

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

*We respectfully acknowledge that the land on which we gather is the
unceded traditional territory of the K'ómoks First Nation*

DATE: **October 01, 2018**
PLACE: **City Hall Council Chambers**
TIME: **4:00 p.m.**

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt September 17th, 2018 Regular Council meeting minutes
- 7 2. Adopt September 24th, 2018 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 9 1. Glacier Road Delegation on Rezoning and Suffield Road Delegation on
 Subdivision

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 15 1. Ministry of Children and Family Development - Childcare BC New Spaces
 Fund

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 39 1. Memorandum - School District Trustee Acclamations
- 41 2. Heritage Advisory Commission Meeting Minutes June 27, 2018
- 43 3. Heritage Advisory Commission 2018 Annual Report

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

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held October 1st, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations.

2. Councillor Wells Motion – Strategic Planning for Asset Management

That staff provide a report to Council regarding the options and implications of Council strategic planning and financial planning being performed for a 10 year period vs. the current 5 years, in support of sound asset management practices.”

3. October 29, 2018 Committee of the Whole meeting

Recommendation: That due to the October 20th, 2018 local government election the Committee of the Whole meeting scheduled for Monday, October 29th, 2018 be cancelled.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For Third Reading

- 59 1. “Zoning Amendment Bylaw No. 2926, 2018”
(A bylaw to permit a two-lot subdivision at 4697 Headquarters Road)

- 61 2. “Zoning Amendment Bylaw No. 2936, 2018”
(A bylaw to allow for a secondary suite at 1081 Mantle Drive)

For Final Adoption

- 61 1. “Zoning Amendment Bylaw No. 2936, 2018”
(A bylaw to allow for a secondary suite at 1081 Mantle Drive)

- 63 3. “Council Remuneration Bylaw No. 2941, 2019”
(A bylaw to provide for the payment of Annual Remuneration to the Mayor and Councillors of the City of Courtenay)

13.00 ADJOURNMENT

R18/2018 – September 17, 2018

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, September 17, 2018 at 4:00 p.m.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian

B. Wells

M. Theos

Staff: D. Allen, CAO

J. Ward, Director of Legislative and Corporate Services/Deputy CAO

W. Sorichta, Manager of Legislative & Corporate Administrative Services

I. Buck, Director of Development Services

J. Nelson, Acting Director of Financial Services

R. O’Grady, Director of Engineering Services

A. Guillo, Manager of Communications

1.00 ADOPTION OF MINUTES

.01

MINUTES

Moved by Frisch and seconded by Wells that the September 4th, 2018 Regular Council meeting minutes be adopted.

Carried

2.00 ADOPTION OF LATE ITEMS

3.00 DELEGATIONS

1. Steve Hughes made a presentation to Council about his concerns regarding development fees related to his application to subdivide his property located on Suffield Road for the construction of a 1,400 ft² home. Mr. Hughes requested that Council intervene and remove development cost charges and infrastructure upgrades requested through the development process to subdivide the property.

Moved by Eriksson and seconded by Hillian that Council consider the request received from Mr. Steve Hughes regarding his application to subdivide property at 2946 Suffield Road; and,

That staff investigate options and implications regarding development costs and infrastructure requirements for this subdivision application and report back to Council at a future date.

Carried

2. Roger Kishi, Director of Homeless & Housing Programs, Wachiay Friendship Centre and Lindsay Monk, Project Manager, M’akola Development Services updated Council on the Braidwood Affordable Housing Project located at 810 Braidwood Road. The building will have 35 units with 1 designated caretaker unit; applications for tenancy will be available in November 2017 with an anticipated tenancing date of February 1st, 2019.

The council meeting recessed at 4:56 p.m. for the Public Hearing regarding Bylaw No.’s 2926 & 2936.

The meeting reconvened at 5:18 p.m.

4.00 STAFF REPORTS/PRESENTATIONS

.01 Allan Neilson and Sherry Hurst, Neilson-Welch Consultants, made a presentation to Council regarding the Comox Valley Regional District (CVRD) Utilities Governance Review. A draft report identifying options around water and sewer governance including challenges identified within the current structure was presented.

NEILSON-WELCH
CONSULTANTS
COMOX VALLEY
REGIONAL DISTRICT
(CVRD) UTILITIES
GOVERNANCE
REVIEW

**Mayor Jangula left Council Chambers at 5:38 p.m.; Councillor Wells took the chair.
Mayor Jangula returned to Council Chambers and took his seat at 5:41 p.m.**

.02 Moved by Hillian and seconded by Frisch that based on the September 17th, 2018 staff report “Development Variance Permit No. 1804 - 1964 Dogwood Drive”, Council approve OPTION 1 and approve Development Variance Permit No. 1804.

DEVELOPMENT
VARIANCE PERMIT
NO. 1804,
1964 DOGWOOD
DRIVE
3090-20-1804

Carried

.03 Moved by Wells and seconded by Frisch that based on the September 17th, 2018 staff report “Greenwood Trunk Sewer and Hudson Trunk Sewer Budget Amendment”, Council approve OPTION 1 and authorize the Sewer Capital Budget amendment increasing the budget for the Greenwood Trunk design by \$251,250 (\$64,670 from sewer utility revenue and \$186,580 from sewer DCC reserve) and decreasing the budget for the Hudson Trunk design and construction by \$251,250.

GREENWOOD TRUNK
SEWER AND HUDSON
TRUNK SEWER
BUDGET
AMENDMENT
5340-20; 5335-20

Carried

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

COUNCILLOR ERIKSSON Councillor Eriksson reviewed his attendance at the following events:

- MP Gord John’s Affordable Housing Forum
- Royal Lepage Petite Fondo Shelter Foundation event for Lily House
- Project Watershed Annual Salmon Barbeque fundraising dinner for Kus-kus-sum
- Comox Valley Ribfest community event

COUNCILLOR FRISCH Councillor Frisch reviewed his attendance at the following events:

- Volunteered at Comox Valley Ribfest community event
- Integrated Regional Transportation Select Committee meeting
- Downtown Courtenay Business Improvement Association Business Mixer event

Councillor Frisch left Council Chambers at 5:59 p.m.
Councillor Frisch returned to Council Chambers at 6:02 p.m.

COUNCILLOR HILLIAN Councillor Hillian reviewed his attendance at the following events:

- MP Gord John’s Affordable Housing Forum
- International Student Program and Welcome Event
- Chamber of Commerce, Community Drug Strategy Committee and members of alcohol distribution and production meeting re: impacts of moderate drinking)
- 2018 Union of BC Municipalities (UBCM) Convention and attended several Ministry meetings joined by MLA Ronna-Rae Leonard
- UBCM session on Regulating Short Term Rentals
- CVRD 3L Developments Open House
- Comox Council meeting re: Brooklyn Creek Ecological Accounting Process Demonstration

COUNCILLOR THEOS Councillor Theos reviewed his attendance at the following events:

- CVRD 3L Developments Open House
- CVRD Hospital Board
- CVRD Waste Management Advisory Committee meeting

Councillor Theos mentioned a pilot program re: mattresses in landfills

COUNCILLOR WELLS Councillor Wells reviewed his attendance at the following events:

- Comox Council meeting re: Brooklyn Creek Ecological Accounting Process Demonstration
- MP Gord John’s Affordable Housing Forum
- CVRD 3L Developments Open House
- CVRD Waste Management Advisory Committee meeting
- Project Watershed Annual Salmon Barbeque fundraising dinner for Kus-kus-sum

R18/2018 – September 17, 2018

- 2018 Union of BC Municipalities (UBCM) Convention and attended several Ministry meetings joined by MLA Ronna-Rae Leonard
- UBCM sessions with BC Hydro re: water filtration and Andrew Weaver re: Solid Waste Advanced Technology
- Comox Valley Ribfest community event

MAYOR
JANGULA

Mayor Jangula reviewed his attendance at the following events:

- 10th Annual Old House Hotel & Spa Mayor’s Charity Golf Classic community fundraiser event
- 2018 Union of BC Municipalities (UBCM) Convention and attended several Ministry meetings joined by MLA Ronna-Rae Leonard
- UBCM session Mayor’s meeting

8.00 RESOLUTIONS OF COUNCIL

**.01
IN-CAMERA
MEETING**

Moved by Frisch and seconded by Wells that a Special In-Camera meeting closed to the public will be held September 17th, 2018 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 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;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

6:22 p.m. Councillor Hillian recused himself citing a potential conflict of interest regarding Tax Exemption Bylaw No. 2939

.01

BYLAW NO. 2939,
2018
TAX EXEMPTION
2019

Moved by Wells and seconded by Frisch that “Tax Exemption 2019 Bylaw No. 2939, 2018” pass first, second and third reading.
Carried with Councillor Eriksson opposed

.02

BYLAW NO. 2940,
2018
CHURCHES TAX
EXEMPTION 2019

Moved by Frisch and seconded by Wells that “Churches Tax Exemption 2019 Bylaw No. 2940, 2018” pass first, second and third reading.
Carried

Councillor Hillian returned to Council Chambers at 6:25 p.m.

.03

BYLAW NO. 2941,
2018
COUNCIL
REMUNERATION 2019

Moved by Wells and seconded by Frisch that “Council Remuneration Bylaw No. 2941, 2019” pass first, second and third reading.
Carried

13.00 ADJOURNMENT

.01

Moved by Hillian and seconded by Wells that the meeting now adjourn at 6:25 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 1st day of October, 2018

Mayor

Minutes of a Committee of the Whole meeting held Monday, September 24, 2018 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

Mayor: L. V. Jangula

Councillors: E. Eriksson

D. Frisch

D. Hillian via Teleconference

R. Lennox

M. Theos

B. Wells

Staff: D. Allen, CAO

W. Sorichta, Manager of Legislative & Corporate Administrative Services

1.00 RESOLUTIONS OF COUNCIL

.01

IN CAMERA
MEETING

Moved by Frisch and seconded by Wells that a Special In-Camera meeting closed to the public will be held September 24th, 2018 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (c) labour relations or other employee relations;
- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Carried

2.00 ADJOURNMENT

.01

Moved by Frisch and seconded by Wells that the meeting now adjourn at 4:02 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 1st day of October, 2018

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.:

From: Chief Administrative Officer

Date: October 1, 2018

Subject: Glacier Road Delegation on Rezoning and Suffield Road Delegation on Subdivision

PURPOSE:

The purpose of this report is to respond to two resolutions of Council requesting that staff provide options and implications related to two delegations requesting Council overturn the administrative decisions of staff related to two development requests.

CAO RECOMMENDATIONS:

That Council advise Mr. Ron Taylor and the Glacier Road neighbourhood to make application for consideration of the zoning amendments outlined in their March 5th presentation to Council; and

That Council advise Mr. Steve Hughes to make application for Development Variance Permit to consider relaxation of works and services requirements related to his subdivision.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On March 5th a delegation lead by Mr. Ron Taylor from the Glacier Road neighbourhood requested that Council rezone their properties without an application to facilitate the construction of secondary suites/granny flats in the neighbourhood. This resulted in the following resolution of Council.

That Council direct staff to investigate options and implications to amend the zoning as outlined in the Glacier Road and Chapman Road area neighbourhood petition to permit secondary suites/granny flats.

On September 4th a delegation from Suffield Road, Mr. Steve Hughes, requested that Council remove all requirements he considers unreasonable with regard to subdividing his lot. This resulted in the following resolution of Council.

That staff investigate options and implications regarding development costs and infrastructure requirements for this subdivision application and report back to Council at a future date.

DISCUSSION:

Glacier Road

The *Local Government Act* (s. 460) requires that all local governments that have adopted an official community plan or zoning bylaw define procedures under which an owner of land can apply to amend the plan or bylaw. The City has done this by way of Development Application Procedures Bylaw No. 2790, 2014.

With the exception of City initiated bylaw amendments, which typically address community wide regulations such as the recent amendments related to cannabis sales or to implement City initiated revisions to OCP policy such as new local area plans, property owners follow the requirements of the procedures bylaw and submit OCP amendment and/or rezoning applications if they are proposing development that is inconsistent with the policies of the OCP and/or the permitted uses in a zoning bylaw.

With respect to the Glacier Road delegation staff were approached by Mr. Taylor in late 2017 about making application to construct a secondary residence on his property. Staff advised Mr. Taylor that the proposal was worth considering while expressing some concern with language in the Sandwick/Headquarters Local Area Plan that generally discourages anything other than single family detached housing. Similar to other prospective applicants, staff encouraged him to approach his neighbours in advance of an application to gauge their opinion.

Following this advice Mr. Taylor discussed the proposal with his neighbours and found that a number of other homeowners were interested in doing the same thing. Mr. Taylor had further discussion with City staff who advised him to make a single application for all those interested in rezoning and share the \$3000 application fee among them. Based on the petition indicating 18 properties were in favour, the cost would be just under \$167/property. Mr. Taylor instead proceeded with a request that the City (taxpayer) undertake this amendment on their behalf.

Staff process many rezoning applications each year to modify uses and increase development potential on properties. In all cases the required fees are paid by the applicant(s). As indicated above staff see merit in considering a limited increase in density in this neighbourhood, however, **in the opinion of staff it is not appropriate to pass the cost of the application to the general taxpayer. Staff recommend that Council advise Mr. Taylor and his neighbours to make application to rezone.** To do otherwise will set a precedent and likely lead to a significant increase in requests for “free” applications.

Suffield Road

Division 11 of the *Local Government Act* authorizes local governments to adopt bylaws to regulate and require the provision of works and services in respect of subdivision of land. This includes requirements related to the minimum standards for roads, sidewalks, street lighting, water distribution, fire hydrants, sanitary sewer and storm drainage systems. The City has adopt servicing standards through the current Subdivision and Development Servicing Bylaw No. 2919 and the previous Subdivision Control Bylaw No. 1401. In general the required works and services must be constructed prior to subdivision approval.

Section 513 of the *Local Government Act* provides that an approving officer may require that the owner of land being subdivided provide the difference between the current width of a local road and 20 meters as a condition of subdivision approval. The intent is to obtain sufficient land to construct public roads to City standards.

In respect of the September 4th delegation, the requirements outlined in the Preliminary Layout Review (PLR) letter are consistent with the requirements of the City’s previous Subdivision Control Bylaw No. 1401 (in effect at the time of application). Based on the presentation, it is assumed the applicant has been

provided similar advice with respect to the requirements to subdivide dating back to 2004. **Of note the PLR expired on May 9, 2018.**

The works and services requirements outlined in the City's current and previous subdivision bylaws are applicable to all subdivisions irrespective of the number of lots being created. The current bylaw added a provision exempting subdivisions creating less than 2 additional lots from installing underground wiring in areas that are currently serviced with above ground electrical and telephone services.

The Development Engineer has some discretion to exempt applicants from providing the works and services established in the bylaw if they are not directly attributable to the subdivision. With respect to Mr. Hughes subdivision, the Development Engineer has generally exempted any works and services that aren't related to life safety issues (sidewalk, pavement, service upgrades for example).

Pursuant to section 498 of the *Local Government Act*, a local government may issue a development variance permit to vary subdivision servicing requirements. Approval of variances are at the discretion of Council. In the last few years Council has considered a few variances related to the length and radius of cul-de-sacs. Other than the variance process (or bylaw amendments) Council does not have the authority to simply waive works and services. **Staff have advised the applicant of the variance option and continue to recommend it as the appropriate process to address the concerns expressed by Mr. Hughes.** If an application is made Development Services staff will consult with various potentially impacted departments prior to making a recommendation to Council on the merits of varying the standards.

As an alternative, Council could direct staff to amend the Subdivision and Development Servicing bylaw to exempt all single lot subdivisions from the requirement to provide works and services. This is not recommended and in a short survey of other local governments staff have been unable to find any that provide this direct exemption (Comox, Campbell River, Port Alberni, North Cowichan and Langford). There are two general issues with doing this. First, it could result in lots being created without the necessary services to obtain building permits. This would then pass the servicing costs to future property owners. Secondly, any infrastructure upgrades required along the frontage of the property would be borne by the general taxpayer rather than those who directly benefit.

Staff recommend that Council advise Mr. Hughes to submit an application for development variance permit for consideration.

FINANCIAL IMPLICATIONS:

With regard to Mr. Taylor's request for the Glacier Road neighbourhood the rezoning application would be \$3000. Should Council direct staff to prepare a zoning amendment on behalf of the property owners there would be a direct cost to the City tax payer to process the application. This is estimated to be approximately \$2500 in staff time, \$500 for advertising, \$400 for a notification sign and \$100 for incidental cost such as supplies and postage.

With regard to Mr. Hughes an application for Development Variance Permit is \$1000.

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 5 hours preparing this report.

It is estimated that approximately 5 hours of staff time has been spent to date on the Glacier Road request and 25 hours by current and previous staff discussing application requirements with Mr. Hughes on Suffield Road.

Should Council direct staff to process a zoning amendment in the Glacier Road neighbourhood it is estimated that 30 hours of staff time will be required to conduct neighbourhood consultation, process the application, prepare bylaws, reports and notices, respond to public enquiries, conduct the public hearing, finalize the bylaws and close the file.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications with regard to the Glacier Road request.

Should Mr. Hughes proceed with a request to vary subdivision requirements staff will assess the asset management implications based on the specifics of the application.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource



- **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:

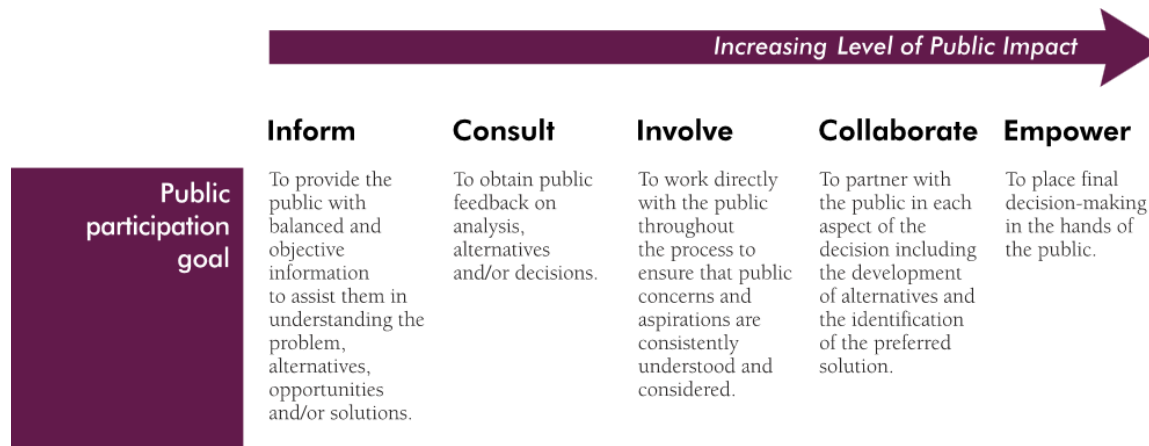
There are no direct OCP references related to these requests.

REGIONAL GROWTH STRATEGY REFERENCE:

There are no direct RGS references related to these requests.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** the delegations of Council’s decision:



OPTIONS:

OPTION 1: (Recommended)

That Council advise Mr. Ron Taylor and the Glacier Road neighbourhood to make application for consideration of the zoning amendments outlined in their March 5th presentation to Council; and
That Council advise Mr. Steve Hughes to make application for Development Variance Permit to consider relaxation of works and services requirements related to his subdivision.

OPTION 2:

That Council direct staff to initiate the requested zoning amendments in the Glacier Road neighbourhood with costs paid by the taxpayer; and
That Council direct staff to prepare an amendment to Subdivision and Development Servicing Bylaw No. 2919 to exempt subdivisions that create 1 new single family lot from works and services requirements.

Prepared by:



Ian Buck, MCIP, RPP
Director of Development Services

Ministry of Children and Family Development
Childcare BC New Spaces Fund
Single Project Stream
PROGRAM GUIDE



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Introduction

In order to better meet the needs of British Columbian families, the Province has set a target of funding the creation of 22,000 licensed child care spaces. To accomplish this, the province will invest \$221M through the Childcare BC New Spaces Fund over the next three years. This fund will support small scale or single project proposals (as was formally supported through the Major Capital Funding program) and also, in the coming months, the Province will release funding guidelines to support larger, multi project proposals. While details on the multi-project guidelines are still in development, this guide describes the eligibility criteria for single project proposals.

The Childcare BC New Spaces Fund - single project funding stream - has made some changes from the former Child Care Major Capital Funding program. These changes are documented in this guide, including the following enhancements:

- An open application intake throughout 2018/19 (subject to funding availability by the Province);
- A streamlined, one step application process;
- Increased maximum funding amounts for some eligible proponents; and
- A requirement that proponents commit to delivering affordable child care spaces.

1. WHO CAN APPLY?

1.1. Eligible Organizations

- Non-profit or public sector organizations, including:
 - Non-profit societies
 - Local governments
 - School boards
 - Public institutions
 - Band/tribal councils and First Nations governments
- Private Sector organizations, including:
 - Sole proprietors
 - Incorporation partnerships
 - Limited companies

1.2. Ineligible Organizations

- Are not in good standing with the Ministry of Children and Family Development (e.g. owe a debt to the Ministry, have a repayment in arrears, and/or have a suspended or cancelled Early Childhood Educator/Early Childhood Educator Assistant Certificate)

CHILDCARE BC NEW SPACES FUND PROGRAM 2018/19 REQUIREMENTS

- Have a history of ongoing non-compliance (infractions/violations) under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation
- Are intending to create unlicensed child care spaces
- Are intending to create child care spaces solely for occasional child care and/or child minding
- Are intending to use the funding to purchase residential or commercial property
- Are intending to fund a project completed and/or licensed prior to signing the Funding Agreement
- Are intending to fund a project proposing to re-locate or enhance existing spaces without creating new licensed child care spaces
- Are not willing to apply for Child Care Operating Funding (CCOF) and, where eligible, enroll in the Child Care Fee Reduction Initiative (CCFRI) once the spaces become operational

2. PRIORITY AREAS

While the intent of this funding stream is to support the creation of all types of licensed child care spaces, the Province will prioritize proponents that are able to demonstrate any of the following in their proposal:

- Creation of licensed Infant/Toddler (0-36 months) or licensed Group (30 months to School Age) child care spaces;
- Creation of spaces by public sector organizations, local/municipal governments, band/tribal councils and/or First Nations governments in partnership with a non-profit child care provider;
- Creation of spaces on school grounds (including K-12 and post-secondary);
- Spaces serving vulnerable populations (e.g. low-income families);
- Spaces serving children requiring extra support (as defined in the Child Care Licensing Regulation);
- Spaces serving Indigenous communities;
- Spaces serving newly landed immigrants and/or refugees;
- Spaces serving young parents (25 years and under); and/or
- Spaces offered outside of core business hours (e.g. evenings, early mornings, weekends, etc.).

CHILDCARE BC NEW SPACES FUND PROGRAM 2018/19 REQUIREMENTS

3. FUNDING

The Province will provide a maximum provincial contribution to the project based on the type of applicant approved for funding. The applicant's level of contribution depends on the type of organization (see Table 1). Organizations may contribute more than the minimum required contribution. *Contributions by applicants* may include funding from other sources such as monetary gifts, lines of credit, bank loans, and in-kind contributions, such as land.

The *Province's funding contribution* will be considered for the difference between the proponent's total financial contribution and the total project costs, up to the maximum funding contribution available for the applicant type.

3.1. Applicants, Contribution Percentages, Maximum Provincial Funding Contribution, and Funding Award Commitment

Table 1: Contribution Percentages and Funding Award Commitment by Applicant Type

Applicant Type	Organization Contribution	Provincial Contribution	Maximum Provincial Funding Contribution	Funding Award Commitment
Public sector organizations, local/municipal governments, band/tribal councils and/or First Nations governments partnering with a non-profit child care provider	0%	100%	Up to \$1,000,000	Up to 15 years
School boards and public post-secondary institutions	0%	100%	Up to \$500,000	Up to 10 years
Indigenous organizations ¹ , band/tribal councils, and/or First Nations governments	0%	100%	Up to \$500,000	Up to 10 years
Child development centers	0%	100%	Up to \$500,000	Up to 10 years
Non-profit child care organizations	10%	90%	Up to \$500,000	Up to 10 years
Private sector child care organizations	25%	75%	Up to \$250,000	Up to 10 Years

Proponents are required to adhere to the following award commitments:

- For projects under \$50,000 the recipient of funding must commit to continuing the child care operation for a minimum period of five years.

¹ As defined in Appendix B.

CHILDCARE BC NEW SPACES FUND PROGRAM 2018/19 REQUIREMENTS

- For projects between \$50,000 and \$500,000, the recipient of funding must commit to continuing the child care operation for a minimum period of ten years.
- For all projects over \$500,000 the recipient of funding must commit to continuing the child care operation for a minimum period of fifteen years.
- Projects \$50,000 and over, and where the recipient owns the land and/or building, may also be subject to the *Human Resource Facility Act (HRFA)*.

Under the HRFA, the Ministry has authority and responsibility to create and maintain a pool of resource facilities, as well as provide financial accountability and security of the taxpayer's investment. The Minister is able to place a notation on the title, which restricts the sale, transfer, mortgage, lease or other disposition of the facility without written consent of the Minister. If the human resources function ceases prior to the end of the Funding Agreement term, the recipient may be required to repay some of the funding provided, as per the Funding Agreement.

The Assets and Facilities Management branch ensures that Ministry funding investments of \$50,000 or more are additionally protected by having the properties in question subject to the HRFA. The HRFA allows the Ministry to place legal notations on the property titles of recipients of the New Spaces Fund. This will restrict the sale, mortgage, or transfer of the property without prior approval of the Ministry.

The Ministry will approve removal of the legal notation once recipients of the Childcare BC New Spaces Fund:

1. Have met their service delivery obligations as per the Funding Agreement; or
2. If the child care operation is closed prior to meeting the service delivery obligation, repay to the Ministry the portion of the depreciated funding still owing as per the Funding Agreement.

Organizations who receive funding through the Childcare BC New Spaces Fund are required to:

1. Offer and/or provide service to families eligible for the Child Care Subsidy program (or the Affordable Child Care Benefit effective September, 2018);
2. Ensure services are accessible to children who require extra supports (as defined in the Child Care Licensing Regulation) and establish policies to support inclusion;
3. Complete a financial reconciliation form provided by the Province upon completion of the project;
4. Apply to the Child Care Operating Funding (CCOF) program once the spaces become operational; and
5. Commit to enroll in the Child Care Fee Reduction Initiative (CCRFI), where eligible.

Note: For more information regarding the CCOF and CCRFI requirements, please review the Addendum at the end of this program guide. Additional information is also available on the [Ministry's website](#).

4. PROPONENT SELECTION AND AWARD PROCESS

- 1) Proponents submit a completed application form with mandatory supporting documentation (see details in Table 2).
- 2) The Province screens applications for administrative deficiencies and will provide proponents with an opportunity to address those administrative deficiencies in accordance with Rectification (see Appendix A, Clause 8.11).
- 3) The Province evaluates the applications based on the evaluation criteria set out in Evaluation Criteria (Section 4.1).
- 4) The Province selects the highest scoring proponents and invites them to enter into a Funding Agreement with the Province. For unsuccessful proponents, debriefing sessions can be scheduled upon request.
- 5) Under the terms of the Funding Agreement, recipients of funding will receive their award in two installments, with payment amounts determined by a percentage of the total funding award (e.g. 90%/10% for all proponents other than private sector organizations; and 80%/20% for private sector organizations). All recipients of funding will receive the first payment upon signing the Funding Agreement, and the second payment at the time project is complete and operational, and meets requirements #3, #4 and #5 listed at the bottom of Section 3.1. For more information, please review the addendum at the end of this program guide.

4.1. Evaluation Criteria

Proponents will be evaluated on (but not limited to) the following criteria:

- A completed application, including all mandatory supporting documentation;
- Proposed child care facility location/community;
- Type of licensed child care spaces to be created (e.g. Infant/Toddler);
- Community need as demonstrated by the proponent's supporting documentation and as determined by the Province;
- Community demographics;
- Organizational experience, including:
 - The number of retained spaces;
 - Involvement/connection to the local community;
 - Parental involvement in the organization.
- Consideration has been made to principles of universal and accessible design, and commitment to [accessibility](#);
- Financial considerations, including eligibility and reasonability of project costs, and estimated provincial cost per space; and

- Community support.

5. ELIGIBLE AND INELIGIBLE PROJECT COSTS

Funding will be considered for:

- building a new child care facility;
- the purchase of building and/or assembling a modular building;
- site development costs; and/or
- renovation to an existing building/space or classroom.

Ineligible project costs will not be funded. The Province has the sole discretion and reserves the right to determine items that may receive funding.

5.1. Eligible Project Costs

- Direct costs related to development and implementation of the project.
- Consulting services, including:
 - Project management;
 - Design/engineering costs;
 - Business planning development; and
 - Project-related professional fees (e.g. architectural)
- Infrastructure costs (e.g. water/sewer/road/sidewalk)
- Feasibility studies related directly to the project
- GST and PST
- Training activities as part of the eligible project or to support the project (i.e. WHIMIS, Food Safe, First Aid etc. if applicable)
- Capital purchases that are essential to project implementation, including:
 - Office equipment;
 - New or updated software/technology required to run child care operations;
 - Large appliances (e.g. fridge, stove, dishwasher etc.)
 - Furniture and equipment (e.g. change tables, strollers, room dividers)
 - Buses, vans (transport for childcare purposes)
 - Fixtures and equipment required by fire regulations (e.g. fire alarms, exit signs, fire extinguishers)
 - Permanently installed equipment (e.g. whiteboards/bulletin boards, cubbies, lighting fixtures, washrooms dividers)
 - Large educational materials (e.g. sand/water tables, art easels)

- Dramatic play furniture (e.g. activity tables, Indigenous drums/drumming logs, child-size sink/stove/fridge/work bench)
- Housewares (e.g. pots/pans, dishes, flatware, brooms, garbage cans, diaper disposal units)
- Indoor play structures (e.g. climbers, tunnels, mats, cushions)
- Permanent outdoor equipment (e.g. fencing, covered entrance, outdoor playground prep)
- Outdoor play equipment (e.g. nature-based landscaping, climbers, basketball hoop, wheeled toys)
- Accessibility equipment (e.g. wheelchair ramps, lifts, accessible playground equipment, automated doors, modified bathroom equipment)
- Equipment or other capital costs where no building, renovation, or site development costs were incurred, if the equipment is required in order to:
 - Allow the facility to become licensed under the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation;
 - Allow the facility to become operational; or
 - Create new spaces in an existing facility, and ensure those new spaces are compliant with the *Community Care and Assisted Living Act* and the Child Care Licensing Regulation.

5.2. Ineligible Project Costs

- Costs incurred outside the time periods for the project as outlined in the application
- Costs incurred prior to the signing of a funding agreement
- Non-capital items such as toys, art supplies, books, games, and small appliances
- Project contingency costs
- Legal costs
- Project related fees payable to the eligible applicant
- Ongoing costs for existing staff salaries and benefits
- Costs related to attending conferences and trade shows
- Directly meeting and/or lobbying of any level of government
- Coordinating/hosting conferences/events
- Vehicles (other than child transport buses or vans)
- Remuneration and travel of elected officials
- Meals and project travel related expenses
- Academic research
- Financing costs and interest charges
- Costs related to purchasing of land, buildings and/or commercial space (with the exception of modular buildings).

6. HOW TO APPLY

- Complete the [application form](#) which is available online and ensure all sections are complete.
- Each application must include the mandatory supporting documentation, based on the applicant type (see Table 2).
- All mandatory supporting documentation must be specific to the legal entity applying for the funding and may not be supplied by a parent company or subsidiary.
- By submitting an application, proponents agree to the terms and conditions governing the Childcare BC New Spaces Fund (Section 8) and the service delivery commitments (Section 3.1).
- Email the application and all supporting documentation to MCF.CCCF@gov.bc.ca.

Table 2: MANDATORY SUPPORTING DOCUMENTATION BASED BY APPLICANT TYPE

Applicant Type	Application and Mandatory Documentation Requirements
<p>Public sector organizations, local/municipal governments, band/tribal councils and/or First Nations governments partnering with a non-profit child care provider</p>	<ul style="list-style-type: none"> • Application form • Order of magnitude cost estimates (completed by facilities project manager) or project budget • Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square meters for retained and new spaces • Documentation to support community need (optional) • Copy of <i>Community Care and Assisted Living Act</i> licence(s) for projects proposing to expand an existing child care facility (if applicable) • Confirmation of partnership with a non-profit child care provider (if available at time of application)
<p>School boards and public post-secondary institutions</p>	<ul style="list-style-type: none"> • Application form • Order of magnitude cost estimates (completed by facilities project manager) or project budget • Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square meters for retained and new spaces • Documentation to support community need (optional) • Copy of <i>Community Care and Assisted Living Act</i> licence(s) for projects proposing to expand an existing child care facility (if applicable) • Confirmation whether the facility will be operated by the school

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Applicant Type	Application and Mandatory Documentation Requirements
	<p>or post-secondary institution (as the licensee); or by a third party operator</p> <p>If the project is on school district property, provide the current and projected utilization report Attestation from the School Board</p>
<p>Indigenous organizations², band/tribal councils, and/or First Nations governments</p>	<ul style="list-style-type: none"> • Application form • Proof of ownership/lease agreement (if applicable) • Evidence of financial commitment to the project (if total project costs surpasses maximum provincial funding amount) • Project budget with cost estimates (estimates must be completed by third party at arm’s reach from project) • Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square meters for retained and new spaces • Documentation to support community need (optional) • Copy of <i>Community Care and Assisted Living Act</i> licence(s) for projects proposing to expand an existing child care facility (if applicable) • Confirmation whether the facility will be operated by the Indigenous organization, band/tribal council or First Nations government (as the licensee); or by a third party operator
<p>Non-profit child care organizations (including child development centres)</p>	<ul style="list-style-type: none"> • Application form • Proof of ownership/lease agreement (if applicable) • Proof of financial standing from a recognized financial institution • Source and proof of all financial contributions to the project (i.e. gift in-kind; receiving another grant, provide source and proof of grant or proof of application of grant) • Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square meters for each space • Project budget with cost estimates (estimates must be completed by third party at arm’s reach from project) • Two detailed quotes for each budget item (i.e. site development, equipment and building development costs) • Documentation to support community need (optional) • Copy of <i>Community Care and Assisted Living Act</i> licence(s) for projects proposing to expand an existing child care facility (if applicable) • Reference of community support (e.g. letter from local

² As defined in Appendix B.

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Applicant Type	Application and Mandatory Documentation Requirements
	government, school district, etc.)

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Private Sector Child Care Organizations	<ul style="list-style-type: none">• Application form• Proof of ownership/lease agreement (if applicable)• Proof of financial standing from a recognized financial institution• Source and proof of all financial contributions to the project (i.e. gift in-kind; receiving another grant, provide source and proof of grant or proof of application of grant)• Floor plans, site plans, outdoor space plans (conceptual drawings accepted), including details of square meters for each space• Project Budget with cost estimates (estimates must be completed by third party at arm's reach from project)• Two detailed quotes for each budget item (i.e. site development, equipment and building development costs)• Copy of <i>Community Care and Assisted Living Act</i> licence(s) for projects proposing to expand an existing child care facility (if applicable)• Documentation to support community need (optional)• Reference of community support (e.g. letter from local government, school district, etc.)
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Note: The Province reserves the right to verify all information with third party sources. Additional information may be requested during the application process.

7. CONTACT INFORMATION & ENQUIRIES

The [application](#) and the [Frequently Asked Question \(FAQ\)](#) document are available on the program webpage: www.gov.bc.ca/childcare/newspacesfund. Proponents can email MCF.CCCF@gov.bc.ca or telephone the program at 1-888-338-6622 (Option 5). Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information may be posted to the webpage or otherwise distributed to prospective proponents at the Province's discretion.

8. APPENDIX A - TERMS AND CONDITIONS

The following terms and conditions apply to submissions by all Proponents of the Childcare BC New Spaces Fund. A Proponent's Application indicates acceptance of all the terms that follow.

8.1. Non-binding Process

The Application process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the Application Process shall not give rise to any "Contract A" based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Proponent nor the Province shall have the right to make any claims against the other with respect to the award of a contract, failure to award a contract or failure to honour an Application and/or Submission or any other claims based on a breach of "Contract A" or other tendering law duties or obligations.

The Application process is intended to identify prospective suppliers for the purposes of negotiating a potential agreement. No legal relationship or obligation regarding the provision of any good or service shall be created between the Proponent and the Province by the Application or Submission process until the successful negotiation and execution of a written agreement for the acquisition of such goods or services. While the pricing information provided in the Application will be non-binding prior to project selection and execution of a written agreement, such information will be assessed during the evaluation of the Application. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, or contract award.

8.2. Province Discretion to Waive Deficiencies

The Province will be under no obligation to disqualify an Application or reject a Submission that fails to comply with a stated rule or requirement and may allow the Proponent to rectify administrative deficiencies. This is the case even where the terms "must", "shall", "will" or "mandatory" are used in the program guidelines.

8.3. Proponent Representations and Warranties

The Province may disqualify the Proponent or rescind an Agreement subsequently entered into if the Proponent's Application contains misrepresentations or any other inaccurate, misleading or incomplete information.

8.4. Province Due Diligence

The Province may, in its sole discretion, verify the information provided in the Proponent's Application. If in the sole discretion of the Province, the Province determines that the Proponent's Application and/or Submission contains misrepresentations or any other inaccurate,

misleading or incomplete information, the Province may disqualify the Proponent from the Application process. The Province may consider the Proponent's past performance on previous contracts with the Province and other such reference checks as the Province deems appropriate.

8.5. Proponents to Review All Documents

It is the Proponent's responsibility to examine all of the documents comprising Childcare BC New Spaces Fund Program Application and report any errors, omissions or ambiguities and seek additional information, by contacting the Ministry.

8.6. No Liability for Errors

While the Province has used reasonable efforts to ensure the accurate representation of information in this funding program, such information is supplied solely for Proponents. The Province does not warrant or guarantee the accuracy of such information, nor is such information necessarily comprehensive or exhaustive. Nothing in this application process is intended to relieve Proponents from the obligation to conduct their own due diligence, form their own opinions, and reach their own conclusions at all stages of the application process.

8.7. No Incorporation by Reference

The entire content of a Proponent's Submission should be contained within the Application. The content of websites or other external documents referred to in the Proponent's Submission will not be considered to form part of its Submission. The Province is under no obligation to seek out information not contained in a Proponent's Application or supporting documentation.

8.8. Working Language of the Province

All Applications should be submitted in English. The Province is under no obligation to translate any Application or any part thereof from any language into English; and the Province is under no obligation to review any Application or any part thereof, in a language other than English.

8.9. Applications from a Single Entity

The Province will only accept Applications from a single legal entity that will act as the main contact to the Province in respect of the application process and for the purposes of performing any Agreement. However, a Proponent may provide an application or supporting documentation naming subcontractors so long as the Proponent agrees to take sole responsibility for the Agreement. For greater certainty, Applications should not be submitted by joint ventures.

8.10. Changes to Application or supporting documentation

A Proponent is not bound by its application and/or submission and, by submission of a clear and detailed written notice to the program, a proponent may withdraw at any time throughout the duration of the application process before entering into an Agreement.

8.11. Rectification

The Province may at its discretion offer a rectification process to allow Proponents to correct administrative deficiencies in their application and/or supporting documentation. Proponents that are notified of administrative deficiencies will be provided opportunity to address the deficiency. Proponents failing to respond to notification of deficiencies will be assessed on the initial Application or eliminated from the process at the Province's discretion after a period of 2 months from the date of last contact between the applicant and the program.

8.12. Changes to Requirements

The Province may change and/or update portions of the program guidelines that are relevant to a particular stage in the process at any time. Further, the Province may close the application intake, in whole or in part, at any time in its sole discretion and without liability, without negotiating or entering into an agreement under this application process, and may subsequently obtain the Solution, including any goods or services, by any other means or do nothing.

8.13. Additional Information

All addenda, for the application process, will be posted to the program webpage according to where the original documents are made available to Proponents. It is the sole responsibility of the Proponent to check for addenda on the webpage.

8.14. Debrief Session

Unsuccessful Proponents may request a debriefing meeting with the Province at the conclusion of the evaluation process and after notification of the Ministry's decision.

8.15. Information Provided

Proponents will have the opportunity to request additional information and to request clarification of information provided. The Province, at any stage, may choose in its sole discretion not to respond, respond in whole or in part, or reformulate questions. The Province may in its

sole discretion choose whether to post any such questions and responses to the program webpage as appropriate.

8.16. Conflict of Interest and Lobbying

A Proponent may be precluded from participating in the application process if the Proponent's current or past corporate or other interests or activities, or those of a proposed subcontractor, may, in the Province's opinion, give rise to an actual, potential or perceived conflict of interest in connection with the services described in the program. This includes, but is not limited to, involvement by a Proponent in the preparation of the application or a relationship with any employee, contractor or representative of the Province involved in preparation of the application, participating on the evaluation committee or in the administration of the Agreement and those involved in the development of this funding program. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the program prior to providing an Application. By providing an Application, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, potential or perceived, in respect to the Intake.

8.17. Costs of Process

The Proponent and the Province will each bear their own costs associated with or incurred through the application process, including any costs arising out of or incurred in: (a) the preparation and issuance of the program; (b) the preparation and issuance of an Application and/or Submission; (c) the evaluation process; and (d) participation in due diligence activities, interviews, demonstrations, discussions, presentations, negotiations or any other activities related to the application process.

8.18. Communication with Media

The Proponent may not at any time directly or indirectly communicate with the media in relation to the application process or any agreement negotiated pursuant to the application without first obtaining the written permission of the Province prior to the Provincial public announcement.

9. ADDENDUM: FOR PROPONENTS OF THE CHILDCARE BC NEW SPACES FUND

9.1. Purpose of this Addendum

This addendum provides an overview of the requirements for recipients of Childcare BC New Spaces Fund regarding mandatory enrolment (for the licensed child care providers that will operate the new spaces) in the [Child Care Operating Funding \(CCOF\) program](#) and the [Child Care Fee Reduction Initiative \(CCFRI\)](#). This is a **new requirement** for the 2018/19 year, and applies only to those Proponents proposing to build spaces which are eligible to enroll in the CCFRI. Spaces eligible for the CCFRI include any of the following child care license types:

- Group Child Care (under 36 months);
- Group Child Care (30 months to School Age);
- Family Child Care;
- Multi-Age Child Care; and/or
- In-home Multi-Age Child Care.

9.2. Overview of New Requirements

In order to ensure the new licensed child care spaces are affordable for families, Proponents to the Childcare BC New Spaces Fund proposing to use the funding to build spaces that are eligible to enroll in the CCFRI will be required to build spaces that will be eligible to enroll (and maintain enrolment for a minimum of one CCOF contract term) in the Province's new CCFRI once they become operational.

All Proponents to the Childcare BC New Spaces Fund looking to create spaces eligible to enroll in the CCFRI are, at the time of completion of the funded project and prior to the receipt of the final payment, required to:

- Apply to the CCOF program,
- Apply and **be approved** to enroll the new spaces in the CCFRI, and
- Maintain active enrolment in both the CCOF program and the CCFRI for a minimum duration of one CCOF contract term, unless extenuating circumstances (as outlined in the CCOF funding agreement) apply.

Childcare BC New Spaces Proponents not creating spaces eligible to enroll in the CCFRI and Proponents who will be building spaces offered at no-cost to families are exempt from the CCFRI requirement.

Additionally, Proponents creating child care spaces that will charge no or very low child care fees, such as Aboriginal Head Start Programs, are not required to enroll in the CCFRI. Eligibility

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for this exception is at the sole discretion of the Ministry; applicants may contact the Ministry for more detail: MCF.CCCF@gov.bc.ca or 1-888-338-6622, option 5.

Childcare BC New Spaces Fund Recipients should allow for sufficient time to complete all the requirements to receive their final New Spaces Fund payment, which include (but may not be limited to):

- Working with their local Health Authority Community Care Facility Licensing program to obtain or update their *Community Care and Assisted Living Act* Facility Licence;
- Applying and being approved for both CCOF and the CCFRI;
- Submitting documentation of CCOF and CCFRI approval to the New Spaces Fund.

Licensed child care Providers operating the new spaces that were built using New Spaces Funding are required to maintain enrolment in CCOF and the CCFRI for a minimum of one CCOF contract term following receipt of the final New Spaces Fund payment paid by the Ministry to the Recipient. If a Provider does not enroll, becomes ineligible or withdraws from CCOF and/or the CCFRI prior to one CCOF contract term, the New Spaces Fund Recipient will be required, under the terms of their New Spaces Fund contract, to repay their final New Spaces Fund payment to the Ministry. Additionally, the Provider will be subject to any withdrawal penalties which apply under the terms of their CCOF Funding Agreement with the Ministry, including repaying any CCFRI payments provided after the facility became ineligible to receive CCFRI by double the amount overpaid.

Please note, CCOF and CCFRI eligibility criteria and assessment processes are subject to change as the Ministry continues to improve the application process to better meet the needs of families and child care providers. **Recipients for the Childcare BC New Spaces Fund are responsible for ensuring the Provider operating the new spaces will be able to meet the eligibility requirements for CCOF/CCFRI, and are also responsible for ensuring they remain current on the [policy requirements for each program](#).**

The following section outlines the 2018/19 CCFRI policy. Additional information regarding CCOF and the CCFRI is available on the Ministry's website. Recipients are responsible for ensuring they are familiar with the applicable CCOF and CCFRI policy.

9.3. 2018/19 CCFRI Policy

i. Childcare BC New Spaces Fund Proponents

Providers operating the new spaces built through the Childcare BC New Spaces Funding are required to apply and be approved for both CCOF and the CCFRI prior to the Recipient receiving their final payment from the New Spaces Fund. The CCFRI eligibility and assessment process depends on whether a Provider has a documented fee history—i.e. has been in operation for at least 7 months prior to CCFRI application and has documented fees during this time. See next section for more information on eligibility and assessment for Providers with and without documented fee histories.

The Ministry encourages Recipients of New Spaces Funding to work with their Providers to plan the child care fee schedules so that they will meet the requirements of the CCFRI once their

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spaces become operational. However, the Ministry acknowledges Recipients may experience exceptional circumstances during the construction of the new child care spaces that may result in higher than originally anticipated monthly fees in order to recoup costs. In such cases, the Ministry may, in its sole discretion, grant an exception and accept the provider to participate in the CCFRI. Please note that such an exception will be granted only in cases in which the Recipient can demonstrate that they are experiencing exceptional circumstances, and that the fees requested must be proportional to the relevant expense and amortized over a reasonable period of time. Acceptable exceptional circumstances include, but are not limited to:

- Unexpected, unplanned, and significantly expensive maintenance, repairs, or replacement of equipment due to damage or health and safety concerns that is not sufficiently covered under the Childcare BC Maintenance Fund;
- A sudden and unexpected rent/lease or mortgage increase;
- A sudden and unexpected increase in operational expenses;
- A sudden and unexpected loss of revenue routinely received from a source other than parent fees or government funding; and/or
- A sudden or unexpected increase/pressure outside of the control of the provider that impacts the facility's ability to remain operational.

ii. CCFRI Eligibility and Assessment

a. Existing Child Care Providers (with a documented fee history)

At the time of enrolment, existing licensed providers with a documented fee history are required to confirm their monthly parent fees both currently and in the seven months before application for each type of care, and confirm any planned parent-fee increases for the duration of the contract term.

If a provider has increased their fees within the past seven months or plans to increase fees over the contract term, the ministry will review the application further to ensure the intended benefit to families is not being unreasonably diluted. Such a review may include determining whether the fee increase is similar to the provider's historical increases, whether the increase is in line with other fees in the region, and/or whether the increase is due to bona fide, material, and unexpected expenses. Please refer to the [FAQs for Parents and Providers](#) for more information.

b. New Child Care Providers (without a documented fee history)

New child care providers wishing to enroll in the CCFRI are required to apply for CCOF; at the time of their application to CCOF, providers can choose to submit an application to enroll in the CCFRI as well. New providers without a documented fee history will be asked to confirm their planned parent fees for course of the contract term. These fees will be assessed against a benchmark based the most recent median provider fees in their [Service Delivery Area \(SDA\)](#) (at the time of their application to the CCFRI) plus the provincial standard monthly fee increase (for their applicable care type), which is defined as follows:

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- \$50 for licensed Group Child Care; or
- \$35 for licensed Family Child Care.

The 2017/18 median monthly child care fees by care type are included in section 9.4. Note – the Ministry will publish updated lists of regional median fees on an annual basis.

Example: A Provider applying in 2018 and offering Group 3 years to Kindergarten care in the Kootenay SDA may charge fees up to:

The median monthly Group 3 years to Kindergarten fee for facilities in Kootenay SDA (2017/18)	\$784
The provincial standard fee increase for Group Child Care	+ \$50
Maximum monthly fee for Group 3 years to Kindergarten care during 2018/19 contract term	\$834

For more information on the CCFRI, please consult the [FAQs for Parents and Providers](#).

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**9.4. Median Monthly Parent Fees by Care Type - CCOF Group
Facilities - 2017/18**

Service Delivery Area	Infant (0-18 Months)	Toddler (19-35 Months)	30 months to 5 Years
BC	\$1,088	\$1,000	\$800
Kootenay	\$1,000	\$981	\$784
Okanagan	\$1,000	\$995	\$770
Thompson Cariboo	\$920	\$885	\$700
Shuswap	\$870	\$795	\$700
East Fraser	\$1,150	\$1,100	\$800
North Fraser	\$1,050	\$962	\$775
South Fraser	\$1,325	\$1,300	\$930
Vancouver/Richmond	\$1,300	\$1,250	\$958
Coast / North Shore	\$1,100	\$1,000	\$825
South Vancouver	\$905	\$828	\$700
Island	\$795	\$768	\$735
North Vancouver	\$840	\$800	\$700
Island	\$800	\$800	\$800
Northwest			
North Central			
Northeast			

Median Monthly Parent Fees by Care Type - CCOF Family Facilities - 2017/18

Service Delivery Area	Infant (0-18 Months)	Toddler (19-35 Months)	3 to 5 Year Olds
BC	850	840	800
Kootenay	\$900	\$880	\$800
Okanagan	\$800	\$800	\$800
Thompson Cariboo	\$725	\$723	\$700
Shuswap	\$758	\$750	\$725
East Fraser	\$900	\$880	\$800
North Fraser	\$850	\$820	\$800
South Fraser	\$1,200	\$1,150	\$1,000
Vancouver/Richmond	\$1,100	\$1,100	\$1,000
Coast/North Shore	\$850	\$850	\$800
South Vancouver	\$800	\$800	\$774
Island	\$760	\$785	\$755
North Vancouver	\$800	\$750	\$750
Island	\$900	\$900	\$900
Northwest			
North Central			
Northeast			

10. APPENDIX C - DEFINITIONS

Application: means a complete application form and mandatory supporting documentation.

Application intake start date: means the first day an application is eligible to be received

Approved funding submission: means a submission that has been selected to enter into a Funding Agreement with the Province, following an evaluation.

Asset: means something that is purchased and has value. An asset includes, but is not limited to, a financial contract (such as land or building space) or physical object (such as equipment) that has positive economic value. An asset does not include architect, lawyer, or accountant fees, or costs necessary to secure a permit or a licence. Assets acquired prior to approval of the Funding Agreement will not be considered for funding.

Authorized signing authority: means the individual(s) authorized to sign contracts, leases, agreements, etc. on behalf of the sponsoring organization.

Building costs: means expenses incurred by a contractor for labour and material.

Budget: means a detailed estimate of the costs to complete the project, determined where necessary by cost estimates provided by contractors, engineers, architects, or others, including eligible equipment, in accordance with the plans and specifications, provided to and approved by the Province.

Child care facility: means the physical building, facility or area of land on which these improvements sit and the Proponent occupies and uses, or proposes to occupy and use, for the purpose of its child care operation.

Child care operation: means the delivery of child care services in a licensed facility.

Child Care Operating Funding Program (CCOF): means operating funding provided by the Ministry to eligible licensed child care facilities.

Child Care Fee Reduction Initiative (CCFRI) – means additional CCOF provided to eligible licensed child care facilities for the purpose of reducing parent monthly fees by up to \$350/month.

Co-located or In a Hub Child Care Facility: means the creation of licensed child care spaces co-located with other family support programs in community based settings (e.g. Early Years Centres, recreation centres, community hubs, etc.).

Equipment costs: mean eligible equipment necessary to operate a child care facility (section 5.1).

Funding Agreement – means the contract between the Ministry and the proponent to receive New Spaces Funding for the purpose of supporting the creation of licensed child care spaces.

Human Resource Facility Agreement: means an agreement made by the Minister or any agent of the government with a person who has received or is to receive assistance to acquire, develop or operate a human resource facility. The HRFA allows the Ministry to place legal notations on funding recipients' property titles - restricting the sale, mortgage, or transfer without prior approval of the Ministry.

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Indigenous Organization: means an organization governed by a majority (51%) of Indigenous/ Aboriginal individuals (e.g. a band, a Friendship Centre, a Métis organization etc.) OR an organization owned and/or managed at least 51% by Indigenous people. NOTE: This definition is for the purposes of the intake guidelines only.

Licensed child care spaces: means the number of spaces as reported on a Community Care Facility Licence issued under the *Community Care and Assisted Living Act*.

Maximum Provincial Funding Contribution: means the maximum funding amount the province will provide for the proposed/approved project to create new licensed child care spaces.

Ministry: means the Ministry of Children and Family Development.

New licence: means the Community Care Facility Licence issued to the proponent under the *Community Care and Assisted Living Act* at or following project completion.

Non-profit organizations: means non-profit societies in good standing with BC Corporate Registry, local government (including school boards), public institutions, band/tribal councils, and Indigenous and/or First Nations governments. A non-profit organization is a legal entity separate from its members and directors formed for purposes other than generating a profit to be distributed to its members, directors or officers. A non-profit corporation can be a church or church association, school, charity, medical provider, activity clubs, volunteer services organization, professional association, research institute, museum, or in some cases a sports association.

Organization contribution: means the financial contribution required by the organization as set out in section 4.1: Contribution Percentages and Maximum Amounts. Volunteer labour will not be considered as part of the organization's contribution.

Plans and specifications: means all the detailed plans, drawings, and specifications for the work required to carry out and complete the proposed project and/or to acquire the assets for use in implementing the project.

Private sector organizations: includes sole proprietors, partnerships, incorporated and limited companies. Private sector organizations refer to any person, partnership, corporation, association or agency which is not a public body that is operated for profit.

Program: means the Childcare BC New Spaces Fund Program (formerly Major Capital Funding), Ministry of Children and Family Development.

Professional fees: mean fees charged by individuals trained in specific fields such as architects.

Project commencement date: means the date the project breaks ground or renovations started.

Project completion date: means the date the project has been completed in accordance with the approved plans, specifications, and budget, and is capable of being licensed under the *Community Care and Assisted Living Act*.

CHILDCARE BC NEW SPACES FUND PROGRAM 2018/19 REQUIREMENTS

Project costs: means all the amounts to be paid by the proponent to any person, firm, or corporation dealing at arm's length with the proponent, for construction of the project or acquisition of its components and which, in the opinion of the Province, have been necessarily and properly incurred. (See also Total Project Costs)

Project schedule: means a detailed timetable and schedule of construction or preparation of the work referred to in the application and supporting documentation, and the time period within any such work or part or aspect thereof is proposed to be commenced, carried out, and completed.

Proponent: means a person who puts forward an application.

Provider: means child care providers licensed under the Child Care Licensing Regulation.

Public Sector Organization: means organizations which are created to provide programs and services by or on behalf of the B.C. government.

Recipient: means proponents that receive funding through the Childcare BC New Spaces Fund to build new licensed child care spaces.

Site Development Costs: mean expenses incurred to prepare a plot of land for the construction a child care facility.

Total Project Costs: means the sum total of project site development costs, building costs, equipment costs and professional fees.



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Council
From: Chief Election Officer
Subject: School District Trustee Acclamations

File No.: 4200-04
Date: October 1, 2018

ISSUE:

The purpose of this memorandum is to report to Council the acclamation of the two School District Trustees for the City of Courtenay.

BACKGROUND:

Pursuant to section 158 of the *Local Government Act*, the Chief Elections Officer is required to report the results of an election by acclamation, within 30 days of the declaration (September 24, 2018).

KEY CONSIDERATIONS:

The following candidates were elected by acclamation for the office of School District 71 Trustee for the City of Courtenay:

1. Janice Caton.
2. Kathleen (Kat) Hawksby.

Prepared by:

John Ward, CMC
Chief Election Officer

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on June 27, 2018 at 10:10 a.m. in the Council Chamber of City Hall.

Present:

L. Burns	R. Dingwall	L. Grant	J. Hagen (Chair)
C. Piercy	D. Griffiths	J. Fortin	T. Setta (staff)

Absent:

A. Ireson

1. Introduction and Opening Remarks

2. Addition to Agenda

None

3. Review and Adoption of Minutes of 26 April Meeting

Moved by R. Dingwall and seconded by L. Grant that the May 23, 2018 minutes be adopted.

Carried

4. Delegations

- | | |
|--------------|---|
| Art Meyers | • The Courtenay Rotary Society – Re: Train Station |
| Audrey Craig | • The delegations presented the idea of holding a book fair at the site |
| | • The proposal includes: painting the train station; installing new windows; installing security lock-up; and creating care taker's room. |
| | • The Commission supports the proposal. However, since the building is a registered heritage building protected by both the City's Bylaw (No. 2456) and the <i>Heritage Railway Stations Protection Act</i> . |
| | • Heritage Alteration Permit issued in 2015 was expired. The Rotary Club, with consent from the ICF, is required to submit new alteration permit. |

5. Old Business

- | | |
|---|---|
| FORMER
CHRISTIAN
SCIENCE
READING
ROOM | • Built in 1942 by Christian Science Church at the corner of Fitzgerald Avenue and 5 th Street |
| MUSEUM
REPORT | • Museum staff are in process of securing storage room |
| | • L. Burns to confirm how much space would be required for the heritage materials currently stored in City Hall |
| | • Once confirmed all materials including the Assessment Cards (four boxes) will be stored in the Museum |
| PIONEER | • Work in Progress |

GRAVES

OLD CITY CLOCK • Work in Progress

TRAIN STATION • Work in Progress

RESIDENTIAL INVENTORY • Work in Progress
• Several binders are missing.

40 HOUSES • L. Burns contacted Mike Kearns, Manager of Parks Maintenance regarding signage installation

CITY'S WEBSITE • J. Fortin asked whether printable version could be prepared

IN KIND HOURS • Total 18 hours in May

6. New Business

NEXT WORKSHOP • On September 12th at 9: 15 at the Museum

BC HISTORICAL FEDERATION • The 2019 Conference will be in Courtenay/Comox
• Date: June 7-10, 2019

ANNUAL ERPORT • L. Burns to work on contents
• Draft will be presented at the next meeting

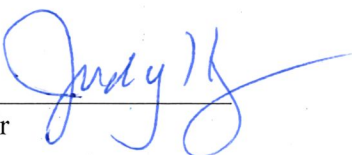
7. For Your Information

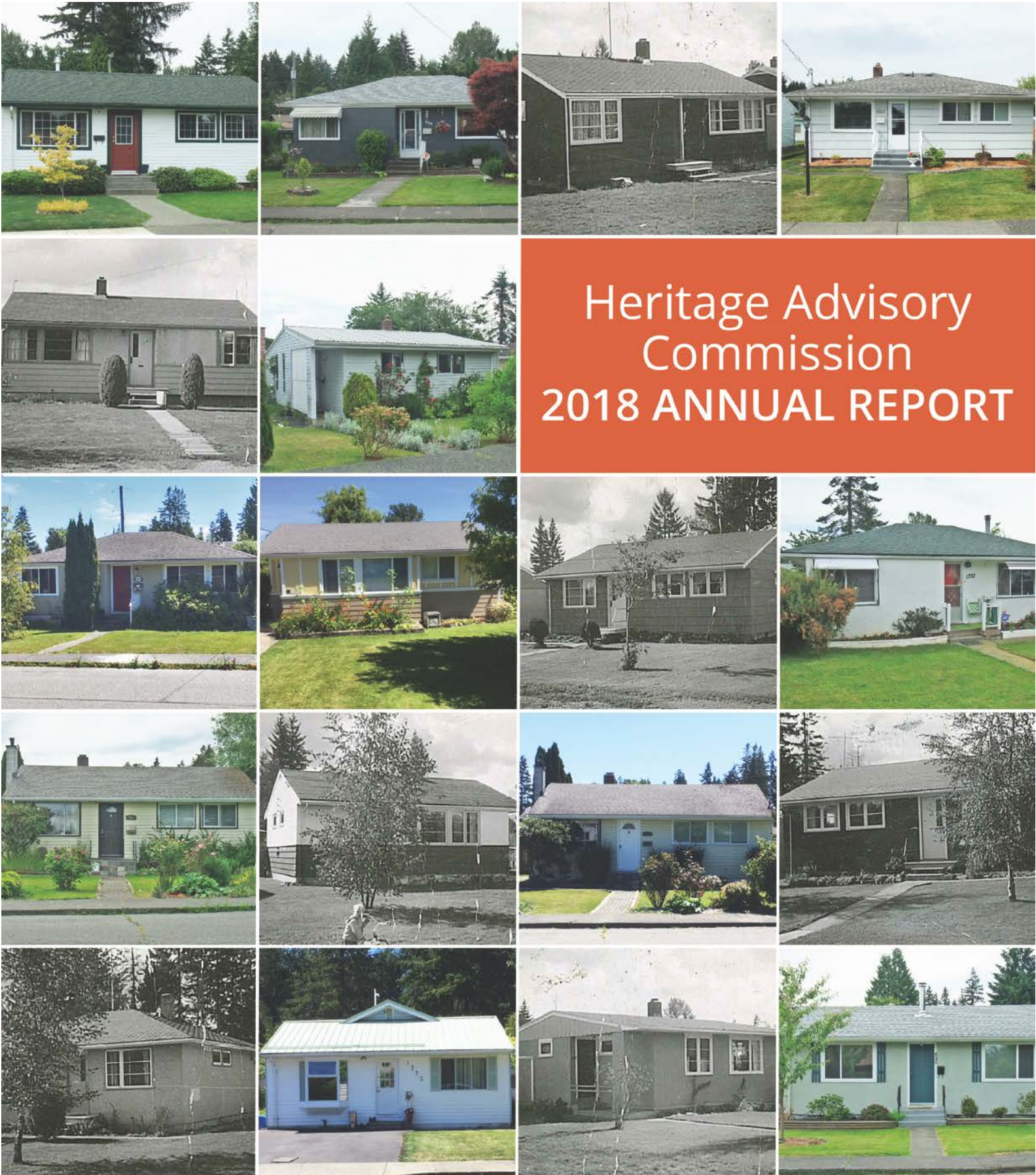
- Robert Lang Residence, the owner of Courtenay Drug Store
His house was built in 1947 at 587 Cumberland Road (currently the School Board Office)
- Forrest Family Farm (35 acres)
Location established was between 17th St and Cliffe Avenue
- Campbell Farm
Location established was approximately between Millard Creek and 23rd Street
- George Thomas Residence, school custodian
His house was built where old Thrifty site in Downtown

8. Meeting Adjournment

Meeting Adjourned at 11: 45 a.m.

8. Next Meeting September 26, 2018


Chair



Heritage Advisory Commission 2018 ANNUAL REPORT

A selection of photos, past and present, of the "40 Houses" with heritage designation

Heritage Advisory Committee Annual Report

Heritage Advisory Committee Annual Report

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Heritage Advisory Committee Annual Report

Heritage Advisory Committee Annual Report

Introduction

Message From the Chair

I am pleased to present the 2018 Annual Report of the City of Courtenay Heritage Advisory Commission. This will be my final report as Chairman of the Commission. As you may have noticed in our February meeting minutes, I stepped down as Chair. Judy Hagen was elected as the new Chair with Andrew Ireson as Vice Chair. I am remaining on the Commission but felt it was time for a change, and 'old age' is catching up. I really enjoy the challenges and participating in the responsibilities of the Commission and its related activities. We have a wonderful group, very well equipped to carry out the mandate.

Once again, I would like to thank Mayor Larry Jangula and Members of Council for your continued support and appreciation of our contribution to the importance of conserving the heritage of our wonderful city. As stated previously, this can only be accomplished by the joint efforts and will of Council, staff and the Commission.

This past year we lost a valued member of the Commission, with the passing of Roberts Smith. Roberts had been a member since January 1995 and passed away in January of 2018. His contribution and whole hearted support of our heritage will be greatly missed.

This year's report will highlight our activities over the last 12 months and indicate some of our projects and desires for the future.

It has been a pleasure to be part of conserving Courtenay's Heritage.

Lawrence Burns

Past Chair

City of Courtenay Heritage Advisory Commission

Heritage Advisory Committee Annual Report

Commission Members

The City of Courtenay Heritage Advisory Commission has been active since 1980. The Commission's mandate is to advise Council on heritage matters, and to undertake and provide support for heritage conservation programs in the City.

There are currently eight active members serving on the Heritage Advisory Commission and one staff appointee. Members are listed below with the date that they joined the Commission listed in brackets.

Lawrence Burns (June 1996)
Ross Dingwall (November 2015)
Julie Fortin (January 2002)
Linda Grant (January 2006)
Deb Griffiths (September 2008)
Judy Hagen (January 1995)
Andrew Ireson (November 2015)
Cliff Piercy (September 2008)

Staff appointees: Erin Ferguson (November 2010 - 2017), Tatsuyuki Setta (October 2017- present)

Heritage Advisory Committee Annual Report

Key Projects

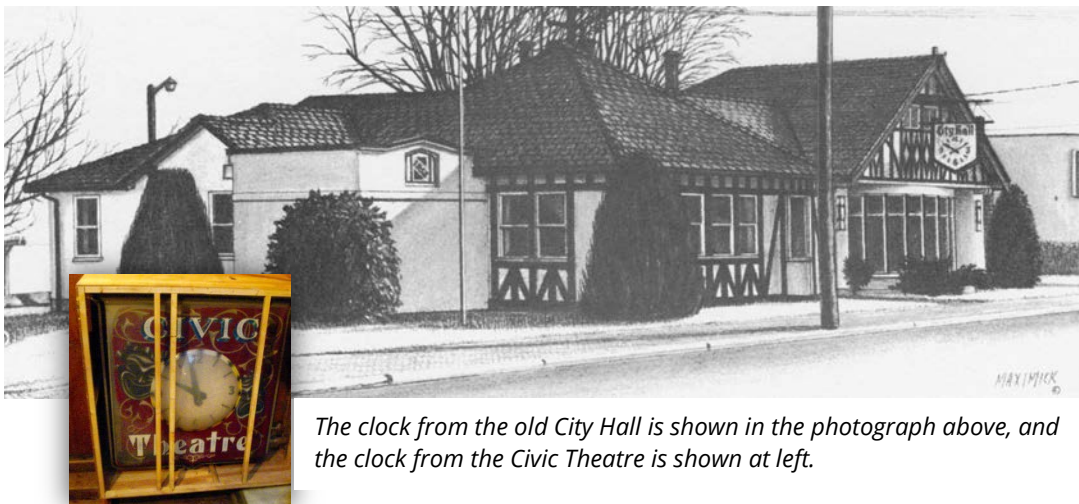
2017 was again a busy year promoting Courtenay's heritage. The Commission continued their work recognizing the 40 Houses as a heritage neighbourhood in our community. Other key projects included investigating the potential restoration of the City's two civic clocks and the ongoing work to create a downtown commercial building inventory.

Downtown Commercial Building Inventory

The Commission continues to work on developing an inventory of commercial buildings in the downtown. This has proven to be a tremendous undertaking and the Commission has held numerous workshops at the Museum throughout the year working with the Museum's Archivist. Members have tested their memories and had many conversations with other long-time residents and things are coming together. The Commission feels that the building inventory will be helpful information for the future, which would otherwise be lost. Potential uses for the commercial building inventory could later be used to support other heritage planning initiatives such as updating the Heritage Register, heritage awareness activities, and possibly in the future, assisting in the creation of a downtown heritage conservation area.

City Clocks

In the 2017 Annual Report, the Commission presented information regarding two large outdoor heritage clocks which are currently in storage at the Public Works Yard. At that time, the Commission had contacted a specialist in the field, who indicated his willingness to assess the clocks and make recommendations as to the feasibility and cost of restoration. This assessment has been completed. The Commission has drafted a report on the findings along with our recommendations and have met with the City's Building Manager to complete a business plan which will be presented to Council for consideration.



The clock from the old City Hall is shown in the photograph above, and the clock from the Civic Theatre is shown at left.

Heritage Advisory Committee Annual Report

40 Houses Plaque

The plaque recognizing the historical significance of the '40 Houses Neighbourhood' was installed June 24, 2018. An unveiling ceremony and reception was held with approximately 50-60 people in attendance including many former residents. The plaque is located near the intersection of 17th Street and McPhee Avenue and mounted on a rock within the City road right-of-way. Following the plaque installation, the Commission is working on creating an interpretive sign which provides more information on the history of the 40 houses. The interpretive sign will be installed in the railway corridor adjacent to the Rotary Trail Along the Rails. Funding for the interpretive sign will come from the Commission's 2018 budget.



Other Initiatives

Courtenay Train Station

The Commission continues to be concerned about the state of the E&N Railway Station. After the planned restoration was abandoned by the Rotary Club due to increasing project costs and a lengthy approval process, the Commission has spent a lot of time discussing the need to maintain this historic site. The Commission has met with Mayor Jangula and Mr. Bruce, Chair of the Island Corridor Foundation (ICF) which owns the property. It was a fruitful discussion and the Commission continues to support restoration initiatives and are willing to provide assistance with future action.

Residential Heritage Inventory

The Commission is working to update the Residential Heritage Inventory. The Residential Heritage Inventory includes pre-war housing constructed within the original City boundary. Commission members have been busy taking new photos of the homes on the inventory list. This information will also be used to nominate candidates for the heritage appreciation program which recognizes the investment and efforts of property owners in maintaining heritage homes. The next phase of the heritage inventory update will be to include any older homes that are located in areas that have been annexed into the City from 1967 to present.

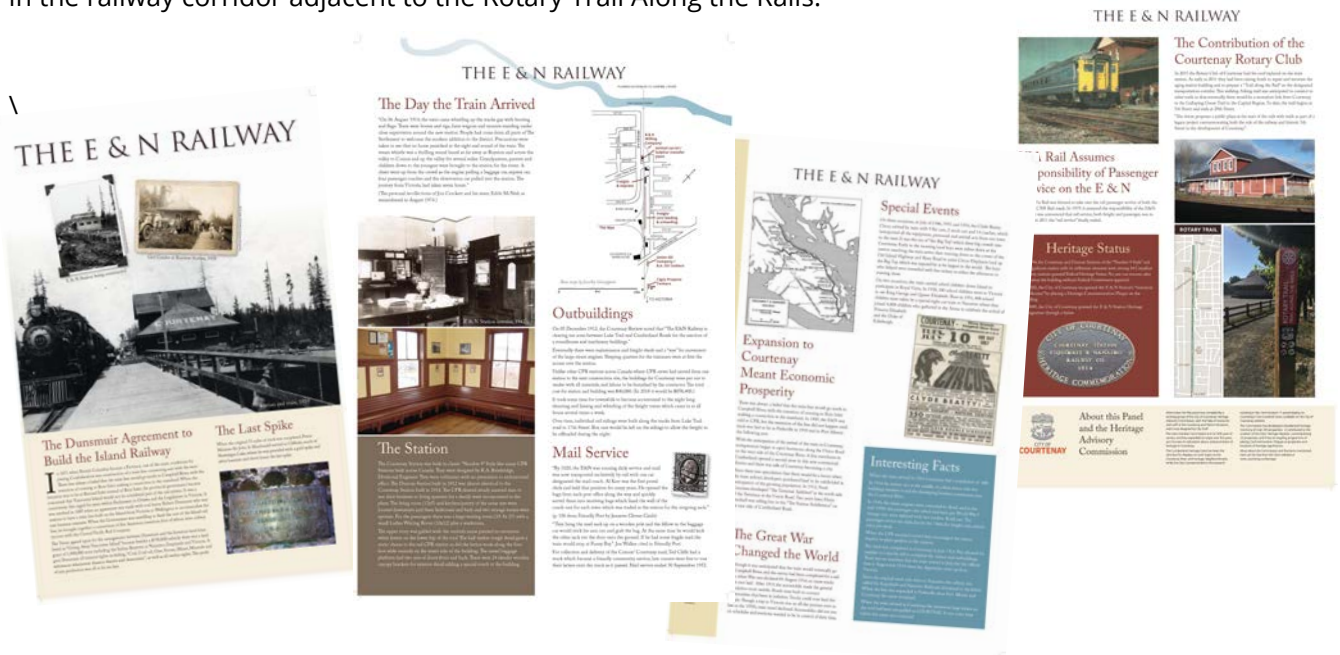
Pioneer Grave Site

The Pioneer Grave Site is located on the Retirement Concepts Comox Valley Seniors Village property and is recognized with a heritage plaque. It was brought to the Commission's attention that one of the trees, which was originally planted to mark the gravesite of Valley pioneers, had become a hazardous tree. Commission members worked with the property owners to have the tree removed.

Public Engagement

Cumberland Heritage Faire

The Heritage Advisory Commission once again presented a display at the Annual Cumberland Heritage Faire held during Heritage Week. The 2018 display featured four panels on the history of the E & N Railway and Station. The Commission produced the content of the panels and the City's communications staff assisted with the design. The panels have also been displayed at City Hall and are available for other functions. This information could also be used to create interpretive signage in the railway corridor adjacent to the Rotary Trail Along the Rails.



St. Andrews Heritage Cemetery

Commission members were invited to participate in the Annual Cemetery Walk at St. Andrews Heritage Cemetery. Members spoke in honour of Miles Titus, the valley's first provincial governments Highways Engineer & Surveyor, who died suddenly in 1871 and was buried on the west side of the present Mission Hill highway. The Commission located and restored his headstone which was relocated to St Andrews Cemetery in 2014.



Heritage Advisory Committee Annual Report

Kus-Kus-Sum Project Watershed

Lawrence Burns was invited to give a pictorial presentation on the history of the Courtenay River and its significance to the growth and development of the valley and particularly, the city of Courtenay.

Education

Heritage BC Annual Conference

Each year the Commission sends one or two members to the annual Heritage BC conference. Members have found these conferences to be a source of inspiration and a valuable opportunity to connect with heritage professionals and other community members who share a keen interest in preserving and promoting community heritage. The conference was held in New Westminster this year and was attended by Andrew Ireson who attended and reported on a number of sessions of benefit to the Courtenay context.

Heritage BC Webinars

Heritage BC continues to offer training webinars in many areas of heritage planning which have been of value to members.

Heritage Advisory Committee Annual Report

Budget

The annual budget was approved for the same amount as last year, \$5,000. The draft five year work plan is being followed to help guide our expenditures and work plan priorities. The 'Accessible Archival Space' is an item which the Commission is currently working on to ensure that heritage records are both safely stored and accessible.

Partnerships

The Heritage Advisory Commission receives assistance from staff in the Development Services, Legislative Services, Public Works, and Parks departments, and the Commission works closely with Courtenay and District Museum staff. The Courtenay and District Museum provides ongoing support with many of the Commission's initiatives including providing free meeting space, research assistance, photographs, and editing work. Without the generosity of these partnerships, and the assistance of many members of our community, the Heritage Advisory Commission would not be able to undertake the breadth of activities that they have over the years.

The involvement of a City staff member on the Commission has been of key importance for administrative support, technical and legislative advice, communications materials and to guide Commission work planning. Tatsuyuki Setta, is the current staff appointee. It has been a pleasure to work with him and we look forward to working together over the coming months.

In-Kind Contributions & Additional Support

In addition to the annual operating budget, the Commission receives assistance in the form of staff time and additional City resources related to meetings, heritage planning, plaque installations, graphic displays, and other commemorative projects.

The Commission also receives in-kind support from the Courtenay and District Museum for research assistance, use of photographs in the Museum's collection, and meeting and storage space.

The Heritage Advisory Commission meetings are held on the fourth Wednesday of every month from September until June. In addition to these meetings, the members spend considerable time on workshops, research, and various heritage projects. The total of these in-kind contribution for 2018 is 217 hours.

Draft Work Plan

Project	Priority	Time Frame	Project Lead	Partners	Estimated Cost
Commercial Building Inventory - Information Gathering - Booklet - Statement of Significance	High	2017 2018 5 years		Museum, DS	\$500* TBD \$1,000/\$OS
40 Houses Plaque Installation	High	2017	L. Burns	LS, PW, DS	\$1,000
40 Houses Information Board - Information gathering - Graphic Design - Production & Installation	Medium	2 years		Museum, LS, DS	\$200* TBD \$1,500
Rail with Trail Information Boards	Medium	5 years		Museum, LS, DS	\$5,000 - \$10,000
Annual Heritage Fair Display	High	Annual		Museum, DS	\$200
Clocks	High	2017-2018 - appraisal - restoration - installation	A. Ireson	PW	\$1,400 TBD TBD
Website HAC Message/Branding	Medium	2 year		DS	TBD
History of Local Street Names - Booklet	Medium	5 year			TBD
Accessible Archival Space	High	2017		City, Museum	TBD
Update Heritage Register - Adds & Notification - Create Statement of Significance	Medium	Ongoing		DS, Consultant	\$250 \$1,000 per item
Documentation of Houses that have Moved	Medium	5 year			\$500
Housing Inventory Update - New photos of houses - Update with demo information - Summary of property info - Add annexed areas	Medium	2 year 2 year 5 year 5 year			\$200*
Heritage BC Conference	*****	Annual event			\$1,500

* includes costs of ordering archival photos from Courtenay Museum, Provincial Archives and any associated research costs

DS – Development Services LS- Legislative Services PW – Public Works/Parks

Heritage Advisory Committee Annual Report



CITY OF
COURTENAY

Heritage Advisory Commission

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2926

A bylaw to amend Zoning Bylaw No. 2500, 2007

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 “**Zoning Amendment Bylaw No. 2926, 2018**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) By rezoning Lot 12, Section 17, Comox District, Plan 2033 (4697 Headquarters Road), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One A Zone (R-1A) to Rural Residential Five Zone (RR-5); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4th day of September, 2018

Read a second time this 4th day of September, 2018

Considered at a Public Hearing this day of , 2018

Read a third time this day of , 2018

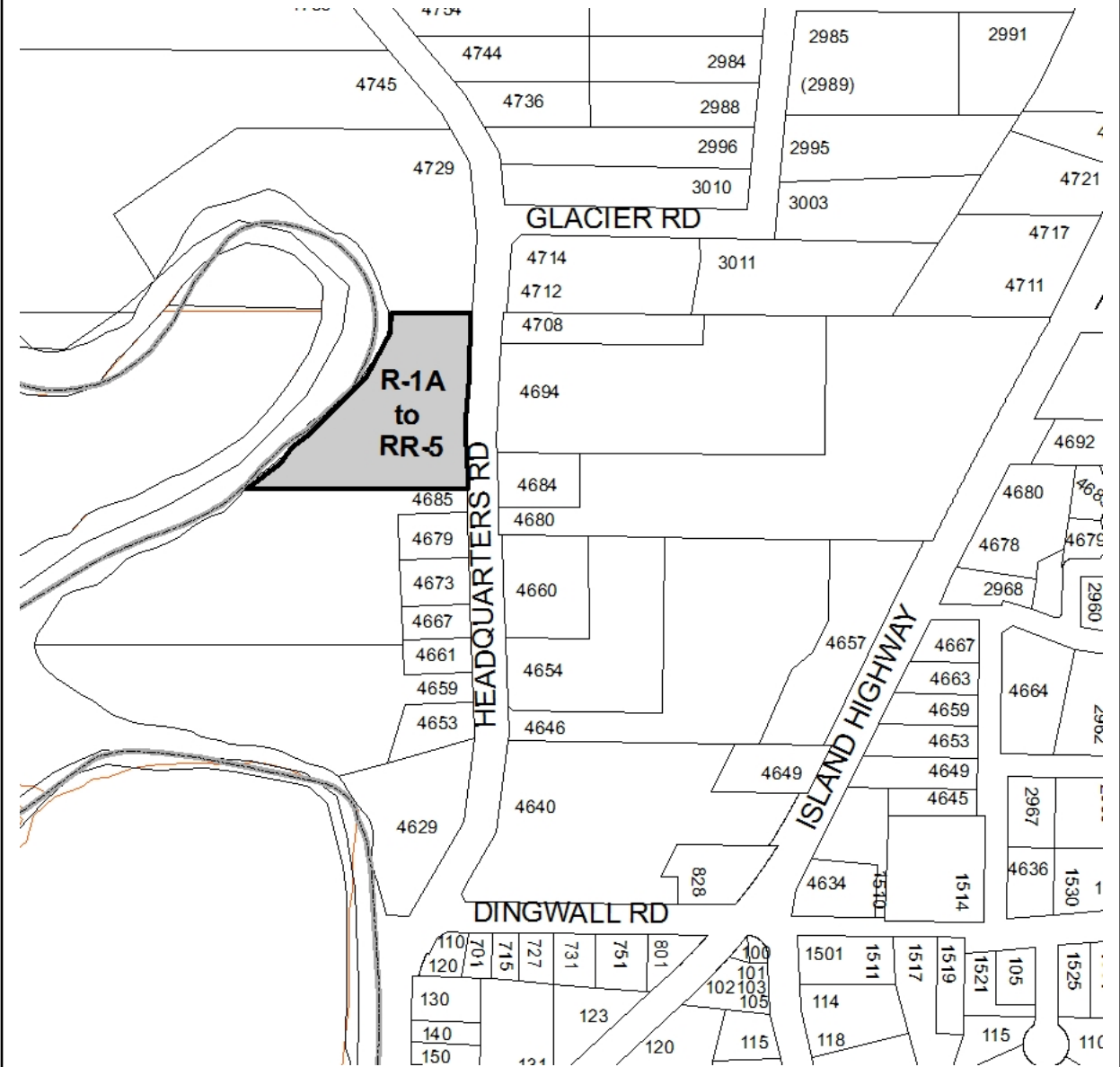
Finally passed and adopted this day of , 2018

Mayor

Corporate Officer

Approved under S.52(3)(a) of the *Transportation Act*

Brendan Kelly, Development Technician
Ministry of Transportation and Infrastructure



THE CITY OF COURTENAY
ATTACHMENT "A"
Part of Bylaw No. 2926, 2018
Amendment to the
Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2936

A bylaw to amend Zoning Bylaw No. 2500, 2007

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 “**Zoning Amendment Bylaw No. 2936, 2018**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 45, District Lot 159, Comox District, Plan 31655 (1081 Mantle Drive), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4th day of September, 2018

Read a second time this 4th day of September, 2018

Considered at a Public Hearing this day of , 2018

Read a third time this day of , 2018

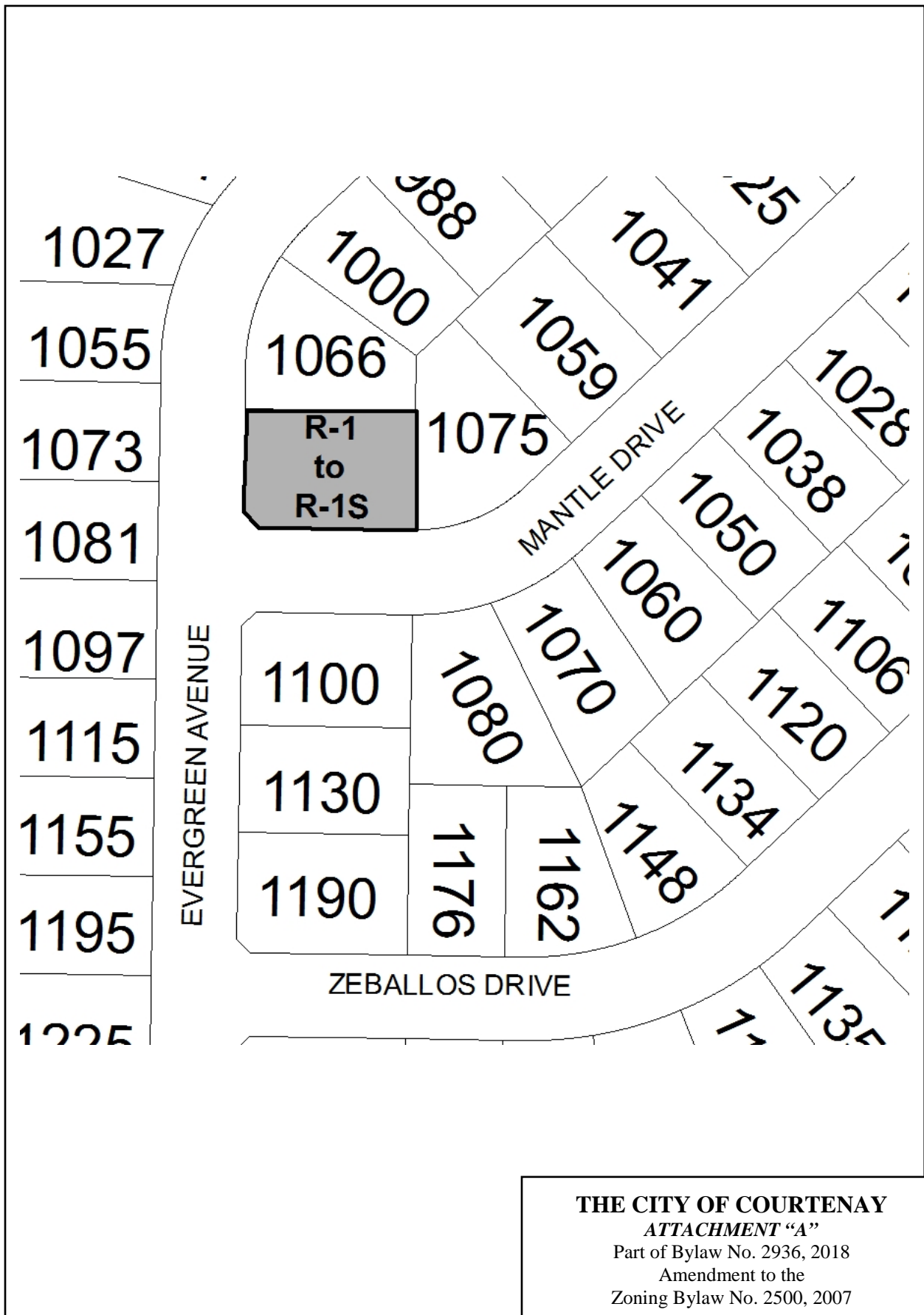
Finally passed and adopted this day of , 2018

Mayor

Corporate Officer

Approved under S.52(3)(a) of the *Transportation Act*

Brendan Kelly, Development Technician
Ministry of Transportation and Infrastructure



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2936, 2018
 Amendment to the
 Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2941

**A bylaw to provide for the payment of Annual Remuneration
to the Mayor and Councillors of the Corporation of the City of Courtenay**

WHEREAS it is desirable that annual remuneration be paid to the Mayor and Councillors of the Corporation of the City of Courtenay;

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 **“Council Remuneration Bylaw No. 2941, 2019”**.
2. That commencing January 1, 2019 there shall be paid in twelve monthly instalments out of the annual revenue of the City of Courtenay, annual remuneration as follows:
 - (a) to the Mayor an annual payment in the amount of \$72,300.00; and
 - (b) to each Councillor an annual payment in the amount of \$25,332.00.
3. That for the calendar year 2022, and for each calendar year of a local government election, the annual remuneration for Mayor and Councillors will be reviewed through a market review process to be completed in January of that year.
4. That “Council Remuneration Bylaw No. 2878, 2017” be hereby repealed.

Read a first time this 17th day of September, 2018

Read a second time this 17th day of September, 2018

Read a third time this 17th day of September, 2018

Finally passed and adopted this day of , 2018

Mayor

Corporate Officer

