

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

DATE: **October 16, 2017**
PLACE: **City Hall Council Chambers**
TIME: **4:00 p.m.**

1.00 ADOPTION OF MINUTES

1. Adopt October 2nd, 2017 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

(a) Financial Services

- 1 1. Revenue Anticipation Borrowing Bylaw

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

8.00 RESOLUTIONS OF COUNCIL

2. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held October 16th, 2017 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (g) litigation or potential litigation affecting the municipality;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

1. Bill C-45 (Cannabis) Consideration of Business Licence and Zoning Regulations

12.00 BYLAWS

For First, Second and Third Reading

- 5 1. Revenue Anticipation Borrowing Bylaw No. 2908, 2017

For Final Adoption

- 7 1. "Tax Exemption 2018 Bylaw No. 2901, 2017"
(To exempt from taxation for 2018, 356 – 3rd St., 280 - 2nd St. #4 – 204 Island Hwy N.)
- 11 2. "Churches Tax Exemption 2018 Bylaw No. 2902, 2017"
(To exempt from taxation for 2018, the land surrounding the church building and building footprint, except for that portion of lands used in residential or commercial use)

13.00 ADJOURNMENT

NOTE: There is a Public Hearing scheduled for 5:00 p.m. regarding:

Bylaw No. 2895, proposes an amendment to *Zoning Bylaw No. 2500, 2007* to rezone from Residential One (R-1) to Residential One S (R-1S) the property legally described as Lot 1, Section 14, Comox District, PLAN 203453 (1290 10th St. East) to allow a secondary suite.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Revenue Anticipation Borrowing Bylaw

File No.: 1760-02
Date: October 16, 2017

PURPOSE:

The purpose of this report is for Council to consider, revise and endorse the adoption of the Revenue Anticipation Borrowing Bylaw No. 2908,2017.

POLICY ANALYSIS:

Section 177 of *The Community Charter* allows Council to adopt a Revenue Anticipation Borrowing Bylaw to enable payment of City expenses until the annual property tax revenues have been collected. This Bylaw only allows borrowing up to a maximum of 75% of all the property taxes imposed for the prior year. Once collected, revenue from the property taxes must be used to repay the money borrowed.

EXECUTIVE SUMMARY:

The Revenue Anticipation Borrowing Bylaw is required by the Bank of Nova Scotia (ScotiaBank) to financially secure the City's operating line of credit in the amount of \$2,500,000 as well as the corporate Visa program upper limit of \$1,000,000. The updated Bylaw is a housekeeping matter since the Bank requires authorization of an operating line of credit even though the City hasn't needed to use it for many years.

CAO RECOMMENDATIONS:

That based on the October 16, 2017 staff report "Revenue Anticipation Borrowing Bylaw", Council approves OPTION 1 and provide first, second and third reading to the Revenue Anticipation Borrowing Bylaw No. 2908, 2017.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In the past, the City was asked to annually adopt a Revenue Anticipation Borrowing Bylaw pursuant to Section 177 of the *Community Charter*. It was typically presented to City Council in November or December and was the security required by ScotiaBank to authorize using the City’s operating line of credit (up to \$2,500,000) and corporate Visa program (up to \$1,000,000).

DISCUSSION:

A Revenue Anticipation Borrowing Bylaw provides local governments with a means to manage their cash flow requirements. The City has not used its operating line of credit for many years but ScotiaBank is requesting that the Bylaw be updated since legislation no longer requires it to be presented on an annual basis.

There is no immediate need for the borrowing but the updated Bylaw is presented with housekeeping wording changes removing the need for annual updates. In the future, the Bylaw will be revised only when the amount of anticipated borrowing changes.

FINANCIAL IMPLICATIONS:

There are no financial cost implications.

ADMINISTRATIVE IMPLICATIONS:

Once the Bylaw is approved, Staff will forward a copy to ScotiaBank for their records.

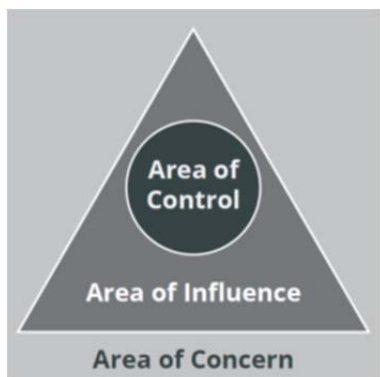
ASSET MANAGEMENT IMPLICATIONS:

If the City needs its operating line of credit, failure to pass this bylaw would delay the ability of the City to meet its financial commitments necessary to maintain or manage its capital assets.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- 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.
- ▲ **Area of Influence**
Matters that fall within shared or agreed jurisdiction between Council and another government or party.
- **Area of Concern**
Matters of interest outside Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

CITIZEN/PUBLIC ENGAGEMENT:

Not applicable

OPTIONS:

1. That Council provide first, second and third reading of the Revenue Anticipation Borrowing Bylaw No 2908, 2017. (Recommended)
2. That Council not adopt the proposed Bylaw.

Prepared by:



Brian Parschauer, BA, CPA-CMA
Director of Finance

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2908

A Bylaw authorizing the City of Courtenay to borrow the sum of Three Million, Five Hundred Thousand Dollars (\$3,500,000.00) to meet current expenditures of the Corporation

WHEREAS, pursuant to Section 177 of the *Community Charter*, Council may by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures of the municipality;

AND WHEREAS the debt outstanding under this section shall not exceed the sum of seventy-five percent (75%) of all taxes levied for all purposes in the preceding year and the money remaining due from other governments;

AND WHEREAS in order to borrow the said sum, the Corporation shall set aside as security the unpaid taxes from two consecutive prior years and the whole of the taxes for the current year, and the money borrowed shall be a first charge thereon.

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

1. This bylaw may be cited as **“Revenue Anticipation Borrowing Bylaw No. 2908, 2017”**
2. It shall be lawful for the Corporation to borrow the sum of Three Million Five Hundred Thousand Dollars (\$3,500,000.00) in such amounts and at such times as may be so required.
3. There shall be set aside as security for the payment of such money, the whole of the unpaid taxes for the two years prior to and the whole of the taxes for the current year.
4. The monies so borrowed and the interest thereon shall be paid on or before the 31st of July of the current year.
5. The form of obligation to be given as an acknowledgment of such liability shall be a promissory note or notes for sums as may be required and advanced from time to time, signed by the Mayor and Director of Financial Services and bearing the seal of the Corporation or other agreements as required by the lender.

Read a first time this day of , 2017

Read a second time this day of , 2017

Read a third time this day of , 2017

Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2901

**A bylaw to exempt certain lands and
improvements from taxation for the year 2018**

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 224 of the *Community Charter*;

NOW 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 Exemption 2018 Bylaw No. 2901, 2017**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2018:

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
49.000	LOT 41, SECTION 61, CD, PLAN 311	280 – 4 TH STREET	EUREKA SUPPORT SOCIETY	100%
112.000	PARCEL A OF LOT 124&125 DD, PLAN 80170N, SECTION 61, CD, EXCEPT PLAN 472BL OF L PID 004-863-682	243-4 TH STREET	BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND (LEASED FROM CITY OF COURTENAY)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
122.000	LOT 1, PLAN 40587	367 CLIFFE AVENUE	ROYAL CANADIAN LEGION	100%
1650.000	LOT 16, PLAN 5618	101 ISLAND HIGHWAY		
163.000 164.000 165.000	LOTS 14, 17, 18, 21, 22 SECTION 61, CD, PLAN 1517	237 – 3 RD STREET 243 – 3 RD STREET 255 – 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	100%
348.000	LOT 15, SECTION 61, CD, PLAN 4906	543 – 6 TH STREET	ALANO CLUB OF COURTENAY	100%
400.000	LOT A, SECTION 61, CD, PLAN 18979	A1-310 8 TH STREET	CITY OF COURTENAY (LEASED FROM WEST ISLAND CAPITAL CORP)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
513.000	LOT A, DL 127, CD, PLAN 7719	755 HARMSTON AVENUE	OLD CHURCH THEATRE SOCIETY	100%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY	100%
1037.000	LOTS 1 AND 2, SECTION 41, CD, PLAN 3930	1415 CLIFFE AVENUE	COMOX VALLEY FAMILY SERVICES ASSOCIATION	100%
1494.000 1494.010 1494.050	LOT A, SECTION 6 AND 8, CD, PLAN 35008 LOT 1 AND 2, SECTION 6 AND 8, CD, PLAN 2849, EXCEPT PLAN 35008	2450 BACK ROAD 2470 BACK ROAD	GLACIER VIEW LODGE SOCIETY	100%
1960.300	LOT A PLAN 15464	SANDPIPER DRIVE	THE NATURE TRUST OF BRITISH COLUMBIA	100%
2016.007	LOT 7, PLAN 27200	1571 BURGESS ROAD	STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	100%
2200.044	LOT 3, DL 138, CD, PLAN 20288	2564 CUMBERLAND ROAD	COURTENAY & DISTRICT HISTORICAL SOCIETY IN TRUST	100%
3200.072	LOT A, SECTION 18, CD, PLAN 12735	4835 HEADQUARTERS RD	COMOX VALLEY CURLING CLUB	100%
170.002	LOT A, SECTION 61, PLAN 54105 PID 017-752-141	280 2ND STREET	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM FOUR PAWS INVESTMENTS LTD.)	100%
1577.018	LOT 4, SECTION 16, PLAN VIS2269, PID 017-693-071	#4 - 204 ISLAND HWY N	COMOX VALLEY PREGNANCY CARE CENTRE	100%
750.100	LOT 1, PLAN VIP 62247	994 – 8 TH ST	ST JOHN THE DIVINE ABBEYFIELD HOUSE SOCIETY	75%
757.000 757.001 758.000	LOT A, BLOCK 2, PLAN 1951 LOT A, BLOCK 2, PLAN 1951 EXCEPT PLAN 4288 & 4941 LOT A&B, PLAN 16907	1051 – 8 TH STREET 1061 – 8 TH STREET 635 PIDCOCK AVE	COMOX VALLEY KIWANIS VILLAGE SOCIETY	75%

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 TH STREET	L' ARCHE COMOX VALLEY	75%
34.000	LOT 2, SECTION 61, CD, PLAN 20159 PID 003-698-254	231 6 TH STREET	COURTENAY ELKS' LODGE #60 OF THE BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS' OF CANADA	40%
166.000	LOT 8 PLAN 2834 PID 003-451-941	267 3 RD STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	40%
459.000	LOT B, PLAN 20211 PID 003-519-376	956 GRIEVE AVENUE	UPPER ISLAND WOMEN OF NATIVE ANCESTRY	40%
1516.004	LOT 4, SECTION 14, CD, PLAN 30419 PID 000-150-541	464 PUNTLEDGE RD	CANADIAN RED CROSS SOCIETY (LEASED FROM 660511 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.004	LOT B, SECTION 67, CD, PLAN 33851 PID 000-262-170	#8, 468 29 TH STREET	THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.006	LOT C, SECTION 67, CD, PLAN 33851 PID 000-217-158	2966 KILPATRICK AVE	AARON HOUSE MINISTRIES (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
2024.009	LOT 2 PLAN VIP53672 PID 017-650-097	1755 13 TH STREET	HABITAT FOR HUMANITY VANCOUVER ISLAND NORTH SOCIETY	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE USED FOR ADMINISTRATION OFFICES

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
2091.136	LOT 4, DL 230, CD, PLAN VIP57822 PID 018-564-381	2398 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY (LEASED FROM SPACIAL HOLDINGS INC)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
3200.032	LOT A, SECTION 18, CD, PLAN VIP 75369 PID 025-673-017	4729 HEADQUARTERS RD	YOUTH FOR CHRIST COMOX VALLEY	40% OF THE ASSESSMENT – <i>EXCLUDING</i> CARETAKER RESIDENTIAL SPACE
1113.000	LOT 19, SECTION 41, DL 15, PLAN 9230, PID 005-583-314	1465 GRIEVE AVENUE	L' ARCHE COMOX VALLEY	40%
131.002	LOT A, SECTION 61, PLAN EPP61970, PID 029-906-431	356 3RD STREET	COMOX VALLEY TRANSITION SOCIETY	40%
409.000	LOT A, SECTION 61, PLAN 1674, PID 001-159-526	625 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY	40%
1038.000	LOT A, SECTION 41, PLAN VIP 60527, PID 023-021-128	1455 CLIFFE AVENUE	JOHN HOWARD SOCIETY OF NORTH ISLAND (LEASED FROM LUCK'S DENTAL LABORATORY LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE

Read a first time this 2nd day of October, 2017

Read a second time this 2nd day of October, 2017

Read a third time this 2nd day of October, 2017

Finally passed and adopted this day of 2017

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2902

A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2018

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 220 of the *Community Charter*;

NOW 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 "**Churches Tax Exemption 2018 Bylaw No. 2902, 2017**".
2. Pursuant to Section 224(2)(a)(f)(g) of the *Community Charter*, the following properties on which a church hall or facility is situated, the land on which such a hall stands, the remaining area of land surrounding the building set apart for public worship, and the remaining area of land surrounding the exempted building, exempted hall, or both, are hereby exempted from taxation for land and improvements to the extent indicated for the year 2018 *except for that portion of the property used for residential or commercial purposes*:

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
1.	143.000	LOT AM 11, SECTION 61, CD, PLAN 33854N	467 – 4 TH STREET	GRACE BAPTIST CHURCH OF THE COMOX VALLEY	100%
2.	313.100	LOT 1, SECTION 62, CD, PLAN VIP 74608	591 – 5 TH STREET	ANGLICAN SYNOD DIOCESE OF B.C.	100%
3.	336.000	LOT 7, SECTION 61, CD, PLAN 4906	505 FITZGERALD AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
4.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
5.	342.000	LOTS 3 & 4, BLOCK 6, CD, PLAN 472B	576 – 5 TH STREET	ELIM GOSPEL CHAPEL TRUSTEES	50.63% OF THE ASSESSED VALUE OF LAND ONLY
6.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 TH STREET	ST. GEORGES CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	RIVER HEIGHTS CHURCH SOCIETY	100%
8.	1074.050	LOT A, PLAN 54316P, SECTION 41, CD, PLAN 7449	1580 FITZGERALD AVENUE 1590 FITZGERALD AVENUE	GOVERNING COUNCIL SALVATION ARMY CANADA WEST	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
9.	1166.000	LOT A, PLAN 121193ER, SECTION 41, CD, FORMERLY LOTS 32 & 33, CD, PLAN 10725	771 – 17 TH STREET	TRUSTEES LUTHERAN CHURCH	100%
10.	1211.004	LOT 4, SECTION 68, CD, PLAN 14176	1814 FITZGERALD AVE	VALLEY UNITED PENTACOSTAL CHURCH OF BC	100%
11.	1524.102	LOT B, SECTION 15, CD, PLAN 54793 EXCEPT PLANS 14713, 36414, 51121	1599 TUNNER DRIVE	BISHOP OF VICTORIA, CHRIST THE KING CATHOLIC CHURCH	100%
12.	1594.000	LOT 16, SECTION 16, CD, PLAN 7037 EXCEPT PLAN 44368	1581 DINGWALL RD	TRUSTEES OF THE KINGDOM HALL OF JEHOVAH WITNESS	100%
13.	1691.030	LOT 1, SECTION 17, CD, PLAN VIP 79479	4660 HEADQUARTERS ROAD	SEVENTH DAY ADVENTIST CHURCH	100%
14.	1691.044	LOT 2, SECTION 17, CD, PLAN VIP 61425	4634 ISLAND HWY	ANGLICAN SYNOD DIOCESE OF BC	100%
15.	1691.046	LOT 3, SECTION 17, CD, PLAN VIP 61425	1514 DINGWALL ROAD	ANGLICAN SYNOD DIOCESE OF BC	100%
16.	2005.000	LOT 12, DL 96 & 230, CD, PLAN 1406	1901 – 20 TH STREET	LDS CHURCH	100% EXCEPT THAT PART ASSESSED FOR SCHOOL USE
17.	2017.034	LOT 1, DL 96, CD, PLAN VIP 59504	1640 BURGESS RD	FOURSQUARE GOSPEL CHURCH OF CANADA	100%
18.	2200.088	LOT A, PLAN 27596	2963 LAKE TRAIL ROAD	COURTENAY BAPTIST CHURCH	100%

Read a first time this 2nd day of October, 2017

Read a second time this 2nd day of October, 2017

Read a third time this 2nd day of October, 2017

Finally passed and adopted this day of

Mayor

Director of Legislative Services