluation are maintained.

4. Competencies

The **Playbook** establishes and describes the minimum Competencies required of firefighter roles in the following three categories:

- Exterior Operations Level Firefighter;
- Interior Operations Level Firefighter; and
- Full-Service Operations Level Firefighter.

In addition, the **Playbook** establishes three new supervisory responsibilities with related training Competencies or responsibilities. These are:

- Exterior Operations Level Team Leader;
- Exterior Operations Level Risk Management Officer; and
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this **Playbook** as such ranks do not necessarily signify an operational role on the fire ground. The supervisory roles and responsibilities identified above do not require new “positions” in the department; they simply reflect specific skills and training required to lead a functional crew or to ensure a department is meeting its administrative requirements. Each department must determine the number of these trained individuals required based on the **Service Level** it provides and its operational requirements. A department may choose, through its operational guidelines or policies, to associate the functional skills and training requirements for these supervisory positions to specific fire officer and incident command roles.

5. New Terminology:

Team Leader:

In this **Playbook**, the term **Team Leader** is applied to identify the individual, whether a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the Ventilation **Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may not have advanced operational qualifications or skills necessary for providing supervision at an emergency scene.*

Team Leaders require additional Competencies to qualify them to provide appropriate supervision of the team for which they are responsible. This is a worker safety requirement under the *Workers Compensation Act* (B.C.) and related regulations, as well as being operationally sound. This **Playbook** therefore identifies the minimum training Competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations **Service Level** departments. Nothing in this **Playbook** restricts Full Service Operations Level departments from appointing fully qualified firefighters to act as Team Leaders at an incident.

Risk Management Officer:

The **Risk Management Officer** is an administrative role that must be formally addressed by all “Exterior Operations **Service Level**” departments. The individual who fulfils this role is responsible for ensuring that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook**, the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for overseeing the development and implementation of administrative processes which are necessary to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle.

*Background: Although the responsibilities that attach to the role of “Risk Management Officer” need to be met by all fire departments, this role is being mandated specifically for Exterior Operations **Service Level** departments, which typically will be the smaller departments in the Province. The intent is to ensure that these departments are formally addressing their obligations with regards to developing the administrative processes and guidelines that are necessary to implement the requirements of this **Playbook** as well as to ensure that a department meets its other statutory or regulatory obligations.*

This role and the attendant responsibilities of the **Risk Management Officer** are administrative. It bears no relationship to the operational roles of either the Incident Commander (IC) or Safety Officer (ISO) at an emergency incident (although it may be possible that an individual who fulfils the Risk Management Officer role in a department may also be qualified to act as an IC or ISO at an incident).

The **Risk Management Officer** may be the Fire Chief, or another member of the department, depending on the composition and structure of the department. This individual needs to have sufficient experience and/or appropriate training to ensure that he or she understands the administrative structures and processes that must be in place to guide a department’s training, safety programs and operations.

6. Instruction, Evaluation and Records Keeping:

The Competencies required to act as an in-house instructor and evaluator of the training required by this **Playbook** are detailed within the document. There are clear expectations identified regarding the provision of training and the creation and management of training records. Training and evaluation can occur using either a third party training organization, or “in-house” by a department using its own instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJs to be able to accurately identify record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with the requirements of the *Workers Compensation Act* (B.C.) and related regulations, and any other regulatory requirements.

7. Maintenance Training:

This **Playbook** identifies the minimum training Competencies required of all firefighters at each **Service Level**. The maintenance training for such Competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education. This ongoing training must be duly recorded for each firefighter and officer as contemplated by section 6 above.

8. Transition:

This **Playbook** replaced the previous Minister's Order on training. It establishes a number of new, formal requirements for AHJs and fire departments, which will involve some consideration and take time to implement. It is the responsibility of each AHJ immediately to take steps to establish a **Service Level** policy for each fire service for which it is responsible, and to ensure implementation of the related training requirements. However, given the nature of the changes involved, a transitional period will exist until [30 June 2016]. By that date:

- each AHJ must formally have adopted a **Service Level** for each fire service for which it is responsible; and
- each fire service must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

In the interim, every AHJ and fire department must understand that the Competency requirements set out in the **Playbook** are a codified expression of the generally accepted training standards for fire department operations, although they now are expressly linked to different **Service Levels**. These standards were formerly required to be met under the previous Minister's Order on training.

Under British Columbia law, all employers are legally required to ensure that their employees are properly trained for their jobs and properly supervised while performing them. Where a formal **Service Level** and related training program has not yet been implemented, AHJs and fire departments must still meet this legal obligation and manage (or limit) their operations accordingly. Where a fire department undertakes operations for which its personnel are not adequately or appropriately trained or supervised, both the department and its AHJ face potential legal liability.

9. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the **Playbook** without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

Impact of amendments (Playbook or NFPA)

Where amendments to the **Playbook** are put into effect;

- A person that has met the specific competency requirements to perform roles or supervisory responsibilities is considered to have met those requirements and is not obliged to complete new requirements resulting from amendments in order to be able to continue in their role or supervisory responsibility. (**Exception:** where the **Playbook** specifically states that requirements shall be completed in addition to previous training)
- The **Playbook** references NFPA standards in effect at the time of the **Playbook's** most recent issue/revision. In the event of a change to Job Performance Requirement section numbers in the relevant NFPA standards, the original number and wording of those sections as referenced in the **Playbook** remain in effect until the **Playbook** itself is updated.

Definitions and Concepts

For the purpose of this **Playbook**, the following definitions and concepts apply:

Accredited Certification – in connection with fire service training, “Accredited Certification” refers to the situation where a firefighter:

- has been trained or qualified to meet or exceed a specific operational standard or job performance requirement; and
- has been successfully evaluated by or through an Accredited Entity .

Accredited Entity – refers to an institution or entity (an “Accredited Entity”) which is recognized by an external agency (an “External Agency”) such as ProBoard, IFSAC or such other organization as may be recognized by the OFC. An Accredited Entity has had its training evaluation processes reviewed and accredited by the External Agency, and is able, directly or through agents, to provide certified evaluations of training in relation to various NFPA Standards.

Authority Having Jurisdiction (AHJ) – for the purpose of this document the AHJ is any local government or other entity or organization that provides or oversees the provision of fire services in British Columbia.

BCERMS – means the British Columbia Emergency Response Management System, an incident command system established pursuant to the *Emergency Program Act* (B.C.).

Certification– in connection with fire service training, certification refers to the situation where a firefighter has been trained or qualified to meet or exceed a specific operational standard or job performance requirement AND has been certified by an external third party organization.

Competency– references to a “Competency” or “Competencies” in this **Playbook** refers to the knowledge and skill components of the job performance requirements for the role or function

involved, as referenced in the relevant NFPA Standard (unless otherwise expressly noted). Competency is achieved when a firefighter is trained or qualified and evaluated to meet the operational requirements of a given NFPA Standard (or portion thereof). Accredited Certification or other Certification of the training involved is not expressly required. Qualification for a particular **Service Level** will be recognized if the training and evaluation records of a firefighter clearly demonstrate that, for a given role or function, he or she has met all relevant Competencies.

Exterior Operations – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment, as described at page 17 below.

Full Service Operations – is the **Service Level** that includes activities that are undertaken by firefighters and officers trained in the full spectrum of Competencies outlined in the NFPA 1001 Firefighter 2, *Standard for Fire Fighter Professional Qualifications* as well as the relevant competencies of NFPA 1021 *Standard for Fire Officer Professional Qualifications* for officers, as described at page 18 below.

IDLH (Immediately dangerous to life and health) - refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air), and includes any oxygen-deficient atmosphere or any untested confined space.

Incident Commander – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

Incident Safety Officer or ISO – is a member of the command staff at an incident who is a trained firefighter with fire ground experience and appropriate training, responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.

Interior Operations – is the **Service Level** that authorizes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level** as described at page 17 below.

Maintenance Training – ongoing training provided to firefighters and officers to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated Competencies.

NFPA Standards – Various National Fire Protection Association standards, including the *Standard for Fire Fighter Professional Qualifications*, are referred to or incorporated by reference in this **Playbook**. Individual NFPA standards are generally referred to by their number (e.g., NFPA 1001 for the *Standard for Fire Fighter Professional Qualifications*). Pursuant to the *Fire Services Act* (BC) and this **Playbook**, NFPA standards have been identified in British Columbia as the standards upon which all firefighter Competency will be based and evaluated. The most current version of the relevant NFPA standard must be used, subject only to the “Impact of Amendments” section above.

Prior Learning Assessment – means a process implemented by a department or AHJ to assess the relevant Competencies of individual firefighters or officers, based on their existing training and experience.

Rapid Intervention Team (RIT) – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, ready to engage in firefighter rescue operations.

Risk Management Officer – an administrative role created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of responsibility for this role include: training program design, training records management, Bylaw management, Operational Guidelines, fire department adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk, including those prescribed under the *Workers Compensation Act* (B.C.).

SCBA (Self-contained breathing apparatus) - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres or in IDLH situations.

Service Level – means the level of service to be provided by a fire department, as determined by the department's AHJ. The AHJ may select a **Service Level** from among one of the following options: Exterior Operations, Interior Operations or Full Service Operations.

Team Leader – a firefighter or officer trained and/or qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based on, or necessarily applicable to, a department rank. Requirements for Team Leaders are set out in the Standards and Requirements sections of this document.

Instructor and Evaluator Competencies

Training and evaluation may be administered via third party providers, or be conducted “in-house” by qualified department personnel. The following section principally describes the requirements for “In-House” delivery of **Playbook** training related requirements, though the records keeping requirements apply regardless of how a department chooses to deliver training to its members. Where a department has decided to use a third-party training provider, it should ensure that the training provided addresses the Competencies set out in this **Playbook**.

Regardless of which **Service Level** is selected, each AHJ and department must ensure its training program meets the requirements of the *Workers Compensation Act*, including section 31.4 of the *Occupational Health and Safety Regulation*, which provides as follows:

“31.4 Instruction and direction

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties."

1. Instructor Competencies for “In-House” training delivery

For clarity, in this section and in section 2, references to the “Training Officer” means the fire department member who is responsible for overseeing the in-house delivery of training to other fire department members, and the evaluation of such training. The use of this term is not meant to prescribe an actual title to the position as assigned by a department.

Exterior Operations Level:

- The Training Officer responsible for overseeing the delivery of Exterior Operations Level training to firefighters must already have achieved the Competencies specified for the Exterior Operations **Service Level** and have successfully trained to the competencies of one of the following:
 - Fire Service Instructor 1 (NFPA 1041), or
 - Train the Trainer course (*see matrix for competencies*)
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Interior Operations Level:

- The Training Officer responsible for overseeing the delivery of Interior Operations Level training programs must hold the NFPA 1001 Competencies specified for the Interior Operations **Service Level**, and either the:
 - Training Competencies noted in relation to the Exterior Operations **Service Level**; or
 - Competencies of a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Full-Service Operations Level:

- The Training Officer responsible for overseeing the delivery of Full-Service Operations Level training programs must have met the Competencies for NFPA 1001-FF2 **and** the Competencies as a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

2. **Evaluator Competency** requirements for “In-House” training delivery

Oversight: The oversight of the evaluation processes used by a department for its in-house training program is the responsibility of the Training Officer who has oversight of the delivery of the training being provided.

Specific Evaluations: For each **Service Level**, an individual who is responsible for conducting a specific evaluation of another firefighter’s or officer’s Competency must already have achieved that Competency and been determined by the department as capable of conducting such evaluation.

3. **Training Records**

Each department is responsible for keeping accurate and current records of the training and certifications of each of its firefighters and officers. Third-party training providers and individual departments also are required by WorkSafe BC to track training and maintain individual training records for each firefighter and officer.

4. **Bridging and Prior Learning Assessment**

The **Playbook** is expressly designed to enable bridging from an existing **Service Level** to a higher **Service Level**. The Office of the Fire Commissioner may, from time to time, provide additional guidance regarding the specific Competencies required to be obtained to move from one **Service Level** to another, or from a previous level of training to one of the **Service Levels** established under the **Playbook**.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the AHJ and the department to put in place appropriate processes to determine whether the prior experience and training of a firefighter meet the training Competencies needed for the department’s **Service Level**.

This assessment may be performed internally by a department or be undertaken by an external third party assessor. An assessor must, as a minimum, already have the Competencies in respect of which the assessment is being performed.

The assessment may take into account the experience, prior training and any Accredited Certification or other Certification, of an individual firefighter or officer. The assessment must be formally documented, including identifying the factors upon which equivalency to the relevant Competencies was determined.

5. **Important Considerations for local decisions on Service Level and Training**

It is important to recognize that a number of the Competencies may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ may choose to identify the Competencies that do not have application in their jurisdiction. Where training is to be limited based on local circumstances, these limitations must be identified either in the **Service Level** Policy Statement or operational policies which implement it, and must be reflected in the training program description and evaluation processes.

In addition, this **Playbook** is not an “all encompassing” program: additional training and Competency in specific skill areas are required for a department to operate at an emergency incident. These additional Competencies include matters such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this **Playbook**, but are critical areas that must be addressed to enable a department to deliver services under any of the chosen **Service Levels**.

BC Firefighter Competency Matrix

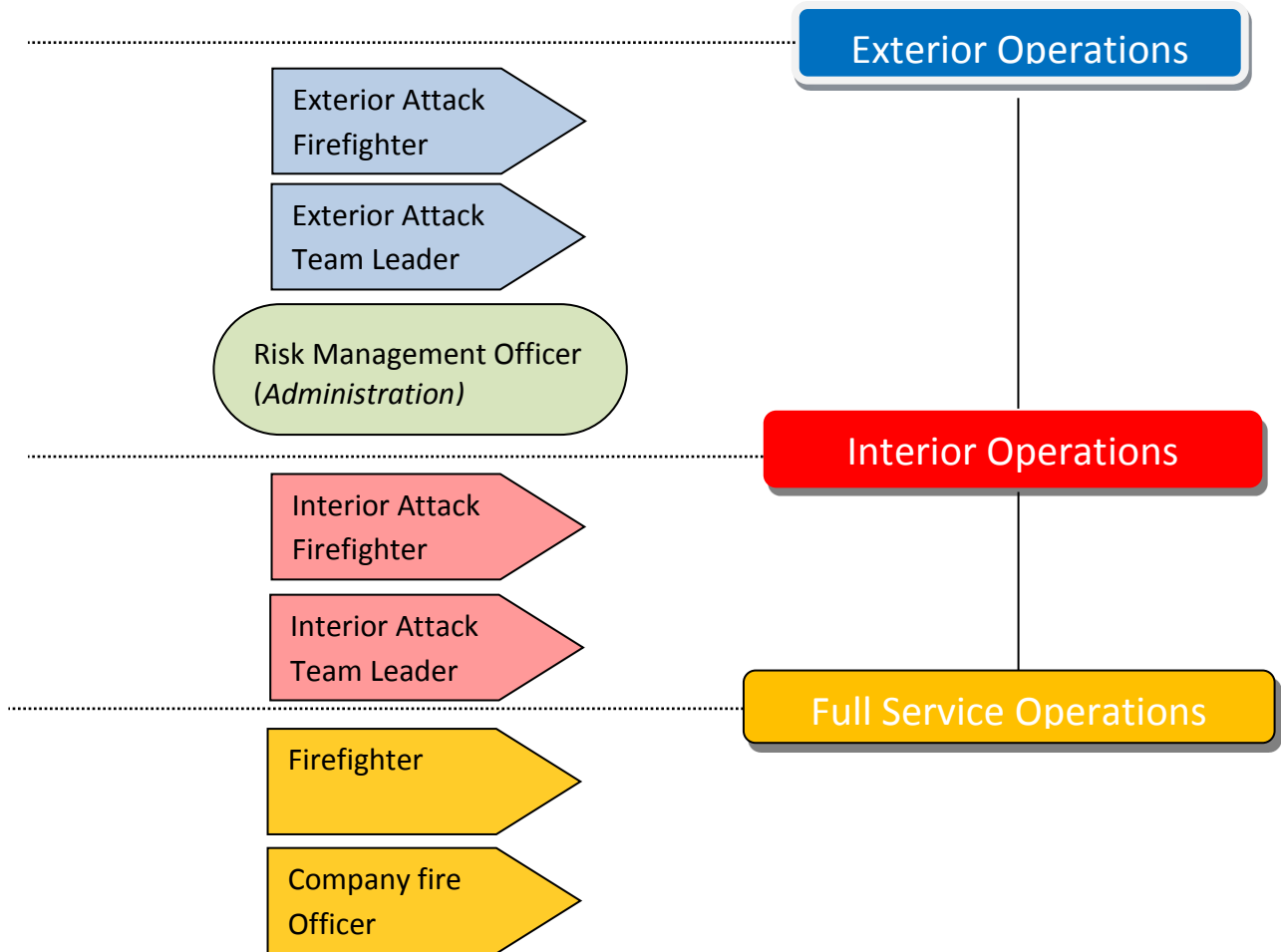
Summary of Requirements

This summary is provided to assist departments and AHJs when examining the Competency Matrix. Readers should review the more detailed discussion of these individual issues elsewhere in this Playbook or refer to the appropriate requirements in the *Workers Compensation Act* and related regulations.

- Determination by the AHJ of the Service Level appropriate to community needs (see section 3, “Principles” at page 4 above, and the descriptions of each Service Level at pages 17 to 18 below)
- Policy Statement, bylaw or contract establishing fire department’s authority and Service Level (see Overview, section 3, “Principles” at page 4, above)
- WorkSafe BC firefighter coverage in place
- WorkSafe BC safety and functional requirements in place (*e.g., firefighter fitness records, Employer/Worker joint committee (or employee representative), OH&S program, Rapid Intervention Team OG, other OGs covering fundamental operational procedures, etc.*)
- A comprehensive process for recording and retaining Training Records which meet the requirements of the *Workers Compensation Act* (B.C.) and this Playbook (Instructions, Evaluations and Record Keeping, section 6, “Training Records” at page 6 above, and “Training Records” at page 12 above)
- Appropriate equipment and apparatus available to deliver the declared Service Level requirements

Position Competency Ladder

Service Level



**** Each level in the Competency Ladder has identified requisite minimum training requirements described within the Playbook that must be met.**

	Train the Trainer Competencies	Job Performance Requirements (NFPA 1041 Competencies)	Training Officer
	4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5		

	<i>The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</i>		
	Emergency Scene Traffic NFPA 1001 5.3.3		
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness (from NFPA 472) ¹		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) ²		
	Incident Command System 100 (from BCERMS curriculum) ³		
	<i>All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1</i>		
	Organization, Safety and Communications NFPA 1001 5.2.4		
	RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500		
	Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9		
	Search and Rescue NFPA 1001 5.3.9		
	Fire Behavior NFPA 1001		
	Fire Extinguishers NFPA 1001 5.3.16		
	Building Construction NFPA 1001 5.3.11, 5.3.12		
	Forcible Entry NFPA 1001 5.3.4		
	Ventilation NFPA 1001 5.3.12		
	Loss Control NFPA 1001 5.3.13, 5.3.14		
	Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19		

Job Performance Requirements
(Exterior Firefighter Competencies)

Exterior Operations - Firefighter

Job Performance Requirements
(NFPA 1001 – FF1 Competencies)

Interior Operations - Firefighter

	All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of:	Job Performance Requirements (NFPA 1001 – FF2 Competencies)	Full Service Operations - Firefighter
	Live Fire Exterior and Interior		
	Hazmat Operations (NFPA core competencies plus 6.6.1.1.2)		

	Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021: ⁴		Job Performance Requirements (NFPA 1021 – Competencies)	Team Leader Exterior & Interior
	Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3			
	Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2			
	Fire ground Accountability NFPA 1021 4.6.1, 4.6.2			
	Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.10			
	Live Fire Exterior and Interior (Recommended for Interior Operations)			
	Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):		One of	Risk Management Officer
	Incident Action Planning (NFPA 1021 4.6.1, 4.6.2) ⁵			
	Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational)			
	FCABC/LGMA: Effective Fire Service Administration			
	Beyond Hoses and Helmets, or equivalent (administrative)			
	Fire Officer 1 (NFPA 1021)		Job Performance Requirements (NFPA 1021 – Competencies)	Company Fire Officer
	Incident Command 200			
	Fire Service Instructor 1 (NFPA 1041 Chapter 4)			
	Emergency Scene Management (4.6.1, 4.6.2)			

Footnotes:

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

Exterior Operations Service Level

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside. Where the IDLH atmosphere no longer exists as a result of fire suppression operations or otherwise, subject always to an appropriate risk assessment by the Incident Commander, it may be appropriate for members of an Exterior Operations **Service Level** department to enter the structure.

Where there is a potential risk of an IDLH atmosphere developing, or risk from smoke or particulate matter when conducting external operations (including overhaul), SCBA must be worn in accordance with WorkSafe BC requirements.

Exterior Operations Team Leaders are trained to supervise exterior operations only.

The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the **Playbook** requirements and other relevant regulations and standards.

The Exterior Operations **Service Level** applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

Interior Operations Service Level

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation*). The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

Interior Operations Team Leaders are trained to supervise interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

Full Service Level

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the Competencies included within the NFPA 1001 Firefighter 2 Standard and relevant NFPA 1021 Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

Playbook Compliance Checklist

(Fire Department Internal Use – to assist in determining compliance)

Department Name: _____

Date: _____

Fire Fighter Competency and Training Playbook Checklist		
<p>1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?</i></p>		
<p>2. Is your local authority/registered society registered with WorkSafe BC? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.</i></p>		
<p>3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>4. Is there a policy statement determining the training standards to which the fire department will train? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?</i></p>		
<p>5. Who coordinates your department's firefighter training? Please list positions:</p>		
<p>6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<p>7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
Fire Department Service Level Identification	Yes	No
Exterior Operations – Buildings, Vehicles, Dumpsters		
Interior Operations – Simple structures		
Full Service		
Other Comments		

Name of Individual completing the Checklist _____

Title/Position _____

Training Organizations

(Information only)

The following professional organizations can assist with agency direction and training provider contacts:

FCABC – Fire Chiefs Association of BC www.fcabc.ca

BCFTOA – BC Fire Training Officers Association www.bcftoa.com

OFC – Office of the Fire Commissioner of BC <http://embc.gov.bc.ca/ofc/index.htm>

BC Wildfire Management Branch www.bcwildfire.ca

FPOABC – Fire Prevention Officers Association of BC www.fpoabc.bc.ca

FNESS – First Nations Emergency Services Society of BC www.fness.bc.ca



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Deputy Chief Administrative Officer
Subject: Avalanche Bar & Grill Structural Change

File No.: 4320-20
Date: June 13, 2016

PURPOSE:

The purpose of this report is to respond to the application made by the owner of Avalanche Bar & Grill for a structural change to allow for a sidewalk patio.

CAO RECOMMENDATIONS:

That, based on the June 13, 2016 staff report, "Avalanche Bar & Grill Structural Change", Council approve Option 1 and direct staff to post notice on the City's website requesting input on the proposed structural change for an outdoor patio for Council consideration at the regular meeting scheduled on July 4, 2016; and

That, the Downtown Courtenay Business Improvement Association (DCBIA) be advised of the application.

John Ward, CMC
Deputy Chief Administrative Officer

BACKGROUND:

The owner of Avalanche Bar & Grill has applied for a structural change to the existing liquor license to construct an outdoor patio (Appendix No. 1). Pursuant to section 11.3 (2) (c) of the Liquor Control and Licensing Act, the local government must gather the views of residents when a licensee wishes to amend the existing approved licensed area.

DISCUSSION:

With respect to the requirement in section 11.1 (2) (c) of the Liquor Control and Licensing Act, staff is of the opinion that notice on the City's website and notification of the DCBIA will satisfy the requirements of the Liquor License Control and Licensing Branch (LCLB).

The Liquor Primary and Liquor Primary Club Structural Change application form outlines items that must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2)(c) of the Act.
 - If the local government or first nation gathered the views of residents, they must provide:
 - (i) the views of the residents
 - (ii) the method used to gather the views of the residents, and
 - (iii) its comments and recommendations respecting the views of the residents.
(Residents includes residents and business owners)
 - If the views of residents were not gathered, provide reasons.
- (d) Its recommendation with respect to whether the amendment should be approved.

Once Council receive public input on the application, a resolution addressing the points will be forwarded to the LCLB for the final approval. A proposed resolution in the correct format will be presented to Council for consideration at the regular meeting scheduled on July 4, 2016.

Council may choose to “opt out” of the process. This is a valid option only if Council feels the structural change would not affect nearby residents including businesses.

The proposed patio for Avalanche Bar & Grill will reduce one on-street parking space in front of the building if approved (Appendix No. 2). Sidewalk patios in the downtown are currently being operated as pilot projects pursuant to the Council resolution of June 15, 2015.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing amendments is included in the City’s general statutory duties. The Development Services Department has recently taken over the function from Legislative Services. To date, staff has spent two hours to process and review the liquor licensing amendment application.

ASSET MANAGEMENT IMPLICATIONS:

There is no direct asset management implications related to this application.

STRATEGIC PRIORITIES REFERENCE:

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

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations



● Area of Control

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

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference related to this application.

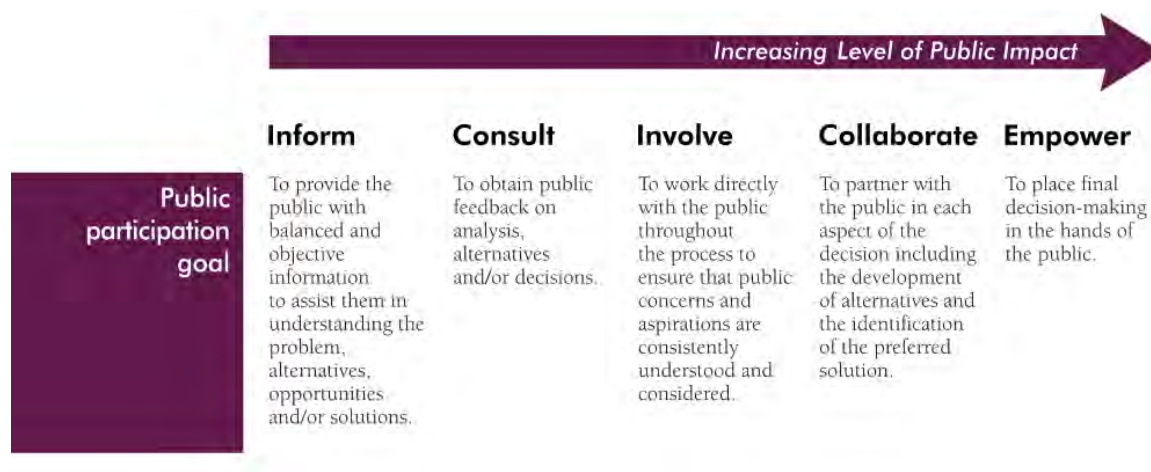
REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Public notice is required if Council wishes to comment on the application. Staff will consult the members of 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



OPTIONS:

- Option 1: Direct staff to publish notice on the City's website requiring public input on the Structural Change for Council consideration at the regular meeting scheduled on July 4, 2016 (recommended); and
That the Downtown Courtenay Business Association (DCBIA) be advised of the application.
- Option 2: Direct staff to obtain public input through an alternative method
- Option 3: Opt out of the process and advise the LCLB

Prepared by:



Tatsuyuki Setta, MCIP, RPP
Manager of Planning

Approved by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments

1. Appendix No. 1: Structural Change Application Form
2. Appendix No. 2: The proposed sidewalk patio plan

Appendix No. 1



Liquor Primary and Liquor Primary Club
Structural Change Application
Liquor Control and Licensing Form LCLB 012a

What is a Structural Change?

It is defined as a change to the existing approved licensed area(s), including but not limited to:

- a change in the position of a wall or partial height divider (pony wall) or fixed planters used as separation between/within a licensed area
- new construction
- the removal or addition of permanent display cabinets, stages or dance floors
- a change to the food and liquor service bar location or size
- in the position of access and exit points leading to or from a licensed area
- the removal of a licensed area from the liquor licence
- addition of a new outdoor patio or the removal or expansion of an existing patio
- increase to capacity (occupant load) of a licensed establishment with or without changes to the licensed area(s)
- such other construction or changes the general manager considers may affect patron routing, capacity, or the line of sight between a staff control point and the licensed area of the establishment.

If you are making changes to the current approved floor plan, other than cosmetic changes, a structural alteration application is required.

Note: This does not include cosmetic changes such as changes to existing flooring, wallpaper, reconfiguring tables and chairs, countertops, painting, or changing the type of material used in the perimeter bounding of an outdoor patio.
If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111

Licence Information

Licence # affected: 113818

☐ Please check if licence is currently dormant.

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location? ☐ Food Primary (Licence #)
☐ Liquor Primary (Licence #) ☒ Licensee Retail Store 144770 (Licence #) ☐ UBrew/UVin or Other (Licence #)

Licensee name [as shown on licence]: Avalanche Bar & Grill

Establishment name [as shown on licence]: Mt. Washington Hostel

Establishment Location address: 275 8th Street Courtenay BC V9N 1N4
(as shown on licence) Street City Province Postal Code

Business Tel with area code: 1250 331 0334

Business Fax with area code:

Business e-mail: info@avalanchebar.ca

Business Mailing address: (if different from above) Street City Province Postal Code

Contact Name: Moldenhauer/Devin/Norman

Title/Position: General Manager

last / first / middle

Type of Change Requested

Sub- Job Number
Office Use ONLY

Please check ☒ appropriate box(es) below:

Part 1	<input checked="" type="checkbox"/> Addition of a New Outdoor Patio	Outdoor Patio (C3-LIC)
Part 2	<input type="checkbox"/> Alteration/Renovation	Structural - capacity change (C3-LIC)
	<input type="checkbox"/> Removal of an existing licensed area	Structural - no capacity change (C4-LIC)
	<input type="checkbox"/> Other	

PART 2: Structural Changes (Excluding construction of new patios)

Fee: \$440

C3 - Cap Ch.

C4 - No Cap Ch.

Provide the following information:

1. Describe in full detail the reason for this application and what the changes are that you want considered.

We feel that due to the wonderful climatic weather we have in our area and the interest shown in our patrons requesting a outdoor area to enjoy a beverage and a meal this is the next step in growing our business and adding vibrance to the area. The City has also just brought in the approval for sidewalk patios to liven up and beautify the downtown core.

2. Attach one 11" x 17" updated floor plan of the establishment which shows the changes proposed and has the determined occupant load calculations stamped on the plan. The floor plan is a view of the establishment as seen if you were to remove the roof or ceiling.

Floor plans must:

- Show acceptable levels of detail
- Show the dimensions of rooms and provide labels for each room as well as identify unlicensed areas, partial height walls, full height walls, planters, doors and windows, stairs showing direction of travel and all entrances and exits, washrooms, kitchens, bar, patio(s), and furniture layout must be marked on the plan you submit

Note: The occupant load calculation is generally provided by local building or fire authorities in your area. If you are advised that local building or fire authorities do not have jurisdiction or opt out of providing this calculation, provide written confirmation from that authority. You may then take your plan to an alternate qualified architect or design professional who will authorize the calculation. Do not submit this application if you do not have updated floor plans with updated current occupant load.

3. Current total of all licensed areas (as shown on the liquor licence): 210

4. By making these alterations, the total occupant load will:

☐ Decrease to: (patrons plus staff)

☐ Stay the same: (patrons plus staff)

☒ Increase to: 232 (patrons plus staff)

If there is an increase, a resolution from your local government or First Nation commenting on the application is required. Please see Parts 3 and 4 for an explanation of what the local government or First Nation is required to consider.

PART 3: Local Government/First Nation Resolutions: Information for the Applicant

A resolution from your local government or First Nation commenting on the application is required for the following change types:

- o Part 1: Addition of a new patio
- o Part 2: Any alteration/addition, when the proposed change increases the occupant load calculation.

Licensee responsibilities:

1. Fill out applicable sections of this form.
2. Attach floor plan showing the proposed changes and stamped with an updated and current occupant load calculation.
3. Take your completed application, updated floor plan with updated occupancy load calculation to your local government/First Nation office. They will photocopy all of the documents and complete Part 4.
4. Request that a resolution be provided within 90 days and sent via email or post directly to the Liquor Control and Licensing Branch, Victoria.
5. Send the completed original form, floor plan and application fees to the branch.
6. The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution or letter stating this decision and submit it directly to the Liquor Control and Licensing Branch.

PART 4: Local Government/First Nation Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office in relation to Parts 1 and 2. Applies to Liquor Primary and Liquor Primary Club licences.

Local government/First Nation (name): CITY OF COURTENAY

Name of Official: WARD, JOHN Title/Position: CITY CLERK
(last / first / middle)

Email: JWARD@COURTENAY.CA Phone: 250-703-4853

Signature of Official: [Signature] Date of receipt of application: 10/05/16
(day / month / year)

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for a permanent change to a liquor licence is being made within your community. LCLB requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt. If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution or letter indicating this decision must be provided to the branch.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
(b) The impact on the community if the application is approved (provide comments).
(c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2)(c) of the Act.
 ☐ If the local government or first nation gathered the views of residents, they must provide:
 (i) the views of the residents
 (ii) the method used to gather the views of the residents, and
 (iii) its comments and recommendations respecting the views of the residents.
 (Residents includes residents and business owners)
 ☐ If the views of residents were not gathered, provide reasons.
(d) Its recommendation with respect to whether the amendment should be approved.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb> under "Publications, Legislation & Resources".

PART 5: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
 - If the applicant owns the property, a Certificate of Title in the applicant's name.
 - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
 - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

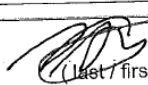
I solemnly declare that the statements in this declaration are true.

(Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below):

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Name of Official: Moldenhauer/Rody/Moldenhauer Position: Director Date: 30/03/1978
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official:  Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____

Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence".

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

PART 6: Application Fees - Payment Options

TOTAL FEE Submitted: \$ 440

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check (X) one):

☒ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☐ Credit card: ☐ VISA ☐ MasterCard ☐ AMEX

☐ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

Note: To ensure legibility, do not submit by fax.

Contact Information

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Web: www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066

LCLB012a

5 of 5

Application for Structural Change

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): _____

Credit card number: _____

Expiry date: _____

(Month)

(Year)

Signature: _____

Bar Entry

3.20m

3.20m

Liquor Primary Patio Area

Gate

1 METER HIGH RAILING

1.50m

1.50m

8TH STREET

Lobby Entrance

1.20m

1 METER HIGH RAILING

Male Washroom

Female Washroom

Storage Area

Unlicensed lobby area

Front Desk

Licensed Restaurant Area

Food Primary Patio Area

1.50m

1.50m

1.50m

0m 2m 4m

TEMPORARY SIDEWALK, SURFACE SHALL BE FLUSH WITH EXISTING SIDEWALK.

TEMPORARY SIDEWALK, SURFACE SHALL BE FLUSH WITH EXISTING SIDEWALK.

Avalanche Bar

Avalanche Bar & Grill
Proposed Sidewalk Patio area



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2016 Tax Levy Amending Bylaw

File No.: 1970-02
Date: June 13, 2016

PURPOSE:

The purpose of this report is to amend Bylaw 2849, 2016 in order to split the previously reported Regional Hospital Tax Levy into portions that relate to the Municipal Finance Authority, BC Assessment Authority and the Regional Hospital Tax Levy.

EXECUTIVE SUMMARY:

In order to comply with provincial requirements, the City is required to forward an annual tax levy bylaw. This Bylaw identifies levies required for municipal purposes as well as for external taxing authorities. In 2016 the Regional Hospital tax levy was combined with the levy required for two other entities. Bylaw 2849, 2016 combined the rates for the Regional Hospital with the rates that apply to the Municipal Finance Authority and the BC Assessment Authority. The City was asked by provincial authorities to pass an amending bylaw in order to provide separation and clarity to the rates. This does not have a negative impact on the production of the 2016 property tax notices as they were generated utilizing the separated rates.

CAO RECOMMENDATIONS:

That "2016 Tax Rates Amendment Bylaw 2852, 2016" proceed to first second and third reading.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The tax levy bylaw is a requirement prior to the production of property tax notices. The City collects taxes on behalf of other entities such as the School, Comox Valley Regional District, Regional Hospital, Library, Municipal Finance Authority (MFA), and BC Assessment Authority (BCAA).

DISCUSSION:

When Tax Levy Bylaw 2849, 2016 was drafted, the tax rates for each entity were identified in the bylaw. The City submitted Bylaw 2849, 2016 to the province in order to comply with annual guidelines. Provincial staff noted that the City had inadvertently combined the Regional Hospital tax levy with the levy for BCAA and MFA. In order to provide clarity Provincial authorities requested that these rates be individually identified in an Amending Bylaw.

Although the Regional Hospital tax levy included these other levies in Tax Levy Bylaw 2849, 2016, Staff printed the 2016 Property Tax Notices with levies identified individually.

Section 234(1) of the Community Charter identifies that "...property taxes for a year are due on July 2 of the year." Since this is clearly identified in the provincial legislation, it is redundant to have a clause in the Tax Levy Bylaw identifying the date when property taxes are due. As well, the penalty for unpaid taxes is noted in the Community Charter Regulations-Municipal Tax Regulation, Paragraph 3. Consequently, Staff suggest that paragraph 3 of Tax Levy Bylaw 2849, 2016 be deleted.

FINANCIAL IMPLICATIONS:

There are no financial implications as the tax levies were properly implemented into the tax software and accurately printed.

ADMINISTRATIVE IMPLICATIONS:

Approximately three hours has been required to complete this clarification.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

N/A

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

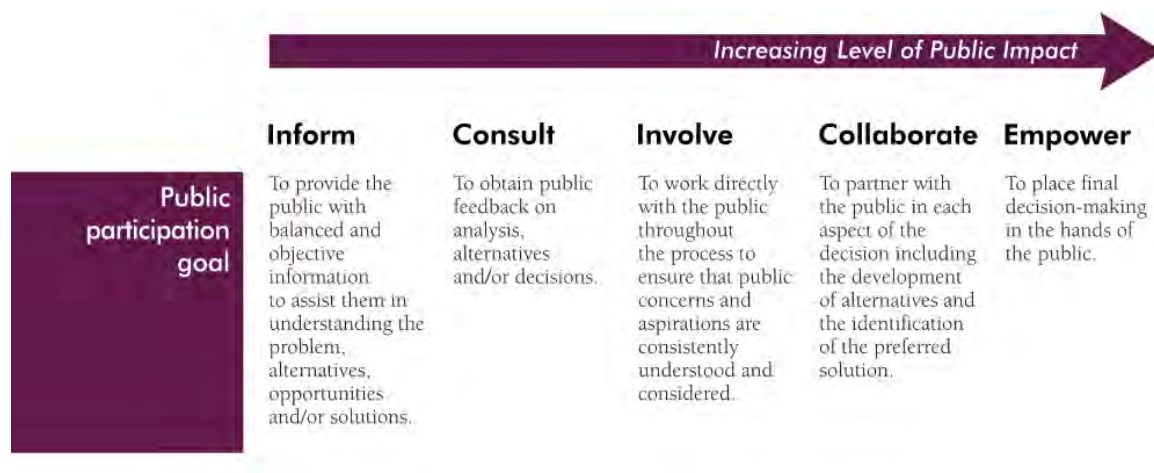
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff will inform 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



OPTIONS:

- Option 1: Approve amending bylaw 2852, 2016 a bylaw to amend the 2016 Property Tax Rates Bylaw 2849, 2016.
- Option 2: Not approve amending Bylaw 2852, 2016.

Prepared by:

Brian Parschauer CPA-CMA

Director of Finance



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 3rd Street Renewal Project – Sidewalk Replacement Options

File No.: 5400-20-16001

Date: June 13, 2016

PURPOSE:

The purpose of this report is for Council to consider renewing the sidewalk on the north side of 3rd Street (Duncan to England Avenues) as part of the upcoming capital project for the renewal of 3rd Street from Cliffe Avenue to England Avenue.

CAO RECOMMENDATIONS:

That based on the May 16, 2016 staff report “3rd Street Renewal Project – Sidewalk Replacement Options”, Council direct staff to complete the design and construction of 3rd Street as currently proposed excluding the sidewalk on the north side of 3rd Street between Duncan Avenue and England Avenue (OPTION 1), or alternatively;

That Council direct staff to modify the current design to include sidewalk on both sides of 3rd Street between Duncan Avenue and England Avenue for an estimated additional \$30,000.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In the fall of 2015, the City engaged Associated Engineering to create conceptual designs for the road reconstruction and underground utility replacement of 3rd Street between Cliffe Avenue and England Avenue. In January of 2016, the City advanced the project detailed design in preparation for construction this summer. The project designs were informed by:

- The City of Courtenay Official Community Plan (Transportation Policies 5.1 and 5.3.1)
- Current engineering design standards based on the road classification

On April 12, 2016, a Public Information Session was conducted to present the preliminary design of 3rd Street and three watermain replacement projects anticipated for construction following the Budget

approval process. The Public Information Session was held at the Florence Filberg Centre and was attended by fewer than 50 people, with 21 registered on the sign-in sheet. Several attendees expressed a concern that the proposed design of 3rd Street included replacement of the sidewalk only on the south side of the street. Similar concerns were raised by Council at a subsequent meeting during budget deliberations and staff were asked to review the concerns raised by the public relating to the proposed removal of the sidewalk and investigate the impacts of installing the sidewalk on both sides of 3rd Street.

DISCUSSION:

The design of a retrofit project allows the City to update the road to meet current standards. This can include adding curb and gutter, narrowing the asphalt width, removing parking, or restricting the number of sidewalks. These types of changes are shared with the public through individual engagement of active businesses and general Public Information Sessions. At these events, the designs are presented to the public and feedback is obtained. This feedback is reviewed and modifications can be made to the design prior to construction if deemed necessary.

When performing the design of a retrofit project, the design engineers reference and apply policies included in the OCP, infrastructure master planning documents and specifications contained within the City's specifications and standards as guidelines for the design. These are targets to meet whenever possible. However, due to existing conditions such as landscaping features or hydro poles and other existing features, there are many times where it is not possible to meet all of these specifications and policies. In these cases, variations are included in the design to adapt to existing conditions.

Third Street (Cliffe to England Avenue) is designated in the City of Courtenay Road Network Plan and OCP OCP as a local road. While there is a mix of residential and commercial use within the project limits, this is a low volume of traffic route and warrants the designation. The City's Official Community Plan states that local roads are to have a sidewalk on one side. As such, staff proceeded with the design in accordance with this policy and the preliminary design was developed with the sidewalk being replaced on the south side of the road and removed from the north side.

As part of the design process, staff engaged the Comox Valley Child Development Centre located on the north side of 3rd Street at Cliffe Avenue to review the preliminary design prior to the Public Information Session. They requested that the sidewalk not be removed in front of their business due to the number of people who attend the site that have special needs and as such, this section of sidewalk was maintained in the design process.

The preliminary design presented at the Public Information Session showed the sidewalk ending at the Child Development Centre driveway. Subsequent to the Public Information Session, staff reviewed this alignment and determined that since the land use in this block is primarily commercial, the sidewalk would be replaced within the entire block maintaining the connectivity from Cliffe to Duncan Avenues for access to this facility.

The block of 3rd Street between Duncan Avenue and England Avenue is primarily residential. There are 2 properties that are medical clinics located within existing houses on opposite sides of the road from each other and one multi-family residential property located on the south side of the road.

Staff received feedback at the Public Information Session from ten people. Six of those people expressed concern about the removal of the sidewalk in this block. Only two of those people lived or worked within the extents of the project. Concerns were generally about connectivity of walkways and safety for pedestrians as well as access to properties on the north side of the street, specifically for seniors and clients to the midwife clinic.

In completing the design, it was determined that the sidewalk would be replaced on the south side of the road in order to provide direct access to a greater number of commercial and residential users. Due to the low volume of traffic on 3rd Street, any pedestrians that need to cross mid-block would be able to do so safely. Additionally, pedestrian safety will be improved throughout the area through the formal design and construction of a roundabout at Duncan Avenue and overall narrowing of the roadway which will enhance existing traffic calming elements in this neighbourhood.

At Council's request, staff worked with the design consultant to investigate options for designing the replacement of sidewalk on both sides of the road for the extent of the project. Several options were developed and evaluated; each having constraints relating to conflicts with existing infrastructure, vegetation, or impacts to street parking. They all had a similar cost in the range of \$25,000 to \$30,000. The least impactful and most functional option proposes the sidewalk to be located near the property line at the east end of the block and adjusted to the back of curb at the west end of the block to avoid a larger diameter tree. This modification to the project will result in a budget increase of approximately \$30,000 which includes adjusting the design, engaging an arborist to review the viability of the existing tree desired to be retained, and construction of the work.

The City constructed the retrofit of 2nd Street between Cliffe Avenue and England Avenue in 2015 that incorporated a similar road cross section. At the time of the Public Information Session for the 2nd Street project, there were similar concerns regarding the proposed road cross section and sidewalk replacement as was raised for the current project. The project has been successfully completed with no complaints regarding pedestrian connectivity or safety as a result of the removal of the north sidewalk.

The Old Orchard area of the City will require additional retrofit projects in the future as the infrastructure is aged and needing renewal. Staff's current workplan includes the development of an overall roadway concept plan for the neighbourhood to supplement the existing Old Orchard Local Area Plan. This process will solicit Council and neighbourhood input to guide staff in design elements for future capital projects.

Staff will be advancing the 3rd Street project to tender for construction at the earliest possible date to obtain the best construction pricing. Any changes to the design related to this block of sidewalk can be addressed through the contract change order process. The addition of the sidewalk for one block of the project can easily be negotiated with the successful contractor; changes of this nature are not unusual.

FINANCIAL IMPLICATIONS:

The sidewalk concept analysis required to inform this report was not included in the original scope of work for the project. The cost of this task by the consultants increased the project design budget by approximately \$2,500. This sum is well within the existing overall project budget and contingency sum.

Should Council direct staff to undertake the design and reconstruction of the sidewalk on the north side of 3rd Street between Duncan and England Avenue, the project budget will increase by approximately \$30,000. At this time, staff believes this sum can be absorbed within project budget and contingency. Once the project tender has been completed, staff will be able to determine if a budget amendment is required to support the addition scope of work.

ADMINISTRATIVE IMPLICATIONS:

Project planning, design and delivery are statutory activities in the Engineering Services Department.

The request by Council to consider options for reconstructing sidewalk on both sides of this project added approximately 8 hours of staff time beyond the estimated project workplan allocation for design options evaluation and report preparation.

ASSET MANAGEMENT IMPLICATIONS:

Installation of the sidewalk on the north side of the west block will provide a higher level of service than is identified within the OCP for local roads, however, maintains the existing level of service in the neighbourhood.

Operation and maintenance costs will remain status quo if sidewalks are replaced on both sides of the road as part of this project.

STRATEGIC PRIORITIES REFERENCE:

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

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

OFFICIAL COMMUNITY PLAN REFERENCE:

Section 5.1 – Transportation, Introduction

- Reference to the Road Network Plan

Section 5.3.1 – Transportation, Policies, Local Roads

- Sidewalks on one side

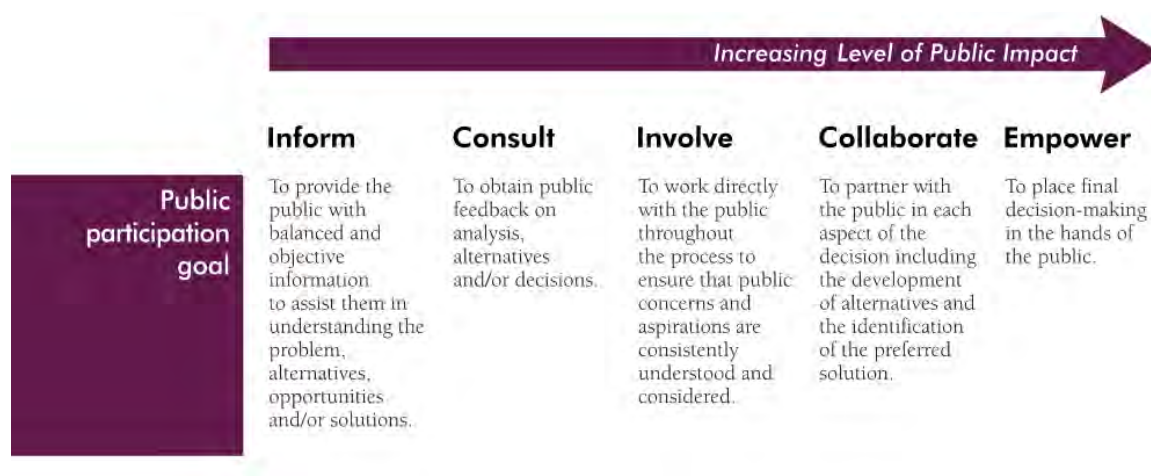
REGIONAL GROWTH STRATEGY REFERENCE:

None

CITIZEN/PUBLIC ENGAGEMENT:

A Public Information Session was held on April 12th, 2016 to share information with the public about several of the 2016 capital projects. In addition, staff has engaged with local businesses to obtain their specific feedback and hear their concerns. Staff has undertaken both “inform” and “consult” levels of engagement with the neighbourhood regarding this project, based on the IAP2 Engagement Spectrum:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



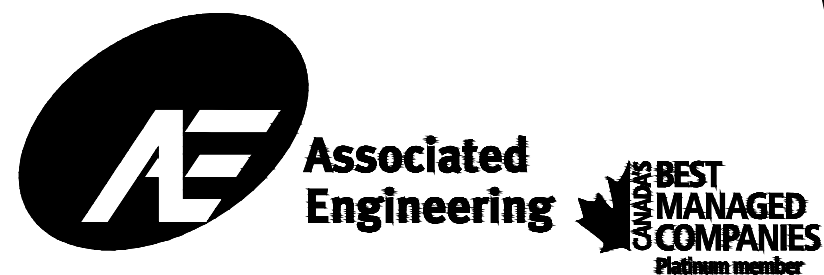
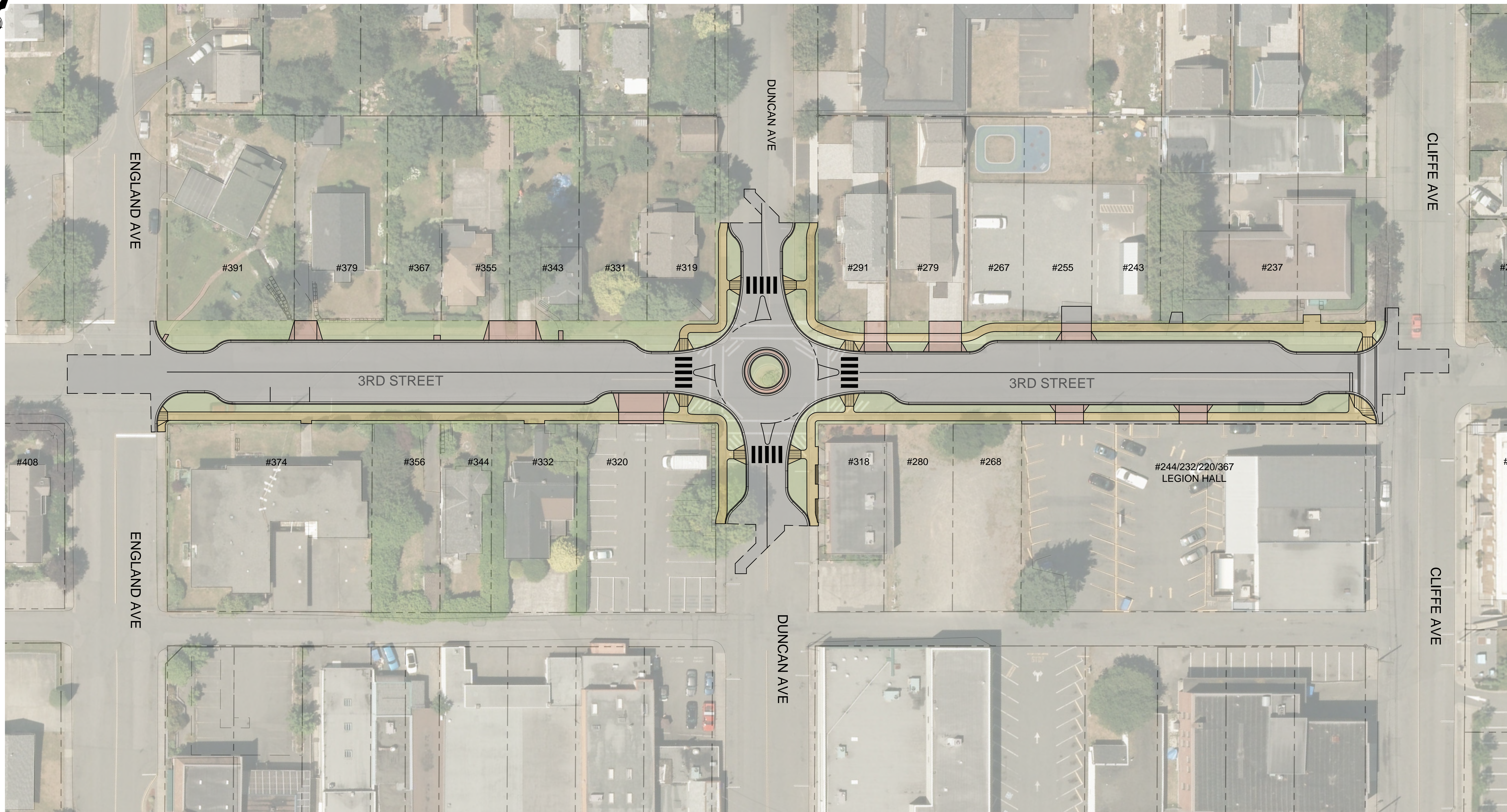
OPTIONS:

- Option 1: That Council direct staff to complete the design and construction of 3rd Street as currently proposed excluding the sidewalk on the north side of 3rd Street between Duncan Avenue and England Avenue.
- Option 2: That Council direct staff to modify the current design to include sidewalk on both sides of 3rd Street between Duncan Avenue and England Avenue.

Prepared by:

Craig Perry, P.Eng.
Manager of Transportation & Utilities – Engineering

Lesley Hatch, P.Eng.
Director of Engineering Services



PRELIMINARY/
FOR DISCUSSION
NOT FOR CONSTRUCTION

DRAFT

A	2016JUN01	A.STEPHENSON	G.ALDERLESTEN	ISSUED FOR INFORMATION
REV	DATE	DESIGN	DRAWN	DESCRIPTION

CITY OF COURTENAY

3RD STREET
RECONSTRUCTION

2015-2031-08

SCALE: 1:350

SITE PLAN

DRAWING	REVISION	SHEET
2031-08-C-718	A	1 / 1

Minutes of a City of Courtenay Heritage Advisory Commission meeting held April 27 2016 at 10:00 a.m. at the City of Courtenay.

FOR
INFO

Present: L. Burns J. Hagen J. Fortin R. Dingwall A. Ireson
R. Smith L. Grant

Absent: D. Griffiths C. Piercy

MINUTES

Moved by J. Hagen and seconded by R. Dingwall that the March 23 2016 minutes be adopted.

Carried

OLD BUSINESS

40 HOUSES

Possible wording of the commemorative plaque was circulated via email by Judy. Following discussion, the number of words was reduced and the new wording was approved.

**1085 5th ST
PRESENTATION**

Tabled again.

**MEMORIAL CAIRNS
PROJECT**

Judy will contact Heritage BC re: non-appearance of Courtenay information on the Heritage BC website.

**RIVERFRONT
DEVELOPMENT**

No further information of the Tiger Lily development.

TRAIN STATION

The subcommittee meeting with Head of Planning Ian Buck was held on March 30. It was understood that the City has not yet authorized further changes to the station building. It heightened awareness of the need for a planning staff representative at Commission meetings, and of the Commission's position in the planning process on this project.

**DOWNTOWN
REVITALISATION**

Discussions are ongoing at the Council level.

FIFTH STREET

Nothing further on the proposed letter to the ICF now in the hands of Ian Buck re the freight depot building condition.

WORKSHOPS

Future workshops delayed till Erin's return.

MUSEUM REPORT

Catherine Quinn's proposed project mentioned in last month's report has been shelved for now.

NEW BUSINESS

FYI

Information request on history of the old Campbell house, moved from Walmart site to 3105 Ayrton Road (off Conrad Road).

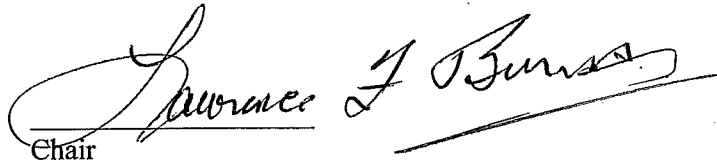
543 5th Street, the Aiken house, now owned by Quebec relatives of the deceased owners, is to be renovated by Alair Homes.

CORRESPONDENCE

Heritage BC reports. Re last month's Conference correspondence, Ross is no longer able to attend.

Next Meeting: **Thursday May 26 2016 at 10 a.m.**

The meeting adjourned at 11.10 am.


Chair



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Anderton Dike Wall – Project Update

File No.: 5225-04-20

Date: June 9, 2016

ISSUE:

The purpose of this briefing note is to update Council on the status of the Anderton Dike Wall project and the actions that have been undertaken by staff.

BACKGROUND:

Following the December 2014 flood event, inspections of the City's dike wall infrastructure identified some issues with the sheet pile retaining wall adjacent to the properties at 426 and 440 Anderton Avenue that required further investigation. The City engaged engineering consultants, McElhanney Consulting Services Ltd. (McElhanney), to conduct geotechnical and structural assessments of both the retaining wall and the adjacent private buildings. These assessments have revealed deterioration in the condition of the retaining wall requiring immediate remedial action.

KEY CONSIDERATIONS:

Based on the analysis performed by McElhanney, the wall is marginally stable in its current state, as determined from the information gathered and analysis performed. This means that the wall is able to accommodate the existing forces acting upon it, however if there is a sudden change in these forces (from earthquake, significant changes in river flows or groundwater conditions, migration of soils behind the wall resulting in soil settlement and/or additional movement of the wall), the wall has a high likelihood of failure. In general, the wall has suffered an "in service failure" in the sense that it is no longer functioning in the capacity which it was intended.

Stabilization of the wall needs to be done immediately as a temporary measure. The window of opportunity to construct in the river this year is fast approaching (late July/early August) and any interim solution requires permitting approvals from the Provincial and Federal Government. Staff is working with McElhanney to determine the most appropriate course of action to improve the stability of the wall and advance the permitting process as soon as possible. Concurrently, work has begun on the design criteria for a permanent structural replacement.

The following is a summary of activities completed by staff over the past few months:

- Established a site inspection program to track and monitor any visual changes to the site
- Established a survey monitoring program to observe movements in the building structures, retaining wall and property surface and regular site inspections
- Drafted an Emergency Response Plan for coordination with the Comox Valley Emergency Program; coordination and review with CVEP is forthcoming
- Prepared and circulated an Emergency Preparedness sheet for the tenants and owners of the buildings

- Conducted an information meeting with the tenants and residents; provided all reports and information prepared on behalf of the City discussing the site conditions; followed up from meeting with circulation of information package to capture those who could not attend the meeting.
- Met with the Ministry of Forest, Lands and Natural Resource Operations to understand the current path to approvals for a permanent replacement of the dike wall.
- Interim solution design is 75% complete and under review by staff
- Submitted an Expression of Interest for grant funding to the National Disaster Mitigation Program for consideration in the next grant intake.

The next steps for this project over the coming weeks include:

- Meet with CVEP and review the Emergency Response Plan for properties adjacent to the retaining wall.
- Complete ISO31000 Risk Assessment
- Complete concept design and permit approvals
- Obtain council approvals for funding of temporary works
- Construct temporary works
- Analysis options for permanent solution and determine recommended option for “go forward” strategy

Prepared by,



Lesley Hatch, P.Eng.
Director of Engineering Services



City of Courtenay
830 Cliffe Avenue
V9N 2J7

April 12, 2016

Resubmitted May 30, 2016

Honourable Mayor and Council,

Thank you for your ongoing support of Habitat for Humanity Vancouver Island North.

We are proud of our accomplishments together and are excited in continuing our collaboration to increase the quantity of affordable housing in The City of Courtenay. Eliminating poverty housing through partnering with your leadership continues to be Habitat for Humanity's focus and strategy.

We are now planning our future builds, and with that impact in mind, we would like to ask Council to consider this official request for development concessions on the subject property 1330 Lake Trail Road. This property is proposed to have 11 homes designated for affordable housing. The location aligns with The City of Courtenay's affordable housing strategy. The property is centrally located to amenities, schools and the downtown core and construction would begin in fall 2016, if costs are mitigated.

To reach our goal of eliminating poverty housing we must have affordable land to develop, and the costs of proposed development are currently prohibitive to the building model for Habitat for Humanity Vancouver Island North. An average duplex built by Habitat for Humanity with purchased land in The City of Courtenay is \$120,000.00 per unit. The current budgeted costs of 1330 Lake Trail Road are \$154,545.00 per unit placing this development well outside of our affordable housing model.

We ask that the City of Courtenay consider our request for cumulative grants for Development Cost Charges, sewer connection as well as a grant for site improvement in the area of curbing and gutter. The total concessions we are asking for is approximately \$250,000.00 on a proposed development cost of \$1,700,000.00, phased over a 3 year strata development. These concessions would reduce the development costs to \$131,636.00 per unit.

Development cost charges are estimated at \$12,500.00 per unit, and the City of Courtenay's component is approximately \$4,600.00 per unit for a total of \$50,600.00. Sewer connection costs have been estimated at \$150,000.00. Curb and gutter has been estimated at \$50,000.00. In lieu of a grant we would also consider applying for a variance for frontage improvement requirements. Habitat for Humanity is also requesting development cost charge assistance from the Comox Valley Regional District to reduce overall development charges for this property on 1330 Lake Trail Road.

Thank you for considering our request and for making affordable home ownership accessible to hardworking families who need a hand up in the City of Courtenay.

Sincerely,

Pat McKenna
Executive Director

Building Homes. Building Hope

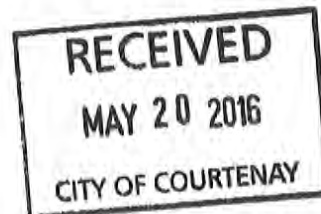
Comox Valley Recovery Centre

641 Menzies Ave.,
Courtenay, B.C.,
V9N 3C3



Phone: (250) 338- 7144
Fax: (250) 338-6242
Email: cvrc@shaw.ca

May 03, 2016



Dear Mayor and City Council,

As you are aware the CVRC is currently working towards providing aftercare housing services at our facility. The Centre has proposed a 4 unit modular to be positioned on our property to accommodate 4 individuals for a minimum of 2 years. The goal is to assist clients to access employment, schooling or volunteer options and then maintain those options so that they may transition back into the community and live independently. The Centre is very grateful to the City of Courtenay and the CVRD for their assistance in this project. The Centre is also a member of the Coalition to End Homelessness and is a featured project in year 1 of the 5 year plan.

Currently the Centre must apply for a variance to allow this unit to be 24ft. from our fence line as opposed to the 27ft. guideline, the fee for this variance is \$1,500.00. At this time the CVRC is appealing to the City to waive this fee, the CVRC is actively fundraising to meet the budget for this project and this fee waive would greatly assist in moving our project ahead.

We sincerely hope you will consider our request and we look forward to hearing from you in the near future.

Yours Sincerely,

Jane Worth
Administrator

(budget attached)

MUCHALAT CONSTRUCTION LTD.
3326 Dove Creek Road, Courtenay, BC V9J 1P3
Phone: 250 338-0995 Fax: 250 338-0193

Comox Valley Recovery Centre

27-Apr-16

QUOTATION

We are pleased to provide the following quotation to supply and install a 4 Bedroom Modular as per Drawings Built to A277 Standard including the new energy efficiency requirements in the new building code

The following is included in our quote:

A277 Built 1300sq.ft Modular - 4 Bedroom, 2 Full Baths @\$90/sq.ft 117,000.00

Included in the \$117,000 Cost

Excavation
Concrete Foundation 30" Crawlspace, 2" Skim Coat
Foundation Coating
Perimeter Drains & Separate Rainwater System
Vinyl Siding, Wood Trim
Laminate Flooring
Energy Star Windows
Porches, Stairs, Handicap Ramps
Crane & Trucking
Set Up
PST Included

Contract Price **\$150,000.00**

Allowances

Variance to Side Lot	1,500.00
Municipal Service Connections	3,600.00
BC Hydro Overhead Service	1,500.00
GST on \$150,000	7,500.00
Landscaping	5,000.00
	<hr/>
	19,100.00

Total Including Taxes for 2 Units **169,100.00**

Thank you

Joe Formosa
Muchalat Construction Ltd.
250 218-0060

NEW BUSINESS JUNE 13



Third Crossing Society

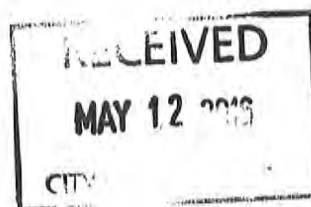
1A - 7624 Duncan Street, Powell River, B.C. V8A 5L2

info@thirdcrossing.com

www.thirdcrossing.com

May 3, 2016

Mayor Larry Jangula and Council,
City of Courtenay,
830 Cliffe Ave.
Courtenay, BC V9N 2J7



Dear Mayor and Council:

We are a small group of individuals promoting a highway link between northern Vancouver Island and the Central Interior via the Comox / Powell River ferry. We request a letter of support in principle for this Province-building initiative.

To better acquaint you with our proposal, I've enclosed an updated summary of the proposal and sample letters we've received from other organizations. I refer you to www.thirdcrossingsociety.com for further details.

From a Courtenay point of view, this mid-province economic corridor would offer Islanders driving to the Interior an alternative to the Coquihalla and Trans-Canada, allowing them to avoid the Lower Mainland. Similarly, it would offer the rest of the Province, and the country, a new way to reach the Island, and attract tourists with two additional circle routes.

Thank you for your time and consideration,

Yours truly,

Gary Fribance
President



Two Roads to Prosperity

Savings from BC Ferries operating costs pegged at \$855 million

Like Rome of another day, in British Columbia today, all roads (and most ferries) lead to Vancouver. A large percentage of all goods and people has always passed through our commercial hub, which is also the pivot point of the **First Crossing** of our mountainous province.

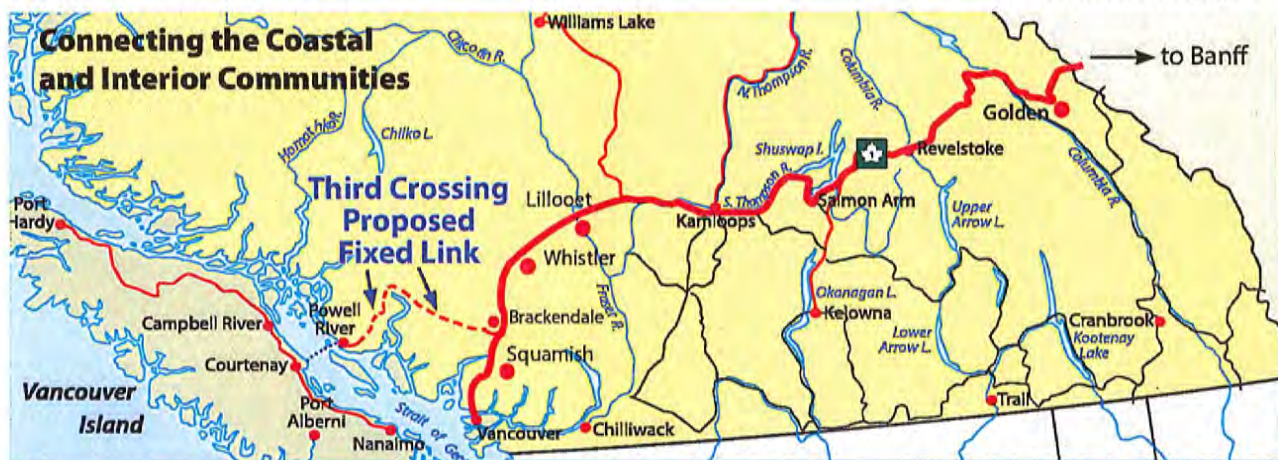
We must travel 500 miles north to reach the **Second Crossing**, Highway 16, which serves the resource belt, stretching from the port of Prince Rupert east to Prince George, then Alberta and beyond.

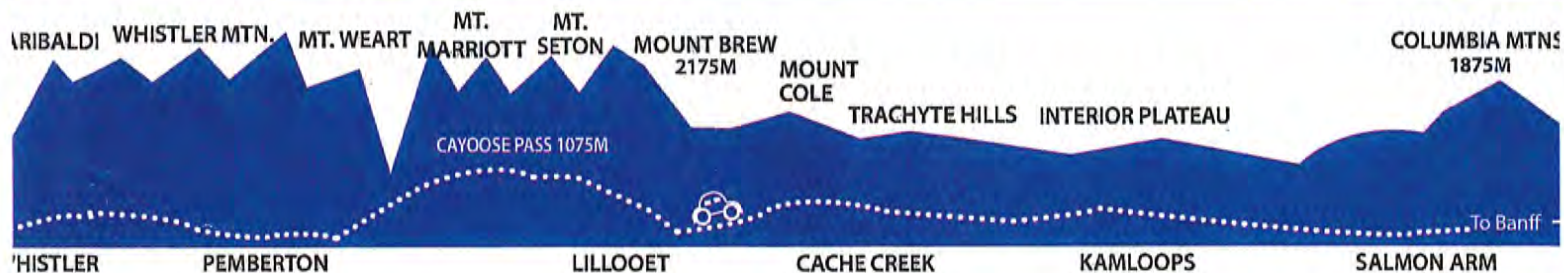
We who live in the middle suggest that there's more to our province than just its big metropolis and far north. We also dare to suggest that our government, by helping those of us in the hinterland meet our needs, will also serve Vancouver very well and prepare the whole province for a more promising future.

We of the **Third Crossing** Society suggest that the time has come to complete a new, mid-province highway that would, at the stroke of a pen and a modest amount of road work,

- Stimulate the economy of both the north half of Vancouver Island and the vast area immediately north of the Lower Mainland
- Create a new playground for tourists and new retirement havens for winter-weary seniors from across Canada, in a natural paradise; and
- Ease congestion and its related costs on Vancouver's highways, at its ferry terminals, and eventually in its port.

continued on page 2...





continued from page 1 . . .

The new highway would remove much of the congestion at the main ferry terminals in the south and produce enough operating and other savings at BC Ferries (\$855 million) to pay for itself (±\$600 million) and a second new highway between Port Mellon and Hwy 99 (±\$400 million). Any amount *not* covered could be recovered by way of a modest toll, as on the Coquihalla.

The beauty of the **Third Crossing** is that much of it is already in place:

- The under-utilized and money-losing ferry run between Comox/Courtenay and Powell River;
- The Sea-to-Sky Highway; and
- About 130 kilometres of logging roads – reaching toward each other but not yet touching – from the Upper Sunshine Coast on the west and Hwy 99 on the east.

These logging roads, upgraded to highway standards, connected by a modest 42 km of new road and one three-kilometre tunnel, would complete the connection. Do that, *et voilà*, the province has its third crossing, the Port Mellon to HWY 99 connector, and has met four separate but related challenges in one stroke.



We propose this third crossing – and the road from Port Mellon to Hwy 99 – with one eye on the present (those of us now living at mid-province) but with both eyes on the future – to a freedom of movement bound to attract retirees, businesses and investors, while relieving some of the congestion in the Lower Mainland and its attendant costs.

*All with just
two modest road projects!*

Office of the Chair

600 Comox Road, Courtenay, BC V9N 3P6
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



April 29, 2015

File: 0400.01

Mr. Gary Fribance, President
Third Crossing Society
1a-7624 Duncan Street
Powell River, BC V8A 5L2

Dear Mr. Fribance:

Re: Letter of support

Thank you for your letter dated March 17, 2015 regarding the society's efforts to connect Vancouver Island north with Highway 99 near Squamish by way of the Comox/Powell River ferry.

Please be advised that the Comox Valley Regional District board, at its meeting of April 28, 2015, passed a resolution to support, in principle, the vision of the Third Crossing Society.

We wish you luck in moving this project forward.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Bruce Jolliffe', written over a horizontal line.

Bruce Jolliffe
Chair

Sliammon First Nation

6686 Sliammon Road, Powell River, BC V8A 0B8
Phone (604) 483-9646 * Facsimile (604) 483-9769
Toll Free 1-877-483-9646



March 11, 2013

Mr. Lorne Craig
President
Third Crossing Society
Powell River, B.C.

8tracker@telus.net

Dear Mr. Craig,

Re: Feasibility Survey and Business Plan

Chief and Council of the Sliammon First Nation pledges support, in principle, for the Third Crossing Society's exploration of a new mid-Province transportation corridor. We believe that continued research on the proposed corridor is essential.

Also, our Nation supports the Society's business plan approach. Funding for the first phase of the project, to conduct a professional evaluation of the area, is a model concept that we consider prudent.

We wish the Third Crossing Society all the best in its endeavours.

Sincerely,

Clint Williams
Chief



December 9, 2012

The Third Crossing Society,
Box 418,
Powell River, B.C., V8A 5C2

Dear Members of the Third Crossing Society;

At their regular Directors Meeting held in November, the Board of Directors of the Pemberton & District Chamber of Commerce supported your proposed Case for a Third Crossing of British Columbia linking Vancouver Island, the Upper Sunshine Coast and the Central Interior .

Yours truly,

A handwritten signature in black ink, appearing to read "Shirley Henry". The signature is fluid and cursive, with the first name "Shirley" being more prominent than the last name "Henry".

Shirley Henry,
Secretary- Treasurer.

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2852

A bylaw to amend Tax Rates Bylaw No.2849, 2016

WHEREAS pursuant to the provisions of the *Community Charter* the Council must each year, by bylaw, impose property value taxes on all land and improvements according to the assessed value thereof, by establishing rates for:

- a. the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and
- b. the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

Therefore, 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 **“Tax Rates Amendment Bylaw No. 2852, 2016”**.

2. That *Tax Rates Bylaw No. 2849, 2016* be amended as follows:

(a) That paragraphs 2 (f) and (g) be hereby deleted:

“(f) *For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column “F” of the schedule attached hereto and forming a part of this bylaw hereof;*

(g) *For purposes of the Downtown Courtenay Business Improvement Area on the assessed value of land and improvements for general municipal purposes, rates appearing in column “G” of the schedule attached hereto and forming a part of this bylaw hereof.”*

and substituted with the following paragraphs 2 (f), (g), (h) and (i) as follows:

- (f) For purposes of the Comox-Strathcona Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column “F” of the schedule attached hereto and forming a part of this bylaw hereof;
- (g) For purposes of the Municipal Finance Authority on the assessed value of land and improvements for general municipal purposes, rates appearing in column “G” of the schedule attached hereto and forming a part of this bylaw hereof.

- (h) For purposes of the B.C. Assessment Authority on the assessed value of land and improvements for general municipal purposes, rates appearing in column “H” of the schedule attached hereto and forming a part of this bylaw hereof.
- (i) For purposes of the Downtown Courtenay Business Improvement Area on the assessed value of land and improvements for general municipal purposes, rates appearing in column “I” of the schedule attached hereto and forming a part of this bylaw hereof.”

(b) That paragraph 3 be hereby deleted.

Read a first time this day of , 2016

Read a second time this day of , 2016

Read a third time this day of , 2016

Finally passed and adopted this day of , 2016

Mayor

Director of Legislative Services

BYLAW NO. 2852, 2016**SCHEDULE****Tax Rates (dollars of tax per \$1000 taxable value)**

Property Class	A General Municipal	B Debt	C Library	D Regional District (rates applied to general assessment)	E Regional District (rates applied to hospital assessment)	F Regional Hospital District	G Municipal Finance Authority	H B.C. Assessment Authority	I Downtown Courtenay Business Improvement Area
1. Residential	3.7754	0.2660	0.2307	0.4409	0.4762	0.8176	0.0002	0.0543	0.0000
2. Utilities	26.4280	1.8619	1.6149	3.0862	1.6666	2.8617	0.0007	0.4995	0.0000
3. Supportive Housing	3.7754	0.2660	0.2307	0.4409	0.4762	0.8176	0.0002	0.0000	0.0000
4. Major Industry	14.7242	1.0373	0.8997	1.7194	1.6190	2.7800	0.0007	0.4995	0.0000
5. Light Industry	14.7242	1.0373	0.8997	1.7194	1.6190	2.7800	0.0007	0.1575	1.2577
6. Business / Other	10.5712	0.7448	0.6460	1.2345	1.1666	2.0032	0.0005	0.1575	1.2577
8. Recreation / Non-Profit	3.7754	0.2660	0.2307	0.4409	0.4762	0.8176	0.0002	0.0543	0.0000
9. Farm	3.7754	0.2660	0.2307	0.4409	0.4762	0.8176	0.0002	0.0543	0.0000

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2847

A bylaw to amend Business Licence Bylaw No. 2523, 2008

WHEREAS Council may, pursuant to Section 8(6) of the *Community Charter*, regulate in relation to business;

AND WHEREAS pursuant to Section 15(1) of the *Community Charter*, Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and conditions and who may impose them;

AND WHEREAS Council has given notice of its intention to adopt this bylaw and has provided an opportunity for persons who consider they are affected by this bylaw to make representations to Council pursuant to Section 59 of the *Community Charter*,

NOW THEREFORE the Council of the City of Courtenay in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "**Business Licence Amendment Bylaw No. 2847, 2016**".

2. "Business Licence Bylaw No. 2523, 2008 is hereby amended as follows:

(a) By deleting the following definitions from Section 1.2 DEFINITIONS:

"Mobile Stores and Restaurants" means a vehicle registered to operate on a highway, which is used in carrying on a business as a mobile store or a mobile restaurant.

"Mobile Vending Push Cart" means a vehicle not registered to operate on a highway, which is designed for use as a food and beverage vending outlet.

(b) By adding the following definitions to Section 1.2 DEFINITIONS:

"Food Cart" means a non-motorized mobile cart with a maximum area of 4.65m², from which food and/or drink is dispensed, and where the entire stock of goods offered for sale is carried and contained in the cart and which may change locations from time to time, and which is not located in a permanent building or structure, and is removed from public access when not in use.

"Food Truck" means a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and/or serve food or beverages but does not include food trailers or food carts.

"Food Trailer" means a portable, self-contained trailer that is equipped to cook, prepare and/or serve food or beverages but does not include food carts.

"Mobile Food Vending" means the operation of a food service business from a food cart, food trailer or food truck.

(c) **SECTION 10 MOBILE STORE, MOBILE RESTAURANTS AND MOBILE VENDING PUSH CARTS** is deleted in its entirety and replaced with the following:

10. MOBILE FOOD VENDING

- 10.1 No person shall operate mobile food vending within the City of Courtenay without first obtaining and maintaining a valid Mobile Food Vending licence for each mobile food vending unit in operation. Licences will be issued on a first come first served basis. Depending on demand for Mobile Food Vending on Public Property, time limits on the duration of stay may be imposed by the licence inspector.
- 10.2 No person shall operate mobile food vending without providing proof satisfactory to the City that the following permissions have been obtained, and regulations met:
- (a) Island Health Approval;
 - (b) BC Safety Authority Approval;
 - (c) Proof of Motor Vehicle Insurance (Food Trucks and Food Trailers);
 - (d) Proof of Liability Insurance coverage which meets the following minimum requirements:
 - i. Inclusive limit of \$2,000,000 and Public Liability & Property Damage;
 - ii. Cross Liability Clause
 - iii. City of Courtenay named as joint insured under the policy
 - iv. Provide that the coverage under the policy cannot be cancelled or any provisions changed or deleted unless thirty days' prior written notice is given to the City by the Insurer.
 - (e) A Discharge Management Plan satisfactory to the City of Courtenay that describes how and where fats, oils and grease will be disposed.
- 10.4 No person shall sell goods other than food and beverages from mobile food vending.
- 10.5 No person shall operate mobile food vending in locations other than the following:

- (a) Private Property zoned for Restaurant Use with the Mobile Food Business being at least a distance of 30 metres from an existing permanent food service establishment.
 - (b) City property and park locations as specified in Schedule 'B' attached hereto and forming part of this bylaw.
- 10.6 No person shall operate mobile food vending on private property, without first supplying the Licence Inspector with a written letter of permission from the owner of the property on which the vendor will be locating.
- 10.7 No person shall carry on a Mobile Food Vending business on public property unless located in a location specified in Schedule 'B' attached hereto and forming part of this bylaw, or under a permit issued by the City for Special Events.
- 10.8 No person shall operate or provide mobile food vending that is not maintained at all times in good sanitary and aesthetically pleasing condition.
- 10.9 No person shall operate or provide mobile food vending without its own power and water source. No person shall operate generators used to provide power if they, in the opinion of the City, create a disturbance.
- 10.10 No person shall operate or provide mobile food vending without providing proper waste and recycling receptacles adequate to ensure the cleanliness of the adjacent area. No person shall operate a mobile vending unit without a cleanup within a 10 metre radius after service at a location, and removing of all collected garbage from the location.
- 10.11 No person shall operate mobile vending without maintaining clearance on all sides of the mobile food vending unit such that pedestrians are able to easily and safely pass by without congestion.
- 10.12 No person shall operate mobile food vending in a manner that restricts or interferes with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by emergency services, City services, or sanitation vehicles.
- 10.13 No person shall leave mobile food vending unattended.
- 10.14 No person shall store mobile food vending on public property overnight.
- 10.15 No person shall operate mobile food vending without maintaining a location log that tracks the time and duration of the food truck/trailer at each location and making the log available to the Licence Inspector upon request.

10.16 No person who is providing or operating mobile food vending shall use or allow to be used any polystyrene (Styrofoam), non-recyclable or non-biodegradable materials in relation to the sale or delivery of food.

10.17 No person shall operate mobile food vending in public locations outside the following hours where applicable:

Public Property: 7:00 a.m. to 10:00 p.m.; or
Park opening hours.

10.18 No person shall operate mobile food vending within:

- (a) 30 metres of an existing permanent food service establishment;
- (b) 100 metres of any elementary school;
- (c) 150 metres of a special event or festival (except where permission from the event coordinator has been obtained); and
- (d) Residentially zoned areas unless approved by the Licence Inspector for a special event such as a Block Party.

2. FOOD TRUCKS & FOOD TRAILERS

Size and Configuration:

2.1 No person shall provide or operate a food truck or trailer more than:

- (a) 2.5 metres in width; and
- (b) 8 metres in length.

(d) By adding the following to Schedule 'A':

- 22. Mobile Food Vendor on private property.....\$150.00
(fees will not be prorated)
- 23. Mobile Food Vendor on Public Property.....\$450.00
(fees will not be prorated)

3. If any section, paragraph or phrase in this Bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, that portion shall be severed and the remainder of this Bylaw shall continue in full force and effect.

4. This Bylaw shall come into full force and effect on adoption.

Read a first time this 16th day of May, 2016

Read a second time this 16th day of May, 2016

Read a third time this 16th day of May, 2016

Finally passed and adopted this day of , 2016

Mayor

Director of Legislative Services

SCHEDULE 'B'

Mobile Restaurant Locations on Public Property

Mobile Restaurants may operate on Public Property only in the following locations:

Location	Total Food Truck spots	Details
Lewis Park	4	<ul style="list-style-type: none">• west of playing field near river and washrooms• north of playing field to the right of the park entrance <p><i>(On selected dates, food truck spots would be unavailable due to special events in the park)</i></p>
Airpark	2	Grassy median off Mansfield Drive, south of Rotary Skypark
Standard Park	1	Gravel parking area

Specific locations are shown on the following maps.



Food Truck Location: Airpark near Rotary Skypark (two spots)



Food Truck Location: Lewis Park (four spots)



Food Truck Location: Standard Park (one site)

