

**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:** April 15, 2019  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt April 1<sup>st</sup>, 2019 Regular Council meeting minutes
- 9 2. Adopt April 3<sup>rd</sup>, 2019 Special Council meeting minutes
- 11 3. Adopt April 10<sup>th</sup>, 2019 Special Council meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) Development Services**

- 13 1. City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019

**(b) Financial Services**

- 19 2. 2019 - 2023 Consolidated Financial Plan
- 109 3. 2019 Tax Rates Report
- 119 4. 2019/2020 RCMP Municipal Policing Contract Expenditure Cap: Final Approval
- 127 5. Downtown Courtenay Business Improvement Association - 2019 Budget and Tax Levy Request

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

## **6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 133 1. Parks and Recreation Advisory Commission Meeting Minutes February 07, 2019

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

- Councillor Cole-Hamilton
- Councillor Frisch
- Councillor Hillian
- Councillor McCollum
- Councillor Morin
- Councillor Theos
- Mayor Wells

## **8.00 RESOLUTIONS OF COUNCIL**

### **1. Councillor Hillian - Land and Water Stewardship - Development Policy**

Whereas the City has a legitimate interest in sound environmental practices in relation to water and land stewardship as evidenced, for example, by work being conducted on natural asset management, the urban forest strategy, watershed protection and rainwater management; and

Whereas the City and Comox Valley contains many waterways and wetlands that are impacted by private and public interests across multiple jurisdictions, and the Comox Valley benefits from the expertise and volunteer efforts of a variety of local streamkeeper organizations that steward these aquatic features; and

Whereas early dialogue between such diverse interests could result in more effective environmental stewardship and better outcomes for public and private projects;

Therefore, be it resolved that Council direct staff to explore and report on policy and practice options for collaboration between development interests, community stewardship organizations and relevant levels of government in the effective stewardship of land and water impacted by private and public development, such options to potentially include collaborative structures such as an advisory planning commission.

### **2. In Camera Meeting**

That notice is hereby given that a Special In-Camera meeting closed to the public will be held April 15<sup>th</sup>, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

## **9.00 UNFINISHED BUSINESS**

- 135      1. St. George's United Church - Letters of Support Re: Sonshine Lunch Program
2. St. George's United Church - Request for Financial Assistance

St. George's United Church Property Committee is requesting financial assistance in the amount of \$25,000 to facilitate renovations of their facility kitchen and washrooms.

*Staff Note: At the March 18<sup>th</sup>, 2019 regular Council meeting, Council passed the following resolution:*

*That Council direct staff to prepare a letter in response to St. George's United Church's request for financial assistance to facilitate renovations suggesting they also seek funding from our other local government and electoral area partners Town of Comox, Village of Cumberland and Comox Valley Regional District.*

## **10.00 NOTICE OF MOTION**

## **11.00 NEW BUSINESS**

## **12.00 BYLAWS**

### **For First Reading**

- 139      1. "2019 - 2023 Consolidated Financial Plan Bylaw No. 2967, 2019"  
(A bylaw to adopt the 2019 - 2023 consolidated 5 year financial plan)

### **For First, Second and Third Reading**

- 161      1. "City of Courtenay Single Use Plastics Regulation Bylaw No. 2970, 2019"  
(A bylaw to regulate the business use of single use plastics)

### **For Final Adoption**

- 165      1. "Road Closure Bylaw No. 2966, 2019"  
(A bylaw to close approximately 552 square metres of road - 356 - 14<sup>th</sup> Street)

## **13.00 ADJOURNMENT**

**NOTE:** There is a Public Hearing scheduled for 5:00 p.m. in relation to:

Bylaw No. 2950 - A bylaw to allow a single Retail Cannabis Store as permitted use  
(605/625 Cliffe Avenue)

Bylaw No. 2953 - A bylaw to allow for a secondary residence as permitted use  
(2991 Chapman Road)





**R7/2019 - April 01, 2019**

**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, April 01, 2019 at 4:02 p.m.**

**Attending:**

**Mayor:** B. Wells  
**Councillors:** W. Cole-Hamilton  
D. Frisch  
D. Hillian  
M. McCollum  
W. Morin  
M. Theos

**Staff:** D. Allen, CAO  
J. Ward, Director of Legislative & Corporate Services/Deputy CAO  
W. Sorichta, Manager of Legislative & Corporate Administrative Services  
I. Buck, Director of Development Services  
T. Kushner, Director of Public Works Services/Assistant CAO  
J. Nelson, Director of Financial Services  
D. Snider, Director of Recreation and Cultural Services  
A. Guillo, Manager of Communications  
M. Fitzgerald, Planning Supervisor

**1.00 ADOPTION OF MINUTES**

**.01** Moved by Hillian and seconded by Cole-Hamilton that the March  
MINUTES 18<sup>th</sup>, 2019 Regular Council meeting minutes be adopted.  
**Carried**

Moved by Cole-Hamilton and seconded by McCollum that the  
March 25<sup>th</sup>, 2019 Committee of the Whole meeting minutes be adopted.  
**Carried**

**2.00 ADOPTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01** Moved by Frisch and seconded by Hillian that Council postpone  
MEMORIAL consideration of the March 25<sup>th</sup>, 2019 staff report “Memorial Program”,  
PROGRAM until the May 6<sup>th</sup> or 21<sup>st</sup>, 2019 regular Council meeting in order to  
AND provide the public an opportunity to forward thoughts related to the  
PRESENTATION memorial program to staff and Council for consideration.  
6200-05 **Carried**

**.02**

ZONING AMENDMENT  
BYLAW 2953  
TO ALLOW FOR A  
SECONDARY SUITE  
2991 CHAPMAN  
ROAD  
3360-20-1901

Moved by McCollum and seconded by Morin that based on the April 1<sup>st</sup>, 2019 staff report entitled “Zoning Amendment Bylaw No. 2953 to allow for a secondary residence at 2991 Chapman Road” Council approve OPTION 1 and proceed to first and second readings of Zoning Amendment Bylaw No. 2953, 2019; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2953, 2019 on April 15<sup>th</sup>, 2019 at 5:00 p.m. in the City Hall Council Chambers.

**Carried**

**.03**

ZONING AMENDMENT  
BYLAW NO. 2950 -  
605 AND 625 CLIFFE  
AVENUE  
3360-20-1819

Moved by Cole-Hamilton and seconded by Frisch that based on the April 1<sup>st</sup>, 2019 staff report “Zoning Amendment Bylaw No. 2950 - 605 and 625 Cliffe Avenue” Council approve OPTION 1 and proceed to first and second readings of Zoning Amendment Bylaw No. 2950, 2019; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above referenced bylaw on April 15<sup>th</sup>, 2019 at 5:00 p.m. in City Hall Council Chambers.

**Carried**

**.04**

PARCEL TAX REVIEW  
PANEL - 2019  
1950-02

Moved by Hillian and seconded by Theos that based on the April 1<sup>st</sup>, 2019 staff report “Parcel Tax Review Panel - 2019”, Council approve OPTION 1 to establish the time and place of the Parcel Tax Review Panel as Wednesday, May 1<sup>st</sup>, 2019 at 4:00 p.m., City Hall Council Chambers.

**Carried**

## **5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01**

COURTENAY AND  
DISTRICT MUSEUM &  
PALAEONTOLOGY  
CENTRE BOARD -  
MUSEUM EXPANSION

The correspondence dated March 25<sup>th</sup>, 2019 from the Courtenay and District Museum & Palaeontology Centre Board seeking Council’s support for the expansion of the existing historic museum building, was received for information.

Moved by Frisch and seconded by McCollum that Council direct staff to continue discussions with the Courtenay and District Museum Board and investigate potential opportunities for Council to work with the Board to explore development options related to the museums expansion goals and Council initiatives.

**Carried**

**.02**

COURTENAY  
IMMIGRANT  
WELCOME CENTRE -  
LETTER OF SUPPORT  
FOR SETTLEMENT  
PROGRAM CORE  
SERVICES  
2020 - 2025

Moved by Cole-Hamilton and seconded by Morin that the correspondence dated March 14<sup>th</sup>, 2019 from the Immigrant Welcome Centre seeking a letter of support from Council for the delivery of their Multicultural and Immigrant Services Association (MISA) Settlement Program Core Services 2020 - 2025, be received for information; and,

That Council direct staff to provide a letter of support to the Immigration Welcome Centre as requested.

**Carried**

## **6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**.01**

HERITAGE ADVISORY  
COMMISSION  
MEETING MINUTES  
FEBRUARY 27<sup>TH</sup>,  
2019

Moved by McCollum and seconded by Frisch that the February 27<sup>th</sup>, 2019 Heritage Advisory Commission meeting minutes, be received for information.

**Carried**

**.02**

RCMP ANNUAL  
PERFORMANCE PLAN,  
2019-2020,  
ACKNOWLEDGEMENT  
OF CONSULTATION

The correspondence from Inspector Michael Kurvers, Comox Valley RCMP, related to the "RCMP Annual Performance Plan Acknowledgement of Consultation for the fiscal year 2019 - 2020", was received for information.

General discussion followed regarding community policing priorities and areas of concern raised by Council with a focus on traffic road safety, crime reduction strategies, homeless encampments, domestic violence, sexual assault and organized crime linked to drug trade and opioid use.

It was established that Inspector Kurvers be invited to a future Council meeting to continue discussions related to community policing priorities, and; that the additional items identified at the April 1<sup>st</sup>, 2019 regular Council meeting be provided as a supplement document for inclusion in the Comox Valley RCMP community priority issues acknowledgment of consultation.

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

COUNCILLOR  
COLE-HAMILTON

Councillor Cole-Hamilton reviewed his attendance at the following events:

- Braidwood Affordable Housing grand opening event
- CVRD Liquid Waste Management Plan Joint Technical Advisory/Public Advisory Committee meeting Heritage Advisory Commission meeting
- Share the Harvest Community Garden photo event/partnership agreement - LUSH Valley Food Action Society and the City of Courtenay
- Heritage Advisory Commission meeting

COUNCILLOR  
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- Share the Harvest Community Garden photo event/partnership agreement - LUSH Valley Food Action Society and the City of Courtenay
- Meeting with President of the BC Co-op Housing Foundation
- CVRD Board Meeting
- CVRD Board Financial Planning meeting
- Liquid Waste Management Plan presentation to K'ómoks First Nation
- 2019 High Ground-Centre for Civic Governance Forum - Net Zero Emission Jobs, First Nation Consultation, Poverty Reduction, Child Care, Transportation, & Climate Change Reduction

COUNCILLOR  
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- CVRD Water Committee meeting
- CVRD Sports Centre Commission meeting
- Comox Valley Coalition to End Homelessness meeting
- Comox Strathcona Waste Management Board meeting
- Comox Strathcona Regional Hospital District Board meeting
- Comox Valley Economic Development Society meeting Re: employee housing
- Kus-Kus-Sum Project Planning meeting
- CVRD Sewage Commission meeting
- CVRD Committee of the Whole meeting
- BC Government announcement - Provincial Nominee Program (PNP) Entrepreneur Immigration Regional Pilot project by Minister of Jobs, Trade and Technology
- Homelessness Coordination meeting with Council, staff , Comox Valley Coalition to End Homelessness and RCMP to establish clearer channels of communication between agencies in relation to homelessness issues
- CVRD Elected Officials Media Relations Workshop
- Braidwood Housing Project grand opening event
- Meeting with CVRD, Comox Valley Economic Development Society and Comox Valley Coalition to end Homelessness Re: employee housing with a workshop in May 2019
- Meeting with Salvation Army community manager Re: homeless shelter
- CVRD Board meeting
- CVRD Liquid Waste Management Plan Joint Technical Advisory/Public Advisory Committee meeting
- Meeting with Brooklyn Creek Watershed Society representatives
- Share the Harvest Community Garden photo event/partnership agreement - LUSH Valley Food Action Society and the City of Courtenay

- Columbia Institute - 2019 High Ground: Centre for Civic Governance Forum
- Morrison Creek funding announcement
- Participated in five citizen engagement meetings related to community safety and order concerns

COUNCILLOR  
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:

- Braidwood Affordable Housing grand opening event
- Soroptimist International - Wine, Women and Chocolate 75<sup>th</sup> Anniversary event

COUNCILLOR  
MORIN

Councillor Morin reviewed her attendance at the following events:

- CVRD Board meeting
- CVRD Board Financial Planning meeting
- Share the Harvest Community Garden photo event/partnership agreement - LUSH Valley Food Action Society and the City of Courtenay
- Soroptimist International - Wine, Women and Chocolate 75<sup>th</sup> Anniversary event

COUNCILLOR  
THEOS

Councillor Theos reviewed his attendance at the following events:

- Share the Harvest Community Garden photo event/partnership agreement - LUSH Valley Food Action Society and the City of Courtenay
- Braidwood Affordable Housing grand opening event
- Vancouver Island Regional Library Board (VIRLB) meeting

MAYOR  
WELLS

Mayor Wells reviewed his attendance at the following events:

- Comox Valley Rotary Club presentation
- Braidwood Affordable Housing grand opening event
- Comox Valley Chamber of Commerce - Budget meeting with Minister Scott Fraser, MLA Ronna Rae Leonard and other community leaders to discuss health tax
- CVRD Board Financial Planning meeting
- Attended “Jesus Christ Superstar” performance hosted at the Sid Williams Theatre
- Share the Harvest Community Garden photo event/partnership agreement - LUSH Valley Food Action Society and the City of Courtenay
- Courtenay Committee of the Whole meeting
- Comox Valley Collective magazine launch event
- Regional District Chair and CAO Forum
- Island Health Breakfast meeting
- Comox Valley Chamber of Commerce open house event
- Leaders Lunch
- 34<sup>th</sup> Annual Comox Valley Ducks Unlimited Banquet and Auction
- Comox Valley Regional District Directors meeting

**8.00 RESOLUTIONS OF COUNCIL**

**9.00 UNFINISHED BUSINESS**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**12.00 BYLAWS**

**.01** Moved by Frisch and seconded by McCollum that Zoning  
BYLAW NO. 2950, Amendment Bylaw No. 2950, 2019 pass first and second reading.  
2019, **Carried**  
ZONING AMENDMENT  
TO ALLOW FOR A  
SINGLE STOREFRONT  
CANNABIS RETAILER  
(605/625 CLIFFE  
AVENUE)

**.02** Moved by Hillian and seconded by Morin that Zoning  
BYLAW NO. 2953, Amendment Bylaw No. 2953, 2019 pass first and second reading.  
2019, **Carried**  
ZONING AMENDMENT  
TO ALLOW FOR A  
SECONDARY  
RESIDENCE (2991  
CHAPMAN ROAD)

**.03** Moved by McCollum and seconded by Frisch that Zoning  
BYLAW NO. 2888, Amendment Bylaw No. 2888, 2019 pass third reading.  
2019, **Carried**  
ZONING AMENDMENT  
TO PERMIT A TWO  
LOT SUBDIVISION,  
(2310-20<sup>TH</sup> STREET)

**.04**

BYLAW NO. 2949,  
2019, ZONING  
AMENDMENT TO  
ALLOW FOR A  
STOREFRONT  
CANNABIS RETAILER  
AS PERMITTED USE  
(143-5<sup>TH</sup> STREET

Moved by Frisch and seconded by Hillian that Zoning  
Amendment Bylaw No. 2949, 2019 pass third reading.  
**Carried with Councillor Cole-Hamilton opposed**

**.05**

BYLAW NO. 2951,  
2019,  
ZONING AMENDMENT  
TO ALLOW FOR A  
SECONDARY SUITE  
(2031 TAMARACK  
DRIVE)

Moved by McCollum and seconded by Frisch that Zoning  
Amendment Bylaw No. 2951, 2019 pass third reading.  
**Carried**

**.06**

BYLAW NO. 2926,  
2018,  
ZONING AMENDMENT  
TO PERMIT A TWO-  
LOT SUBDIVISION  
(4697  
HEADQUARTERS  
ROAD)

Moved by Morin and seconded by Frisch that Zoning Amendment  
Bylaw No. 2926, 2018 be finally adopted.  
**Carried**

**.07**

BYLAW NO. 2949,  
2019,  
ZONING AMENDMENT  
TO ALLOW FOR A  
STOREFRONT  
CANNABIS RETAILER  
AS PERMITTED USE  
(143-5<sup>TH</sup> STREET)

Moved by McCollum and seconded by Frisch that Zoning  
Amendment Bylaw No 2949, 2019 be finally adopted.  
**Carried with Councillor Cole-Hamilton opposed**

**.08**

BYLAW NO. 2951,  
2019,  
ZONING AMENDMENT  
TO ALLOW FOR  
SECONDARY SUITE  
(2031 TAMARACK  
DRIVE)

Moved by Frisch and seconded by Morin that Zoning Amendment  
Bylaw No. 2951, 2019 be finally adopted.  
**Carried**

**.09**

BYLAW NO. 2956,  
2019  
HOUSING  
AGREEMENT  
(2310 -20<sup>TH</sup> STREET)

Moved by Frisch and seconded by Morin that Housing Agreement  
Bylaw No. 2956, 2019 be finally adopted.  
**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Frisch and seconded by Cole-Hamilton that the  
meeting now adjourn at 6:00 p.m.  
**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 15<sup>th</sup> day of April, 2019**

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**Mayor**



**S2/19 - April 03, 2019**

**Minutes of a Special Council Meeting held in the City Hall Council Chambers, Courtenay BC, on Wednesday, April 03, 2019 at 4:00 p.m.**

**Attending:**

**Mayor:** B. Wells  
**Councillors:** W. Cole-Hamilton  
D. Frisch  
D. Hillian  
M. McCollum  
W. Morin  
M. Theos

**Staff:**

D. Allen, CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO  
W. Sorchta, Manager of Legislative & Corporate Administrative Services  
I. Buck, Director of Development Services  
T. Kushner, Director of Public Works Services/Assistant CAO  
J. Nelson, Director of Financial Services  
R. O'Grady, Director of Engineering Services  
D. Snider, Director of Recreation and Cultural Services  
Anne Guillo, Manager of Communications  
Annie Berard, Manager of Financial Planning

The April 3<sup>rd</sup>, 2019 special meeting was called to order for Council to consider the proposed 2019 - 2023 General Capital Financial Plan and 2019 - 2023 General Operating Financial Plan.

**1.00 STAFF REPORTS/PRESENTATIONS**

**.01**

2019 - 2023  
GENERAL CAPITAL  
FINANCIAL PLAN  
1705 20

Jennifer Nelson, Director of Financial Services, and Trevor Kushner, Director of Public Works Services/Assistant CAO, presented information to Council related to the proposed Capital projects for the 2019 financial plan year; projects were selected with a focus on asset management principles such as risk, condition assessment and capacity assessment for sustainable service delivery.

The proposed 2019 capital project data dashboards were reviewed, by department, followed by general discussion related to project features and proposed funding sources.

**Councillor Cole-Hamilton left Council Chambers at 5:03 p.m.**  
**Councillor Cole-Hamilton returned to Council Chambers at 5:06 p.m.**

**The meeting recessed at 5:46 p.m.**  
**The meeting reconvened at 6:06 p.m.**

**Councillor Frisch left the meeting at 6:06 p.m.**  
**Councillor Frisch joined the meeting by teleconference at 6:12 p.m.**

**.02**  
2019 - 2023  
GENERAL  
OPERATING  
FINANCIAL PLAN  
1705-20/1715-20

Jennifer Nelson, Director of Financial Services, and Trevor Kushner, Director of Public Works Services/Assistant CAO, presented information to Council related to the proposed 2019 general operating financial plan categorizing operating expenditures, transfers to reserves and other funds guided by the City's asset management policy, Council's strategic priorities and preventative maintenance in order to extend the life of City assets.

General discussion followed related to the proposed 2019 municipal tax increase, the impact of external cost drivers including the new employer health tax; and, alternative funding sources to reduce taxes.

Moved by Hillian seconded by Morin that Council postpone approval of the 2019 - 2023 General Capital Financial Plan and the 2019 - 2023 General Operating Financial Plan until the April 10, 2019 Special Council meeting.

**Carried with Councillor Frisch opposed**

## **2.00 UNFINISHED BUSINESS**

Moved by Hillian and seconded by Cole-Hamilton that Council defer consideration of Agenda Item 2.00 *Unfinished Business*, "Correspondence - St. George's United Church Agency Letters Supporting Sonshine Lunch Program" and "St. George's United Church Request for Financial Assistance" until the April 10, 2019 special Council meeting.

**Carried**

## **3.00 ADJOURNMENT**

**.01**  
ADJOURNMENT

Moved by Hillian and seconded by Cole-Hamilton that the meeting now adjourn at 7:44 p.m.

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 15<sup>th</sup> day of April, 2019**

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**Mayor**

S3/19 - April 10, 2019

Minutes of a Special Council Meeting held in the City Hall Council Chambers, Courtenay BC, on Wednesday, April 10, 2019 at 4:00 p.m.

**Attending:**

**Mayor:** B. Wells  
**Councillors:** W. Cole-Hamilton  
D. Frisch  
D. Hillian  
M. McCollum  
W. Morin  
M. Theos

**Staff:**

D. Allen, CAO  
J. Ward, Director of Legislative and Corporate Services/Deputy CAO  
W. Sorchta, Manager of Legislative & Corporate Administrative Services  
I. Buck, Director of Development Services  
T. Kushner, Director of Public Works Services/Assistant CAO  
J. Nelson, Director of Financial Services  
R. O'Grady, Director of Engineering Services  
D. Snider, Director of Recreation and Cultural Services  
Anne Guillo, Manager of Communications

**1.00 UNFINISHED BUSINESS**

**.01**  
2019-2023 GENERAL  
CAPITAL FINANCIAL  
PLAN  
1705 20

Moved by Hillian and seconded by McCollum that based on the April 3<sup>rd</sup>, 2019 staff report "2019 - 2023 General Capital Financial Plan" Council approve the 2019 - 2023 General Capital Financial Plan", and

That staff be directed to include the 2019 - 2023 General Capital Financial Plan into the 2019 - 2023 Financial Plan Bylaw.

**Amending motion:**

Moved by Frisch and seconded by Morin that the funds earmarked for an Electric Car & Charging Station for Council use identified in 2019 Capital Project Data Dashboard 2 - *Fleet Management - Scheduled Vehicle Replacement Program* be removed from the 2019 general capital financial plan; and, allocated to the vehicle replacement program for electric fleet replacement in general.

**Carried**

**The main motion was Carried as amended with Councillor Theos opposed**

**Councillor McCollum left Council Chambers at 5:45 p.m.**  
**Councillor McCollum returned to Council Chambers at 5:46 p.m.**

**.02**  
2019-2023 GENERAL  
OPERATING  
FINANCIAL PLAN  
1705 20/1715-20

Moved by Hillian and seconded by McCollum that based on the April 3<sup>rd</sup>, 2019 staff report "2019 - 2023 General Operating Financial Plan", Council approve OPTION 1, and proceed with the recommended 2019 - 2023 General Operating Financial Plan with an amendment; and,

That Council approve a 2.75% property tax increase for 2019; and,

That a 1% contribution to the infrastructure renewal reserve be made from gaming funds with no impact on property taxes.

**Carried with Councillor Theos opposed**

**New motion:**

Moved by Frisch and seconded by Cole-Hamilton that staff facilitate a strategic planning session for Council to consider the proposed capital projects noted in Schedule 3 of the 2019 - 2023 General Capital Financial Plan, categorized as new Public Works Building and new Satellite Fire Hall.

**Carried**

**3.00 ADJOURNMENT**

**.01**

Moved by Hillian and seconded by Cole-Hamilton that the meeting now adjourn at 6:50 p.m.

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 15<sup>th</sup> day of April, 2019**

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**Mayor**



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 4320-20

**From:** Chief Administrative Officer

**Date:** April 15, 2019

**Subject:** City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019

### PURPOSE:

The purpose of this report is to provide information relating to establishing a single use plastics regulation under Section 8(6) of the *Community Charter* and to introduce the "City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019.

### CAO RECOMMENDATIONS:

That based on the April 15<sup>th</sup> Staff report "City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019", Council approve OPTION 1 and proceed to first, second and third readings of "City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019"; and

That Council direct staff to proceed with the local stakeholder engagement process outlined in the report; and

That Council direct staff to arrange for the required statutory advertising regarding the "City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019" prior to final reading of the bylaw.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

At the February 4<sup>th</sup> 2019 Council Meeting, Council directed staff to investigate the options and implications relating to the City of Courtenay establishing a bylaw to ban single-use plastic bags and plastic straws.

Single use plastics generally refer to plastic products that are considered disposable and only used once before they are recycled or more commonly thrown away. There is a growing movement locally and abroad to address the reduction of single use plastic items. While there has been support for this from a Federal Level, with the Private Members Motion (M-151), that directly identifies the need to reduce and regulate consumer and industrial use of 'single-use' plastics, local governments are provided with limited options for the regulation of single use plastics by provincial statutes.

However, municipalities such as Victoria, Tofino and Qualicum Beach have prepared or adopted bylaws to ban single use plastics through changes to business licence regulations.

## **DISCUSSION:**

### **Current Single Use Plastic Regulation:**

There are a number of local municipalities that have either finalized bylaws regulating single use plastic items or are in the process of instituting bylaws. With the majority of municipalities emulating the model developed by Victoria, there are some local governments that are structuring their bylaws to allow for future single use packaging material bans in addition to plastic bags and straws.

The City of Vancouver has developed a Single Use Item Strategy, which will introduce a ban on the distribution of polystyrene foam cups and containers and plastic straws starting June 1, 2019. Vancouver's ban is set to take effect in the fall of 2019. Vancouver currently does not prohibit plastic bags but has identified that it will, if the city does not achieve their proposed waste reduction targets by 2021.

The City of Victoria's Checkout Bag regulation came into effect July 1, 2018, with enforcement January 1, 2019. It applies to all restaurants and businesses in the city. They have imposed requirements dictating aspects such as, businesses charging fees for providing paper and reusable bags, how bags are to be offered to the customer, recycled content of paper bags and exemptions to the bylaw for bags that are used for hygienic reasons or where plastic is better suited for the end products, like newspapers, large bulky items etc. As part of Victoria's implementation of the bylaw they have included fines for non-compliance and an education program to promote the switch from plastic bags.

The District of Tofino has drafted a Single Use Item Regulation Bylaw and is anticipating it taking effect June 3<sup>rd</sup> of this year. Tofino has purposely identified their bylaw as a single use item regulation and not just a plastic bag or single use plastic bylaw, to allow the addition of other problematic waste items in the future, as the need arises. Tofino has based their bylaw on Victoria's model with some alterations to better suit the needs of the community.

The Town of Qualicum Beach has passed third reading of their Single Use plastic Items bylaw, with an effective date of July 1, 2019 anticipated. The regulation prohibits the sale or distribution of plastic bags and straws to customers. Qualicum Beach does provide for some of the same types of exemptions as the Victoria model, with the notable exception of not including a bag reuse program. Another addition in Qualicum Beach's bylaw is the identification of "Compostable Bags" that is outside the capture of typical plastic bags in their bylaw.

The Village of Cumberland staff provided a report to Council on November 13, 2018 and received subsequent direction to draft a single use plastics bylaw restricting plastic bags and straws. On March 25<sup>th</sup>, 2019 Cumberland Council gave two readings to the bylaw, with an enforcement date of January 2020. As part of the process to establish a bylaw, Cumberland staff surveyed local businesses to determine the effects of the ban and to establish the best course of action to implement the bylaw. Some of the findings of the survey and discussions with local businesses identified that local businesses were already taking voluntary measures to find alternatives to single use plastic bags. The issue of a grace period was also identified, that would allow businesses to deplete existing non-compliant inventory and source alternative products.

**Plastics in the Comox Valley:**

Information taken from the Comox Strathcona Waste Management's (CSWM's) Solid Waste Management Plan 2012, estimates one third of the total waste received is recyclable, with 15% of the total waste originating from plastic sources. Reduction of waste being the base of the CSWM's future Solid Waste Management Plan, a bylaw aiming at reducing the amount of products into the waste stream would be consistent with the CSWM's goals.

The majority of soft plastics, including bags are not included in the accepted products list for the curbside blue bin program and must be taken to a Recycle BC depot. Additionally, no compostable plastic bags, packaging or products are allowable within the organics pilot project currently operating within The Regional Organics Processing Facility Program being led by the Comox Strathcona Waste Management Service.

Of significance, single use plastics such as bags, film and other packaging are improperly recycled in most municipal recycling programs. This contamination results in added cost to the program through increased time and effort required to properly sort materials.

It is the opinion of staff that in addition to the numerous environmental benefits of banning the distribution of single use plastics, a ban will result in savings to the Regional Waste Management Service.

**Implementation:**

Results from a one year follow up report with the City of Portland Oregon (report attached as Appendix B), indicates that a single use plastic bag ban was effective at modifying behaviour. Portland experienced high content recycled paper checkout bag use increase 491% and, reusable checkout bag use increased 304%. As a way to promote reusable bags, the report recommended that retailers impose a fee for single use paper bags supplied to customers.

Information sourced from surveys conducted in other municipalities have indicated that a phased approach to the transition from disposable plastics to reusable products for consumers may take some time due to the need to source replacement products and rundown existing stock. Both of these approaches would impart costs to the local business community, which would be lessened if there was to be separation between the implementation of the bylaw and the enforcement.

A consideration for the initial impact of the prohibition of plastic bags and straws, could be to promote reuse programs. A bag reuse program is being incorporated in some bylaws, which allow retailers to redistribute bags that have previously been used by customers. Staff have included this provision in the draft bylaw and recommend that it be revisited one to two years following implementation of the regulations to consider phasing out this provision.

With regard to straws, there is a growing international movement to move away from plastic straws. Straws made from materials like metal, glass, bamboo etc. are also becoming more widely available and would have the benefit of easing the transition away from disposable plastics. Some major restaurant chains have already made this switch.

**Education and Enforcement:**

Enforcement of the regulation would be in alignment with the City's Bylaw Enforcement Policy that generally requires written complaint prior to consideration of enforcement. However, the program review in Portland Oregon saw fewer than 5 complaints none of which resulted in enforcement.

Transitional support from the City could be helpful to local business, as they will be at the front line explaining the changes, to customers. A City developed campaign providing information through media communications and informed staff could be rolled out as part of the bylaw adoption process.

**Going forward:**

Based on the information compiled, a bylaw composed similar to the Victoria model may provide the most consistent approach across the Island and potentially the Comox Valley. Key aspects of the bylaw adoption process may include:

- Local stakeholder input prior to final bylaw adoption
- A phased approach to the products regulated in the bylaw
- A delayed approach between implementation and enforcement, to allow businesses time to deplete existing stock and source affordable replacement products
- Education/ advisory support from the City to aide in the transition and potentially reduce enforcement issues.

**FINANCIAL IMPLICATIONS:**

Depending on the course of action decided by Council, there could be an estimated financial cost of \$1,500 to cover statutory advertising and public outreach. Additional costs of approximately \$2,500 will be required for educational materials. To date these costs have not been included in the draft 2019 budget.

**ADMINISTRATIVE IMPLICATIONS:**

Staff has currently invested approximately 15 hours on the research and preparation of this report. If directed by council to proceed with the stakeholder engagement, bylaw adoption and education, an additional 40 hours of staff time is anticipated.

Based on the experience in Portland, it is estimated that bylaw enforcement implications will be minimal.

**ASSET MANAGEMENT IMPLICATIONS:**

No Asset Management implications at this time.

**STRATEGIC PRIORITIES REFERENCE:**

- Communicate appropriately with our community in all decisions we make
- ▲ Support social, economic and environmental sustainability solutions
- ▲■ Advocate and cooperate with local and senior governments on regional issues affecting our community



- **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 that are outside Council's jurisdictional authority to act

**OFFICIAL COMMUNITY PLAN REFERENCE:**

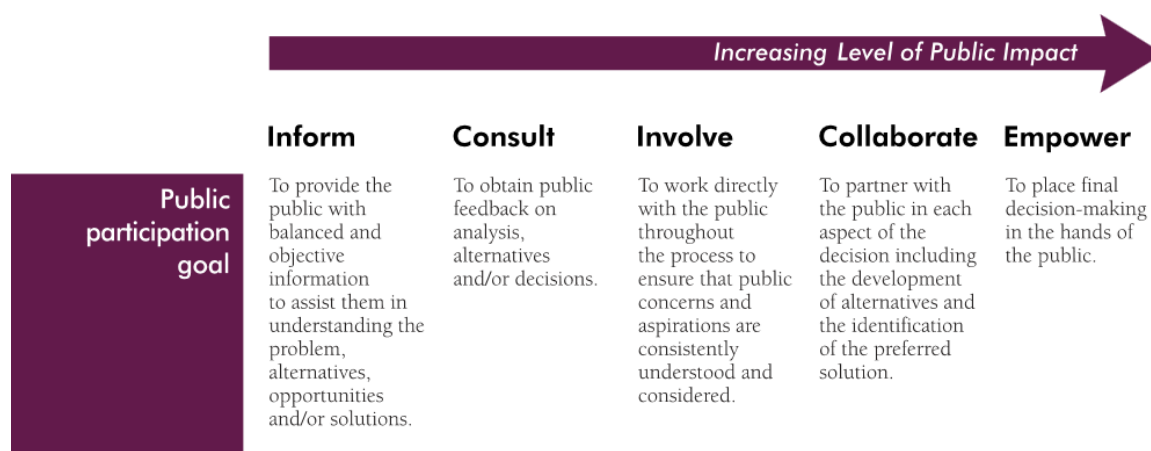
Not referenced.

**REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced

**CITIZEN/PUBLIC ENGAGEMENT:**

Given the significant number of businesses who may be impacted, staff recommend that consultation occur through the Chamber of Commerce and DCBIA, rather than outreach to each individual business. Additionally, staff recommend advertisement of the proposed bylaw in local media and social media with an online survey to collect feedback. This engagement would be at the consult level based on the IAP2 Spectrum of Public Participation:

**OPTIONS:**

**Option 1**, That Council receive the April 15<sup>th</sup> Staff report “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019”, and proceed to first, second and third readings of “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019”; and

That Council direct staff to proceed with the local stakeholder engagement process outlined in the report; and

That Council direct staff to arrange for the required statutory advertising regarding the “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019” prior to final reading of the bylaw.

**Option 2**, Council refer “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019” back staff with a list of specific changes.

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**Option 3**, Council defer decision on the “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019”, pending receipt of further information.

Prepared by:



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Trevor Sweeney, RBO  
Manager of Building and Administrative Services

Reviewed by:



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Ian Buck, MCIP, RPP  
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2019–2023 Consolidated Financial Plan

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**File No.:** 1705-20  
**Date:** April 15, 2019

### PURPOSE:

The purpose of this report is to present Council with the 2019-2023 Consolidated Financial Plan for approval.

### POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to adopt a Five-Year Financial Plan. The Water, Sewer, and General Fund budgets have been previously presented to Council and approved. This document compiles them all together to form the Consolidated Five-Year Financial Plan and supports the 2019-2023 Financial Plan Bylaw that must be adopted by May 15, 2019.

### EXECUTIVE SUMMARY:

The 2019–2023 Consolidated Financial Plan (combined General, Solid Waste, Water, and Sewer Budgets) provides for a total of \$51.961 million in operating expenditures, \$13.984 million in capital expenditures, \$1.538 million in long-term debt payments and \$3.569 million distributed to various surpluses and reserves.

### CAO RECOMMENDATIONS:

That based on the April 15, 2019 Staff Report “2019–2023 Consolidated Financial Plan” Council endorse OPTION 1 and approve the 2019–2023 Consolidated Financial Plan; and

That Council proceed to first reading of the Financial Plan Bylaw Number 2967, 2019; and

That Council direct staff to post the 2019-2023 Consolidated Financial Plan to the City’s website to allow for public input.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

Consideration and approval of a Five-Year Financial Plan is an annual requirement under Section 165 of the *Community Charter*. Council approved, in separate reports, the Solid Waste, Water, Sewer and General Fund budgets. The proposed 2019–2023 Consolidated Financial Plan combines these budgets into one document.

Council was presented with the 2019–2023 Solid Waste, Recyclables, and Yard Waste Budget on January 21, 2019 and passed the following resolution:

**.06**

**2019 - 2023 MUNICIPAL SOLID WASTE, RECYCLABLES, AND YARD WASTE BUDGETS 1705-20 / 1830 - 05**

Moved by Frisch and seconded by Morin that based on the January 21st, 2019 staff report “2019 - 2023 Municipal Solid Waste, Recyclables, and Yard Waste User Budgets” Council approve OPTION 1 and increase 2019 user fees by 2%, and;

That Bylaw Number 2954, 2019, a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, proceed to first, second and third reading in order to revise the proposed 2019 Municipal Solid Waste, Recyclables and Yard Waste user fees.

**Carried**

The 2019–2023 Water and Sewer budgets were presented to Council on February 25, 2019 at which time the following two motions were passed:

**.03**

**2019-2023 WATER FUND FINANCIAL PLAN 1705-20/1715-20**

Moved by Hillian and seconded by Morin that based on the February 25, 2019 staff report “2019 - 2023 Water Fund Financial Plan,” Council approve the 2019 - 2023 Water Fund Financial Plan, and

that water user fee revenue be increased by 6.5% for 2019; and

That Council direct staff to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” to reflect this increase.

**Carried**

**.04**

**2019-2023 SEWER FUND FINANCIAL PLAN 1705-20/1715-20**

Moved by Hillian and seconded by Frisch that based on the February 25, 2019 staff report “2019-2023 Sewer Fund Financial Plan,” Council approve OPTION 1, and proceed with the proposed 2019-2023 Sewer Fund Financial Plan; and,

that sewer user fee revenue be increased by 5% for 2019; and

That Council direct staff to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” to reflect the proposed increase.

**Carried**

The 2019–2023 General Fund Operating and Capital Financial Plans were presented to Council on April 3 and 10, 2019 and the following motions were passed:

**.01**

**2019-2023 GENERAL CAPITAL FINANCIAL PLAN 1705 20**

Moved by Hillian and seconded by McCollum that based on the April 3rd, 2019 staff report “2019 - 2023 General Capital Financial Plan” Council approve the 2019 - 2023 General Capital Financial Plan”, and

That staff be directed to include the 2019 - 2023 General Capital Financial Plan into the 2019 - 2023 Financial Plan Bylaw.

**Amending motion:**

Moved by Frisch and seconded by Morin that the funds earmarked for an electric car and charging station for Council use identified in 2019 Capital Project Data Dashboard 2 - Fleet Management - Scheduled Vehicle Replacement Program be removed from the 2019 general capital financial plan; and, allocated to the vehicle replacement program for electric fleet replacement in general.

**Carried**

**The main motion was Carried as amended with Councillor Theos opposed**

**.02**

**2019-2023 GENERAL OPERATING FINANCIAL PLAN 1705 20/1715-20**

Moved by Hillian and seconded by McCollum that based on the April 3rd, 2019 staff report “2019 - 2023 General Operating Financial Plan”, Council approve OPTION 1, and proceed with the recommended 2019 - 2023 General Operating Financial Plan with an amendment,

That Council approve a 2.75% property tax increase for 2019; and,

That a 1% contribution to the infrastructure renewal reserve be made from gaming funds with no impact on property taxes.

**Carried with Councillor Theos opposed**

**New Motion:**

Moved by Frisch and seconded by Cole-Hamilton that staff facilitate a strategic planning session for Council to consider the proposed capital projects noted in Schedule 3 of the 2019 - 2023 General Capital Financial Plan, categorized as new Public Works Building and new Satellite Fire Hall.

**Carried**

All of the above approved budgets and amendments have been incorporated into the 2019-2023 Consolidated Financial Plan. (Attachment # 1).

## **DISCUSSION**

The Five-Year Financial Plan Bylaw is one of the most important public documents a local government produces, as it establishes the government's taxing and spending direction. It is Council's primary policy document and establishes explicit service priorities. As an operation guide, it identifies departments that will be responsible for achieving the service priorities and that will be accountable for spending. It is also a communication tool that makes all of the foregoing transparent to public officials and citizens alike. Finally, the Financial Plan dictates how Council will meet the community's needs and maintain expected levels of service.

The attached City of Courtenay 2019-2023 Consolidated Financial Plan compiles all of the financial plans for the General, Water, and Sewer Funds into one document and supports transparency and communication to the Public.

## **FINANCIAL IMPLICATIONS:**

All of the financial implications for the various funds have been presented and discussed in separate reports and presentations to Council at previous meetings and made available to the public on the City's website. The attached document simply compiles them together. Overall, the City's operating budget in 2019 is comprised of \$51.961 million in operating expenditures, \$13.984 million in capital expenditures, \$1.538 million in long-term debt payments and \$3.569 million distributed to various surpluses and reserves.

## **ADMINISTRATIVE IMPLICATIONS:**

Preparation of the annual consolidated financial plan is a collaborative effort that involves all departments. Staff have also prepared the 2019-2023 Financial Plan Bylaw and recommend Council proceed to first reading today in order to provide enough time for public input and final adoption of the financial plan by May 15, 2019. The 2019-2023 Consolidated Financial Plan and bylaw will be available on the City's website for public inspection.

### **ASSET MANAGEMENT IMPLICATIONS:**

The Asset Management Working Group collects and analyses information provided by condition and risk assessments of the City's infrastructure. Preventative maintenance programs extend the life of the infrastructure and future years capital costs can be deferred. The financial plan includes use of funds for renewal projects prioritized by the Asset Management Working Group, and as approved by the Chief Administrative Officer.

### **STRATEGIC PRIORITIES REFERENCE:**

In preparing the 2019-2023 Consolidated Financial Plan staff considered Council's 2019-2022 Strategic Priorities, the capacity of staff to deliver services and projects in a timely manner, and also considered the public's willingness to pay. The following strategic priorities informed the preparation of the 2019-2023 Consolidated Financial Plan.

#### **We focus on organizational and governance excellence**

- Support and encourage initiatives to improve efficiencies
- Recognize staff capacity is a finite resource and support staff training and development
- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Value community safety and support our protective services

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

- Focus on asset management for sustainable service delivery
- ▲ Look for regional infrastructure solutions for shared services

#### **We actively pursue vibrant economic development**

- ▲ Continue to support Arts and Culture

#### **We plan and invest in methods of multi-modal transportation**

- Move forward with implementing the City's Transportation Master Plan
- ▲ Explore opportunities for Electric Vehicle Charging Stations

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

- Complete an update of the City's OCP and Zoning Bylaws

- Continue to develop and revisit all infrastructure master plans

### **We continually invest in our key relationships**

- Value and recognize the importance of our volunteers

- **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 that are outside Council's jurisdictional authority to act

### **OFFICIAL COMMUNITY PLAN REFERENCE:**

The 2019–2023 Consolidated Financial Plan touches several of the OCP Goals including:

- ❖ Balanced growth
- ❖ Parks and publicly accessible natural open spaces
- ❖ Sustainable development
- ❖ Provision of community services including fire/rescue and policing
- ❖ An effective transportation system

### **REGIONAL GROWTH STRATEGY REFERENCE:**

The 2019–2023 Consolidated Financial Plan is presented to encourage sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

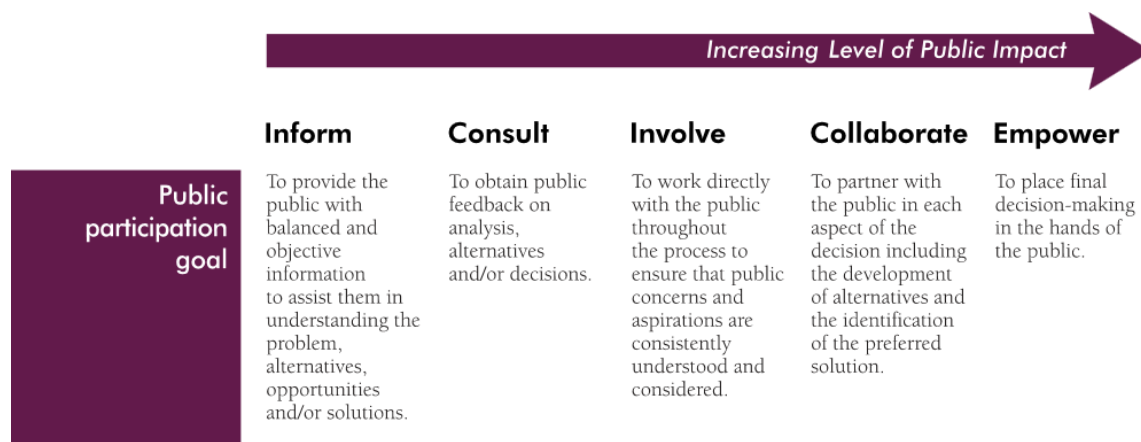
### **CITIZEN/PUBLIC ENGAGEMENT:**

Section 166 of the *Community Charter* requires that “A council must undertake a process of public consultation regarding the proposed financial plan before it is adopted”.

The City of Courtenay consults with the public about the 2019-2023 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website.

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)





### OPTIONS:

- OPTION 1:** That Council approve the 2019–2023 Consolidated Financial Plan; and
- That Bylaw Number 2967, 2019, a bylaw to adopt the consolidated five year financial plan proceed to first reading; and
- That Council direct staff to post the 2019-2023 Consolidated Financial Plan to the City's website to allow for public input. (Recommended)
- OPTION 2:** That Council amends the 2019-2023 Consolidated Financial Plan.
- OPTION 3:** That Council defer the endorsement of the proposed 2019-2023 Consolidated Financial Plan for further discussion at a later Council meeting.
- It should be noted that deferring endorsement of this financial plan may hinder Council's ability to meet the May 15, 2019 deadline to adopt a five year financial plan and therefore impact the City's ability to generate tax notices on time.

Prepared by:

Annie Bérard

Annie Bérard, CPA, MBA  
Manager of Financial Planning

J. Nelson

Jennifer Nelson, CPA, CGA  
Director of Financial Services

Attachment:

1. 2019–2023 Consolidated Financial Plan



# 2019 Five Year Financial Plan

photo by:  
Craig Carson



CITY OF  
**COURTENAY**  
Financial Services



# 2019 – 2023 Five-Year Financial Plan

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# 2019 – 2023 Five-Year Financial Plan

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# 2019 – 2023 Five-Year Financial Plan

## City of Courtenay – Quick Facts



Official City Crest

Coordinates-City Hall  
UTM Zone 10:  
X: 356077 | Y: 5506012

Long: -124°59' 44" W  
Lat: 49° 41' 22" N

- **Incorporated:** January 1, 1915
- **Population:** 25,599 (2016 Census) | Comox Valley RD: 66,527 (2016 Census)
- **City Area:** 33.7 km<sup>2</sup> | 3,369 ha. | 8,324 acres
- **City Land Area** (not incl Courtenay R. or Harbour): 32.7 km<sup>2</sup> | 3,267 ha. | 8,075 acres
- **Private Dwellings:** 12,013 (2016 Census)
- **Private Dwellings occupied by usual residents:** 11,704 (2016 Census)
- **Density per km<sup>2</sup>:** 783
- **Population Growth (2011 – 2016):** +5.7%

Courtenay is a city on the east coast of Vancouver Island in the province of British Columbia, Canada. The city was named after the Courtenay River, which in turn, was named after George William Courtenay, captain of the British ship HMS Constance, which was stationed in the area between 1846 and 1849. Courtenay is the largest, and only, city in the Comox Valley Regional District.

### Statistics

#### Utilities

##### Sanitary

**Sanitary Sewer Mains:** 160.5 km (Nov 2018) incl 6.7km forcemain

**Sanitary Sewer Connections:** 8,392 (Estimate, based on Water)

**Sanitary Lift Stations:** 11 Stations (22 Pumps)

##### Storm

**Storm Sewer Mains:** 162.4 km (Nov 2018)

**Storm Catch basins:** 4,083 (Nov 2018)

**Storm Sewer Connections\*\*:** 7,550 (Estimate)

##### Water

**Water Mains\*:** 173.3 (Nov 2018)

**Water Service Connections:** 8,392 (Jan 2019)

**Water Meters Setters:** 1,831 (Jan 2019)

**Fire Hydrants:** 764 (Jan 2019) **Blow-off Valves:** 137 (Jan 2019)

**Mainline Valves:** 1,819 (Jan 2019) **Air Valves:** 87 (Jan 2019)

**Booster Station:** 5 pumps **PRV's:** 5 (Jan 2019)

##### Transportation

**Roads:** 161 km | 341 lane km (Nov 2018)

Arterial: 64 lane km | Collector: 81 lane km | Local: 196 lane km

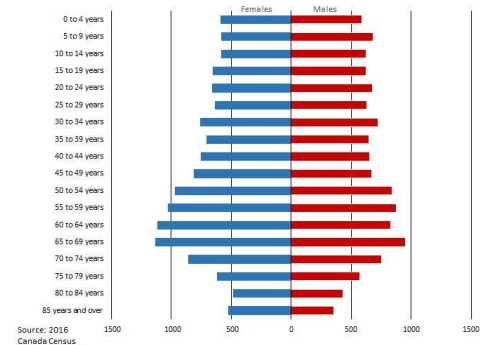
**Sidewalks:** 166km (Nov 2018) **Paved Walkways:** 10.6 km (2019)

**Streetlights:** 1,342 (Nov 2018) incl. **174 Ornamental**

**Signalized Intersect's:** 20 + 2 Flashing 4-Way Beacon (Nov 2018)

**Traffic Signals (individual):** 111 **Ped Controlled Crossings:** 11

### Age Pyramid for Courtenay, BC (Census 2016)



### Environment

**Oceanfront:** 3.1 km

**Riverfront:** 12.0 km

**Max Elevation:** 94m (Waters PI Reservoirs)

**Min Elevation:** 0m (Comox Harbour)

#### Notes:

\*\*Storm Connections based on number of parcels in area with Storm utilities, where connections area known to have been installed.

\*The Comox Valley Regional District transmission water mains throughout the City of Courtenay not included in the numbers posted. Numbers posted included the Sandwich water district mains and hydrants.

All Data compiled by the City of Courtenay AMTS (2019-01-10)



## Introduction

The five year financial plan provides a framework for planning and managing the City's resources, revenues and expenditures each year under the umbrellas of the City's strategic priorities and long-term asset management plans.

This 2019-2023 financial plan was developed as a broad-based, collective effort and was strongly influenced by the six themes of Council's 2019-2022 Strategic Priorities as presented on the next page. Efforts were also made to remain within Council's "Area of Control", "Area of Influence" and "Area of Concern" as defined in the adopted strategic priorities document.

The *Community Charter* outlines the purposes and fundamental powers of a municipality under sections 6 and 7, and establishes Council as the governing body.

Municipal purposes include:

- a. Providing for good government of its community;
- b. Providing for services, laws and matters of community benefit;
- c. Providing for the stewardship of the public assets of its community; and,
- d. Fostering the economic, social and environmental well-being of its community.

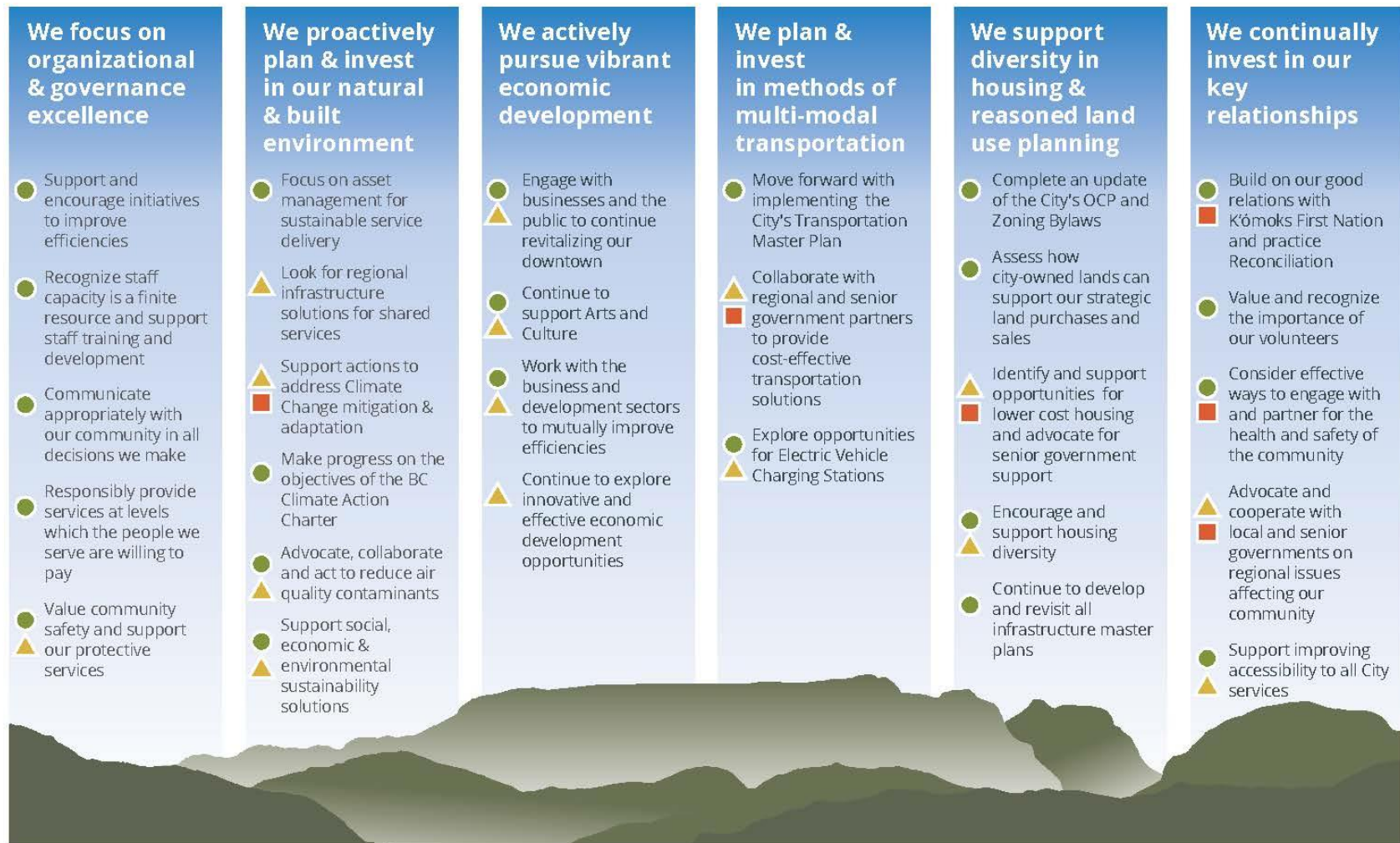
Section 165 of the *Community Charter* requires that a local government adopt an annual five-year balanced financial plan bylaw before the annual tax rate bylaw is adopted each year prior to May 15.

Section 166 of the *Community Charter* states that Council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

Spending for service provision or for capital programs cannot move forward without Council's approval and direction. While the Financial Plan lays the groundwork for the organization and is the City's principal document, nothing is accomplished without Council approving or directing how finite resources will be allocated to pay for operational costs and capital programs.



## STRATEGIC PRIORITIES 2019 – 2022



**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



**CITY OF  
COURTENAY**

# 2019 – 2023 Five-Year Financial Plan

## Asset Management

In accordance with Council's Strategic Priorities and Asset Management Policy, the 2019-2023 Capital Financial Plan was guided by the principles of Asset Management. Two concepts explain its purpose and scope: first, the objective of Asset Management is to meet a required level of service, in the most cost effective manner, through the management of assets for present and future users. Second, lifecycle asset management encompasses all practices associated with considering management strategies as part of the asset lifecycle by looking at the lowest long-term cost when making decisions.

Sound Asset Management practices enable Sustainable Service Delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs and services. This focus is summarized by the following excerpt from Council's Asset Management Policy adopted in June of 2015:

The City's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, repair, renewal, upgrade, replacement and disposal of capital assets by:

- a) Ensuring that Courtenay's capital assets are provided in a manner that respects socio/cultural, economic and environmental sustainability;
- b) Meeting all relevant legislative and regulatory requirements;
- c) Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
- d) Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them;
- e) Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- f) Creating a corporate culture where all employees play a part in overall care for City assets by providing awareness, training and professional development; and
- g) Providing those we serve with services and levels of service for which they are willing to pay.





## Financial Plan Overview

The Financial Plan information in this report is presented in four sections:

- Consolidated Financial Plan
- General Fund
- Sewer Fund
- Water Fund

It is intended to provide the reader with a perspective of what the City is working toward over the next five years and provide complementary information to the annual financial report issued each year.

### *Budgeting by Funds*

The City provides a variety of services that are budgeted through three different operating funds, and three different capital funds. Annual property taxation and most other types of revenue are recognized in the General Fund whereas the Water and Sewer utility operating funds are intended to be self-supporting through separate and specific user fees and taxes.

### The General Fund

The General Fund is divided into seven standard divisions utilized by most local governments. Within each division is the plan for each department and functional area. These plans are presented in a summarized format that is intended to facilitate the budget decision-making process.

The General Fund accounts for the widest variety of City activities. The costs of policing, fire and emergency services, engineering, streets and roads, planning and development, parks, recreation, culture, building maintenance, animal control, bylaw enforcement, solid waste services, and the majority of administrative costs of the City are shown in this fund. Most service areas generate additional revenue sources that are used to offset the cost of the service provided, and reduce the reliance on property taxes; however the largest revenue source continues to be property taxes.

### The Water and Sewer Utility Funds

The Water Utility fund accounts for the City's activities in distributing potable water to the community while the Sewer Utility fund accounts for the removal of the waste water generated by residents. The Comox Valley Regional District (CVRD) provides bulk water and waste water treatment to Courtenay and surrounding regional partners. The CVRD bills Courtenay for water based on bulk water utilized and sewer services based on recorded proportional flows.

The activities in the Water and Sewer funds are paid via User Fees and Frontage-Parcel taxes on properties. There is a budgeted transfer from the General Fund to the water and sewer utility funds that represents the administrative costs associated with general government and public works providing services to each of these respective areas. Administrative costs are essentially the staff time and other resources required to provide support for each service.

# 2019 – 2023 Five-Year Financial Plan

## Operating Budget Surplus

This budget follows generally accepted accounting principles by recording all revenues as operating revenues and only operating expenses as expenses. The result is a surplus from operations that is allocated to Capital purchases and projects, loan payments and contributions to reserves.

Unlike federal and provincial levels of government in Canada, municipal governments are not allowed to run deficits. Each year, they must balance their budgets, as required under the provincial legislation that governs their operations.

## Capital Assets

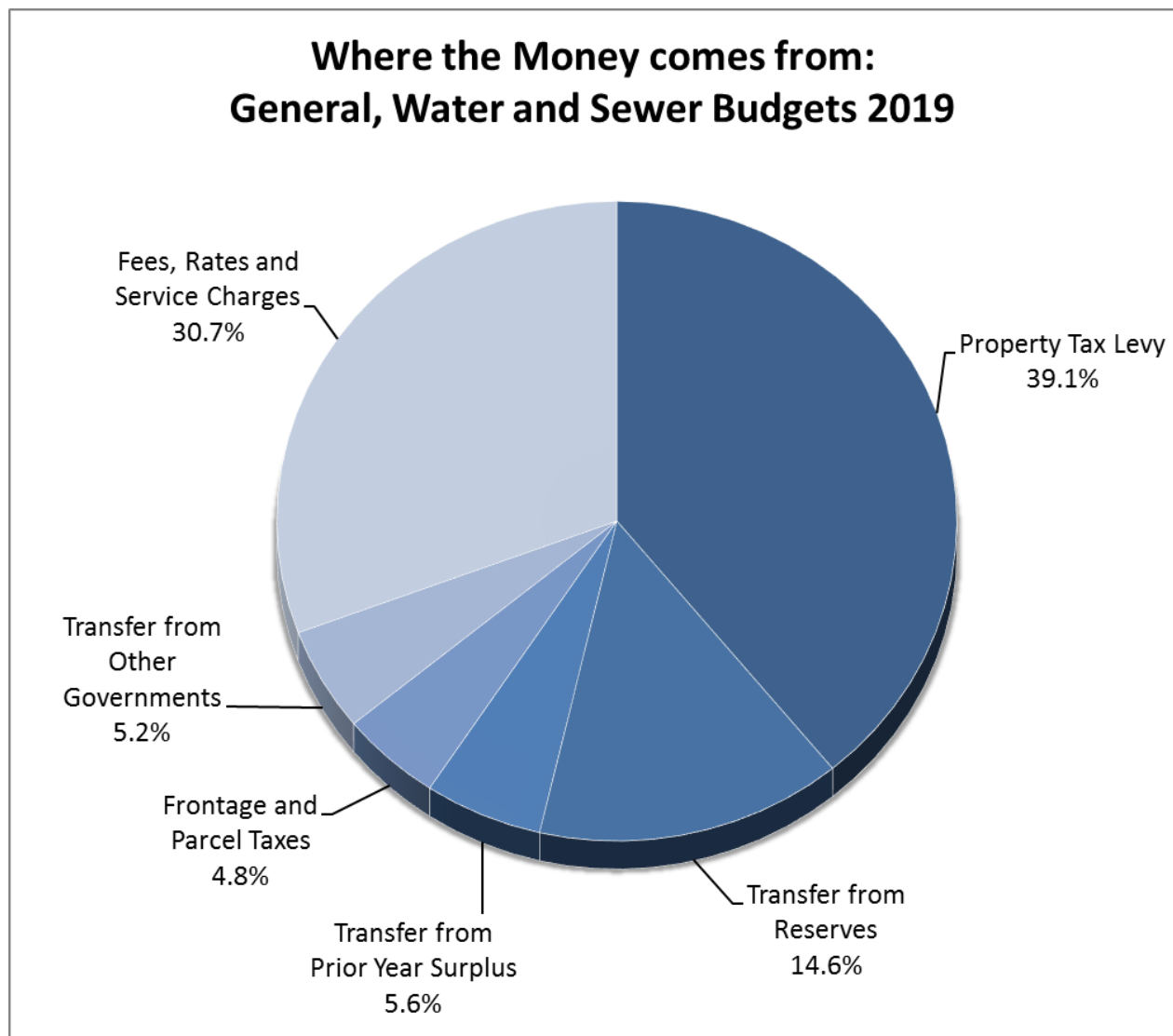
The Capital budget proposals have been developed based on the City's Asset Management Program. These were collectively identified by the Asset Management Working Group for consideration by the Chief Administrative Officer, and developed from an organization-wide perspective while also considering existing staff capacity and making best efforts to reduce the risk of in-service failures that might potentially lead to service disruption. A summary and more detailed list of capital spending are available later in this document. Total capital spending in 2019 is projected to be just under \$14 million.

## Consolidated Financial Plan Table

Consolidated Summary (without amortization)	2018	2019	2020	2021	2022	2023
	Final Budget	Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
<b>Revenues</b>						
Operating Revenues	50,795,000	52,959,000	56,862,300	57,851,200	60,531,300	62,488,800
Reserves & Surplus	14,438,100	13,418,300	11,632,700	5,152,700	5,775,400	4,844,700
New Debt Financing	-	-	20,033,000	13,709,300	5,300,000	6,700,000
	<b>65,233,100</b>	<b>66,377,300</b>	<b>88,528,000</b>	<b>76,713,200</b>	<b>71,606,700</b>	<b>74,033,500</b>
<b>Expenses</b>						
Operating Expenses	45,559,200	47,286,400	47,814,300	48,424,800	50,046,500	51,091,800
Capital Assets	14,727,700	13,984,200	34,883,800	21,140,800	13,337,800	13,527,000
Capital Debt Payments	1,552,600	1,538,100	2,149,000	3,258,900	3,943,000	4,311,700
Transfers to Reserves & Surplus	3,393,600	3,568,600	3,680,900	3,888,700	4,279,400	5,103,000
	<b>65,233,100</b>	<b>66,377,300</b>	<b>88,528,000</b>	<b>76,713,200</b>	<b>71,606,700</b>	<b>74,033,500</b>

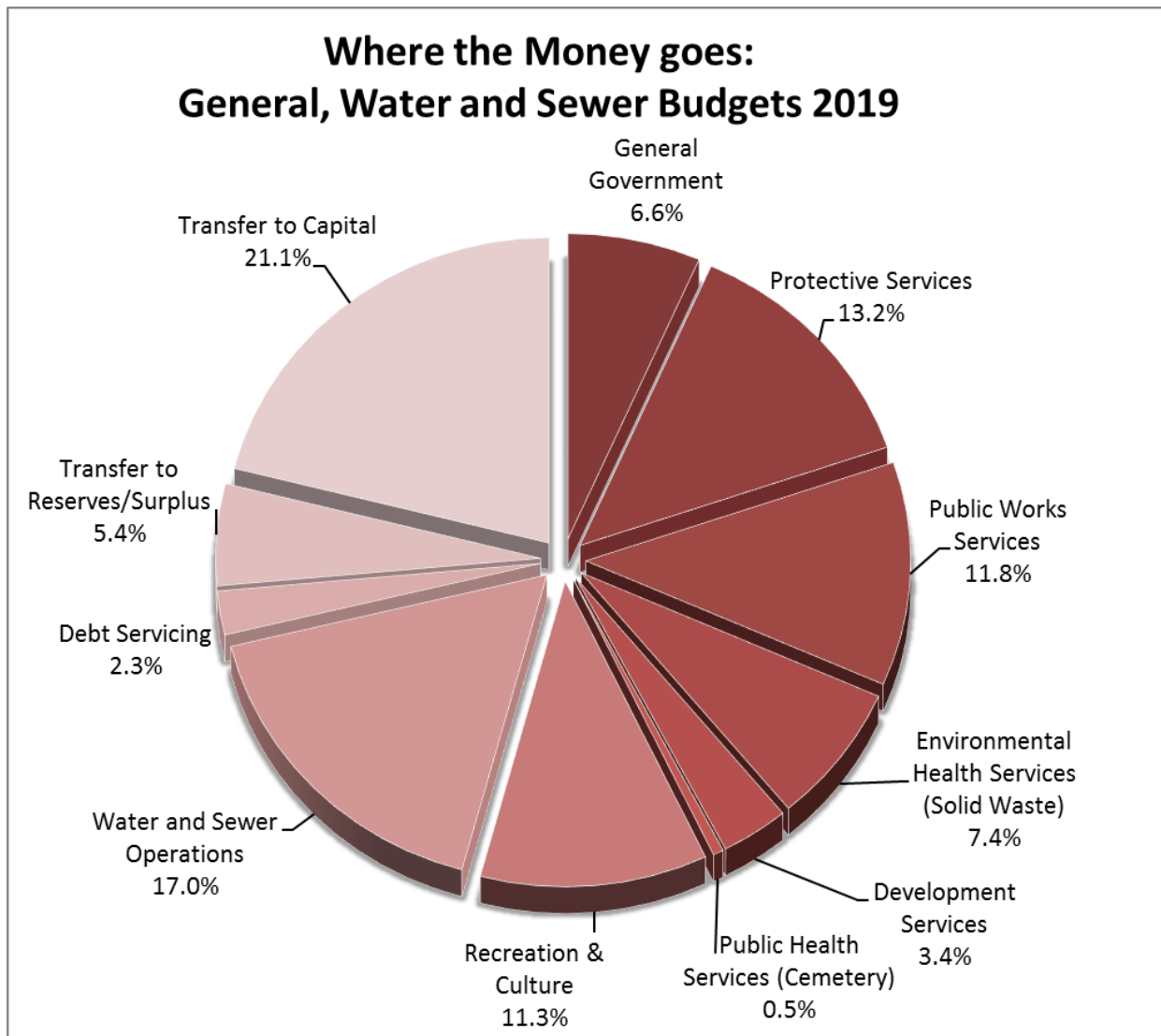
# 2019 – 2023 Five-Year Financial Plan

## Consolidated Financial Plan – Source of Funds Chart



# 2019 – 2023 Five-Year Financial Plan

## Consolidated Financial Plan – Use of Funds Chart



# **Consolidated Financial Plan**



# 2019 – 2023 Five-Year Financial Plan

## Revenue and Funding Sources

The City's activities are supported by revenues from a variety of sources. This section provides information on the City's objectives and policies as established by Revenue and Tax Policy #1700.00.01, and includes information in light of these policies. Some of the information reported in this section is included in Schedule A of the Financial Plan Bylaw 2967 to meet the reporting requirements of the BC *Community Charter*, the primary Provincial legislation that governs the financial operations of municipalities.

The consolidated Financial Plan identifies 2019 revenue sources. The following table summarizes revenue sources. A detailed listing is presented further in this section.

### Consolidated Financial Plan – Revenues Table

Consolidated Revenues	Budget	Budget	Proposed Budget			
	2018	2019	2020	2021	2022	2023
<b>Taxes</b>						
General Property Taxes	24,024,400	25,196,000	26,732,000	28,836,500	30,675,300	31,902,500
Collections for Other Governments	21,021,800	21,941,800	22,654,600	23,108,900	23,567,000	23,948,300
Total Property Taxes	45,046,200	47,137,800	49,386,600	51,945,400	54,242,300	55,850,800
Frontage & Parcel Taxes	3,133,400	3,186,500	3,552,000	3,644,300	3,744,000	3,848,600
Grants in Place of Property Taxes	462,400	489,000	498,800	508,800	518,900	529,200
% of Revenue Tax	399,500	410,000	418,200	426,700	435,200	444,000
Total Taxes Collected	49,041,500	51,223,300	53,855,600	56,525,200	58,940,400	60,672,600
Less: Transfers to Other Governments	(21,165,500)	(22,107,600)	(22,823,800)	(23,281,400)	(23,743,000)	(24,127,900)
<b>Net Taxes for Municipal Purposes</b>	<b>27,876,000</b>	<b>29,115,700</b>	<b>31,031,800</b>	<b>33,243,800</b>	<b>35,197,400</b>	<b>36,544,700</b>
<b>Other Revenues</b>						
Fees and Charges	18,612,300	19,546,100	20,475,900	21,324,100	22,026,100	22,606,300
Revenue from Other Sources	1,754,800	1,795,300	1,350,500	1,332,600	1,314,600	1,296,900
Other Contributions	671,000	818,500	2,284,900	195,000	200,000	210,000
Transfers from Other Govt & Agencies	1,880,900	1,683,400	1,719,200	1,755,700	1,793,200	1,830,900
Total Other Revenues	22,919,000	23,843,300	25,830,500	24,607,400	25,333,900	25,944,100
<b>Total Operating Revenues</b>	<b>50,795,000</b>	<b>52,959,000</b>	<b>56,862,300</b>	<b>57,851,200</b>	<b>60,531,300</b>	<b>62,488,800</b>
<b>Transfers From Reserves and Surplus</b>						
From Reserves	12,646,400	9,682,100	8,290,200	4,323,400	5,521,900	4,631,400
From Surplus	1,791,700	3,736,200	3,342,500	829,300	253,500	213,300
<b>Total from Reserves and Surplus</b>	<b>14,438,100</b>	<b>13,418,300</b>	<b>11,632,700</b>	<b>5,152,700</b>	<b>5,775,400</b>	<b>4,844,700</b>
<b>Funding from Debt</b>	<b>-</b>	<b>-</b>	<b>20,033,000</b>	<b>13,709,300</b>	<b>5,300,000</b>	<b>6,700,000</b>
<b>Total Revenues</b>	<b>65,233,100</b>	<b>66,377,300</b>	<b>88,528,000</b>	<b>76,713,200</b>	<b>71,606,700</b>	<b>74,033,500</b>

### *Property value taxes and parcel taxes*

About half of the City's total operating revenues are obtained through property value taxation. When reviewing the level of funding from taxation, the City first identifies the amount of expenditures required to provide all of the desired municipal services to users. It then quantifies the amount of revenue from other sources (other than property taxes) that the City can expect to receive through fees and charges, federal and provincial government grants, transfers from reserves and surplus, etc. The difference between budgeted expenditures and other revenue sources is the amount of property tax revenue the City must collect to provide services and balance the budget.

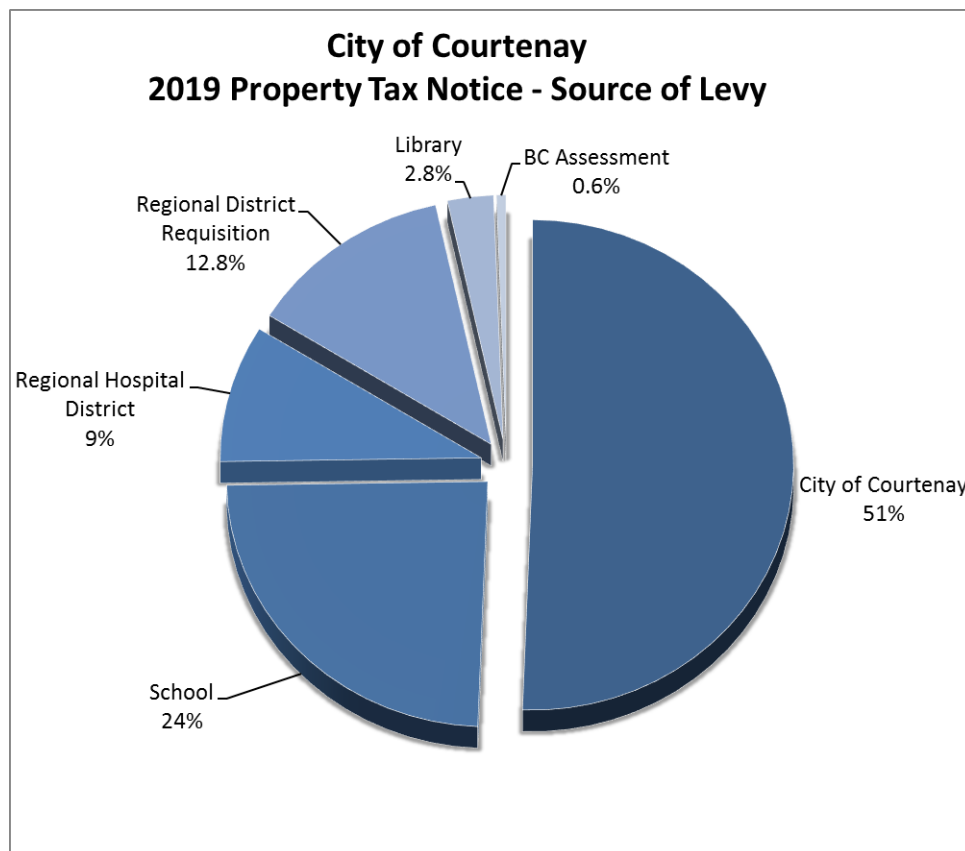
# 2019 – 2023 Five-Year Financial Plan

The City is challenged to maintain stable or reduced taxation levels, while maintaining or increasing service levels. When the cost of providing a service increases (e.g. through inflation, changes in statutory requirements, or increases to demand from growth), the City must either raise more revenue to provide the same level of service or reduce the level of service to maintain the same level of funding.

The City's policy is to utilize new sources of revenue from senior governments whenever it is available in order to reduce its dependency on property tax resources. For example, if a specific area receives a local infrastructure improvement, the City is legislatively authorized to impose a parcel tax to those properties benefiting from the receipt of the local improvement. Sections 200 – 204 of the *Community Charter* outline the process to be followed.

The City also collects property value taxes on behalf of other agencies. As can be seen in the graphic below, these costs make up almost half of the annual property tax bill, and are clearly outside Council's Area of Control: "The policy, works and programming matters that fall within Council's jurisdictional authority to act". In these instances, the City is mandated by legislation to act as the collection agent on behalf of the other agencies entitled to collect funds from property value taxation and the City must then convey the funds to them. The City receives no fees for carrying-out these functions and with the exception of representation at the Comox Valley Regional District, Council has no influence over how all these other funds are calculated or expended.

## 2019 Sources of Property Tax Levy Chart \*Preliminary



# 2019 – 2023 Five-Year Financial Plan

## Property Tax Increases

The 2019 budget for municipal property taxes reflects an overall increase of 2.75% over prior year taxes to fund general operations. This increase is to ensure levels of service are maintained in response to a number of cost drivers that directly impact the City's operations. A more detailed list of specific external cost drivers is outlined in the "Cost Drivers" section of this report.

The infrastructure levy was originally established in 2015 at 0.25% and 2016 at 1.5%. After a pause in 2017 and 2018, Council approved for 2019 a contribution to the infrastructure reserve equivalent to 1% funded by the Gaming fund, with therefore no impact on taxation. It is recommended to reinstate the levy at 1.25% for 2020 and gradually raise by 0.25% for the following three years to maintain a reserve for the long-term renewal program. This levy will be reviewed annually and informed by the refinement of specific asset management plans.

## Projected Taxes for Municipal Purposes Table \*Preliminary

Taxes for Municipal Purposes	Budget 2018	Budget 2019	2020	Proposed Budget		
				2021	2022	2023
<b>REVENUES</b>						
<b>Annual increase</b>						
General Operations	1.50%	2.75%	3.00%	3.25%	3.00%	2.50%
Debt Levy	0.00%	0.00%	0.95%	3.53%	2.15%	0.22%
		2.75%	3.95%	6.78%	5.15%	2.72%
Special Levy - Infrastructure Renewal	0.00%	0.00%	1.25%	1.25%	1.50%	1.75%
	0.00%	2.75%	5.20%	8.03%	6.65%	4.47%
<b>General Property Taxes</b>						
General Purpose	21,111,900	22,245,100	23,376,000	24,548,700	25,697,200	26,749,600
Property Tax Estimation New Construction	400,000	450,000	400,000	400,000	400,000	400,000
Infrastructure & Asset Management Levy	-	-	288,700	302,200	380,200	463,700
BIA	60,000	60,000	60,000	60,000	60,000	60,000
Debt Levy	1,272,500	1,250,100	1,477,200	2,369,900	2,956,100	3,020,700
General Tax Supplementary Adjustment	(75,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Library	1,255,000	1,340,800	1,280,100	1,305,700	1,331,800	1,358,500
Total General Property Taxes	24,024,400	25,196,000	26,732,000	28,836,500	30,675,300	31,902,500
Collections for Other Governments (Estimates)	21,021,800	21,941,800	22,654,600	23,108,900	23,567,000	23,948,300
Total Property Taxes	45,046,200	47,137,800	49,386,600	51,945,400	54,242,300	55,850,800
Frontage & Parcel Taxes	3,133,400	3,186,500	3,552,000	3,644,300	3,744,000	3,848,600
Grants in Lieu of Property Taxes	462,400	489,000	498,800	508,800	518,900	529,200
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Less Transfer to Other Governments	(21,165,500)	(22,107,600)	(22,823,800)	(23,281,400)	(23,743,000)	(24,127,900)
<b>Taxes for Municipal Purposes</b>	<b>27,876,000</b>	<b>29,115,700</b>	<b>31,031,800</b>	<b>33,243,800</b>	<b>35,197,400</b>	<b>36,544,700</b>



# 2019 – 2023 Five-Year Financial Plan

## Property Tax Rates

The City determines the “tax rate” (a charge per \$1,000 of assessed property value) by dividing the sum of all the assessed property values in the City by the amount of property tax revenue that must be collected. The “tax rate” is simply a means of determining the proportional amount each individual property owner must pay to receive the package of services provided by the City.

The variable tax rate system in BC levies more of the property tax burden to owners of more valuable properties and improvements than to owners of less valuable properties, as individuals owning more valuable properties, in general, have an ability to pay more than those in lesser valued properties. These values are set annually by a third party called the BC Assessment Authority in accordance with the *BC Assessment Act*. The City is entitled to set local annual tax rates based only upon these assessed values, but may not vary or influence the value of the assessments in any way. So, that is why a property owner who may wish to appeal the assessed value of their property and improvements may only seek a review from the BC Assessment Authority, not the City.

The tax rate each year is based on the revenue Council decides to collect and the assessed values of all the properties in the City at that time. Changes in the total assessed property values in the City will cause the tax rate to change, but on its own, it has no effect on the amount each property owner must pay unless his/her assessed value change is different from the average change in value.

## 2017 - 2019 Property Tax Rates Table \*Preliminary, 2019 rates subject to Council approval

Class #	Class	2017 Rate	2018 Rate	Preliminary 2019 Rate
1	Residential	3.9768	3.4289	3.0332
2	Utilities	27.0373	24.002	21.2323
3	Supportive Housing	3.9768	3.4289	3.0332
4	Major Industry	15.5095	13.3725	11.8294
5	Light Industry	15.5095	13.3725	11.8294
6	Business	10.8149	10.4232	10.1612
8	Recreation/Non-Profit	3.9768	3.4289	3.0332
9	Farm	3.9768	3.4289	3.0332
	<b>Total</b>	<b>84.7784</b>	<b>74.8858</b>	<b>67.1851</b>
	<i>Percentage Change between Current Year and Prior Year Municipal Tax Rates</i>	<i>-2.88%</i>	<i>-11.67%</i>	<i>-10.28%</i>

# 2019 – 2023 Five-Year Financial Plan

## Proportion of revenue by source

The City's policy is to try to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities. The following tables provide a summary of the total dollars and the percentage of revenue from the various sources, and a comparison of these values and percentages over the past two years.

## 2017 – 2019 Proportion of Revenue by Source Chart

	2017		2018		2019	
Revenue Source	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	24,056,300	39.19%	24,954,500	38.15%	25,929,200	39.06%
Parcel Taxes	2,858,000	4.66%	3,133,400	4.79%	3,186,500	4.80%
Fees and Charges	17,424,000	28.39%	18,612,300	28.45%	19,546,100	29.45%
Other Sources	5,484,000	8.93%	4,306,700	6.58%	4,297,200	6.47%
Reserves/Surpluses	11,560,200	18.83%	14,413,100	22.03%	13,418,300	20.22%
Borrowing	0	0.00%	0	0.00%	0	0.00%
<b>TOTAL</b>	<b>\$61,382,500</b>	<b>100.00%</b>	<b>\$65,420,000</b>	<b>100.00%</b>	<b>\$66,377,300</b>	<b>100.00%</b>

## Frontage and Parcel Taxes

The City levies frontage taxes on all properties whether they are, or could be, connected to the City's water and sewer services. The purpose of these rates is to provide resources to support infrastructure maintenance and capital renewal for the water and sewer utilities. In 2019, the frontage tax rate for the sewer utility is unchanged at \$10.24 per meter of frontage and the 2019 frontage tax rate for the water utility is maintained at \$5.84 per meter.

The City levies parcel taxes for local area improvements provided to specific properties that have chosen to finance, over time, the cost to connect to the City's services as opposed to paying a one-time fee.

# 2019 – 2023 Five-Year Financial Plan

## Permissive Tax Exemptions

The City grants permissive tax exemptions to qualifying organizations, as authorized by the *Community Charter*. A permissive tax exemption is approved at the discretion of Council. After careful consideration of all applications, Council may approve a full, partial, or zero tax exemption. The tax exemption may vary for different applicants.

The City's policy 1960.00.01 regarding permissive tax exemptions is that the cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year. The permissive tax exemptions approved for 2019 are summarized below.

## Permissive Property Tax Exemptions Table

Permissive Property Tax Exemptions	2017 (\$)	2018 (\$)	2019 (\$) estimate
City owned properties / managed by not-for-profit groups	175,160	179,050	179,050
Not-for Profit Organizations	141,207	142,299	165,515
Churches	16,052	14,520	14,888
<b>TOTAL</b>	<b>332,419</b>	<b>335,869</b>	<b>359,453</b>
Prior year tax levy for municipal purposes	21,951,300	22,108,900	22,901,225
As a percentage of municipal tax levy	1.51%	1.52%	1.57%

# 2019 – 2023 Five-Year Financial Plan

## Tax Comparisons

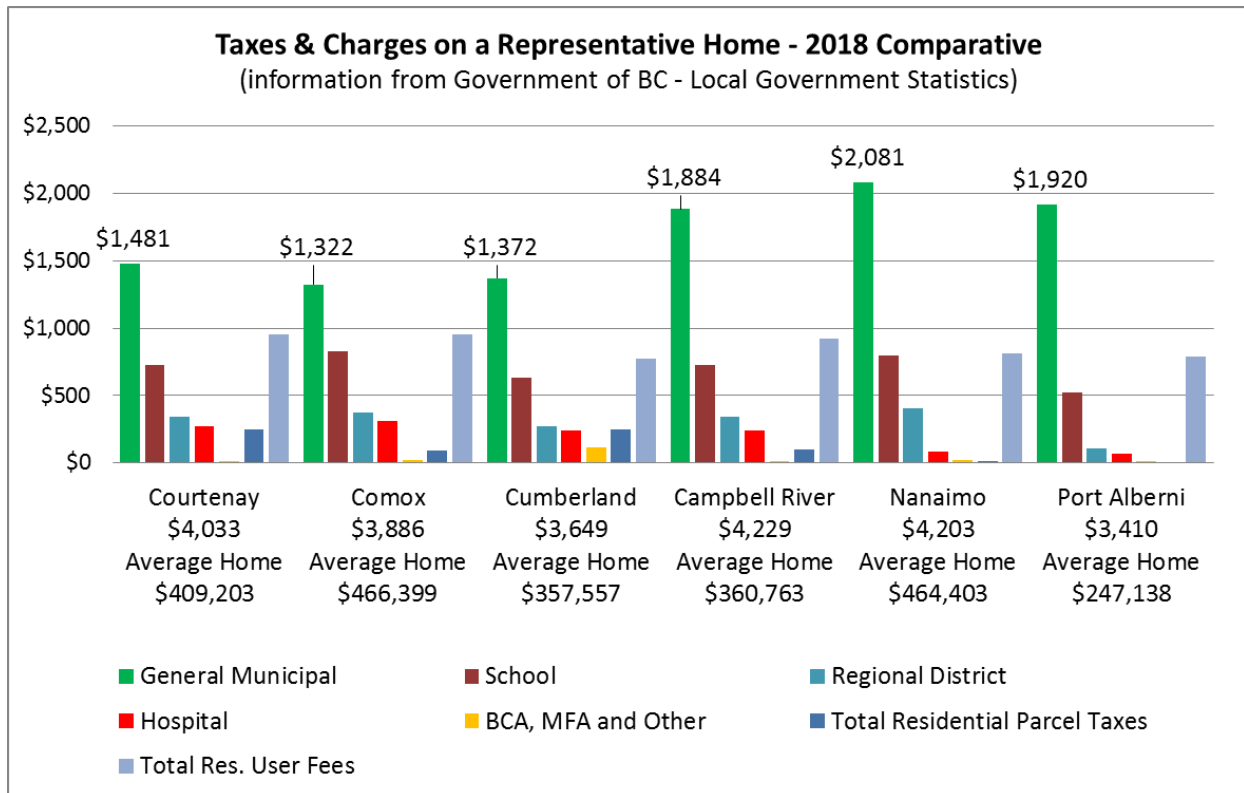
This section provides comparisons on the property value taxes and other taxes. These comparisons include a representative house, commercial taxes, and comparisons with other local governments. These comparisons are based on projected budgets.

### 2019 Property tax on a representative home \*Preliminary, 2019 rates subject to Council approval

The property tax increase for an “average” residential property, valued at \$435,600 in 2019, is estimated to be an increase of approximately \$38.92 for the municipal taxation portion of the tax notice. This is equivalent to \$3.24 per month.



### 2018 Taxes and Charges on a Representative House Graph



# 2019 – 2023 Five-Year Financial Plan

## 2019 Property tax on a representative business \*Preliminary, 2019 rates subject to Council approval

The Commercial taxes are based on a rate multiple of 3.35 times the residential tax rate. Considering the “average” commercial property, valued at \$819,300 in 2019, the 2019 municipal annual property taxes are estimated to increase \$278.50 – a 3.43 % increase over the prior year. The Commercial Class includes a wide range of businesses, with a wide range of assessment valuations.

## Transfers to other governments

The City is required to collect and remit property taxes for other taxing authorities. In addition, a portion of the grants in place of property taxes received from federal and provincial Crown agencies are transferred to these agencies.

## Taxes Collected for Other Governments Table \*Preliminary

Taxes for Other Authorities	Budget 2018	Budget 2019	2020	Proposed Budget		2023
				2021	2022	
School - Non-residential	4,056,000	4,137,100	4,219,900	4,304,300	4,390,400	4,478,200
School - Residential	7,103,600	7,245,700	7,390,600	7,538,400	7,689,100	7,842,900
Regional District Requisition	4,184,100	4,267,800	4,353,200	4,440,200	4,529,000	4,619,600
Municipal Finance Authority	1,100	1,100	1,100	1,100	1,100	1,100
Regional Hospital District	5,406,300	6,014,000	6,408,200	6,537,600	6,664,400	6,707,600
BC Assessment	270,700	276,100	281,600	287,300	293,000	298,900
<b>Total</b>	<b>21,021,800</b>	<b>21,941,800</b>	<b>22,654,600</b>	<b>23,108,900</b>	<b>23,567,000</b>	<b>23,948,300</b>

## Fees and Charges

The City charges fees and levies for a number of services and activities, including charges for water, sewer and solid waste utilities, fees for recreation activities, fees for fire protection for other jurisdictions, charges for building, development and other permits, as well as fine revenue.

The City's 1700.00.01 Revenue and Tax Policy, adopted in 2008 and summarized in Appendix 1, Schedule A of the Financial Plan Bylaw 2967, is that wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of costs recovered by fees and charges will vary by Council policy decisions with respect to the nature of the service provided.

The following table provides a summary of the fees and charges the City levies by function, as well as the revenues from other sources and transfers from other Governments.

# 2019 – 2023 Five-Year Financial Plan

## Fees and Charges, and Other Revenues Table

Fees and Charges, and Other Revenues	Budget 2018	Budget 2019	2020	Proposed Budget		
				2021	2022	2023
<b>Fees and Charges</b>						
General Government Services	62,000	64,000	65,100	66,200	67,400	68,600
Protective Services	869,500	855,900	872,800	890,200	908,100	926,100
Public Works Services	37,300	22,700	22,900	23,200	23,500	23,700
Environmental Health Services						
Solid Waste	3,198,600	3,384,100	3,473,000	3,565,800	3,661,200	3,758,400
Sewer	4,767,900	5,043,600	5,315,700	5,609,400	5,919,200	6,097,800
Water	6,409,100	6,788,500	7,293,400	7,679,700	7,899,500	8,125,800
Total Environmental Health Services	14,375,600	15,216,200	16,082,100	16,854,900	17,479,900	17,982,000
Public Health Services	149,000	152,000	155,000	158,100	161,200	164,500
Development Services	1,350,100	1,364,600	1,371,600	1,389,000	1,406,800	1,424,700
Parks, Recreation, & Cultural Services	1,768,800	1,870,700	1,906,400	1,942,500	1,979,200	2,016,700
	18,612,300	19,546,100	20,475,900	21,324,100	22,026,100	22,606,300
<b>Revenue from Own Sources</b>						
General Revenue	156,800	146,600	149,300	152,100	154,800	157,600
Investment & Penalty Revenue	893,300	1,031,900	1,008,300	984,800	961,200	937,800
General Capital	721,000	416,500	-	-	-	-
Sewer	50,900	50,800	50,700	50,700	50,700	50,700
Water	132,800	149,500	142,200	145,000	147,900	150,800
	1,954,800	1,795,300	1,350,500	1,332,600	1,314,600	1,296,900
<b>Other Contributions</b>						
	471,000	818,500	2,284,900	195,000	200,000	210,000
<b>Transfers from Other Govt &amp; Agencies</b>						
Federal Government & Agencies	1,415,800	1,265,000	1,290,300	1,316,100	1,342,400	1,369,200
Provincial Government & Agencies	368,200	316,000	322,300	328,700	335,300	341,900
Local Government & Other Agencies	96,900	102,400	106,600	110,900	115,500	119,800
	1,880,900	1,683,400	1,719,200	1,755,700	1,793,200	1,830,900
	<b>22,919,000</b>	<b>23,843,300</b>	<b>25,830,500</b>	<b>24,607,400</b>	<b>25,333,900</b>	<b>25,944,100</b>

## Environmental Services - Utilities

The primary revenue source for Solid Waste and the Water and Sewer utilities are user fees. In order to provide sufficient funding for utilities, the sewer user fee increases by 5% in 2019. The water utility increases 6.5% in 2019. These increases have been approved by City Council in order to ensure that the water and sewer utilities remain self-funded and provide sustainable service delivery. Tipping fees at the Regional District are currently set at \$130.00 per tonne and are not expected to increase for 2019. However, the City has increased solid waste rates by 2% to provide additional revenue to cover rising contractor costs.

For 2019, the increase to residential consumers is \$16.21 for sewer, \$30.39 for water and \$3.23 for solid waste. The 2018 and 2019 utility rates for a single family dwelling are:

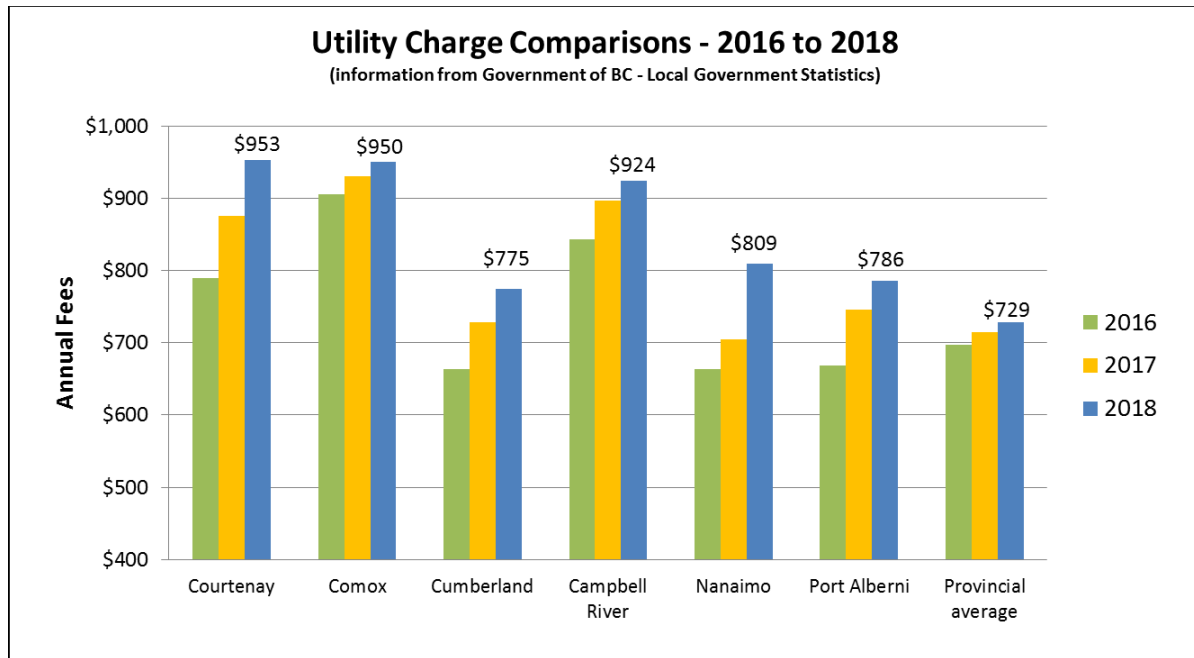
	2018	2019
Sewer	\$324.17	\$340.38
Water	\$467.53	\$497.92
Solid Waste	<u>\$161.44</u>	<u>\$164.67</u>
Total	<u>\$953.14</u>	<u>\$1,002.97</u>



# 2019 – 2023 Five-Year Financial Plan

The following graph provides a comparison of the 2016-2018 user fees for utilities with other local governments on Vancouver Island.

## Utility User Fees on Single Family Dwelling Graph



## Revenue from other sources

The City also receives revenue on the following:

- a) investment of reserves and surplus funds
- b) penalties and interest on taxes and utilities
- c) other contributions
- d) grants
- e) donations

The anticipated revenues from these sources are outlined in the Fees and Charges section of this report.

## ***Borrowing***

Borrowing is typically utilized to fund large capital projects that provide benefits to taxpayers over a long period of time.

The City has not incurred any new borrowing in the past few years. For 2019, long-term debt payments total \$1,538,100.

As of December 31, 2018, the City's outstanding debt was:

General:	\$ 9,355,035
Sewer:	\$ 1,805,840
Water:	<u>\$ 297,244</u>
Total:	<u>\$11,458,119</u>

The City follows *Community Charter* guidelines to determine long term debt capacity. Based on these guidelines, a municipality's long-term debt capacity is based on the total of all annual debt payments up to 25% of the municipality's prior year operating revenue from all funds (general, water and sewer).

For the City of Courtenay, this total payment ceiling would be \$12,490,000. The City currently only uses approximately 12.3% of the \$12.5M payment servicing limit, leaving the City in a strong position to determine future opportunities to borrow.

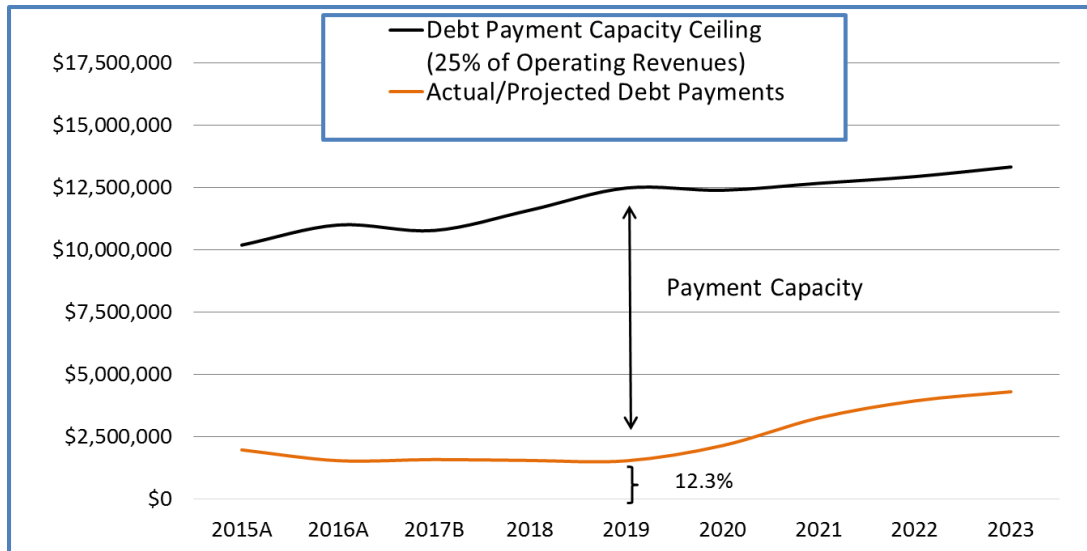
With the objective of proactively managing the City's capital assets through the Asset Management program, the City will need to consider borrowing funds to facilitate future capital renewal. While some major capital renewal may be funded using grants and contributions from other sources, such as developer contributions through Development Cost Charges, new borrowing will be needed in future years. This will become more clear as the City continues to progress in developing its Asset Management Program.



# 2019 – 2023 Five-Year Financial Plan

The following graph depicts the City's borrowing capacity.

## Borrowing Capacity Graph



## Reserves and Surplus

The City plans for future projects by creating reserve funds for initiatives requiring significant capital investment. This section summarizes the use of reserve and surplus funds for 2019. A summary of the anticipated balances in the various reserves and surplus accounts is provided for each of the funds later in this report.

The 2019 Financial Plan requires to draw \$13.4 million from reserves and surpluses to fund projects, initiatives, and operations as detailed below.

## Revenues from Reserves and Surplus for 2019 Table

	General		Sewer		Water		
Revenues from Reserve and Surplus 2019	Operating	Capital	Operating	Capital	Operating	Capital	Total
Reserves	1,725,300	5,835,000	1,312,700		17,500	791,600	9,682,100
Prior Year Surplus	1,356,800	743,500	611,700		221,900	456,700	3,390,600
Unexpended debt		345,600					345,600
<b>Total</b>	<b>3,082,100</b>	<b>6,924,100</b>	<b>-</b>	<b>1,924,400</b>	<b>239,400</b>	<b>1,248,300</b>	<b>13,418,300</b>

# **General Fund**

## **Operating Expenses**

## **Capital Transactions**

## **Reserves and Surplus**



## General Fund

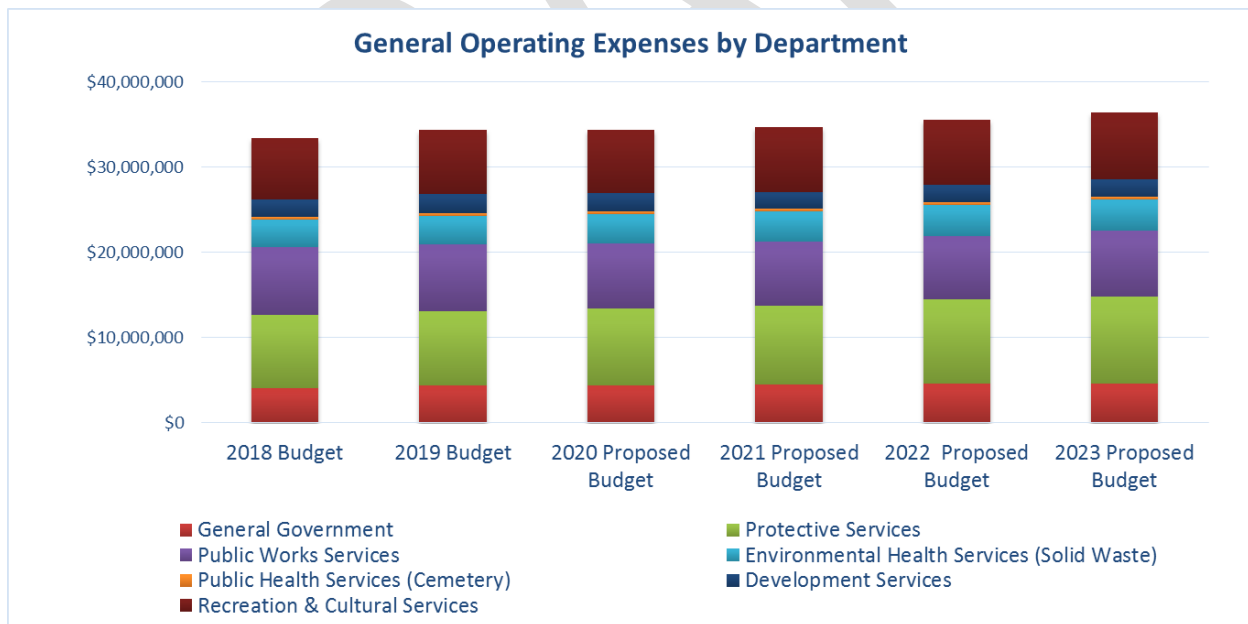
### *General Operating Expenses*

This section includes budget details on the operational functions of City Services. Operating expenses are separated into seven distinct service areas:

- General Government, providing governance and internal support for the entire organization
- Protective Services includes Police, Fire and Bylaw Enforcement services
- Public Works Services includes Engineering, Asset Management, Roads, Walkways, Storm Sewer, Street Lighting services, Civic Properties Maintenance and Parks
- Environmental Health includes Solid Waste
- Public Health includes Cemetery services
- Development Services includes Land Use Planning, Subdivision Development and Building Inspection services
- Recreation and Cultural Services includes Recreation Facilities and Program services as well as buildings leased to various cultural and leisure activity providers.

The graph below illustrates the general operating expenses for 2018 budget and 2019 to 2023 proposed budget.

### General Operating - Expenses by Department Graph



# 2019 – 2023 Five-Year Financial Plan

## Cost Drivers

External cost drivers are those that are outside of the direct control of the City, and typically represent energy costs, labour costs, and external contracts such as the RCMP contract and shared services such as utilities and waste management.

The City's operating costs are impacted by the following External Cost Drivers. The impacts are reflected in the proposed budgets.

### Personnel

- CUPE, Exempt, Council, Volunteer Fire salary contractual increases: \$272,600
- New Employer Health Tax: \$250,000
- Benefit increases: \$215,000

### Services

- Protective Services – RCMP contract increase: \$86,500
- Election costs: reduction of \$45,000 from 2018 Budget

### Other

- Insurance, Hydro Increases: \$45,700
- Regional Emergency Requisition increase: \$17,400
- 3.0% Consumer Price Increases for purchased goods and services in BC for 2018

## General Operating - Expenses by Division Table

Operating Expenses by Division (excluding amortization)	2018 Budget	2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget
General Government	4,132,200	<b>4,392,500</b>	4,412,400	4,471,300	4,618,500	4,628,900
Protective Services	8,579,100	<b>8,735,100</b>	9,003,400	9,266,000	9,932,600	10,241,500
Public Works Services	7,925,000	<b>7,859,300</b>	7,686,300	7,551,000	7,387,200	7,633,300
Environmental Health Services (Solid Waste)	3,197,400	<b>3,296,700</b>	3,385,700	3,481,800	3,581,200	3,683,700
Public Health Services (Cemetery)	305,600	<b>345,300</b>	350,900	356,500	362,400	368,600
Development Services	2,021,600	<b>2,239,900</b>	2,101,100	1,984,600	2,019,400	2,054,500
Recreation & Cultural Services	7,192,800	<b>7,511,000</b>	7,423,500	7,549,300	7,674,100	7,805,200
<b>Total</b>	<b>33,353,700</b>	<b>34,379,800</b>	<b>34,363,300</b>	<b>34,660,500</b>	<b>35,575,400</b>	<b>36,415,700</b>

## General Operating - Expenses by Economic Segment Table

Operating Expenditures by Economic Segment (excluding amortization)	2018 Budget	2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget
Council Indemnity, Allowance, Benefits	208,400	<b>231,000</b>	235,600	240,300	245,100	250,000
Personnel	14,313,800	<b>15,424,900</b>	15,656,000	15,766,800	16,146,900	16,406,300
General Services	14,021,600	<b>13,927,600</b>	13,676,500	13,673,400	14,158,300	14,602,700
Insurance	509,900	<b>524,000</b>	526,500	535,600	544,400	552,400
Goods	1,882,600	<b>1,843,800</b>	1,791,700	1,764,800	1,768,200	1,771,500
Utilities	1,030,000	<b>1,061,600</b>	1,074,600	1,103,600	1,116,800	1,154,700
Grants	483,200	<b>500,400</b>	506,300	512,800	519,600	531,200
Transfers / Interdepartment Charges	786,800	<b>964,600</b>	964,000	1,054,800	1,056,000	1,057,500
Other Government - CVRD	1,408,200	<b>1,407,000</b>	1,490,300	1,550,500	1,613,100	1,678,300
Library Requisition	1,255,000	<b>1,340,800</b>	1,367,600	1,395,000	1,422,900	1,451,300
Sub-total	35,899,500	<b>37,225,700</b>	37,289,100	37,597,600	38,591,300	39,455,900
Interfund charges	(2,545,800)	<b>(2,845,900)</b>	(2,925,800)	(2,937,100)	(3,015,900)	(3,040,200)
<b>Total</b>	<b>33,353,700</b>	<b>34,379,800</b>	<b>34,363,300</b>	<b>34,660,500</b>	<b>35,575,400</b>	<b>36,415,700</b>

## General Government Services

General Government Services are the centralized services common to all functions of the organization. This includes the offices of Council, the CAO, Corporate Services, Communications, Human Resources, Financial Services, Purchasing, Stores, Information Technology, GIS, and other general services.

## Legislative Services

The Legislative Services budget supports the “offices” of Council. It includes Council indemnity and expenses, travel costs, attendance at conferences (the Union of BC Municipalities annual convention, and the Federation of Canadian Municipalities annual convention, etc.), indemnity insurance and miscellaneous supplies.

## Corporate Administration

Corporate Administration includes the office of the CAO, the Corporate Officer, Human Resources, Corporate Communications, Occupational Health and Safety, Strategic Initiatives and Business Performance.

## Financial Services

The Financial Services Department is responsible for overseeing the City's financial assets and long term financial planning. The department provides support to all other City departments and communicates financial information to Council, the general public, and other government agencies.

The Purchasing Division is part of Financial Services and provides supply management and risk management services to the various City departments to ensure goods and services are sourced and provided in an ethical, transparent and efficient manner.

## Information Technology / Geographical Information System

The IT/GIS division provides computer systems and technology to support organization-wide administrative and technical processes, including the financial information system and the work order management system. Work is continuing on systems for Development Services, Recreation Services, and the Geographical Information System (GIS).

## Other Services

This section includes general expenses related to City Hall, the 2018 Elections, Insurance, and legal services. General government costs are also partially allocated to the water and sewer utilities.

# 2019 – 2023 Five-Year Financial Plan

## General Government Services - Expenses by Department Table

General Government Services Expenses by Department	2018 Budget	2019 Budget	Budget increase (decrease)
Legislative Services	269,900	<b>329,800</b>	59,900
Corporate Administration	2,172,700	<b>2,223,200</b>	50,500
Financial Services	1,906,400	<b>1,943,800</b>	37,400
Information Technology	1,140,600	<b>1,156,500</b>	15,900
Common Services	159,500	<b>157,900</b>	(1,600)
Other General Government	(51,400)	<b>79,200</b>	130,600
	5,597,700	<b>5,890,400</b>	292,700
Allocation to Water and Sewer	(1,465,500)	<b>(1,497,900)</b>	(32,400)
<b>Net Cost General Government</b>	<b>4,132,200</b>	<b>4,392,500</b>	<b>260,300</b>

## General Government Services - Expenses by Economic Segment Table

General Government Services Expenses by Economic Segment	2018 Budget	2019 Budget	Budget increase (decrease)
Council Indemnity, Allowance, Benefits	208,400	<b>231,000</b>	22,600
Personnel	3,604,900	<b>3,999,200</b>	394,300
General Services	1,479,900	<b>1,377,600</b>	(102,300)
Insurance	73,900	<b>74,300</b>	400
Goods	146,800	<b>125,700</b>	(21,100)
Utilities	44,500	<b>43,900</b>	(600)
Transfer	33,300	<b>31,700</b>	(1,600)
Grants	6,000	<b>7,000</b>	1,000
Total Cost - General Government	5,597,700	<b>5,890,400</b>	292,700
Allocation to Water and Sewer Fund	(1,465,500)	<b>(1,497,900)</b>	(32,400)
<b>Net Cost General Government</b>	<b>4,132,200</b>	<b>4,392,500</b>	<b>260,300</b>

## Protective Services

Protective Services covers a wide spectrum including policing, fire, emergency measures, building inspections, bylaw enforcement and animal control. The RCMP contract increase for 2019 is \$86,500, and Fire Protection costs have increased by \$51,200.

## Police Protection

The City contracts the RCMP to provide policing services within the City. The RCMP contract represents about 75% of the total budget under Protective Services.

Specific cost drivers affecting the contract include increasing labour and benefit costs. The City uses Gaming funds and Traffic Fine revenues to help offset the cost of policing. The balance is funded from general tax revenue.

## Fire Protection

The Courtenay Fire Department provides fire protection and first responder services, including fire protection, prevention, suppression, and investigative services. The department conducts over 1,500 fire inspections annually.



The Courtenay Fire Department provides a cost effective mix of full-time and volunteer firefighters.

### Number of Volunteers - 2018

- Full Time Firefighters: 6
- Total Volunteers: up to 50



## Emergency Measures

This function supports the municipality in responding to emergency events and is relatively stable. The Comox Valley Regional District provides regional emergency services under contract with the City.

## Bylaw Enforcement, Animal Control, Parking Control

Animal control is contracted to a third party and the City supports the SPCA for costs incurred for a “spay and neuter” program.

The Bylaw Enforcement program encourages people to adhere to Bylaws, policies, procedures and guidelines set either by federal, provincial or municipal legislation held within the confines of the municipality. This budget provides funding that supports this particular function.

## Protective Services - Expenses by Department Table

Protective Services Expenses by Department	2018 Budget	2019 Budget	Budget increase (decrease)
<b>Police Protection</b>	6,439,900	<b>6,523,800</b>	83,900
<b>Fire Protection</b>	1,836,300	<b>1,887,500</b>	51,200
<b>Other Protective Services</b>			
Emergency Management	78,100	<b>97,800</b>	19,700
Animal Control	68,200	<b>69,500</b>	1,300
Bylaw Enforcement	92,900	<b>91,700</b>	(1,200)
Parking Control	63,700	<b>64,800</b>	1,100
<b>Total Other Protective Services</b>	302,900	<b>323,800</b>	20,900
<b>Protection Services Expenses</b>	<b>8,579,100</b>	<b>8,735,100</b>	<b>156,000</b>

## Protective Services - Expenses by Economic Segment Table

Protective Services Expenses by Economic Segment	2018 Budget	2019 Budget	Budget increase (decrease)
Personnel	1,542,800	<b>1,568,100</b>	25,300
General Services	6,552,100	<b>6,658,000</b>	105,900
Insurance	43,500	<b>50,300</b>	6,800
Goods	237,000	<b>237,100</b>	100
Utilities	39,100	<b>39,300</b>	200
Transfer	64,400	<b>64,700</b>	300
Grants	100,200	<b>117,600</b>	17,400
<b>Protection Services Expenses</b>	<b>8,579,100</b>	<b>8,735,100</b>	<b>156,000</b>



## Public Work Services

Public Works Services is responsible for the water and sewer utility infrastructure, storm water collection, civic facilities, parks, and transportation network for the community. Services include maintenance of trails, transit, water, sewer and solid waste collection, capital projects, cemetery maintenance, fleet maintenance, and flood protection and dike maintenance. Additional preventative maintenance plan programs account for an increase of about \$161,000 in 2019.

## Engineering Services

The Engineering team provides technical support and project management oversight for all civic infrastructure capital projects within the framework of asset management. The group is also responsible to prepare and update the master plans used, in combination with the information produced by the Asset Management group, for long term planning. In 2019, Engineering will focus on the completion of the Transportation Master Plan and progress on the Integrated Rain Water Master Plan and Dike Replacement Strategy.

## Asset Management

The role of Asset Management Technical Services is to provide technical support and perform asset condition assessments, which informs the City's asset management needs, infrastructure replacement and renewal and maintenance programs. A \$244,500 reduction is budgeted in 2019 in this department as most condition assessments were completed in the last two years.

## Streets and Roads

The City maintains paved roads, as well as streets and lanes for vehicle and multi-modal traffic by:

- Streets and road maintenance, including pothole and crack sealing, milling or patching
- Street sweeping
- Snow and Ice Control
- Sidewalk inspection and maintenance
- Traffic signal maintenance



### Streets & Roads Quick Facts

- Roads: 161 km | 341 lane km (*Jan 2018*)
- Sidewalks: 166km (*2018*)
- Paved Walkways: 10.6 km (*2019*)

## Storm Sewers

Public Works Services maintains the storm sewer collection system throughout the City which is 162.4 km and includes 4,083 catch basins and 7,550 storm sewer connections (estimate as of November 2018).

## Street Lighting – Signs & Lines

This service includes street lighting maintenance and electricity cost, as well as street signs and lines maintenance. The City maintains 1,342 streetlights (as of November 2018).

## Civic Properties Maintenance

The City owns and maintains a number of buildings, including City Hall, the Fire Hall, Public Works offices and shops, Recreation and Cultural facilities, the Marina, the Chamber of Commerce and a number of smaller buildings. The expenses of the Civic Properties Maintenance division are captured in this group as well as the maintenance costs related to the City's smaller buildings.

## Parks and Playgrounds

The City's Parks employees maintain all parks, playgrounds and trails found throughout the community's green spaces.

### Parks and Playgrounds Quick Facts

The City maintains over 217 acres of green space, including 34 parks, sports fields, playground equipment, greenways, and picnic areas as well as the trail system across the City.



# 2019 – 2023 Five-Year Financial Plan

## Public Works Services - Expenses by Department Table

Public Works Services Expenses by Department	2018 Budget	2019 Budget	Budget increase (decrease)
Public Works Yard	1,280,000	<b>1,350,100</b>	70,100
Engineering Services	924,600	<b>1,094,700</b>	170,100
Asset Management	818,600	<b>574,100</b>	(244,500)
Roads and Streets	1,634,100	<b>1,737,100</b>	103,000
Storm Sewers	629,400	<b>633,700</b>	4,300
Bridges	67,000	<b>70,200</b>	3,200
Transit Shelters	6,900	<b>7,600</b>	700
Street Lighting	727,400	<b>742,600</b>	15,200
Traffic Signals	95,100	<b>91,500</b>	(3,600)
Airpark	3,900	<b>3,500</b>	(400)
Civic Properties Maintenance	405,000	<b>331,000</b>	(74,000)
Parks	2,413,300	<b>2,571,200</b>	157,900
Total Expenditures	9,005,300	<b>9,207,300</b>	202,000
Internal Allocation / Fleet Recovery	(1,080,300)	<b>(1,348,000)</b>	(267,700)
<b>Public Works Services Expenses</b>	<b>7,925,000</b>	<b>7,859,300</b>	<b>(65,700)</b>

## Public Works Services - Expenses by Economic Segment Table

Public Works Services Expenses by Economic Segment	2018 Budget	2019 Budget	Budget increase (decrease)
Personnel	3,730,900	<b>4,051,300</b>	320,400
General Services	2,857,000	<b>2,530,600</b>	(326,400)
Insurance	215,600	<b>221,600</b>	6,000
Goods	993,500	<b>1,003,600</b>	10,100
Utilities	588,500	<b>603,800</b>	15,300
Transfer	600,800	<b>788,800</b>	188,000
Property Taxes	19,000	<b>7,600</b>	(11,400)
Total Expenditures	9,005,300	<b>9,207,300</b>	202,000
Interdept charges / Fleet Recovery	(1,080,300)	<b>(1,348,000)</b>	(267,700)
<b>Public Works Services Expenses</b>	<b>7,925,000</b>	<b>7,859,300</b>	<b>(65,700)</b>

## Environmental Health (Solid Waste)

Through contract with a private sector provider, the City provides weekly curbside pickup of Municipal Solid Waste (MSW) and yard waste, bi-weekly pickup of recyclables for residential properties, and scheduled MSW/cardboard pickup for commercial properties. The fees collected for this service cover the following two costs:

- The annual increase in the cost of the solid waste and recyclables collection is based on a formula which includes the annual change to the Consumer Price Index Vancouver, and the Price Index of Diesel in BC.
- The regional landfill fees for disposal of the mixed waste.

In 2014, the City signed an agreement with Multi-Material BC (MMBC) to provide recycling services to residents in Courtenay. MMBC also provides the City with an annual educational grant that is used to offset the costs of educating the public on residential recycling.

With the City continuing to grow, the MSW contract also increases. Rates at the local regional landfill are expected to remain constant at \$130 per tonne, but with the annual CVRD requisition is projected to increase significantly over the next several years, the City has increased the 2019 solid waste utility rates by 2.0% to ensure this program remains self-funding.

## Environmental Health – Revenues and Expenses by Function Table

Environmental Health (Solid Waste)	2018 Budget	2019 Budget	Budget increase (decrease)
<b>Revenues</b>			
From Solid Waste pick up	2,827,400	2,999,100	171,700
For Recycled materials (MMBC)	333,200	355,000	21,800
MMBC Residential Education Grant	38,000	30,000	(8,000)
<b>Solid Waste Revenues</b>	<b>3,198,600</b>	<b>3,384,100</b>	<b>185,500</b>
<b>Expenses</b>			
Residential Collection	3,024,500	3,131,900	107,400
Dog Stations	32,300	28,200	(4,100)
Miscellaneous	9,000	6,500	(2,500)
Litter Baskets	131,600	130,100	(1,500)
<b>Total Expenses</b>	<b>3,197,400</b>	<b>3,296,700</b>	<b>99,300</b>
<b>Expenses Net Revenues</b>	<b>(1,200)</b>	<b>(87,400)</b>	

## Public Health Services (Cemetery)

This includes the cost of the cemetery administration, maintenance, grave preparation, niche wall maintenance and new construction at the City's cemetery.

The Legislative Services Department is responsible for the administration of the services provided at the cemetery, including customer service, the sales of niches and plots and the interment authorizations. Legislative Services staff also works with operations staff, funeral service companies, maintain the cemetery software records and mapping in accordance with government legislation.



The City's Parks employees are responsible for the maintenance and operations of the cemetery. The cemetery operating and maintenance costs have also increased in response to additional demand for cemetery services. The new Cemetery Master Plan is being implemented in order to develop a sustainable service to the public.

## Public Health Table - Expenses by Economic Segment Table

Public Health (Cemetery) by Economic Segment	2018 Budget	2019 Final	Budget increase
Personnel	213,300	<b>251,200</b>	37,900
General Services	12,500	<b>12,900</b>	400
Goods	35,800	<b>36,300</b>	500
Utilities	12,200	<b>12,700</b>	500
Transfer	31,800	<b>32,200</b>	400
<b>Cemetery</b>	<b>305,600</b>	<b>345,300</b>	<b>39,700</b>



## Development Services

The Development Services Department provides current and long range planning, building inspection, business licensing, subdivision and the servicing of land development. Providing guidance to City Council, applicants and to the general public, the Development Services Department ensures that land development reflects the public's interest and follows the City's adopted land development policies and regulatory documents.

## Planning Division

The Planning Division is responsible for processing development related applications such as rezoning, development permits, development variance permits, board of variance permits, tree permits, boundary extensions, sign permits, as well as keeping the related bylaws and policies up to date including long range planning.

The 2019 budget includes funds to begin an update of the City's 2005 Official Community Plan (OCP) and additional staff support for community and sustainability planning and other planning policy work.



## Subdivision and Development Servicing Division

The subdivision and Development Servicing Division reviews subdivision and land development servicing within the City of Courtenay to ensure municipal bylaws, policies and operational concerns are followed, as well as applicable provincial policies and regulations.

## Building Inspection Division

The Building Inspection Division is responsible for the enforcement of the British Columbia Building and Plumbing Codes and municipal bylaws relating to building construction, business licence administration, the review and investigation of complaints on building matters and the technical review of development applications.

# 2019 – 2023 Five-Year Financial Plan

## Development Services – Revenues and Expenses by Department Table

Development Services by Department	2018 Budget	2019 Budget	Budget increase (decrease)
<b>Revenues</b>	<b>1,318,526</b>	<b>1,366,900</b>	<b>48,374</b>
<b>Expenses</b>			
Planning and Zoning	861,800	<b>1,083,400</b>	221,600
Subdivision Development & Servicing	506,000	<b>493,200</b>	(12,800)
Building Inspection	591,200	<b>600,700</b>	9,500
Other Community Development	62,600	<b>62,600</b>	-
<b>Total Expenses</b>	<b>2,021,600</b>	<b>2,239,900</b>	<b>218,300</b>
<b>Expenses Net Revenues</b>	<b>703,074</b>	<b>873,000</b>	<b>169,926</b>

## Development Services - Expenses by Economic Segment Table

Development Services Expenses by Economic Segment	2018 Budget	2019 Budget	Budget increase (decrease)
Personnel	1,516,100	<b>1,649,200</b>	133,100
General Services	468,200	<b>559,600</b>	91,400
Insurance	8,300	<b>8,300</b>	-
Goods	17,500	<b>11,500</b>	(6,000)
Transfer	11,500	<b>11,300</b>	(200)
<b>Development Services Expenses</b>	<b>2,021,600</b>	<b>2,239,900</b>	<b>218,300</b>

## Recreation and Cultural Services

The Recreation and Cultural Services Department is responsible for providing quality recreation, leisure and cultural opportunities in a healthy and safe environment. Recreation and cultural services also oversees inclusive programming, special events, park and sport field bookings, recreation facility bookings and is responsible for long term planning for parks, recreation and cultural services to meet the diverse interests of the community.

The Department is comprised of the Recreation Facility Operations Division and the Recreation Programming Division. The department is also the liaison with the City's cultural partners such as the Comox Valley Art Gallery Society, Sid Williams Theatre Society and the Courtenay and District Historical Society through the Business Administration Division. Recreation and Cultural Services also liaises with associated organizations including the Drug Strategy Committee, the Arts Council, the Parks & Recreation Advisory Commission, the Courtenay Recreation Association (CRA) and the Evergreen Club.

Additional funds were included in the Recreation Budget to support the implementation of a new recreation management software.

## Recreation Programming

The Recreation Programming Division is responsible for the provision of programs and leisure opportunities for all age groups. Program management staff oversees the delivery of programs through both contracted and staff instructors as well as volunteers. The Division promotes healthy lifestyles and works with individuals and community groups through the work of recreation programmers, coordinators, pre-school and pool staff.

## Recreation Facility Operations

The Recreation Facility Operations Division is responsible for the operation, booking and safe use of City owned facilities. This division oversees the reception staff, custodial staff, special event coordination, facility agreements and the marketing of facilities. Recreation services are provided in a variety of locations, as summarized below.

### Lewis Centre

The Lewis Centre offers a variety of recreational programs and bookable meeting spaces for the general public to utilize. Its focus is the promotion of wellness and health for all ages and abilities in Courtenay, and includes a 4,000 square foot Wellness Centre, two gymnasiums, activity rooms, preschool, craft rooms, meeting rooms, and four squash courts. Adjacent to the Lewis Centre is the Courtenay Memorial Outdoor Pool, outdoor stage, Rotary Water Park and playground.





# 2019 – 2023 Five-Year Financial Plan

## Florence Filberg Centre

The Florence Filberg Centre is a multi-use facility that features larger spaces for weddings, conferences, seminars and special events. In addition to banquet and meeting room space, the facility is host to the CRA Evergreen Club.

## Native Sons Hall



The historic Native Sons Hall is the largest free span log building in Canada. Built in 1928 as Courtenay's original Recreation Centre, it has hosted numerous weddings, dances, concerts, and community events.

## LINC Youth Centre

The LINC Youth Centre provides healthy recreational opportunities for youth in the Comox Valley. The facility offers youth programs, low cost drop-in prices, out trips, skate programs, youth council, arts and technology programs. It includes an indoor skateboard park, concession, games room, digital arts lab, meeting room, and an outdoor basketball court.

## Courtenay & District Memorial Pool

The Memorial Pool, wading pool and Rotary Water Park are located across from the Lewis Centre and are open throughout the summer.



## Business Administration

The Recreation and Cultural Business Administrative Services Division provides supports, guidance and analysis to the Recreation divisions and provides planning and performance management of the Cultural partners who operate and manage cultural facilities on behalf of the City. This new division was developed from internal resources to improve the business practices of both internal and partner services. The manager of this division oversees the agreements with the City's cultural partners.

## Cultural groups

The Sid Williams Civic Theatre has been serving the Comox Valley for over 25 years as a performing arts facility, and has had professional administration since 1992. The Sid Williams Theatre Society operates the theatre for the benefit of all residents of the Comox Valley on behalf of the City and strives to be inclusive and accessible for all. The Sid Williams is dedicated to the stimulation and enhancement of artistic, cultural, and recreation activities in the Comox Valley and surrounding regions through its operations.

# 2019 – 2023 Five-Year Financial Plan



The Courtenay and District Museum was established in 1961 as a non-profit organization with the mandate to collect, preserve and interpret natural and cultural heritage of the Comox Valley region. Throughout the year, the museum offers on-site and outdoor programming suitable for all age groups. Program subjects include fossils, geology, First Nations history, pioneer settlement history, social history of the Comox Valley, logging and lumber history, riverway study, as well as a series of changing exhibitions spanning over 80 million years.

The Comox Valley Art Gallery was established in 1974 and since 2005 through a partnership with the City of Courtenay has occupied the main and lower level of the Comox Valley Centre of the Arts located at 580 Duncan Ave. The Comox Valley Art Gallery is a public art gallery featuring contemporary, experimental and applied art by

regional, national and international artists presenting contemporary art issues and practices. CVAG actively engages the public, draws visitors, and enlivens the community through public events, performances, community collaborations, all-ages make art projects, youth training and mentorship programs, as well as a gift shop that sells the work of hundreds of local artists.

## Courtenay Library

The library provides a literary centre for the public and is managed by the Vancouver Island Regional Library. The 2019 annual requisition is increasing by 6.8% to 1,340,800.

## Recreation and Cultural Services – Revenues and Expenses Summary Table

Recreation and Cultural Services Expenses Net Revenues	2018 Budget	2019 Budget	Budget increase (decrease)
Recreation and Cultural Services Revenues	3,023,800	3,211,500	187,700
Recreation Expenses	5,257,000	5,506,600	249,600
Cultural Services Expenses	1,935,800	2,004,400	68,600
Total Recreation and Cultural Services	7,192,800	7,511,000	318,200
Expenses net revenues	4,169,000	4,299,500	130,500

# 2019 – 2023 Five-Year Financial Plan

## Recreation and Cultural Services - Expenses by Economic Segment Table

Recreation and Cultural Services Expenses by Economic Segment	2018 Budget	2019 Budget	Budget increase (decrease)
Personnel	3,641,500	<b>3,845,700</b>	204,200
General Services	961,000	<b>988,900</b>	27,900
Insurance	132,800	<b>133,200</b>	400
Goods	415,800	<b>395,900</b>	(19,900)
Utilities	345,700	<b>361,900</b>	16,200
Financial Charges	48,500	<b>48,000</b>	(500)
Grants	377,000	<b>375,800</b>	(1,200)
Interdepartment Charges	15,500	<b>20,800</b>	5,300
Library Requisition	1,255,000	<b>1,340,800</b>	85,800
<b>Total</b>	<b>7,192,800</b>	<b>7,511,000</b>	<b>318,200</b>

## Recreation and Cultural Services - Expenses by Department Table

Recreation and Cultural Services Expenses by Department	2018 Budget	2019 Budget	Budget increase (decrease)
<b>Recreation Administration</b>	<b>1,123,600</b>	<b>1,201,600</b>	<b>78,000</b>
<b>Recreation Programs</b>			
Childrens Programs	419,800	<b>420,400</b>	600
Adults Programs	496,300	<b>500,400</b>	4,100
Youth Programs	232,700	<b>241,700</b>	9,000
Outdoor Pool Programs	117,500	<b>121,100</b>	3,600
Preschool Programs	86,000	<b>83,700</b>	(2,300)
July 1st Commission	50,400	<b>64,800</b>	14,400
Special Events	42,700	<b>39,900</b>	(2,800)
Courtenay Recreation Association	75,800	<b>48,300</b>	(27,500)
Adapted Programs	118,900	<b>121,600</b>	2,700
Summer Camps Programs	279,100	<b>302,400</b>	23,300
	<b>1,919,200</b>	<b>1,944,300</b>	<b>25,100</b>
<b>Recreation Facilities</b>			
Lewis Centre	1,236,300	<b>1,351,200</b>	114,900
Filberg Centre	709,200	<b>716,600</b>	7,400
Outdoor Pool	126,500	<b>136,400</b>	9,900
Youth Centre	74,300	<b>86,900</b>	12,600
Native Sons Hall	67,900	<b>69,600</b>	1,700
	<b>2,214,200</b>	<b>2,360,700</b>	<b>146,500</b>
<b>Total Recreation</b>	<b>4,133,400</b>	<b>4,305,000</b>	<b>171,600</b>
<b>Cultural Services</b>			
Sid Williams Theatre	320,100	<b>317,500</b>	(2,600)
Museum	228,100	<b>214,800</b>	(13,300)
Library	1,285,800	<b>1,367,100</b>	81,300
Art Gallery	66,000	<b>64,600</b>	(1,400)
Civic Square & Heritage Church	35,800	<b>40,400</b>	4,600
<b>Total Cultural Services</b>	<b>1,935,800</b>	<b>2,004,400</b>	<b>68,600</b>
<b>Total Recreation and Cultural Services</b>	<b>7,192,800</b>	<b>7,511,000</b>	<b>240,200</b>

## General Capital Transactions

The summary table below provides a high level overview of the capital programs and debt payments for the five year period for the general fund. The five year capital program is reviewed and updated annually based on the maturity of the City's Asset Management Program, funding opportunities, and Council's policy direction respecting services and service levels. A detailed project list is available in Schedule H.

## General Capital Expenditures Summary Table

General Capital Fund Expenditures	Budget	Proposed Budget			
	2019	2020	2021	2022	2023
<b>Capital Assets</b>					
Land and improvements	824,000	895,000	845,000	1,095,000	420,000
Buildings	2,063,800	8,394,100	6,939,000	795,800	590,000
Equipments / Furnitures / Vehicles	1,324,800	967,000	701,000	2,172,000	842,000
Engineering Structures - Renewal	3,429,700	13,533,000	7,076,500	3,900,000	4,700,000
Engineering Structures - New	1,010,000	168,700	400,000	50,000	50,000
Other Tangible Capital Assets	446,000	116,000	125,000	125,000	125,000
Loss of disposal of assets					
	9,098,300	24,073,800	16,086,500	8,137,800	6,727,000
<b>Debt</b>					
Interest	530,000	756,400	1,150,500	1,293,700	1,350,600
Principal	839,500	840,200	1,338,800	1,662,400	1,670,100
	1,369,500	1,596,600	2,489,300	2,956,100	3,020,700
<b>Total Expenditures</b>	<b>10,467,800</b>	<b>25,670,400</b>	<b>18,575,800</b>	<b>11,093,900</b>	<b>9,747,700</b>

## General Capital Funding

The next table summarizes the planned source of funding for the 2019 to 2023 general capital projects.

# 2019 – 2023 Five-Year Financial Plan

## General Capital Funding Table

General Capital Fund Expenditures	Budget	Proposed Budget			
	2019	2020	2021	2022	2023
<b>Revenues</b>					
Other Revenues	416,500	-	-	-	-
Grant and Contributions	818,500	2,284,900	195,000	200,000	210,000
	1,235,000	2,284,900	195,000	200,000	210,000
<b>Transfers from Surplus</b>					
Operating Funds	2,308,700	2,866,300	4,025,100	4,264,100	4,098,700
Capital Surplus - RFE	743,500		25,500		
Unexpended Debt	345,600	1,252,400	64,200		
	3,397,800	4,118,700	4,114,800	4,264,100	4,098,700
<b>Transfers from Reserves</b>					
Community Works Reserve	1,064,300	1,300,000	1,190,000	1,455,000	1,360,000
Gaming Funds Reserve		175,000			
Other Reserve Funds	4,770,700	3,058,800	2,366,700	2,874,800	1,579,000
	5,835,000	4,533,800	3,556,700	4,329,800	2,939,000
Total Transfers	8,143,700	7,400,100	7,581,800	8,593,900	7,037,700
<b>Funding from Debt</b>	-	14,733,000	10,709,300	2,300,000	2,500,000
<b>Total Revenues</b>	<b>10,467,800</b>	<b>25,670,400</b>	<b>18,575,800</b>	<b>11,093,900</b>	<b>9,747,700</b>

The 2019 General Fund Capital budget uses reserves, grants and surplus funds in order to keep the municipal tax levy at a reasonable rate for the general public and Council. Two major sources of external funding included in the 2019 Financial Plan are:

- Community Works Fund (CWF) – Gas Tax Grant Revenues:
  - CWF – Gas Tax grant funding of approximately \$1,650,000 is proposed in the 2019 budget year - \$585,000 for various infrastructure condition assessments and Transportation, Storm Sewer and Dyke Master plans, as well as \$1,064,300 for capital projects.
- Building Canada grant money provided to the City for:
  - 5th Street Bridge project – just under \$2.0 million to be spent in 2020.

## Long Term Debt

The City has used long term debt to fund capital assets, in accordance with the borrowing requirements outlined in the *Community Charter*. The City must gain the assent of the electors prior to incurring new debt for capital assets.


For planning purposes, long term debt has been included in the 2019 five year Financial Plan to fund the projects below:

- Infrastructure development, renewal and replacement such as, street and road, storm drainage, sewer and water projects
- New Public Works facility
- Satellite Fire Hall facility in East Courtenay
- Fire ladder truck replacement

# 2019 – 2023 Five-Year Financial Plan

The New Debt included in the 2019-2023 Financial Plan is summarized below:

## New Debt Table

Fund		2019 Debt	2020 Debt	2021 Debt	2022 Debt	2023 Debt	Total Debt
General		14,733,000	10,709,300	2,300,000	2,500,000		30,242,300
Sewer		5,300,000				4,200,000	9,500,000
Water				3,000,000	3,000,000		6,000,000
Grand Total		20,033,000	13,709,300	5,300,000	6,700,000		45,742,300

The planned use of debt funding results in an increase to debt payments in the year after the debt is incurred. The following table summarizes the projected change to the debt payments.

## Debt Payments Table

Fund	2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget
General	1,369,500	1,596,618	2,489,278	2,956,129	3,020,705
Sewer	131,800	515,600	515,600	515,600	819,700
Water	36,800	36,800	254,000	471,300	471,300
<b>Grand Total</b>	<b>1,538,100</b>	<b>2,149,018</b>	<b>3,258,878</b>	<b>3,943,029</b>	<b>4,311,705</b>





## *Transfers to Reserves and Surplus – All Funds*

Annually the City plans for future projects. The City typically has a surplus from unspent funds at the end of each budget year, partly due to:

- Incomplete projects
- Weather constraints
- Capacity issues
- Priority changes
- Additional unanticipated external revenue sources (Federal / Provincial grants, donations)
- Staff turnover and attrition

As local governments in BC cannot operate with a deficit, reserve and surplus funds are used for current and future operating and capital projects. In 2018, Council approved using \$1,791,700 of prior year surplus funds which were not required and will be carried forward and utilized in 2019 and 2020. The table on the next page summarizes the estimated balances in the reserve funds and surplus accounts at the end of each budget year of this financial plan.

The City of Courtenay invests cash (operating and capital surplus and/or reserves) to minimize risk, provide flexibility, and maximize returns while meeting the short and long term cash flow demands of the municipality. Any investing must also comply with the statutory requirements of Section 183 of the *Community Charter* legislation.

# 2019 – 2023 Five-Year Financial Plan

## Reserve and Surplus Projected Closing Balances Table (Unaudited)

<b>GENERAL Surplus, Reserves and DCC Summary</b>	Unaudited Actual <b>2018</b>	Budget <b>2019</b>	<b>2020</b>	Proposed Budget		
				<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>General Operating Surplus</b>						
Prior Year Surplus	4,072,800	2,741,500	1,600,700	1,046,900	1,198,000	1,944,000
Sid Williams Theatre Society	285,900	275,900	265,900	260,900	255,900	260,900
Gaming Funds	1,762,200	1,541,400	1,366,400	1,366,400	1,366,400	1,366,400
	6,120,900	4,558,800	3,233,000	2,674,200	2,820,300	3,571,300
<b>General Capital Surplus</b>						
Surplus Reserve for Future Expenditures	769,000	-	-	-	-	-
Unexpended Debt	1,668,464	1,322,878	70,492	6,293	6,293	6,293
	2,437,464	1,322,878	70,492	6,293	6,293	6,293
<b>Total General Surplus</b>	<b>8,558,364</b>	<b>5,881,678</b>	<b>3,303,492</b>	<b>2,680,493</b>	<b>2,826,593</b>	<b>3,577,593</b>
<b>General Operating Reserves</b>						
Risk Reserve	102,300	102,300	102,300	102,300	102,300	102,300
Assessment Appeals	50,700	50,700	50,700	50,700	50,700	50,700
Police Contingency	560,200	360,200	365,000	374,700	389,400	409,200
Trees	4,500	4,500	4,500	4,500	4,500	4,500
	717,700	517,700	522,500	532,200	546,900	566,700
<b>General Capital Reserves</b>						
Machinery and Equipment	1,211,200	1,214,700	1,389,700	1,589,700	814,700	924,700
Land Sale	152,600	69,100	69,100	69,100	69,100	69,100
New Works and Equipment	3,577,800	2,026,900	1,570,400	1,486,800	1,472,700	1,630,300
New Works - Community Gas Tax Funds	1,954,700	1,425,300	1,030,300	885,300	550,200	310,200
Infrastructure Reserve	663,000	560,200	248,000	153,900	310,400	669,500
Housing Amenity	669,500	669,500	565,800	565,800	565,800	565,800
Park Amenity	554,800	554,800	454,800	254,800	54,800	54,800
Public Parking	53,700	60,300	67,000	73,800	80,600	87,500
Parkland Acquisition	271,700	271,700	271,700	271,700	271,700	271,700
	9,109,000	6,852,500	5,666,800	5,350,900	4,190,000	4,583,600
<b>Total General Reserves</b>	<b>9,826,700</b>	<b>7,370,200</b>	<b>6,189,300</b>	<b>5,883,100</b>	<b>4,736,900</b>	<b>5,150,300</b>
<b>Total General Surplus and Reserves</b>	<b>18,385,064</b>	<b>13,251,878</b>	<b>9,492,792</b>	<b>8,563,593</b>	<b>7,563,493</b>	<b>8,727,893</b>
<b>Development Cost Charges (DCC)</b>						
Highways Facilities	3,239,800	2,757,200	2,147,500	1,653,300	1,276,300	884,300
Storm Drain Facilities	1,504,800	1,504,800	1,504,800	1,480,800	1,480,800	1,480,800
Park Land Acquisition	370,700	364,500	166,500	33,000	33,000	33,000
<b>Total DCC</b>	<b>5,115,300</b>	<b>4,626,500</b>	<b>3,818,800</b>	<b>3,167,100</b>	<b>2,790,100</b>	<b>2,398,100</b>



# 2019 – 2023 Five-Year Financial Plan

## Gaming Fund

The City of Courtenay is a host community for a casino gaming facility operated under agreement with the British Columbia Lottery Corporation. The City receives a percentage of the net gaming income generated by the Chances Courtenay Gaming Centre to be used for public benefit through a quarterly unrestricted transfer from the Province of British Columbia.

In October 2016, the City Council adopted a revised Grants-in-Aid policy in order to provide a single process for organizations to follow when requesting financial assistance. Council agreed to use the funds on some specific projects and initiatives and leave some funds available to be distributed, by Council discretion, to eligible organizations applying for financial support every year. For 2019, Council also approved a \$220,800 contribution to the infrastructure reserve funded by the Gaming fund.

The table below shows the proposed distribution of the gaming funds for 2019.

<b>Gaming Fund</b>	<b>2019 Proposed Budget</b>
<b>Revenues</b>	
Host gaming revenue 2019	1,000,000
Carry forward committed funds	46,000
<b>Total Revenues prior to distribution</b>	<b>1,046,000</b>
<b>Distribution Categories:</b>	
<b><u>Societies Managing City Arts/Culture Facilities</u></b>	
Courtenay & District Museum	(50,000)
CV Art Gallery Society	(65,000)
Sid Williams Theatre Society	(105,000)
Downtown cultural events (DCBIA-elevate the arts)	(5,000)
Sid Theatre, Art Gallery and Museum Strategic planning part of 2018-2019 budget	(21,000)
	<b>(246,000)</b>
<b><u>Council Initiatives/Projects</u></b>	
Purple Ribbon Campaign	(3,500)
Nov 19, 2018 Resolution - Heritage Refurbish Clocks	(25,000)
2019 Grants-in-Aid	(110,000)
Other Council Initiatives/Projects	(56,500)
	<b>(195,000)</b>
<b><u>Public Safety/Security</u></b>	
RCMP Contract Funding	<b>(405,000)</b>
<b><u>Social/Societal Initiatives</u></b>	
Supportive Housing	(15,000)
Jan7, 2019 Resolution CV Coalition to end Homelessness Delegation Request	(35,000)
	<b>(50,000)</b>
<b><u>Infrastructure Works</u></b>	<b>(100,000)</b>
<b><u>Green Capital Projects / Innovation</u></b>	<b>(50,000)</b>
<b><u>Contribution to Infrastructure Reserve</u></b>	<b>(220,800)</b>
<b>Total Distribution of Funds</b>	<b>(1,266,800)</b>

# **Sewer Fund**

## **Operating Revenues and Expenses**

## **Capital Transactions**

## **Reserves and Surplus**



## Sewer Fund

### Overview

The sewer utility service is a self-funding utility. The service collects and conveys effluent to the regional district service for disposal.

Sewer services are provided to property owners through two systems:

- Municipal sewer collection infrastructure owned and operated by the City.
- Regional infrastructure including sewer force mains, pumping stations and a wastewater treatment plant that is owned, operated, and managed by the Comox Valley Regional District.

The City of Courtenay and the Town of Comox share costs for this regional infrastructure based on their respective sewer flows to the water treatment plant.

#### Quick Facts

- Sanitary Sewer Mains: 160.5 km (*Nov 2018*)
- Sanitary Sewer Connections: 8,392 (*Estimate, based on Water*)
- Sanitary Lift Stations: 11 Stations (*22 Pumps*)

### Operating and Capital Revenues

There are two key sources of revenue for the Water and Sewer Funds:

- User Fees: typically used to fund operational costs. These are fees that are paid by anyone within the municipality currently connected to the sewer and water infrastructure in order to recover the cost of bulk wastewater processing or water purchases, chemicals, power-gas-telephone charges, chemicals, monitoring, general payroll and maintenance of the service.
- Frontage and Parcel Taxes: used to fund capital programs. These are taxes that are levied on all properties whether they are or could be serviced by the City's water and sewer services. Municipal residents can connect to the utility if and when the property is developed since the capital infrastructure currently exists past their respective property.

The Sewer User Fee rates are set by Bylaw. The 2018 Sewer User Fee rate was set at \$324.17. For 2019, the user fees increase by 5% to \$340.38 and is expected to generate \$5,043,600 to cover operating expenditures.

No rate increase is planned for the frontage and parcel taxes in 2019. The frontage fees will remain constant at \$10.24 per meter and are expected to generate \$2,011,400 mostly to cover for capital renewal.

## *Operating Expenses*

The table below provides a synopsis of the Operating Budget expenditures incurred by Economic Segments.

### Sewer Operating Budget - Expenses by Economic Segment Table

Sewer Operating Expenses by Economic Segment	2018 Budget	2019 Budget	Variance
Personnel	615,900	<b>670,900</b>	55,000
General Services	262,300	<b>291,100</b>	28,800
Insurance	10,700	<b>11,000</b>	300
Internal Allocations	648,300	<b>764,900</b>	116,600
Comox Valley Sewer Service (CVRD)	3,890,900	<b>4,124,400</b>	233,500
Goods	87,100	<b>77,800</b>	(9,300)
Utilities	25,500	<b>26,300</b>	800
<b>Sewer Operating Expenses</b>	<b>5,540,700</b>	<b>5,966,400</b>	<b>425,700</b>

### Personnel

Personnel costs include wages and benefits for staff working in sewer utility operations, and a portion of the salaries, wages and benefits of Public Works management staff and Engineering team. Personnel costs are rising due to an increase in benefits of about \$22,500, of which half is related to the new Employer Health Tax. About \$12,000 is related to the salaries and wages annual increase and \$20,500 is due to an increase in preventive work performed on the sewer system, such as sewer flushing, grease and root removal, and smoke testing. While there is a modest increase to operational budgets, these programs can extend the life of an asset by 10-15% therefore saving significant capital expenditure in the future.

### General Services

An additional \$75,000 is included in the 2019 general services for the new smoke testing remediation program. This increase is partially offset by a reduction in the consulting fees for the sewer master plan to be completed in 2019.

### Internal Allocations

Internal allocations is a percentage of the General Fund, Public Works and fleet expenses transferred to the Sewer Fund. The intent is to transfer a reasonable amount for General Government and Public Works expenditures (personnel, utilities, materials, insurance, contracted services and fleet costs) as recognition of the administrative costs necessary to provide the service. A transfer for engineering staff time to capital projects is also included in this segment.

The variance represents the general increase in the General Government and Public Works expenses.

# 2019 – 2023 Five-Year Financial Plan

## Comox Valley Sewer Service

The Comox Valley Regional District 2019-2023 Proposed Financial Plan includes a 6% increase for the Regional Sewer Service Requisition for 2019 and 2020. The sewer service requisition is the largest expense in the Sewer Operating Fund and represents 69% of the total expenses. The table below presents the increase in Courtenay's share of the sewer service requisition since 2016 to the proposed budget for 2023.

## Comox Valley Sewer Service Requisition, Courtenay's Share 2016 – 2023 Table

Comox Valley Sewer Service Requisition Courtenay share	\$	% increase
2016 Actual	3,484,685	
2017 Actual	3,670,687	5.3%
2018 Actual	3,890,928	6.0%
2019 Proposed budget	4,124,383	6.0%
2020 Proposed budget	4,371,846	6.0%
2021 Proposed budget	4,371,846	0.0%
2022 Proposed budget	4,924,080	12.6%
2023 Proposed budget	4,924,080	0.0%



# 2019 – 2023 Five-Year Financial Plan

## Capital Transactions

The 2019-2023 Sewer Capital Plan is a collaborative effort of all the departments following the City's Asset Management Policy and the CAO Asset Management Working Group Directive. These processes effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community in an environmentally responsible manner.

The projects included in the 2019 Sewer Capital Budget are presented below. All projects started in 2018 and will continue in 2019. The projects scheduled for the four following years and sources of funding are detailed in Schedules K and L.

## Sewer Capital Budget Table

Category	Project description	2019 Budget
New	20 St & Riverside Lane - Chamber	300,000
	Greenwood Trunk Connection	151,800
<b>New Total</b>		<b>451,800</b>
Renewal	Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	1,500,000
	1 St Lift Station Replacement	350,000
	Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	200,000
	Braidwood Rd - Road & Utility Reconstruction - Sanitary	36,300
<b>Renewal Total</b>		<b>2,086,300</b>
<b>Grand Total</b>		<b>2,538,100</b>

Three major projects are identified in the 2020 proposed budget:

- Greenwood Trunk Connection at an estimate of \$4.1M;
- Replacement of 1st Street lift station at an estimate of \$2.3M;
- Comox Road, Lewis Park, River Crossing sanitary main replacement at an estimate of \$1.4M.

Since anticipated revenues, existing reserves, and prior year surplus are not sufficient to cover the anticipated construction costs, long term borrowing is considered as the primary source of funding for the Greenwood and 1st Street lift station replacement projects in 2020.

## Debt payments

\$131,800 is required for the servicing of the Long-Term Debt principal (\$75,200) and interest (\$56,600) payments related to Bylaw 2305, 2353 and 2423. The principal balance as of December 31, 2018 for this long-term debt instrument is \$1,805,800.

## Reserves and Surplus

The table below shows the sewer surplus, reserves and Development Cost Charges (DCC) estimated closing balances for the 2018 and the next five years.

## Sewer Reserves and Surplus Table

# 2019 – 2023 Five-Year Financial Plan

<b>SEWER</b>	Unaudited	Budget	Proposed Budget			
<b>Surplus, Reserves and DCC Summary</b>	Actual					
Estimated Closing Balance	2018	2019	2020	2021	2022	2023
<b>Sewer Fund Surplus</b>						
Prior Year Surplus (unallocated)	916,200	929,000	515,600	304,300	200,800	181,800
Surplus Reserve For Future Expenditure (Unspent Capital 2018)	611,700	-	-	-	-	-
	1,527,900	929,000	515,600	304,300	200,800	181,800
<b>Sewer Capital Reserves</b>						
Sewer Reserve	505,600	505,600	505,600	505,600	505,600	505,600
Asset Management Reserve	2,771,800	1,871,800	271,800	571,800	371,800	171,800
Sewer Machinery and Equipment	791,400	378,900	453,900	528,900	603,900	678,900
	4,068,800	2,756,300	1,231,300	1,606,300	1,481,300	1,356,300
<b>Total Sewer Surplus and Reserves</b>	<b>5,596,700</b>	<b>3,685,300</b>	<b>1,746,900</b>	<b>1,910,600</b>	<b>1,682,100</b>	<b>1,538,100</b>
<b>Sewer Development Cost Charges (DCC)</b>						
Sewer DCC Bylaw #1638/2755	34,300	34,300	34,300	34,300	34,300	34,300
Sewer DCC Bylaw #2426/2755	619,800	507,100	57,100	57,100	57,100	57,100
<b>Total Sewer DCC</b>	<b>654,100</b>	<b>541,400</b>	<b>91,400</b>	<b>91,400</b>	<b>91,400</b>	<b>91,400</b>

## Operating Surplus

2019 sewer budget is expected to generate a surplus of \$12,800. A large portion of the prior year surplus is then used in the four following years, mainly to fund the capital projects.

The reserve for future expenditures of \$611,700 represents unspent monies collected in 2018 to fund 2018 capital projects carried forward and to be used in 2019.

## Capital Reserves

The Asset Management reserve will provide \$1.2M in 2019 to fund the Riverside Sanitary Trunk Upgrade - 8 St to 19 St project.

The Sewer Machinery and Equipment reserve will fund 75% of a new Vactor truck approved in the 2018 fleet budget, but with an order time of 10 months, to be purchased in 2019 (\$412,500). The remaining 25% will be funded by the Water Machinery and Equipment Reserve.

## Development Cost Charges (DCC)

DCC are presented as deferred revenues in the financial statements and are not included with the reserves.

Some DCC monies will be used towards the Greenwood project in 2019 (\$112,700).

# **Water Fund**

## **Operating Revenues and Expenses**

## **Capital Transactions**

## **Reserves and Surplus**





## Water Fund

### *Overview*

The water utility service is a self-funding utility. This service is provided to property owners who use the City's municipal water network. Water services are not funded by property taxes. Citizens pay for these services through user fees listed on their annual tax notice. The water utility service is provided to property owners through two systems:

- Municipal water infrastructure owned and operated by the City.
- Regional water infrastructure which transports and treats the water supply from the Comox Lake Reservoir and transports it to the City's boundary.

The City of Courtenay purchases bulk water from the Comox Valley Regional District (CVRD) for water consumed within its distribution system. This bulk water purchase is a major component of the City's water budget.

#### *Quick Facts*

- Water Mains: 173.3km (Nov 2018)
- Water Service Connections: 8,392 (Jan 2019)
- Water Meters Setters: 1,831 (Jan 2019)
- Fire Hydrants: 764 (Jan 2019)
- Mainline Valves: 1,819 (Jan 2019)
- Booster Station : 5 pumps

### *Operating and Capital Revenues*

Similar to the Sewer Fund, there are two primary sources of revenue for the Water Fund:

- User Fees: used to fund operational costs, such as personnel, bulk water purchases, power-gas-telephone charges, chemicals, monitoring and maintenance of the water distribution service. These fees are paid by anyone within the municipality who is connected to the water and sewer infrastructure.
- Frontage and Parcel Taxes: used to fund capital programs. These are taxes levied on all properties whether they are, or could be, serviced by the City's water and sewer services. Municipal residents can connect to the utility if and when their property is developed since the capital infrastructure exists past their respective property.

## Revenue User Fee Rates

### Frontage Fees

The 2019 rate remains unchanged at \$5.84 per meter and is expected to generate \$1,166,700 to support the capital renewal program for the existing water distribution network.

### User Fees

An increase of 6.5% to the water user fee is proposed for the next two years to fund the increase in the CVRD bulk water rate. The water user fees are expected to generate \$6,571,800 for 2019. The change in the user and frontage fees since 2016 is detailed below.

### Water user and frontage fees 2016-2019 Table

Annual	Water User Fee		Water Frontage Fee	
	One-time	Change	per meter	Change
2016	\$369.59		\$3.74	\$ -
2017	\$425.03	\$55.44	\$4.68	\$0.94
2018	\$467.53	\$42.50	\$5.84	\$1.16
2019	\$497.92	\$30.39	\$5.84	\$ -

### Revenue additional

The water utility financial plan also includes miscellaneous revenues such as meter and hydrant rental and the park water user fees for a total of \$266,200 for 2019.



# 2019 – 2023 Five-Year Financial Plan

## *Operating Expenses*

Over the past year, the City of Courtenay Water System Asset Management plan has been refined and is providing guidance with respect to the sustainable operation, maintenance, and the long-term infrastructure renewal needs of the City. The total change between the 2018 and 2019 Budgets (excluding Transfers to Reserves and to the Capital Fund) is \$275,400.

### Water Operating Budget - Expenses by Economic Segment Table

Water Operating Expenses by Economic Segment			
	2018 Budget	2019 Budget	Variance
Personnel	1,017,200	<b>1,196,500</b>	179,300
General Services	289,400	<b>196,300</b>	(93,100)
Insurance	12,000	<b>12,300</b>	300
Internal Allocations	1,273,200	<b>1,235,400</b>	(37,800)
Bulk Water Purchase (CVRD)	4,022,600	<b>4,275,800</b>	253,200
Goods	7,000	<b>5,000</b>	(2,000)
Utilities	43,400	<b>18,900</b>	(24,500)
<b>Water Operating Expenses</b>	<b>6,664,800</b>	<b>6,940,200</b>	<b>275,400</b>

### Personnel

Personnel cost includes the wages and benefits for staff working in the water and utility operation, and a portion of the salaries, wages and benefits of the Public Works management staff and Engineering team. Personnel costs are rising due to an increase in benefits of about \$40,000, of which half is related to the new Employer Health Tax. About \$20,000 is related to the salaries and wages annual increase and \$120,000 is due to an increase in Island Health permit mandated programs such as increased weekly testing, Uni-Directional flushing, leak detection, Cross-Connection Control, and Industrial, Commercial and Institutional metering (ICI) programs. Prior to 2015, these programs had not been performed.

### General Services

The reduction in general services is due to less consulting fees needed for the water master plan to be completed in 2019.

In 2018, Council approved a "Water Smart Action Plan" (grant funded 50%) that was completed in March, 2019. This Plan outlines the City's water conservation strategy and makes recommendations for future initiatives. This Plan will further inform future year's operating programs.

### Internal Allocations

Internal allocations is a percentage of the General Fund, Public Works and fleet expenses transferred to the Water Fund. The intent is to transfer a reasonable amount for General Government and Public Works expenditures (personnel, utilities, materials, insurance, contracted services and fleet costs) as recognition of the administrative costs necessary to provide the service. A transfer for engineering staff time to capital projects is also included in this segment.

## Comox Valley Bulk Water Purchase

The City of Courtenay purchases potable water from the CVRD. This is the largest cost driver in the water operating fund, which represents 62% of the total operating expenses. The City reviews and adjusts the estimated consumption every year. The 2019 estimate is based on a total increase of 2.6%: 1.1% for annual population growth, 2.0% for historical demand increase and 0.5% decrease to account for various water efficiency initiatives.

CVRD is increasing the water rates in 2019, 2020 and 2021 in order to fund regional capital projects. The rate is rising from \$0.75 in 2018 to \$0.80 per cubic meter for 2019. The combined financial impact of a greater consumption and higher rates is estimated to be 9.4% for 2019 as demonstrated in Table 2.

## Courtenay Water Bulk Purchase 2016-2023 Table

Courtenay Bulk Water Purchase	consumption m3	consumption % increase	CVRD rate \$ / m3	rate % increase	Courtenay Annual Cost	cost % increase
2016 Actual	4,971,328		\$0.66		\$3,292,153	
2017 Actual	5,369,875	8.0%	\$0.71	7.2%	\$3,812,611	15.8%
2018 Actual	5,210,273	-3.0%	\$0.75	5.6%	\$3,907,705	2.5%
2019 Estimation *	5,344,754	2.6%	\$0.80	6.7%	\$4,275,803	9.4%
2020 Estimation *	5,480,449	2.6%	\$0.83	3.7%	\$4,548,773	6.4%
2021 Estimation *	5,619,589	2.6%	\$0.85	2.4%	\$4,776,651	5.0%
2022 Estimation *	5,762,262	2.6%	\$0.85	0.0%	\$4,897,923	2.5%
2023 Estimation *	5,908,557	2.6%	\$0.85	0.0%	\$5,022,274	2.5%

## Capital Transactions

The 2019-2023 Sewer Capital Plan is a collaborative effort of all the departments following the City's Asset Management Policy and the CAO's Asset Management Working Group Directive. These processes effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community in an environmentally responsible manner.

The projects included in the 2019 Water Capital Budget are presented in the table below. Most projects started in 2018 and will continue in 2019. The new projects in 2019 are the South Water Extension and Sandpiper / Millard upgrade. The source of funding and the projects scheduled for the four following years are detailed in Schedule N and O.

## Water Capital Budget Table

Category	Project description	2019 Budget
New	Sandwich Conversion	1,450,000
	Sandwich Conversion - CICC	325,000
	South Courtenay Secondary Transmission	100,000
<b>New Total</b>		<b>1,875,000</b>
Renewal	Willemar Ave -17 St to 21 St - Watermain Replacement	177,000
	Connector 19A Fire Chamber Removal	116,500
	Buckstone Water Booster Pump Station - Improvements	103,500
	Sandpiper / Millard upgrade	40,000
	Braidwood Rd - Road & Utility Reconstruction - Water	35,800
<b>Renewal Total</b>		<b>472,800</b>
<b>Grand Total</b>		<b>2,347,800</b>

## Debt payments

\$36,800 is required for the servicing of the Long-Term Debt principal (\$24,200) and interest (\$12,600) payments that relates to Bylaw 2424. The principal balance as of December 31, 2018 for this long-term debt instrument is \$297,200.

# 2019 – 2023 Five-Year Financial Plan

## Reserves and Surplus

The table below shows the water surplus, reserves and Development Cost Charges (DCC) estimated closing balances for the 2018 and the next five years.

### Water Reserves and Surplus Table

<b>WATER</b>	Unaudited	Budget		Proposed Budget		
<b>Surplus, Reserves and DCC Summary</b>	Actual					
Estimated Closing Balances	2018	2019	2020	2021	2022	2023
<b>Water Fund Surplus</b>						
Prior Year Surplus (unallocated)	1,329,200	1,107,300	571,300	571,300	571,300	507,900
Surplus Reserve for Future Expenditures	456,700	-	-	-	-	-
	1,785,900	1,107,300	571,300	571,300	571,300	507,900
<b>Water Capital Reserves</b>						
Water Reserve	1,578,500	1,619,900	1,661,100	1,703,100	1,746,000	1,788,900
Asset Management Reserve	932,700	341,100	41,100	241,100	441,100	141,100
Water Machinery and Equipment	318,600	186,100	216,100	246,100	276,100	306,100
	2,829,800	2,147,100	1,918,300	2,190,300	2,463,200	2,236,100
<b>Total Water Surplus and Reserves</b>	<b>4,615,700</b>	<b>3,254,400</b>	<b>2,489,600</b>	<b>2,761,600</b>	<b>3,034,500</b>	<b>2,744,000</b>
<b>Total Water DCC Bylaw #2426/2755</b>	<b>489,700</b>	<b>489,700</b>	<b>489,700</b>	<b>489,700</b>	<b>489,700</b>	<b>489,700</b>

## Operating Surplus

The 2019 budget includes the use of prior year surplus in the amount of \$221,900 to help cover the increase in operating and capital costs. 2020 proposed budget also includes the use of surplus of \$536,000.

The reserve for future expenditures of \$456,700 represents unspent monies collected in 2018 to fund 2018 capital projects carried forward and to be used in 2019.

## Capital Reserves

The Water Reserve is to be used only to fund water efficiency programs and initiatives.

The Asset Management reserve will provide \$791,600 in 2019 to fund the Sandwich Conversion project.

The Water Machinery and Equipment reserve will fund 25% of a new Vactor truck approved in the 2018 fleet budget, but with an order time of 10 months, to be purchased in 2019 (\$137,500). The remaining 75% will be funded by the Sewer Machinery and Equipment Reserve.

## Development Cost Charges (DCC)

DCC are presented as deferred revenues in the financial statements and are not included with the reserves.

# Appendix

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## Appendix

The appendix provides the information used to prepare the Bylaw for the 2019 – 2023 Five Year Financial Plan, and includes the following.

1. OBJECTIVES AND POLICIES FOR SCHEDULE “A” BYLAW 2967
2. OBJECTIVES AND POLICIES FOR SCHEDULE “B” BYLAW 2967
3. CONSOLIDATED SUMMARY FOR SCHEDULE “C” BYLAW 2967
4. GENERAL OPERATING FUND SUMMARY FOR SCHEDULE “D” BYLAW 2967
5. SEWER OPERATING FUND SUMMARY FOR SCHEDULE “E” BYLAW 2967
6. WATER OPERATING FUND SUMMARY FOR SCHEDULE “F” BYLAW 2967
7. GENERAL CAPITAL FUND SUMMARY FOR SCHEDULE “G” BYLAW 2967
8. GENERAL CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE “H” BYLAW 2967
9. GENERAL 2019 CAPITAL EXPENDITURE – SOURCE OF FUNDING FOR SCHEDULE “I” BYLAW 2967
10. SEWER CAPITAL FUND SUMMARY FOR SCHEDULE “J” BYLAW 2967
11. SEWER CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE “K” BYLAW 2967
12. SEWER 2019 CAPITAL EXPENDITURE – SOURCE OF FUNDING FOR SCHEDULE “L” BYLAW 2967
13. WATER CAPITAL FUND SUMMARY FOR SCHEDULE “M” BYLAW 2967
14. WATER CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE “N” BYLAW 2967
15. WATER 2019 CAPITAL EXPENDITURE – SOURCE OF FUNDING FOR SCHEDULE “O” BYLAW 2967





## 1. Objectives and Policies for Schedule “A” Bylaw 2967

### Proportion of Revenue by Source

#### City of Courtenay Revenue and Tax Policy 1700.00.01, 2008

##### *Property Tax Policies*

- ❖ The City of Courtenay will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- ❖ Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

##### *Parcel Tax Policies*

- ❖ Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

##### *Fees & Charges*

- ❖ Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of costs recovered by fees and charges will vary with the nature of the service provided.

##### *Proceeds of Borrowing*

- ❖ Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time.

##### *Other Sources of Revenue*

- ❖ The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.

	2017		2018		2019	
Revenue Source	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	24,056,300	39.19%	24,954,500	38.15%	25,929,200	39.06%
Parcel Taxes	2,858,000	4.66%	3,133,400	4.79%	3,186,500	4.80%
Fees and Charges	17,424,000	28.39%	18,612,300	28.45%	19,546,100	29.45%
Other Sources	5,484,000	8.93%	4,306,700	6.58%	4,297,200	6.47%
Reserves/Surpluses	11,560,200	18.83%	14,413,100	22.03%	13,418,300	20.22%
Borrowing	0	0.00%	0	0.00%	0	0.00%
<b>TOTAL</b>	<b>\$61,382,500</b>	<b>100.00%</b>	<b>\$65,420,000</b>	<b>100.00%</b>	<b>\$66,377,300</b>	<b>100.00%</b>

## 2. Objectives and Policies for Schedule “B” Bylaw 2967

### Permissive Tax Exemptions

- ❖ A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants.
- ❖ The cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year.

Permissive Property Tax Exemptions	2017 (\$)	2018 (\$)	2019 (\$) estimate
City owned properties / managed by not-for-profit groups	175,160	179,050	179,050
Not-for Profit Organizations	141,207	142,299	165,515
Churches	16,052	14,520	14,888
<b>TOTAL</b>	<b>332,419</b>	<b>335,869</b>	<b>359,453</b>
Prior year tax levy for municipal purposes	21,951,300	22,108,900	22,901,225
As a percentage of municipal tax levy	1.51%	1.52%	1.57%

# 2019 – 2023 Five-Year Financial Plan

## 3. Consolidated Summary for Schedule “C” Bylaw 2967

Consolidated Financial Plan	Budget 2019	2020	Proposed Budget 2021	2022	2023
<b>Revenues</b>					
<b>Taxes</b>					
General Property Taxes	25,196,000	26,732,000	28,836,500	30,675,300	31,902,500
Collections for Other Governments	21,941,800	22,654,600	23,108,900	23,567,000	23,948,300
Total Property Taxes	47,137,800	49,386,600	51,945,400	54,242,300	55,850,800
Frontage & Parcel Taxes	3,186,500	3,552,000	3,644,300	3,744,000	3,848,600
Grants in Place of Property Taxes	489,000	498,800	508,800	518,900	529,200
% of Revenue Tax	410,000	418,200	426,700	435,200	444,000
Total Taxes Collected	51,223,300	53,855,600	56,525,200	58,940,400	60,672,600
Less: Transfers to Other Governments	(22,107,600)	(22,823,800)	(23,281,400)	(23,743,000)	(24,127,900)
<b>Net Taxes for Municipal Purposes</b>	<b>29,115,700</b>	<b>31,031,800</b>	<b>33,243,800</b>	<b>35,197,400</b>	<b>36,544,700</b>
<b>Other Revenues</b>					
Fees and Charges	19,546,100	20,475,900	21,324,100	22,026,100	22,606,300
Revenue from Other Sources	1,795,300	1,350,500	1,332,600	1,314,600	1,296,900
Other Contributions	818,500	2,284,900	195,000	200,000	210,000
Transfers from Other Govt & Agencies	1,683,400	1,719,200	1,755,700	1,793,200	1,830,900
Total Other Revenues	23,843,300	25,830,500	24,607,400	25,333,900	25,944,100
<b>Total Operating Revenues</b>	<b>52,959,000</b>	<b>56,862,300</b>	<b>57,851,200</b>	<b>60,531,300</b>	<b>62,488,800</b>
<b>Transfers From Reserves and Surplus</b>					
From Reserves	9,682,100	8,290,200	4,323,400	5,521,900	4,631,400
From Surplus	3,736,200	3,342,500	829,300	253,500	213,300
<b>Total from Reserves and Surplus</b>	<b>13,418,300</b>	<b>11,632,700</b>	<b>5,152,700</b>	<b>5,775,400</b>	<b>4,844,700</b>
<b>Funding from Debt</b>	<b>-</b>	<b>20,033,000</b>	<b>13,709,300</b>	<b>5,300,000</b>	<b>6,700,000</b>
<b>Total Revenues</b>	<b>66,377,300</b>	<b>88,528,000</b>	<b>76,713,200</b>	<b>71,606,700</b>	<b>74,033,500</b>
<b>Equity in Capital Assets</b>	<b>4,675,000</b>	<b>4,675,000</b>	<b>4,675,000</b>	<b>4,675,000</b>	<b>4,675,000</b>
	<b>71,052,300</b>	<b>93,203,000</b>	<b>81,388,200</b>	<b>76,281,700</b>	<b>78,708,500</b>
<b>Expenses</b>					
<b>Operating Expenses</b>					
General Government	4,392,500	4,412,400	4,471,300	4,618,500	4,628,900
Protective Services	8,735,100	9,003,400	9,266,000	9,932,600	10,241,500
Public Works Services	7,859,300	7,686,300	7,551,000	7,387,200	7,633,300
Environmental Health Services	16,203,300	16,836,700	17,246,100	18,052,300	18,359,800
Public Health Services	345,300	350,900	356,500	362,400	368,600
Development Services	2,239,900	2,101,100	1,984,600	2,019,400	2,054,500
Recreation & Cultural Services	7,511,000	7,423,500	7,549,300	7,674,100	7,805,200
	47,286,400	47,814,300	48,424,800	50,046,500	51,091,800
Amortization	4,675,000	4,675,000	4,675,000	4,675,000	4,675,000
<b>Total Operating Expenses</b>	<b>51,961,400</b>	<b>52,489,300</b>	<b>53,099,800</b>	<b>54,721,500</b>	<b>55,766,800</b>
<b>Capital Transactions</b>					
<b>Capital Assets</b>					
Land and Improvements	824,000	895,000	845,000	1,095,000	420,000
Buildings	2,063,800	8,394,100	6,939,000	795,800	590,000
Equipment	1,324,800	967,000	701,000	2,172,000	842,000
Engineering Structures - Renewal	5,988,800	19,313,000	8,130,800	5,100,000	11,000,000
Engineering Structures - New	3,336,800	5,198,700	4,400,000	4,050,000	550,000
Other Capital Assets	446,000	116,000	125,000	125,000	125,000
	13,984,200	34,883,800	21,140,800	13,337,800	13,527,000
<b>Debt for Capital Assets</b>					
Interest	599,200	1,012,200	1,511,900	1,760,700	1,965,400
Principal	938,900	1,136,800	1,747,000	2,182,300	2,346,300
	1,538,100	2,149,000	3,258,900	3,943,000	4,311,700
<b>Total Capital Transactions</b>	<b>15,522,300</b>	<b>37,032,800</b>	<b>24,399,700</b>	<b>17,280,800</b>	<b>17,838,700</b>
<b>Transfers to Reserves &amp; Surplus</b>					
To Reserves	3,555,800	3,680,900	3,776,900	3,912,400	4,077,700
To Appropriated Surplus	12,800	-	111,800	367,000	1,025,300
<b>Total to Reserves and Surplus</b>	<b>3,568,600</b>	<b>3,680,900</b>	<b>3,888,700</b>	<b>4,279,400</b>	<b>5,103,000</b>
	<b>71,052,300</b>	<b>93,203,000</b>	<b>81,388,200</b>	<b>76,281,700</b>	<b>78,708,500</b>

# 2019 – 2023 Five-Year Financial Plan

## 4. General Operating Fund Summary for Schedule "D" Bylaw 2967

General Operating Fund	Budget 2019	2020	Proposed Budget		
			2021	2022	2023
<b>Tax rate increase</b>					
General Taxation	2.75%	3.00%	3.25%	3.00%	2.50%
Debt Levy	0.00%	0.95%	3.53%	2.15%	0.22%
	2.75%	3.95%	6.78%	5.15%	2.72%
Infrastructure Reserve Levy	0.00%	1.25%	1.25%	1.50%	1.75%
	2.75%	5.20%	8.03%	6.65%	4.47%
<b>REVENUES</b>					
<b>Taxes</b>					
General Municipal Taxes	25,196,000	26,732,000	28,836,500	30,675,300	31,902,500
Collections for Other Governments (Estimate)	21,941,800	22,654,600	23,108,900	23,567,000	23,948,300
<b>Total Taxes Collected</b>	<b>47,137,800</b>	<b>49,386,600</b>	<b>51,945,400</b>	<b>54,242,300</b>	<b>55,850,800</b>
<b>Less:</b>					
Property Taxes for Other Governments (Estimate)	(21,941,800)	(22,654,600)	(23,108,900)	(23,567,000)	(23,948,300)
Portion of Grants in Place of Taxes	(165,800)	(169,200)	(172,500)	(176,000)	(179,600)
	(22,107,600)	(22,823,800)	(23,281,400)	(23,743,000)	(24,127,900)
<b>Net Municipal Taxes</b>	<b>25,030,200</b>	<b>26,562,800</b>	<b>28,664,000</b>	<b>30,499,300</b>	<b>31,722,900</b>
Grants in Lieu of Taxes	489,000	498,800	508,800	518,900	529,200
% of Revenue Tax	410,000	418,200	426,700	435,200	444,000
<b>Taxes for Municipal Purposes</b>	<b>25,929,200</b>	<b>27,479,800</b>	<b>29,599,500</b>	<b>31,453,400</b>	<b>32,696,100</b>
<b>Fees and Charges</b>	<b>7,714,000</b>	<b>7,866,800</b>	<b>8,035,000</b>	<b>8,207,400</b>	<b>8,382,700</b>
<b>Revenue from Other Sources</b>	<b>1,178,500</b>	<b>1,157,600</b>	<b>1,136,900</b>	<b>1,116,000</b>	<b>1,095,400</b>
<b>Transfers from Other Govt &amp; Agencies</b>	<b>1,683,400</b>	<b>1,719,200</b>	<b>1,755,700</b>	<b>1,793,200</b>	<b>1,830,900</b>
<b>Transfers-Reserves</b>	<b>1,725,300</b>	<b>1,063,500</b>	<b>748,500</b>	<b>673,500</b>	<b>673,500</b>
<b>Transfers-Surplus</b>	<b>2,100,300</b>	<b>1,140,800</b>	<b>553,800</b>	<b>150,000</b>	<b>150,000</b>
	40,330,700	40,427,700	41,829,400	43,393,500	44,828,600
<b>Equity in Capital Assets</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>
	<b>44,580,700</b>	<b>44,677,700</b>	<b>46,079,400</b>	<b>47,643,500</b>	<b>49,078,600</b>
<b>EXPENDITURES</b>					
<b>Operating Expenditures</b>					
General Government	4,392,500	4,412,400	4,471,300	4,618,500	4,628,900
Protective Services	8,735,100	9,003,400	9,266,000	9,932,600	10,241,500
Public Works Services	7,859,300	7,686,300	7,551,000	7,387,200	7,633,300
Environmental Health Services	3,296,700	3,385,700	3,481,800	3,581,200	3,683,700
Public Health Services	345,300	350,900	356,500	362,400	368,600
Development Services	2,239,900	2,101,100	1,984,600	2,019,400	2,054,500
Parks, Recreation & Cultural Services	7,511,000	7,423,500	7,549,300	7,674,100	7,805,200
<b>Total Operating Expenses</b>	<b>34,379,800</b>	<b>34,363,300</b>	<b>34,660,500</b>	<b>35,575,400</b>	<b>36,415,700</b>
<b>Amortization</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>
<b>Total Expenses</b>	<b>38,629,800</b>	<b>38,613,300</b>	<b>38,910,500</b>	<b>39,825,400</b>	<b>40,665,700</b>
<b>Transfer to Capital Fund</b>	<b>3,052,200</b>	<b>3,041,300</b>	<b>4,050,600</b>	<b>4,264,100</b>	<b>4,098,700</b>
<b>Transfer to Reserve Funds</b>	<b>2,898,700</b>	<b>3,023,100</b>	<b>3,118,300</b>	<b>3,252,900</b>	<b>3,418,200</b>
<b>Transfer to Surplus</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>301,100</b>	<b>896,000</b>
	5,950,900	6,064,400	7,168,900	7,818,100	8,412,900
	<b>44,580,700</b>	<b>44,677,700</b>	<b>46,079,400</b>	<b>47,643,500</b>	<b>49,078,600</b>



# 2019 – 2023 Five-Year Financial Plan

## 5. Sewer Operating Fund Summary for Schedule "E" Bylaw 2967

Sewer Operating Fund	Budget 2019	2020	Proposed Budget		2023
	<i>Blended rate</i>				
Sewer Utility Rate - Single Family Unit	340.38	357.4	375.27	394.03	403.88
Proposed increase %	5.0%	5.0%	5.0%	5.0%	2.5%
<b>Revenues</b>					
<b>Operating</b>					
Frontage & Parcel Taxes	2,011,400	2,306,400	2,323,800	2,344,100	2,364,500
Sale of Services	5,043,600	5,315,700	5,609,400	5,919,200	6,097,800
Revenue from Own Sources	50,800	50,700	50,700	50,700	50,700
Total Operating Revenues	7,105,800	7,672,800	7,983,900	8,314,000	8,513,000
<b>Reserves &amp; Surplus</b>					
Future Expenditure Reserve	611,700	-	-	-	-
Surplus	-	413,400	211,300	103,500	-
Total Transfers from Reserves & Surplus	611,700	413,400	211,300	103,500	-
<b>Equity in Capital Assets</b>	125,000	125,000	125,000	125,000	125,000
<b>Total Revenues</b>	<b>7,842,500</b>	<b>8,211,200</b>	<b>8,320,200</b>	<b>8,542,500</b>	<b>8,638,000</b>
<b>Expenses</b>					
<b>Operating</b>					
General Administration	1,165,000	1,153,900	1,169,900	1,199,200	1,204,000
CVRD	4,124,400	4,371,800	4,371,800	4,924,100	4,924,100
Collection	677,000	713,800	702,600	697,600	704,800
	5,966,400	6,239,500	6,244,300	6,820,900	6,832,900
Amortization	125,000	125,000	125,000	125,000	125,000
Total Operating Expenses	6,091,400	6,364,500	6,369,300	6,945,900	6,957,900
<b>Transfers to Other Funds</b>					
Sewer Capital Fund - 2019 Revenues	745,500	1,465,700	1,569,900	1,215,600	1,169,800
Sewer Capital Fund - 2018 Revenues	611,700	-	-	-	-
	1,357,200	1,465,700	1,569,900	1,215,600	1,169,800
<b>Transfers to Reserves</b>					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	600	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	381,100	381,000	381,000	381,000	381,000
<b>Transfer to Appropriated Surplus</b>					
Surplus contingency	12,800	-	-	-	129,300
<b>Total Expenses</b>	<b>7,842,500</b>	<b>8,211,200</b>	<b>8,320,200</b>	<b>8,542,500</b>	<b>8,638,000</b>

# 2019 – 2023 Five-Year Financial Plan

## 6. Water Operating Fund Summary for Schedule "F" Bylaw 2967

Water Operating Fund	Budget 2019	2020	Proposed Budget		2023
	<i>Blended rate</i>		2021	2022	
Water Utility Rate - Single Family Unit	497.92	530.28	556.79	570.71	584.98
Proposed increase %	6.5%	6.5%	5.0%	2.5%	2.5%
<b>Revenues</b>					
<b>Operating</b>					
Frontage & Parcel Taxes	1,175,100	1,245,600	1,320,500	1,399,900	1,484,100
Sale of Services	6,788,500	7,293,400	7,679,700	7,899,500	8,125,800
Revenue from Own Sources	149,500	142,200	145,000	147,900	150,800
Total Operating Revenues	8,113,100	8,681,200	9,145,200	9,447,300	9,760,700
<b>Reserves &amp; Surplus</b>					
Future Expenditure Reserve	456,700	-	-	-	-
Water Efficiency	17,500	17,900	18,200	18,600	18,900
Surplus	221,900	536,000	-	-	63,400
Total Transfers from Reserves & Surplus	696,100	553,900	18,200	18,600	82,300
<b>Equity in Capital Assets</b>	300,000	300,000	300,000	300,000	300,000
<b>Total Revenues</b>	<b>9,109,200</b>	<b>9,535,100</b>	<b>9,463,400</b>	<b>9,765,900</b>	<b>10,143,000</b>
<b>Expenses</b>					
<b>Operating</b>					
General Administration	1,541,100	1,524,800	1,590,600	1,584,200	1,637,000
CVRD - Supply	4,275,800	4,548,800	4,776,600	4,897,900	5,022,300
Transmission and Distribution	1,123,300	1,137,900	1,152,800	1,168,100	1,183,900
	6,940,200	7,211,500	7,520,000	7,650,200	7,843,200
Amortization	300,000	300,000	300,000	300,000	300,000
Total Operating Expenses	7,240,200	7,511,500	7,820,000	7,950,200	8,143,200
<b>Transfers to Other Funds</b>					
Water Capital Fund - 2019 Revenues	1,136,300	1,746,800	1,254,000	1,471,300	1,721,300
Water Capital Fund - 2018 Revenues	456,700	-	-	-	-
	1,593,000	1,746,800	1,254,000	1,471,300	1,721,300
<b>Transfers to Reserves</b>					
Asset Management Reserve	200,000	200,000	200,000	200,000	200,000
Water Utility Reserve	40,400	41,200	42,000	42,900	42,900
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	276,000	276,800	277,600	278,500	278,500
<b>Transfer to Appropriated Surplus</b>					
Surplus contingency	-	-	111,800	65,900	-
<b>Total Expenses</b>	<b>9,109,200</b>	<b>9,535,100</b>	<b>9,463,400</b>	<b>9,765,900</b>	<b>10,143,000</b>



# 2019 – 2023 Five-Year Financial Plan

## 7. General Capital Fund Summary for Schedule “G” Bylaw 2967

General Capital Fund	Budget 2019	2020	Proposed Budget		
			2021	2022	2023
Revenues					
Revenues					
Other Revenues	416,500	-	-	-	-
Grant and Contributions	818,500	2,284,900	195,000	200,000	210,000
	1,235,000	2,284,900	195,000	200,000	210,000
Transfers from Surplus					
Operating Funds	2,308,700	2,866,300	4,025,100	4,264,100	4,098,700
Capital Surplus - RFE	743,500		25,500		
Unexpended Debt	345,600	1,252,400	64,200		
	3,397,800	4,118,700	4,114,800	4,264,100	4,098,700
Transfers from Reserves					
Community Works Reserve	1,064,300	1,300,000	1,190,000	1,455,000	1,360,000
Gaming Funds Reserve		175,000			
Other Reserve Funds	4,770,700	3,058,800	2,366,700	2,874,800	1,579,000
	5,835,000	4,533,800	3,556,700	4,329,800	2,939,000
Total Transfers	8,143,700	7,400,100	7,581,800	8,593,900	7,037,700
Funding from Debt	-	14,733,000	10,709,300	2,300,000	2,500,000
Other	-	-	-	-	-
Total Revenues	10,467,800	25,670,400	18,575,800	11,093,900	9,747,700
Expenditures					
Capital Assets					
Land and improvements	824,000	895,000	845,000	1,095,000	420,000
Buildings	2,063,800	8,394,100	6,939,000	795,800	590,000
Equipments / Furnitures / Vehicles	1,324,800	967,000	701,000	2,172,000	842,000
Engineering Structures - Renewal	3,429,700	13,533,000	7,076,500	3,900,000	4,700,000
Engineering Structures - New	1,010,000	168,700	400,000	50,000	50,000
Other Tangible Capital Assets	446,000	116,000	125,000	125,000	125,000
Loss of disposal of assets					
	9,098,300	24,073,800	16,086,500	8,137,800	6,727,000
Debt					
Interest	530,000	756,400	1,150,500	1,293,700	1,350,600
Principal	839,500	840,200	1,338,800	1,662,400	1,670,100
	1,369,500	1,596,600	2,489,300	2,956,100	3,020,700
Total Expenditures	10,467,800	25,670,400	18,575,800	11,093,900	9,747,700

# 2019 – 2023 Five-Year Financial Plan

## 8. General Capital Expenditure Program for Schedule “H” Bylaw 2967

2019-2023 General Capital Expenditure Program (1 of 4)						2019	2020	2021	2022	2023	Total
Category	Area	Department	Project description			Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	
Land and improvements	Cemetery	Cemetery	CEMETERY - NICHE DESIGN/DEVELOPMENT			108,000	35,000	40,000	40,000	40,000	263,000
			CEMETERY - CEMETERY GENERAL WORK			50,000	50,000	40,000	60,000	50,000	250,000
			CEMETERY - LAWN CRYPTS			32,000		35,000	35,000	35,000	137,000
			CEMETERY - IRRIGATION			15,000	10,000			15,000	40,000
			CEMETERY - NEW PLANTINGS				30,000				30,000
			Cemetery Total			205,000	125,000	115,000	135,000	140,000	720,000
	Infrastructure	Traffic Projects	26 St & Rotary Rail Trail - Ped Crossing Lights 'Below' (East) of the tracks			30,000					30,000
	Infrastructure Total			30,000						30,000	
	Parks	Parks	Misc Playground (1 replacement per year + next year design)			120,000	120,000	120,000	120,000	120,000	600,000
			Puntledge Park Playground replacement and Bridge improvement			25,000					25,000
			Tarling Park gate, fencing and Hydro service			15,000					15,000
			Park Development - McPhee Meadows			12,000	30,000	200,000			242,000
			Rotary Trail Extension North 5th St to McPhee Meadows			7,000	20,000		180,000		207,000
			Tarling Park (Lake Trail / Arden Trail construction)			5,000	50,000	50,000			105,000
			Misc Parks (future year estimate)						140,000	140,000	280,000
			Bill Moore - Irrigation System Replacement				150,000				150,000
			Anderton Park Exercise equipment in Marine Env is susceptible to early deterioration						100,000		100,000
			Woodcote - Irrigation System Replacement					80,000			80,000
		Walkways & Bikeways	Buckstone to Island Hwy trail (PW project)			300,000					300,000
			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1			30,000	200,000				230,000
			Valleyview Greenway Erosion Remediation (2018 quick fix Ops, 2019-20 long			25,000	150,000				175,000
			Courtenay Riverway South Extension Beachwood to City Park - Phase 2				30,000	200,000			230,000
			WALKWAYS & BIKEWAYS (furture year estimate)				20,000	20,000	20,000	20,000	80,000
			Access and Parking to McPhee Meadows					30,000	200,000		230,000
			Courtenay Riverway South Extension City Park to Regional Trail - Phase 3					30,000	200,000		230,000
			Parks Total			539,000	770,000	730,000	960,000	280,000	3,279,000
	Rec & Culture	Lewis Centre	Martin Park Lacrosse box repair - new pickleball courts			50,000				50,000	
	Rec & Culture Total			50,000					50,000		
	Land and improvements Total						824,000	895,000	845,000	1,095,000	420,000
Buildings	Cemetery	Cemetery	Courtenay Civic Cemetery Building- Roof Replacement			35,000					35,000
			Cemetery Total			35,000					35,000
	Parks	Parks	Lewis Washroom - Roof Replacement					25,000		25,000	
			Woodcote Park - Roof Replacement					45,000		45,000	
			Park Café - Roof Replacement					75,000		75,000	
			Lagoon Walkway Lookouts - Roof Replacement					30,000		30,000	
	Parks Total					175,000			175,000		
	Property Services	City Hall	CITY HALL - Building Energy Reduction (roof ventilation)			280,000				280,000	
			CITY HALL - Roof Replacement			220,500				220,500	
		Fire	FIRE - NEW SATELLITE FIREHALL			100,000	483,000	6,000,000		6,583,000	
			FIRE HALL - Building Energy Reduction (replacement 4 roof top units)				60,000			60,000	
		Rental Properties	Renovation of City Hall - Foyer area			100,000				100,000	
			Coop Building - Roof Replacement					75,000		75,000	
	Property Services Total			700,500	543,000	6,075,000			7,318,500		



# 2019 – 2023 Five-Year Financial Plan

2019-2023 General Capital Expenditure Program (2 of 4)				2019	2020	2021	2022	2023	Total
Category	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	
	Public Works	Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay	270,000					270,000
			PUBLIC WORKS - New Public Works Building	102,967	7,000,000				7,102,967
			PW Yard Admin - HVAC replacement				80,000		80,000
			PW Yard Admin - Roof Replacement				150,000		150,000
	<b>Public Works Total</b>			<b>372,967</b>	<b>7,000,000</b>		<b>230,000</b>		<b>7,602,967</b>
	Rec & Culture	Art Gallery	ART GALLERY - Hydraulic Passenger Elevator replacement	11,500	86,300				97,800
			ART GALLERY - Building Energy Reduction	7,500					7,500
		Filberg Centre	FILBERG CENTRE - Building Energy Reduction	45,000					45,000
			FILBERG - Hydraulic Passenger Elevator replacement	11,500	92,000				103,500
			FILBERG CENTRE - Future year estimation					100,000	100,000
			FILBERG - Roof Replacement		60,000				60,000
			FILBERG CENTRE - Accoustic upgrades			70,000			70,000
			FILBERG - Roof Top Units				200,000		200,000
		Lewis Centre	LEWIS CENTRE - New AC system	330,000					330,000
			LEWIS CENTRE - Parking Lot Reconfiguration	20,000	100,000				120,000
			LEWIS CENTRE - Squash Court Floor Replacement		80,000				80,000
			LEWIS CENTRE - Shower Lift (accessibility funding)		20,000				20,000
			LEWIS CENTRE - Squash Court Wall Replacement		72,000				72,000
			LEWIS CENTRE - Future year estimation				100,000	100,000	200,000
			LEWIS CENTRE - Roof Replacement			200,000			200,000
			LIBRARY - Building Energy Reduction		55,500				55,500
		Memorial Pool	MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000		50,000		20,000	90,000
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	15,000	15,000	15,000	20,000	25,000	90,000
			MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	15,000	15,000	15,000	20,000	25,000	90,000
			MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT		40,000				40,000
		Museum	MEMORIAL POOL - New Pool Covers				25,000		25,000
			MUSEUM - Future year estimation				50,000	50,000	100,000
			MUSEUM - Replace windows		50,000	50,000			100,000
			MUSEUM - Hydraulic Freight Elevator replacement		40,300	178,300			218,600
		Native Sons Hall	NATIVE SONS HALL - Roof Replacement	200,000					200,000
			NATIVE SONS HALL - Shingles replacement	120,985					120,985
			NATIVE SONS HALL - Building Energy Reduction	20,000					20,000
			NATIVE SONS HALL - Accessible Parking Spot	15,000	75,000				90,000
		Sid Theatre	SID THEATRE - Building Energy Reduction	35,000					35,000
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000	25,000				50,000
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000	10,000	10,000	10,000		40,000
			SID THEATRE - Stage Lift replacement (elevator)			9,200	57,500		66,700
		Youth Centre	SID THEATRE - Future year estimation			20,000	20,000	20,000	60,000
			SID THEATRE - Hydraulic Vertical Platform Lift replacement (elevator)			11,500	63,300		74,800
			YOUTH CENTRE - Heating System Replacement	53,913					53,913
			YOUTH CENTRE - Roof Replacement (2023)					250,000	250,000
			YOUTH CENTRE - Freestanding sign & Exterior Facia sign		15,000	60,000			75,000
	<b>Rec &amp; Culture Total</b>			<b>955,398</b>	<b>851,100</b>	<b>689,000</b>	<b>565,800</b>	<b>590,000</b>	<b>3,651,298</b>
<b>Buildings Total</b>				<b>2,063,865</b>	<b>8,394,100</b>	<b>6,939,000</b>	<b>795,800</b>	<b>590,000</b>	<b>18,782,765</b>

# 2019 – 2023 Five-Year Financial Plan

2019-2023 General Capital Expenditure Program (3 of 4)					2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total	
Category	Area	Department	Project description								
Equipment	Corporate Services	IT	MIS PC REPLACEMENT		60,000	60,000	60,000	60,000	60,000	300,000	
			PHOTOCOPIERS		54,000	36,000	40,000	40,000	40,000	210,000	
			LARGE FORMAT PLOTTER		30,000		30,000		30,000	90,000	
			SERVER REPLACEMENT		20,000	20,000	20,000	20,000	20,000	100,000	
			COUNCIL CHAMBERS AUDIO/VISUAL REPLACE		15,000					15,000	
			Asset Management GIS/Tablets		5,000	6,000	6,000	7,000	7,000	31,000	
	Corporate Services Total				184,000	122,000	156,000	127,000	157,000	746,000	
	Fire Services	Fire	FIRE DEPT LIGHT VEHICLES		87,000					140,000	227,000
			FIRE DEPT - Ladder Truck (replacement truck #12)					1,500,000		1,500,000	
	Fire Services Total				87,000			1,500,000	140,000	1,727,000	
	Fleet	Fleet	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES		524,370	250,000	250,000	250,000	250,000	1,524,370	
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES		248,481	125,000	125,000	125,000	125,000	748,481	
			FLEET MANAGEMENT - PARKS SERV- LIGHT VEHICLES		236,000	125,000	125,000	125,000	125,000	736,000	
			2 Double Electric car charging stations Level 1 220V				100,000			100,000	
			2 Electric car charging stations EV DC Fast Charger 440V				200,000			200,000	
	Fleet Total				1,008,851	800,000	500,000	500,000	500,000	3,308,851	
	Rec & Culture	Lewis Centre	LEWIS CENTRE - Equipments > 5k		45,000	45,000	45,000	45,000	45,000	225,000	
Rec & Culture Total				45,000	45,000	45,000	45,000	45,000	225,000		
Equipment Total					1,324,851	967,000	701,000	2,172,000	842,000	6,006,851	
New	Corporate Services	Corporate Services	Strategic Land Acquisition		500,000					500,000	
	Corporate Services Total				500,000					500,000	
	Infrastructure	Major Road Construction	MAJOR ROAD CONS - Cowichan / Ryan crossing		100,000					100,000	
		Storm Drainage	Braidwood Affordable Housing - Storm & Road Servicing				103,695			103,695	
		Bike Lane	Bike Lane Fitzgerald Avenue (3 sections)		240,000					240,000	
			Bike Lane Hobson Neighbourhood Route		120,000					120,000	
	Infrastructure Total				460,000	103,695				563,695	
	Parks	Parks	Partners in Parks		50,000	50,000	50,000	50,000	50,000	250,000	
		Walkways & Bikeways	Dingwall to Muir Road trail development - stairs			15,000	250,000			265,000	
	Parks Total				50,000	65,000	300,000	50,000	50,000	515,000	
	Rec & Culture	Youth Centre	YOUTH CENTRE - AC				100,000			100,000	
	Rec & Culture Total						100,000			100,000	
New Total					1,010,000	168,695	400,000	50,000	50,000	1,678,695	

# 2019 – 2023 Five-Year Financial Plan

2019-2023 General Capital Expenditure Program (4 of 4)					2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total
Category	Area	Department	Project description							
Renewal	Infrastructure	⊖ DCC Projects	Road, Storm, Parks DCC Projects		400,000	400,000	400,000	400,000	400,000	2,000,000
		⊖ Major Road Construction	Lerwick Overlay project Grind & Pave		800,000					800,000
			MAJOR ROAD CONS - 5th ST Bridge Updgrade - Deck renewal & Painting		423,000	7,302,945				7,725,945
			MAJOR ROAD CONS - 5th Street - Fitzgerald to Mezies Complete Streets		212,500					212,500
			MAJOR ROAD CONS - Future years					1,500,000	2,000,000	3,500,000
			MAJOR ROAD CONS - Cousins Ave - 20th to Willemar		-		3,224,000			3,224,000
		⊖ Road Paving	ROAD PAVING - Grind and Pave program		1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	7,000,000
			MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction				570,000			570,000
		⊖ Storm Drainage	STORM DRAINAGE - Glacier View Plaza Drainage improvements		146,149					146,149
			Braidwood Road Design - Storm & Road		110,097	3,250,000				3,360,097
			STORM DRAINAGE - Willemar Culvert		50,000	500,000				550,000
			STORM DRAINAGE - 200 Back Rd Storm Culvert improvement		37,959	200,000				237,959
			STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction				570,000			570,000
			STORM DRAINAGE - Future years					300,000	500,000	800,000
			STORM DRAINAGE - WOODS PARK STORM OUTFALL				617,500			617,500
		⊖ Traffic Projects	TRAFFIC PROJECTS - Signal Upgrade - 8th St and Cliffe Ave			160,000				160,000
			TRAFFIC PROJECTS - Advanced Warning Light - 8th and Fitzgerald			180,000				180,000
			TRAFFIC PROJECTS - Signal Upgrade - Old Island Highway at Comox Road			20,000	75,000			95,000
			TRAFFIC PROJECTS - Future years					200,000	200,000	400,000
			TRAFFIC PROJECTS - Signal Upgrade - 5th St and Cliffe Ave			20,000	220,000			240,000
			Infrastructure Total			3,379,705	13,332,945	7,076,500	3,900,000	4,700,000
	⊖ Rec & Culture	⊖ Filberg Centre	FILBERG CENTRE - Drive Thru Repair		50,000	200,000			250,000	
	Rec & Culture Total			50,000	200,000			250,000		
Renewal Total					3,429,705	13,532,945	7,076,500	3,900,000	4,700,000	32,639,150
Other Tangible Assets	Corporate Services	IT	Recreation Software		105,000					105,000
			Organization objective setting and performance measurement Software		100,000					100,000
			New softwares		50,000	50,000	50,000	50,000	50,000	250,000
			Finance Budget Software		50,000					50,000
			OFFSITE BACKUP DEVELOPMENT		36,000	36,000	40,000	40,000	40,000	192,000
			Disaster Recovery Plan - Phase 1		35,000					35,000
			*Hyper-Convergence Software (complement to back up solution)		30,000	30,000	35,000	35,000	35,000	165,000
			IT security (PEN Test)		25,000					25,000
			Great Plain Electronic Workflow		15,000					15,000
			Corporate Services Total		446,000	116,000	125,000	125,000	125,000	937,000
			Other Tangible Assets Total					446,000	116,000	125,000
Grand Total					9,098,421	24,073,740	16,086,500	8,137,800	6,727,000	64,123,461

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## 9. General 2019 Capital Expenditure – Source of Funding for Schedule “I” Bylaw 2967

2019 General Capital Expenditure Source of Funding (1 of 2)				2019 Proposed Budget	2019 General Revenues	2019 M&E- New Works Reserve	2019 Reserve for Future Expenditures	2019 Unexpen- ded Funds	2019 DCC Reserve	2019 Fed / Prov Funding	2019 Gas Tax Fed Grant	2019 CVRD Grant	2019 Proceeds - Asset Sales	2019 Donation	
Category	Area	Department	Project description												
Land and improvements	Cemetery	Cemetery	CEMETERY - CEMETERY GENERAL WORK	50,000								50,000			
			CEMETERY - IRRIGATION	15,000								15,000			
			CEMETERY - LAWN CRYPTS	32,000								32,000			
			CEMETERY - NICHE DESIGN/DEVELOPMENT	108,000								108,000			
			Cemetery Total	205,000								205,000			
	Infrastructure	Traffic Projects	26 St & Rotary Rail Trail - Ped Crossing Lights 'Below' (East) of the tracks	30,000		30,000									
	Infrastructure Total			30,000		30,000									
	Parks	Walkways & Bikeways	Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	30,000		30,000									
			Valleyview Greenway Erosion Remediation (2018 quick fix Ops, 2019-2020)	25,000	18,800				6,200						
			Buckstone to Island Hwy trail (PW project)	300,000		20,538								279,462	
		Parks	Park Development - McPhee Meadows	12,000	12,000										
			Puntledge Park Playground replacement and Bridge improvement	25,000			25,000								
			Rotary Trail Extension North 5th St to McPhee Meadows	7,000							7,000				
			Tarling Park gate, fencing and Hydro service	15,000	15,000										
			Misc Playground (1 replacement per year + next year design)	120,000	120,000										
			Tarling Park (Lake Trail / Arden Trail construction)	5,000	5,000										
			Parks Total	539,000	200,800	20,538	25,000		6,200		7,000			279,462	
	Rec & Culture	Lewis Centre	Martin Park Lacrosse box repair - new pickleball courts	50,000	50,000										
	Rec & Culture Total			50,000	50,000										
Land and improvements Total				824,000	250,800	50,538	25,000		6,200		7,000	205,000		279,462	
Buildings	Cemetery	Cemetery	Courtenay Civic Cemetery Building- Roof Replacement	35,000		35,000									
	Cemetery Total			35,000		35,000									
	Property Services	City Hall	CITY HALL - Building Energy Reduction (roof ventilation)	280,000		280,000									
			CITY HALL - Roof Replacement	220,500		220,500									
		Rental Properties	Renovation of City Hall - Foyer area	100,000	74,981		25,019								
			Fire	FIRE - NEW SATELLITE FIREHALL	100,000	9,414		90,586							
	Property Services Total			700,500	84,395	500,500	25,019	90,586							
	Public Works	Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay	270,000	3,981		266,019								
			PUBLIC WORKS - New Public Works Building	102,967	-		102,967								
	Public Works Total			372,967	3,981		368,986								
	Rec & Culture	Native Sons Hall	NATIVE SONS HALL - Accessible Parking Spot	15,000	15,000										
			NATIVE SONS HALL - Building Energy Reduction	20,000		20,000									
			NATIVE SONS HALL - Roof Replacement	200,000		200,000									
			NATIVE SONS HALL - Shingles replacement	120,985	99,985		21,000								
		Lewis Centre	LEWIS CENTRE - New AC system	330,000			255,000							75,000	
			LEWIS CENTRE - Parking Lot Reconfiguration	20,000		20,000									
			SID THEATRE - Building Energy Reduction	35,000		35,000									
		Sid Theatre	SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000		25,000									
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000		10,000									
		Filberg Centre	FILBERG - Hydraulic Passenger Elevator replacement	11,500		11,500									
			FILBERG CENTRE - Building Energy Reduction	45,000		45,000									
		Youth Centre	YOUTH CENTRE - Heating System Replacement	53,913	35,000		18,913								
		Memorial Pool	MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	15,000									15,000		
			MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000									20,000		
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	15,000									15,000		
		Art Gallery	ART GALLERY - Building Energy Reduction	7,500		7,500									
			ART GALLERY - Hydraulic Passenger Elevator replacement	11,500		11,500									
		Rec & Culture Total			955,398	149,985	385,500	39,913	255,000				50,000		75,000
Buildings Total				2,063,865	238,361	921,000	433,918	345,586				50,000		75,000	



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2019 General Capital Expenditure Source of Funding (2 of 2)					2019 Proposed Budget	2019 General Revenues	2019 M&E - New Works Reserve	2019 Reserve for Future Expenditures	2019 Unexpend- ed Funds	2019 DCC Reserve	2019 Fed / Prov Funding	2019 Gas Tax Fed Grant	2019 CVRD Grant	2019 Proceeds - Asset Sales	2019 Donation	
Category	Area	Department	Project description													
Equipment	Corporate Services	IT	Asset Management GIS/Tablets		5,000		5,000									
			COUNCIL CHAMBERS AUDIO/VISUAL REPLACE		15,000		15,000									
			LARGE FORMAT PLOTTER		30,000		30,000									
			MIS PC REPLACEMENT		60,000		60,000									
			PHOTOCOPIERS		54,000		54,000									
			SERVER REPLACEMENT		20,000		20,000									
	Corporate Services Total				184,000		184,000									
	Fire Services	Fire	FIRE DEPT LIGHT VEHICLES		87,000		87,000									
			Fire Services Total				87,000		87,000							
	Fleet	Fleet	FLEET MANAGEMENT - PARKS SERV- LIGHT VEHICLES		236,000		236,000									
			FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES		524,370		524,370									
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES		248,481		248,481									
Fleet Total				1,008,851		1,008,851										
Rec & Culture	Lewis Centre	LEWIS CENTRE - Equipments > 5k		45,000		45,000										
		Rec & Culture Total				45,000		45,000								
Equipment Total					1,324,851		1,324,851									
New	Corporate Services	Corporate Services	Strategic Land Acquisition		500,000		83,471							416,529		
			Corporate Services Total				500,000		83,471					416,529		
	Infrastructure	Bike Lane	Bike Lane Fitzgerald Avenue (3 sections)		240,000		120,000			120,000						
			Bike Lane Hobson Neighbourhood Route		120,000		60,000			60,000						
		Major Road Construction	MAJOR ROAD CONS - Cowichan / Ryan crossing		100,000	75,250				24,750						
	Infrastructure Total				460,000	75,250	180,000			24,750	180,000					
	Parks	Parks	Partners in Parks		50,000	40,000									10,000	
Parks Total				50,000	40,000							10,000				
New Total					1,010,000	115,250	263,471			24,750	180,000			416,529	10,000	
Renewal	Infrastructure	Major Road Construction	Lerwick Overlay project Grind & Pave		800,000	36,838				763,162						
			MAJOR ROAD CONS - 5th ST Bridge Updgrade - Deck renewal & Painting		423,000		342,348	80,652								
			MAJOR ROAD CONS - 5th Street - Fitzgerald to Mezies Complete Streets		212,500		120,510	72,973			19,017					
		Road Paving	ROAD PAVING - Grind and Pave program		1,200,000					305,910		894,090				
		DCC Projects	Road, Storm, Parks DCC Projects		400,000	248,000				152,000						
		Storm Drainage	Braidwood Road Design - Storm & Road		110,097			110,097								
			STORM DRAINAGE - 200 Back Rd Storm Culvert improvement		37,959			10,425				27,534				
			STORM DRAINAGE - Glacier View Plaza Drainage improvements		146,149			10,425				135,724				
			STORM DRAINAGE - Willemar Culvert		50,000		50,000									
			Infrastructure Total				3,379,705	284,838	512,858	284,572		1,221,072	19,017	1,057,348		
	Rec & Culture	Filberg Centre	FILBERG CENTRE - Drive Thru Repair		50,000	50,000										
			Rec & Culture Total				50,000	50,000								
Renewal Total					3,429,705	334,838	512,858	284,572		1,221,072	19,017	1,057,348				
Other Tangible Assets	Corporate Services	IT	*Hyper-Convergence Software (complement to back up solution)		30,000		30,000									
			Disaster Recovery Plan - Phase 1		35,000		35,000									
			Finance Budget Software		50,000		50,000									
			Great Plain Electronic Workflow		15,000		15,000									
			IT security (PEN Test)		25,000		25,000									
			New softwares		50,000		50,000									
			OFFSITE BACKUP DEVELOPMENT		36,000		36,000									
			Organization objective setting and performance measurement Software		100,000		100,000									
			Recreation Software		105,000		105,000									
			Corporate Services Total				446,000		446,000							
	Other Tangible Assets Total					446,000		446,000								
Grand Total					9,098,421	939,249	3,518,718	743,490	345,586	1,252,022	199,017	1,064,348	255,000	416,529	364,462	

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## 10. Sewer Capital Fund Summary for Schedule “J” Bylaw 2967

Sewer Capital Fund	Budget 2019	2020	Proposed Budget		
			2021	2022	2023
<b>Revenues</b>					
<b>Funding from Operating Fund</b>					
Sewer Operating Fund	745,500	1,465,600	1,569,900	1,215,600	1,169,700
<b>Reserves &amp; Surplus</b>					
Sewer Capital Surplus - RFE	611,700				
Sewer Reserve Funds	1,312,700	2,350,000		500,000	500,000
	1,924,400	2,350,000	-	500,000	500,000
<b>Funding from Debt</b>		5,300,000			4,200,000
<b>Total Revenues</b>	<b>2,669,900</b>	<b>9,115,600</b>	<b>1,569,900</b>	<b>1,715,600</b>	<b>5,869,700</b>
<b>Expenditures</b>					
<b>Debt</b>					
Interest - Debenture Debt	56,600	243,200	243,200	243,200	391,000
Principal - Debenture Debt	75,200	272,400	272,400	272,400	428,700
	131,800	515,600	515,600	515,600	819,700
<b>Capital Assets</b>					
Engineering Structures - Renewal	2,086,300	4,250,000	1,054,300	1,200,000	5,050,000
Engineering Structures - New	451,800	4,350,000			
	2,538,100	8,600,000	1,054,300	1,200,000	5,050,000
<b>Total Expenditures</b>	<b>2,669,900</b>	<b>9,115,600</b>	<b>1,569,900</b>	<b>1,715,600</b>	<b>5,869,700</b>



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## 11. Sewer Capital Expenditure Program for Schedule “K” Bylaw 2967

2019-2023 Sewer Capital Expenditure Program		2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total 2019-2023 Budget
Category	Project description						
New	20 St & Riverside Lane - Chamber	300,000					300,000
	Greenwood Trunk Connection	151,800	4,100,000				4,251,800
	North Sandwich sewer		50,000				50,000
	South Courtenay Sewer		200,000				200,000
New Total		451,800	4,350,000				4,801,800
Renewal	Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	1,500,000					1,500,000
	1 St Lift Station Replacement	350,000	2,300,000				2,650,000
	Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	200,000	1,400,000				1,600,000
	Braidwood Rd - Road & Utility Reconstruction - Sanitary	36,300	500,000				536,300
	Cliffe Ave - Mansfield to Anfield ph 2			150,000	750,000	750,000	1,650,000
	Anderton Ave Lift Station				250,000	2,200,000	2,450,000
	Arden Central Trunk Main				200,000	2,000,000	2,200,000
	Mansfield Lift Station Upgrade					50,000	50,000
	Courtenay Riverway - 21st to Mansfield					50,000	50,000
	Sewer - Projects identified through Asset Management Strategy			500,000			500,000
Renewal Total		2,086,300	4,250,000	1,054,300	1,200,000	5,050,000	13,640,600
Grand Total		2,538,100	8,600,000	1,054,300	1,200,000	5,050,000	18,442,400

## 12. Sewer 2019 Capital Expenditure – Source of Funding for Schedule “L” Bylaw 2967

2019 Sewer Capital Expenditure Source of Funding		2019 Budget	2019 General Revenues	2019 Reserve	2019 Reserve for Future Expenditures	2019 DCC Reserve
Category	Project description					
New	20 St & Riverside Lane - Chamber	300,000	120,700		179,300	
	Greenwood Trunk Connection	151,800	3,300		35,800	112,700
New Total		451,800	124,000		215,100	112,700
Renewal	Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	1,500,000	170,100	1,200,000	129,900	
	1 St Lift Station Replacement	350,000	217,500		132,500	
	Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	200,000	102,100		97,900	
	Braidwood Rd - Road & Utility Reconstruction - Sanitary	36,300			36,300	
Renewal Total		2,086,300	489,700	1,200,000	396,600	
Grand Total		2,538,100	613,700	1,200,000	611,700	112,700



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## 13. Water Capital Fund Summary for Schedule "M" Bylaw 2967

Water Capital Fund	Budget	Proposed Budget			
	2019	2020	2021	2022	2023
<b>Revenues</b>					
<b>Funding from Operating Fund</b>					
Water Operating Fund	1,136,300	1,746,800	1,254,000	1,471,300	1,721,300
<b>Reserves &amp; Surplus</b>					
Water Capital Surplus - RFE	456,700				
Water Reserves	791,600	500,000			500,000
	1,248,300	500,000	-	-	500,000
<b>Funding from Debt</b>			3,000,000	3,000,000	
<b>Total Revenues</b>	<b>2,384,600</b>	<b>2,246,800</b>	<b>4,254,000</b>	<b>4,471,300</b>	<b>2,221,300</b>
<b>Expenditures</b>					
<b>Debt</b>					
Interest - Debenture Debt	12,600	12,600	118,200	223,800	223,800
Principal - Debenture Debt	24,200	24,200	135,800	247,500	247,500
	36,800	36,800	254,000	471,300	471,300
<b>Capital Assets</b>					
Engineering Structures - Renewal	472,800	1,530,000			1,250,000
Engineering Structures - New	1,875,000	680,000	4,000,000	4,000,000	500,000
	2,347,800	2,210,000	4,000,000	4,000,000	1,750,000
<b>Total Expenditures</b>	<b>2,384,600</b>	<b>2,246,800</b>	<b>4,254,000</b>	<b>4,471,300</b>	<b>2,221,300</b>



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## 14. Water Capital Expenditure Program for Schedule “N” Bylaw 2967

2019-2023 Water Capital Expenditure Program		2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total 2019- 2023 Budget
Category	Project description						
New	Sandwich Conversion	1,450,000					1,450,000
	Sandwich Conversion - CICC	325,000					325,000
	South Courtenay Secondary Transmission	100,000	250,000	3,500,000	3,500,000		7,350,000
	CVRD Connections - Install meter & check valve at each connection point		360,000	360,000	360,000	360,000	1,440,000
	Private Loops (19 @ 35k)		70,000	140,000	140,000	140,000	490,000
New Total		1,875,000	680,000	4,000,000	4,000,000	500,000	11,055,000
Renewal	Willemar Ave -17 St to 21 St - Watermain Replacement	177,000					177,000
	Connector 19A Fire Chamber Removal	116,500					116,500
	Buckstone Water Booster Pump Station - Improvements	103,500					103,500
	Sandpiper / Millard upgrade	40,000	210,000				250,000
	Braidwood Rd - Road & Utility Reconstruction - Water	35,800	500,000				535,800
	Willemar - 21 St to Tull Av		720,000				720,000
	Hwy 19A - loop 1		100,000				100,000
	Water - Projects identified through Asset Management Strategy					1,250,000	1,250,000
Renewal Total		472,800	1,530,000			1,250,000	3,252,800
Grand Total		2,347,800	2,210,000	4,000,000	4,000,000	1,750,000	14,307,800

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## 15. Water 2019 Capital Expenditure – Source of Funding for Schedule “O” Bylaw 2967

2019 Water Capital Expenditure Source of Funding		2019 Budget	2019 General Revenues	2019 Reserve	2019 Reserve for Future Expenditures
Category	Project description				
New	Sandwich Conversion	1,450,000	634,500	791,600	23,900
	Sandwich Conversion - CICC	325,000	325,000		
	South Courtenay Secondary Transmission	100,000	100,000		
	<b>New Total</b>	<b>1,875,000</b>	<b>1,059,500</b>	<b>791,600</b>	<b>23,900</b>
Renewal	Willemar Ave -17 St to 21 St - Watermain Replacement	177,000			177,000
	Connector 19A Fire Chamber Removal	116,500			116,500
	Buckstone Water Booster Pump Station - Improvements	103,500			103,500
	Sandpiper / Millard upgrade	40,000	40,000		
	Braidwood Rd - Road & Utility Reconstruction - Water	35,800			35,800
	<b>Renewal Total</b>	<b>472,800</b>	<b>40,000</b>		<b>432,800</b>
<b>Grand Total</b>		<b>2,347,800</b>	<b>1,099,500</b>	<b>791,600</b>	<b>456,700</b>





photo by:  
Kim Stalknecht



CITY OF  
**COURTENAY**  
Financial Services





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2019 Tax Rates Report

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**File No.:** 1970-02  
**Date:** April 15, 2019

### PURPOSE:

The purpose of this report is for Council to establish the 2019 tax rates.

### POLICY ANALYSIS:

Section 197 of the *Community Charter* requires the City to set tax rates by Bylaw in order to raise sufficient property value taxes as provided for in its financial plan.

### EXECUTIVE SUMMARY:

Each year, BC Assessment (BCAA) provides updated assessment information for the City. It notes the total number of properties for each tax class and the cumulative assessment value for each respective tax class. This informs staff of the growth in properties and the change in assessment for each tax class.

Over the past year, 144 new residential properties were added to the Residential tax class. The combination of new properties and higher values for residential properties resulted in the Residential tax class growing by 17.95%. The Commercial sector also experienced an increase with 24 new properties added to the roll, and a 7.66% increase to the Commercial tax class. This assessment growth and the request for additional property tax revenues factor into the determination of tax rates for the property tax classes.

For 2019 Staff suggests the Residential Tax Class rate should be revised from 3.4289 (2018 rate) to 3.0332 and the Commercial multiplier changed from 3.03986 (2018 multiplier) to 3.35. Using these revised values maintains the ratio of the tax burden between the tax classes to a similar percentage as last year. Should Council choose to modify the commercial multiplier, any change will shift the tax burden in favour of one tax class versus the other tax class.

### CAO RECOMMENDATIONS:

That based on the April 15, 2019 Staff Report "2019 Tax Rates", Council approve a Residential Tax Class rate of 3.0332 and a Commercial tax rate multiplier of 3.35 in order to generate property tax revenues to cover the budgeted expenditures identified in the 2019 – 2023 Consolidated Financial Plan.

Respectfully submitted,



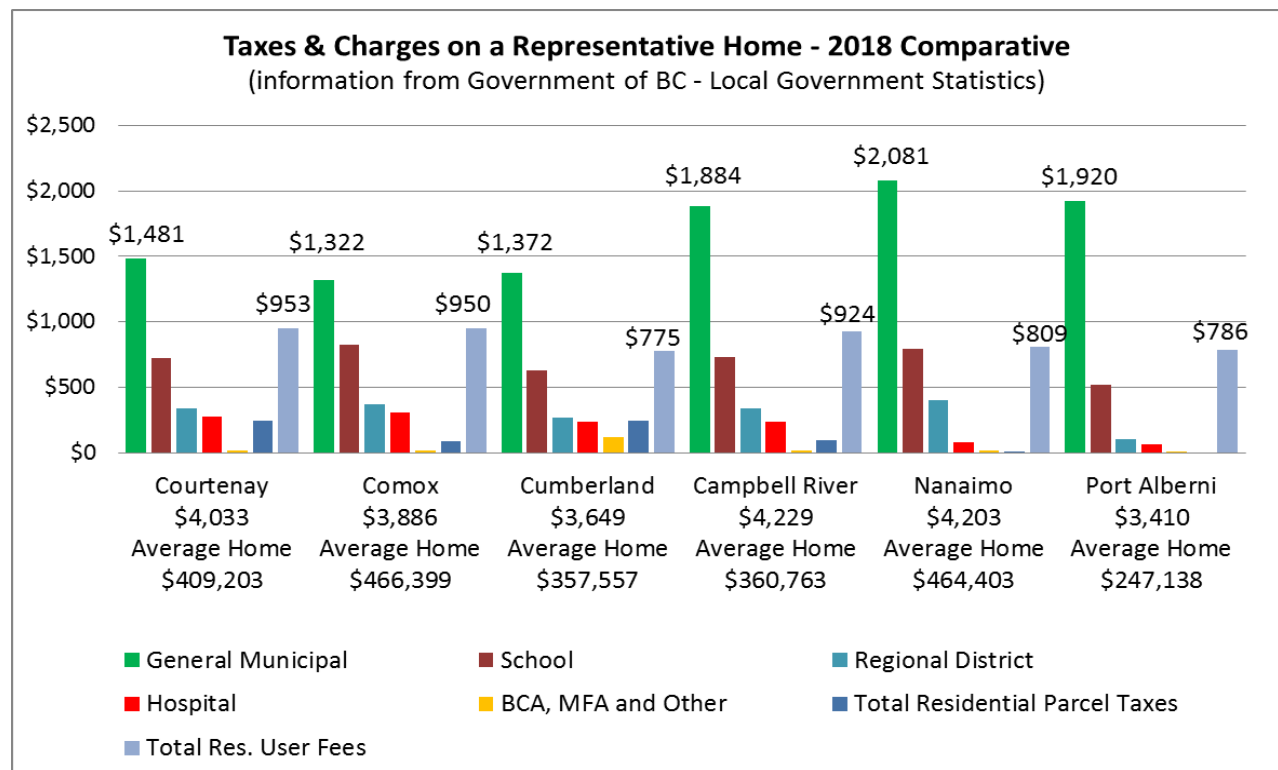
David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Consideration and approval of a Five-Year Financial Plan is an annual requirement under Section 165 of the *Community Charter*. Council has been given, in separate reports, the Solid Waste, Water, Sewer and General Fund budgets.

Following the approval of the Consolidated Financial Plan, Council is instructed under Section 197 of the *Community Charter* to set by bylaw, tax rates and the commercial multiplier in order to raise property tax revenues to meet the budgetary requests of the organization and other Taxing Authorities.

The following 2018 comparison of property tax and utility costs from neighbouring municipalities on Vancouver Island has been compiled using BC Government statistics for Local Governments in the province. It shows how an “average” residential property in Courtenay compares to other municipalities in relation to property taxes levied, dollars collected for other taxing authorities, utility user fees and parcel taxes.



## **DISCUSSION:**

The primary source of funding for the Consolidated Financial Plan is the Property Tax Levy. On April 10, 2019 Council approved a budgetary request to increase tax revenues by 2.75%. For 2019, the amount of property tax revenues the City requires is \$23.945M to provide revenue for all budgeted expenditures and the annual debt payments.

### ***Assessment Trends***

The March 19, 2019 BC Assessment Revised Assessment roll information is used to calculate the impact of the 2.75% tax increase across all Tax Classes. It provides the total number of properties in each Tax Class and their respective cumulative total assessment value. In 2019 there are a total of 11,583 residential properties and 1,019 commercial properties within the City of Courtenay.

- |                                        |                                                                                                                   |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| • Residential Assessment<br>(Class 01) | Average property value <i>increase</i> = 16.48%<br>(from \$373,988 <sub>2018</sub> to \$435,616 <sub>2019</sub> ) |
| • Commercial Assessment<br>(Class 06)  | Average property value <i>increase</i> = 5.13%<br>(from \$779,382 <sub>2018</sub> to \$819,332 <sub>2019</sub> )  |

### ***Tax Rates and Commercial Multiplier:***

Once the total annual amount of property tax revenue is quantified, the cumulative residential assessment value is used to calculate the Residential Class 01 tax rate. The Class 01 property tax rate is the anchor used to quantify the value for all other Tax Classes.

The commercial multiplier is adjusted to proportionately distribute the tax revenue request of \$23.945M between the Residential Tax Class (01) and the Commercial Tax Class (06). It has been adjusted to provide for an even distribution of the increase between the two Tax Classes as was done in 2018.

If the multiplier were adjusted to reflect the relative increase in the respective tax class it would be closer to 3.15.

Table 1 illustrates how the shift in the multiplier will distribute the tax burden between the two classes.

**Table #1:**

Average Assessment Change													
Class 1 - Residential	2018	2019	%	2018 Multiplier									
	\$ 373,988	\$ 435,616	16.48%										
Municipal General Tax \$ Increase				\$ 120.53	\$ 83.77	\$ 74.84	\$ 67.48	\$ 60.24	\$ 60.24	\$ 45.96	\$ 38.92	\$ 31.97	
% change in tax levy over 2018				9.40%	6.53%	5.84%	5.26%	4.70%	4.70%	3.58%	3.03%	2.49%	
Class 6 - Commercial				Multiplier of 2.80	Multiplier of 3.03986	Multiplier of 3.10	Multiplier of 3.15	Multiplier of 3.20	Multiplier of 3.20	Multiplier of 3.30	Multiplier of 3.35	Multiplier of 3.40	
	\$ 779,382	\$ 819,332	5.13%										
Municipal General Tax \$ Increase				\$ (735.41)	\$ (312.80)	\$ (210.38)	\$ (126.15)	\$ (42.83)	\$ (42.83)	\$ 121.04	\$ 201.52	\$ 281.54	
% change in tax levy over 2018				-9.05%	-3.85%	-2.59%	-1.55%	-0.53%	-0.53%	1.49%	2.48%	3.47%	

***What this means to the Average Taxpayer***

Based on the City's suggested property tax rate increase, existing commercial rate multiplier and tax rate structure, the following impacts have been calculated:

**Residential Class**

The property tax increase for an average Class 1 residential property, valued at \$435,616, is estimated at 3.03% or **\$38.92** for the municipal portion of the tax notice. (See Attachment #1)

When the water, sewer, and solid waste user fees are applied to this property, the impact of City rates, fees and property tax increases is **\$88.79**

Increases for tax collections for other authorities are projected to be about \$71 for 2019. These rates are outside the control of City Council.

**Commercial Class**

The property tax increase for an average commercial property, valued at \$819,332 is estimated at 2.48% or \$201.52 (See Attachment # 2).

It should be noted that Commercial Class 6 encompasses a wide range of businesses, with a wide range of assessment valuations.

**FINANCIAL IMPLICATIONS:**

Council's decision with respect to the commercial multiplier is the key factor when determining the distribution of the property tax levy between property classes. If Council chooses to adjust the commercial tax rate multiplier lower than 3.35, it results in a higher percentage increase to residential property owners. For example, if the multiplier is reduced to the same value as it was in 2018 (3.03986), the impact of the 2.75% tax increase is an \$83.77 tax increase or 6.53% tax increase for the average Class 1 Residential property versus a 3.85% tax reduction or \$312.80 credit for an average Class 6 Commercial Property as illustrated in Table 1.



Table 2 provides a historical view of the commercial multiplier and tax load burden between the tax classes since 2016.

**Table # 2:**

Class	Descrip	2016		2017		2018		2019	
		@2.80	chng	@2.7195	chng	@3.03986	chng	@3.35	chng
		% Tax Share		% Tax Share		% Tax Share		% Tax Share	
1	Residential	61.80	1.20	63.65	1.85	64.05	0.40	63.92	(0.13)
2	Utility	0.27	0.00	0.24	(0.03)	0.23	(0.01)	0.24	0.01
4	Major Industry	0.00	0.00	0.00	0.00	0.00	0.00	-	0.00
5	Light Industry	0.38	0.02	0.38	0.00	0.34	(0.04)	0.34	0.00
6	Business	37.44	(1.21)	35.62	(1.82)	35.29	(0.33)	35.42	0.13
8	Rec/Non-Profit	0.08	0.00	0.08	0.00	0.07	(0.01)	0.06	(0.01)
9	Farm	0.03	0.00	0.03	0.00	0.02	(0.01)	0.02	0.00

Table 3 provides a comparison of the business class 6 municipal tax rate and multiplier for neighbouring municipalities on Vancouver Island and BC for 2018. This information has been compiled using the BC Government statistics for Local Governments in the province.

**Table #3:**

Municipalities	July 1, 2018 BC STATS Population Estimates (Dec. 2018 Release)	Municipal Purposes Tax Rates (Includes Library)	Tax Class Multiples	% Total Taxes	% Total Assess
Penticton	34,935	6.5324	1.66	21	14
West Kelowna	33,590	7.5091	2.33	11	5
Qualicum Beach	8,812	7.6109	2.42	10	4
Kelowna	127,330	7.7152	2.38	27	14
Squamish	19,852	8.6784	2.73	23	11
Cumberland	3,699	9.3441	2.44	18	9
Parksville	13,001	9.9603	2.61	24	11
Duncan	5,040	10.2355	2.52	42	23
Courtenay	26,185	11.0051	3.04	35	15
Comox	14,425	11.6501	4.11	17	5
Saanich	115,864	12.5655	4.26	23	7
Campbell River	33,698	12.9184	2.47	21	10
Nanaimo	94,743	12.9391	2.89	29	13
Port Alberni	15,788	14.6073	1.88	17	13

#### ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council approval of the commercial tax rate multiple to be used in setting the 2019 property tax rates, the property tax rates bylaw will be drafted and returned to Council for consideration following adoption of the 2019-2023 Financial Plan. Both the financial plan and the tax rates bylaws must be adopted no later than May 15<sup>th</sup>, 2019.

#### ASSET MANAGEMENT IMPLICATIONS:

N/A

#### STRATEGIC PRIORITIES REFERENCE:

**We focus on organizational and governance excellence**

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

- **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 that are outside Council's jurisdictional authority to act

#### OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

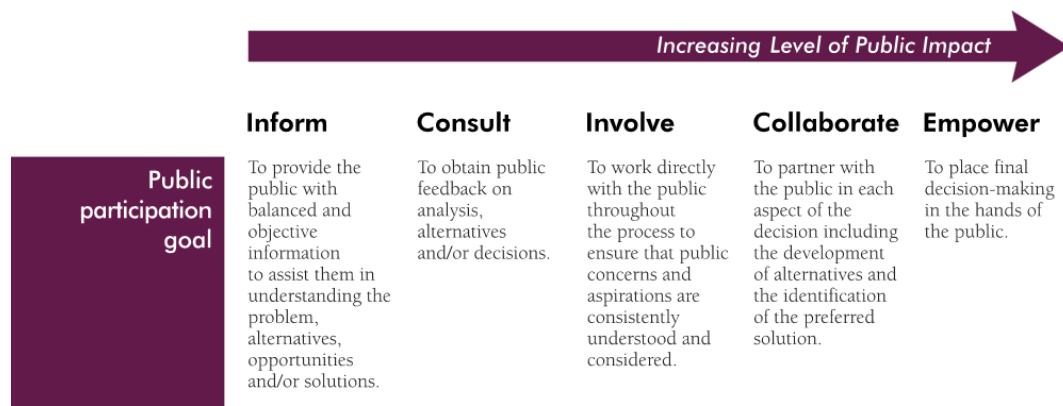
#### REGIONAL GROWTH STRATEGY REFERENCE:

N/A

#### CITIZEN/PUBLIC ENGAGEMENT:

Staff would **inform** the public based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

- OPTION 1: That for 2019 Council approve a Residential Tax Class rate of 3.0332 and a Commercial tax rate multiplier of 3.35 in order to generate property tax revenues of \$23.945M as identified in the 2019 – 2023 Consolidated Financial Plan. RECOMMENDED
- OPTION 2: That for 2019 Council approve an increase to the Commercial tax rate multiplier by .11 and increase the multiplier to 3.15 for setting 2019 property tax rates.
- OPTION 3: That for 2019 Council approve a reduction to the Commercial tax rate multiplier by .24 and reduce the multiplier to 2.80 for setting the 2019 property tax rates.
- OPTION 4: That the 2018 Commercial tax rate multiplier of 3.03986 be used for setting the 2019 property tax rates.
- OPTION 5: That for 2019 the Commercial tax rate multiplier be set to an amount determined by Council.

Prepared by:



Jennifer Nelson, CPA, CGA  
Director of Financial Services

**Attachments:**

- #1. Comparison of Property Taxes and Utilities on an Average Residential Property
- #2. Comparison of Property Taxes and Utilities on an Average Commercial Property



## City of Courtenay

### Comparison of Property Taxes and Utilities on an Average Residential Property

As at April 15, 2019 - Assume 3% increase to School, Hospital, MFA

	2019	2018	Difference	% Change
<b>Average Residential Property per BCAA Revised Roll information -March 19-19</b>	<b>435,616</b>	<b>374,000</b>	<b>61,616</b>	<b>16.47%</b>
<b>Property Taxes Calculation</b>				
<b>General Municipal Taxes</b>				
General Municipal & Debt Levy	\$ 1,321.31	1,282.39	38.92	3.03%
Frontage Taxes				
Water Frontage (avg 21.83 metres)	\$ 127.49	\$ 127.49	-	
Sewer Frontage (avg 21.83 meters)	\$ 223.54	\$ 223.54	-	
<b>Subtotal Courtenay Municipal Taxes</b>	<b>1,672.34</b>	<b>\$1,633.42</b>	<b>38.92</b>	<b>2.38%</b>
<b>Tax Collections for Other Authorities</b>				
School	\$681.11	\$661.27	19.84	3.00%
Library	\$74.49	\$71.59	2.90	4.06%
Regional District	\$350.54	\$311.33	39.21	12.59%
Regional Hospital District	\$256.93	\$249.44	7.48	3.00%
BC Assessment Authority	\$16.95	\$15.07	1.87	12.43%
Municipal Finance Authority	\$0.08	\$0.07	0.00	3.00%
<b>Subtotal Other Authorities Taxes</b>	<b>\$1,380.09</b>	<b>\$1,308.78</b>	<b>71.31</b>	<b>5.63%</b>
<b>Total Tax Levy</b>	<b>\$ 3,052.43</b>	<b>\$2,942.20</b>	<b>110.22</b>	<b>3.75%</b>
<b>Basic Home Owner Grant</b>	<b>\$ (770)</b>	<b>\$ (770)</b>		
<b>Total Tax Payable net of Basic Grant</b>	<b>\$ 2,282.43</b>	<b>\$2,172.20</b>	<b>110.22</b>	
<b>Utilities - Single Family User</b>				
Water	\$ 497.92	\$467.53	30.39	6.50%
Sewer	\$ 340.38	\$324.17	16.21	5.00%
Solid Waste & Recycling	\$ 164.67	\$161.40	3.27	2.03%
	\$ 1,002.97	\$953.10	49.87	6.61%
<b>Total Taxes &amp; Utilities (net of Basic Grant)</b>	<b>\$ 3,285.40</b>	<b>\$3,125.30</b>	<b>160.09</b>	<b>5.12%</b>

**Total City Only Increases**

**88.79**

**2.84%**



## City of Courtenay

### Comparison of Property Taxes on an Average Commercial Property

*(As at April 15, 2019 - Assume 3% increase to School, Hospital, MFA & Hospital multiplier of 2.45 for CVRD (All outstanding at time of report))*

	<u>2018</u>	<u>2018</u>		
<b>Average Assessment Value</b>	<b>819,332</b>	<b>779,400</b>	<b>5.12%</b>	
Commercial Multiplier	3.35	3.03986		
<b>Property Taxes</b>				
<b>General Municipal Taxes</b>				<b>% Change</b>
General Municipal & Debt Levy	\$ 8,325.40	8,123.88	201.52	2.48%
Frontage Taxes				
Water Frontage (avg 21.83M)	127.49	\$ 127.49	-	
Sewer Frontage (avg 21.83M)	223.54	\$ 223.54	-	
<b>Subtotal City Municipal Taxes</b>	<b>8,676.42</b>	<b>8,474.90</b>	<b>201.52</b>	<b>2.38%</b>
<b>Tax Collections for Other Authorities</b>				
School	\$ 3,371.68	3,273.48	98.20	
Library	\$ 469.31	453.50	15.81	
Regional District	\$ 1,946.65	1,790.56	156.09	
Regional Hospital District	\$ 1,311.80	1,273.59	38.21	
BC Assessment Authority	\$ 88.65	96.72	(8.07)	
Municipal Finance Authority	\$ 0.40	0.39	0.01	
<b>Subtotal Other Authorities Taxes</b>	<b>7,188.50</b>	<b>6,888.25</b>	<b>300.25</b>	
<b>Total Tax Levy</b>	<b>15,864.92</b>	<b>15,363.15</b>	<b>501.77</b>	<b>3.27%</b>





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1660-20

**From:** Chief Administrative Officer

**Date:** April 15, 2019

**Subject:** 2019/20 RCMP Municipal Policing Contract Expenditure Cap: Final Approval

### PURPOSE:

The purpose of this report is to consider and provide final approval to the City of Courtenay RCMP municipal policing expenditure cap for the 2019/20 contract year.

### POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This agreement has a twenty year term and will provide for policing services in the City until March 31, 2032.

### EXECUTIVE SUMMARY:

In June of 2019, Council provided "approval in principle" for a 2019/20 RCMP Municipal Policing Expenditure Cap of \$6,315,290. Approval in principle is required by June each year in order for the RCMP to obtain the Federal Treasury Board 10% contract funding by that deadline of end of July.

Council is now requested to provide "final" approval for the policing contract year. This decision is due by April 29, 2019.

In the City's 2019 Financial Plan, a vacancy pattern of 4 members has been factored into the expenditure provided for.

### CAO RECOMMENDATIONS:

That based on the April 15, 2019 staff report "2019/20 RCMP Municipal Contract Expenditure Cap: Final Approval" Council approves OPTION 1, with an established strength at 31.4 members and provides for an expenditure cap of \$6,315,290, of which Courtenay is responsible for 90% or \$5,683,761.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## **BACKGROUND:**

The Comox Valley RCMP Detachment is a combined Provincial/Municipal detachment which provides police protection services for the entire Comox Valley from its facility on Ryan Road. Of the 64 members currently staffed in the detachment, 21 are funded by the Province, 31.4 are funded by Courtenay, and 11.6 are funded by Comox.

In compliance with the terms of the Municipal Policing Agreement, the preliminary letter of “approval in principle” for the 2019/20 Municipal Policing Expenditure Cap was provided by Council last year in June 2018.

## **DISCUSSION:**

The “Final Confirmation Letter” confirming the 2019/20 Municipal Policing Expenditure Cap is due by April 29, 2019. As there have been no significant changes from the June 2018 “approval in principle” provided by Council, staff recommend that the final approval of the 2019/20 expenditure cap and authorized strength remain as initially approved.

The expenditure Cap of \$6,315,290 is based on 31.4 members and Courtenay’s 90% share, \$5,683,761, has been provided for in the City’s 2019 Financial Plan. A vacancy pattern of 4 members has been factored into the budget.

Following is the resolution from Council on June 18, 2018:

**.04**

### **2019/2020 RCMP MUNICIPAL POLICING CONTRACT: APPROVAL IN PRINCIPLE**

#### **1660-20**

*Moved by Frisch and seconded by Wells that based on the June 18, 2018 staff report “2019/2020 RCMP Municipal Policing Contract: Approval in Principle”, Council approve OPTION 1 which provides approval in principle for an expenditure of \$6,315,290 of which Courtenay is responsible for 90% (\$5,683,761).*

*Carried*

## **FINANCIAL IMPLICATIONS:**

The City funds \$845,000 or approximately 4.7 members from host gaming revenues, Provincial traffic fine revenue sharing, and the Police contingency reserve. Each year, the City also budgets for a projected “vacancy pattern” to more accurately project anticipated costs and avoid over taxation for this service. For 2019, the budgeted anticipated vacancy pattern of 4 members has been incorporated into the budget. Actual experienced vacancy pattern over the past few years has been 5 to 6 members. The remaining 22.7 members are funded by general taxation.

Following outlines how the 2019 City of Courtenay Policing budget is developed:

Contract,  $(31.40 - 4.0 = 27.40 \text{ members}) \times \$181,000/\text{member} = \$4,959,400$

In addition, the City’s total 2019 policing budget includes:

1. Public Sector Employees	702,500
2. Accommodation Charges	266,000
3. DNA Analysis	<u>16,900</u>
Total 2019 Policing Contract Budget	<u>\$5,944,800</u>



The approved expenditure caps for the past ten years are detailed in Table 1.

TABLE 1: City of Courtenay Municipal Policing Expenditure Cap, Ten Year History

Contract	Expenditure Cap	Courtenay Share	Number of
Year	100%	90%	Members
2010/11	4,289,117	3,860,205	28.4
2011/12	4,893,656	4,404,290	30.4
2012/13	5,104,007	4,593,606	30.4
2013/14	5,370,530	4,833,477	30.4
2014/15	5,325,081	4,792,573	30.4
2015/16	5,493,584	4,944,226	30.4
2016/17	5,718,216	5,146,394	30.4
2017/18	6,020,724	5,418,652	30.4
2018/19	6,066,563	5,459,907	30.4
2019/20	6,315,290	5,683,761	31.4

#### ADMINISTRATIVE IMPLICATIONS:

On Council “final” approval, Staff will provide the RCMP with the final confirmation letter for 2019/20. Annual financial management of the 2019/20 policing contract requires approximately 20 hours of staff time and includes review of the monthly financial statements, payment of quarterly invoicing, and budget approval reports to Council.

#### ASSET MANAGEMENT IMPLICATIONS:

Not Applicable

#### STRATEGIC PLAN REFERENCE:

The following 2019-2022 Council strategic priorities relate to the 2019/2020 RCMP Municipal Policing Contract:

#### We focus on organizational and governance excellence

- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Value community safety and support our protective services

- **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 that are outside Council's jurisdictional authority to act

## OFFICIAL COMMUNITY PLAN REFERENCE:

### 4.11.4 Police Protection

Police is provided by the R.C.M.P. with the detachment located on Ryan Road.

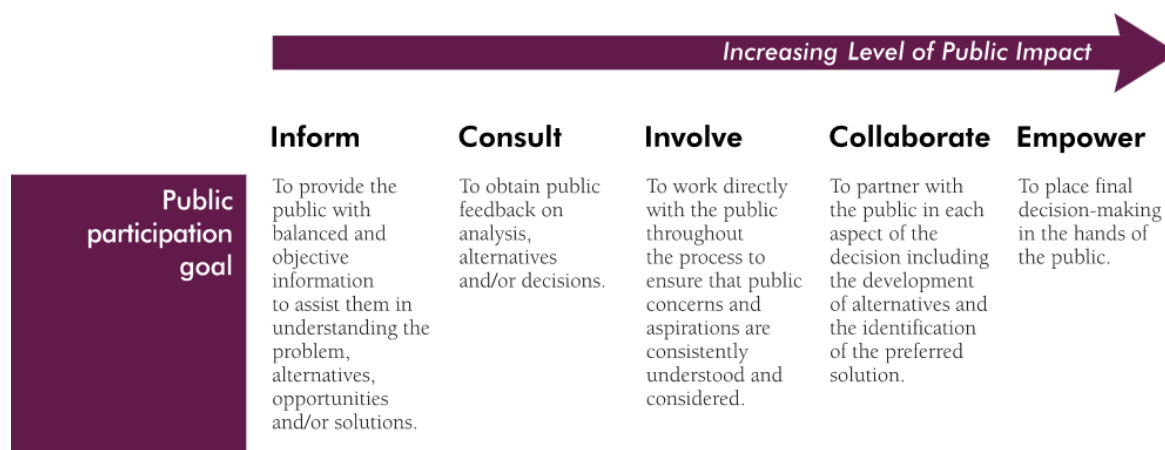
## REGIONAL GROWTH STRATEGY REFERENCE:

Not Applicable

## CITIZEN/PUBLIC ENGAGEMENT:

While citizen engagement specific to the policing contract and the annual expenditure cap is not required, the public has the opportunity to provide comment regarding budgeted police protection costs when the annual General Fund Budget-Financial Plan is presented and reported on the City's website.

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



## OPTIONS:

OPTION 1: That Council grant final approval of the 2019/20 Municipal Policing Contract expenditure cap of \$6,315,290, of which Courtenay is responsible for 90% or \$5,683,761; and that the established number of members for Courtenay be set at 31.4.

[RECOMMENDED]

OPTION 2: That Council defers final approval of the 2019/20 Municipal Policing Contract expenditure cap for further discussion at a future meeting.

While Option 2 provides additional time for Council review, Staff advise that the RCMP deadline for the "final approval" is April 29, 2019.

Prepared by:

Jennifer Nelson, CPA, CGA  
Director of Financial Services

Attachment: 2019/20 RCMP Expenditure Forecast

## RCMP Municipal Policing Costs - Five Year Forecast

Schedule 1

COURTENAY 2019/20 to 2023/24 Fiscal Estimates	COURTENAY 16/17 Final	COURTENAY 17/18 Pre-Final	COURTENAY 18/19 Budget	COURTENAY 19/20 Estimates	COURTENAY 20/21 Estimates	COURTENAY 21/22 Estimates	COURTENAY 22/23 Estimates	COURTENAY 23/24 Estimates
CONTRACT STRENGTH	30.4	30.4	30.4	31.4	32.4	33.4	34.4	34.4
ACTUAL / FUNDED STRENGTH	25.02	23.35	27.4	31.4	32.4	33.4	34.4	34.4
COST ELEMENT GROUP (CEG)								

## STD OBJ. 01 - PERSONNEL

CEG 30 - PAY - MEMBERS:								
CE 500110 - REGULAR PAY	2,108,625	2,073,629	2,540,600	3,035,320	3,206,014	3,383,345	3,567,539	3,656,728
CE 500112 - RETROACTIVE PAY		19,109						
CE 500113 - ACTING PAY	12,542	13,071	15,400	15,800	16,200	16,600	17,000	17,400
CE 500114 - SERVICE PAY	64,379	73,955	82,700	83,100	83,500	83,900	84,300	84,700
CE 500117 - SHIFT DIFFERENTIAL	31,024	23,423	35,900	36,800	37,700	38,600	39,600	40,600
CE 500119 - PERFORMANCE AWARD								
CE 500164 - SENIOR CST ALLOWANCE	53,665	55,501	62,000	63,500	65,100	66,700	68,400	70,100
CE 501194 - REGULAR TIME RESERVISTS	103,204	113,602	120,000	123,000	126,100	129,300	132,500	135,800
CE 501198 - BILINGUAL BONUS - Current	334	797						
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,098	6,892	10,300	10,600	10,900	11,200	11,500	11,800
MISC. CE's incl. under CEG 30	7,315	11,283						
CEG 30 - PAY - MEMBERS - TOTAL	2,386,851	2,517,319	2,866,900	3,368,120	3,545,514	3,729,645	3,920,839	4,017,128
CE 500111 - OVERTIME		249,767						
CE 501110 - OPERATIONAL AVAILABILITY - MEMBERS		43,927						
CE 501128 - RETROACTIVE OVERTIME		13,383						
CE 501168 - IMMEDIATE OPERATIONAL READINESS - MEMBERS		-1,877						
CEG 31 - OVERTIME - MEMBERS	262,608	305,200	322,900	340,200	358,100	376,500	395,500	403,400
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item		88,437						
CEG 33 - RCMP PAY - OTHER								
CEG 40 - ALLOWANCES - INTRA MEMBERS (Credit Item)		36,601						
CEG 41 - ALLOWANCES - INTER MEMBERS (Credit Item)								
CEG 45 - PERSONNEL - OPERATIONAL CONTINGENCY								
TOTAL STD OBJ. 01 - PERSONNEL	2,649,459	2,888,870	3,189,800	3,708,320	3,903,614	4,106,145	4,316,339	4,420,528

## STD OBJ. 02 - TRANSPORTATION &amp; TELECOM

CEG 50 - TRAVEL	11,163	21,545	30,300	30,900	31,500	32,100	32,700	33,400
CEG 51 - TRAVEL ADVANCES								
CEG 52 - TRAINING TRAVEL (DCCEG)	22,198	25,068	22,900	23,700	24,500	25,400	26,300	27,200
CEG 53 - TRAINING TRAVEL (POST)	4,374	8,575	12,200	12,200	12,600	13,000	13,500	14,000
CEG 54 - IPA & FSD TRAVEL								
CEG 55 - CENTRALIZED TRAINING TRAVEL								
CEG's 60-66 - TRANSFER COSTS (Credit Item)		232,465						
CEG 70 - FREIGHT, POSTAGE, ETC.	5,050	8,721	8,900	8,900	9,200	9,500	9,800	10,100
CEG 100 - TELEPHONE SERVICES (DCCEG)								
CEG 101 - TELEPHONE SERVICES (POST)								
CEG 140 - COMPUTER COMM SERVICES								
TOTAL STD OBJ. 02 - TRANSPORT & TELECOM	42,784	63,909	74,300	75,700	77,800	80,000	82,300	84,700

## STD OBJ. 03 - INFORMATION

CEG 120 - ADVERTISING	7		600	600	600	600	600	600
CEG 130 - PUBLICATIONS SERVICES	1,465	86	200	200	200	200	200	200
TOTAL STANDARD OBJ. 03 - INFORMATION	1,471	86	800	800	800	800	800	800

## STD OBJ. 04 - PROFESSIONAL &amp; SPEC. SVCS

CEG 160 - LEGAL SERVICES (Credit Item)		-126						
CEG 170 - CONTRACTED SERVICES (DCCEG)		39,941						
CEG 171 - CONTRACTED SERVICES (Post)	0	391						
CEG 190 - TRAINING & SEMINARS (DCCEG)	49,983	42,664	56,900	65,100	71,600	78,800	81,600	84,500
CEG 191 - TRAINING & SEMINARS (POST)	2,393	81	3,200	3,300	3,400	3,500	3,600	3,700
CEG 192 - OFFICIAL LANGUAGE TRAINING								
CEG 219 - PROFESSIONAL SERVICES	34,461	26,122	35,700	37,600	39,600	41,600	43,700	44,600
CEG 220 - OTHER SERVICES	3,348	2,938	6,900	7,000	7,100	7,200	7,300	7,400
CEG 221 - OTHER SERVICES IM/IT	2,591	36,051	37,000	37,730	38,770	39,870	40,970	42,200
CEG 223 - RADIO COMMUNICATION SYSTEMS	35,391	3,086	5,600	4,980	5,300	5,300	5,320	5,320
CEG 228 - CAD/CSPENDING OF PROCEEDS								
CEG 229 - CAD/CALLOCATED	-1,873	-3,401						
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC SVCS	126,293	147,873	145,300	155,710	165,770	176,270	182,490	187,720

## STD OBJ. 05 - RENTALS

CEG 240 - RENTAL-LAND, BLDG & WORKS (DCCEG)	0	53,826						
CEG 241 - RENTAL-LAND, BLDG & WORKS (POST)	4,129	553						
CEG 250 - RENTAL COMMS EQUIP (DCCEG)								
CEG 251 - RENTAL COMMS. EQUIP (POST)								
CEG 258 - RENTAL MOTORIZED VEHICLES	1,776	1,688						
CEG 265 - LEASED VEHICLES								
CEG 280 - RENTAL COMPUTER EQUIP	8,809	5,702	15,500	5,380	5,550	5,720	5,800	5,900
CEG 290 - RENTAL - OTHERS	6,754	3,114	9,800	10,100	10,400	10,600	10,800	11,000
TOTAL STANDARD OBJ. 05 - RENTALS	21,469	64,883	25,300	15,480	15,950	16,320	16,600	16,900

## STD OBJ. 06 - PURCHASE, REPAIR AND MAINT

CEG 310 - REPAIR OF BUILDINGS & WORKS	0	11,679						
CEG 311 - REPAIR OF BUILDINGS & WORKS								
CEG 370 - REPAIR OF VEHICLES	41,225	34,338	47,300	48,200	49,200	50,200	51,200	52,200
CEG 380 - REPAIR OF OFFICE & LAB EQUIP		109						
CEG 390 - REPAIR OF MISC. EQUIP	2,584	1,743	5,200	5,300	5,400	5,500	5,600	5,700
CEG 392 - REPAIR OF AFIS EQUIP								
CEG 393 - REPAIR OF EDP EQUIPMENT	607	595	500	770	770	770	770	770
TOTAL STANDARD OBJ. 06 - PURCHASE, REPAIR AND MAINT	44,416	48,464	53,000	54,270	55,370	56,470	57,570	58,670

## STD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES

CEG 400 - UTILITIES	(0)	3,135						
CEG 430 - FUEL	42,935	60,882	63,000	64,300	65,600	66,900	68,200	69,600
CEG 470 - PHOTOGRAPHIC GOODS	4,113	5,189	2,550	2,601	2,653	2,706	2,760	2,815
CEG 500 - STATIONERY	14,913	12,707	25,000	25,500	26,000	26,500	27,000	27,500
CEG 510 - CLOTHING & KIT	15,904	13,055	20,400	20,800	21,200	21,600	22,000	22,400
CEG 530 - LAB SUPPLIES								
CEG 540 - POST BUDGET EXPENDITURES	41,330	32,044	50,000	51,000	52,000	53,000	54,100	55,200
CEG 550 - HOUSE FURNISHINGS								
TOTAL STD OBJ. 07 - UTIL, MATERIAL AND SUPP	119,195	127,012	160,950	164,201	167,453	170,706	174,060	177,515



COURTENAY 2019/20 to 2023/24 Fiscal Estimates	COURTENAY 16/17 Final	COURTENAY 17/18 Pre-Final	COURTENAY 18/19 Budget	COURTENAY 19/20 Estimates	COURTENAY 20/21 Estimates	COURTENAY 21/22 Estimates	COURTENAY 22/23 Estimates	COURTENAY 23/24 Estimates
CONTRACT STRENGTH	30.4	30.4	30.4	31.4	32.4	33.4	34.4	34.4
ACTUAL / FUNDED STRENGTH	25.02	23.35	27.4	31.4	32.4	33.4	34.4	34.4
COST ELEMENT GROUP (CEG)								

## STD OBJ. 09 - MACHINERY &amp; EQUIP ACQ&lt;\$10,000

CEG 440 - TRANSPORT SUPPLIES	4,984	20,837	5,700	5,800	5,900	6,000	6,100	6,200
CEG 441 - VEHICLE CHANGEOVERS	26,823	5,287	25,500	24,000	24,000	24,000	24,000	24,000
CEG 450 - COMMS PARTS & CONSUMABLES	2,635	2,448	1,700	1,870	1,890	1,910	1,910	1,910
CEG 480 - FIREARMS & AMMUNITION	17,159	10,074	20,000	20,400	20,800	21,200	21,600	22,000
CEG 770 - COMMS. SYSTEMS (CAPITAL)	15,721	17,500	17,000	16,488	16,498	16,498	16,498	16,498
CEG 771 - COMMS. EQUIPMENT			430	400	400	400	400	400
CEG 820 - PHOTOGRAPHIC EQUIP								
CEG 821 - AFIS EQUIP								
CEG 822 - IDENT EQUIP.								
CEG 830 - FURNITURE & FIXTURES		8,694						
CEG 840 - COMPUTER EQUIPMENT (CAPITAL)								
CEG 841 - COMPUTER EQUIP.	26,090	20,759	19,000	20,790	21,420	22,070	22,740	23,422
CEG 842 - COMPUTER S/WARE - INFORMATICS								
CEG 845 - SPECIALIZED EQUIPMENT								
CEG 850 - AUDIO VISUAL AIDS	5,188							
CEG 860 - INVESTIGATIONAL EQUIP.		14,490	5,300	5,500	5,700	5,900	6,100	6,300
CEG 890 - VEHICLES (CAPITAL)	58,656		68,000	70,000	70,000	70,000	70,000	70,000
CEG 891 - MISC. VEHICLES								
CEG 900 - OTHER EQUIP.	455	8,544	4,600	4,700	4,800	4,900	5,000	5,200
CEG 910 - OFFICE MACHINES	14,396	5,963	10,300	10,600	10,900	11,200	11,500	11,800
CEG 920 - SECURITY EQUIP.	10,825		10,000	10,300	10,600	10,900	11,200	11,500
TOTAL STD OBJ. 09 - MACHINERY & EQUIPMENT	183,170	115,133	187,530	190,848	192,908	194,978	197,048	199,230

## STD OBJ. 12 - OTHER SUBSIDIES &amp; PAYMENTS

CEG 570 - PRISONER EXPENSES		-508						
CEG 580 - SECRET EXPENSES	5,200	4,700	5,000	5,000	5,000	5,000	5,001	5,001
CEG 581 - SPECIAL "I" EXPENDITURES								
CEG 590 - MISC EXPEND		43						
CEG 591 - DISCOUNT FOR EARLY PAYMENT								
CEG 592 - PAYMENT IN LIEU OF TAXES		13,788						
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Credit Item)								
CEG 650 - WRITE-OFF								
TOTAL STD OBJ. 12 - OTHER SUBSIDIES & PMTS	5,200	18,022	5,000	5,000	5,000	5,000	5,001	5,001

## LESS - YEAR TO DATE CREDITS

SO 01 - CEG 32 - Medical Leave / Suspension > 30 days		88,437						
SO 01 - CEG 40 & 41 - Transfer Allowances		36,601						
SO 02 - CEG's 60-66 Transfer Cost		232,465						
100% SHARED SERVICES CANADA - (Various CEGs)		6,156						
SO 04 - CEG 160 - Legal Services		-126						
SO 04 - CEG's 200, 201 & 202 - Health Services								
SO12 - CEG 620 - Compensation Claims/Ex-Gratia								
ICBC Repairs to Police Vehicles Credit								
Refund of Credits under CE 1691	3,757							
TOTAL CREDITS	3,757	363,532						

TOTAL DIRECT COSTS	3,189,701	3,474,252	3,841,980	4,370,329	4,584,665	4,806,689	5,032,209	5,151,065
INDIRECT COSTS (Summary)								
1) RM Pensions	505,530	533,234	512,087	606,792	639,725	673,923	709,450	726,858
2) RM CPP	63,787	61,244	73,439	84,834	89,724	94,806	100,085	102,587
3) Employer's Contr. to E.I. for R/M's	28,002	28,080	32,239	32,794	34,684	36,648	38,689	39,657
4) Division Administration (per cap x avg.# RM's)	609,532	631,727	721,146	905,890	975,240	1,040,410	1,109,400	1,148,960
5) Recruitment & Training	110,021	114,855	154,676	207,491	230,234	237,340	244,446	244,446
6) National Programs	60,936	59,126	69,291	79,385	82,000	84,621	87,248	87,344
7) Police Dog Service Training	18,812	17,663	17,713	19,824	20,096	20,096	20,096	20,096
8) Amortization of Equipment > \$150,000 @ 10%								
9) Reservists - CPP & EI	4,833	5,400	7,762	7,951				
TOTAL INDIRECT COST	1,401,452	1,451,328	1,588,354	1,944,961	2,071,703	2,187,844	2,309,414	2,369,948

TOTAL COSTS (Direct + Indirect) @ 100%	4,591,153	4,925,581	5,430,334	6,315,290	6,656,367	6,994,533	7,341,623	7,521,013
FEDERAL COST 10 %	459,115	492,558	543,033	631,529	665,637	699,453	734,162	752,101
MUNICIPAL POLICING COSTS 90%	4,132,038	4,433,022	4,887,300	5,683,761	5,990,731	6,295,080	6,607,461	6,768,911
MUNICIPAL COSTS - 100 % (Schedule 3B & 3C)	840,778	632,643	938,000	985,135	990,061	995,011	999,986	1,004,986
TOTAL MUNICIPAL POLICING COSTS 90% & 100%	4,972,816	5,065,665	5,825,300	6,668,896	6,980,792	7,290,091	7,607,447	7,773,898

COURTENAY 2019/20 to 2023/24 Fiscal Estimates	COURTENAY 16/17 Final	COURTENAY 17/18 Pre-Final	COURTENAY 18/19 Budget	COURTENAY 19/20 Estimates	COURTENAY 20/21 Estimates	COURTENAY 21/22 Estimates	COURTENAY 22/23 Estimates	COURTENAY 23/24 Estimates
CONTRACT STRENGTH ACTUAL / FUNDED STRENGTH	30.4	30.4	30.4	31.4	32.4	33.4	34.4	34.4
COST ELEMENT GROUP (CEG)	25.02	23.35	27.4	31.4	32.4	33.4	34.4	34.4

**INDIRECT COSTS - REGULAR & CIVILIAN MEMBERS**

1) Pensions (Total Pensionable Earnings)	2,227,003	2,349,049	2,685,300	3,181,920	3,354,614	3,533,945	3,720,239	3,811,528
Pension Rate	22.70%	22.70%	19.07%	19.07%	19.07%	19.07%	19.07%	19.07%
Total Cost of RM/CM Pension	505,530	533,234	512,087	606,792	639,725	673,923	709,450	726,858
2) CPP (Pensionable Earnings) on a Per Capita Cost	2,549	2,622	2,678	2,702	2,769	2,838	2,909	2,982
Total Cost (Per Capita x FTE Utilization)	63,787	61,244	73,439	84,834	89,724	94,806	100,085	102,587
3) Employer's Contr. to E.I. on a Per Capita Cost	1,119	1,202	1,176	1,044	1,071	1,097	1,125	1,153
Total Cost (Per Capita x FTE Utilization)	28,002	28,080	32,239	32,794	34,684	36,648	38,689	39,657
4) Division Administration on a Per Capita Cost	24,360	27,050	26,300	28,850	30,100	31,150	32,250	33,400
Total Cost of Div. Administration	609,532	631,727	721,146	905,890	975,240	1,040,410	1,109,400	1,148,960
5) Recruitment & Training								
Per Capita Cost of Recruitment	3,267	3,560	4,392	5,092	5,395	5,395	5,395	5,395
Per Capita Cost of Training	1,130	1,358	1,249	1,516	1,711	1,711	1,711	1,711
Total Cost of Recruitment & Trng	110,021	114,855	154,676	207,491	230,234	237,340	244,446	244,446
6) Other National Indirects Per Capita (Addendum 'A')	2,435	2,532	2,527	2,528	2,531	2,534	2,536	2,539
Total Cost (Per Capita x FTE Utilization)	60,936	59,126	69,291	79,385	82,000	84,621	87,248	87,344
7) Police Dog Svc. Trng. as a Per Cap. cost	26,862	25,233	25,304	28,320	28,708	28,708	28,708	28,708
Total Cost (Per cap X PD Teams) - COURTENAY=70%	18,812	17,663	17,713	19,824	20,096	20,096	20,096	20,096
<b>TOTAL INDIRECT COSTS - RM's &amp; CM's</b>	<b>1,396,620</b>	<b>1,445,929</b>	<b>1,580,592</b>	<b>1,937,010</b>	<b>2,071,703</b>	<b>2,187,844</b>	<b>2,309,414</b>	<b>2,369,948</b>

INDIRECT COSTS - RESERVISTS	FTE	1.26	1.35	1.39	1.32	1.32	1.32	1.32	1.32
a) CPP for Reservist on a Per Capita Cost..		2,549	2,622	2,678	2,702	2,769	2,838	2,909	2,982
Total Cost (Per Capita x FTE)		3,204	3,540	5,147	5,452	5,589	5,731	5,873	6,019
b) Employer's Contr. to E.I. on a Per Capita Cost..		1,295	1,378	1,361	1,238	1,269	1,301	1,333	1,367
Total Cost (Per Capita x FTE)		1,628	1,860	2,615	2,499	2,561	2,626	2,691	2,758
<b>TOTAL INDIRECT COSTS - RESERVISTS</b>		<b>4,833</b>	<b>5,400</b>	<b>7,762</b>	<b>7,951</b>	<b>8,151</b>	<b>8,357</b>	<b>8,564</b>	<b>8,778</b>

<b>TOTAL INDIRECT COSTS</b>	<b>1,401,452</b>	<b>1,451,328</b>	<b>1,588,354</b>	<b>1,944,961</b>	<b>2,079,853</b>	<b>2,196,200</b>	<b>2,317,979</b>	<b>2,378,726</b>
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ADDENDUM 'A'								
<b>OTHER INDIRECT COSTS</b>								
Civilian Review & Complaints Committee (CRCC)	446	494	489	489	489	489	489	489
Legal Advisory Services	168	174	175	177	180	182	185	188
Enhanced Reporting & Accountability	116	120	118	118	118	118	118	118
Estimated Annual Severance	1,023	1,023	1,023	1,023	1,023	1,023	1,023	1,023
<b>CONSOLIDATED SERVICES</b>								
Shared Services Canada (SSC)	682	721	721	721	721	721	721	721
Accounting Operations								
Pay & Compensation								
<b>TOTAL PER CAPITA COST (Indirects #6)</b>	<b>2,435</b>	<b>2,532</b>	<b>2,527</b>	<b>2,528</b>	<b>2,531</b>	<b>2,534</b>	<b>2,536</b>	<b>2,539</b>

**FISCAL YEAR TO CALENDAR YEAR CONVERSION TABLE**

Calendar Year	2016	2017	2018	2019	2020	2021	2022	2023
Fiscal Year Total Current	4,972,816	5,065,665	5,825,300	6,668,896	6,980,792	7,290,091	7,607,447	7,773,898
Fiscal per Qtr Current	1,243,204	1,266,416	1,456,325	1,667,224	1,745,198	1,822,523	1,901,862	1,943,474
Fiscal Year Total Prior Year	5,265,483	4,972,816	5,065,665	5,825,300	6,668,896	6,980,792	7,290,091	7,607,447
Fiscal per Qtr Prior Year	1,316,371	1,243,204	1,266,416	1,456,325	1,667,224	1,745,198	1,822,523	1,901,862
<b>Calendar</b>								
Jan - Mar	1,316,371	1,243,204	1,266,416	1,456,325	1,667,224	1,745,198	1,822,523	1,901,862
Apr - June	1,243,204	1,266,416	1,456,325	1,667,224	1,745,198	1,822,523	1,901,862	1,943,474
Jul - Sept	1,243,204	1,266,416	1,456,325	1,667,224	1,745,198	1,822,523	1,901,862	1,943,474
Oct - Dec	1,243,204	1,266,416	1,456,325	1,667,224	1,745,198	1,822,523	1,901,862	1,943,474
<b>City Calendar Year Total</b>	<b>5,045,983</b>	<b>5,042,453</b>	<b>5,635,392</b>	<b>6,457,997</b>	<b>6,902,818</b>	<b>7,212,766</b>	<b>7,528,108</b>	<b>7,732,285</b>

**Colour Legend**

Red = Post Budget CEG controlled by OIC

Black = Division Controlled CEG (DCCEG)

Blue lettering = Standard Object (SO)

Blue background = CEG credited to Direct Costs



<b>COURTENAY</b>	18/19	19/20	\$	%	
2018-19 to 2019-20 Fiscal Estimates	Budget	Estimates	Change	Change	Notes
Contract Strength	30.40	31.40		3.3%	
Funded Strength	27.42	31.40		14.5%	
<b>COST ELEMENT GROUP (CEG)</b>					
<b>01 - PERSONNEL</b>					
REGULAR PAY	2,540,600	3,035,320	494,720	19.5%	One additional member plus estimated pay increase of 2.5%
OVERTIME - MEMBERS	322,900	340,200	17,300	5.4%	
PAYROLL ALLOWANCES *	190,900	194,000	3,100	1.6%	
OTHER PAYROLL ITEMS	135,400	138,800	3,400	2.5%	
<b>01 - PERSONNEL: TOTAL</b>	<b>3,189,800</b>	<b>3,708,320</b>	<b>518,520</b>	<b>16.3%</b>	
<b>02 - TRANSPORT &amp; TELECOM</b>	<b>74,300</b>	<b>75,700</b>	<b>1,400</b>	<b>1.9%</b>	
<b>03 - INFORMATION</b>	<b>800</b>	<b>800</b>	<b>0</b>	<b>-</b>	
<b>04 - PROFESSIONAL &amp; SPEC SVCS</b>	<b>145,300</b>	<b>155,710</b>	<b>10,410</b>	<b>7.2%</b>	Estimate based on full cost of all mandatory training including OST, AFQ, IARD, Carbine, PRIME and Core (i.e.: investigational) and inflation.
<b>05 - RENTALS</b>	<b>25,300</b>	<b>15,480</b>	<b>-9,820</b>	<b>(38.8%)</b>	
<b>06 - PURCHASE, REPAIR AND MAINT</b>	<b>53,000</b>	<b>54,270</b>	<b>1,270</b>	<b>2.4%</b>	
<b>07 - UTIL, MATERIAL AND SUPP</b>	<b>160,950</b>	<b>164,201</b>	<b>3,251</b>	<b>2.0%</b>	
<b>09 - MACHINERY &amp; EQUIPMENT</b>	<b>187,530</b>	<b>190,848</b>	<b>3,318</b>	<b>1.8%</b>	
<b>12 - OTHER SUBSIDIES &amp; PMTS</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>-</b>	
<b>TOTAL DIRECT COST</b>	<b>3,841,980</b>	<b>4,370,329</b>	<b>528,349</b>	<b>13.8%</b>	
COST OF RM PENSIONS	512,087	606,792	94,705	18.5%	
COST OF DIVISIONAL ADMINISTRATION	721,146	905,890	184,744	25.6%	Increase in Div Admin related to Health Services and Special Leave
COST OF OTHER INDIRECT COSTS	355,121	432,279	77,158	21.7%	Primarily due to increase in training and recruiting rates
<b>TOTAL INDIRECT COST</b>	<b>1,588,354</b>	<b>1,944,961</b>	<b>356,607</b>	<b>22.5%</b>	
<b>TOTAL COSTS (Direct + Indirect )</b>	<b>5,430,334</b>	<b>6,315,290</b>	<b>884,956</b>	<b>16.3%</b>	
FEDERAL COST 10 %	543,033	631,529	88,496	16.3%	
<b>MUNICIPAL POLICING COSTS 90%</b>	<b>4,887,300</b>	<b>5,683,761</b>	<b>796,461</b>	<b>16.3%</b>	
<b>ESTIMATED COST PER RM (90%)</b>	<b>178,239</b>	<b>181,011</b>	<b>2,773</b>	<b>1.6%</b>	

## PSE &amp; ACCOMMODATION ESTIMATES @ 100%

PUBLIC SERVICE EMPLOYEES	719,867	based on 9 FTEs
ACCOMMODATION	265,268	
<b>TOTAL PSE &amp; ACCOMMODATION</b>	<b>985,135</b>	

\* Allowances and Benefits include: Service Pay, Senior Constable, Occupational Clothing, and Shift Differential

\*\* 2017/18 budgets do not include an amount for Retroactive Pay.



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1971-20

**From:** Chief Administrative Officer

**Date:** April 15, 2019

**Subject:** Downtown Courtenay Business Improvement Association – 2019 Budget and Tax Levy Request

### PURPOSE:

The purpose of this report is to receive the 2019 Budget and tax levy request submitted by the Downtown Courtenay Business Improvement Association (DCBIA).

### POLICY ANALYSIS:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 was established for the purpose of funding a business promotion scheme for the downtown as well as to raise the funds through a tax levy which is specific to the defined area of the DCBIA. Sections 7 and 8 of the bylaw require that Council approve the annual budget request, as well as authorize the tax levy required to raise the funds.

### EXECUTIVE SUMMARY:

The Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 empowers Council to approve, on an annual basis, funding requested by the DCBIA. The amount approved may not exceed the Bylaw maximum of \$60,000 per year.

For the 2019 operating year, the DCBIA have submitted their budget and tax levy request in the amount of \$60,000.

### CAO RECOMMENDATIONS:

That based on the April 15, 2019 staff report "Downtown Courtenay Business Improvement Association – 2019 Budget and Tax Levy Request" Council approve OPTION 1 to approve the DCBIA 2019 Budget and Tax Levy request in the amount of \$60,000.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

Bylaw No. 2264, 2002 was established for the purpose of annually funding a business promotion scheme for the Downtown Courtenay Business Improvement Area. Each year the DCBIA submits their budget and related tax levy request for the upcoming year for Council approval.



### DISCUSSION:

Bylaw No. 2264 empowers Council to annually approve DCBIA funding to an amount not exceeding the sum of Sixty Thousand Dollars (\$60,000). Funding provided to the DCBIA pursuant to this bylaw is recovered through the imposition of a special property tax levy which is applied to the properties within the downtown Courtenay business improvement area.

For the DCBIA fiscal year 2019, proposed budget expenditures and requested tax levy total \$60,000. This amount will be reflected under the category of “Collections for Other Authorities” in the 2019-2023 Financial Plan, and is the amount on which the 2019 DCBIA tax rate will be calculated.

### ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council adoption, staff will calculate the required DCBIA tax rate and ensure that it is included in the annual tax rates bylaw.

### STRATEGIC PLAN REFERENCE:

While this matter is not specifically referred to in the City’s strategic plan, it is an annual requirement for staff to attend to and for Council to review and approve.

### OFFICIAL COMMUNITY PLAN REFERENCE:

Goal 1. Downtown: Preserve and protect downtown Courtenay as an integral part of the community’s social and cultural life, its identity and its economy.

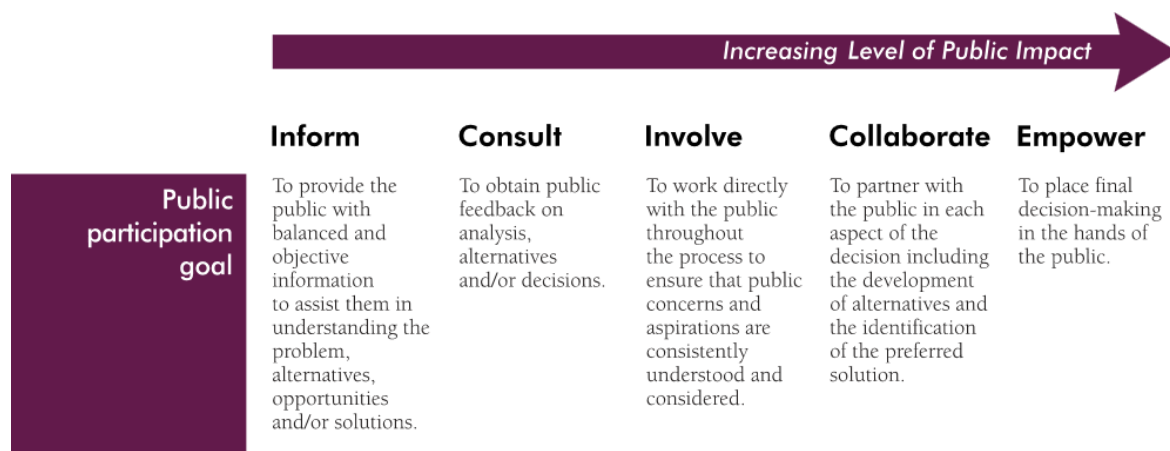
### REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

### CITIZEN/PUBLIC ENGAGEMENT:

The public will be informed of the outcome of Council’s consideration of the BIA 2019 Budget Request and tax levy during regular Council meetings. This will inform the public based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

OPTION 1: That Council approve the Downtown Courtenay Business Improvement Association (DCBIA) 2019 Budget and 2019 Tax Levy Request in the amount of \$60,000.

OPTION 2: That Council defer approval of the Downtown Courtenay Business Improvement Association (DCBIA) 2019 Budget and 2019 Tax Levy Request in the amount of \$60,000.

While Option 2 provides time for further discussion, it also impacts the schedule required to adopt the 2019 Tax Rates Bylaw by May 15, 2019, which is a statutory requirement.

Prepared by:

A handwritten signature in black ink, appearing to read "J. Nelson".

Jennifer Nelson, CPA, CGA  
Director of Financial Services

Attachment #1 – DCBIA 2019 Budget and Tax Levy Request



**DOWNTOWN  
COURTENAY**  
EXPERIENCE MORE

**PRESIDENT**  
Jenny Deters  
Design Therapy Inc  
250-338-0211

**VICE-PRESIDENT**  
Grant Powers  
Nesbit Burns BMO  
250-334-3181

**TREASURER**  
Laurel Koorn  
MNP  
250-338-5464

**RECORDING SECRETARY**  
Lorna Hughes  
Cardero Coffee & Tea  
250-338-2519

**DIRECTORS**  
Allison Bligh  
Nootka Marine Adventures  
1-877-337-5464

Deana Simkin  
High Tide Public House  
250-334-8811

Jorden Marshall  
Hot Chocolates and  
Cakebread Bakery  
250-338-8211

Mackenzie Gartside  
Select Mortgage  
250-331-0800

Margaret McKenzie  
Hitec Brazen Sportswear  
250-334-3656

Sandra Viney  
Atlas Café  
250-338-9838

Steve Stewart  
Edible Island Whole Foods  
250-334-3116

Tamara Carter  
Private Wealth Group  
Coastal Community  
250-331-1363

**EXECUTIVE DIRECTOR**  
Haeley Dewhirst  
250-650-2015  
[info@downtowncourtenay.com](mailto:info@downtowncourtenay.com)

March 24, 2019

City of Courtenay  
Jennifer Nelson  
Director of Financial Services

830 Cliffe Avenue  
Courtenay, BC V9N 2J7

**Re: Downtown Courtenay Business Improvement Association  
(DCBIA) 2019 Budget**

Dear Jennifer Nelson,

Please find the proposed budget for the DCBIA for 2019 attached,  
approved by the Board of Directors.

This letter is also an official request for the \$60,000 tax levy to fund  
the DCBIA for 2019.

Please contact me if you should have any questions, 250 650 2015  
or [info@downtowncourtenay.com](mailto:info@downtowncourtenay.com).

Sincerely,

Jenny Deters, President  
Downtown Courtenay Business Improvement Association

**Downtown Courtenay Business Improvement Association  
2019 Budget**

	<b>Budget</b>
<b>Revenue</b>	
City of Courtenay Tax Levy	60,000.00
City Event Income	5,000.00
Grant Income	10,000.00
Grant in Aid	10,000.00
Market Day Income	10,000.00
Christmas Parade Income	1,000.00
Associate Membership Income	275.00
Mixer Revenue	
<b>Net Sales</b>	<b><u>96,275.00</u></b>
<b>Expenses</b>	
Accounting & Legal	3,500.00
Annual General Meeting	750.00
BIA BC Conference	1,000.00
Board Retreat	500.00
Business Mixers	750.00
Business Recruitment	750.00
Executive Director Contract	21,000.00
Infrastructure	
banner	2,100.00
art instalation	10,000.00
Walk of Achievement	500.00
Wayfinding	5,000.00
Music System on Streets	100.00
Mural Project	
Insurance	1,600.00
Marketing & Events	
Miscellaneous	0.00
Events	41,500.00
Advertising	2,000.00
Sponsorship	500.00
Website	500.00
Membership & Dues	500.00
Office	500.00
	<b><u>93,050.00</u></b>
<b>Surplus/Deficit</b>	<b><u>3,225.00</u></b>

**Notes**

1	Infrastructure Grant	\$10,000.00	
		<b>2019</b>	<b>2018</b>
2	parade	\$2,600.00	\$2,600.00
	market day	\$9,900.00	\$9,900.00
	moonlight	\$14,000.00	\$12,000.00
	summer market	\$5,000.00	\$0.00
	elevate	\$5,000.00	\$2,500.00
	Other Events	\$5,000.00	
	Total Events	<u>41,500.00</u>	<u>27,000.00</u>

**Minutes of a Parks & Recreation Advisory Commission Meeting**  
**Held at the Valley View Clubhouse - Thursday, February 7, 2019 at 6:30 p.m.**

**Attending:** Sébastien Braconnier  
Iris Churchill  
Mary Crowley  
Allan Douglas  
Bill Green  
Carolyn Janes  
Tom Demeo  
Michael Lynch  
Dave Snider (Ex Officio)  
Manno Theos (Council Representative)

**Regrets:** None

**Call to Order**

The meeting was called to order at 6:30 p.m.

**Adoption of Previous Meeting Minutes**

**MINUTES**

Motion: Moved by Mary Crowley that the minutes of the December 6<sup>th</sup>, 2018 meeting be adopted as read, seconded by Michael Lynch. All in favour.  
CARRIED

**REVIEW OF THE DRAFT  
PARKS AND RECREATION  
MASTER PLAN**

Dave took questions from the commission members on the draft. The following are some points made and questions asked:

- The plan shows optimism
- There is a high level of interest in the inventory portion
- Playground replacement should be prioritized
- Staff should look at granting available for initiatives. Consider a grant writer
- Discussion on the overlap between recreation and culture/leisure
- Discussion about strategic land acquisitions
- A focus on accessibility on trails
- Consider sponsorships – The commission members were polled on their support of sponsorship programs and the majority support the idea

**Next Meeting**

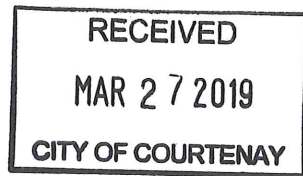
Thursday, April 4<sup>th</sup>, 2019 at 6:30 p.m. at the Salish Building, Lewis Park

**Adjournment**

The meeting was adjourned at 8:00 p.m.







March 26, 2019

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

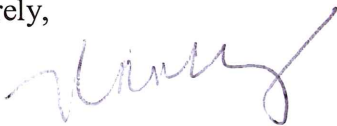
Attention: Mayor Bob Wells and Councillors

From watching the video of the Council Meeting of March 18<sup>th</sup>, I understand that our request for funding the renovation of the kitchen and bathrooms of St. George's United Church will be on the agenda of your meeting of April 3<sup>rd</sup>, 2019.

I've enclosed 2 letters of recommendation that might be of interest to you; attesting to the value of the Sonshine Lunch Program to our Community.

Thank you for your consideration of our request for financial support.

Sincerely,



Nancy Milliken, Chair  
Property Committee, St. George's United Church



**The Salvation Army**  
*Comox Valley Ministries*  
1580 Fitzgerald Ave.  
Courtenay, B.C. V9N 2S2  
Telephone: (250) 338-8221  
Fax: (250) 338-8209

WILLIAM & CATHERINE BOOTH  
FOUNDERS

ANDRÉ COX  
GENERAL

SUSAN MCMILLAN  
TERRITORIAL COMMANDER

March 2018

The Salvation Army Territorial Commander, Commissioner Susan McMillan says that, "despite living in a developed and wealthy country, one in 11 Canadians still struggles to access basic human necessities." As we look around our community, we can see that there are many who live day to day believing they have little or no hope for the future. Many wonder where their next meal will come from, or how to pay their bills for the month, while others wonder where they will sleep tonight.

The Salvation Army continues to fight a war on poverty and is a proud member of the Sonshine Lunch Club, which meets at Saint George United Church. This is a vital program in Courtenay and offers food to the marginalized. This partnership offers dignity to those in need. The Salvation Army supports Saint George United Church in their request for a grant to be used to help upgrade their kitchen and bathrooms.

Thank you for helping us fight poverty and GIVE HOPE TODAY!

Sincerely,

**Captain Kevin Elsasser**  
Pastor / Executive Director  
*Comox Valley Ministries*  
*The Salvation Army*

Serving the Comox Valley  
Since 1964



# Dawn to Dawn

ACTION ON HOMELESSNESS SOCIETY

March 10, 2018

To whom It May Concern

I am writing on behalf of Dawn to Dawn to express our support for St George's United Church's application for financial support to refurbish the kitchen and washrooms in their Fellowship Hall.

St George's Fellowship Hall is a most important element in our community's infrastructure. The Church very generously makes the Hall available for all sorts of community events. One of their key contributions is having made it the home for the Sonshine Lunch program that operates five days a week, 52 weeks a year. With the kind assistance and support of other faith groups, every weekday – week in and week out, hundreds of our most vulnerable citizens are provided with a nutritious lunch meal.

The constant use of the kitchen and washrooms have taken their toll and they are very much in need of an upgrade. As the washrooms are quite dated, St Georges plans to make both washrooms accessible for persons with disabilities.

St George's and their partners in the Sonshine Lunch program work to ensure that the folks who attend the weekly luncheon are shown the dignity they deserve. Providing proper, modern and accessible washrooms is one more way of ensuring that the lunch program is provided in a dignified way. And, for the many volunteers who churn out lunches for more than 100 people each day, having a up to date kitchen will make their job easier, safer and more pleasant and as well, in a very practical way honour their service to the community.

Dawn to Dawn fully supports St George's United Church's request of financial assistance for its refurbishment project.

Sincerely,

Richard Clarke  
President



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

**BYLAW TITLE**

2019-2023 Consolidated Financial Plan Bylaw No. 2967, 2019

**REASON FOR BYLAW**

**STATUTORY AUTHORITY FOR BYLAW**

Section 165(2) of the *Community Charter*

**OTHER APPROVALS REQUIRED**

**STAFF COMMENTS AND/OR REPORTS**

**OTHER PROCEDURES REQUIRED**

April 15, 2019

J. Nelson  
Staff Member

# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2967

### A bylaw to adopt the consolidated five year financial plan

WHEREAS the *Community Charter*, being SBC Chapter 26, 2003, requires a five year financial plan that is adopted annually;

AND WHEREAS the financial plan shall by bylaw be adopted before the annual property tax bylaw is adopted;

AND WHEREAS the planning period for a financial plan is five years, being the year in which it is specified to come into force and the following 4 years;

AND WHEREAS the Community Charter, being SBC Chapter 26, 2003, Section 173, requires that a municipality must not make an expenditure other than one authorized and provided for in the financial plan;

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 **“The 2019 - 2023 Consolidated Financial Plan Bylaw No. 2967, 2019”**.
2. Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 statement of objectives and policies for the proportion of total revenue from property value taxes, parcel taxes, fees and charges, borrowing, and other funding sources.
3. Schedule “B” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 statement of the use of permissive tax exemptions.
4. Schedule “C” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 Consolidated Financial Plan.
5. Schedule “D” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 General Operating Fund Financial Plan.
6. Schedule “E” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 Sewer Operating Fund Financial Plan.
7. Schedule “F” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 Water Operating Fund Financial Plan.
8. Schedule “G” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 General Capital Fund Financial Plan.



9. Schedule “H” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 General Capital Expenditure Program.
10. Schedule “I” attached hereto and made part of this bylaw is hereby adopted as the 2019 General Capital Expenditure Source of Funding.
11. Schedule “J” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 Sewer Capital Fund Financial Plan.
12. Schedule “K” attached hereto and made part of this bylaw is hereby adopted as the 2019- 2023 Sewer Capital Expenditure Program.
13. Schedule “L” attached hereto and made part of this bylaw is hereby adopted as the 2019 Sewer Capital Expenditure Source of Funding.
14. Schedule “M” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 Water Capital Fund Financial Plan.
15. Schedule “N” attached hereto and made part of this bylaw is hereby adopted as the 2019 - 2023 Water Capital Expenditure Program.
16. Schedule “O” attached hereto and made part of this bylaw is hereby adopted as the 2019 Water Capital Expenditure Source of Funding.
17. “The Final 2018 - 2022 Financial Plan Bylaw No. 2924, 2018” is hereby repealed.

Read a first time this     day of April, 2019

Read a second time this     day of     , 2019

Read a third time this     day of     , 2019

Finally passed and adopted this     day of     , 2019

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Mayor

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Corporate Officer

City of Courtenay  
 BYLAW NO. 2967, 2019  
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the  
 City of Courtenay for the Years 2019 - 2023  
 Schedule A

## Objectives and Policies for Schedule “A” Bylaw 2967

### *Proportion of Revenue by Source*

#### Property Tax Policies

- ❖ The City of Courtenay will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- ❖ Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

#### Parcel Tax Policies

- ❖ Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

#### Fees & Charges

- ❖ Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of costs recovered by fees and charges will vary with the nature of the service provided.

#### Proceeds of Borrowing

- ❖ Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time.

#### Other Sources of Revenue

- ❖ The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.

	2017		2018		2019	
Revenue Source	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	24,056,300	39.19%	24,954,500	38.15%	25,929,200	39.06%
Parcel Taxes	2,858,000	4.66%	3,133,400	4.79%	3,186,500	4.80%
Fees and Charges	17,424,000	28.39%	18,612,300	28.45%	19,546,100	29.45%
Other Sources	5,484,000	8.93%	4,306,700	6.58%	4,297,200	6.47%
Reserves/Surpluses	11,560,200	18.83%	14,413,100	22.03%	13,418,300	20.22%
Borrowing	0	0.00%	0	0.00%	0	0.00%
<b>TOTAL</b>	<b>\$61,382,500</b>	<b>100.00%</b>	<b>\$65,420,000</b>	<b>100.00%</b>	<b>\$66,377,300</b>	<b>100.00%</b>

City of Courtenay  
 BYLAW NO. 2967, 2019  
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the  
 City of Courtenay for the Years 2019 - 2023  
 Schedule B

## Objectives and Policies for Schedule “B” Bylaw 2967

### *Permissive Tax Exemptions*

- ❖ A permissive tax exemption is strictly at the discretion of the City of Courtenay Council. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. The tax exemption may vary for the different applicants.
- ❖ The cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year.

Permissive Property Tax Exemptions	2017 (\$)	2018 (\$)	2019 (\$) estimate
City owned properties / managed by not-for-profit groups	175,160	179,050	179,050
Not-for Profit Organizations	141,207	142,299	165,515
Churches	16,052	14,520	14,888
<b>TOTAL</b>	<b>332,419</b>	<b>335,869</b>	<b>359,453</b>
Prior year tax levy for municipal purposes	21,951,300	22,108,900	22,901,225
As a percentage of municipal tax levy	1.51%	1.52%	1.57%

City of Courtenay  
 BYLAW NO. 2967, 2019  
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the  
 City of Courtenay for the Years 2019 - 2023  
 Schedule C

Consolidated Financial Plan	Budget 2019	2020	Proposed Budget		
			2021	2022	2023
<b>Revenues</b>					
<b>Taxes</b>					
General Property Taxes	25,196,000	26,732,000	28,836,500	30,675,300	31,902,500
Collections for Other Governments (Estimate)	21,941,800	22,654,600	23,108,900	23,567,000	23,948,300
Total Property Taxes	47,137,800	49,386,600	51,945,400	54,242,300	55,850,800
Frontage & Parcel Taxes	3,186,500	3,552,000	3,644,300	3,744,000	3,848,600
Grants in Place of Property Taxes	489,000	498,800	508,800	518,900	529,200
% of Revenue Tax	410,000	418,200	426,700	435,200	444,000
Total Taxes Collected	51,223,300	53,855,600	56,525,200	58,940,400	60,672,600
Less: Transfers to Other Governments (Estimate)	(22,107,600)	(22,823,800)	(23,281,400)	(23,743,000)	(24,127,900)
<b>Net Taxes for Municipal Purposes</b>	<b>29,115,700</b>	<b>31,031,800</b>	<b>33,243,800</b>	<b>35,197,400</b>	<b>36,544,700</b>
<b>Other Revenues</b>					
Fees and Charges	19,546,100	20,475,900	21,324,100	22,026,100	22,606,300
Revenue from Other Sources	1,795,300	1,350,500	1,332,600	1,314,600	1,296,900
Other Contributions	818,500	2,284,900	195,000	200,000	210,000
Transfers from Other Govt & Agencies	1,683,400	1,719,200	1,755,700	1,793,200	1,830,900
Total Other Revenues	23,843,300	25,830,500	24,607,400	25,333,900	25,944,100
<b>Total Operating Revenues</b>	<b>52,959,000</b>	<b>56,862,300</b>	<b>57,851,200</b>	<b>60,531,300</b>	<b>62,488,800</b>
<b>Transfers From Reserves and Surplus</b>					
From Reserves	9,682,100	8,290,200	4,323,400	5,521,900	4,631,400
From Surplus	3,736,200	3,342,500	829,300	253,500	213,300
<b>Total from Reserves and Surplus</b>	<b>13,418,300</b>	<b>11,632,700</b>	<b>5,152,700</b>	<b>5,775,400</b>	<b>4,844,700</b>
<b>Funding from Debt</b>	<b>-</b>	<b>20,033,000</b>	<b>13,709,300</b>	<b>5,300,000</b>	<b>6,700,000</b>
<b>Total Revenues</b>	<b>66,377,300</b>	<b>88,528,000</b>	<b>76,713,200</b>	<b>71,606,700</b>	<b>74,033,500</b>
<b>Equity in Capital Assets</b>	<b>4,675,000</b>	<b>4,675,000</b>	<b>4,675,000</b>	<b>4,675,000</b>	<b>4,675,000</b>
	<b>71,052,300</b>	<b>93,203,000</b>	<b>81,388,200</b>	<b>76,281,700</b>	<b>78,708,500</b>
<b>Expenses</b>					
<b>Operating Expenses</b>					
General Government	4,392,500	4,412,400	4,471,300	4,618,500	4,628,900
Protective Services	8,735,100	9,003,400	9,266,000	9,932,600	10,241,500
Public Works Services	7,859,300	7,686,300	7,551,000	7,387,200	7,633,300
Environmental Health Services	16,203,300	16,836,700	17,246,100	18,052,300	18,359,800
Public Health Services	345,300	350,900	356,500	362,400	368,600
Development Services	2,239,900	2,101,100	1,984,600	2,019,400	2,054,500
Recreation & Cultural Services	7,511,000	7,423,500	7,549,300	7,674,100	7,805,200
	47,286,400	47,814,300	48,424,800	50,046,500	51,091,800
Amortization	4,675,000	4,675,000	4,675,000	4,675,000	4,675,000
<b>Total Operating Expenses</b>	<b>51,961,400</b>	<b>52,489,300</b>	<b>53,099,800</b>	<b>54,721,500</b>	<b>55,766,800</b>
<b>Capital Transactions</b>					
Capital Assets					
Land and Improvements	824,000	895,000	845,000	1,095,000	420,000
Buildings	2,063,800	8,394,100	6,939,000	795,800	590,000
Equipment	1,324,800	967,000	701,000	2,172,000	842,000
Engineering Structures - Renewal	5,988,800	19,313,000	8,130,800	5,100,000	11,000,000
Engineering Structures - New	3,336,800	5,198,700	4,400,000	4,050,000	550,000
Other Capital Assets	446,000	116,000	125,000	125,000	125,000
	13,984,200	34,883,800	21,140,800	13,337,800	13,527,000
Debt for Capital Assets					
Interest	599,200	1,012,200	1,511,900	1,760,700	1,965,400
Principal	938,900	1,136,800	1,747,000	2,182,300	2,346,300
	1,538,100	2,149,000	3,258,900	3,943,000	4,311,700
<b>Total Capital Transactions</b>	<b>15,522,300</b>	<b>37,032,800</b>	<b>24,399,700</b>	<b>17,280,800</b>	<b>17,838,700</b>
<b>Transfers to Reserves &amp; Surplus</b>					
To Reserves	3,555,800	3,680,900	3,776,900	3,912,400	4,077,700
To Appropriated Surplus	12,800	-	111,800	367,000	1,025,300
<b>Total to Reserves and Surplus</b>	<b>3,568,600</b>	<b>3,680,900</b>	<b>3,888,700</b>	<b>4,279,400</b>	<b>5,103,000</b>
	<b>71,052,300</b>	<b>93,203,000</b>	<b>81,388,200</b>	<b>76,281,700</b>	<b>78,708,500</b>

Schedule C

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General Operating Fund	Budget 2019	2020	Proposed Budget 2021	2022	2023
<b>Tax rate increase</b>					
General Taxation	2.75%	3.00%	3.25%	3.00%	2.50%
Debt Levy	0.00%	0.95%	3.53%	2.15%	0.22%
	2.75%	3.95%	6.78%	5.15%	2.72%
Infrastructure Reserve Levy	0.00%	1.25%	1.25%	1.50%	1.75%
	2.75%	5.20%	8.03%	6.65%	4.47%
<b>REVENUES</b>					
<b>Taxes</b>					
General Municipal Taxes	25,196,000	26,732,000	28,836,500	30,675,300	31,902,500
Collections for Other Governments (Estimate)	21,941,800	22,654,600	23,108,900	23,567,000	23,948,300
<b>Total Taxes Collected</b>	<b>47,137,800</b>	<b>49,386,600</b>	<b>51,945,400</b>	<b>54,242,300</b>	<b>55,850,800</b>
<b>Less:</b>					
Property Taxes for Other Governments (Estimate)	(21,941,800)	(22,654,600)	(23,108,900)	(23,567,000)	(23,948,300)
Portion of Grants in Place of Taxes	(165,800)	(169,200)	(172,500)	(176,000)	(179,600)
	(22,107,600)	(22,823,800)	(23,281,400)	(23,743,000)	(24,127,900)
<b>Net Municipal Taxes</b>	<b>25,030,200</b>	<b>26,562,800</b>	<b>28,664,000</b>	<b>30,499,300</b>	<b>31,722,900</b>
Grants in Lieu of Taxes	489,000	498,800	508,800	518,900	529,200
% of Revenue Tax	410,000	418,200	426,700	435,200	444,000
<b>Taxes for Municipal Purposes</b>	<b>25,929,200</b>	<b>27,479,800</b>	<b>29,599,500</b>	<b>31,453,400</b>	<b>32,696,100</b>
<b>Fees and Charges</b>	<b>7,714,000</b>	<b>7,866,800</b>	<b>8,035,000</b>	<b>8,207,400</b>	<b>8,382,700</b>
<b>Revenue from Other Sources</b>	<b>1,178,500</b>	<b>1,157,600</b>	<b>1,136,900</b>	<b>1,116,000</b>	<b>1,095,400</b>
<b>Transfers from Other Govt &amp; Agencies</b>	<b>1,683,400</b>	<b>1,719,200</b>	<b>1,755,700</b>	<b>1,793,200</b>	<b>1,830,900</b>
<b>Transfers-Reserves</b>	<b>1,725,300</b>	<b>1,063,500</b>	<b>748,500</b>	<b>673,500</b>	<b>673,500</b>
<b>Transfers-Surplus</b>	<b>2,100,300</b>	<b>1,140,800</b>	<b>553,800</b>	<b>150,000</b>	<b>150,000</b>
	40,330,700	40,427,700	41,829,400	43,393,500	44,828,600
<b>Equity in Capital Assets</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>
	<b>44,580,700</b>	<b>44,677,700</b>	<b>46,079,400</b>	<b>47,643,500</b>	<b>49,078,600</b>
<b>EXPENDITURES</b>					
<b>Operating Expenditures</b>					
General Government	4,392,500	4,412,400	4,471,300	4,618,500	4,628,900
Protective Services	8,735,100	9,003,400	9,266,000	9,932,600	10,241,500
Public Works Services	7,859,300	7,686,300	7,551,000	7,387,200	7,633,300
Environmental Health Services	3,296,700	3,385,700	3,481,800	3,581,200	3,683,700
Public Health Services	345,300	350,900	356,500	362,400	368,600
Development Services	2,239,900	2,101,100	1,984,600	2,019,400	2,054,500
Parks, Recreation & Cultural Services	7,511,000	7,423,500	7,549,300	7,674,100	7,805,200
<b>Total Operating Expenses</b>	<b>34,379,800</b>	<b>34,363,300</b>	<b>34,660,500</b>	<b>35,575,400</b>	<b>36,415,700</b>
<b>Amortization</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>
<b>Total Expenses</b>	<b>38,629,800</b>	<b>38,613,300</b>	<b>38,910,500</b>	<b>39,825,400</b>	<b>40,665,700</b>
<b>Transfer to Capital Fund</b>	<b>3,052,200</b>	<b>3,041,300</b>	<b>4,050,600</b>	<b>4,264,100</b>	<b>4,098,700</b>
<b>Transfer to Reserve Funds</b>	<b>2,898,700</b>	<b>3,023,100</b>	<b>3,118,300</b>	<b>3,252,900</b>	<b>3,418,200</b>
<b>Transfer to Surplus</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>301,100</b>	<b>896,000</b>
	5,950,900	6,064,400	7,168,900	7,818,100	8,412,900
	<b>44,580,700</b>	<b>44,677,700</b>	<b>46,079,400</b>	<b>47,643,500</b>	<b>49,078,600</b>

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<b>Sewer Operating Fund</b>	<b>Budget 2019</b>	<b>2020</b>	<b>Proposed Budget</b>		
			<b>2021</b>	<b>2022</b>	<b>2023</b>
	<i>Blended rate</i>				
Sewer Utility Rate - Single Family Unit	340.38	357.4	375.27	394.03	403.88
Proposed increase %	5.0%	5.0%	5.0%	5.0%	2.5%
<b>Revenues</b>					
<b>Operating</b>					
Frontage & Parcel Taxes	2,011,400	2,306,400	2,323,800	2,344,100	2,364,500
Sale of Services	5,043,600	5,315,700	5,609,400	5,919,200	6,097,800
Revenue from Own Sources	50,800	50,700	50,700	50,700	50,700
Total Operating Revenues	7,105,800	7,672,800	7,983,900	8,314,000	8,513,000
<b>Reserves &amp; Surplus</b>					
Future Expenditure Reserve	611,700	-	-	-	-
Surplus	-	413,400	211,300	103,500	-
Total Transfers from Reserves & Surplus	611,700	413,400	211,300	103,500	-
<b>Equity in Capital Assets</b>	125,000	125,000	125,000	125,000	125,000
<b>Total Revenues</b>	<b>7,842,500</b>	<b>8,211,200</b>	<b>8,320,200</b>	<b>8,542,500</b>	<b>8,638,000</b>
<b>Expenses</b>					
<b>Operating</b>					
General Administration	1,165,000	1,153,900	1,169,900	1,199,200	1,204,000
CVRD	4,124,400	4,371,800	4,371,800	4,924,100	4,924,100
Collection	677,000	713,800	702,600	697,600	704,800
	5,966,400	6,239,500	6,244,300	6,820,900	6,832,900
Amortization	125,000	125,000	125,000	125,000	125,000
Total Operating Expenses	6,091,400	6,364,500	6,369,300	6,945,900	6,957,900
<b>Transfers to Other Funds</b>					
Sewer Capital Fund - 2019 Revenues	745,500	1,465,700	1,569,900	1,215,600	1,169,800
Sewer Capital Fund - 2018 Revenues	611,700	-	-	-	-
	1,357,200	1,465,700	1,569,900	1,215,600	1,169,800
<b>Transfers to Reserves</b>					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	600	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	381,100	381,000	381,000	381,000	381,000
<b>Transfer to Appropriated Surplus</b>					
Surplus contingency	12,800	-	-	-	129,300
<b>Total Expenses</b>	<b>7,842,500</b>	<b>8,211,200</b>	<b>8,320,200</b>	<b>8,542,500</b>	<b>8,638,000</b>

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<b>Water Operating Fund</b>	<b>Budget 2019</b>	<b>2020</b>	<b>Proposed Budget</b>		
			<b>2021</b>	<b>2022</b>	<b>2023</b>
	<i>Blended rate</i>				
Water Utility Rate - Single Family Unit	497.92	530.28	556.79	570.71	584.98
Proposed increase %	6.5%	6.5%	5.0%	2.5%	2.5%
<b>Revenues</b>					
<b>Operating</b>					
Frontage & Parcel Taxes	1,175,100	1,245,600	1,320,500	1,399,900	1,484,100
Sale of Services	6,788,500	7,293,400	7,679,700	7,899,500	8,125,800
Revenue from Own Sources	149,500	142,200	145,000	147,900	150,800
Total Operating Revenues	8,113,100	8,681,200	9,145,200	9,447,300	9,760,700
<b>Reserves &amp; Surplus</b>					
Future Expenditure Reserve	456,700	-	-	-	-
Water Efficiency	17,500	17,900	18,200	18,600	18,900
Surplus	221,900	536,000	-	-	63,400
Total Transfers from Reserves & Surplus	696,100	553,900	18,200	18,600	82,300
<b>Equity in Capital Assets</b>	300,000	300,000	300,000	300,000	300,000
<b>Total Revenues</b>	<b>9,109,200</b>	<b>9,535,100</b>	<b>9,463,400</b>	<b>9,765,900</b>	<b>10,143,000</b>
<b>Expenses</b>					
<b>Operating</b>					
General Administration	1,541,100	1,524,800	1,590,600	1,584,200	1,637,000
CVRD - Supply	4,275,800	4,548,800	4,776,600	4,897,900	5,022,300
Transmission and Distribution	1,123,300	1,137,900	1,152,800	1,168,100	1,183,900
	6,940,200	7,211,500	7,520,000	7,650,200	7,843,200
Amortization	300,000	300,000	300,000	300,000	300,000
Total Operating Expenses	7,240,200	7,511,500	7,820,000	7,950,200	8,143,200
<b>Transfers to Other Funds</b>					
Water Capital Fund - 2019 Revenues	1,136,300	1,746,800	1,254,000	1,471,300	1,721,300
Water Capital Fund - 2018 Revenues	456,700	-	-	-	-
	1,593,000	1,746,800	1,254,000	1,471,300	1,721,300
<b>Transfers to Reserves</b>					
Asset Management Reserve	200,000	200,000	200,000	200,000	200,000
Water Utility Reserve	40,400	41,200	42,000	42,900	42,900
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	276,000	276,800	277,600	278,500	278,500
<b>Transfer to Appropriated Surplus</b>					
Surplus contingency	-	-	111,800	65,900	-
<b>Total Expenses</b>	<b>9,109,200</b>	<b>9,535,100</b>	<b>9,463,400</b>	<b>9,765,900</b>	<b>10,143,000</b>



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<b>General Capital Fund</b>	<b>Budget 2019</b>	<b>2020</b>	<b>Proposed Budget</b>		<b>2023</b>
<b>Revenues</b>					
<b>Revenues</b>					
Other Revenues	416,500	-	-	-	-
Grant and Contributions	818,500	2,284,900	195,000	200,000	210,000
	1,235,000	2,284,900	195,000	200,000	210,000
<b>Transfers from Surplus</b>					
Operating Funds	2,308,700	2,866,300	4,025,100	4,264,100	4,098,700
Capital Surplus - RFE	743,500		25,500		
Unexpended Debt	345,600	1,252,400	64,200		
	3,397,800	4,118,700	4,114,800	4,264,100	4,098,700
<b>Transfers from Reserves</b>					
Community Works Reserve	1,064,300	1,300,000	1,190,000	1,455,000	1,360,000
Gaming Funds Reserve		175,000			
Other Reserve Funds	4,770,700	3,058,800	2,366,700	2,874,800	1,579,000
	5,835,000	4,533,800	3,556,700	4,329,800	2,939,000
Total Transfers	8,143,700	7,400,100	7,581,800	8,593,900	7,037,700
<b>Funding from Debt</b>	-	14,733,000	10,709,300	2,300,000	2,500,000
Other	-	-	-	-	-
<b>Total Revenues</b>	<b>10,467,800</b>	<b>25,670,400</b>	<b>18,575,800</b>	<b>11,093,900</b>	<b>9,747,700</b>
<b>Expenditures</b>					
<b>Capital Assets</b>					
Land and improvements	824,000	895,000	845,000	1,095,000	420,000
Buildings	2,063,800	8,394,100	6,939,000	795,800	590,000
Equipments / Furnitures / Vehicles	1,324,800	967,000	701,000	2,172,000	842,000
Engineering Structures - Renewal	3,429,700	13,533,000	7,076,500	3,900,000	4,700,000
Engineering Structures - New	1,010,000	168,700	400,000	50,000	50,000
Other Tangible Capital Assets	446,000	116,000	125,000	125,000	125,000
Loss of disposal of assets					
	9,098,300	24,073,800	16,086,500	8,137,800	6,727,000
<b>Debt</b>					
Interest	530,000	756,400	1,150,500	1,293,700	1,350,600
Principal	839,500	840,200	1,338,800	1,662,400	1,670,100
	1,369,500	1,596,600	2,489,300	2,956,100	3,020,700
<b>Total Expenditures</b>	<b>10,467,800</b>	<b>25,670,400</b>	<b>18,575,800</b>	<b>11,093,900</b>	<b>9,747,700</b>

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2019-2023 General Capital Expenditure Program (1 of 4)						2019	2020	2021	2022	2023	Total
Category	Area	Department	Project description		Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget		
Land and improvement	Cemetery	Cemetery	CEMETERY - NICHE DESIGN/DEVELOPMENT		108,000	35,000	40,000	40,000	40,000	263,000	
			CEMETERY - CEMETERY GENERAL WORK		50,000	50,000	40,000	60,000	50,000	250,000	
			CEMETERY - LAWN CRYPTS		32,000		35,000	35,000	35,000	137,000	
			CEMETERY - IRRIGATION		15,000	10,000			15,000	40,000	
			CEMETERY - NEW PLANTINGS			30,000				30,000	
			Cemetery Total		205,000	125,000	115,000	135,000	140,000	720,000	
	Infrastructure	Traffic Projects	26 St & Rotary Rail Trail - Ped Crossing Lights 'Below' (East) of the tracks		30,000					30,000	
	Infrastructure Total				30,000					30,000	
	Parks	Parks	Misc Playground (1 replacement per year + next year design)		120,000	120,000	120,000	120,000	120,000	600,000	
			Puntledge Park Playground replacement and Bridge improvement		25,000					25,000	
			Tarling Park gate, fencing and Hydro service		15,000					15,000	
			Park Development - McPhee Meadows		12,000	30,000	200,000			242,000	
			Rotary Trail Extension North 5th St to McPhee Meadows		7,000	20,000		180,000		207,000	
			Tarling Park (Lake Trail / Arden Trail construction)		5,000	50,000	50,000			105,000	
			Misc Parks (future year estimate)					140,000	140,000	280,000	
			Bill Moore - Irrigation System Replacement			150,000				150,000	
			Anderton Park Exercise equipment in Marine Env is susceptible to early deterioration					100,000		100,000	
			Woodcote - Irrigation System Replacement				80,000			80,000	
			Walkways & Bikeways	Buckstone to Island Hwy trail (PW project)		300,000					300,000
			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1		30,000	200,000				230,000	
			Valleyview Greenway Erosion Remediation (2018 quick fix Ops, 2019-20 long		25,000	150,000				175,000	
			Courtenay Riverway South Extension Beachwood to City Park - Phase 2			30,000	200,000			230,000	
			WALKWAYS & BIKEWAYS (furtur year estimate)			20,000	20,000	20,000	20,000	80,000	
			Access and Parking to McPhee Meadows				30,000	200,000		230,000	
			Courtenay Riverway South Extension City Park to Regional Trail - Phase 3				30,000	200,000		230,000	
			Parks Total		539,000	770,000	730,000	960,000	280,000	3,279,000	
	Rec & Culture	Lewis Centre	Martin Park Lacrosse box repair - new pickleball courts		50,000				50,000		
	Rec & Culture Total			50,000				50,000			
Land and improvements Total					824,000	895,000	845,000	1,095,000	420,000	4,079,000	
Buildings	Cemetery	Cemetery	Courtenay Civic Cemetery Building- Roof Replacement		35,000					35,000	
			Cemetery Total		35,000				35,000		
	Parks	Parks	Lewis Washroom - Roof Replacement				25,000		25,000		
			Woodcote Park - Roof Replacement				45,000		45,000		
			Park Café - Roof Replacement				75,000		75,000		
		Walkways & Bikeways	Lagoon Walkway Lookouts - Roof Replacement				30,000		30,000		
		Parks Total				175,000		175,000			
	Property Services	City Hall	CITY HALL - Building Energy Reduction (roof ventilation)		280,000				280,000		
			CITY HALL - Roof Replacement		220,500				220,500		
		Fire	FIRE - NEW SATELLITE FIREHALL		100,000	483,000	6,000,000		6,583,000		
			FIRE HALL - Building Energy Reduction (replacement 4 roof top units)			60,000			60,000		
		Rental Properties	Renovation of City Hall - Foyer area		100,000				100,000		
			Coop Building - Roof Replacement				75,000		75,000		
Property Services Total		700,500	543,000	6,075,000			7,318,500				

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2019-2023 General Capital Expenditure Program (2 of 4)				2019	2020	2021	2022	2023	Total
Category	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	
	Public Works	Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay	270,000					270,000
			PUBLIC WORKS - New Public Works Building	102,967	7,000,000				7,102,967
			PW Yard Admin - HVAC replacement				80,000		80,000
			PW Yard Admin - Roof Replacement				150,000		150,000
			Public Works Total	372,967	7,000,000		230,000		7,602,967
	Rec & Culture	Art Gallery	ART GALLERY - Hydraulic Passenger Elevator replacement	11,500	86,300				97,800
			ART GALLERY - Building Energy Reduction	7,500					7,500
		Filberg Centre	FILBERG CENTRE - Building Energy Reduction	45,000					45,000
			FILBERG - Hydraulic Passenger Elevator replacement	11,500	92,000				103,500
			FILBERG CENTRE - Future year estimation					100,000	100,000
			FILBERG - Roof Replacement		60,000				60,000
			FILBERG CENTRE - Accoustic upgrades			70,000			70,000
			FILBERG - Roof Top Units				200,000		200,000
		Lewis Centre	LEWIS CENTRE - New AC system	330,000					330,000
			LEWIS CENTRE - Parking Lot Reconfiguration	20,000	100,000				120,000
			LEWIS CENTRE - Squash Court Floor Replacement		80,000				80,000
			LEWIS CENTRE - Shower Lift (accessibility funding)		20,000				20,000
			LEWIS CENTRE - Squash Court Wall Replacement		72,000				72,000
			LEWIS CENTRE - Future year estimation				100,000	100,000	200,000
			LEWIS CENTRE - Roof Replacement			200,000			200,000
		Library	LIBRARY - Building Energy Reduction		55,500				55,500
		Memorial Pool	MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000		50,000		20,000	90,000
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	15,000	15,000	15,000	20,000	25,000	90,000
			MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	15,000	15,000	15,000	20,000	25,000	90,000
			MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT		40,000				40,000
			MEMORIAL POOL - New Pool Covers				25,000		25,000
		Museum	MUSEUM - Future year estimation				50,000	50,000	100,000
			MUSEUM - Replace windows		50,000	50,000			100,000
			MUSEUM - Hydraulic Freight Elevator replacement		40,300	178,300			218,600
		Native Sons Hall	NATIVE SONS HALL - Roof Replacement	200,000					200,000
			NATIVE SONS HALL - Shingles replacement	120,985					120,985
			NATIVE SONS HALL - Building Energy Reduction	20,000					20,000
			NATIVE SONS HALL - Accessible Parking Spot	15,000	75,000				90,000
		Sid Theatre	SID THEATRE - Building Energy Reduction	35,000					35,000
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000	25,000				50,000
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000	10,000	10,000	10,000		40,000
			SID THEATRE - Stage Lift replacement (elevator)			9,200	57,500		66,700
			SID THEATRE - Future year estimation			20,000	20,000	20,000	60,000
			SID THEATRE - Hydraulic Vertical Plateform Lift replacement (elevator)			11,500	63,300		74,800
		Youth Centre	YOUTH CENTRE - Heating System Replacement	53,913					53,913
			YOUTH CENTRE - Roof Replacement (2023)					250,000	250,000
			YOUTH CENTRE - Freestanding sign & Exterior Facia sign						75,000
	Rec & Culture Total				955,398	851,100	689,000	565,800	590,000
Buildings Total				2,063,865	8,394,100	6,939,000	795,800	590,000	18,782,765

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2019-2023 General Capital Expenditure Program (3 of 4)					2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total
Category	Area	Department	Project description							
Equipment	Corporate Services	IT	MIS PC REPLACEMENT		60,000	60,000	60,000	60,000	60,000	300,000
			PHOTOCOPIERS		54,000	36,000	40,000	40,000	40,000	210,000
			LARGE FORMAT PLOTTER		30,000		30,000		30,000	90,000
			SERVER REPLACEMENT		20,000	20,000	20,000	20,000	20,000	100,000
			COUNCIL CHAMBERS AUDIO/VISUAL REPLACE		15,000					15,000
			Asset Management GIS/Tablets		5,000	6,000	6,000	7,000	7,000	31,000
	Corporate Services Total				184,000	122,000	156,000	127,000	157,000	746,000
	Fire Services	Fire	FIRE DEPT LIGHT VEHICLES		87,000				140,000	227,000
			FIRE DEPT - Ladder Truck (replacement truck #12)				1,500,000		1,500,000	
	Fire Services Total				87,000			1,500,000	140,000	1,727,000
	Fleet	Fleet	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES		524,370	250,000	250,000	250,000	250,000	1,524,370
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES		248,481	125,000	125,000	125,000	125,000	748,481
			FLEET MANAGEMENT - PARKS SERV- LIGHT VEHICLES		236,000	125,000	125,000	125,000	125,000	736,000
			2 Double Electric car charging stations Level 1 220V			100,000				100,000
			2 Electric car charging stations EV DC Fast Charger 440V			200,000				200,000
	Fleet Total				1,008,851	800,000	500,000	500,000	500,000	3,308,851
	Rec & Culture	Lewis Centre	LEWIS CENTRE - Equipments > 5k		45,000	45,000	45,000	45,000	45,000	225,000
	Rec & Culture Total				45,000	45,000	45,000	45,000	45,000	225,000
Equipment Total					1,324,851	967,000	701,000	2,172,000	842,000	6,006,851
New	Corporate Services	Corporate Services	Strategic Land Acquisition		500,000					500,000
	Corporate Services Total				500,000					500,000
	Infrastructure	Major Road Construction	MAJOR ROAD CONS - Cowichan / Ryan crossing		100,000					100,000
		Storm Drainage	Braidwood Affordable Housing - Storm & Road Servicing			103,695				103,695
		Bike Lane	Bike Lane Fitzgerald Avenue (3 sections)		240,000					240,000
			Bike Lane Hobson Neighbourhood Route		120,000					120,000
	Infrastructure Total				460,000	103,695				563,695
	Parks	Parks	Partners in Parks		50,000	50,000	50,000	50,000	50,000	250,000
		Walkways & Bikeways	Dingwall to Muir Road trail development - stairs			15,000	250,000			265,000
	Parks Total				50,000	65,000	300,000	50,000	50,000	515,000
	Rec & Culture	Youth Centre	YOUTH CENTRE - AC				100,000			100,000
	Rec & Culture Total						100,000			100,000
New Total					1,010,000	168,695	400,000	50,000	50,000	1,678,695

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2019-2023 General Capital Expenditure Program (4 of 4)					2019 Proposed Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total
Category	Area	Department	Project description							
Renewal	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects		400,000	400,000	400,000	400,000	400,000	2,000,000
		Major Road Construction	Lerwick Overlay project Grind & Pave		800,000					800,000
			MAJOR ROAD CONS - 5th ST Bridge Updgrade - Deck renewal & Painting		423,000	7,302,945				7,725,945
			MAJOR ROAD CONS - 5th Street - Fitzgerald to Meziez Complete Streets		212,500					212,500
			MAJOR ROAD CONS - Future years					1,500,000	2,000,000	3,500,000
			MAJOR ROAD CONS - Cousins Ave - 20th to Willemar		-		3,224,000			3,224,000
		Road Paving	ROAD PAVING - Grind and Pave program		1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	7,000,000
			MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction				570,000			570,000
		Storm Drainage	STORM DRAINAGE - Glacier View Plaza Drainage improvements		146,149					146,149
			Braidwood Road Design - Storm & Road		110,097	3,250,000				3,360,097
			STORM DRAINAGE - Willemar Culvert		50,000	500,000				550,000
			STORM DRAINAGE - 200 Back Rd Storm Culvert improvement		37,959	200,000				237,959
			STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction				570,000			570,000
			STORM DRAINAGE - Future years					300,000	500,000	800,000
			STORM DRAINAGE - WOODS PARK STORM OUTFALL				617,500			617,500
		Traffic Projects	TRAFFIC PROJECTS - Signal Upgrade - 8th St and Cliffe Ave			160,000				160,000
			TRAFFIC PROJECTS - Advanced Warning Light - 8th and Fitzgerald			180,000				180,000
			TRAFFIC PROJECTS - Signal Upgrade - Old Island Highway at Comox Road			20,000	75,000			95,000
			TRAFFIC PROJECTS - Future years					200,000	200,000	400,000
			TRAFFIC PROJECTS - Signal Upgrade - 5th St and Cliffe Ave			20,000	220,000			240,000
			Infrastructure Total			3,379,705	13,332,945	7,076,500	3,900,000	4,700,000
		Rec & Culture	Filberg Centre	FILBERG CENTRE - Drive Thru Repair		50,000	200,000			250,000
		Rec & Culture Total			50,000	200,000			250,000	
Renewal Total					3,429,705	13,532,945	7,076,500	3,900,000	4,700,000	32,639,150
Other Tangible Assets	Corporate Services	IT	Recreation Software		105,000					105,000
			Organization objective setting and performance measurement Software		100,000				100,000	
			New softwares		50,000	50,000	50,000	50,000	50,000	250,000
			Finance Budget Software		50,000					50,000
			OFFSITE BACKUP DEVELOPMENT		36,000	36,000	40,000	40,000	40,000	192,000
			Disaster Recovery Plan - Phase 1		35,000					35,000
			*Hyper-Convergence Software (complement to back up solution)		30,000	30,000	35,000	35,000	35,000	165,000
			IT security (PEN Test)		25,000					25,000
			Great Plain Electronic Workflow		15,000					15,000
		Corporate Services Total		446,000	116,000	125,000	125,000	125,000	937,000	
Other Tangible Assets Total					446,000	116,000	125,000	125,000	125,000	937,000
Grand Total					9,098,421	24,073,740	16,086,500	8,137,800	6,727,000	64,123,461

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Category	Area	Department	Project description													
Land and improvements	Cemetery	Cemetery	CEMETERY - CEMETERY GENERAL WORK		50,000								50,000			
			CEMETERY - IRRIGATION		15,000								15,000			
			CEMETERY - LAWN CRYPTS		32,000								32,000			
			CEMETERY - NICHE DESIGN/DEVELOPMENT		108,000								108,000			
			Cemetery Total		205,000								205,000			
	Infrastructure	Traffic Projects	26 St & Rotary Rail Trail - Ped Crossing Lights 'Below' (East) of the tracks		30,000		30,000									
	Infrastructure Total		30,000		30,000											
	Parks	Walkways & Bikeways	Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1		30,000	30,000										
			Valleyview Greenway Erosion Remediation (2018 quick fix Ops, 2019-2020)		25,000	18,800				6,200						
			Buckstone to Island Hwy trail (PW project)		300,000		20,538								279,462	
			Park Development - McPhee Meadows		12,000	12,000										
			Puntledge Park Playground replacement and Bridge improvement		25,000			25,000								
		Parks	Rotary Trail Extension North 5th St to McPhee Meadows		7,000							7,000				
			Tarling Park gate, fencing and Hydro service		15,000	15,000										
			Misc Playground (1 replacement per year + next year design)		120,000	120,000										
			Tarling Park (Lake Trail / Arden Trail construction)		5,000	5,000										
			Parks Total		539,000	200,800	20,538	25,000		6,200		7,000			279,462	
	Rec & Culture	Lewis Centre	Martin Park Lacrosse box repair - new pickleball courts		50,000	50,000										
	Rec & Culture Total		50,000	50,000												
	Land and improvements Total				824,000	250,800	50,538	25,000		6,200		7,000	205,000		279,462	
Buildings	Cemetery	Cemetery	Courtenay Civic Cemetery Building- Roof Replacement		35,000		35,000									
	Cemetery Total		35,000		35,000											
	Property Services	City Hall	CITY HALL - Building Energy Reduction (roof ventilation)		280,000		280,000									
			CITY HALL - Roof Replacement		220,500		220,500									
			Renovation of City Hall - Foyer area		100,000	74,981		25,019								
		Fire	FIRE - NEW SATELLITE FIREHALL		100,000	9,414			90,586							
	Property Services Total		700,500	84,395	500,500	25,019	90,586									
	Public Works	Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay		270,000	3,981		266,019								
			PUBLIC WORKS - New Public Works Building		102,967	-		102,967								
	Public Works Total		372,967	3,981		368,986										
	Rec & Culture	Native Sons Hall	NATIVE SONS HALL - Accessible Parking Spot		15,000	15,000										
			NATIVE SONS HALL - Building Energy Reduction		20,000		20,000									
			NATIVE SONS HALL - Roof Replacement		200,000		200,000									
			NATIVE SONS HALL - Shingles replacement		120,985	99,985		21,000								
			LEWIS CENTRE - New AC system		330,000				255,000						75,000	
		Lewis Centre	LEWIS CENTRE - Parking Lot Reconfiguration		20,000		20,000									
			Sid Theatre	SID THEATRE - Building Energy Reduction		35,000		35,000								
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS		25,000		25,000									
		Filberg Centre	SID THEATRE - THEATRE CAPITAL EQUIPMENT		10,000		10,000									
			FILBERG - Hydraulic Passenger Elevator replacement		11,500		11,500									
			FILBERG CENTRE - Building Energy Reduction		45,000		45,000									
		Youth Centre	YOUTH CENTRE - Heating System Replacement		53,913	35,000		18,913								
			MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL		15,000								15,000			
			MEMORIAL POOL - REPAIR CRACKS MAIN POOL		20,000								20,000			
		Art Gallery	MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES		15,000								15,000			
			ART GALLERY - Building Energy Reduction		7,500		7,500									
			ART GALLERY - Hydraulic Passenger Elevator replacement		11,500		11,500									
Rec & Culture Total				955,398	149,985	385,500	39,913	255,000				50,000			75,000	
Buildings Total				2,063,865	238,361	921,000	433,918	345,586				50,000		75,000		

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Category	Area	Department	Project description													
Equipment	Corporate Services	IT	Asset Management GIS/Tablets		5,000		5,000									
			COUNCIL CHAMBERS AUDIO/VISUAL REPLACE		15,000		15,000									
			LARGE FORMAT PLOTTER		30,000		30,000									
			MIS PC REPLACEMENT		60,000		60,000									
			PHOTOCOPIERS		54,000		54,000									
			SERVER REPLACEMENT		20,000		20,000									
	Corporate Services Total				184,000		184,000									
	Fire Services	Fire	FIRE DEPT LIGHT VEHICLES		87,000		87,000									
			Fire Services Total				87,000		87,000							
	Fleet	Fleet	FLEET MANAGEMENT - PARKS SERV- LIGHT VEHICLES		236,000		236,000									
			FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES		524,370		524,370									
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES		248,481		248,481									
Fleet Total				1,008,851		1,008,851										
Rec & Culture	Lewis Centre	LEWIS CENTRE - Equipments > 5k		45,000		45,000										
		Rec & Culture Total				45,000		45,000								
Equipment Total						1,324,851		1,324,851								
New	Corporate Services	Corporate Services	Strategic Land Acquisition		500,000		83,471							416,529		
			Corporate Services Total				500,000		83,471						416,529	
	Infrastructure	Bike Lane	Bike Lane Fitzgerald Avenue (3 sections)		240,000		120,000			120,000						
			Bike Lane Hobson Neighbourhood Route		120,000		60,000			60,000						
		Major Road Construction	MAJOR ROAD CONS - Cowichan / Ryan crossing		100,000	75,250				24,750						
	Infrastructure Total				460,000	75,250	180,000			24,750	180,000					
	Parks	Parks	Partners in Parks		50,000	40,000									10,000	
Parks Total				50,000	40,000							10,000				
New Total						1,010,000	115,250	263,471		24,750	180,000			416,529	10,000	
Renewal	Infrastructure	Major Road Construction	Lerwick Overlay project Grind & Pave		800,000	36,838				763,162						
			MAJOR ROAD CONS - 5th ST Bridge Updgrade - Deck renewal & Painting		423,000		342,348	80,652								
			MAJOR ROAD CONS - 5th Street - Fitzgerald to Mezies Complete Streets		212,500		120,510	72,973		19,017						
		Road Paving	ROAD PAVING - Grind and Pave program		1,200,000					305,910		894,090				
		DCC Projects	Road, Storm, Parks DCC Projects		400,000	248,000				152,000						
		Storm Drainage	Braidwood Road Design - Storm & Road		110,097			110,097								
			STORM DRAINAGE - 200 Back Rd Storm Culvert improvement		37,959			10,425				27,534				
			STORM DRAINAGE - Glacier View Plaza Drainage improvements		146,149			10,425				135,724				
			STORM DRAINAGE - Willemar Culvert		50,000		50,000									
			Infrastructure Total				3,379,705	284,838	512,858	284,572		1,221,072	19,017	1,057,348		
		Rec & Culture	Filberg Centre	FILBERG CENTRE - Drive Thru Repair		50,000	50,000									
				Rec & Culture Total				50,000	50,000							
	Renewal Total						3,429,705	334,838	512,858	284,572		1,221,072	19,017	1,057,348		
Other Tangible Assets	Corporate Services	IT	*Hyper-Convergence Software (complement to back up solution)		30,000		30,000									
			Disaster Recovery Plan - Phase 1		35,000		35,000									
			Finance Budget Software		50,000		50,000									
			Great Plain Electronic Workflow		15,000		15,000									
			IT security (PEN Test)		25,000		25,000									
			New softwares		50,000		50,000									
			OFFSITE BACKUP DEVELOPMENT		36,000		36,000									
			Organization objective setting and performance measurement Software		100,000		100,000									
			Recreation Software		105,000		105,000									
			Corporate Services Total				446,000		446,000							
	Other Tangible Assets Total						446,000		446,000							
Grand Total						9,098,421	939,249	3,518,718	743,490	345,586	1,252,022	199,017	1,064,348	255,000	416,529	364,462

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<b>Sewer Capital Fund</b>	<b>Budget 2019</b>	<b>2020</b>	<b>Proposed Budget</b>		
			<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Revenues</b>					
<b>Funding from Operating Fund</b>					
Sewer Operating Fund	745,500	1,465,600	1,569,900	1,215,600	1,169,700
<b>Reserves &amp; Surplus</b>					
Sewer Capital Surplus - RFE	611,700				
Sewer Reserve Funds	1,312,700	2,350,000		500,000	500,000
	1,924,400	2,350,000	-	500,000	500,000
<b>Funding from Debt</b>		5,300,000			4,200,000
<b>Total Revenues</b>	<b>2,669,900</b>	<b>9,115,600</b>	<b>1,569,900</b>	<b>1,715,600</b>	<b>5,869,700</b>
<b>Expenditures</b>					
<b>Debt</b>					
Interest - Debenture Debt	56,600	243,200	243,200	243,200	391,000
Principal - Debenture Debt	75,200	272,400	272,400	272,400	428,700
	131,800	515,600	515,600	515,600	819,700
<b>Capital Assets</b>					
Engineering Structures - Renewal	2,086,300	4,250,000	1,054,300	1,200,000	5,050,000
Engineering Structures - New	451,800	4,350,000			
	2,538,100	8,600,000	1,054,300	1,200,000	5,050,000
<b>Total Expenditures</b>	<b>2,669,900</b>	<b>9,115,600</b>	<b>1,569,900</b>	<b>1,715,600</b>	<b>5,869,700</b>

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2019-2023 Sewer Capital Expenditure Program		2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total 2019-2023 Budget
Category	Project description						
New	20 St & Riverside Lane - Chamber	300,000					300,000
	Greenwood Trunk Connection	151,800	4,100,000				4,251,800
	North Sandwick sewer		50,000				50,000
	South Courtenay Sewer		200,000				200,000
New Total		451,800	4,350,000				4,801,800
Renewal	Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	1,500,000					1,500,000
	1 St Lift Station Replacement	350,000	2,300,000				2,650,000
	Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	200,000	1,400,000				1,600,000
	Braidwood Rd - Road & Utility Reconstruction - Sanitary	36,300	500,000				536,300
	Cliffe Ave - Mansfield to Anfield ph 2			150,000	750,000	750,000	1,650,000
	Anderton Ave Lift Station				250,000	2,200,000	2,450,000
	Arden Central Trunk Main				200,000	2,000,000	2,200,000
	Mansfield Lift Station Upgrade					50,000	50,000
	Courtenay Riverway - 21st to Mansfield					50,000	50,000
	Sewer - Projects identified through Asset Management Strategy			500,000			500,000
Renewal Total		2,086,300	4,250,000	1,054,300	1,200,000	5,050,000	13,640,600
Grand Total		2,538,100	8,600,000	1,054,300	1,200,000	5,050,000	18,442,400

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2019 Sewer Capital Expenditure Source of Funding		2019 Budget	2019 General Revenues	2019 Reserve	2019 Reserve for Future Expenditures	2019 DCC Reserve
Category	Project description					
New	20 St & Riverside Lane - Chamber	300,000	120,700		179,300	
	Greenwood Trunk Connection	151,800	3,300		35,800	112,700
New Total		451,800	124,000		215,100	112,700
Renewal	Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	1,500,000	170,100	1,200,000	129,900	
	1 St Lift Station Replacement	350,000	217,500		132,500	
	Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	200,000	102,100		97,900	
	Braidwood Rd - Road & Utility Reconstruction - Sanitary	36,300			36,300	
Renewal Total		2,086,300	489,700	1,200,000	396,600	
Grand Total		2,538,100	613,700	1,200,000	611,700	112,700

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<b>Water Capital Fund</b>	<b>Budget 2019</b>	<b>2020</b>	<b>Proposed Budget</b>		
			<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Revenues</b>					
<b>Funding from Operating Fund</b>					
Water Operating Fund	1,136,300	1,746,800	1,254,000	1,471,300	1,721,300
<b>Reserves &amp; Surplus</b>					
Water Capital Surplus - RFE	456,700				
Water Reserves	791,600	500,000			500,000
	1,248,300	500,000	-	-	500,000
<b>Funding from Debt</b>			3,000,000	3,000,000	
<b>Total Revenues</b>	<b>2,384,600</b>	<b>2,246,800</b>	<b>4,254,000</b>	<b>4,471,300</b>	<b>2,221,300</b>
<b>Expenditures</b>					
<b>Debt</b>					
Interest - Debenture Debt	12,600	12,600	118,200	223,800	223,800
Principal - Debenture Debt	24,200	24,200	135,800	247,500	247,500
	36,800	36,800	254,000	471,300	471,300
<b>Capital Assets</b>					
Engineering Structures - Renewal	472,800	1,530,000			1,250,000
Engineering Structures - New	1,875,000	680,000	4,000,000	4,000,000	500,000
	2,347,800	2,210,000	4,000,000	4,000,000	1,750,000
<b>Total Expenditures</b>	<b>2,384,600</b>	<b>2,246,800</b>	<b>4,254,000</b>	<b>4,471,300</b>	<b>2,221,300</b>

City of Courtenay  
 BYLAW NO. 2967, 2019  
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the  
 City of Courtenay for the Years 2019 - 2023  
 Schedule N

2019-2023 Water Capital Expenditure Program		2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	Total 2019- 2023 Budget
Category	Project description						
New	Sandwich Conversion	1,450,000					1,450,000
	Sandwich Conversion - CICC	325,000					325,000
	South Courtenay Secondary Transmission	100,000	250,000	3,500,000	3,500,000		7,350,000
	CVRD Connections - Install meter & check valve at each connection point		360,000	360,000	360,000	360,000	1,440,000
	Private Loops (19 @ 35k)		70,000	140,000	140,000	140,000	490,000
New Total		1,875,000	680,000	4,000,000	4,000,000	500,000	11,055,000
Renewal	Willemar Ave -17 St to 21 St - Watermain Replacement	177,000					177,000
	Connector 19A Fire Chamber Removal	116,500					116,500
	Buckstone Water Booster Pump Station - Improvements	103,500					103,500
	Sandpiper / Millard upgrade	40,000	210,000				250,000
	Braidwood Rd - Road & Utility Reconstruction - Water	35,800	500,000				535,800
	Willemar - 21 St to Tull Av		720,000				720,000
	Hwy 19A - loop 1		100,000				100,000
	Water - Projects identified through Asset Management Strategy					1,250,000	1,250,000
Renewal Total		472,800	1,530,000			1,250,000	3,252,800
Grand Total		2,347,800	2,210,000	4,000,000	4,000,000	1,750,000	14,307,800

City of Courtenay  
 BYLAW NO. 2967, 2019  
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the  
 City of Courtenay for the Years 2019 - 2023  
 Schedule O

2019 Water Capital Expenditure Source of Funding		2019 Budget	2019 General Revenues	2019 Reserve	2019 Reserve for Future Expenditures
Category	Project description				
New	Sandwick Conversion	1,450,000	634,500	791,600	23,900
	Sandwick Conversion - CICC	325,000	325,000		
	South Courtenay Secondary Transmission	100,000	100,000		
New Total		1,875,000	1,059,500	791,600	23,900
Renewal	Willemar Ave -17 St to 21 St - Watermain Replacement	177,000			177,000
	Connector 19A Fire Chamber Removal	116,500			116,500
	Buckstone Water Booster Pump Station - Improvements	103,500			103,500
	Sandpiper / Millard upgrade	40,000	40,000		
	Braidwood Rd - Road & Utility Reconstruction - Water	35,800			35,800
Renewal Total		472,800	40,000		432,800
Grand Total		2,347,800	1,099,500	791,600	456,700

## THE CORPORATION OF THE CITY OF COURTENAY

### BYLAW NO. 2970

#### A bylaw to regulate the business use of single use plastics

WHEREAS the Council of the City of Courtenay has the authority under Section 8(6) of the Community Charter to regulate in relation to business.

AND WHEREAS the Council of the City of Courtenay wishes to establish a bylaw to reduce the creation of waste from single-use items and the associated costs with maintaining municipal property, including but not limited to streets, sewers, parks and waterways.

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

#### 1) INTRODUCTION

This bylaw may be cited for all purposes as “**City of Courtenay Single Use Plastics Regulation Bylaw No. 2970, 2019**”.

#### 2) DEFINITIONS

**Checkout Bag** means:

- (a) any bag that is intended to be used by a consumer for the purpose of transporting items purchased or received by a customer from a *Business* providing the bag; or
- (b) bags used to package take-out or delivery of food;
- (c) and includes *Paper Bags*, *Plastic Bags*, or *Reusable Bags*;

**Business** means any person, organization, or group engaged in a trade, *business*, profession, occupation, calling, employment or purpose that is regulated under the *Business Licence Bylaw* and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a *Business*;

**Paper Bag** means a bag made out of paper, but does not include a Small Paper Bag;

**Plastic Bag** means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag;



***Plastic Drinking Straw*** means a tube made of plastic, including biodegradable or compostable plastics, used to transfer a beverage from a container to the mouth of the individual drinking the beverage by suction;

***Reusable Bag*** means a bag with handles that is for the purpose of transporting items purchased by the customer from a *Business* and is:

- a) designed and manufactured to be capable of at least 100 uses; and
- b) primarily made of cloth or other washable fabric;

***Small Paper Bag*** means any bag made out of paper that is less than 15 centimetres by 20 centimetres when flat.

### **3) REGULATION**

(1) Except as provided in this Bylaw, no *Business* may provide a customer with any of the following items:

- a) *Checkout Bag*;
- b) *Plastic Drinking Straw*.

(2) A *Business* may provide a *Checkout Bag* to a customer only if:

- a) the customer is first asked whether they need a bag;
- b) the bag provided is a *Paper Bag* or a *Reusable Bag*; and
- c) the customer is charged a fee not less than:
  - (i) \$0.25 per *Paper Bag*; and
  - (ii) \$1.00 per *Reusable Bag*.

(3) For certainty, no *Business* may:

- a) sell or provide to a customer any of the items listed in section (1) except as provided by this Bylaw; or
- b) provide a *Checkout Bag* to a customer free of charge.

(4) No *Business* shall deny or discourage a customer from using their own *Checkout Bag* or *Plastic Drinking Straw*.

### **4) EXEMPTIONS**

(1) Section 3 does not apply to *Small Paper Bags* or *Plastic Bags* used to:

- a) package loose bulk items such as fruit, vegetables, nuts, grains, and candy;
- b) package loose small hardware items such as nails and bolts;
- c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;

- d) wrap flowers or potted plants;
  - e) protect prepared foods or bakery goods that are not pre-packaged;
  - f) contain prescription drugs received from a pharmacy;
  - g) protect linens, bedding, or other similar large items that cannot easily fit in a Reusable Bag;
  - h) protect clothes after professional laundering or dry cleaning.
- (2) This bylaw does not apply to the sale of *Plastic Bags* intended for use at the customer's home or *business*, provided that they are prepackaged and sold in packages of multiple bags.
- (3) This bylaw does not apply to the sale of *Plastic Drinking Straws* intended for use in the customer's home, provided they are sold in packages of multiple straws.
- (4) Notwithstanding section 3(2)(c) and 3(3)(b), a *Business* may provide a *Checkout Bag* free of charge if:
- a) the *Business* meets the other requirements of section 3(2);
  - b) the bag has already been used by a customer; and;
  - c) the bag has been returned to the *Business* for the purpose of being re used by other customers.

## **5) OFFENCE**

- (1) A person commits an offence and is subject to the penalties imposed by this bylaw, and the *Offence Act* if that person:
- a) contravenes a provision of this bylaw;
  - b) consents to, allows, or permits an act or thing to be done contrary to this bylaw; or
  - c) neglects or refrains from doing anything required by a provision of this bylaw.
- (2) Each instance that a contravention of a provision of this bylaw occurs and each day that a contravention continues shall constitute a separate offence.

## **6) PENALTIES**

- (1) A person found guilty of an offence under this Bylaw is subject to a fine:
- a) if a corporation, of not less than \$100.00 and not more than \$10,000.00
  - b) if an individual, of not less than \$50.00 and not more than \$500.00 for every instance that an offence occurs or each day that it continues.

## **7) SEVERABILITY**

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

## **8) EFFECTIVE DATE**

This Bylaw shall come into force and effect on July 1, 2019, except Section 5 which comes into force January 1, 2020.

Read a first time this    day of    , 2019

Read a second time this    day of    , 2019

Read a third time this    day of    , 2019

Notice given under section 59(2)(a) and (3) of the *Community Charter* on **day** of **month**, 2019

Finally passed and adopted this    day of    , 2019

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Mayor

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Corporate Officer

## THE CORPORATION OF THE CITY OF COURTENAY

### ROAD CLOSURE OF LANE AT 356 - 14<sup>TH</sup> STREET BYLAW NO. 2966, 2019

WHEREAS, pursuant to Section 40 of the *Community Charter*, Council may, by bylaw, close a portion of a highway to traffic and remove the dedication of the highway, if prior to adopting the bylaw, Council publishes notices of its intention in a newspaper and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Council of the City of Courtenay deems it expedient to close to traffic and remove the dedication of highway of that portion of highway comprising of .055 hectares in size legally described as Part of Section 41, Comox District dedicated as road at the Victoria Land Title Office by Plan 9478 AND 9677, outlined in bold black on the draft Reference Plan prepared by Bruce Lewis, BCLS #705 on the 7<sup>th</sup> day of March, 2019 a reduced copy of which is attached hereto as Schedule “A”;

AND WHEREAS notices of Council’s intention to close this portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place, and Council has provided an opportunity for persons who consider they are affected by the closure and disposition to make representations to Council;

AND WHEREAS the Council does not consider that the closure of that portion of highway will affect the transmission or distribution facilities or works of utility operators;

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

1. That portion of highway comprising of .055 hectares in size legally described as Part of Section 41, Comox District dedicated as road at the Victoria Land Title Office by Plan 9478 and 9677, outlined in bold black on the draft Reference Plan prepared by Bruce Lewis, BCLS #705 on the 7<sup>th</sup> day of March, 2019 a reduced copy of which is attached hereto as Schedule “A”; (the Closed Road), is closed to all types of traffic, and its dedication as highway is removed.
2. On deposit of the reference plan attached hereto as Schedule “A” and all other documentation for the closure of the Closed Road in the Victoria Land Title Office, the Closed Road is closed to traffic, it shall cease to be public highway, and its dedication as highway is cancelled.
3. The Mayor and Corporate Officer are hereby authorized to execute and deliver such transfers, deeds of land, plans and other documentation as may be necessary for the purposes aforesaid.
4. This Bylaw may be cited as “**Road Closure of Lane at 356 - 14<sup>th</sup> Street Bylaw No. 2966, 2019**”.

Read a first time this 18<sup>th</sup> day of March, 2019

Read a second time this 18<sup>th</sup> day of March, 2019

Read a third time this day of 18<sup>th</sup> day of March, 2019

Published in two editions of the Comox Valley Record on the 21<sup>st</sup> day of March, 2019 and on the 26<sup>th</sup> day of March, 2019

Finally passed and adopted this day of , 2019

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Mayor

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Corporate Officer

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

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Brendan Kelly, Senior District Development Technician  
Ministry of Transportation and Infrastructure

**REFERENCE PLAN TO ACCOMPANY: THE CORPORATION OF THE CITY  
OF COURTENAY BYLAW No. 2966, 2019 CLOSING ROAD DEDICATED  
BY PLANS 9478 AND 9677, SECTION 41, COMOX DISTRICT.**

PURSUANT TO SECTION 120, LAND TITLE ACT and SECTION 40, COMMUNITY CHARTER  
B.C.G.S. 92F.066

**Schedule A to Bylaw No. 2966, 2019**

**PLAN EPP83690**

ASSIGNED PLAN NUMBER EPP83690  
SUBJECT TO LEGAL SURVEY, POSTING,  
APPROVALS AND REGISTRATION  
DATED: MARCH 7th 2019.

SCALE = 1 : 500  
All distances are in metres and decimals thereof unless otherwise stated  
The intended plot size of this plan is 560 mm in width by  
432 mm in height (C size) when plotted at a scale of 1:500.

**LEGEND**

Grid bearings are derived from differential dual frequency GNSS  
observations and are referred to the central meridian of UTM Zone 10  
(123° West Longitude).

The UTM coordinates and estimated horizontal positional accuracy  
achieved are derived from dual frequency GNSS observations to  
Geodetic Control Monument No. 157461 (Stamped 067010).

This plan shows horizontal ground-level distances unless otherwise  
specified. To compute grid distances, multiply ground-level distances  
by the average combined factor of 0.9998544. The average combined  
factor has been determined based on a mean ellipsoidal elevation  
of 0.0 metres.

- - denotes - Standard Iron Post found.
- △ - denotes - Traverse Hub placed.
- F4 - denotes - Found
- IP - denotes - Iron Post
- NF - denotes - Nothing Found.
- REM - denotes - Remainder
- THC - denotes - Traverse Hub, Concrete Nail

GNSS Control Traverse Hub #1810709  
Datum: NAD83(CRS82) 3.0 0.0 BC1.NV1  
UTM Zone 10  
UTM Northing 5,505,577.298  
UTM Easting 356,110.715  
Point Combined Factor 0.9998541  
Estimated Network Horizontal  
Positional Accuracy 0.05 M.

STRATA PLAN  
VIS3562  
(POSTING PLAN VIP59585)

3  
PLAN  
8140

B  
PLAN  
VIP68457

AMENDED 1  
(DD 67952N)

BRUCE LEWIS  
LAND SURVEYING INC.  
811 HIGHRIDGE COURT  
COMOX B.C. V9M 3R4  
FILE: 1973-P01

STRATA PLAN VIS2998  
(PLAN VIP57601)

14th STREET

SEC 41

ENGLAND AVENUE

REM C  
PLAN  
36857

3  
PLAN  
2292  
(POSTING PLAN 3151PP)

PLAN 3930

A  
PLAN  
VIP60527

A  
PLAN  
15970

B  
PLAN  
15970

1  
PLAN  
VIP75100  
(POSTING PLAN VIP76416)

CLIFFE AVENUE

GNSS Control Traverse Hub #1810705  
Datum: NAD83(CRS82) 3.0 0.0 BC1.NV1  
UTM Zone 10  
UTM Northing 5,505,679.901  
UTM Easting 356,258.023  
Point Combined Factor 0.9998548  
Estimated Network Horizontal  
Positional Accuracy 0.05 M.

This plan lies within the  
Comox Valley Regional District  
The field survey represented by this plan was  
completed on the 7th day of March, 2019.  
Bruce V. Lewis, BCLS #705

