

**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: June 17, 2019
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt June 10th, 2019 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

- 9 1. Cliff Boldt - Local Area Plan for West Courtenay
19 2. Judy Norbury - Comox Valley Accessibility Committee

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 41 1. Zoning Amendment Bylaw No. 2957 - #103-2270 Cliffe Avenue
95 2. 11th Street Road End Land Exchange

(b) Financial Services

- 115 3. Financial Information Act - 2018 Statement of Financial Information (SOFI)

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 153 1. CVRD - Regional Organics Compost Facility Expansion - Organics Infrastructure Program - Request for Letter of Support

Suggested motion: that Council provide a letter in support of the Comox Valley Regional District (CVRD's) application for grant funding to the Organics Infrastructure Program for the Regional Organics Compost facility expansion project.

Staff Note: The application must be submitted to the Organics Infrastructure Program before Saturday, June 22, 2019

- 2. 2019 Union of BC Municipalities (UBCM) Convention September 23 - 27, 2019
- 155 • Provincial Appointment Book (Includes Meeting Request Process for Meetings with Provincial Government Staff)
- 179 • Meeting Requests with John Horgan, Premier and Provincial Cabinet Ministers
- 181 • Meeting Requests with Selina Robinson, Minister of Municipal Affairs and Housing

Staff Note: Deadline to submit to Premier Horgan and Cabinet Ministers before Wednesday, July 17, 2019

Deadline to submit to Minister of Municipal Affairs and Housing before Wednesday, July 17, 2019

Deadline to submit to Ministries, Agencies, Commissions and Corporations (MACC) before Friday August 23, 2019

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held June 17th, 2019 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

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

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 183 1. “Zoning Amendment Bylaw No. 2957, 2019”
(A bylaw to allow storefront cannabis retailer as permitted use - #103 - 2270 Cliffe Avenue)

For Third Reading

- 185 1. “Official Community Plan Amendment Bylaw No. 2922, 2019”
(A bylaw to change the land use designation from urban residential to multi residential and amend the City of Courtenay OCP Land Use map - 2048 - 13th Street)
- 187 2. “Zoning Amendment Bylaw No. 2927, 2019”
(A bylaw to add multi residential dwellings as permitted use - 2048 - 13th Street)
- 189 3. “Zoning Amendment Bylaw No. 2962, 2019”
(A bylaw to rezone property to allow for a secondary suite - 2100 Arden Road)

For Final Adoption

- 189 1. “Zoning Amendment Bylaw No. 2962, 2019”
(A bylaw to rezone property to allow for a secondary suite - 2100 Arden Road)
- 191 2. “City of Courtenay Single Use Plastics Regulation Bylaw No. 2970, 2019”
(A bylaw to regulate the business use of single use plastics)

13.00 ADJOURNMENT

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay, B.C., on Monday, June 10, 2019 at 4:00 p.m.

Attending:

Mayor: Bob Wells
Councillors: W. Cole-Hamilton
D. Frisch
D. Hillian
W. 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
D. Snider, Director of Recreation and Cultural Services
M. Fitzgerald, Manager of Development Planning
A. Guillo, Manager of Communications

1.00 ADOPTION OF MINUTES

.01 Moved by Frisch and seconded by Morin that the May 21st, 2019
MINUTES Regular Council meeting minutes be adopted.

Amending motion:

Moved by Hillian and seconded by Frisch that the May 21st, 2019
Council meeting minutes be amended to strike item *12.01 Zoning
Amendment Bylaw No. 2961, 2019* from the minutes.

Carried

The main motion was carried as amended

2.00 ADOPTION OF LATE ITEMS

Council unanimously agreed to receive information related to the 5th Street Bridge Rehabilitation Project under section *11.00 New Business* of the June 10, 2019 Council agenda.

3.00 DELEGATIONS

Jennell Ellis, Breathe Clean Air Comox Valley, presented information to Council related to wood smoke emissions and the health impacts of wood smoke to Comox Valley residents. Clean Air Comox Valley is asking local area governments to set goals for community wide reductions in smoke emissions to improve air quality; and, provide incentives to switch to clean heat, educate residents on health and environmental impacts and implement bylaws to regulate the use of wood stoves and prevent outdoor burning.

4.00 STAFF REPORTS/PRESENTATIONS

.01
COURTENAY
RECREATIONAL
ASSOCIATION -
LETTER OF
UNDERSTANDING
EVERGREEN CLUB &
BUILDING
FRIENDSHIPS
2240-20 CRA

Moved by Frisch and seconded by McCollum that based on the June 10th, 2019 staff report, “Courtenay Recreational Association Letter of Understanding Evergreen Club and Building Friendships”, that Council approve OPTION 1 and authorize the attached agreements between the City and the Courtenay Recreational Association; and

That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the agreement on behalf of the City.

Carried

.02
DEVELOPMENT
VARIANCE PERMIT
NO. 1828 (301
PUNTLEDGE ROAD)
3060-20-1828

Moved by Hillian and seconded by Frisch that based on the June 10th, 2019 staff report “Development Variance Permit No. 1828 - 301 Puntledge Road” Council approve OPTION 1 and issue Development Variance Permit No. 1828; and

That in accordance with Section 524 (7)(b) of the *Local Government Act* and the letter prepared by Eric Heel, P. Eng dated March 4th, 2019 and attached as Attachment No. 4, Council exempt the addition from meeting the flood construction levels required under Part 4 of Floodplain Management Bylaw No. 1743, 1994.

Carried

.03
DEVELOPMENT
PERMIT WITH
VARIANCES
NO. 1902
(632, 656, 668 &
680 - 5TH STREET)
3060-20-1902

Moved by Hillian and seconded by McCollum that based on the June 10th, 2019 staff report “Development Permit with Variances No. 1902 - 632, 656, 668 & 680 5th Street”, Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 1902.

Carried

The council meeting recessed at 4:55 p.m. for the Public Hearing regarding Bylaw No.’s 2922, 2927 & 2962.

The meeting reconvened at 5:10 p.m.

.04
HOUSING NEEDS
REPORT -
REGIONAL
APPROACH
6600-01-01

Moved by Cole-Hamilton and seconded by Frisch that based on the June 10th, 2019 staff report, “Housing Needs Reports – Regional Approach”, Council approve OPTION 1 and support the City’s participation in a Regional Housing Needs Report Program coordinated by the Comox Valley Regional District and authorize the Comox Valley Regional District to apply for, receive and manage the Housing Needs Report program grant funding on the City’s behalf.

Carried

.05
BYLAW NO. 2970,
2019, SINGLE USE
PLASTIC REGULATION
4320-20

Moved by Hillian and seconded by Theos that based on the June 10th, 2019 staff report “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019”, Council proceed to final adoption of “City of Courtenay Single Use Plastic Regulation Bylaw No. 2970, 2019” at the June 17th, 2020 Council meeting; and

That Council direct staff to proceed with the public information process outlined in the report.

Amending motion:

Moved by Cole-Hamilton and seconded by Frisch that City of Courtenay Single Use Plastics Regulation Bylaw No. 2970, 2019, be amended at third reading to change the date penalties for committing an offence come into effect, identified in *Section 8) Effective Date* of the bylaw, to now read as follows:

*This Bylaw shall come into force and effect on July 1, 2019, except Section 5 which comes into force **March 31, 2020.***

Carried

The main motion was carried as amended

New motion:

Moved by Hillian and seconded by Frisch that Council set a date to review Courtenay Single Use Plastics Regulation Bylaw No. 2970, 2019, in one year’s time; and,

That staff provide a report with feedback on additional items that may be included in the bylaw upon implementation in June 2020.

Carried

.06
BYLAW NO. 2955,
ZONING
AMENDMENT,
CANNABIS
STOREFRONT
(#103-1025 CLIFFE
AVENUE)
3360-20-1902

Moved by McCollum and seconded by Frisch that based on the June 10th, 2019 staff report ‘Zoning Amendment Bylaw No. 2955 - #103 - 1025 Cliffe Avenue’ Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2955, 2019; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to the above referenced Bylaw on July 2nd, 2019 at 5:00 p.m. in City Hall Council Chambers.

Carried

.07
BYLAW NO. 2969,
ZONING
AMENDMENT,
SECONDARY SUITE
(1573 HURFORD
AVENUE)
3360-20-1909

Moved by McCollum and seconded by Hillian that based on the June 10th, 2019 staff report, “Zoning Amendment Bylaw No. 2969 to allow for a secondary suite at 1573 Hurford Avenue” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2969, 2019; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2969, 2019 on July 2nd, 2019 at 5:00 p.m. in the City Hall Council Chambers.

Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

ST. GEORGE'S
UNITED CHURCH
OF CANADA
LETTER OF
APPRECIATION
0220-01

Moved by Frisch and seconded by Hillian that the correspondence dated May 9th, 2019 from Nancy Milliken, St. George's United Church of Canada, thanking Council for meeting their request for funding to upgrade their kitchen and bathroom facilities, be received for information.

Carried

.02

CLIMATE CHANGE
LETTER OF RESPONSE
FROM BHP GROUP
LIMITED
0220-02 / 5280-12

Moved by Hillian and seconded by Frisch that the correspondence dated April 23rd, 2019 from Fiona Wild, Vice President, Sustainability and Climate Change, BHP, in response to Council's climate accountability letter of March 20th, 2019, be received for information.

Carried

.03

JOHN HOWARD
SOCIETY OF NORTH
ISLAND
LETTER OF
APPRECIATION
0220-01 / 1850-01

Moved by Hillian and seconded by Cole-Hamilton that the correspondence dated May 23rd, 2019 from the John Howard Society of North Island, thanking Council for the \$7,500 grant-in-aid funding for their KidStart mentoring program, be received for information.

Carried

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01

BRIEFING NOTE:
LEWIS PARK
STAIRCASE -
PROJECT
COMPLETION
UPDATE 2019
6140-103

Moved by Frisch and seconded by McCollum that the June 4th, 2019 briefing note "Lewis Park Staircase - Project Completion Update 2019", be received for information.

Carried

.02

HERITAGE ADVISORY
COMMISSION
MINUTES
0360-20

Moved by Frisch and seconded by Cole-Hamilton that the minutes of the April 24th, 2019 Heritage Advisory Commission meeting be adopted.

Carried

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

- COUNCILLOR
COLE-HAMILTON
- Councillor Cole-Hamilton reviewed his attendance at the following events:
- Heritage Advisory Commission meeting
 - Comox Valley Economic Development Society Innovate 2030 - Employee Housing Summit
 - Comox Valley Economic Development Society AGM & Innovate 2030 Open House
 - 2019 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show
 - City of Courtenay Student Bursary presentation at George's P. Vanier Secondary School
 - Meeting with BC Housing, Staff and Council
 - Comox Valley Coalition to End Homelessness meeting
- COUNCILLOR
FRISCH
- Councillor Frisch reviewed his attendance at the following events:
- Comox Valley Economic Development Society Innovate 2030 - Employee Housing Summit
 - Comox Valley Economic Development Society AGM & Innovate 2030 Open House
 - CVRD Sewage Commission meeting
 - CVRD Board meeting
 - K'ómoks First Nation Council and CVRD Board meeting
 - Comox Lake Watershed Advisory Committee meeting
 - 2019 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show
 - Meeting with MP Nathan Cullen re: Zero Waste Plastic Bill
 - Integrated Regional Transportation Select Committee meeting
 - 5th Street Complete Street Project Official Completion and Walking Tour event
- COUNCILLOR
HILLIAN
- Councillor Hillian reviewed his attendance at the following events:
- Comox Valley Economic Development Society Innovate 2030 - Employee Housing Summit
 - Comox Valley Economic Development Society AGM & Innovate 2030 Open House
 - 2019 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show
 - Millard Piercy Watershed Stewards watershed walk
 - Meeting with BC Housing, Staff and Council
 - Comox Valley Coalition to End Homelessness meeting
 - School District 71 "The Big History Project" event hosted at Native Sons Hall
 - The Junction, 988 - 8th Street Supportive Housing, Community Advisory committee meeting
 - 5th Street Complete Street Project Official Completion and Walking Tour event

COUNCILLOR
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:

- Comox Valley Economic Development Society AGM & Innovate 2030 Open House
- K'ómoks First Nation Council and CVRD Board meeting
- CVRD Board meeting
- 2019 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show
- Comox Valley Economic Development Society Board Mix and Mingle - BC Seafood Festival event
- 5th Street Complete Street Project Official Completion and Walking Tour event

COUNCILLOR
MORIN

Councillor Morin reviewed her attendance at the following events:

- Meeting with resident regarding concerns about neighbourhood noise, etc.
- Comox Valley Economic Development Society Innovate 2030 - Employee Housing Summit
- Comox Valley Economic Development Society AGM & Innovate 2030 Open House
- Project Watershed AGM
- CVRD Sewage Commission meeting
- 2019 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show
- School District 71 “The Big History Project” event hosted at Native Sons Hall

MAYOR
WELLS

Mayor Wells reviewed his attendance at the following events:

- Comox Valley Economic Development Society Innovate 2030 - Employee Housing Summit
- Comox Valley Economic Development Society AGM & Innovate 2030 Open House
- Comox Valley Leaders Lunch
- Royal Canadian Sea Cadet Corps Annual Ceremonial Review and Graduation
- Project Watershed AGM and presentation on protective fencing in estuary
- 2019 Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show
 - Tour to Robert Cliché MRC
 - FCM - Climate caucus
 - Engaging youth in politics
- Meeting with BC Housing, Staff and Council
- Comox Valley Coalition to End Homelessness meeting
- School District 71 “The Big History Project” event hosted at Native Sons Hall
- Island Coastal Economic Trust (ICET) North Island meeting
- 2019 BC Historical Federation Conference hosted at Native Sons Hall
- 79th Annual Ceremonial Review - Princess Mary's Canadian Scottish Regiment

- 75th Annual Ceremonial Review - 368 Komox Royal Canadian Air Cadet Squadron
- 5th Street Complete Street Project Official Completion and Walking Tour event

8.00 RESOLUTIONS OF COUNCIL

COUNCILLOR
MCCOLLUM,
SMOKING BYLAW,
PARKS AND PUBLIC
SPACES

Moved by McCollum and seconded by Cole-Hamilton

Whereas, the smoking of tobacco, cannabis and vaping products impacts the public's enjoyment of parks and public spaces and may create a health hazard for some; and

Whereas, limiting the availability of public spaces to consume such products has been proven to decrease use; and

Whereas, the public use of cannabis is expected to become more prevalent with the legal sale of recreational cannabis in the City of Courtenay; and

Whereas, local droughts and fire seasons are becoming increasingly longer and more intense, and the City must ensure that the activities carried out in our parks do not increase the risk of fire;

Therefore be it resolved that Council direct staff to prepare a bylaw to prohibit the smoking of tobacco and cannabis, and the use of vaping devices, in the City of Courtenay's parks and properties.

Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

.01
5TH STREET BRIDGE
REHABILITATION
PROJECT
5335-20 / 5400-02

David Allen, Chief Administrative Officer, provided a verbal update to Council related to the status of the 5th Street Bridge Rehabilitation Project. The 5th Street Bridge decision on how to proceed with the project is anticipated to be brought forward to Council at the June 24, 2019 Committee of the Whole meeting, pending confirmation of consultant availability.

A Frequently Asked Questions (FAQ) document is being prepared and will be available to the public by the end of this week. Additionally, an email address, specific to the bridge project, will be created and monitored by project staff to allow members of the public to provide suggestions, ask questions, or give feedback related to the project.

12.00 BYLAWS

.01
BYLAW NO. 2955,
2019, ZONING
AMENDMENT TO
ALLOW STOREFRONT
CANNABIS RETAILER
AS PERMITTED USE
(#103-1025 CLIFFE
AVENUE)

Moved by Hillian and seconded by Frisch that “Zoning
Amendment Bylaw No. 2955, 2019” pass first and second readings.

Carried

.02
BYLAW NO. 2969,
2019, ZONING
AMENDMENT TO
ALLOW FOR A
SECONDARY SUITE
(1573 HURFORD
AVENUE)

Moved by Theos and seconded by McCollum that “Zoning
Amendment Bylaw No. 2969, 2019” pass first and second readings.

Carried

13.00 ADJOURNMENT

.01

Moved by Hillian and seconded by Frisch that the meeting now
adjourn at 6:12 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 17th day of June, 2019

Mayor

“Fired up!
Ready to go!”

A future for West Courtenay

West Courtenay needs a Local Area Plan
within the City of Courtenay Official Community Plan

Cliff Boldt
2019

**“Fired up.
Ready to go!”**
A future for West Courtenay

What is the future? LAP background and intro

A local area plan for west Courtenay is desirable to allow for a close review of how growing pressure for development will interface with anthropogenic and natural features of the area. School District 71 is facing enrolment increases in existing west Courtenay communities such as: Lake Trail, Arden, Puntledge Park. A local area plan for west Courtenay would provide valuable development direction for both local governments.

West Courtenay contains the downtown business area and to date, most attention has been paid to encouraging its development – with considerable success. Under the leadership of a dynamic Courtenay Business Improvement Association, working in close co-operation and support from city council, has led to some positive changes to the downtown area.

I submit that the time has come for city council and staff to shift attention to areas beyond Fitzgerald.

Local government has a responsibility to plan for the future, a future beyond a specific terms of office. I believe that the current Courtenay city council is in a position to provide the needed community leadership to plan for west Courtenay.

What is the future?

So what needs to happen to help plan the future of west Courtenay? Where to start? In a sense future planning has started. This resulted from the ill-fated decision of SD 71 to close Puntledge Park, a decision the Board of Education eventually reversed. This did start discussion in the community about the relationship between Puntledge Park and Lake Trail, with some exciting options identified by the community.

A LSP will encourage identification of gaps in public services for west Courtenay- Residents of the area will be more than willing and able to identify public service needs in considerably more detail in addition to some already identified such as:

- There is no senior secondary school in west Courtenay
- That is no aquatic centre in west Courtenay
- There is no recreation centre in west Courtenay whether or not tied in with any of the public schools
- Indoor ice facilities are absent
- Current transportation corridors reflect the reality of west Courtenay 30+ years ago
- Many agencies serving children and families in west Courtenay don't have offices in the area.
- Availability of affordable housing, both *fee simple* and rental are required now and into the future.

Goal and Objectives

And what is the Goal:

To develop a Local Area Plan (LAP) as part of the City of Courtenay Official Community Plan (OCP). The LAP will will need to be developed by the City of Courtenay working closely with Comox Valley School District 71.

Proposed Target area:

West Courtenay is often defined as west from the Courtenay River to the city boundary with Area C of the Comox Valley Regional District (CVRD) and Cumberland village, south from the Puntledge river to the Courtenay connector to Highway 19. Allowance needs to be made in reference to the Arden Corridor Local Area Plan which has provided guidance for that area within the definition of west Courtenay.

Objectives of the LAP:

To provide a review within the City of Courtenay's OCP of the future for west Courtenay related to potential residential development, public education services, recreation services and other public amenities and services provided by local and senior governments. Outcomes of a LAP may include:

- a. Increased participation of residents in planning for climate change in their community
- b. Increased participation of residents in planning for government services for their community
- c. Facilitate an increase in community engagement for defining service needs in west Courtenay.
- d. Provide sound policy direction to city planning staff and SD 71 Board of Education for public education.

What principles could guide the local governments involved in this LAP?

- Consistently consider the potential impacts of Climate Change on the City of Courtenay and SD 71.
- Include the perspective of Students, parents, professional staff and the community in identifying service requirements in their community
- Respond to anticipated growth development pressure and public social and educational needs for SD 71.
- Allow for environmentally responsible new development that responds to the community's growth and public social and education needs for SD 71 including enhanced and successful early childhood education
- Ensure that community agencies and organizations have an opportunity to participate with their service insight into the LAP process.

SD policy support

All the signs suggest that the potential for the city and SD #71 to move ahead is there. A west Courtenay LAP will aid both local governments in planning for change in west Courtenay.

Two SD policies are of note:

The Board of Education for SD 71 in 2017 and 2018, adopted two positive policy directions for its senior administration and all levels of related student and community services policies. They signal to the community that the SD 71 has a commitment to process for change.

<https://24.files.edl.io/WriP7hMorW7DadsDakBD44tklfWEcope0mDWMsW7IGgfvGTW.pdf>

<https://24.files.edl.io/U8GMSBfcfwYtWALAAFbh5jdBH4KrbeFcoNISsnE3L018b11D.pdf>

Probably the most significant is its Community Engagement policy. This policy opens SD 71 to extending a participatory opportunity to the community for the initiation, establishment, review and revision of programs and services for students. With this policy, SD 71 is formally signaling that it wants to establish open and transparent relationships with the community.

Secondly, the Board of Education for SD 71, in 2018, adopted a policy on Community Education which has already led to the creation of two new Community Schools in west Courtenay – Lake Trail Community School and Courtenay Elementary Community School. This policy puts SD 71 in a position to welcome and work in collaboration and co-operation with the city of Courtenay, other levels of governments and various agencies delivering services to students and families in west Courtenay.

The newly elected Courtenay council is demonstrating, in its term priorities, an atmosphere of collegiality, trust and respect – co-operation and collaboration. This is the kind of council that can seek to work in a constructive relationship with the community, other local governments and agencies in the city and valley. This is creating a positive environment for the community.

The potential for change in west Courtenay is significant.

History

There is a history of community engagement around services and needs of west Courtenay, especially for children and students.

The creation of a community garden at Lake Trail Community School grew out of active neighbourhood resident associations (Lake Trail Neighbourhood Connections). These groups were also the catalyst for Lake Trail receiving community school status in 2018.

A classic example of the community's interest in recognizing their schools as jewels in west Courtenay was the rally of community support to prevent SD 71 from closing Puntledge Park elementary school.

Community neighbourhood and resident groups have been advocating for west Courtenay in the past, and there needs to be recognized community engagement in future planning.

The fact that SD 71 has designated two west Courtenay schools as Community Schools (Lake Trail Community School, Courtenay Elementary Community School) speaks to its commitment and response to neighborhood's and their communities. New Community Schools will recognize the role played by past neighbourhood associations and seek community participation in the future and make the SD 71 schools community hubs.

Perhaps it is no accident that four of the city councilors elected in November live in west Courtenay three of whom have children attending schools in the area. This demonstration of community intent is significant for a community defined LAP.

A democracy fueled participation of community in the creation of a Local Area Plan would help propel west Courtenay into a vibrant part of a healthy Comox Valley. In Appendix A, I have included reference to community participation in local decision making in Portland, Oregon. The entire state has a long history of public involvement in public decision making. These are just some examples.

Ultimately, the responsibility for planning in west Courtenay rests with Courtenay city council. The planning process that would lead to a plan for change in west

Courtenay will most likely be the creation of a Local Area Plan within the city's official community plan.

My ask with this paper: a process to review change in west Courtenay, probably through a Local Area Plan (LAP).

Recommendations for Council consideration:

1. That the City of Courtenay establish a Local Area Plan within the current Official Community Plan for the part of the city considered to be West Courtenay.
2. That the City of Courtenay develop formal communication links with the Board of Education, School District #71 to identify areas of mutual concern and delivery of common services.

Appendix A:

Courtenay Council Term Priorities

<https://www.courtenay.ca/assets/City~Hall/Council/Documents/2019-22%20Strategic%20Plan%20final.pdf>

Arden Corridor Local Area plan – 2013

<https://www.courtenay.ca/assets/Departments/Development~Services/Arden%20OLAP%20Dec%202019-%20FINAL%20ADOPTED-web%20reduced.pdf>

Lake Trail History, a great overview of the community within west Courtenay

<http://laketrailstories.ca/about-us/>

Morrison Creek in west Courtenay video review of the Conservation Valley Land Trust

<https://vimeo.com/277725536>

Contact an SD 71 School Trustee, new names:

https://www.comoxvalleyschools.ca/apps/pages/index.jsp?uREC_ID=1064586&type=d&pREC_ID=1357799

Contact a member of Courtenay City Council:

<https://www.courtenay.ca/EN/main/city-hall/mayor-council/contact-mayor-council.html>

Planning department of city with a review of the Official Community Plan:

<http://www.courtenay.ca/EN/main/departments/development-services/planning-division/official-community-plan.html>

Local area plan for Arden corridor, a review of the 2013 plan:

[https://www.courtenay.ca/assets/Departments/Development~Services/Arden%20LAP Dec%202019-%20FINAL%20ADOPTED-web%20reduced.pdf](https://www.courtenay.ca/assets/Departments/Development~Services/Arden%20LAP%20Dec%202019-%20FINAL%20ADOPTED-web%20reduced.pdf)

South Courtenay LAP – a LAP is not a new thing for Courtenay:

http://www.courtenay.ca/assets/Departments/Development~Services/LAP_SouthCourtenay.pdf

School District 71 Community Engagement: here are the marching orders for the Board of Education:

https://www.comoxvalleyschools.ca/apps/pages/index.jsp?uREC_ID=1064586&type=d&pREC_ID=1357805

School District 71 Community Schools: policy marching orders for the Board of Education:

<https://24.files.edl.io/zi7kZBJrd3eEEgzh2MfoqKCyxojngQNTYbGhNh5WLMtuffDd.pdf>

North/South, East/West: how does Courtenay compare with Vancouver?

<https://www.cbc.ca/news/canada/british-columbia/vancouver-density-east-west-north-south-1.4947001>

BC Healthy Communities – imagine a healthy community

<https://bchealthycommunities.ca>

Healthy Schools, BC: what do healthy schools look like in your community

<https://healthyschoolsbc.ca/about/healthy-schools-bc/>

<https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/healthy-communities/healthy-schools>

Neighbourhood Planning in Portland, Oregon

<http://www.neighborhoodplanning.org>

Mark Lakeman, Portland, Oregon on what a community group can achieve

<https://www.youtube.com/watch?v=uxDIgm14DLc>

City Repair Project, Portland, Oregon

https://drive.google.com/file/d/1iwNxyYuauLm57_ZhQ092oQshOlbyWpSb/view?ts=5c0aaa9b

Greening and gentrification – what can a community do for itself

<https://www.nationalobserver.com/2019/01/23/features/did-green-development-project-drive-rent-montreal-neighbourhood>

Arden Corridor LAP

<https://www.courtenay.ca/EN/meta/news/news-archives/2013-archives/public-hearing-for-arden-corridor-local-area-plan.html>

South Courtenay LAP

https://www.courtenay.ca/assets/Departments/Development~Services/LAP_SouthCourtenay.pdf

Old Orchard LAP

https://www.courtenay.ca/assets/Departments/Development~Services/LAP_Old%20Orchard.pdf

CVAC Presentation

Introduction

Good afternoon. My name is Judy Norbury and I am here representing the Comox Valley Accessibility Committee. We are here today to offer our assistance in making Courtenay, and the Comox Valley as a whole, a more inclusive and accessible community.

Our committee was founded in 1998 and worked with the Regional District, including Cumberland, Comox and Courtenay, supported by the Courtenay Coordinator of Special Needs. It is comprised of both able bodied and disabled volunteers.

We would like to work more closely with both the City and the Regional District to assist with looking at issues and future decisions using an accessibility lens as part of the larger social structure to make the Comox Valley as barrier free, inclusive and as safe as possible for all residents and visitors. Accessibility issues affect people of all ages, income levels, and mobility levels, and is not just about wheelchair accessibility. A person with impaired sight or hearing, a parent with a baby stroller, a senior with a mobility scooter or a skier temporarily using crutches for a broken leg can all benefit from improved accessibility.

I will start with mentioning some of the current activities we are working on and hopes for the future.

We have been working with Courtenay Recreation to consult with and educate the public about accessibility challenges and solutions.

We are hoping to promote the recognition of Access Awareness Day, the first Saturday in June, and would like the City to recognize this with an official proclamation.

We are looking to improve accessible parking on 4th St. and restore the two excellent wheelchair parking spots between the Credit Union and the Museum that were removed without consulting our committee.

We are in consultation with both the Art Gallery and the Public Library to ensure that there is a properly accessible washroom in the downtown area. This means one that has an easily accessed door suitable for a larger scooter and any sized wheelchair. At the moment no such facility exists. In addition, an easily reachable push-button door at the entryway to the Art Gallery would facilitate entry and reduce the prospects of liability.

Many costly issues could have been prevented by consultation with our committee before changes were made.

We have an ongoing offer to conduct scooter tours around the City so those in official decision-making positions can experience first-hand the reality of moving through the world in a chair.

Our members also serve on other committees as accessibility advisors. Some of these are the Public Patient Advisory Committee at the new hospital, the Interregional Transportation Select Committee, the Social Planning Society and the Cumberland Accessibility Committee.

I shall list some of the many past accomplishments that our committee has worked for.

- Beach mats and accessible fire pit at Goose Spit
- Sid Williams theatre disabled seating platform
- Lewis Centre lift to upper level accessing change room and washrooms
- Lift chair for outdoor swimming pool at Lewis Park
- Life Kits for use in emergency
- Portable folding emergency ramp for Emergency Preparedness
- Adding asphalt ramps to ease bumps and rounded curbs, plus properly constructed let-downs

And now I shall continue with some ongoing issues that may not be evident unless you are facing them yourself or with a disabled companion.

- Curb letdowns with dangerous bumps
- No curb cuts at all in some places
- Snow removal piles blocking sidewalk letdowns and preventing access and confusion over whose responsibility it is to clear sidewalk letdowns to access bus stops, (i.e., city or private)
- Snow piled in disabled parking spots
- Automatic door buttons in awkward or unsafe places
- Barely or non-accessible sidewalks, due to unkempt bushes, seasonal maintenance or debris
- Inability for 2 wheelchairs or scooters or baby strollers to pass each other on some narrow sidewalks
- Lack of sidewalks in some areas
- Walk signals too short for many of those with mobility issues
- Pedestrian signal buttons too difficult to push or reach

Some of the projects we hope to see improvements in are under the jurisdiction of BC Parks, such as Miracle Beach access.

It would be useful if the city made an inventory to map and list available disabled parking spots plus an inventory of accessible sidewalks.

Making our community more accessible will open up possibilities for any person to become more fully involved in the community. Current building codes and regulations were created for smaller mobility aids such as manual wheelchairs and do not reflect the

current needs of many disabled persons, especially people using motorized mobility devices such as scooters and the larger electric wheelchairs.

Being able to move freely around the community reduces depression that can come from isolation. Removing barriers allows people to get out into the community and become more productive members of society, contributing to the overall health of the society and also the local economy. When the City says that “people matter”, it must include all people.

Making these changes is also an opportunity to increase tourism. We encourage the City & the Regional District, as a whole, to pursue excellence by looking toward the future, paving the way to a more accessible and inclusive Comox Valley.

In order to continue our important role as members of the Comox Valley Accessibility Committee, we need administrative support. Previously, the Special Needs Recreation program provided that service, together with a very small grant-in-aid from the Regional District, but that is no longer the case. We are asking the City of Courtenay together with the Regional District, to develop a regional strategy regarding accessibility as per the attached report from the City of Vancouver concerning their Accessibility Strategy Development. In addition, a staff person to assist with things such as agendas, minutes, and record keeping, would enable us to continue in our role.

Thank you for listening. We have a couple of minutes left if anyone has questions.



Acknowledgement of thanks to those who helped with the CVAC presentation

Heather Crites
Marg Misener
Cheryl Delling
Andrea Fisher
John Higginbotham
Emily Watts
Norm Reynolds
Judy Norbury
Dave Snider

And to the City of Colwood for the model of Proclamation

CV Accessibility Committee History: 1998 – 2018

Emily asked me to write a short blurb about the history of the Committee. The blurb follows.

I checked with Norma Reynolds, he okays what I have written as far as he knows. Marg has yet to return my email (as another of the original Committee members) but I am guessing it is ok.

It can be summarized into point form, but in this version I have filled out some details FYI. I think the historical context eg ADA etc, is important, to show the Committee was proactive but following in good footsteps.

Good luck with the presentation!

Cheers, Heather

CV Accessibility Committee – History: 1998 – 2018 DRAFT

In 1998 – Comox Coucillor Norm Reynolds approached the Coordinator of Special Needs Recreation to work with him to start an Accessibility Committee for the Comox Valley. The goals were to educate and raise awareness around accessibility issues, and to advocate for improved accessibility throughout the community.

Norm Reynolds looked to **Special Needs Recreation**, a program with the **Courtenay Recreational Association**, to be the sponsor because Special Needs Recreation was a program created especially to support people with disabilities, it was sponsored by a strong local community group, and as it was funded primarily through the CVRD, it had a Valley wide mandate.

This was a time when awareness was increasing about the accessibility needs for people with disabilities. In **1990** the US passed the American Americans With Disabilities Act (ADA), which mandated sweeping improvements in disability access. Ontario passed the Ontarians with Disabilities Act in **2001** and the later Accessibility for Ontarians With Disability Act (AODA) in **2005**.

Over the next twenty years the CV Accessibility Committee, sponsored by Special Needs Recreation and with an active dedicated committee of

community members, including Marg Misener, who remained Secretary for twenty years! developed a wide base of disability information particularly around the built environment, and also information around accessibility grants. The Committee worked hard to help make the Comox Valley a barrier-free community through work with local government Councils, local government staff, local businesses and organizations. The Committee made many presentations, developed displays and information and promotional material. It was consulted by many organizations.

This was very important work, for example: at that time the Building Code did not require visual as well as auditory fire alarms; it did not require that all exits be accessible, only the main exit; it did not consider medical scooters to be assistive devices for indoor locations. Sadly, the current BC Building Code still does not consider medical scooters in the design of indoor spaces.

Some examples of the work the Accessibility accomplished follow. Many many thanks go to the wonderful volunteer Committee members for their expertise, hard work, and determination to help make the Comox Valley barrier-free for everyone.

ps I did receive a note from a Committee member some time ago to always include another major issue with the current BC Building code as an example, the issue that not all multi story public buildings are required to be accessible. I believe this is case and is a very good example, but needs to be verified.

Cheers, H

Emergency planning for the disabled

Friday, September 22, 2017

Howie Siemens

Comox Valley coordinator for emergency preparations

hsiemens@comoxvalleyrd.ca

250-334-8890

provincial emergency project coordinator

karen@disabilityalliancebc.org

604-875-0188

5 people attended this consultation representing

Comox Valley accessibility committee (2)

Cumberland disability committee

L'Arche (2)

Both Howie and Karen are happy to receive additional comments or suggestions to enhance the emergency preparedness programs by phone or email

A number of years ago Howie Siemens accompanied Mike Fournier in attending a CVAC meeting..

At that time there was very little provision for or consideration of handicapped evacuations. Those were the days of the Fraser River flooding when the cows were provided with a program to evacuate them from Annacis Island but there were no provisions or even discussions relating to the safety of disabled people.

Topics:

shelters

making them accessible for people with mobility challenges

having washrooms and/or equipment that would enable the handicapped person to stay in the shelter

registry

creating a registry of people who need some assistance in the event of an emergency. This would enable first responders to locate people who need assistance.

Creating phone trees amongst disabled persons.

Communication systems for people who may have cognitive difficulties

There are guidance manuals that describe the important aspects of planning for specific conditions.

These include mobility, seeing, hearing, cognitive impairment, and others.

Another important link related to emergency planning is:

Prepared BC, Resources for People with Disabilities

www.gov.bc.ca/PreparedBC

CAMPBELL RIVER MIRROR

Local agencies get pat on the back from BC Parks *Apr 18 2007*



Karin Kratz of the Comox Valley Access Committee providing some design suggestions for the Disabled Access Trail at Forbidden Plateau in Strathcona Provincial Park. A number of regional agencies were presented with an award from BC parks for the project.

Work on a disabled trail and an interpretive centre in Strathcona Park has earned a number of local organizations a Community Involvement Award from BC Parks.

BC Parks recently recognized several members of the public, partner groups and businesses for their contribution to program delivery, stewardship, and management of parks and protected areas, Environment Minister Barry Penner announced last week.

"We are pleased to acknowledge the efforts of these exceptional individuals and agencies," said Penner. "Through their work and dedication, they ensure our parks and protected areas benefit from sound stewardship and management practices for the enjoyment of all British Columbians."

The awards recognize the work of individuals and groups in two annual categories - Parks Facility Operator of the Year and Volunteer of the Year, and two biennial categories - the Partnership Award, and the Community Involvement Award.

The selection criteria included: parks stewardship, business and programming innovation, contributing to effective parks management, building/nurturing partnerships and educating the public, and protecting natural, cultural and recreation assets.

The Community Involvement Award was presented to the Campbell River Rotary, Vancouver Island Mountain Sports Society, Mount Washington Alpine Resort, Coast Sustainability Trust, Strathcona Wilderness Society, Courtenay Rotary, Pacific Sport, Disabled Access Committees and the Comox Strathcona Regional District, for their contributions to the Strathcona Park Disabled Access Trail and Outdoor Centre project.

The trail construction which took place over two seasons (2005 and 2006), cost approximately \$200,000 to complete and will be open this spring providing a new access trail into Paradise Meadows and the Forbidden Plateau area of Strathcona Provincial Park.

Funding for the Outdoor Centre (conceptual design By Rob Wood for Friends of Strathcona Park is attached) which is phase 2 of the overall project, is being pursued through private donations and grants and is hoped to be built over the next couple of years.

Other BC Parks awards were:

n Parks Facility Operator of the Year - Merlin Blackwell of Blackwell Park Operations, and Rob Seaton of Northwest Escapes Ltd., for their service delivery in Wells Gray Park and in the Skeena area, respectively.

n Volunteer of the Year - Syd Watts for his long-term contributions in Mt. Tzuhalem Ecological Reserve and Strathcona Park.

n Partnership Award - BC Nature and the Park Facility Operators Society for their Visitor Interpretation Programs in many parks in the province.

Proclamation

Whereas accessibility and inclusion is essential in ensuring that all community members have equal opportunities to fully participate in the life of the community; and

Whereas accessibility affects all aspects of community life – physical, social and economic; and

Whereas all citizens have a role to play to ensure that our communities are as accessible and inclusive as possible; and

Whereas accessibility relates to both the physical design of buildings and infrastructure as well as the access to appropriate services and supports including transportation, recreation, housing, employment and other activities that are an essential part of community life.

Whereas the citizens of Courtenay recognize the rights of all individuals with disabilities and the importance of ensuring that they have equal access to the opportunities that are important to them and that give their lives meaning.

Now therefore, the City of Courtenay declares the first Saturday in June of each year to be the Annual Access Awareness Day, beginning with June 1, 2019.

With thanks to the City of Colwood, BC.



ADMINISTRATIVE REPORT

Report Date: September 7, 2018
Contact: Jerry Dobrovolny
Contact No.: 604-873-7331
RTS No.: 12581
VanRIMS No.: 08-2000-20
Meeting Date: City Clerks Use Only

TO: Vancouver City Council

FROM: General Manager of Engineering Services
General Manager of Arts, Culture, and Community Services

SUBJECT: Accessibility Strategy Development – Phase I

RECOMMENDATION

- A. THAT Council direct staff to begin the development of Phase I of an Accessibility Strategy in 2019, as generally outlined in this report, and report back to Council for approval of the outcomes of Phase I. Resources will be considered as part of the 2019 operating budget process.
- B. THAT staff convenes a task force appointed from representatives of the current Persons with Disabilities Advisory Committee, Seniors' Advisory Committee, and the People with Lived Experience Advisory on Mental Health and Substance Use, with membership to be renewed subject to confirmation of those committees' constitutions and mandates by the next Council, to work with City staff in developing Phase I of the Accessibility Strategy.

REPORT SUMMARY

This report outlines a recommended scope for the first phase of an Accessibility Strategy for the City of Vancouver.

While there is a significant amount of work being done across City departments related to accessibility (see previous Memo to Vancouver City Council, provided as Appendix A), there is still work to be done to achieve a truly accessible city. Staff have worked with representatives from the Persons with Disabilities Advisory Committee, the Seniors Advisory Committee and the People with Lived Experience Advisory to determine a recommended scope for Phase I of the Accessibility Strategy. In addition to this strategy, accessibility is also a component of many projects being undertaken by staff such as Transportation 2040 implementation, the Pearson

Dogwood Redevelopment, the Expanding Accessibility Toolkit for Streets, and the creation of a Poverty Reduction Plan in 2019.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On May 2, 2018, Council passed a motion on development of an accessibility strategy for the City of Vancouver (included as part of Appendix A). The motion directed staff to “consult with the Persons with Disabilities Advisory Committee, the Seniors’ Advisory Committee, the Mayor’s Task Force on Mental Health and Addictions People With Lived Experiences Working Group, and report back to Council by Fall of 2018, with recommendations on moving forward with an Accessibility Strategy, including a budget for implementation.”

CITY MANAGER’S/GENERAL MANAGER’S COMMENTS

The City Manager recommends approval of the foregoing.

Sidewalks Courtenay BC November 2017

Generally, the accessibility of sidewalks for scooters and wheelchairs in the city of Courtenay is very good. However, there are a number of sidewalks in Courtenay that challenge accessibility. I shall present a few examples below.

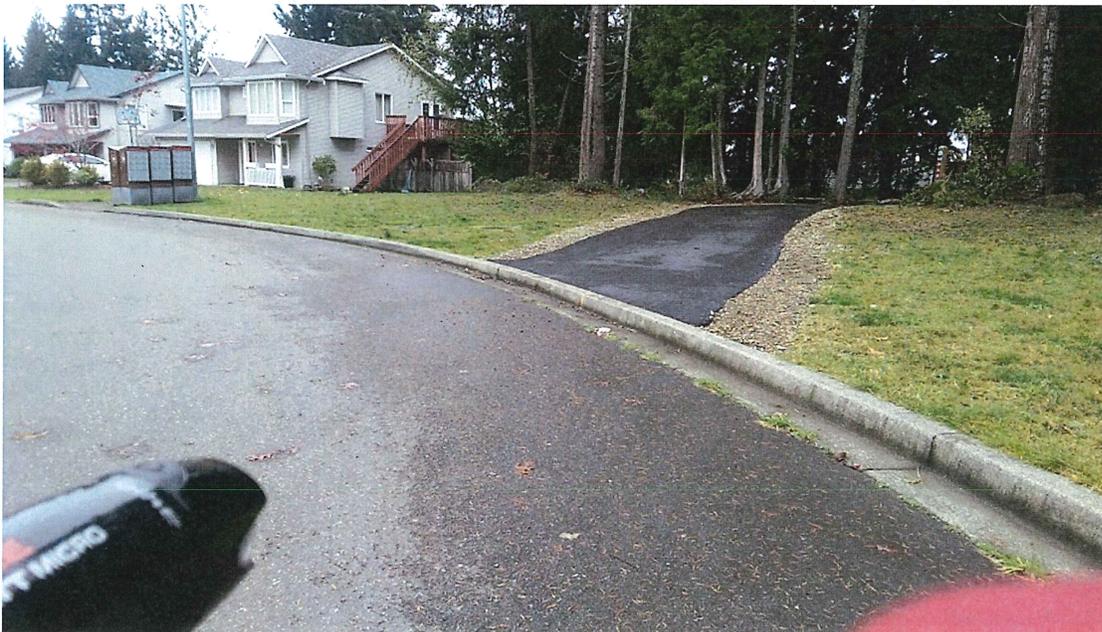
In the meantime, contrary to rumours, municipalities in British Columbia have the jurisdiction to require developers to comply with local standards for sidewalks within a municipality. Although the BC government in the BC building code restricts the ability of municipalities to require upgraded standards from developers in BC, it does not apply to sidewalks. The justification for such restriction is said to be for the purpose of standardizing and thus making predictable what is required for developers to proceed with the construction of buildings.

In the Costco area, there are some examples of inappropriate sidewalk with pathway construction.

On Elderberry Crescent

there is a pathway that connects with Elderberry Crescent that goes through trees in a green space that enters the back of a subdivision that faces Costco property.

Entering that pathway one is confronted by the following situation:



On the other end of the pathway we find the following circumstances:



Directly across the street and adjacent to the Costco property is the following sidewalk access ramp:



on the upper 2 pictures of sidewalk access ramps, there is a drop or bump of 1 inch to 1.5 inches. Although that does not seem much in the scheme of things, for a person on wheelchair or a scooter it is a significantly unpleasant experience. To put things in perspective, imagine, if you can, how you would feel if every time you turned a corner at an intersection, the vehicle dropped off the curb of even 3 inches?

Looking at the picture immediately above, it is easy to see that the sidewalk drop is unnecessary. The City of Courtenay has jurisdiction to mandate this standard and, in many areas of the city, the smooth transition has been adopted.

Sidewalk Transitions Where There Are No Letdowns.

There are a number of locations where the rounded curb from sidewalk to road can be eased with an asphalt ramp.

For example: where the Rotary trail process 26 Street, one observes the following solution:



This could be adapted to square curbs as well as to rounded curbs.

See below.

England Avenue at Cooper Park

Where England Avenue dead-ends at the Thrifty's Foods' property, there is no access to that property except along one block of narrow sidewalk which is often overgrown with blackberry bushes.



Willmar St., South end

The pathway parallel to the Connector (29th St.) which ends at Willmar Street, has a dangerous transition onto the roadway. It necessitates a perpendicular access to the rounded curb which requires people using scooters, or wheelchairs or strollers to go onto the grass of a private residence to make the transition from Road to path.



The Riverway Walkway

The Riverway walkway behind A&W particularly as needed repairs for a couple of years.

It has deteriorated to such an extent that I and other people are walking or scooting in my case along the grassy verge of the walkway. Although it is very bumpy on the grass, the discomfort is less intense than many of the root bumps which are at an angle to the direction of travel and thus can cause an unpleasant twisting, up and down motion.



CV Accessibility Committee – Coordinator: Job Description

- **Office Support**
 - Maintain contact list
 - Organize meetings
 - Assist writing & distributing minutes, agendas

- **Promotion and Education**
 - Update & assist in distribution of flyers and promotional material
 - Update display material & assist in organizing several displays annually
 - Promote awareness of the Committee & recruiting of new members
 - Assist in preparing material for local media
 - Assist in organizing and delivering special annual campaigns such as Annual Access Awareness Day, Annual International Day of the Disabled etc
 - Assist in maintaining a variety of social media platforms

- **Resource for Accessibility Information**
 - Assist in maintaining resources concerning Accessibility and the Building Code
 - Assist in maintaining information concerning financial grants for accessibility activities/work
 - Assist in maintaining information concerning disability rights.

- **Advocate for Improved Accessibility**
 - Assist in advocating for improved accessibility at the local level, and provincial and national levels.



STAFF REPORT

To: Council

File No.: 3360-20-1903

From: Chief Administrative Officer

Date: June 17, 2019

Subject: Zoning Amendment Bylaw No. 2957 – #103-2270 Cliffe Avenue

PURPOSE:

The purpose of this report is for Council to consider a Zoning Amendment application to rezone unit #103 – 2270 Cliffe Avenue legally described as Lot A, Section 66, Comox District, Plan 34998, Except that Part in Plan 49713. The proposed amendment is to allow a storefront cannabis retailer in an existing commercial building.

CAO RECOMMENDATIONS:

THAT based on the June 17th, 2019 staff report “Zoning Amendment Bylaw No. 2957 – #103-2270 Cliffe Avenue” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2957, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on July 15th, 2019 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The proposed cannabis storefront is located at the northeast corner of the intersection of Cliffe Avenue and Mansfield Drive. The property is occupied by a commercial building that contains multiple retail units including a café, a leather shop, a gift store, a surf shop and a tattoo business.

The property is zoned Commercial Two Zone (C-2) and is designated “Commercial” within the Official Community Plan (OCP).

The applicant proposes to rezone one of the units within the overall complex. This means



Figure 1: Location Map

that the “storefront cannabis retailer” use will only be allowed in unit #103 should this amendment be successful (as seen in **Figure No. 1**).

The business has been renamed “Patchi” from “Natures Blend”. The correspondence in the Public Information Meeting attachments references the former name but it is the same business at the same location.

The BC provincial legislation provides local governments with the authority to regulate certain criteria in terms of land use management with respect to non-medical cannabis retail. Similar to the previous six storefront applications, this zoning application is to be evaluated according to the City’s Storefront Cannabis Retailers Policy as well as rules and regulations that apply to all zoning amendment applications.

This application is considered the seventh storefront cannabis rezoning. Table No. 1 below summarizes the current status of applications which have been considered by Council.



Figure 2: Proposed store frontage (source: Google Street view)



Figure 3: Proposed store frontage (source: Google Street view)

Table 1: Storefront Cannabis Applications Status

Application Number	Location	Status
#1	#1400 – 2701 Cliffe Ave. (Driftwood Mall)	Final approval March 4, 2019
#2	789 Ryan Rd. (Superstore Shopping Mall)	Final Approval March 18, 2019 (Government Store)
#3	143 - 5 th Street	Final Approval April 1, 2019
#4	605/625 Cliffe Ave. (Courtenay Mall)	Final Approval May 6, 2019 The licensing application with the Province has been subsequently terminated on June 4, 2019
#5	379 4 th Street	Application Denied on May 21, 2019
#6	#103-1025 Cliffe Avenue	Council consideration of First and Second Reading June 10, 2019
#7	#103-2070 Cliffe Avenue	Council consideration of First and Second Reading June 17, 2019

The Planning department is currently processing a total of nine rezoning applications for storefront cannabis retailers within the City on a first come first served basis.

A recent proposal for a storefront cannabis retail storefront located at 379 4th Street was denied by Council on May 21, 2019 and an application for a retail storefront at 605/625 Cliffe Avenue, although approved by the City was subsequently withdrawn by the applicant (*see Table No. 1 above*). A map summarizing the approved, denied, pending and future Cannabis Retail proposals has been included in **Attachment No. 1**

DISCUSSION:

Overview of the Proposal

The Patchi is currently leasing retail unit #103 and is proposing to establish a cannabis storefront within the existing commercial building. The company selected this particular location due to its central location within the Comox Valley.

The floor area of the proposed store is approximately 68.7m²(740 ft²) which includes 45.5m² (490 ft²) of retail space that will be visible to customers. The retail unit also includes a bathroom, storage area and office space.

New signage is proposed at the entrance of the new store and the applicant will be making a separate sign permit application to allow these signs. The applicant has indicated that any exterior work to the retail unit would be limited to new signage and painting. The proposed plans are attached to the report (as seen in **Attachment No. 4**).

The store would be open to the public between 11 a.m. and 7 p.m. Monday through Sunday. The store will be managed by four staff and two managers. All other operational requirements including security requirements are regulated by the provincial licencing regulations.

Official Community Plan and Zoning Review

There are no direct references in the Official Community Plan (OCP) with respect to storefront cannabis retailers. The City’s Storefront Cannabis Retailers Policy states that storefront cannabis retailers will only be considered in an established retail location where the zoning permits retail sales. Since the land use designation of the subject property is commercial, the proposed location is consistent with the policy. No building alterations are proposed except interior renovations.

Parking is provided for in accordance with Policy 5 of the Cannabis Retailers Policy. In this regard, the commercial centre provides a total of 41 parking spaces for the combined retail uses onsite.

Policy Compliance

The table below compares the policy to the proposed retail location.

Table 2: Evaluation of Proposal

Policy Statements	Policy	Proposal
General Location	Only be permitted in an established retail location where the current zoning permits retail sales	The property is zoned C-2, where retail sales is permitted
Distance	1. A storefront cannabis retailer should be: a) At least 300 meters from public or	a) Outside of the 300-meter buffer from any

	<p>independent elementary, middle or secondary school.</p> <p>b) At least 400 meters (in a straight line from closest lot line to closest lot line) from another lot where a storefront cannabis retailer is permitted, whether or not a storefront cannabis retailer is active on that lot</p> <p>c) At least 300 meters from a City owned playground facility including the spray park and skateboard parks</p> <p>2. This policy does not limit Council from considering variances to the separation distances noted above based on circumstances related to a specific application.</p>	<p>public or independent schools</p> <p>b) Within the 400-meter buffer from another cannabis retailer.</p> <p>c) Outside the 300-meter buffer from a City owned playground facility including the spray park and skateboard parks.</p>
Restricted at temporary events	Cannabis sales are not permitted at special events, public markets or farmers markets.	At a permanent location and scheduled to be open between 11 a.m. and 7 p.m. (Monday through Sunday)
Parking	Satisfactory to the off-street parking requirements outlined in Division 7 of Zoning Bylaw 2500, 2007	Satisfies the off-street parking requirements outlined in Division 7 of Zoning Bylaw 2500, 2007
One store is permitted per lot	Only one storefront cannabis retailer will be allowed per lot.	No other applications are made at this location
The Maximum Number of Retailers Permitted in the City	Five (5) private retailers and one (1) Government operated store in the City	<ul style="list-style-type: none"> • This is the 7th rezoning application for storefront cannabis retailer made to the City. • Three applications have received final approval; two applications have been denied or withdrawn; and two applications (including this one) are in the bylaw adoption process.

Evaluation

As summarized in Table 2 above, the proposal is consistent the policies guiding storefront cannabis retailers with the exception of the distance requirement to another cannabis retailer.

The closest cannabis retailer to this proposed store is located at unit #1400 – 2701 Cliffe Ave within the Driftwood Mall, approximately 310 metres away. Although this proposal is within 400 metres (from property line to property line), given the significant size of the parking lot adjacent to the front of the mall, the door to door distance between the two retail storefronts is approximately 510 metres.

The Cannabis Retailers Policy limits distances between retailers to a minimum of 400 metres (in a straight line from closest lot line to closest lot line) to another lot where a retailer is permitted, whether or not storefront retailer is active on that lot.

It should be noted that the City’s Policy on retail cannabis sales is not a regulatory document and is a guiding policy document when dealing with individual applications, each of which is to be evaluated on its own merits. The policy does not limit Council from considering variances to the separation distances based on circumstances related to a specific application, if Council finds the proposal reasonable.

With past applications Council has shown some flexibility in varying the minimum distance requirement between cannabis retailers as per the policy. For example, a proposal for a cannabis retail shop located at

605/625 Cliffe Avenue was approved by Council on May 6th, 2019 after Council approved another Cannabis retailer at 143 5th Street (Urban Smoke) on April 1, 2019. The distance between those two-retail locations is approximately 150 metres.

Regarding the proposed storefront's distance to playground facility, staff notes that the closest playground to the development is at the Air Park approximately 360 metres away. There are no spray parks or skateboard parks in the vicinity.

During the public information meeting attendees expressed concerns regarding the safety and security of the proposed storefront. The applicant is committed to providing a safe and secure premise and has noted that there is a zero tolerance for use of cannabis products on the premises. Also, no smoking signs will be posted on the exterior of the building. The applicant's plans include a security camera plan which includes five cameras to be installed within the interior of the storefront. The retail unit will also have an alarm system installed and a security guard hired to provide after hour's security.

The applicant has put plans in place to alleviate concerns expressed by surrounding residents and commercial users regarding the safety and security within the interior and exterior of the proposed storefront. Staff supports the proposal and recommends the bylaw proceed to public hearing.

FINANCIAL IMPLICATIONS:

The applicant has paid the standard zoning amendment application fee in the amount of \$3,000. The applicant will be required to obtain a building permit, sign permit and an annual business licence. The business licence fee is \$2,500.

ADMINISTRATIVE IMPLICATIONS:

Processing zoning bylaw amendments is a statutory component of the corporate work plan. Staff has spent 25 hours processing and reviewing this application. Should the proposed bylaws receive First and Second Readings, staff will spend an additional five hours in preparation for the public hearing, final reading of the bylaw, and updating the bylaws and maps.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to the processing of this rezoning application.

STRATEGIC PRIORITIES REFERENCE:

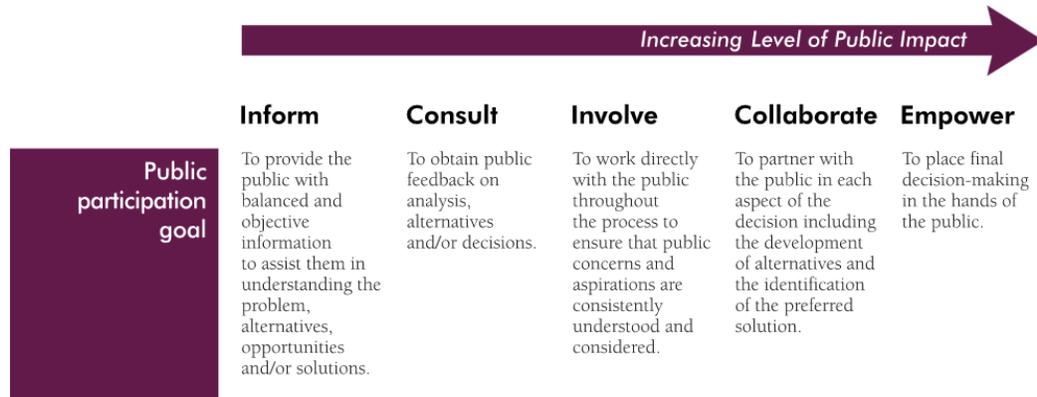
There are no associated references. However, processing development applications is the fundamental corporate and statutory obligations of the City.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference in the Official Community Plan to storefront cannabis retailers. The use is however, consistent with the commercial land use designation of the property.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will consult the public based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No. 2957, 2019 receive First and Second Readings, a statutory public hearing will be held to obtain public opinion in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on February 22nd, 2019 at Unit #103-2270 Cliffe Avenue from 5:00 p.m. to 7:00 p.m. Property owners and occupiers within 100 metres of the subject property were invited to attend the meeting. A summary of the public information meeting and comments provided by surrounding property owners and occupiers have been included as **Attachment No. 6**.

According to the applicant, five people attended the meeting with five persons signing the sign in sheet and five people filling out comment sheets (as seen in **Attachment No. 7**). Questions raised at the meeting were related to the owner’s business and operational plans, the security of the premises, smoking and the storefront’s proximity to the Air Park’s playground. To date, staff has received one written submission from the property owner located at 234-2300 Mansfield Drive in opposition to the proposal.

OPTIONS:

OPTION 1: THAT based on the June 17th, 2019 staff report ‘Zoning Amendment Bylaw No. 2957 – #103 - 2270 Cliffe Avenue’ Council approve Option No. 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2957, 2019; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to the above-referenced Bylaw on July 15th, 2019 at 5:00 p.m. in City Hall Council Chambers. (Recommended)

OPTION 2: That Council postpone consideration of Bylaw 2957, 2019 with a request for more information.

OPTION 3: That Council not proceed with Bylaw 2957, 2019.

Prepared by:



Dana Beatson, MCIP, RPP
Planner II

Reviewed by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

Attachment No. 1: Map of Approved, Denied/Withdrawn, Pending and Future Cannabis Retail Proposals

Attachment No. 2 Storefront Cannabis Retailers Policy

Attachment No. 3: Applicant's Project Description

Attachment No. 4: Floor Plans, Elevation Plans and Survey Plan

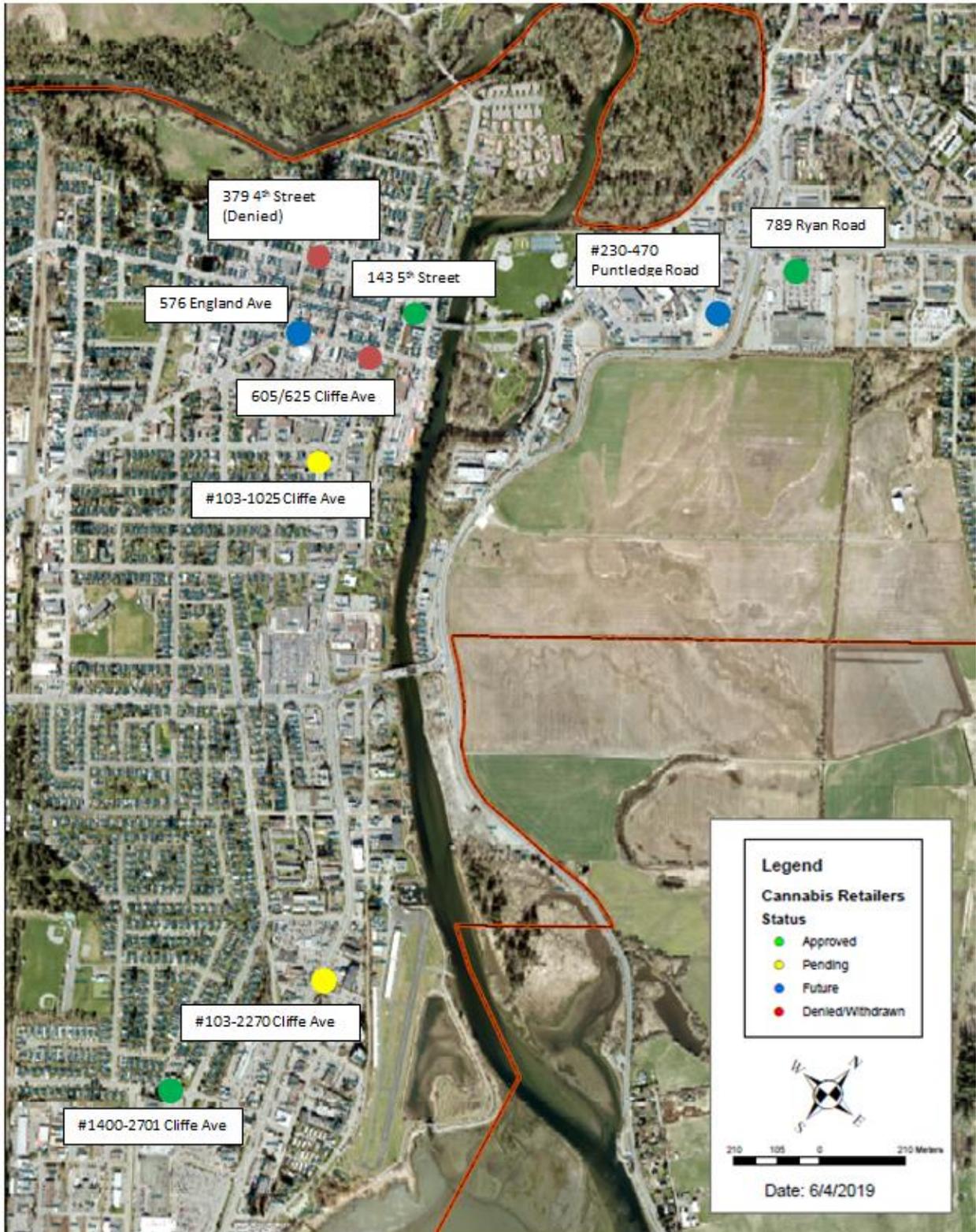
Attachment No. 5: Applicant's Business Plan

Attachment No. 6: Public Information Meeting Summary

Attachment No. 7: Public Sign in Sheet and Public Comments

Attachment N. 8: Notification of Company Name Change from Nature's Blend to The Patchi

ATTACHMENT No. 1 (1/1)
City Storefront Cannabis Retail Proposals



ATTACHMENT No. 2 (1/2)
Storefront Cannabis Retailer Policy

City of Courtenay Policy Page 1 of 2

Section 13 - Planning and Development	Policy #
Subject: Storefront Cannabis Retailers	Revision # 1

The purpose of this policy is to outline the criteria that may be considered by City Council as part of a rezoning application or temporary use permit application to allow for retail cannabis sales at a particular location. This policy is intended to guide applicants and City staff as part of the application process but it is not intended to fetter Council's discretion when dealing with individual applications, each of which will be evaluated on its own merits.

This policy was established in response to the legalization of cannabis by the federal government and the potential unregulated proliferation of storefront cannabis retailers. It is intended to address potentially adverse community impacts of storefront cannabis retailers, including inappropriate exposure of minors to cannabis and the undesirable concentration of storefront cannabis retailers.

B. DEFINITIONS

Applicant means an applicant for a rezoning that would allow for a storefront cannabis retailer at a particular location.

Storefront Cannabis Retailer means a premises where cannabis is sold or otherwise provided to a person who attends at the premises.

C. POLICY STATEMENTS

Rezoning Considerations

1. Storefront cannabis retailers will only be considered in an established retail location where the current zoning permits retail sales.
2. A storefront cannabis retailer should be:
 - a. at least 300 m (in a straight line from closest lot line to closest lot line) from a public or independent elementary, middle or secondary school.

AUTHORIZATION:	DATE:
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ATTACHMENT No. 1 (2/2)
Storefront Cannabis Retailer Policy

City of Courtenay Policy **Page 2 of 2**

Section 13 - Planning and Development	Policy #
Subject: Storefront Cannabis Retailers	Revision # 1

- b. at least 400 m (in a straight line from closest lot line to closest lot line) from another lot where a storefront cannabis retailer is permitted, whether or not a storefront cannabis retailer is active on that lot.
 - c. at least 300m from a City owned playground facility including the spray park and skateboard parks.
3. Cannabis sales are not permitted at special events, public markets or farmers markets.
 4. This Policy does not limit Council from considering variances to the separation distances noted in (2) based on circumstances related to a specific application.
 5. The off-street parking requirements applicable to retail stores as outlined in Division 7 of Zoning Bylaw 2500, 2007 and amendments thereto will apply to storefront cannabis retailers.
 6. Only one storefront cannabis retailer will be allowed per lot.
 7. The maximum number of storefront cannabis retailers in the City is five (5) private retailers and one (1) Government run store.

Application Process

The applicant must undertake all of the standard processes required for a rezoning application pursuant to Development Application Procedures Bylaw No. 2790, 2014 and amendments thereto.

AUTHORIZATION:	DATE:
-----------------------	--------------

ATTACHMENT No. 3 (1/5)
Applicant's Project Description

To Whom it may concern,

My name is Patricia Mazzucca Cury, owner and manager of Nature's Blend Ltd applying for the rezoning of address 103-2270 Cliffe Ave, Courtenay B.C, for Recreational Cannabis Retail Licence.

Nature's Blend Ltd is undertaking the launch of a non-medical, recreational cannabis retail operation in the Comox Valley area. On October 17th 2018, the Government did approve the sale of non-medical cannabis across Canada.

The purpose of Nature's Blend Ltd retail outlet will be to serve the community of Comox Valley. Nature's Blend Ltd will be applying for one of the 6 licences that will be available in Courtenay, once successful, the business anticipates it will commence operating approximately summer of 2019.

Nature's Blend Ltd is confident in the chosen location of the future Recreational Retail Cannabis store for many reasons including the following;

- Nature's Blend is centrally located in the Courtenay area
- Nature's Blend has a variety of off street parking including a private rear/side/front of building parking
- Nature's Blend already has been in contact with a few of its surrounding business and neighbours with welcoming and positive initial feedback.
- Nature's Blend intends to create and maintain a clean, friendly and professional environment.
- Nature's blend would like to somehow contribute a percentage of its profit back to the community
- Nature's Blend intends to hire a wide variety of educated and knowledgeable staff creating more job opportunities in the Community
- Nature's Blend currently pays lease at the store front and continuously is moving forward completing the store
- Nature's Blend is committed to exceeding the expectation of its community
- Nature's Blend intends to invest in an extremely air quality filtration system.

ATTACHMENT No. 3 (2/5)
Applicant's Project Description

- Nature's Blend has and will continue to adhere to all Provincial's rules and regulations
- Nature's Blend has and will continue to adhere to all the rules and regulations by the City of Courtenay
- Nature's Blend is further than 300m from a Public or Independent Pre School, Elementary or Secondary School including the Comox Valley Child Development Association.
- Nature's Blend is over 300m from all Playgronds.
- Nature's Blend is over 400m from any other existing Recreational Cannabis Store and 400m from any Recreational Cannabis applicant.
- Nature's Blend will not operate any Special events, Public Markets or Farmer Markets.
- Nature's Blend is the only Recreational Cannabis store applying within the complex/lot.
- Nature's Blend always will have at least 2 employees on site at the store at all times.
- Nature's Blend will have a mandatory membership id and identification process
- Nature's Blend has a Certified fire extinguisher and fire alarms already established on site.

Once approved Nature's Blend Ltd will provide a unique business value to its customers in the area. Filling a need and offering a "premium" service to those interested in purchasing non-medical cannabis. The business will carefully adhere to all of the regulations and guidelines as outlined in the government laws.

Nature's Blend Ltd will abide wholly with the Government rules and regulations as defined in the on-line documentation found in the link below...

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation>

Nature's Blend Ltd will abide wholly with municipality rules and regulations as defined;

ATTACHMENT No. 3 (3/5)
Applicant's Project Description

A storefront cannabis retailer should be:

- a. at least 300 m (in a straight line from closest lot line to closest lot line) from a public or independent preschool, elementary, middle or secondary school including the Comox Valley Child Development Association.
- b. at least 400 m (in a straight line from closest lot line to closest lot line) from another lot where a storefront cannabis retailer is permitted, whether or not a storefront cannabis retailer is active on that lot.
3. Cannabis sales are not permitted at special events, public markets or farmers markets.
4. This Policy does not limit Council from considering variances to the separation distances noted in (2) based on circumstances related to a specific application.
5. The off-street parking requirements applicable to retail stores as outlined in Division 7 of Zoning Bylaw 2500, 2007 and amendments thereto will apply to storefront cannabis retailers.
6. Only one storefront cannabis retailer will be allowed per lot.
7. The maximum number of storefront cannabis retailers in the City is five (5).

Distance regulations and requirements;

Please see attached plans of city with store location and all with boundaries indicated clearly for your reference and confirmation of adherence.

Security; Please see attached floor plan for reference to all 5 security cameras and locations within the store.

There will also be a large safe bolted to the floor in its own specific room, also with security cameras monitoring this area.

Furthermore, it is a possibility that a temporary security guard will be hired if needed or professional security drivers at night.

Smoking;

ATTACHMENT No. 3 (4/5)
Applicant's Project Description

There is absolutely no smoking in the store or on the premises or within the surrounding areas at any time. This will be strictly enforced by employees and security advisors.

Hours of operation;

Store hours are anticipated to be from 11am-7pm, 7 days a week excluding holiadays.

The goals for the business will be as follows:

- Provide a premium operation, serving the Comox Valley area that will offer the safety, security and privacy expected by consumers
- Staff the store with knowledgable employees, able to impart information in the variances of product, legislation and legalities of the retail experience
- Have a Store Manager involved with staff in the most critical times of business operating schedule in order to help resolve any issues, understand the industry and the various legalities of running a retail, non-medical cannabis operation
- Insure all the Government regulations are strictly adhered to during operations of the store and how professional the business is perceived
- Be experienced in the demographics of the market, the local area and understand the expected customer needs in this new market environment
- Stay on top of any potentially changing government legislation for the non-medical cannabis industry and understand the complexities of the industry
- Work with all types of clients regardless of race, religion and background to help them have a great first-time experience

ATTACHMENT No. 3 (5/5)
Applicant's Project Description

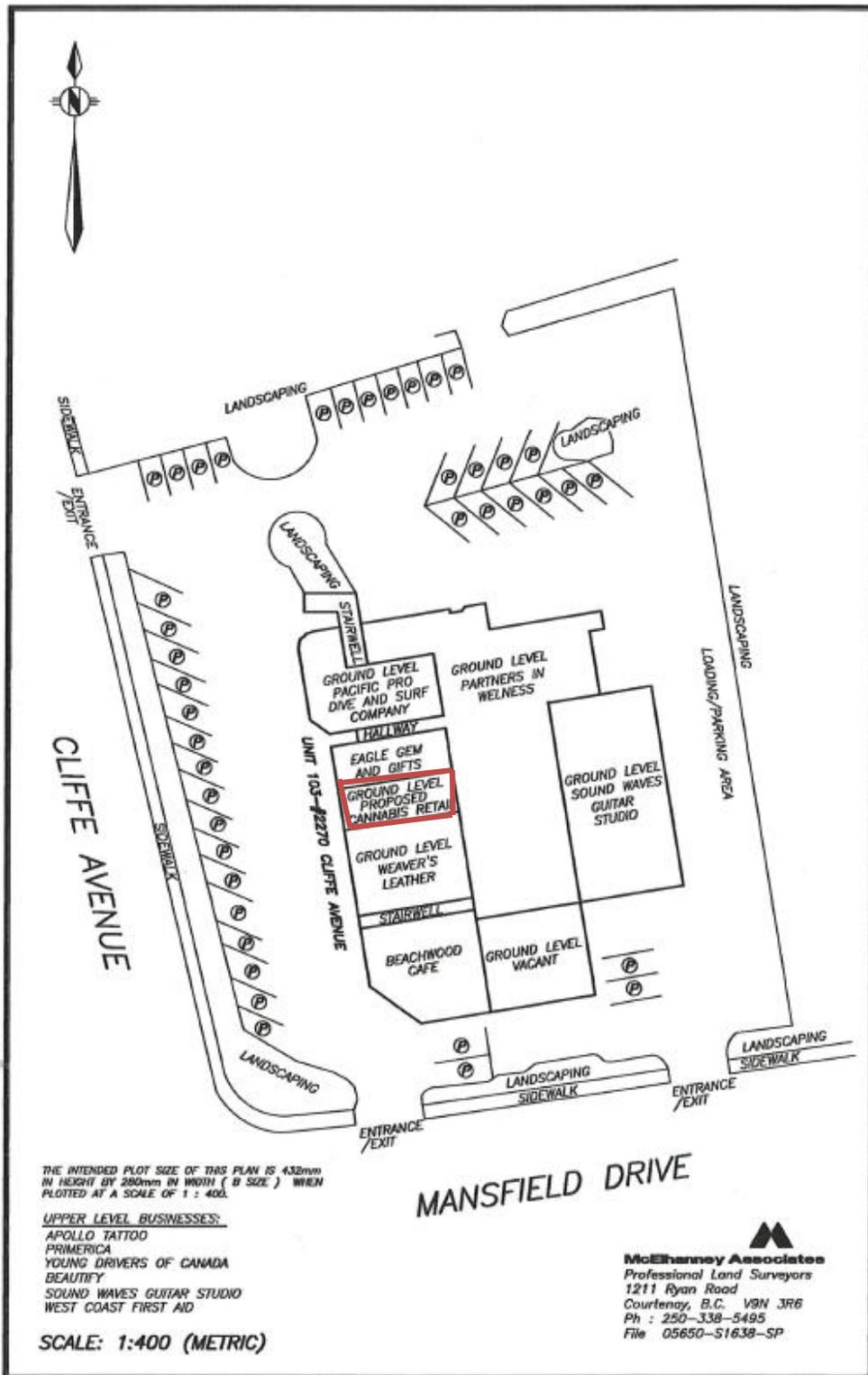
- Design and setup a clean store to create and to cater to an organized and welcoming atmosphere an enviroment.

There is both a need and a desire to provide approved, non-medical cannabis products to those consumers who decide to use cannabis for recreational purposes. The intentions of Nature's Blend Ltd will be to provide a "premium" experience to those consumers who are familiar with the product, those just starting out with the product, as well as to those who may have experience from earlier in life.

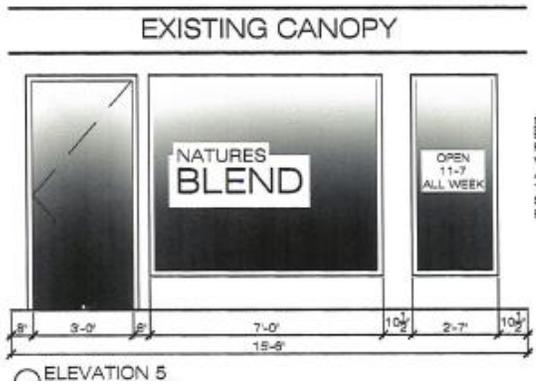
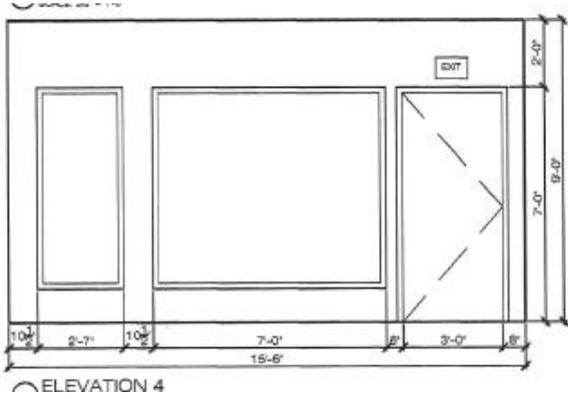
Nature's Blend Ltd is fully engaged in the goal of opening a retail cannabis store in the Comox Valley in the year (2019). A great deal of work went into understanding the government regulations in this emerging new business opportunity. This is critical to a successful launch of the store. Advance efforts in terms of the location, the layout of the store, the goals for the business, the employees, first order placement and many more aspects of this business.

In order to demonstrate that the principle owners understand the market and the opportunities, Nature's Blend Ltd has included a Business Plan overview for your referrence.

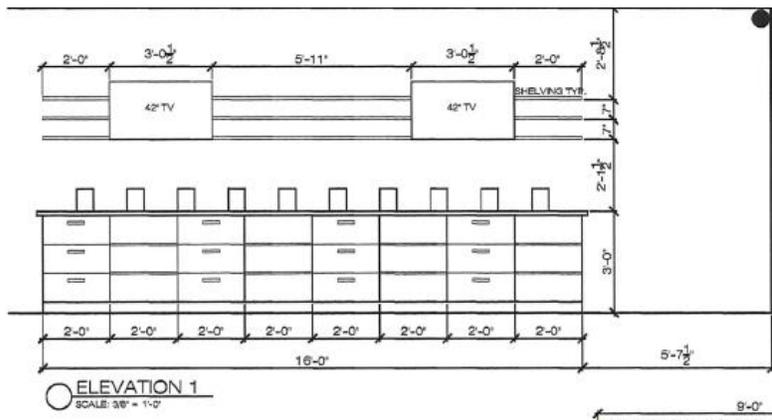
ATTACHMENT No. 4 (1/3)
Survey, Elevation and Floor Plans



ATTACHMENT No. 4 (2/3)
 Survey, Elevation and Floor Plans

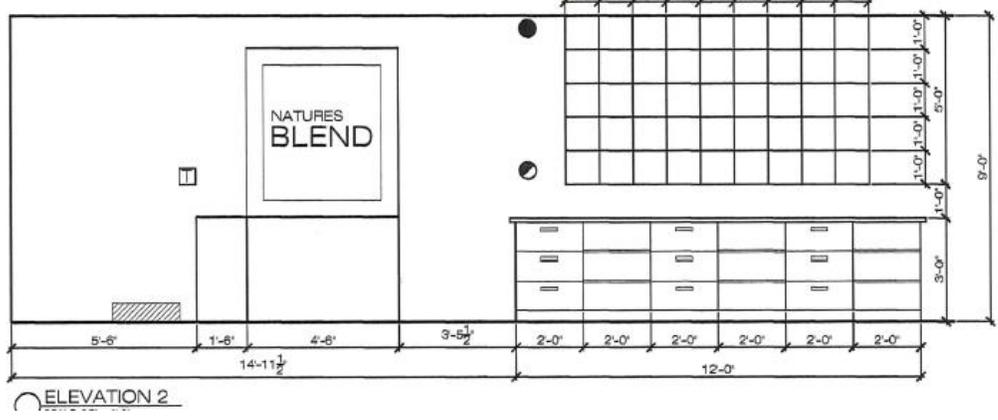


NOTE:
 EXTERIOR
 FROSTING ON
 WINDOWS
 AND DOORS
 100% UP TO
 8'-0" AND 75%
 REMAINDER

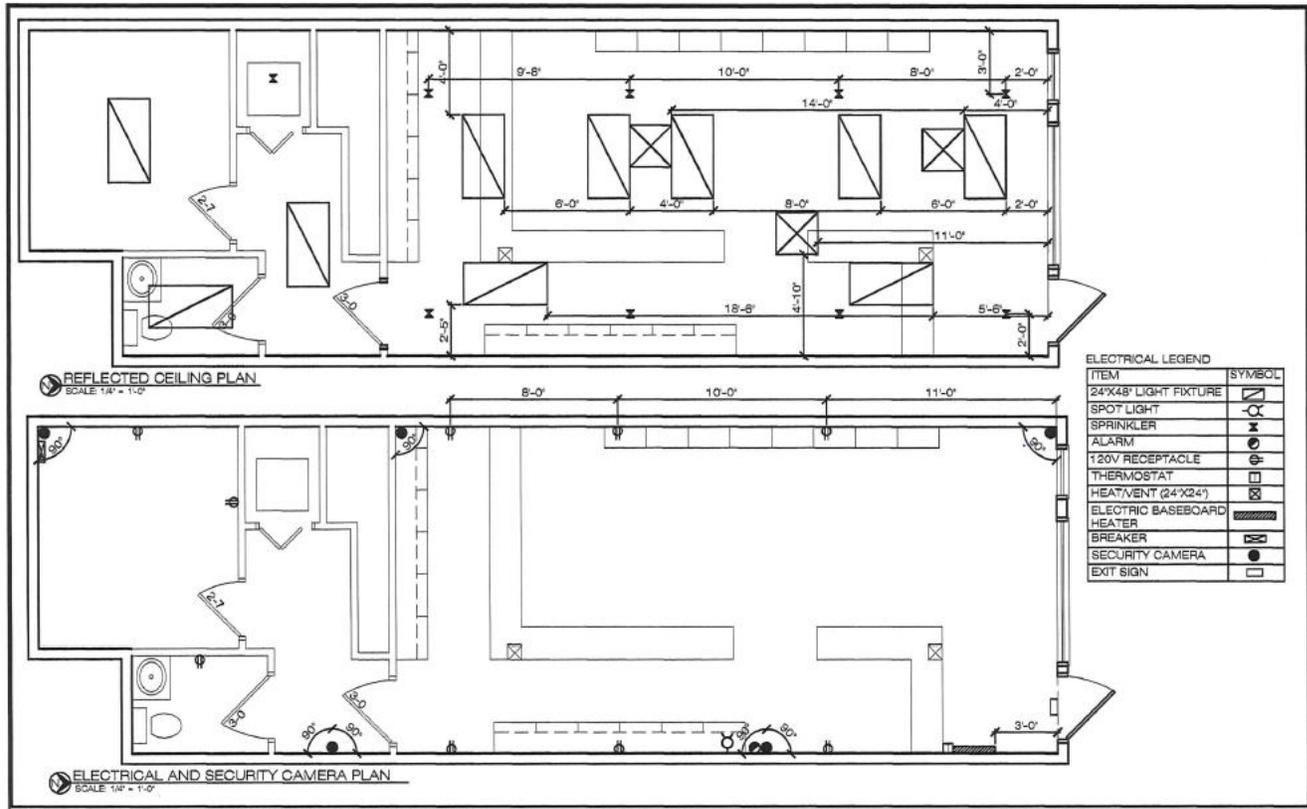
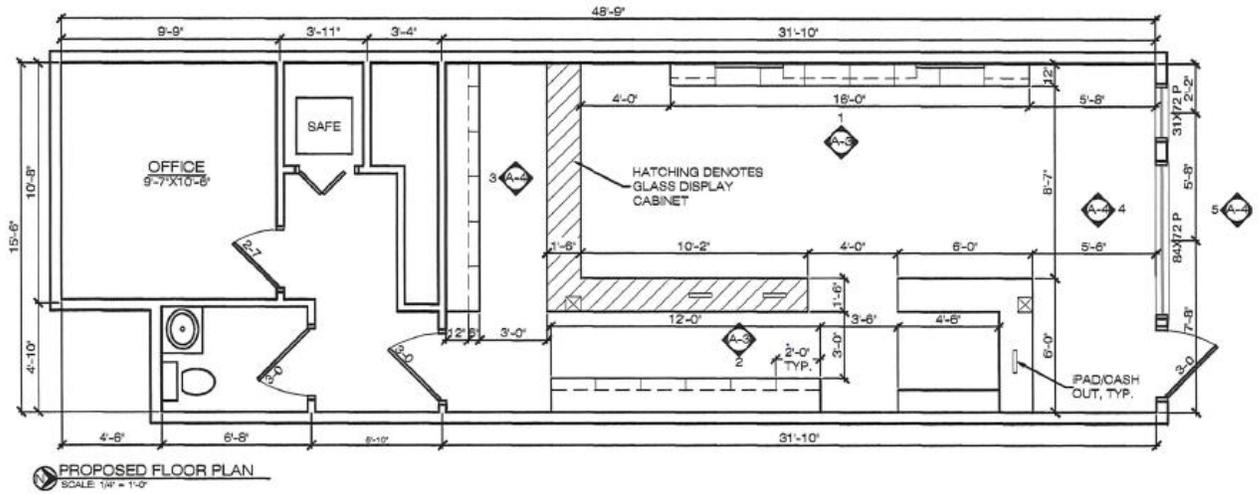


LEGEND

ITEM	SYMBOL
SEALED, CLEAR CONTAINERS W/ SECURITY CHAIN FOR OBSERVATION OF PRODUCTS	□
ALARM	●
THERMOSTAT	■
SECURITY CAMERA	●



ATTACHMENT No. 4 (3/3)
 Survey, Elevation and Floor Plans



ATTACHMENT No. 5 (1/26)
Business Plan

2018 BUSINESS PLAN FOR NATURE'S BLEND LTD

TABLE OF CONTENTS

A. BUSINESS OVERVIEW

1. Description of the Business
2. Background of the Overall Project
3. Overview
4. Trends in the Industry
5. Government Regulation

B. THE MARKET

1. Market Segment
2. Products and Services
3. Pricing and Distribution
4. Market Trends
5. Area Demographic

C. THE COMPETITION

1. SWOT Analysis
2. Competitors and type of Competition
3. Competition Strengths and Weaknesses
4. Competitive Advantages

D. SALES AND MARKETING

1. Customers
2. Suppliers
3. Advertising and Promotion
4. Marketing
5. Available/Potential tools

E. OPERATING PLAN & FINANCES

1. Business Location and Requirements
2. Equipment, Technology, Environment
3. Pro-forma (Cash Flow Spreadsheet)

F. HUMAN RESOURCES PLAN

1. Key Employees
2. Policies and Procedures

G. ACTION PLAN

1. Action Plan and time table

SUMMARY

ATTACHMENT No. 5 (2/26)
Business Plan

NATURE'S BLEND LTD

Legal Name: Nature's Blend Ltd
Operating As: Nature's Blend Ltd
Business Address: 103-2270 Cliffe Ave,
Courtenay, BC
Phone: 778-316-6566
Email: naturesblendltd@gmail.com

ATTACHMENT No. 5 (3/26)
Business Plan

A. BUSINESS OVERVIEW

1. Description of the Business

Nature's Blend Ltd is undertaking the launch of a non-medical, recreational cannabis retail operation in the Comox Valley area. On October 17th 2018, the Government will approve the sale of non-medical cannabis across Canada. The use of medical forms of cannabis have been legally available to a select number of retail outlets however, until this date, recreational or non-medical cannabis sales have been illegal.

The purpose of Nature's Blend Ltd retail outlet will be to serve the community of Comox Valley. Nature's Blend Ltd will be applying for one of the up to 8 licenses that will be available in the Comox Valley region. Once successful, the business anticipates it will commence operating approximately January 1st, 2019.

Nature's Blend Ltd will provide a unique business value to its customers in the area. They will fill a need and offer a "premium" service to those interested in purchasing non-medical cannabis. The business will carefully adhere to all of the regulations and guidelines as outlined in the government laws.

The purpose of this business plan is to provide a template for the success of the business and includes information regarding the new regulations, trends in the marketplace, the financial aspects of running the store as well as demographics and related information on the Comox Valley region.

2. Brief Background

Nature's Blend Ltd will apply for one of up to 8 licenses that the government will approve for the area, based on an application for a business licence. The principle owner, Patricia Cury, has substantial experience in running businesses and will be a hands-on owner-operator of the store.

This business opportunity has strong potential as noted in the statistical data provided by various organizations. Deloitte-Touche produced an inclusive, well-documented Report on the current consumer demographic as well as the projected demand for non-medical cannabis. We will refer to this document in the Business Plan to understand the potential needs and trends.

This is an emerging market and the retail business aims to focus on the demographic for the area while creating a store experience that will bring the consumer into the store and return as needs require.

3. Overview of the Entire Project

There is both a need and a desire to provide approved, non-medical cannabis products to those consumers who decide to use cannabis for recreational purposes. The intentions of Nature's Blend Ltd will be to provide a "premium" experience to those consumers who are familiar with the product, those just starting out with the product, as well as to those who may have experience from earlier in life.

ATTACHMENT No. 5 (4/26)
Business Plan

Nature's Blend Ltd will abide wholly with the Government rules and regulations as defined in the on-line documentation found in the link below...

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation>

The goals for the business will be as follows:

- Provide a premium operation, serving the Comox Valley area that will offer the safety, security and privacy expected by consumers
- Staff the store with knowledgeable employees, able to impart information in the variances of product, legislation and legalities of the retail experience
- Have a Store Manager involved with staff in the most critical times of business operating schedule in order to help resolve any issues, understand the industry and the various legalities of running a retail, non-medical cannabis operation
- Insure all the Government regulations are strictly adhered to during operations of the store and how professional the business is perceived
- Be experienced in the demographics of the market, the local area and understand the expected customer needs in this new market environment
- Stay on top of any potentially changing government legislation for the non-medical cannabis industry and understand the complexities of the industry
- Work with all types of clients regardless of race, religion and background to help them have a great first-time experience
- Design and setup a clean store to create and to cater to an organized and welcoming atmosphere an environment.

For more information on Cannabis Retail Store Terms and Conditions, see link below...

<https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/cannabis-retail-store-licence-handbook.pdf>

4. Industry Trends

This new business opportunity will have to deal with all the upcoming issues of the non-medical cannabis marketplace. There are still some unknowns in the industry and the demographics,

ATTACHMENT No. 5 (5/26)
Business Plan

geographic uniqueness and product supply will have a big influence on the success of the business.

1. The suppliers of the cannabis raw agricultural product are going through some amalgamation, attrition, acquisitions and changes faster than investors can stay on top of. The manic trades and M&As will likely continue and we will see wild valuation swings like Tilray happening often, until the industry matures more.
2. There will eventually be larger players involved in the industry including Liquor Boards and Retail. This will have an impact on the sales and distribution channels. It may have a large impact on the use of alcohol which is why so many potential products like cannabis-infused drinks and edibles will become big business if and when they become legalized.
3. The industry will likely remain in a state of flux for a while. The authorities are still trying to come to grips with issues like driving while high on cannabis. There is an effort happening as we speak to treat driving after using cannabis or alcohol similarly. Education is needed to insure consumers understand the risks. Staff training in retail outlets needs to increase to make awareness of the regulations and potential risks in using recreational cannabis well known.
4. The regulations of the industry provide a level playing ground of sorts for all sales outlets providing the product. Those retail stores who wholly abide by the regulations will have the most success and mitigate the chances of running afoul of the regulatory channels.
5. Although Canada is taking a leadership role in legalizing the use and sale of cannabis, consumers need to understand the ramifications of traveling to foreign countries and the risks involved crossing borders.
6. In many ways, this is an industry replete with "what we don't know, we don't know". The projections by studies and the data as prepared, will remain dynamic. Sales channels such as retail stores that adapt to regional and municipal demographics will be more prepared and thus, successful. The data shows the regulations to be followed and the related strategies to enact however, those stores that hire properly and train their staff well in all demographics, will do well.

The industry is about to embark on an incredible journey into the non-medical cannabis market. We are not the first to legalize and can use examples from the US States like Colorado, to best understand the rewards and challenges. Opportunities are significant and industry knowledge and preparedness will better equip those entering the retail environment.

5. Government Regulation

Government of Canada will make non-medical cannabis legal on October 17th, 2018. Below is a summary of some key points in the government documents. For complete details, please look at the entire document as listed at the end of this section.

** "The purpose of the cannabis retail store licence is to authorize sale of dried cannabis, cannabis oils, cannabis seeds and cannabis accessories for non-medical purposes in a private retail store for customers to purchase.*

ATTACHMENT No. 5 (6/26)
Business Plan

Licensees must follow federal and provincial laws and these terms and conditions at all times, as well as any further terms and conditions that might be printed on their licence or in letters issued to them by the general manager of the Liquor and Cannabis Regulation Branch (Branch). Failure to comply with the terms and conditions set out in this handbook or those printed on the licence or contained in letters from the general manager may result in enforcement action against the licensee including, but not limited to, monetary penalty, suspension or cancellation of the licence. Licensees are also responsible for knowing and complying with applicable local government and/or Indigenous nation bylaws and/or requirements."

1. Employees to complete mandatory training, have security screening (criminal record check) and be registered prior to employment.
2. All cannabis workers must be registered with the Branch, prior to being employed.
3. Minors (under 19) not allowed to enter the store, for any reason. Two Government issued IDs (including: name, date of birth and photo) must be required as Primary ID when there is any doubt of the age of the client.

Primary ID Examples:

BC Driver Licence & Services Card (counts as one ID),
Passport,
BC Services Card,
Citizenship card,
Indian status,
National Defence ID,
Federal Firearms Possession and Acquisition license.

Secondary ID Examples:

BC Care Card,
Interim Driver's Licence,
BC Transit ProPASS,
Credit Card,
University or College Student Card,
Cdn Blood Services Donor Card,
Transport Canada's Pleasure Craft Operator's Card,
many Bank Cards and Reward Cards.
* May accept expired and foreign ID if it is legible and includes a recognizable photo.

4. Cannabis use in store is strictly forbidden
5. No weapons (including for self-protection) are allowed in the store without lawful excuse and no criminal activity of any kind is allowed.
6. The general manager may suspend a licence for 24hrs and up to 14 days in extraordinary circumstances.

ATTACHMENT No. 5 (7/26)
Business Plan

7. Licensees must provide adequate lighting outside the store and in parking lot, supervise parking areas and post signs asking patrons not to disturb the neighbors.
8. Intoxicated persons (liquor, cannabis or other drugs) must be refused services and asked to leave and ensure they do so safely.
9. Violent or disorderly conduct is not allowed and if client exhibits this conduct, they are asked to leave and not return within 24 hrs and a peace officer should be notified immediately. If they return within 24 hrs, they are committing an offence and may be arrested.
10. An Incident Log must be kept for 6 yrs of persons:
 - > causing a disturbance or fight,
 - > refused entrance to the store,
 - > troublesome,
 - > intoxicated and asked to leave,
 - > an injury or accident on the premises,
 - > if emergency personnel (police, fire, ambulance) or a peace officer is called or for anyone committing an illegal act.
11. Licensee must renew their retail licence prior to expiry date and report following licence changes: transfer of location, structural change, name change, hours of sale, change in directors, officers, management, ownership transfer and more.
12. Licensee must post their licence in a prominent place, have it available for inspection and have an LCRB floor plan available for review.
13. Licensee must renew their licence every year prior to the expiry date.
14. Licensee must submit a "structural alteration application" for significant changes to the floorplan.
15. Licensee may have to report changes such as: internal transfer of shares, increase in share ownership of more than 20%, sale of the business
16. Owners must record, for six years: non-medical cannabis purchase records and sales records, disposal records, sales records of other goods sold, contracts with other licensees, leases and property agreements relative to the store, court orders and judgements against a licensee, employee records and training information.
17. Drive-throughs are not permitted.
18. Online sales of non-medical cannabis are not permitted, however accessories and gift cards are permitted if website has an age verification tool.
19. A licensee may not operate a non-medical delivery service.
20. Licensees must purchase their non-medical cannabis products from the Liquor Distribution Branch as named.
21. All product used for sale must be stored at the store itself, no off-site storage is allowed.

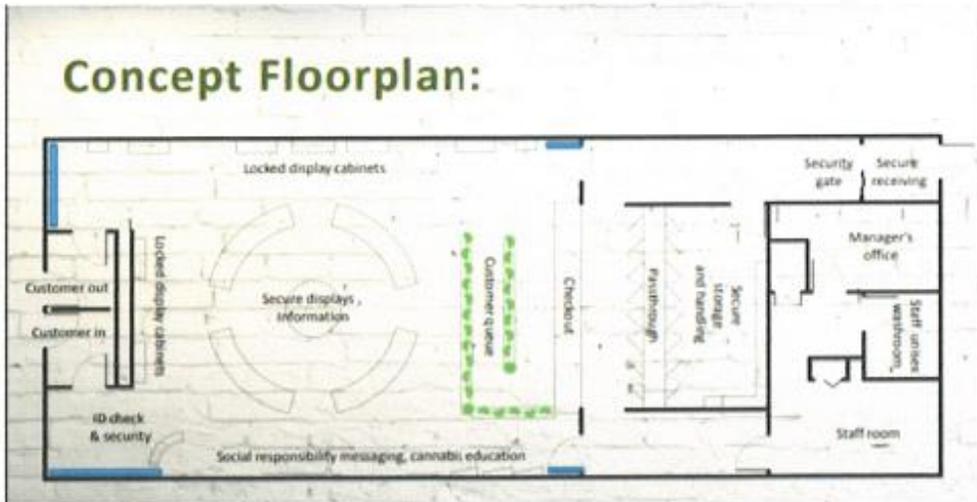
ATTACHMENT No. 5 (8/26)
Business Plan

7. Licensees must provide adequate lighting outside the store and in parking lot, supervise parking areas and post signs asking patrons not to disturb the neighbors.
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20. Licensees must purchase their non-medical cannabis products from the Liquor Distribution Branch as named.
21. All product used for sale must be stored at the store itself, no off-site storage is allowed.

ATTACHMENT No. 5 (9/26)
Business Plan

* www.gov.bc.ca/cannabisregulationandlicensing

for additional information on Regulation.



Fines:

1. Companies that break the rules may be subject to fines of up to \$100k
2. Licensees providing cannabis product from illegal sources may face fines of between \$15,000 and \$50,000
3. May have licence suspended for 15 to 90 days for infractions
4. Consumers who light up in the store may cause a \$15,000 fine and a 15-day suspension of the retail licence of the store
5. Businesses can appeal if they think the fine is unfair

The Cannabis Act

- Restricts youth access to cannabis
- Prohibits promotions designed to encourage youth to use cannabis
- Imposes serious criminal penalties on people who break the law
- Establishes strict product safety and quality requirements
- Reduces the burden on the criminal justice system
- Provides for the legal production of cannabis for distribution
- Allows adults to possess and access regulated, quality-controlled, legal cannabis
- Enhances public awareness of the health risks associated with cannabis

ATTACHMENT No. 5 (10/26)
Business Plan

What will be legal once the Act comes into force

- To purchase limited amounts of fresh cannabis, dried cannabis, cannabis oil, cannabis seeds, or cannabis plants from authorized retailers in the province
- Possession of up to 30 grams of dried, legal cannabis or equivalent, in non-dried form, in public
- Consume cannabis only in locations authorized by local jurisdictions
- Grow up to four cannabis plants per household, for personal use, from licensed seeds or seedlings from licensed suppliers
- Share up to 30 grams of dried cannabis or equivalent with other adults
- Make legal, cannabis-containing products at home, such as food and drinks, provided that dangerous organic solvents are not used in making them
- Other products such as edibles will be permitted for legal sale within one year, following the coming into force of the Cannabis Act, and will be reviewed by the Government of Canada within the next five years

B. THE MARKET

1. Market Segment

The Cannabis Act will allow the sale and use of fresh cannabis, dried cannabis, cannabis oil, cannabis seeds, or cannabis plants from authorized retailers in the province for those adults over the age of 19 years old.

2. Products & Services

The sale of legalized, recreational cannabis is the primary focus of this Business Plan. The possibilities are somewhat unlimited in term of all the potential. In many ways this will be a case of "what we don't know, we don't know". In other words, all the studies, all the projected sales, the demographics may change once the product becomes legalized.

Licensees must follow the Government Regulations that restrict the types of cannabis products available for sale. Retail outlets may also sell related cannabis paraphernalia in the store.

Nature's Blend may offer up to 100 types of cannabis products and will source locally made paraphernalia.

There are guidelines and regulations that limit the supplemental products allowed for sale and the focus has to be completely in line with Government Regulations. It is very clearly operated as a cannabis retail business.

ATTACHMENT No. 5 (11/26)
Business Plan

Product Definitions:

Sativa ; plant type known for its uplifting, energetic properties; used to treat depression and enhance mood; can cause anxiety and paranoia in some users

Indica ; plant type known for its relaxing properties; delivers a less cerebral body high; used to treat chronic pain, insomnia and anxiety

Ruderalis ; a smaller, less common type found in harsher climates, low THC content

Hybrid ; a cross between two strains of cannabis blending traits from each one; many strains found in dispensaries are hybrids

Flower ; marijuana in herb (bud) form

Hash and Oil ; hash is the powdered form of the tri-chromes (sticky hairs) found on the marijuana plants; highly potent in THC and/or CBD; processed in oil form, it can be used in cooking edibles

Wax and Shatter ; highly potent marijuana concentrates; wax is dense and opaque, while shatter is translucent and brittle; both can be melted into smoke and inhaled, that is called dabbing

Hemp ; part of the cannabis plant used to make a variety of commercial products including rope, paper, and building materials; considered a renewable fuel source

Cannabinoids THC ; Tetrahydrocannabinol is the main cannabinoid molecule (there are more than 100) contained in marijuana; THC is the psycho-active ingredient element that makes you feel high

Cannabinoids CBD; has no psychactive effect; processed into oils, tinctures, and caplets, it is used for medical purposes such as the treatment of nausea, arthritis, and anxiety

3. Pricing and Distribution

Regulations regarding pricing are part of the Licensee Agreement.

4. Market Trends

Deloitte Study:

- Canada is undertaking a significant plan in legalizing the sale and distribution of non-medical, recreational cannabis products as of October 17th, 2018

ATTACHMENT No. 5 (12/26)
Business Plan

- Cannabis sales market expected to be up to \$7.17B in Canada in 2019
- Currently the primary age bracket is 18-34 years old however, legalization is expected to attract those aged 35-54 and older
- Legal, non-medical sales to contribute \$4.34 billion or 60% of the \$7.17B market
- Medical cannabis sales to generate \$0.77B to \$1.79B in sales
- In Western Canada, legal, non-medical cannabis sales will attract 66% of users, which is the highest in Canada
- In Western Canada, consumers expect to pay 6.3% more for legal, non-medical cannabis than illegally or otherwise sourced product
- 74% of probable consumers have had prior experience with cannabis
- Customers name "security" and "privacy" as important factors
- Customer must provide ID and accept security cameras
- Purchases will be more frequent and higher – up to 22% after legalization
- Knowledgeable staff will be critical to customers' experience
- Product and location safety will be very important
- Liquor Boards will see a negative impact on retail alcohol sales
- Projection for Western cannabis use to increase \$150M - \$500M from current size
- Estimate Western cannabis use to see 66% legal purchases
- 55% of current consumers expect to pay more for legal product
- Average product price in the West to increase approx +6%
- Most consumers rationalize usage reasons for: relaxation and sleep, reduction of stress and anxiety, to have fun with friends, improve their mood, and an alternative to alcohol
- Retailers who understand their demographic well will have the best results
- Top three reasons consumers will use retailers will be: better quality products, range of price points, range of product potency
- 35% say they'll use cannabis one to six times per week
- 20% say they'll consume daily
- 47% of recreational products will be bought at physical locations
- 33% will be interested in on-line sales
- Daily consumers are more likely to grow their own product
- Edible products won't be available legally until one year after legalization
- The most critical factor for retail sales will be a knowledgeable staff
- 61% of likely consumers want a welcoming feeling upon entering a store
- 83% of consumers say convenient hours are essential
- Consumers want stores to be safe, away from schools and child-oriented areas
- Clearly marked prices are critical to current and likely consumers
- Free, fast shipping and cyber-security are vital for on-line sales

Purchase Considerations of current consumer:

- Product offered at a reasonable price 75%
- Types of approved cannabis products 60%
- Availability in preferred potencies 53%
- Tested for pesticides and other harmful materials 48%
- Product supplier reputable 47%
- Available in preferred packing sizes 46%
- New and different cannabis products 34%

ATTACHMENT No. 5 (13/26)
Business Plan

- Something that has been tried before 26%
- Available in preferred packaging type 19%
- Familiar brand 15%

Potential cannabis-based edibles when available:

- Baked goods, cookies, brownies 64%
- Chocolate 35%
- Hard candies, gummie bears 45%
- Beverages 28%
- Honey 15%
- Popsicles, freezies 10%
- Ice cream 9%
- Potato chips 5%
- Crackers, biscuits 11%
- Olive oil 13%

Shopping Preference in Physical Stores:

- Store employees knowledgeable about products 71%
- Store located in safe area 56%
- Clearly marked prices for all products 70%
- Effective, visible security and cybersecurity 48%
- Retailer can be trusted with personal data 50%
- Has convenient hours 65%
- Made to feel welcome 55%
- Organized and easy to shop 51%
- Store is clean and neat 68%
- Easy and quick to get in and out 51%
- Visibility and ease of finding items 48%

Data above thanks to Deloitte 2018 Cannabis Report
<https://www2.deloitte.com/content/dam/Deloitte/ca/Documents/consulting/ca-cannabis-2018-report-en.PDF>

5. Target Area Demographics

The Targeted area the business will focus on will be the Comox Valley. The includes the 3 Electoral Areas of: Baynes Sound-Denman/Hornby Islands, Lazo North and Puntledge Black Creek, as well as 3 Municipalities of the: Village of Cumberland, City of Courtenay and the Town of Comox. The combined population of these areas based on a 2016 Census is approximately 66,000 people.

ATTACHMENT No. 5 (14/26)
Business Plan

The capital city is Courtenay. The area's points of interest include: North Island College (part of Vancouver Island University), The Cox Valley Glacier Kings hockey team, Mt. Washington skiing, hiking and tourism destination, Tribune Bay Provincial Park, Miracle Beach Provincial Park, Mount Albert Edward hiking, lake and outdoor recreation areas.

Along with the above noted population, the tourism season from approximately May through September may see an increase of up to 25% of the total population. This indicates that another 15,000 to 20,000 tourists visit the area during the prime tourism season. Retail stores, restaurants, galleries, events and recreational areas all see an increase in traffic during this period. This will impact the licensed, non-medical cannabis store sales during the tourist season.

Nature's Blend Ltd will be located in the main traffic thoroughfare on Cliff Ave in Courtenay once licensed. The expectation is that this location, which sees a large amount of traffic all year, will have a beneficial advantage to the business. Visibility of some of the competitors may not have similar advantages. The drive-by numbers, that will provide "impressions" similar to advertising campaigns will provide good exposure. The target demographic of the 66,000+ population will see that store location on a regular basis. Visibility (location, location, location) is an important factor in the selection of store front property.

In the past, illegal operations tried to fly under the radar and often ran afoul of the law. After October 17th with the sale of "recreational cannabis" becoming legal, it will be acceptable to the public, based on the Federal Government legalization. Once this happens, it will remove the previous stigma and allow average consumers to legally enter retail outlets to purchase non-medical cannabis.

Over 25,000 vehicles have been reported to cross Cliffe Ave each day which is approximately 1/3 of the community

C. THE COMPETITION

1. SWOT Analysis

ATTACHMENT No. 5 (15/26)
 Business Plan

<p>across the country</p> <ul style="list-style-type: none"> • USA miscellaneous state (30) legalization has been mostly positive • USA is starting to seriously discuss country-wide legalization • Limited licenses will control the chosen locations and assist in their success • Licensees chosen will have the opportunity to provide “premium” service experiences • Owner’s hands-on involvement will improve the business perception • In spite of currently being illegal, a large number of the public continues to use the product • Influx of large retailers ie. Shoppers Drug Mart, Liquor Boards will give the cannabis industry more mainstream acceptance • Controls of raw material sources will give consumers a good feeling 	<p>sales that happen right now</p> <ul style="list-style-type: none"> • Need to connect with the apparatus sellers to have them become recommenders • Reliance on tourism season for upside revenues to maximize profits will have to be considered • Consideration of all regulations could impact profitability • Downside of store regulatory issues could be costly if store is closed • Private suppliers will survive – how much of an impact will this have? • Daily users may continue to source from current connections or grow their own • Smoking by-laws may make it difficult for some to use the product • Power of large retailers providing edibles will impact sales • Still have stigma surrounding the use of cannabis
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SWOT continued...

Opportunities:

Threats:

<ul style="list-style-type: none"> • Tourist season advantages for regions more affected by population increases • Making a “first impression” stick with returning consumers • Repeat client base is typical for these products • Presenting a premium experience will draw return consumers • General public acceptance will help word-of-mouth advertising • Licensees will all be on an equal footing with the regulatory bodies • Spreading the word of Nature’s Blend will work if the experience is good • History of consumer use is extensive and has a broad demographic • Building the “Brand” of Nature’s Blend • Need to abide by all regulations • Older consumers will return to use and will look for a premium experience 	<ul style="list-style-type: none"> • “What we don’t know, we don’t know” meaning unexpected things can happen and retailers must be prepared • Competition: five licensees, 66k population • Staff must provide superior service using experiential marketing and educational approach to convince consumers to return to the store • Product availability could be a problem based on expected shortages in the short term • Uneducated consumer base needs to be handled tactfully or they may not return • Window of opportunity to make an impact needs to be moved upon quickly • Who is the 800lb guerilla in the area that will cause most disruption? • Need to quickly manage troublesome consumers and report to peace officer
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ATTACHMENT No. 5 (16/26)
Business Plan

<ul style="list-style-type: none">• Education key to understanding THC and CBD characteristics• Eventual release of edibles and related products will enhance the market• Understanding the marketing regulations in depth will pay off• Accessories' sales may be profitable• Possibility of some retailers failing or not following regulations may open up expansion opportunities• The current trends and statistics are somewhat questionable – the truth?	<ul style="list-style-type: none">• Liquor Suppliers involvement in the Industry will be of a competitive nature• Won't want to risk being contrary to the regulatory specifics of the new laws• Government store in Kamloops only on-line source of product• Wages may be higher for cannabis sales staff and competition will occur
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2. Competitors and Types of Competition

- Medical Cannabis Dispenseries
- Home Grown Products
- Liquor Board stores
- Large Retail chains (ie Shoppers)
- Small Retail Chains
- Illegally sourced products locally
- Illegally sourced products from outside Canada
- On-line direct sales will have an impact

3. Competitors' Strengths and Weaknesses

Strengths:

- Existing client base established for some store operators in the area though they have to apply for a new, legal licence
- Operational experience while illegal may be a benefit or these previous retailers may not get a licence
- Some new stores have location proximities to major retail stores and Malls (Walmart, Costco etc)
- Larger funding injections could allow some stores to acquire more product, expand faster
- May be well-funded from unknown sources
- Large organizations like Shoppers DM and Liquor Boards will compete
- Prepared to expand to additional locations in BC
- May have existing retail experience

Weaknesses:

- Lack of adherence to rules and regulations in the past
- Locations may not provide the best "street" value
- Less experience running a business

ATTACHMENT No. 5 (17/26)
Business Plan

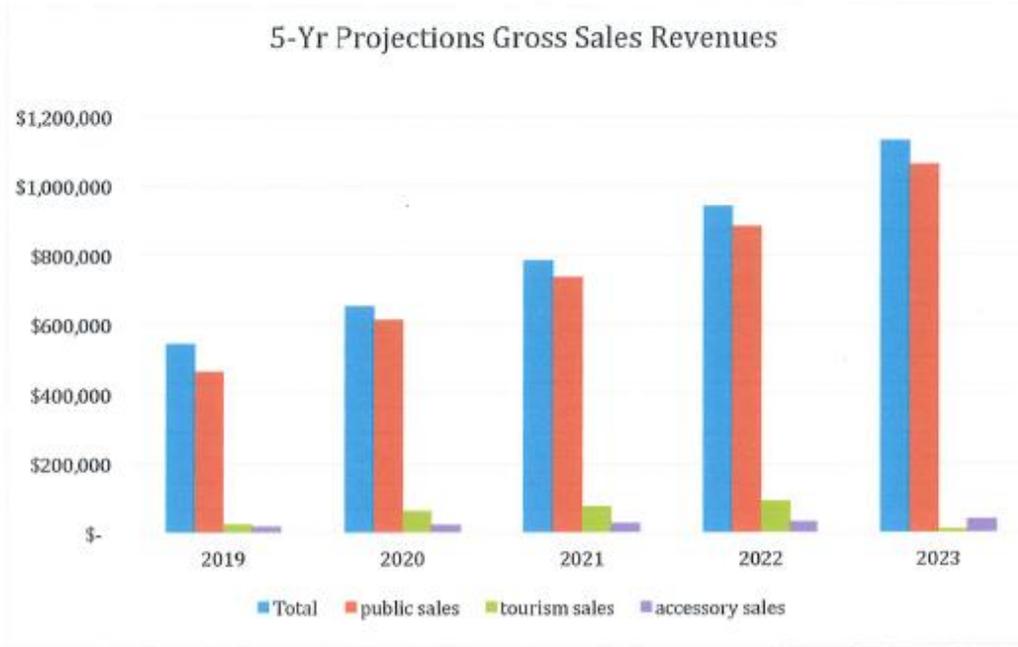
- May not have a comprehensive understanding of marketing limitations
- Owners may not be as hands-on with the store
- Additional sources of income for the owners
- Understanding the regulations in depth
- May not be well-funded to meet the needs
- May not be prepared for the security needed to prevent theft
- Links to organized crime will not get/keep a licence
- Current illegal stores will not have an advantage or guarantee of a licence
- Not allowed to sell non-cannabis related items of any kind except accessories
- Staff turnaround and training regulations will cause issues
- Cannabis inspectors will monitor retail operations

4. Competitive Advantage of Nature's Blend Ltd

- Know the Comox Valley territory very well
- Live in the area and contribute to the growth
- Manager-owner will be hands-on at the store
- Plans to offer a premium shopping experience
- Strategic plans to create an educational store culture
- Have strong business skills that will benefit the business
- Good location for walk-in traffic
- Approx 1/3 of population of the entire comox valley crosses the stores path each day.
- Are well funded to support the growth
- Quality of store
- Cleanliness of store
- Atmosphere and environment
- Friendly and educated staff
- Offers high caliber quality of store and design
- Is centrally located with large shopping malls and retail stores close by

ATTACHMENT No. 5 (18/26)
 Business Plan

D. SALES AND MARKETING



Five Year Gross Sales Projections:
 (this formula estimates a 20% annual increase years 2-5)
 (includes accessories and tourism sales)

Estimated Demand for Cannabis Products (chart "totals" include accessories):

*** 2019 (Year 1) Calculation (estimated):**

- 66,000 population (older area demographic) 100%
- 36,900 (adults 19+) of total population 60%
- 7,128 estimated consumers to use non-medical cannabis 18%
- 1,070 population estimated to buy on-line 15%
- 6,058 population remaining who will buy in-store
- 6 licensees in the Comox Valley Region
- 1010 consumers per store on average (could be +/-)
- \$545.00 annual average purchases by each consumer (\$45/mth)

\$545,320.00 Total annual (estimated) gross purchases per store
\$163,596.00 Total annual (estimated) net profits per store @ 30%
\$21,083.00 Total Monthly profits
\$7450.00 Total Monthly Expenses
\$13,633 Total monthly (estimated) net profits per store

ATTACHMENT No. 5 (19/26)
Business Plan

- **2020 (Year 2) Calculation (estimated):**
- **= \$ 654,384.00 Total annual (estimated) gross purchases per store**

- **2021 (Year 3) Calculation (estimated):**
- **= \$785,260.80 annual (estimated) gross purchases per store**

- **2022 (Year 4) Calculation (estimated):**
- **= \$942,312.96**

- **2023 (Year 5) Calculation (estimated):**
- **= \$1,130,775.55 Total annual (estimated) gross purchases per store**

- **5 year total of:**
- **= \$4,031,053.33 Total annual (estimated) gross purchases per store**

* These numbers are estimated as there are no previous, accurate sales numbers for non-medical cannabis sales

1. Customers

- Wide range of demographics will put pressure on the retail environment to service everyone
- Over the age of 19 years may purchase product with the proper ID
- Both young (19+) and old will be able to take advantage of the availability of legal, non-medical cannabis
- Older demographics may quite likely surprise the industry and possibly become a very large source of consumers
- Cannabis use could become "trendy" with the new laws and expand consumer the base into new markets

2. Suppliers

- A supplier has been selected by the government to fill the "first order" to get this business prepared for opening day
- The location in BC will be the store in Kamloops, BC
- The concern is that of enough product being available to serve the consumer needs that are expected
- Will the distribution center be able to supply the demand?
- How much competition to retailers will the Government store pose?

ATTACHMENT No. 5 (20/26)
Business Plan

3. Advertising and Promotion

There is confusion regarding the rights of retail cannabis stores to market their store(s). Things like packaging and use of a logo are restricted. Some of what company can do falls into the gray area. Some key points are as follows:

- Signage must comply with both federal and provincial laws
- Retail name must clearly state the type of business it is and not be misleading or indicate the store is associated with other stores
- May not use traditional or non-traditional names such as "apothecary", "pharmacy" or "dispensary"
- A green cross may not be reflected in any branding
- May not indicate that any relationship with the government is in place
- Licensee may not participate in internet discount promotions
- A Retail Licensee cannot act in the capacity of a Marketer in terms of relationships with federally licensed producers

THE SIGN SHALL READ: NATURE'S BLEND

4. Marketing

There are some aspects of a digital marketing plan that are absolutely necessary and approved for the store. This typically includes the website as a core component. The domain (www.naturesblendltd.com) is new so there is basically no Google "love" to help the ranking of the website. If one assumes the playing field is fairly equal that Nature's Blend will have an equal opportunity to make the demographic in the area aware of the store.

Experiential Marketing

- Experiential marketing will need to play an important role in establishing a good "first visit" experience for consumers and give them reason to return to purchase more product.
- Experiential marketing may be defined as creating a relationship between the brand (Nature's Blend) and consumers.
- This type of marketing can be very effective if implemented properly and can be particularly meaningful in a scenario regarding retail in the non-medical cannabis market.
- Traditional marketing techniques including: social media, blogs, signage, google-ads may not be approved at all, meaning retailers that best understand experiential marketing will have a great opportunity to rise to the top of the local sales outlets.
- When a consumer enters the store, it's like an on-line "impression", they quickly survey the store environment, displays, lighting, signage, staff and other aspects of the layout and if the impression is not good, the consumer may still decide to purchase.
- This is where the sale is won or lost and may impact future revenues for the store, therefore it drives the management and staff to present most effectively.
- The goals for Nature's Blend Ltd are to provide a pleasing atmosphere, well displayed information, a professional, presentable staff that is knowledgeable of the products.

ATTACHMENT No. 5 (21/26)
Business Plan

- Further goals will include product packaging that may allow for unique solutions to the purchases consumers make at the store and take with them.
- Staff needs to quickly read the consumer and try to accurately answer questions and educate the consumer.
- Store may offer iPads with information for consumers as they wait for service bringing a high tech, premium service.
- The consumer should be treated with excellent service during the first contact and make the first impression compelling to the consumer.
- This includes the visual signs of security including cameras and signage.
- Use alphabetical and color coordination to clearly mark and organize products for transparency.

The old saying... "you only have one chance to make a first impression", is very true when it relates to the experiential marketing process.

5. Available/Potential Tools

Website:

- Take advantage of website that will represent the Nature's Blends to the potential consumer base in the Comox Valley area
- Offer an informational website that helps educate consumers, provide cyber-security, ease of use and a great experience
- Need to take a 10,000 ft view of the demographic of the target audience while anticipating the needs of all consumers
- Content and Messaging is critical and wordsmithing is very important here as we are trying to focus on the demographic to be served
- Needs to be modern looking and both educate and inform about the unique business value of Nature's Blend
- Professional images, videos will add vitality to the site – these need to have the right resolution for web design purposes
- Need to insure SEO (search engine optimization) is properly set up in the beginning of the launch in order to gain the best ranking with search engines
- Content is a relatively inexpensive way to improve search engine rankings and should tie heavily into the local traffic as well as the tourism market
- Cost of a basic website estimated at \$2,500.00 (non e-commerce)
- Many assets within the website to disseminate information to the target demographic
- It will be important to capture images of store and employees that can demonstrate the professional and "Premium" identity of the business

Google Maps:

- This will become an effective means of educating consumers on the location of the Nature's Blend Ltd store

ATTACHMENT No. 5 (22/26)
Business Plan

- The downside of course is the fact that most retail cannabis stores will likely be listed on Google maps as well
- Will allow consumers to search for cannabis stores on line and find the location of Nature's Blend Ltd
- With the restrictions on types of advertising methodologies that are acceptable, consumers are still able to find the store location through a search on the internet

Social Media:

- Need to determine if there are some forms of social media allowed under the new government regulations
- There may come a time when some controlled versions of social media may be implemented and this is important to the store

Google ad-words:

- Need to determine if there are some forms of ad-words allowed under the new by-laws
- There may come a time when some controlled versions of Google ad-words may be implemented and this is important to the store

Blogs:

- 1-2 /wk typical with topical, original content, educational, not marketing oriented
- Within the capabilities of Nature's Blend employees – internal contributors
- Search engines look for well-written, error-free content
- Consistency is critical for these campaigns to work
- May increase site traffic fairly easily, depending on intensity
- Costs to be included in social media campaigns range depending on budget
- Cost per outsourced blog with original content \$25-75 each, dependant on topic

Printed Materials:

- Need to produce a professional brochures (rack card, printed brochures) that follows the guidelines and regulations set forth by the Government Regulations
- An area of the store will focus on education and awareness
- Store material needs to conform with Government Regulations
- This is an opportunity to provide educational and information data regarding the practices of the Industry
- The brand of the store may be promoted through the use of printed material and is a take-away for those consumers looking for more details

Associations:

- Chambers of Commerce
- Cost to join local Chamber approximately \$300/yr

ATTACHMENT No. 5 (23/26)
Business Plan

- Business Networks
- Cannabis Associations and Events
- Tourism
- Networking Events

E. OPERATING PLAN AND FINANCES

1. Business Location & Requirements

tbd by owner

2. Equipment, Technology, Environment

tbd by owner

3. Pro-Forma (Cash Flow Spreadsheet)

See attached Cash Flow spreadsheet

F. HUMAN RESOURCES PLAN

Bio of President, Patricia Cury:

Patricia Mazzucca Cury was born and raised in Brazil and now is a Canadian citizen. Cury finished her bachelor's degree in physiotherapy and has a Diploma in Marketing as well. While in Brazil, Cury worked with her parents in their grocery store chains. She learned every aspect on how to run a business.

After finishing her degree, she decided to live abroad to learn English and her journey to Canada started in 2005. Cury arrived in Canada with virtually no spoken English. After learning the language, she got a Diploma in Hospitality Management.

After some time, Cury decided to open her own business in Canada. Cury started an

ATTACHMENT No. 5 (24/26)
Business Plan

agency that helped international students get enrolled in ESL schools, Colleges and Universities. They also sold insurance, organized trips for students, and promoted and executed events. Cury owned the business for 3 years and sold her shares to a former business associate.

After living in Canada a few years, she became a permanent resident of Canada and a few years later, a Canadian Citizen. This was one of the proudest accomplishments of her life, thus far. When one experiences the things a foreigner goes through, one has a better idea of what it means to become a Canadian Citizen and many people take it for granted. With her life changing rapidly, Cury felt more freedom and decided to do something different than the "ordinary".

She moved to the Island and opened "Ibuild", which is a construction business. The real estate industry in Canada, has been booming and caught her attention. She developed the extra courage to change careers, industry and cities. Cury's Dad is a civil engineer in Brazil and he has built, bought and sold multiple properties. He was very proud of her when she started building houses here in Canada.

Business has been amazing and now another irresistible opportunity came to her attention. On October 17th, 2018, Recreational Cannabis became legalized in this country.

In her opinion, "it's the decade's most amazing event. I believe it will be a successful retail store and I truly respect the steps, regulations and time that it will take to apply and receive a license for a recreational cannabis retail store".

"It is such a new thing and I understand every little concern the Provinces and Municipalities have. I am a driven and motivated entrepreneur and will continuously seek to invest time and energy into opportunities within this emerging industry in Canada".

Bio of typical employee personality, character traits:

- Must be extremely knowledgeable in the distinction between all types of legal cannabis products
- Should be aware of the local geography and places of interest as well as the consumer base that will come into the store
- Must be service oriented to handle all types of demographics that may visit the store and need some guidance
- Must know the Government Regulations on how to handle disruptive consumers included those high or drunk or combative
- Must be able to explain the Government Regulations as they would effect the average person entering the store
- Must be professional and presentable – we will provide a uniform of some kind to present a consistent and professional appearance.
- Must be able to pass a criminal records check (CRC) prior to employment and have any other certificates required of non-medical cannabis product sales

ATTACHMENT No. 5 (25/26)
Business Plan

- Must be prepared to take additional training that will be made available to retail store owners and staff
- Must not allow minors in the store at any time, for any reason
- Must not give out samples or test the products in the store for any reason, subject to serious fines
- Must not offer any special pricing whether to friends, relatives, associates or for any other reason
- Must exemplify the highest level of courtesy to consumers and welcome them into the store with a friendly attitude
- Should be willing to spend time with consumers when possible as some may be trying cannabis for the first time

G. ACTION PLAN

1. Action Plan and Timetable

1. Prepare Business Plan by Oct 17, 2018
2. Submit Licence Proposal Oct 17, 2018
3. New Website in place - December 2018
4. Prepare approved Store displays and layout – November/December 2018
5. Have a records keeping system in place – prior to opening
6. Have secure storage for product – prior to opening
7. Design all marketing materials – ie logo, packaging, printed information
8. Install inside/outside lighting and security – November 2018
9. Hire Staff for January 2019 opening – Nov/Dec 2018
10. Decide on and order uniforms if required for staff
11. Train Staff on all aspects of legal, non-medical cannabis regulations
12. Place first order of product – November 2018
13. Place secondary orders – December 2018

ATTACHMENT No. 5 (26/26)
Business Plan

14. Open Store – January 2019

SUMMARY

Nature's Blend Ltd is fully engaged in the goal of opening a retail cannabis store in the Comox Valley in the new year (2019). Preparations have been underway for some time and the management is planning to have all details ready for the submission of the licence on October 17th, the follow up and the readiness of the new location once approved.

A great deal of work went into understanding the government regulations in this emerging new business opportunity. This is critical to a successful launch of the store. Advance efforts in terms of the location, the layout of the store, the goals for the business, the employees, first order placement and many more aspects of this business.

In order to demonstrate that the principle owners understand the market and the opportunities, Nature's Blend Ltd has contracted with an experienced company to put together the Business Plan prior to the application for Licence.

The non-medical cannabis market is very new and we will have to see how the market rolls out and if it can be managed properly without any major set-backs. There are some very exciting times ahead for those with the ability to adhere to the Regulations and Guidelines set forth by the Federal and Provincial Government.

On October 17th, the demand will be high. It is expected that the first stores in place will be able to take advantage of the consumer demand and have the right product on the shelf.

October, 2018

ATTACHMENT No. 6 (1/1)
Public Information Meeting Summary

Beatson, Dana

From: Nature's Blend [REDACTED]
Sent: February-25-19 2:57 PM
To: Setta, Tatsuyuki; Blamire, Susan
Subject: Signed sheet info meeting Nature's Blend
Attachments: Scan Feb 25, 2019.pdf

Hi Tatsuyuki and Sue, how are you doing?

Please find attached below a copy of the sign-in sheet from my Public Information Meeting that was on February 22nd between 5-7pm, in regards to the rezoning application of Recreational Cannabis Store Licence.

All comments and feedbacks were mostly positive and very supportive.

One lady from the surrounding residential building behind the store was concerned about people smoking on the premisses.

I informed them that there is a zero tolerance for use of product on the premisses and surrounding property. I also informed them that there will be 'no smoking signs' posted around the building and store and informed them about all the security cameras to be installed in the store as well. Furthermore my intention is to hire after hours security via Footprint Security outfit and my employees will also have a security certification.

This suppressed their concerns immediately.

Regards,
Patricia

Please let me know if you need anything else.

ATTACHMENT No. 7 (1/7)
Public Sign in Sheet and Public Comments

PUBLIC INFORMATION MEETING-SIGN IN SHEET

NATURES BLEND 103-2270 Cliffe Ave
Application 3360-20-1903 **FEBRUARY 22 2019**

NAME	ADDRESS
	#334 2300 Mansfield Drive
	#216 2300 Mansfield Drive
	333- 2300 Mansfield Drive
	#106 2270 Cliffe Ave Courtenay, B.C.
	#110-2270 Cliffe Ave Courtenay B.C. J02-150

ATTACHMENT No. 7 (2/7)
Public Sign in Sheet and Public Comments

Beatson, Dana

From: [REDACTED]
Sent: February-21-19 1:45 PM
To: PlanningAlias
Subject: application: 3360-20-1903
Attachments: City Hall letter.docx

My letter is attached.
Thank you.

[REDACTED]

*Do your little bit of good where you are; it's those little bits of good put together that overwhelm the world. -
Desmond Tutu*

Application Number: 3360-20-1903
Applicant- Nature's Blend Ltd
Address - #103 – 2270 Cliffe Avenue, Courtenay

I am writing to express my concerns about the application to open a Storefront Cannabis Retailer at the above address.

We presently have a pub and liquor store (Whistlestop) across the street from us. The application to create a Brew Pub (ACE) has been approved, and this will bring more traffic into our street. Mansfield Drive has a constant stream of traffic on the weekends as people drive to the Rotary Park and the Airpark. During the week the traffic increases considerably around 3:00p.m. as people drive to the airpark to walk their dogs. And then we also have the 100 condo units (and cars) at Trumpeter's Landing and the traffic that goes around the corner to the other residential developments.

The proposed Cannabis shop raises two issues for me.

1. There is a proposal for a cannabis shop in Driftwood Mall, which is nearby and has plenty of parking. Surely this shop would be close enough that we do not need a second shop.
2. This third retailer, on our street, where one can purchase "soft drugs" (which includes alcohol, in my opinion), will create even more traffic in what is already a very busy intersection.

It is next to impossible to make a left hand turn from Mansfield onto Cliffe Avenue at this location. Turning from Cliffe onto Mansfield is also risky as there are drivers who are trying to turn left onto Cliffe in those brief moments when I am trying to turn left onto Mansfield. And crossing the street is next to impossible since very few people (a) drive the speed limit and (b) will actually stop or slow down when I try to cross at the street corner.

I respectfully request that the City Council reflect on these concerns as they consider the Nature's Blend application.



#244 – 2300 Mansfield Drive
Courtenay

ATTACHMENT No. 7 (3/7)
Public Sign in Sheet and Public Comments

Beatson, Dana

From: Melanie Dowhan <mdowhan@telusplanet.net>
Sent: February-22-19 10:06 AM
To: PlanningAlias
Subject: Feedback re Storefront Cannabis Retailer on Cliffe Avenue

Good afternoon,

My name is [REDACTED] and I own a condo in Trumpeters Landing #234-2300 Mansfield Drive.

I received a notice regarding a Public Information Meeting being held Feb 22, 2019 regarding the application by Nature's Blends Ltd to open up a retail cannabis store at 103-2270 Cliffe Avenue.

I wish to express my objection to allowing Nature's Blends or any other cannabis retailer opening up a storefront cannabis store in that location so close to my residence.

My concerns include: the increase in foot and vehicular traffic, potential loitering and noise, all of which have the possibility of decreasing property values as well as posing safety and security issues close to my residential condo complex.

There is already The Whistle Stop pub nearby and Ace Brewing will be opening up on Mansfield Drive. With the addition of the cannabis retail store, how would these concerns be dealt with by the retailers according to City by-laws?

In addition, what is the City of Courteney's plan to deal with potential loitering, noise and other security issues that come with having the pub, the brewery/lounge, and the cannabis store so closely located to each other and to my residential condo complex? How will the retail store ensure security and prohibit loitering and noise near the store and along the boundary between the complex and the business? There have already been complaints and concerns about noise from the nearby pub at closing time.

I think that a cannabis retail storefront would be better suited in a more dense retail location elsewhere rather than near a residential condo complex.

Thank you for your time.

[REDACTED]

ATTACHMENT No. 7 (4/7)
Public Sign in Sheet and Public Comments

102-2270 Cliffe Ave.,
Courtenay, B.C.
V9N 2L4
Tel: 1 (250) 897-0502
Fax: 1 (250) 897-0503

RECEIVED
FEB 25 2019

CITY OF COURTENAY

Without Prejudice

February 15th, 2019

NATURE'S BLEND Ltd.-Application #3360-20-1903

Here we are - after 27years in this location it is now time to be blessed with a pot shop next door

Many of our customers arrive here with their children ranging in age from infants to 17 and we are expecting that many will not return after seeing that cannabis will be sold next door. In addition the air park, where the children frequent the town's play ground, is less than a block and one-half away and it appears that little thought has been given to it's location, where no doubt the clients of Nature's Blend could easily end up while enjoying their "Premium Experience".

We are concerned with the fact that "Pot Smoking" is governed by the same rules as tobacco. Smoking in the back hallway area and under the front canopy beside the entrance doors has been a problem for years and when the tobacco smoke rules are mentioned they are usually met with indignation. Out of interest how many tickets have ever been issued to smokers in the City of Courtenay for the above reasons?.

As far as providing a "premium experience" to future customers and community it may be true for the customer but we believe it is a blight on the community. Why are five pot shops needed here? We guess it boils down to licence fees which no doubt will result in the altered Zoning to accommodate this type of operation. If our landlord had taken the time to inquire we would have given them our opinion, but again, it boils down to money.

ATTACHMENT No. 7 (5/7)
Public Sign in Sheet and Public Comments

Date of PUBLIC INFORMATION MEETING/"Open House"-Feb 22, 2019
Application Number: 3360-20-1903
Applicant- Nature's Blend Ltd
Address- 103, 2270 Cliffe Ave, Courtenay, BC, V9N 2L4

COMMENT SHEET INFO:

Name: [REDACTED]

Address: 334 2300 MANSFIELD
COURTENAY BC
V9N 3S3

Phone: [REDACTED]

Nature's Blend Ltd has applied to the City of Courtenay for Proposed Zoning Amendment. 103-2270 Cliffe Ave is presently zoned C-2. An application has been made to allow a text amendment to the Commercial Two Zone(C-2) to allow "Storefront Cannabis Retailer" as a permitted use in this location.

COMMENTS or QUESTIONS:

I fully support this application.

RECEIVED
FEB 28 2019
CITY OF COURTENAY

ATTACHMENT No. 7 (6/7)
Public Sign in Sheet and Public Comments

PUBLIC INFORMATION MEETING

Date of PUBLIC INFORMATION MEETING/"Open House"-Feb 22, 2019
Application Number: 3360-20-1903
Applicant- Nature's Blend Ltd
Address- 103, 2270 Cliffe Ave, Courtenay, BC, V9N 2L4

COMMENT SHEET INFO:

Name: [REDACTED] Email: [REDACTED]
Address: # 334 [REDACTED] Phone: [REDACTED]
2300 Mansfield Dr

Nature's Blend Ltd has applied to the City of Courtenay for Proposed Zoning Amendment. 103-2270 Cliffe Ave is presently zoned C-2. An application has been made to allow a text amendment to the Commercial Two Zone(C-2) to allow "Storefront Cannabis Retailer" as a permitted use in this location.

COMMENTS or QUESTIONS:

I am in support of this Application

[REDACTED]

RECEIVED
FEB 28 2019
CITY OF COURTENAY

ATTACHMENT No. 7 (7/7)
Public Sign in Sheet and Public Comments

PUBLIC INFORMATION MEETING

Date of PUBLIC INFORMATION MEETING/"Open House"-Feb 22, 2019
Application Number: 3360-20-1903
Applicant- Nature's Blend Ltd
Address- 103, 2270 Cliffe Ave, Courtenay, BC, V9N 2L4

RECEIVED
MAR 08 2019
CITY OF COURTENAY

COMMENT SHEET INFO:

Name: [REDACTED] Email: [REDACTED]
Address: #216 2300 Mansfield Dr Courtenay Phone: [REDACTED]

Nature's Blend Ltd has applied to the City of Courtenay for Proposed Zoning Ameddent. 103-2270 Cliffe Ave is presently zoned C-2. An application has been made to allow a text amendment to the Commercial Two Zone(C-2) to allow "Storefront Cannabis Retailer"as a permitted use in this location.

COMMENTS or QUESTIONS:

The applicants have carefully explained how the security of the premises will be maintained, as well as how they can support the protection of our property and have an interest in maintaining a community spirit in the area.

As a property owner in close proximity to this location I have confidence that their business will be a tasteful complement to the current strip mall.

ATTACHMENT No. 8 (1/1)
Notification of Company Name Change

From: Frey, Tanya Lynn LCRB:EX [<mailto:TanyaLynn.Frey@gov.bc.ca>]
Sent: May-29-19 1:53 PM
To: Setta, Tatsuyuki
Cc: 'Nature's Blend Ltd'
Subject: Change in Establishment Name Request for Job 001888

Good Afternoon,

Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Nature's Blend Ltd.
Proposed Establishment Name: Nature's Blend to The Patchi
Proposed Establishment Location: 103-2270 Cliffe Ave in Courtenay

Please be advised the applicant for the above proposed non-medical cannabis retail store has requested notification that their name has changed from **Nature's Blend Ltd.** to **The Patchi** on May 29, 2019.

If you have any questions regarding this application please contact me at 778-698-3135 or
TanyaLynn.Frey@gov.bc.ca.

Kind Regards,
Tanya

Tanya Frey

Senior Licensing Analyst | Liquor and Cannabis Regulation Branch | Ministry of Attorney General
Ph: 778-698-3135 | **e:** TanyaLynn.Frey@gov.bc.ca | **m:** PO Box 9292, Stn Prov Govt, Victoria BC V8W 9J8

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 11th Street Road End Land Exchange

File No.: 0940-20
Date: June 17, 2019

PURPOSE:

The purpose of this report is for Council to consider an extension to the Land Exchange Agreement with Mr. Mike Laver for a portion of the 11th Street Road End adjacent to the Courtenay River.

CAO RECOMMENDATIONS:

That based on the June 17, 2019 staff report, "11th Street Road End Land Exchange" Council direct staff to work with the City's solicitor and Mr. Laver to extend the existing agreement for another two years; and That Mr. Laver be required to obtain an updated land appraisal for the property.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In the fall of 2017 the City entered into a sales agreement with the land owner (Mr. Laver) adjacent to the 11th Street Road end. The intent of the agreement was to sell the City land to Mr. Laver (less the riparian area) for the purpose of consolidating it with his existing properties to build a seniors facility. The agreement has a number of conditions precedent to the sale and a two year window to complete those requirements. The deadline for completion is September 30th 2019. At this point Mr. Laver has not begun the necessary processes including subdivision, rezoning and development permit. Given there are only three months remaining, it is not possible to meet this deadline and the agreement will expire.

A copy of the current agreement is included in Attachment No.1 to this report. As outlined in the agreement the proposal is to sell only the portion of land (approximately 600m² in area) that is outside the 30m riparian zone and floodplain setback. Additionally, the agreement requires dedication of an equivalent amount of land for waterfront access. As outlined in the sketch plan attached to the agreement this will be an approximately 8.4m strip of land on the northern edge of the property.

DISCUSSION:

Mr. Laver has indicated that at this point there are a number of people interested in developing the property. Correspondence provided by Mr. Laver is included in Attachment No. 2. Given this potential

interest Council may wish to consider that the agreement be renewed and extended for another two years with an end date of September 30th, 2021.

If Council wishes to consider renewal staff suggest Mr. Laver be required to obtain another land appraisal to ensure the City is receiving current fair market value for the land.

Alternatively, Council may not wish to approve an extension to the agreement with Mr Laver, and instead wish to consider including this City property into the City's Land Acquisition and Disposition Strategy.

FINANCIAL IMPLICATIONS:

Pursuant to the agreement all costs associated with this land exchange will be paid by Mr. Laver. In 2017 Mr. Laver deposited \$5,000 with the City to cover the City's legal costs related to this project. To date \$3,150.00 remains deposited.

ADMINISTRATIVE IMPLICATIONS:

Staff have previously spent approximately 30 hours on the request from the original agreement in 2017. The preparation of this report took approximately 3 hours. Should Mr. Laver find a proponent to develop the property additional time will be required for the road closure bylaw process and development approvals.

ASSET MANAGEMENT IMPLICATIONS:

There are no immediate asset management implications with this request. There is a storm drain within the closed road area that may need relocation depending on the final development plan. This will be done at the expense of Mr. Laver.

STRATEGIC PRIORITIES REFERENCE:

The following section of the City of Courtenay 2019-2022 Strategic Priorities applies to this proposal.

We support diversity in housing and reasoned land use planning

- Assess how city-owned lands can support our strategic land purchases and sales.

OFFICIAL COMMUNITY PLAN REFERENCE:

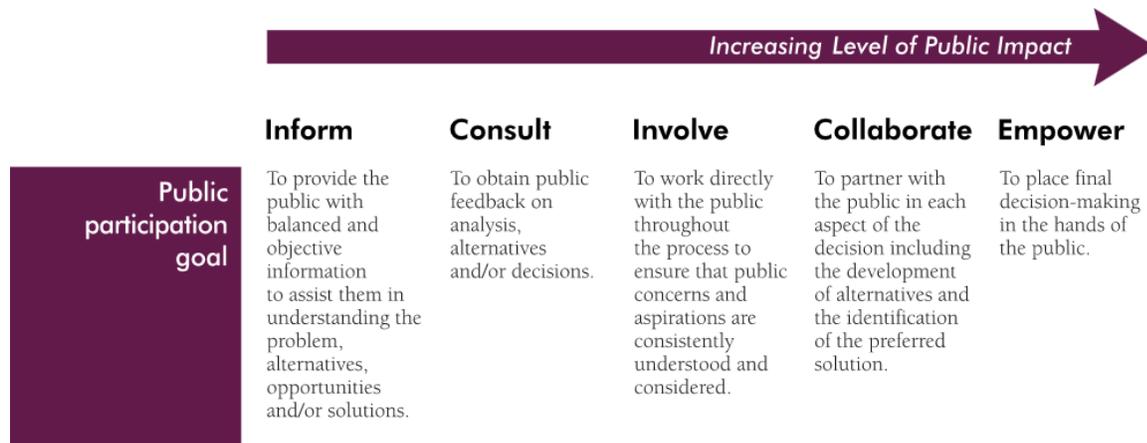
Not specifically referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not specifically referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Should the project proceed there will be a road closure and land disposition notification. Staff will **consult** the public during those processes based on the IAP2 Spectrum of Public Participation:



OPTIONS:

- OPTION 1:** That based on the June 17, 2019 staff report, "11th Street Road End Land Exchange" Council direct staff to work with the City's solicitor and Mr. Laver to extend the existing agreement for another two years; and
That Mr. Laver be required to obtain an updated land appraisal for the property.
- OPTION 2:** Allow the existing agreement to terminate and direct that this City property be included into the City's Land Acquisition and Disposition Strategy.
- OPTION 3:** Request additional information (to be specified) prior to making a decision.

Prepared by:



Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

- Attachment No 1. – Existing agreement for land exchange
Attachment No. 2 – Correspondence from Mr. Laver

Attachment No 1. Existing agreement for land exchange

AGREEMENT FOR LAND EXCHANGE

THIS AGREEMENT is dated for reference the 31 day of October, 2017

BETWEEN:

THE CORPORATION OF THE CITY OF COURTENAY, a municipal corporation incorporated under the *Community Charter* and having an address of 830 Cliffe Avenue, Courtenay, British Columbia, V9N 2J7

(the "City")

AND:

MICHAEL WESTERN LAVER, 125 - 11th Street Courtenay, British Columbia, V9N 1S2

(the "Owner")

WHEREAS:

- A. The City has ownership and possession of certain lands dedicated as highway and defined in this Agreement as the "Closed Road" which it is prepared to close as highway;
- B. The Owner is the registered owner in fee simple of the lands and premises having a civic address at 125 – 11th Street, Courtenay, British Columbia, and legally described as:

Parcel Identifier: 000-762-776, LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204

(hereafter, "Lot A");

- C. The City has agreed to transfer the Closed Road to the Owner for consolidation with Lot A on the terms and conditions of this Agreement;
- D. The Owner has agreed to transfer a portion of Lot A defined in this Agreement as the "Laver Exchange Land" on the terms and conditions of this Agreement;

NOW THEREFORE in consideration of the premises and payments of this Agreement and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

Defined Terms

- 1. In this Agreement, words are defined as follows:

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Page 2 of 14

- (a) **“Agreement”** means this agreement, any schedules attached hereto and any amendments agreed to by the parties;
- (b) **“Business Day”** means a day that is not a Saturday, Sunday or statutory holiday in British Columbia;
- (c) **“Bylaw”** means a bylaw to close to traffic those lands constituting the Closed Road and removing its dedication as highway pursuant to section 40 of the *Community Charter*;
- (d) **“City”** means the City of Courtenay, British Columbia;
- (e) **“Closed Road”** means those lands consisting of part of the road end of 11th Street in Courtenay, British Columbia dedicated as highway and outlined in bold black in Schedule A having an area of approximately 600 square meters, which area shall be formally demarcated by Subdivision Plan in accordance with all requirements of the *Land Title Act*;
- (f) **“Community Charter”** means the *Community Charter*, SBC 2003, c. 26, as amended;
- (g) **“Completion Date”** has the meaning specified in clause 5 of this Agreement;
- (h) **“Consolidation Plan”** means a survey plan and supporting documentation necessary to consolidate the Closed Road with the remainder of Lot A;
- (i) **“Extension Agreements”** means those agreements which extend City and utilities charges and encumbrances over the Closed Road;
- (j) **“GST”** means Goods and Services Tax payable under the *Excise Tax Act* (Canada);
- (k) **“Land Title Act”** means the *Land Title Act*, RSBC 1996, c. 250, as amended or re-enacted from time to time;
- (l) **“Lot A”** means the lands and premises municipally described as 125 11th Street, Courtenay, British Columbia and legally described as PID: 000-762-776, LOT A, SECTION 69, COMOX DISTRICT, PLAN 32204;
- (m) **“LTO”** means the Victoria Land Title Registry;
- (n) **“Laver Exchange Land”** means the lands forming part of Lot A and outlined in bold black in Schedule A having an area of approximately 600 square meters, which area shall be formally demarcated by Subdivision Plan in accordance with all requirements of the *Land Title Act*;
- (o) **“Owner”** means Michael Western Laver and any successor in title to Lot A;

{00426559; 5 }

Page 3 of 14

- (p) **"Permitted Encumbrances"** means the reservations and exceptions contained in section 50 of the *Land Act*, RSBC 1996, c. 245, as amended;
- (q) **"Property Transfer Tax"** means the tax payable for the transfer of the Closed Road to the Owner under this Agreement and the *Property Transfer Tax Act*, RSBC 1996, c. 378, as amended;
- (r) **"Seniors Facility"** means a seniors housing facility that is intended to be designed, built and operated on Lot A;
- (s) **"Subdivision Plan"** means a survey plan and supporting documentation necessary to subdivide the Closed Road and Laver Exchange Lands in accordance with the requirements of the *Land Title Act*; and
- (t) **"Transfer"** means a Form A transfer transferring the Closed Road to the Owner.

Transfer of Laver Exchange Land

- 2. On the Completion Date, the Owner will transfer the lands comprising the Laver Exchange Land which lands will be legally defined by Subdivision Plan and through the subdivision process.

Transfer of Closed Road

- 3. On the Completion Date, the City will transfer to the Owner all of its right, title and interest in and to the Closed Road, which Land will be legally defined by Subdivision Plan and through the subdivision process.

Valuation of Closed Road, Laver Exchange Land and Cash Payment by Owner for Net Value of Closed Road

- 4. The parties agree that:
 - (a) the lands comprising the Closed Road has an appraised value of \$129,000 and that sum represents the fair market value of the Closed Road; and
 - (b) the lands comprising the Laver Exchange Land has an appraised value of \$129,000 and that value represents the fair market value of the Laver Exchange Land; and
 - (c) on the Completion Date, no monies will be payable by either party to the other party, other than those payments required of the Owner under clauses 12, 13 and 14 of this Agreement.

Completion Date

- 5. Unless otherwise agreed, the transactions contemplated by this Agreement will complete on the date that is 30 days after the conditions precedent in clause 8 have been

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Page 4 of 14

satisfied, but if that date is not a day on a Business Day on which the LTO is open for business in the ordinary course, the closing will take place on the next Business Day after that date on which the LTO is open for business in the ordinary course. The parties agree that they will endeavour to complete the transactions contemplated by November 30, 2017 and if they are unable to do so, they confirm that time is of the essence in accordance with clause 23 of this Agreement.

Consolidation Plan and Closed Road Improvements

6. The parties agree that:
 - (a) the Owner shall, at his sole cost and expense, arrange for the preparation and execution of a Consolidation Plan and Subdivision Plan all, subject to the approval of the City's Approving Officer in his absolute discretion, in form sufficient for registration at the LTO together with any consents or approvals which may be required in connection therewith;
 - (b) the City shall, at the parties' equally shared cost and expense, determine which charges require extension over the Closed Road and the City will prepare and arrange execution of the necessary Extension Agreements; and
 - (c) the Owner may in his discretion, at his sole expense, relocate the storm drain within the Closed Road area to a new location subject to all necessary permits, approvals and City requirements.

Value of Laver Exchange Land and Owner's Consideration equivalent to value of Closed Road

7. The parties acknowledge and agree that the value of the Laver Exchange Land to be transferred under clause 2 and the consideration payable by the Owner to the City under subclause 4(c) is equivalent to the value of the Closed Road to be transferred under clause 3 of this Agreement.

Conditions Precedent

8. The City's obligation to transfer the Closed Road is subject to the following conditions precedent, all of which, unless otherwise agreed by the parties, shall be satisfied on or before September 30th, 2019 or within 30 days of the date that the Owner obtains all necessary permits and approvals for the construction of the Seniors Facility, whichever is sooner, or such other date agreed in writing by the parties:
 - (a) the Council of the City, in its sole discretion, will have adopted all resolutions and bylaws necessary to carry out the terms of this Agreement including the Bylaw;
 - (b) the Subdivision Plans and the Consolidation Plan have been executed by all required signatories and have been approved by the Approving Officer and any other approving authority having jurisdiction of the Subdivision Plans and the

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Page 5 of 14

Consolidation Plan including, without limitation, the Agricultural Land Commission, if applicable;

- (c) all utilities and government entities that may require an Extension Agreement have approved of the closure of the Closed Road as highway and executed such Extension Agreements as may be necessary in connection with this Agreement;
- (d) the province of British Columbia and all applicable governmental authorities have provided their approval for the closure of the Closed Road as highway;
- (e) the Council of the City, in its sole discretion, will have adopted all resolutions and bylaws;
- (f) the City shall have otherwise complied with all of its statutory obligations in connection with this Agreement; and
- (g) the Owner shall have obtained all necessary permits and approvals for the construction of the Seniors Facility.

The parties agree that the conditions precedent in this clause 8 are for the benefit of the City and may only be waived or amended with the City's written consent. If the City has not given notice to the Owner of the fulfilment or waiver of the condition precedent in this clause 8, this Agreement shall be null and void and of no force and effect.

Permitted Encumbrances

- 9. The City will transfer the Closed Road to the Owner free and clear of all liens, charges and encumbrances other than the Permitted Encumbrances.

Possession

- 10. On the Completion Date,
 - (a) the City will convey the estate in fee simple of the Closed Road to the Owner free and clear of all liens, charges and encumbrances except for the Permitted Encumbrances and give vacant possession of the Closed Road to the Owner, subject only to the Permitted Encumbrances; and
 - (b) the Laver Exchange Land will be transferred to the City free and clear of all liens, charges and encumbrances except for the Permitted Encumbrances.

Adjustments

- 11. No adjustments will be made for the transfer of the Laver Exchange Land or the transfer of the Closed Road under this Agreement.

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Costs

12. The parties agree that the Owner will be responsible for all costs incurred in connection with this Agreement and the matters contemplated herein including all legal costs incurred by the City in connection with this Agreement and all costs incurred by the City for in connection with this Agreement including any costs incurred by the City under clause 15 (including survey and related costs) and the City's advertising and administration in connection with this Agreement.
13. For greater certainty:
 - (a) the Owner will be responsible for and pay all of the costs incurred for the transactions contemplated by this Agreement including without limitation all legal, survey, LTO registration costs, and all costs relating to any rezoning and the closure and removal of highway dedication of the Closed Road; and
 - (b) the parties agree that the Owner has provided a \$5,000 deposit to the City which funds shall be payable to the City on the Completion Date and credited against the Owner's costs under clauses 12 and 14 and this clause 13.

GST and Property Transfer Tax

14. In respect of GST:
 - (a) the Owner will pay the Property Transfer Tax payable in connection with the transfer of the Closed Road from the City to the Owner;
 - (b) the Owner will pay to the City the GST applicable for the Closed Road and the City will be responsible for paying any GST payable in connection with the transfer of the Closed Road and if GST is payable in respect of the transfer of the Closed Road and will remit the GST directly to the Receiver General of Canada; and
 - (c) the City will be responsible for paying any GST or Property Transfer Tax payable in connection with the transfer of the Laver Exchange Land and if GST is payable in respect of the transfer of the Laver Exchange Land, the City warrants and represents that it is registered for GST purposes under registration number 89723 8671 and will remit the GST directly to the Receiver General of Canada.

Closing Documents

15. Not later than seven days prior to the Completion Date:
 - (a) the City will prepare and deliver to the Owner's solicitor the following documents:
 - (i) a Transfer, in triplicate, transferring the Closed Road to the Owner and a Property Transfer Tax return each for execution by the Owner;

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Page 7 of 14

- (ii) the reference plan for the closure of the lands comprising the Closed Road and a certified copy of the bylaw authorizing the closure of the lands comprising the Closed Road; and
- (b) the Owner will prepare and deliver to the City's solicitor the following documents:
 - (i) the duly executed Subdivision Plans and all documents necessary to subdivide and transfer the Laver Exchange Land; and
 - (ii) the duly executed Consolidation Plan, Extension Agreements and all documents necessary to consolidate the Closed Road with the remainder of Lot A.
- 16. Upon receipt of the documents detailed in subclause 15(a), the Owner will then execute and return the Transfer and Property Transfer Tax return to the City's solicitor on undertakings satisfactory to the City's solicitor and the Owner's solicitor.

Closing Procedure

- 17. The City will cause its solicitor to apply to register the following documents in the LTO on the Completion Date, in the order listed below and on an "all or nothing" basis:
 - (a) the Bylaw and its associated reference plan;
 - (b) the Form 17 to raise title to the Closed Road in the name of the City;
 - (c) the Form 17 to apply to cancel the Province's right of resumption in the Laver Exchange Land;
 - (d) the Transfer and associated Property Transfer Tax Return and cheque;
 - (e) the Consolidation Plan, with application form;
 - (f) the Extension Agreements, if any;
 - (g) the Subdivision Plans; with application form; and
 - (h) such other documents as may be necessary to carry out the terms of this Agreement; and

the parties agree that funds detailed in clause 4(c) of this Agreement shall be held in trust by the City's solicitor until the documents have been submitted for registration at the LTO.

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Risk

18. The lands comprising the Closed Road will be at the City's risk until the acceptance of the Transfer for registration in the Victoria Land Title Office and thereafter at the Owner's risk.
19. The lands comprising the Laver Exchange Land will be at the Owner's risk until the acceptance of the Subdivision Plans for registration in the Victoria Land Title Office and thereafter at the City's risk.

Warranties, Representations and Acknowledgements

20. The City warrants and represents to the Owner that:
 - (a) on the Completion Date, the City will have good, safe holding and marketable title to the lands comprising the Closed Road in fee simple, free and clear of all liens, charges and encumbrances except the Permitted Encumbrances;
 - (b) on the Completion Date, all taxes, rates, levies and assessments in respect of the lands comprising the Closed Road will be paid in full;
 - (c) neither the execution of this Agreement nor its performance by the City will result in a breach of any statute, bylaw or agreement affecting the City or the lands comprising the Closed Road;
 - (d) there is no claim or litigation pending or threatened against the City which would affect the right of the City to transfer the Closed Road to the Owner or the right of the Owner to acquire the Closed Road;
 - (e) it has not entered into any agreement that will affect the Closed Road or its use and it will not do so between the date of this Agreement and the Completion Date, without the prior written consent of the Owner;
 - (f) it has complied with and satisfied any legal obligations it may have to consult and otherwise deal with applicable first nations regarding the Closed Road;
 - (g) it has the power, capacity and authority to enter into this Agreement and to carry out its obligations under this Agreement, all of which have been, or will be, authorized by the necessary proceedings; and
 - (h) it has satisfied itself herein as to the condition of the lands comprising the Laver Exchange Land, environmental, geotechnical or otherwise and the fitness of the Laver Exchange Land for the intended use of it by the City.
21. The Owner warrants and represents to the City that:

{00426559; 5 }

Page 9 of 14

- (a) the Owner has good, safe holding and marketable title to the lands comprising the Laver Exchange Land in fee simple, free and clear of all liens, charges and encumbrances except the Permitted Encumbrances;
- (b) all taxes, rates, levies and assessments in respect of the lands comprising the Laver Exchange Land are paid in full;
- (c) neither the execution of this Agreement nor its performance by the Owner will result in a breach of any statute, bylaw or agreement affecting the Owner or the lands comprising the Laver Exchange Land;
- (d) there is no claim or litigation pending or threatened against the Owner which would affect the right of the Owner to transfer the lands comprising the Laver Exchange Land or the right of the City to acquire the Laver Exchange Land;
- (e) the Owner has not entered into any agreement that will affect the lands comprising the Laver Exchange Land or its use and she will not do so between the date of this Agreement and the Completion Date, without the prior written consent of the City;
- (f) the Owner has the power, capacity and authority to enter into this Agreement and to carry out its obligations under this Agreement, all of which have been, or will be, authorized by the necessary proceedings; and
- (g) the Owner has satisfied himself herein as to the condition of the Closed Road for the intended use of it by the Owner.

Site Profile

- 22. The Owner waives any entitlement he may have to receive a site profile of the Closed Road from the City.

Time

- 23. Time is of the essence of this Agreement and will remain of the essence notwithstanding the extension of any dates.

Powers Preserved

- 24. Except as expressly set out in this Agreement, nothing in this agreement shall prejudice or affect the rights and powers of the City in the exercise of its powers, duties or functions under the *Community Charter* or the *Local Government Act* or any of its bylaws, all of which may be fully and effectively exercised in relation to the lands and premises referenced in this Agreement.

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Page 10 of 14

Entire Agreement

25. This Agreement sets forth the entire agreement and understanding of the parties with respect to its subject matter and this Agreement supersedes all prior agreements and understandings between the parties with respect to the matters herein and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements whatsoever, express or implied, other than those contained in this Agreement.

Freedom of Information

26. The Owner acknowledges that the City may be required to disclose the terms of this Agreement, by law or regulation including the British Columbia *Freedom of Information and Protection of Privacy Act*.

No Real Estate Agent

27. The Owner represents and warrants to the City that no real estate, or other agent, has assisted the Owner and that no real estate agent or other agent is entitled to any commission.

Survival of Representations and Warranties

28. None of the provisions of this Agreement will merge in the transfer of the Closed Road or the transfer of the Laver Exchange Land or any other documents delivered on the Completion Date. All representations, warranties, covenants and agreements made by the parties will survive the Completion Date and the transfer of the Closed Road and Laver Exchange Land.

Amendment

29. This Agreement may be altered or amended only by an agreement in writing signed by the parties.

Notices

30. Any notice or other writing required or permitted to be given to any party shall be sufficiently given if delivered personally, or if sent by prepaid courier or if transmitted by email to such party:

in the case of a notice to the Owner, at:

MICHAEL WESTERN LAVER
125 11th Street
Courtenay, British Columbia, V9N 1S2
Email: _____

in the case of a notice to the City, at:

{00426559; 5 }

CITY OF COURTENAY
830 Cliffe Avenue
Courtenay, British Columbia, V9N 2J7
Attention: John Ward – Corporate Officer
Email: jward@courtenay.ca

or at such other address or addresses as the party to whom such notice or other writing is to be given shall have last notified the party giving the same in the manner provided in this clause.

Any notice or other writing sent in compliance with this clause shall be deemed to have been given and received on the day it is so delivered unless that day is not a Business Day, in which case the notice shall be deemed to have been given and received on the next day that is a business day.

Enurement

31. This Agreement shall enure to the benefit of and be binding on the parties hereto and their respective successors.

Further Assurances

32. Each of the parties hereto shall, with reasonable diligence, do all such things and provide all such reasonable assurances as may be required to consummate the transactions contemplated and each such party shall provide such further documents or instruments required by the other party as may reasonably be necessary or desirable to give effect to the terms and purpose of this Agreement and carry out its provisions, before or after the Completion Date.

Governing Law

33. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

No Public Law Duty

34. Whenever in this Agreement the City is required or entitled to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the City may do so in accordance with the contractual provisions of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice or otherwise, shall have any application.

No Derogation

35. Nothing contained or implied in this Agreement will impair or affect the City's rights and powers in the exercise of its functions pursuant to the *Community Charter* or any

{00426559; 5 }

Page 12 of 14

other enactment, and all such powers and rights may be fully exercised as if this Agreement had not been entered into between the Owner and the City. The Owner acknowledges that fulfillment of the conditions precedent set out in this Agreement may require that the Council of the City to adopt bylaws or pass resolutions and that the passage of said resolutions or adoption of said bylaws by the Council of the City of Courtenay are within its sole absolute discretion which is not in any manner subject to the provisions hereof.

Headings

36. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

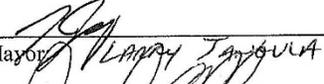
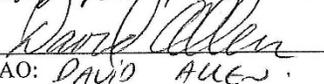
Modification

37. This Agreement may not be changed except by an instrument in writing signed by the parties or by their successors or assigns, but the parties agree that the Completion Date may be changed by their agreement through their respective solicitors upon instructions to their solicitors as evidenced promptly thereafter in writing by their solicitors.

END OF PAGE

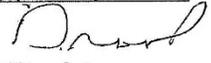
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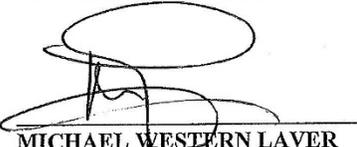
Signed by the City of Courtenay this 21 day of NOVEMBER, 2017

)
) **CITY OF COURTENAY**, by its
) authorized signatories:
)
)
) 
) Mayor
) 
) CAO: DAVID ALLEN

Signed by Michael Western Laver this 31 day of OCTOBER, 2017

Signed in the presence of:

)
) ROBERT A BROOKS
) Witness Name 
)
) 2259 ALBEA RD,
) Address CAMPBELL RIVER, BC
)
) BOOKKEEPER
) Occupation


)
) **MICHAEL WESTERN LAVER**

{00426559; 5 }

Attachment No. 2 – Correspondence from Mr. Laver

Parties Interested in Riverway Terraces

- (1) SCH Group, Patrick Lenihan is working with BC Housing and they like what he does with affordable housing
- (2) John Chan, new owner of the Old House Hotel is very interested and is talking to his current partners and exploring the possibility of attracting more investors.
- (3) Westurban Developments. Owner saw the property a few months ago and sent Frank Limshue MCIP to look at the property a week ago and he liked it and will get back to me in a week or two.
- (4) Bob Marler who has a well-qualified developer from Victoria who has developed many successful projects throughout Victoria and Vancouver Island.

Michael Laver

Subject: FW: FW: riverway terraces

From: jkc31428 [mailto:jkc31428@gmail.com]

Sent: March 13, 2019 11:09 AM

To: Michael Laver

Subject: RE: FW: riverway terraces

Dear Michael,

I just want to give you a heads up. This Riverway Terrace is on my mind still. Let me give a brief recap of what has happened.

Most overseas investors are taking a wait and see attitude towards any kind of investments in B C at present. Their main concern are the implementation of various taxes in direct relations with foreign investors in real estates investment. Second concern is their ability to transfer funds from abroad to Canada. At present, they all want to sit on the sideline.

FYI I am going back to Hong Kong, China and S Korea during spring break, and may generate some new interest.

The favourite of this year thus far are the new investors immigration program for rural areas of B C, the Island is included with the exception of the two larger municipality (50 km radius) Victoria and Nanaimo. If you have friends and associates wish to expand their small businesses, do let them and me know.

I look forward to catching up with you after Mid April, in the mean time, if there are update on Riverway, keep me posted.

Best regards,

John

Michael Laver

Subject: FW: Bill Marler follow up

From: Bill Marler [mailto:billmarler@shaw.ca]

Sent: March 11, 2019 8:43 PM

To: 'Michael Laver'

Subject: Bill Marler follow up

hi Michael, enjoyed our frank discussion this morning about working with the City of Courtenay. I have a well-qualified developer from Victoria who has developed many successful projects throughout Victoria and on Vancouver Island. I know that he would be interested in the seniors project. However, an estimated timeline for approvals from the City of Courtenay would be the catalyst to have the developer give serious consideration to the project. Could you please email me an answer from the City of Courtenay for the estimated timeline for approvals. Once I have all of the details, I will contact the developer and hopefully generate some meaningful discussion. Thank you

Bill Marler
Personal Real Estate Corporation
Associate Broker
Remax Select Realty



4806 Main Street Vancouver, B.C. V5V 3R8 | direct line 604.762.8661 | fax 604.678.3331 | www.billmarler.ca

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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1870-06 [2018]

From: Chief Administrative Officer

Date: June 17, 2019

Subject: Financial Information Act – 2018 Statement of Financial Information (SOFI)

PURPOSE:

The purpose of this report is to request Council approval of the Statement of Financial Information for the year ended December 31, 2018.

POLICY ANALYSIS:

The *Financial Information Act* and the *Financial Information Act Regulation 371/93* require local governments to prepare an annual statement of financial information. In addition, Section 168 of the *Community Charter* requires the City to prepare an annual reporting of council remuneration, expenses and contracts. Section 168 reporting is included in the City's Annual Statement of Financial Information.

CAO RECOMMENDATIONS:

That based on the June 17, 2019 staff report "Financial Information Act – 2018 Statement of Financial Information", Council approve OPTION 1 and approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2018.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Under the terms of *Financial Information Act*, each local government in British Columbia is deemed to be a "corporation" and must prepare an annual Statement of Financial Information (SOFI) for submission to the Province by June 30th each year.

DISCUSSION:

Attached for Council's review and approval is the City of Courtenay Statement of Financial Information for the year ended December 31, 2018.

As prescribed by legislation, this annual report includes information on the City's audited financial statements, a schedule of remuneration and expenses for both Council and City employees, a schedule of payments made for supplies and services used by the City, as well as information on any active guarantee and indemnity agreements in place for the 2018 operational year.

In the schedules of remuneration and expenses, Total Remuneration includes salary, wages, and taxable benefits. Taxable benefits include premiums paid by the employer for Medical Services Plan, group term life insurance, vehicle allowance, parking, contributions made to an employee's RRSP, and may include housing or moving expenses paid by the employer. Expenses include registration fees, travel expenses, memberships, certification fees and tuition.

FINANCIAL IMPLICATIONS:

N/A

ADMINISTRATIVE IMPLICATIONS:

Preparing the annual SOFI report for submission to Council utilizes resources from both Finance and Human Resources departments.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

While the statements of financial information are not specifically referenced in the City's strategic plan, staff resources are used to carry out this annual statutory requirement.

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

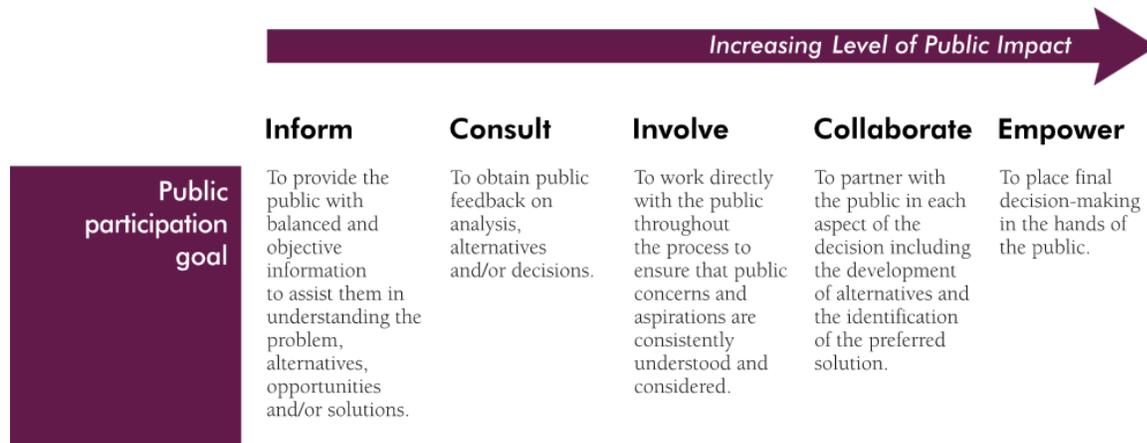
N/A

CITIZEN/PUBLIC ENGAGEMENT:

While public engagement is not required, the SOFI report must be approved by Council and submitted to the Province by June 30th.

Staff will **inform** the public based on the IAP2 Spectrum of Public Participation as noted below.

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



OPTIONS:

- 1: That Council approves the City of Courtenay Statement of Financial Information (SOFI) for the year ended December 31, 2018. (Recommended)
- 2: That Council request a subsequent report and not approve the 2018 Statement of Financial Information.

Prepared by:

Annie Bérard, CPA, CMA, MBA
Manager of Financial Planning

Concurrence:

Jennifer Nelson, CPA, CGA
Director of Financial Services

Attachment: City of Courtenay, Statement of Financial Information for the year ended December 31, 2018



**THE CORPORATION OF
THE CITY OF COURTENAY**

**Statement of Financial Information
For the Year Ended December 31, 2018**

INDEX

<u>Statement</u>	<u>Page No.</u>
Management Report	3
Auditor Report	4-5
Consolidated Statement of Financial Position	6
Consolidated Statement of Operations	7
Consolidated Statement of Change in Net Financial Assets	8
Consolidated Statement of Cash Flow	9
Consolidated Schedule of Segment Disclosure by Service	10-11
Notes to Consolidated Financial Statements	12-27
Consolidated Schedule of Tangible Capital Assets	28
Consolidated Schedule of Debenture and Other Long Term Debt	29
Schedule of Remuneration and Expenses of Elected Officials	30
Schedule of Salaries, Wages and Expense	31
Schedule of Payments Made to Suppliers of Goods and Services	32-33
Schedule of Guarantee and Indemnity Agreements	34
Statement of Financial Information Approval	35

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian Public Sector Accounting Standards and are outlined under “Significant Accounting Policies” in the notes to the financial statements, and the integrity and objectivity of these statements are management’s responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council of the City of Courtenay is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The external auditors, MNPLLP, conduct an independent examination, in accordance with Canadian Public Sector accounting standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation’s system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of the Corporation of the City of Courtenay:



Jennifer Nelson, CPA, CGA
Director of Financial Services
June 17, 2019

Independent Auditor's Report

To the Mayor and Council of the City of Courtenay:

Opinion

We have audited the consolidated financial statements of the City of Courtenay (the "City"), which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2018, and the results of its consolidated operations, changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Courtenay, British Columbia

May 6, 2019

MNP LLP

Chartered Professional Accountants

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2018**

STATEMENT A

	2018	2017
FINANCIAL ASSETS		
Cash on Hand and on Deposit (Schedule 5)	\$ 20,373,559	\$ 12,176,694
Receivables (Note 1i)	4,903,482	2,960,134
Term Deposits (Schedule 5)	28,209,106	31,487,579
	53,486,147	46,624,407
FINANCIAL LIABILITIES		
Accounts Payable (Note 1j)	9,863,827	7,051,630
Trust and Other Deposits	6,195,200	4,036,811
Deferred Revenue - Development Cost Charges (Note 6)	6,259,106	5,546,196
Deferred Revenue - Other (Note 8)	2,396,837	2,221,668
Long-Term Debt (Schedule 4)	11,458,117	12,851,766
	36,173,087	31,708,071
NET FINANCIAL ASSETS	17,313,060	14,916,336
NON-FINANCIAL ASSETS		
Inventories	207,310	191,031
Prepaid Expenses	552,308	446,715
Tangible Capital Assets (Note 12 & Schedule 3)	145,878,140	139,559,441
	146,637,758	140,197,187
ACCUMULATED SURPLUS (Schedule 2)	\$ 163,950,818	\$ 155,113,523

CONTINGENT LIABILITIES AND COMMITMENTS (NOTE 2)



Jennifer Nelson, CPA, CGA
Director of Financial Services

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2018**

REVENUE	2018 Budget (Note 13)	2018	2017
Taxes for Municipal Purposes	\$ 26,704,700	\$ 26,905,048	\$ 25,701,418
Sale of Services	15,068,500	15,636,658	14,934,108
Revenue From Own Sources	3,300,700	3,957,453	3,384,772
Federal Transfers	1,415,800	1,237,229	1,108,235
Provincial Transfers	1,788,400	4,368,365	1,877,196
Other Local Government Transfers	546,800	209,114	340,167
Contributions	50,000	4,158,398	3,037,373
DCC Revenue	-	543,473	149,539
Investment Income and Taxation Penalties	812,500	1,149,368	927,737
Other	484,400	499,078	739,066
Gain on Sale of Tangible Capital Assets	-	34,350	51,105
TOTAL REVENUE	50,171,800	58,698,534	52,250,716
EXPENSES			
General Government Services	6,090,086	6,410,965	5,034,969
Protective Services	9,998,125	8,893,741	8,919,927
Transportation Services	7,551,268	8,062,954	7,399,060
Sewer and Water Facilities	11,843,005	11,751,671	11,043,443
Environmental Health Services	3,447,602	3,664,589	3,389,673
Public Health and Welfare Services	329,813	367,106	383,499
Environmental Development Services	1,410,083	1,287,329	1,350,794
Recreational and Cultural Services	9,266,818	9,149,613	8,971,151
TOTAL EXPENSES	49,936,800	49,587,968	46,492,516
ANNUAL SURPLUS (Schedule 1)	235,000	9,110,566	5,758,200
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	155,113,523	155,113,523	149,355,323
CHANGE OF CONTROL IN SID WILLIAMS THEATRE SOCIETY (SWTS) SURPLUS REDUCTION (Note 7b)	-	(273,268)	-
ACCUMULATED SURPLUS AT END OF YEAR	\$ 155,348,523	\$ 163,950,818	\$ 155,113,523

The accompanying notes are an integral part of these consolidated financial statements.

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018**

STATEMENT C

	2018 Budget (Note 13)	2018	2017
ANNUAL SURPLUS	\$ 235,000	\$ 9,110,566	\$ 5,758,200
Acquisition of tangible capital assets	(14,727,700)	(8,778,512)	(7,131,998)
Amortization of tangible capital assets	4,425,000	5,450,879	5,183,920
(Gains)/losses and other adjustments to tangible capital assets	-	1,022,292	437,222
Proceeds on sale of tangible capital assets	-	74,586	62,811
Developer tangible capital asset contribution	-	(4,087,948)	(2,869,183)
Change of control of SWTS surplus reduction (Note 7b)	-	(273,268)	-
	<u>(10,302,700)</u>	<u>(6,591,971)</u>	<u>(4,317,228)</u>
Acquisition of supplies inventories	-	(663,437)	(517,235)
Acquisition of prepaid expense	-	(921,956)	(492,414)
Consumption of supplies inventories	-	636,213	514,612
Use of prepaid expense	-	801,176	537,023
Change of control of SWTS inventory and prepaids (Note 7b)	-	26,133	-
	<u>-</u>	<u>(121,871)</u>	<u>41,986</u>
CHANGE IN NET FINANCIAL ASSETS	(10,067,700)	2,396,724	1,482,958
NET FINANCIAL ASSETS AT BEGINNING OF YEAR	<u>14,916,336</u>	<u>14,916,336</u>	<u>13,433,378</u>
NET FINANCIAL ASSETS AT END OF YEAR	<u>\$ 4,848,636</u>	<u>\$ 17,313,060</u>	<u>\$ 14,916,336</u>

The accompanying notes are an integral part of these consolidated financial statements

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 2018**

STATEMENT D

	2018	2017
CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS		
OPERATING TRANSACTIONS		
Annual Surplus	\$ 9,110,566	\$ 5,758,200
Changes in non-cash items		
Amortization	5,450,879	5,183,920
Change in receivables	(1,943,349)	218,706
Change in accounts payable	2,812,197	(1,219,976)
Change in trust and other deposits	2,158,389	(705,692)
Change in deferred revenue	888,079	1,876,493
Change in inventories	(16,279)	(2,623)
Change in prepaids	(105,593)	44,610
Net (gains)/losses and other adjustments to tangible capital assets	1,022,292	437,222
Developer Tangible Capital Asset Contribution	(4,087,948)	(2,869,183)
Actuarial adjustment	(441,747)	(386,693)
Change of control of SWTS cash flows (Note 7b)	(273,268)	-
	14,574,218	8,334,984
CAPITAL TRANSACTIONS		
Cash used to acquire tangible capital assets	(8,778,512)	(7,131,998)
Proceeds on sale of tangible capital assets	74,586	62,811
	(8,703,926)	(7,069,187)
INVESTING TRANSACTIONS		
Purchase of term deposits	3,278,473	(78,097)
Cash Provided by (applied to) Investing Transactions	3,278,473	(78,097)
FINANCING TRANSACTIONS		
Repayment of long-term debt	(951,900)	(951,245)
Cash applied to Financing Transactions	(951,900)	(951,245)
INCREASE IN CASH ON HAND AND ON DEPOSIT	8,196,865	236,455
CASH ON HAND AND ON DEPOSIT AT BEGINNING OF YEAR	12,176,694	11,940,239
CASH ON HAND AND ON DEPOSIT AT END OF YEAR	\$ 20,373,559	\$ 12,176,694
Interest paid on outstanding debt and included in annual surplus above	\$ 604,010	\$ 635,742

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2018
(Audited)

SCHEDULE 1
(Note 11)
Page 1 of 2

	General Government Services		Protective Services		Transportation Services		Environmental Health Services		Public Health and Welfare Services	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
REVENUE										
Taxation	23,742,557	22,816,507	-	-	-	-	-	-	-	-
Sales of Services	-	-	880,487	933,633	-	-	3,385,701	3,201,028	-	-
Revenue from Own Sources	-	-	969,042	682,622	97,016	130,868	-	-	-	-
Government Transfers	1,311,012	1,359,000	19,200	300,373	4,105,692	1,259,640	-	-	79,604	103,870
Transfer from Other Funds	-	-	-	-	-	-	-	-	-	-
Other Revenue	81,430	87,010	-	-	121,061	141,500	-	-	138,828	167,440
Other Contributions	-	-	-	-	2,824,512	2,357,482	-	-	-	-
Interest Earned	919,980	804,432	14,898	3,735	92,925	49,964	-	-	-	-
Actuarial Adjustment	-	-	-	-	-	-	-	-	-	-
Gain on sale of TCA	900	9,369	300	-	17,737	33,336	-	-	-	-
Total Revenues	26,055,879	25,076,318	1,883,927	1,920,363	7,258,943	3,972,790	3,385,701	3,201,028	218,432	271,310
EXPENSES										
Salaries and Benefits	3,862,230	3,365,498	2,028,793	2,081,233	2,470,821	2,382,224	66,410	51,637	250,400	233,328
Goods and Services	1,212,412	1,186,907	6,482,558	6,467,288	2,431,965	1,811,402	3,126,043	3,011,456	85,777	122,419
Amortization Expense	303,689	240,240	352,734	352,012	2,816,126	2,743,677	319,600	315,948	30,929	27,752
Debt Servicing	(41,366)	(35,375)	(433)	2,355	146,989	199,953	-	-	-	-
Other Expenditures	246,982	277,699	1,477	-	1,019	640	152,200	8,000	-	-
Loss on Disposal of TCA	827,018	-	28,612	17,039	196,034	261,164	336	2,632	-	-
Total Expenses	6,410,965	5,034,969	8,893,741	8,919,927	8,062,954	7,399,060	3,664,589	3,389,673	367,106	383,499
ANNUAL SURPLUS	\$ 19,644,914	\$ 20,041,349	\$ (7,009,814)	\$ (6,999,564)	\$ (804,011)	\$ (3,426,270)	\$ (278,888)	\$ (188,645)	\$ (148,674)	\$ (112,189)

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2018
(Audited)

SCHEDULE 1
(Note 11)
Page 2 of 2

	Environmental Development Services		Recreational and Cultural Services		Water Utility Services		Sewer Utility Services		Other Services		Consolidated	
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017
REVENUE												
Taxation	-	-	-	-	1,164,158	922,220	1,998,334	1,962,691	-	-	26,905,048	25,701,418
Sales of Services	-	-	-	-	6,505,181	5,826,949	4,865,289	4,338,650	-	633,848	15,636,658	14,934,108
Revenue from Own Sources	561,481	616,227	2,048,292	1,690,319	255,072	220,792	26,551	43,944	-	-	3,957,453	3,384,772
Government Transfers	52,621	28,958	129,310	180,547	99,129	-	18,140	-	-	93,210	5,814,708	3,325,598
Transfer from Other Funds	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	137,759	324,581	20,000	18,535	-	-	-	-	-	-	499,078	739,066
Other Contributions	223,889	41,000	354,501	118,068	566,455	379,007	732,514	243,033	-	48,322	4,701,871	3,186,912
Interest Earned	13,053	4,821	14,317	5,046	42,445	18,322	51,750	20,222	-	21,195	1,149,368	927,737
Actuarial Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
Gain on sale of TCA	-	-	15,413	8,400	-	-	-	-	-	-	34,350	51,105
Total Revenues	988,803	1,015,587	2,581,833	2,020,915	8,632,440	7,367,290	7,692,578	6,608,540	-	796,575	58,698,534	52,250,716
EXPENSES												
Salaries and Benefits	899,836	804,788	4,921,832	4,152,743	972,987	648,115	511,384	444,095	-	665,604	15,984,693	14,829,265
Goods and Services	314,705	427,386	2,954,328	2,681,291	5,049,174	4,574,027	591,012	850,299	-	226,697	22,247,974	21,359,172
Amortization Expense	2,533	2,533	898,864	842,040	427,823	403,958	298,581	255,758	-	-	5,450,879	5,183,918
Debt Servicing	-	-	50,444	69,364	(369)	824	6,998	11,928	-	-	162,263	249,049
Other Expenditures	70,255	116,087	322,655	309,529	-	144	3,890,928	3,670,687	-	-	4,685,516	4,382,786
Loss on Disposal of TCA	-	-	1,490	23,883	2,585	183,608	568	-	-	-	1,056,643	488,326
Total Expenses	1,287,329	1,350,794	9,149,613	8,078,850	6,452,200	5,810,676	5,299,471	5,232,767	-	892,301	49,587,968	46,492,516
ANNUAL SURPLUS	\$ (298,526)	\$ (335,207)	\$ (6,567,780)	\$ (6,057,935)	\$ 2,180,240	\$ 1,556,614	\$ 2,393,107	\$ 1,375,773	-	\$ (95,726)	\$ 9,110,566	\$ 5,758,200

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 1 OF 16

The Corporation of the City of Courtenay was incorporated in 1915 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Municipality.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

It is the policy of the City to follow Canadian public sector accounting standards and to apply such principles consistently. The consolidated financial statements include the operations of General, Water Utility, Sewer, Capital, and Reserve Funds. Transactions between these funds have been eliminated on consolidation. The consolidated financial statements have been prepared using guidelines issued by the Public Sector Accounting Board of CPA Canada. The financial resources and operations of the City have been consolidated for financial statement purposes and include the accounts of all of the funds and equity in tangible capital assets of the City. As part of the supplementary information, the resources and operation of the City are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

(b) Revenue and Expense Recognition

Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.

Amortization is based on the estimated useful lives of tangible capital assets.

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received from non-government sources in advance of services being rendered are recorded as deferred revenue until the City discharges the obligations that led to the collection of funds. Following are the types of revenue received and a description of their recognition:

Taxes for Municipal Purposes are recognized in the year levied.

Sale of Services are recognized in the year that the service is provided or the amount is earned, provided the amount can be estimated and collection is reasonably assured.

Revenues from own sources are recognized in the period in which the transactions or events that gave rise to the revenue occur or are earned, provided the amount can be estimated and collection is reasonably assured.

The City recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the City recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

Contributions are recorded when the event giving rise to the contribution occurs.

DCC Revenue is recorded in the year that it is used to fund a capital project and has been authorized by bylaw.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 2 OF 16

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Investment income, taxation penalties, and actuarial earnings are recorded in the year they are earned.

(c) **Accrued Payroll Benefits**

Earned but unpaid vacation is fully accrued and recorded in the consolidated financial statements.

Post employment benefits are accrued and recorded in the consolidated financial statements. This amount is provided by an Actuary that the City has engaged.

(d) **Use of Estimates**

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Accounts Receivable are stated after evaluation of their collectability. Post employment benefits are calculated by an Actuary. Amortization is based on the estimated useful lives of tangible capital assets. These estimates and assumptions are reviewed periodically and as adjustments become necessary they are reported in earnings in the periods in which they become known. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the City of Courtenay is responsible for.

(e) **Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(f) **Inventories**

Inventories are valued at the lower of cost and replacement cost.

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018**

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of capital asset disposals, write-downs and amortization. Tangible capital asset expenditures exceeding the following thresholds per major category are capitalized. The average useful life is applied straight line to calculate amortization. In the year of acquisition and disposal, amortization is taken at one-half of the calculated amounts.

Major Asset Category	Threshold	Average Useful Life
Land	\$1	Indefinite
Land Improvements	\$10,000	Varies from 10 to 40 years
Building	\$10,000	Varies from 25 to 60 years
Vehicles, Machinery/Equipment	\$5,000 to \$10,000	Varies from 5 to 25 years
Engineering Structures		
Roads	\$5,000 to \$50,000	Varies from 10 to 60 years
Water	\$5,000 to \$10,000	Varies from 8 to 80 years
Sewer	\$10,000	Varies from 8 to 60 years
Other – Includes Storm	\$10,000	Varies from 25 to 75 years
Other Tangible Capital Assets (includes IT software)	\$5,000	5 years

Carrying costs directly attributable to the acquisition, construction or development activity, excluding interest costs, are capitalized to the point in time the asset is substantially complete and ready for use. Contributed tangible capital assets are recorded at their fair value on the date of contribution. Assets under construction are not amortized until the asset is in use.

(h) Financial Instruments

Financial Instruments consist of cash on hand and on deposit, term deposits, receivables, accounts payable, trusts and other deposits, and long-term debt. It is management's opinion that the Municipality is not exposed to significant interest, currency, exchange, or credit risk arising from these financial instruments.

(h) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2018. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 4 OF 16

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) Receivables

Following is a breakdown of receivables outstanding at December 31, 2018 with 2017 comparatives:

	2018	2017
Federal Government	\$ 251,016	\$ 226,908
Provincial Government	2,802,609	659,170
Regional and other Local Governments	189,455	275,880
Property Taxes	860,963	955,208
Other	799,439	842,968
 Total Receivables	\$ 4,903,482	\$ 2,960,134

(j) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2018 with 2017 comparatives:

	2018	2017
Federal Government	\$ 1,355,232	\$ 1,348,962
Provincial Government	85,303	78,412
Regional and other Local Governments	1,189,404	724,355
Employee Retirement Benefits (Note 10)	1,023,084	944,400
Trade and accrued liabilities	6,210,804	3,955,501
 Total Accounts Payable	\$ 9,863,827	\$ 7,051,630

(k) Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when; contamination exceeding an environmental standard exists, the City of Courtenay is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2018.

At each financial reporting date, the City of Courtenay reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period when revisions are made. The City of Courtenay continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 5 OF 16

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(l) Adoption of New Accounting Standards

PS 2200 Related Party Disclosures

Effective January 1, 2018, the City adopted the recommendations relating to *PS 2200 Related Party Disclosures*, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

This new Section defines a related party and establishes disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3420 Inter-entity Transactions

Effective January 1, 2018, the City adopted the recommendations relating to *PS 3420 Inter-entity Transactions*, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective. The main features of the new Section are:

- Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.
- Transactions are measured at the carrying amount, except in specific circumstances.
- A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at the carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice.
- The transfer of an asset or liability for nominal or no consideration is measured by the provider at the carrying amount and by the recipient at the carrying amount or fair value.
- Inter-entity transactions are considered in conjunction with *PS 2200 Related Party Disclosures*.

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3210 Assets

Effective January 1, 2018, the City adopted the recommendations relating to *PS 3210 Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section provides guidance for applying the definition of assets set out in *PS 1000 Financial Statement Concepts*. The main features of this standard are as follows:

- Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.
- Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.
- The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 6 OF 16

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

- A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.
- A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.
- An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3320 Contingent Assets

Effective January 1, 2018, the City adopted the recommendations relating to PS 3320 *Contingent Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes disclosure standards on contingent assets. The main features of this standard are as follows:

- Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.
- Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the bases for any estimates of extent made.
- When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

There was no material impact on the consolidated financial statements of adopting the new Section.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 7 OF 16

2. CONTINGENT LIABILITIES AND COMMITMENTS

(a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2018 Audited Financial Statements for specific information and detail.

(b) Principal repayments on long-term debt in each of the next five years are estimated as follows:

2019	\$	934,845
2020		935,534
2021		885,800
2022		810,918
2023		<u>733,004</u>
	\$	<u>4,300,101</u>

(c) The Municipality is obligated to collect and transmit the tax levies of the following bodies:

Provincial Government – Schools
Comox Valley Regional District
Comox-Strathcona Regional Hospital District
Municipal Finance Authority
British Columbia Assessment Authority
Vancouver Island Regional Library
Downtown Courtenay Business Improvement Area

These levies are not included in the revenues of the Municipality.

(d) As at December 31, 2018, there existed outstanding claims against the City. These claims have been referred to legal counsel and to the City's liability insurers. It is not possible to determine the City's potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 8 OF 16

3. PENSION LIABILITY

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City of Courtenay paid \$1,042,964 (2017 - \$939,145) for employer contributions to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

4. HOST FINANCIAL ASSISTANCE AGREEMENT

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.

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018**

5. FEDERAL GAS TAX AGREEMENT FUNDS

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

The City of Courtenay received the first contribution of Gas Tax funding in 2005 and reports the balance in a General Fund Reserve – New Works Community Gas Tax Funds (Schedule 2) until it is used to fund the specified projects outlined in the funding agreement. Interest is accrued and allocated monthly to the balance.

Following is a schedule of Gas Tax receipts and disbursements received in 2018 with comparatives to 2017.

	2018	2017
Opening Balance of Unspent Funds	\$ 3,517,375	\$ 4,733,397
Additions:		
Amounts Received During the Year	1,119,960	1,083,236
Interest Earned	48,701	29,466
Deductions:		
Amount Spent on Projects	(2,731,332)	(2,328,724)
Closing Balance of Unspent Funds	\$ 1,954,704	\$ 3,517,375

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018**

6. DEFERRED REVENUE - DEVELOPMENT COST CHARGES

In order to conform with the Public Sector Accounting Standards of CPA Canada, the unspent development cost charges have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2018 and 2017.

	2018				
	General Reserve DCC BL #2840	Water Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #1638	2018 Total
Balance Forward	\$ 4,314,899	\$ 594,553	\$ 602,938	\$ 33,806	\$ 5,546,196
Increases					
Interest	64,900	8,485	9,834	448	83,667
Other Contributions	982,379	45,968	144,369		1,172,715
	<u>1,047,279</u>	<u>54,453</u>	<u>154,203</u>	<u>448</u>	<u>1,256,383</u>
Decreases					
Revenue Recognized to Fund Capital Projects	(246,866)	(159,300)	(137,307)	-	(543,473)
Ending Balance Deferred Revenue - DCC	<u>\$ 5,115,312</u>	<u>\$ 489,706</u>	<u>\$ 619,834</u>	<u>\$ 34,254</u>	<u>\$ 6,259,106</u>
	2017				
	General Reserve DCC BL #2840	Water Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #2840	Sewer Utility Reserve DCC BL #1638	2017 Total
Balance Forward	\$ 3,450,709	\$ 529,837	\$ 467,447	\$ 33,608	\$ 4,481,601
Increases					
Interest	21,924	3,265	3,147	198	28,534
Other Contributions	991,805	61,451	132,344	-	1,185,600
	<u>1,013,729</u>	<u>64,716</u>	<u>135,491</u>	<u>198</u>	<u>1,214,134</u>
Decreases					
Revenue Recognized to Fund Capital Projects	(149,539)	-	-	-	(149,539)
Ending Balance Deferred Revenue - DCC	<u>\$ 4,314,899</u>	<u>\$ 594,553</u>	<u>\$ 602,938</u>	<u>\$ 33,806</u>	<u>\$ 5,546,196</u>

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018**

7. TRUST AND ENDOWMENT FUNDS

- (a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2018 and 2017, which has been excluded from the City's consolidated financial statements.

CEMETERY PERPETUAL CARE FUND FINANCIAL POSITION	2018	2017	CEMETERY PERPETUAL CARE FUND FINANCIAL ACTIVITIES	2018	2017
Financial Assets			Revenue		
Cash on Hand	\$ 101,292	\$ 88,440	Fees Levied	\$ 14,299	\$ 10,590
Investments - MFA	242,228	238,312	Interest Revenue	5,711	3,242
Liabilities			Expenditure		
Interest Payable to City	5,711	3,242	Interest Expense	5,711	3,242
Net Financial Position	\$ 337,809	\$ 323,510	Excess Revenue over Expenditure	\$ 14,299	\$ 10,590

- (b) Effective June 30, 2018, the Sid Williams Theatre Society (SWTS) updated its constitution and bylaws to conform with the new BC Societies Act. The new bylaws remove the City's control (as defined by Canadian Public Sector Accounting Standards) therefore the City has removed the balances and transactions of the Society from these financial statements as of June 30, 2018.

8. DEFERRED REVENUE – OTHER

Other Deferred Revenue recorded in the Liability section of the City's Consolidated Financial Statements consists of the revenues related to business license revenue levied and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met. Following is a breakdown of the change in this balance for 2018 and 2017:

	2018	2017
Opening Balance	\$ 2,221,668	\$ 1,409,770
Additions to Deferred Revenue	1,561,741	2,221,668
Revenue Recognized	(1,386,572)	(1,409,770)
Ending Balance Deferred Revenue Other	\$ 2,396,837	\$ 2,221,668

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018**

9. MFA DEBT RESERVE FUNDS

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2018 the City had debt reserve funds of \$334,600 (\$333,765 in 2017).

10. EMPLOYEE RETIREMENT BENEFIT LIABILITY

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee’s life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2018 were based on an interest (discount) rate of 3.20% per annum (2017 - 3.0%) and an inflation rate of 2.5% for both 2018 and 2017. The total estimated employee retirement benefit liability at December 31, 2018 is \$1,023,500 (\$944,400 in 2017) and is included in the accounts payable balance on Statement A. Following is a breakdown of the benefit liability:

	2018	2017
Accrued benefit liability at beginning of year	\$ 944,400	\$ 926,000
Expense	144,445	100,861
Benefit Payments	(65,345)	(82,461)
Accrued benefit liability at end of year	\$ 1,023,500	\$ 944,400

11. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2018 revenues and expenses with 2017 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

General Government Services

Provide services related to general corporate and legislative administration as well as human resources, information technology, financial management, and revenues received from the Province related to gaming.

Protective Services

Includes services related to providing fire protection, bylaw enforcement, and building inspection to the City, as well as the City's share of expenses related to providing police protection to the Comox Valley.

Transportation Services

Includes the delivery of municipal public works services related to planning, development and maintenance of roadway systems, street lighting, and other public works and engineering related services.

Environmental Health Services

Includes services related to the collection of garbage, recycling, and yard waste, as well as environmental testing and monitoring.

Public Health and Welfare Services

Includes cemetery services.

Environmental Development Services

Includes services related to planning, zoning, sustainability, and hotel taxes, as well as actions relating to homelessness.

Recreational and Cultural Services

Provides recreation and leisure services to the community and includes parks and facilities that allow for fitness, aquatic, cultural, and other activities for the public to enjoy.

Water Utility Services

Provides for the delivery of water to users and includes the planning, development and maintenance of the City's water infrastructure.

Sewer Utility Services

Provides for the delivery of sewerage removal and includes the planning, development and maintenance of the City's sewer infrastructure.

Other Services

Includes the 2017 operations of the Sid Williams Theatre Society (SWTS).

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 14 OF 16

12. TANGIBLE CAPITAL ASSET DETAILS

(See Schedule 3 for further details)

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded in the consolidated financial statements in 2018 is \$4,087,948 (\$2,869,183 in 2017).

Tangible capital assets include land under the City's roads, recorded at a nominal amount.

Art and historic treasures are displayed at various city facilities and consist of paintings, historical photographs, sculptures, carvings, and other cultural artefacts. These items have not been included in tangible capital assets due to the inability of estimating future benefits associated with such property.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

PAGE 15 OF 16

13. RESTATEMENT OF 2018 BUDGET

The budget amounts presented throughout these consolidated financial statements are based upon the Five Year Financial Plan approved by Council on April 16, 2018 except in regard to budget amounts for amortization, tangible capital assets, and the use of debt, reserves and prior year surpluses.

The summary below shows the adjustments to the April 16, 2018 budget approved by Council and reflected in these consolidated financial statements:

Adjustments to 2018 Budgeted Annual Surplus

Budgeted Surplus per Council approved Budget	\$ -
Purchase of Capital Assets	14,727,700
Amortization Budgeted	(4,425,000)
Transfer from Reserves	(12,621,400)
Transfer to Reserves	3,393,600
Use of Prior Year Surplus	(1,791,700)
Debt principle repayments in Financial Plan	<u>951,800</u>
Budgeted Surplus per Consolidated Statement of Operations	<u><u>\$ 235,000</u></u>

**THE CORPORATION OF THE CITY OF COURTENAY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018**

14. CONTRACTUAL RIGHTS

Effective January 1, 2018, the City adopted the recommendations relating to PS 3380 *Contractual Rights*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated. This new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this standard are as follows:

- Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.
- Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.
- Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.
- Disclosures should include descriptions about nature, extent, and timing.

Following is the breakdown of the contractual rights at December 31, 2018:

Contractual Right with	Description of Contractual Right	2019	2020	2021	2022	2023	Total
Courtenay Fire Protection District	Courtenay Fire Protection	411,503	419,733	428,128	436,690	445,424	\$ 2,141,478
Comox Valley Regional District	Merville and Tsolum Farnham Fire Protection	244,710	249,605	254,597	259,689	264,883	\$ 1,273,484

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018
(Audited)**

SCHEDULE 3

	Land	Land Improvements	Buildings	Equipment/ Furniture/ Vehicles	Engineering Structures				Other Tangible Capital Assets	Total	2017
					Roads	Water	Sewer	Other			
COST											
Opening Balance Construction-in-progress (CIP)	-	177,147	309,796	151,830	534,349	133,061		24,240	28,242	\$ 1,358,665	1,359,289
Add: Construction-in-progress (CIP)	-	-	211,077		3,154,486	1,357,230	284,462	109,549	-	5,116,804	733,478
Less: Transfers into Service	-	(116,736)	(27,303)	(133,737)	-	-	-	-	-	(277,776)	(543,849)
Less: Writedowns & Reallocations	-	-	-	-	-	-	-	-	-	-	(190,253)
Closing Balance Construction-in-progress	-	60,411	493,570	18,093	3,688,835	1,490,291	284,462	133,789	28,242	6,197,693	1,358,665
Opening Balance Tangible Capital Assets	22,019,647	6,683,709	30,825,298	17,655,958	93,060,236	20,877,437	10,898,201	22,048,762	1,092,975	225,162,223	216,779,169
Add: Writedown	-	-	-	-	-	-	-	-	-	-	-
Add: Additions (including Transfers into Service)	836,500	503,777	831,678	1,351,921	1,873,938	900,803	789,888	938,927	-	8,027,432	9,811,551
Less: Disposals	(827,018)	(16,700)	(30,700)	(402,603)	(310,371)	(7,650)	(1,704)	(1,008)	-	(1,597,754)	(1,428,495)
Closing Balance Tangible Capital Assets and CIP	22,029,129	7,231,197	32,119,846	18,623,369	98,312,638	23,260,881	11,970,847	23,120,470	1,121,217	237,789,594	226,520,890
ACCUMULATED AMORTIZATION											
Opening Balance	-	2,827,228	11,218,340	10,519,187	44,886,319	6,760,327	1,884,532	8,186,831	678,685	86,961,449	82,896,245
Add: Writedown	-	-	-	-	-	-	-	-	-	-	-
Add: Amortization	-	252,490	781,037	827,709	2,365,067	395,170	209,085	516,870	103,451	5,450,879	5,183,920
Less: Accum Amortization on Disposals	-	(16,700)	(29,210)	(332,208)	(115,884)	(5,065)	(1,136)	(672)	-	(500,874)	(1,118,716)
	-	3,063,018	11,970,167	11,014,688	47,135,502	7,150,432	2,092,481	8,703,029	782,136	91,911,454	86,961,449
Net Book Value for year ended December 31, 2018	\$ 22,029,129	\$ 4,168,179	\$ 20,149,679	\$ 7,608,681	\$ 51,177,136	\$ 16,110,449	\$ 9,878,366	\$ 14,417,441	\$ 339,081	\$ 145,878,140	139,559,441

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT
YEAR ENDED DECEMBER 31, 2018
(Audited)

SCHEDULE 4

<u>Bylaw Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Principal Outstanding Dec 31/17</u>	<u>Current Year Borrowing</u>	<u>Actuarial Adjustment/ Princ. Reduction</u>	<u>Principal Outstanding Dec 31/18</u>
General Capital Fund						
Debenture Debt						
2171 Library	2021	3.05	711,341	-	165,040	546,301
2266 Infrastructure Works - MFA	2018	4.78	35,096	-	35,096	-
2266 Fifth Street Bridge	2023	5.15	215,704	-	32,520	183,184
2304 Lerwick Road Ext. Prop Acquisition	2029	4.86	628,869	-	39,509	589,360
2227 City Hall Retaining Wall	2020	5.00	39,935	-	12,793	27,142
2354 Repaving Program	2025	5.75	230,567	-	26,346	204,221
2355 Lerwick Road Extension	2030	5.75	447,441	-	26,911	420,530
2356 City Hall Renovation	2020	5.50	212,155	-	67,963	144,192
2425 Lerwick Road Construction	2026	4.66	393,915	-	37,222	356,693
2453 Police Property Acquisition	2026	4.43	782,086	-	73,901	708,185
2458 Public Works Maintenance Building	2022	4.52	630,633	-	116,432	514,201
2539 Capital Infrastructure Work	2023	4.13	1,700,469	-	215,296	1,485,173
2538 Native Sons Hall Renovation	2025	4.50	363,330	-	39,431	323,899
2680 Lewis Centre Renovation	2027	2.90	3,063,912	-	255,196	2,808,716
2681 Infrastructure Works - Road Paving	2027	2.90	1,138,025	-	94,788	1,043,237
TOTAL GENERAL CAPITAL FUND			10,593,478	-	1,238,444	9,355,034
Water Capital Fund						
Debenture Debt						
2424 Water Extension - Lerwick Road	2026	4.66	328,262	-	31,017	297,244
TOTAL WATER CAPITAL FUND			328,262	-	31,017	297,244
Sewer Capital Fund						
Debenture Debt						
2305 Sewer Extension	2029	4.86	471,653	-	29,633	442,020
2353 Sewer Extension	2030	5.00	1,259,225	-	75,734	1,183,491
2423 Sewer Extension - Lerwick Road	2026	4.66	199,146	-	18,818	180,328
TOTAL SEWER CAPITAL FUND			1,930,026	-	124,185	1,805,839
TOTAL ALL CAPITAL FUNDS			12,851,766	-	1,393,646	11,458,117

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

**2018 Report of Remuneration and Expenses of
Elected Officials**

Prepared under the Financial Information Regulation, Schedule 1, Section 6

Remuneration and Expense Payments

<u>Elected Official</u>		<u>Remuneration</u>	<u>Expenses</u>
Jangula, Larry	Mayor	\$ 54,670	\$ 4,184
Frisch, David	Councillor	\$ 22,729	\$ 5,665
Hillian, Douglas A.	Councillor	\$ 22,729	\$ 4,516
Eriksson, Erik	Councillor	\$ 20,107	\$ 1,822
Theos, Manno	Councillor	\$ 23,229	\$ 4,562
McCollum, Melanie	Councillor	\$ 2,623	\$ -
Lennox, Rebecca	Councillor	\$ 20,107	\$ 1,372
Wells, Robert	Councillor / Mayor	\$ 27,237	\$ 7,997
Cole-Hamilton, Will	Councillor	\$ 2,623	\$ 492
Morin, Wendy	Councillor	\$ 2,623	\$ -
TOTALS		<u>\$ 198,680</u>	<u>\$ 30,610</u>

Benefits

Insurance Policy Coverage: Personal Accident Insurance, Mayor and Council

Industrial Alliance Pacific Insurance & Financial Services

Principal Sum: \$ 250,000

Weekly Accident Indemnity: \$ 750

Accidental Dental Reimbursement Benefit: \$ 5,000

Accidental Medical Reimbursement Benefit: \$ 25,000

Total premium - all members \$ 350

**Section 107 Disclosure of Contracts with Council Members
and Former Council Members**

No contracts

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

Statement of Salaries, Wages and Expenses for the Year 2018

Prepared under the Financial Information Regulation, Schedule 1, Section 6

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u> (Includes Taxable Benefits)	<u>Expenses</u>
Adams, I	Engineering Technologist	\$ 76,145	\$ 3,409
Allen, D	Chief Administrative Officer	\$ 175,647	\$ 9,019
Armstrong, R.	Manager of Infrastructure Planning	\$ 95,762	\$ 6,202
Bardonnex, D.	Fire Chief	\$ 118,544	\$ 3,072
Beatson, D.	Land Use Planner	\$ 77,224	\$ 321
Bell, M	Parks Utility Supervisor	\$ 78,054	\$ 99
Berard, A.	Manager of Business Performance	\$ 86,213	\$ 3,357
Boguski, B.	Roads Foreman	\$ 83,300	\$ 1,688
Borecky, N.	Information Systems Manager	\$ 90,740	\$ 814
Brand, B.	Water Foreman	\$ 95,399	\$ 344
Buck, I.	Director of Development Services	\$ 125,597	\$ 2,398
Carmichael, S.	Turfgrass Supervisor	\$ 77,801	\$ 1,057
Chan, J.	Manager of Business Administration	\$ 86,926	\$ 2,676
Coelho, N	Roads 2	\$ 79,478	\$ -
Collins, K.	Manager of Recreation Programming	\$ 94,420	\$ 2,210
Craven, D.	Carpenter	\$ 75,928	\$ -
Dojack, T.	Carpenter	\$ 78,551	\$ 385
Doty, L.	Engineering Technologist	\$ 76,902	\$ 345
Featherstone, B	Equipment Operator	\$ 75,068	\$ -
Feucht, R.	Development Engineer	\$ 110,055	\$ 1,281
Fisher, K.	Sewer Foreman	\$ 97,204	\$ 1,767
Guderjahn, B.	Manager of Purchasing	\$ 94,839	\$ 1,616
Guillo, A.	Manager of Communications	\$ 94,789	\$ -
Henderson, D.	Deputy Fire Chief / Training Officer	\$ 101,232	\$ 2,382
Jernslet, E.	Manager of Civic Properties Mtce.	\$ 91,361	\$ -
Johns, T.	Horticulture Supervisor	\$ 78,757	\$ 163
Kearns, M	Manager of Parks	\$ 95,453	\$ 5,119
Kellinghusen, J.	Equipment Operator	\$ 76,388	\$ 70
Kerr, C.	EVT / Fire Inspector & Volunteer Firefighter	\$ 94,146	\$ 882
Kitching, L.	Pay & Benefits Coordinator	\$ 75,073	\$ 2,544
Knapman, P.	Occupational Health & Safety Coordinator	\$ 88,135	\$ 6,627
Kushner, T.	Director of Public Works	\$ 136,025	\$ 4,629
Lamb, G.	Fire Inspector & Volunteer Firefighter	\$ 100,602	\$ 1,833
Law, C.	Engineering Technologist	\$ 76,154	\$ 826
Love, D.	Senior Advisor - Strategic Initiatives	\$ 124,923	\$ 3,540
MacDonald, K.	Deputy Fire Chief	\$ 102,636	\$ 4,068
Millar, C.	Manager of Recreation Facilities Operations	\$ 93,970	\$ -
Moore, B	Shop Foreman	\$ 85,183	\$ 614
Nelson, J.	Director of Financial Services	\$ 107,652	\$ 2,837
O'Grady, R.	Director of Engineering Services	\$ 127,428	\$ 11,932
Perry, C.	Manager of Transportation & Utilities - Engineering	\$ 111,638	\$ 1,131
Reid, R.	Manager of Human Resources	\$ 101,915	\$ 420
Rose, L.	Utilities Construction Foreman	\$ 91,965	\$ 1,889
Salmon, D.	Network Coordinator	\$ 83,058	\$ 9,084
Schleppe, S	Utilities Mtce - Water 2	\$ 75,576	\$ 1,572
Setta, T.	Manager of Planning	\$ 95,490	\$ 1,255
Shaw, D.	Public Works Inspector	\$ 82,044	\$ 99
Shaw, K.	Manager of Transportation & Utilities - Public Works	\$ 113,436	\$ 4,591
Snider, D.	Director of Recreation & Cultural Services	\$ 126,766	\$ 4,542
Sorichta, W.	Manager of Corporate Services Administration	\$ 95,355	\$ 1,895
Strachan, D.	Roads Foreman	\$ 88,294	\$ -
Sweeney, T	Manager of Building Admin Services	\$ 84,835	\$ 1,491
Thompson, C.	Asset Management Technician	\$ 76,216	\$ 1,592
Ward, J.	Director of Legislative Services / Deputy CAO	\$ 140,339	\$ 870
Welsh, J.	Fire Inspector & Volunteer Firefighter	\$ 90,993	\$ 2,032
Wood, I	Mechanic	\$ 80,035	\$ -
Total for employees where remuneration is > \$75,000		\$ 5,337,656	\$ 122,589
Consolidated total for employees where remuneration < \$75,000		\$ 7,709,296	\$ 63,041
Elected Officials, direct payments		\$ 198,680	\$ 30,610
TOTALS		\$ 13,245,632	\$ 216,239

Statement of Severance Agreements

There were two severance agreements under which payment commenced between the City of Courtenay and its unionized and non-unionized employees during the fiscal year 2018.

These agreements represent from 1 to 8 months of compensation.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Individual Vendors Paid
 (as required under the Financial Information Act)
For the Year Ended December 31, 2018

Prepared under the Financial Information Regulation, Schedule 1, Section 7

Vendor Name	Amount Paid YTD 2018
7 STORY CIRCUS	48,781
ABOVE & BEYOND TREE SERVICE	39,304
ACME SUPPLIES LTD	32,754
ACS COMPUTER SOLUTIONS	54,704
ACTIVE NETWORK, THE	47,690
ANDERSEN'S NURSEY LTD	27,980
ANDREW SHERET LTD	229,858
AON REED STENHOUSE INC	209,857
ASSOCIATED ENGINEERING (B.C.) LTD.	143,214
ASSOCIATED FIRE & SAFETY	32,076
BADGER DAYLIGHTING LP	61,680
BC ASSESSMENT AUTHORITY	275,656
BC HYDRO	753,447
BC LIFE AND CASUALTY COMPANY	199,043
BEE CLEAN BUILDING MAINTENANCE	27,329
BERKS INTERTRUCK LTD	87,892
BLACK PRESS GROUP	61,114
BRIAN MCLEAN CHEVROLET BUICK GMC LTD	29,563
BUMPER TO BUMPER	63,435
C3 MAINLINE INSPECTIONS INC.	199,899
CAMPBELL RIVER SHAKE & SHINGLE CO. LTD.	72,240
CENTRAL BUILDERS' SUPPLY LTD	91,421
CI INVESTMENTS	52,211
CINDERELLA'S CLEANING SERVICES LTD.	53,095
CIVICINFO BC	29,350
COMMISSIONAIRES (THE)	357,205
COMOX BAY SAILING CLUB	30,114
COMOX VALLEY BOBCAT & EXC LTD	67,796
COMOX VALLEY ECONOMIC	163,717
COMOX VALLEY MARTIAL ARTS & FITNESS	38,571
COMOX VALLEY REGIONAL DISTRICT	18,606,514
COPCAN CIVIL LIMITED	2,441,159
CORIX WATER PRODUCTS LTD PARTNERSHIP	119,951
COURTENAY & DISTRICT MUSEUM	131,212
COURTENAY DOWNTOWN BUSINESS ASSOC	60,300
CUMBERLAND READY MIX LTD	54,951
CUMBERLAND SAND & GRAVEL LTD	32,961
CUMBERLAND, VILLAGE OF	33,656
CUPE LOCAL 556	129,801
D.K.I SERVICES LTD.	71,222
DIAMOND HEAD CONSULTING	89,646
DILLON CONSULTING LTD.	79,358
E B HORSMAN & SON	41,979
EDGETT EXCAVATING	524,330
EMTERRA ENVIRONMENTAL	1,715,880
ESC AUTOMATION	91,044
ESRI CANADA	71,565
FACILITY CONDITION ASSESSMENT PORTFOLIO EXPERTS LTD.	119,708
FINELINE ROAD MARKING	30,671
FINNING (CANADA)	333,006
FORBIDDEN CONCRETE	31,984
FORTIS BC - NATURAL GAS	57,446
FRASERWAY PREKAST LTD	25,767
GOAL ENGINEERING	45,360
GREEN ROOTS PLAY EQUIPMENT INC.	59,805
GROW TREE CARE	69,350
GUILLEVIN INTERNATIONAL INC	82,464
HARRIS OCEANSIDE CHEVROLET BUICK GMC LTD.	52,056
HOULE ELECTRIC LTD.	272,883
IMS INFRASTRUCTURE MANAGEMENT SERVICES	41,325
INFINITE ROAD MARKING LTD.	123,875
INTERNATIONAL WEB EXPRESS INC.	33,980
KNAPPETT INDUSTRIES (2006) LTD	761,646

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Individual Vendors Paid
 (as required under the Financial Information Act)
For the Year Ended December 31, 2018

Prepared under the Financial Information Regulation, Schedule 1, Section 7

Vendor Name	Amount Paid YTD 2018
LAFARGE CANADA INC	27,194
LEIGHTON CONTRACTING (2009) LTD	264,414
LIDSTONE & COMPANY	55,703
LUXTON	131,250
MCELHANNEY CONSULTING	103,691
MEDICAL SERVICES PLAN	92,250
METRO MOTORS LTD	256,958
MEYERS NORRIS PENNY LLP	54,320
MICROSOFT LICENSING GP	60,617
MINISTER OF FINANCE	3,902,483
MONK OFFICE SUPPLY LTD	135,720
MUNICIPAL INSURANCE ASSOC OF	203,641
MYRA SYSTEMS CORP.	119,249
NELSON ROOFING AND SHEET METAL LTD	111,548
NORTH ISLAND TRACTOR LTD	143,416
OAKCREEK GOLF & TURF INC	165,817
PACIFIC AUDIO WORKS	35,760
PACIFIC BLUE CROSS	636,143
PARKLAND REFINING (BC) LTD	225,497
PBX ENGINEERING LTD.	63,945
PERFECT MIND TECHNOLOGY INC.	52,266
PILON TOOL RENTALS (1972) LTD	69,732
PIPE-EYE VIDEO INSPECTIONS & SERVICES LTD.	37,002
PLANET CLEAN COURTENAY	41,696
POSTAGE-ON-CALL	26,000
PRAIRIE SIDE EQUIPMENT LTD.	26,225
R HENN & ASSOCIATES	26,022
RAYLEC POWER LTD	70,051
RECEIVER GENERAL FOR CANADA - PAYROLL	3,444,579
RECEIVER GENERAL FOR CANADA - RCMP	5,128,956
REGIONAL HOSPITAL DIST OF COMOX-STRATHCONA	4,177,374
SCHOOL DISTRICT NO 71	30,239
RICOH CANADA INC	51,992
SID WILLIAMS THEATRE SOCIETY	228,158
STRATEGIC DYNAMICS	25,890
TAYCO PAVING	1,580,228
TELUS COMMUNICATIONS (BC)	75,073
TELUS MOBILITY (BC)	76,531
TLC HOME & PROPERTY MAINT	261,713
TOWER FENCE PRODUCTS	59,859
UNIVERSITY OF OTTAWA	30,000
URBAN SYSTEMS LTD.	1,798,994
VANCOUVER ISLAND REGIONAL LIBRARY	1,288,732
VAROOM STUDIOS	25,928
WAYPOINT INSURANCE	69,322
WEST ISLAND CAPITAL CORPORATION	35,457
WESTERN TRAFFIC	151,038
WESTERRA EQUIPMENT	44,096
WISHBONE INDUSTRIES LTD.	72,060
WOLSELEY CANADA	27,342
WORKERS COMPENSATION BOARD	251,505
YOUNG ANDERSON	52,594
TOTAL VENDORS OVER \$25,000	<u>56,144,117</u>
TOTAL VENDORS LESS THAN \$25,000	<u>3,296,849</u>
TOTAL PAID TO ALL VENDORS	<u><u>59,440,966</u></u>

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The City of Courtenay describes guarantees and indemnities in the Notes to the Consolidated Financial Statements. For 2018, the schedule and additional notes are not required and have been omitted.

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Bob Wells
Mayor

Jennifer Nelson, CPA, CGA
Director of Financial Services

Date

Date

Office of the Chief Administrative Officer

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



File: 5380-03

May 8, 2019

Sent via email only: dallen@courtenay.ca

David Allen
Chief Administrative Officer
City of Courtenay
830 Cliffe Avenue
Courtenay BC V9N 2J7

Dear Mr. Allen:

Re: Regional Organics Compost Facility Expansion Project – Organics Infrastructure Program

Following the Comox Strathcona Waste Management Board direction in March of this year, we are planning to submit an application to the Organics Infrastructure Program (OIP). As part of the application process, we need to submit a letter of support from project partners before June 22, 2019.

At the March 7, 2019 Comox Strathcona Waste Management Board meeting, the following resolutions were approved:

THAT the Comox Valley Regional District on behalf of the Comox Strathcona Waste Management service submit a grant application for the Regional Organics Compost facility expansion project through the Organics Infrastructure Program;

AND FURTHER THAT the Comox Valley Regional District (Comox Strathcona Waste Management) Board confirm its support of the project and commits to fund its share of the \$1,364,450 project cost.

We would appreciate if the City of Courtenay could prepare a letter of support for this application.

Enclosed is a letter of support template for your consideration.

Sincerely,

R. Dyson

Russell Dyson
Chief Administrative Officer

Enclosure

cc: Ryan O'Grady, Director of Engineering Services, City of Courtenay
Marc Rutten, General Manager Engineering Services

May , 2019

Mr. Bob Wells, Chair
Comox Strathcona Waste Management Service
Comox Valley Regional District
600 Comox Road
Courtenay BC V9N 3P6

Dear Mr. Wells:

Re: Regional Organics Compost Facility Expansion Project – Organics Infrastructure Program

The XXX would like to express our support for an application by the Comox Strathcona Waste Management (CSWM) Service to the Organics Infrastructure Program, for the Regional Organics Compost facility expansion project, to increase organic diversion from being landfilled.

In 2017, the Comox Valley Regional District (CVRD) was awarded a grant of up to \$5.5 million from the New Building Canada Fund to construct a regional organics composting facility. Based on the current waste generation estimates, the compost facility requires an additional 1,625 tonnes/year of capacity over the initial planned organics project.

An organics processing facility would reduce methane greenhouse gas emissions from decomposing organic material and increase the lifespan of the CSWM service landfill.

The XXX is pleased to support the CVRD's application on behalf of the CSWM Service to the Organics Infrastructure Program for the Regional Organics Compost Facility expansion project.

Sincerely,

Name
Title

cc.

2019 PROVINCIAL APPOINTMENT BOOK

**Meeting Requests with
Provincial Government Staff
from Ministries, Agencies, Commissions and
Corporations (MACC)**

at the

2019 UBCM CONVENTION

**September 23 – 27, 2019
Vancouver Convention Centre
Vancouver, British Columbia**



Table of Contents

Introduction.....	2
Meeting Requests.....	2
Honourable John Horgan, Premier and Cabinet Ministers (<i>except Minister of Municipal Affairs and Housing</i>).....	2
Honourable Selina Robinson, Minister of Municipal Affairs and Housing	2
Provincial Government Staff <i>Ministries, Agencies, Commissions and Corporations (MACC)</i>	2
Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information	3
Ministry of Advanced Education, Skills and Training.....	4
Ministry of Agriculture.....	4
Ministry of Attorney General.....	5
Ministry of Attorney General Continued.....	6
Ministry of Children and Family Development.....	7
Ministry of Children and Family Development Continued.....	8
Ministry of Citizens' Services	9
Ministry of Education	10
Ministry of Energy, Mines and Petroleum Resources	10
Ministry of Energy, Mines and Petroleum Resources Continued.....	11
Ministry of Environment and Climate Change Strategy	12
Ministry of Finance	13
Ministry of Forests, Lands, Natural Resource Operations and Rural Development.....	13
Ministry of Health.....	14
Ministry of Indigenous Relations and Reconciliation	15
Ministry of Jobs, Trade and Technology.....	16
Ministry of Labour	17
Ministry of Mental Health and Addictions	18
Ministry of Municipal Affairs and Housing	18
Ministry of Municipal Affairs and Housing Continued.....	19
Ministry of Public Safety and Solicitor General	19
Ministry of Social Development and Poverty Reduction.....	20
Ministry of Tourism, Arts and Culture	20
Ministry of Transportation and Infrastructure	21
Provincial Agencies, Commissions and Corporations.....	22
Provincial Agencies, Commissions and Corporations Continued.....	23

Introduction

The Provincial Appointment Book is provided to help schedule meetings at the 2019 UBCM Convention. All Provincial Government Ministries, Agencies, Commissions and Corporations (MACC) with staff attending the Convention and available to meet with local government delegates, are listed. Links to meeting requests forms with the Premier and Cabinet Ministers, and the Minister of Municipal Affairs and Housing are also included.

Meeting Requests

Honourable John Horgan, Premier and Cabinet Ministers *(except Minister of Municipal Affairs and Housing)*

Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2019 *(case sensitive)*

Deadline: Wednesday, July 17, 2019

Questions: Contact the Premier's UBCM Meeting Request Coordinator, by email at: UBCM.Meetings@gov.bc.ca, or by telephone at: 250 213-3856.

Honourable Selina Robinson, Minister of Municipal Affairs and Housing

Click: [Municipal Affairs and Housing Minister's Meeting Requests](#)

Deadline: Wednesday, July 17, 2019

Questions: Contact the Minister's UBCM Meeting Request Coordinator, Nicole Gibbings, by email at: MAH.UBCM.MeetingRequests@gov.bc.ca, or by telephone at: 778 698-3203.

Provincial Government Staff *Ministries, Agencies, Commissions and Corporations (MACC)*

Click: [Provincial Staff \(MACC\) Meeting Requests](#)

Deadline: Friday, August 23, 2019

Questions: Contact the UBCM MACC Meeting Request Coordinator, Laura Smith, by email at MAH.UBCM.MeetingRequests@gov.bc.ca, or by telephone at: 778 698-3263.

Once Provincial Government MACC Staff meetings are scheduled, confirmation will be sent to local governments **via email**.

Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information

ON-SITE PROVINCIAL APPOINTMENTS DESK

Provincial Appointments Desk staff will be available to schedule meetings with Provincial Government MACC Staff at the following locations:

Monday, September 23, 2019 to Tuesday, September 24, 2019

Vancouver Convention Centre, East Building - Lobby

8:30 am – 4:00 pm

Wednesday, September 25, 2019 – Thursday, September 26, 2019

Vancouver Convention Centre, East Building – Exhibition Hall C

8:30 am – 4:00 pm

MEETING LOCATIONS WITH PROVINCIAL GOVERNMENT MACC STAFF AT CONVENTION:

Tuesday, September 24, 2019

Pan Pacific Hotel, R Level – Cypress Suite

Wednesday, September 25, 2019 to Thursday, September 26, 2019

Vancouver Convention Centre, East Building – Exhibition Hall C

Questions: Contact the MACC UBCM Meeting Request Coordinator, Laura Smith, by email at MAH.UBCM.MeetingRequests@gov.bc.ca, or by telephone at: 778 698-3263.

Ministry of Advanced Education, Skills and Training

DIVISION/BRANCH	TOPIC
Governance, Legislation and Corporate Planning Division	Post-secondary governance, legislation, sector quality assurance, private career training regulation, data support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, and sector labour relations.
Post-Secondary Policy and Programs and Division Responsible for Learner Supports	25 public post-secondary institutions and their programs including skills and training, Aboriginal Education, Adult Basic Education, English Language Learning, strategic policy, StudentAid BC, Science, Technology, Engineering and Math (STEM), and medical and health.
Finance, Technology and Management Services and Division Responsible for Student Housing	Operating and capital grants to 25 public post-secondary institutions (PSIs), FTE and PSI financial health monitoring and reporting, Ministry's 10 year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
Workforce Innovation and Division Responsible for Skills Training	Development and management of targeted labour market programs, policies, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

Ministry of Agriculture

DIVISION/BRANCH	TOPIC
Food Safety and Inspection Branch	Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
Corporate Governance, Policy and Legislation	Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and Seafood policy.
Plant and Animal Health	The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.
Innovation and Adaptation Service Branch	Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.

Ministry of Attorney General

DIVISION/BRANCH	TOPIC
Associate Deputy Minister's Office	<p>Responsible for oversight of three Crown corporations (ICBC, BC Lottery Corporation and BC Liquor Distribution Branch) and two regulatory agencies (Gaming Policy and Enforcement Branch and Liquor & Cannabis Regulation Branch):</p> <ul style="list-style-type: none"> -ICBC provides universal auto insurance to B.C. drivers and is responsible for driver licensing and vehicle registration and licensing. -The BC LDB is one of two branches of government responsible for the beverage alcohol industry. It operates 197 BC Liquor Stores, 1 BC Cannabis Store (including its online portal), two Wholesale Customer Centres and four Distribution Centres; it is one of the largest retailers in B.C. -The BC Lottery Corporation conducts and manages gambling in a responsible manner while focusing on innovation, strategic partnerships and community outreach. -The Gaming Policy and Enforcement Branch regulates all gambling in B.C., including both commercial and charitable gambling - Liquor & Cannabis Regulation Branch regulates BC's liquor industries and private retail non-medical cannabis industries. It issues liquor and non-medical cannabis licences and permits, and enforces legislative and regulatory conditions of these licences and permits. <p>The ADMO is also the co-lead (with the Ministry of Public Safety and Solicitor General) for the current Traffic Fine Revenue Sharing agreement consultation.</p>
BC Prosecution Service	<p>Approving and conducting criminal and regulatory prosecutions.</p> <p>Initiating and responding to appeals.</p> <p>Providing criminal law advice to the government.</p> <p>Developing policies and procedures on the administration of criminal justice.</p> <p>Collaborating with partners and stakeholders on justice reform initiatives.</p>
Justice Services Branch	<p>Promoting access to justice through funding and oversight of legal aid programs, collaborative solutions to criminal justice problems through the integration of justice, health and social services, and overseeing the Province's commitment to federal/provincial/territorial criminal justice reform initiatives.</p> <p>Promoting access to justice through dispute resolution alternatives, procedural efficiencies and case management in civil courts, agencies, boards, commissions, tribunals, and government ministries.</p> <p>Facilitating resolution of family disputes and operating justice access centres, family justice centres and the Parenting After Separation program.</p> <p>Facilitating the successful payment of child and spousal support orders in the province through Maintenance Enforcement and Locate Services.</p> <p>Co-leading the partnership between the province and the BC Aboriginal Justice Council to collaboratively develop a future-focused Indigenous Justice Strategy and implement a portfolio of projects intended to realize the vision. The Indigenous Justice Strategy endeavours to reduce the overrepresentation of Indigenous people in the justice system as well as improve experiences within the justice system.</p> <p>Coordinating regular Justice Summits to consult with major justice participants and stakeholders.</p>

Ministry of Attorney General Continued...

<p>Court Services Branch</p>	<p>Court Services Branch includes court administration, the BC Sheriff Service, and Headquarters. Court Administration includes court clerks and registry staff. Registry staff are responsible for accepting and processing court documents and forms filed in all three levels of court in the areas of criminal, civil, family, divorce, adoption, probate and bankruptcy law. Court clerks are responsible for accurately capturing detailed information for court appearances that occur in courtrooms province-wide, while managing the flow of cases in court and supporting the judiciary.</p> <p>The BC Sheriff Service (BCSS) is responsible for ensuring the safety and security of the public, the judiciary, crown counsel and CSB staff in courthouses and other court venues across the province. Duties include escorting accused persons, convicted persons and persons confined under the <i>Mental Health Act</i> between court locations and correctional institutions as well as escort to hospitals. BCSS oversees the jury administration and selection process for Supreme Court criminal and civil trials as well as Coroner’s Inquests. They also conduct threat assessments for high-security/high-profile trials and individuals through the Integrated Threat Assessment Unit.</p> <p>CSB Headquarters supports day-to-day frontline service and undertakes financial management, data analytics, facilities planning, and human resource support as well as business and technology transformation, policy/ legislative development, and training.</p>
<p>Legal Services Branch</p>	<p>Responsible for advising the B.C. government, its ministers and officials on all matters of law. LSB provides legal and legislative services to government and supports the Attorney General in his role as official legal advisor to government.</p>

Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
<p>Strategic Priorities / Strategic Initiatives</p>	<p>The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch's current projects are:</p> <ul style="list-style-type: none"> • reviewing funding provided to Family-Based Caregivers; • improving Youth Transitions; • supplementary youth-focused projects
<p>Strategic Priorities/ Strategic Services Branch</p>	<p>The Strategic Services Branch consists: Strategic Planning & Engagement, Project Management & Lean Services, Implementation and Change Management, Intergovernmental Relations:</p> <p>Strategic Planning & Engagement directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; directs internal engagement; and manages internal web services.</p> <p>Project Management & Lean Services supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement.</p> <p>Implementation & Change Management coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.</p> <p>Intergovernmental Relations supports the ministry's formal relations and executive engagements with other governments. This team provides leadership in intergovernmental collaborations; leverages opportunities to advance ministry priorities; contributes to the development of positions; manages contributions to national and international reporting; and shares developments in social sectors of other governments.</p>
<p>Strategic Priorities/ Strategic Integration Branch</p>	<p>The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans.</p>

Ministry of Children and Family Development Continued...

<p>Policy and Legislation</p>	<p>Child Welfare and Adoption Policy. Child and Youth Mental Health Policy and school-based mental health (EASE program) Legislation and Litigation. Research, including the ministry’s research approval process</p>
<p>Early Years and Inclusion</p>	<p>The Early Years and Inclusion Division leads the development and implementation of BC’s Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs.</p> <p>Childcare BC:</p> <ul style="list-style-type: none"> • New Spaces Fund • Funding for UBCM Child Care New Spaces Grants • Funding for UBCM Child Care Planning Grants • BC Maintenance Fund • Start-up Grants • Child Care Fee Reduction Initiative • Affordable Child Care Benefit • Child Care Operating Funding • Early Childhood Educator (ECE) Wage Enhancement • Funding for ECE Bursaries • ECE Registry <p>Early Years Policy and Programs:</p> <ul style="list-style-type: none"> • Early Years Service Framework • Aboriginal Service Innovations – Early Years grants • Aboriginal Head Start <p>Policy and Provincial Programs for Children and Youth with Special Needs (CYSN):</p> <ul style="list-style-type: none"> • CYSN Service Framework • Autism Funding Program • Medical Benefits Program • Autism Information Services <p>Provincial Deaf and Hard of Hearing Services</p>
<p>Service Delivery Division</p>	<p>Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.</p>

DIVISION/BRANCH	TOPIC
Corporate Information and Records Management Office	Provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security. Additional related responsibilities include the development of corporate information management strategies, legislation, policies, standards, training and compliance.
Service BC (SBC)	Service BC is government's chief provider of citizen and business centred services. The division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. Through a provincial network of 65 offices and the provincial contact center, SBC provides hundreds of services for more than 30 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's licence on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property through BC online and other online services. SBC also delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.
Procurement and Supply	The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
Real Property	The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
Office of Chief Information Officer	The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations.
Information, Communication and Technologies	Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province. The Division provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. The Division further provides a leadership role in supporting government and broader public sector goals for economic development, health, education and public safety by enabling an innovative and digital government through maximizing value from IT investments and closing the digital divide for British Columbians.

Ministry of Education

DIVISION/BRANCH	TOPIC
Libraries Branch	The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the <i>Library Act</i> . Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.
Capital Division	The Capital Division establishes and administers the Ministry of Education's Capital Program, estimated at \$550 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.
Resource Management and Corporate Services Division	The Resource Management and Corporate Services Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; correspondence; Freedom of Information requests; risk management; and planning/reporting.

Ministry of Energy, Mines and Petroleum Resources

DIVISION/BRANCH	TOPIC
Mines Competitiveness and Authorizations Division	Public Geoscience, Policy and Competitiveness, Indigenous Engagement, Tenures Process, Fair, effective and transparent authorizations, Regional operations and Mineral Development.
Electricity and Alternative Energy Division	<p>The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency.</p> <p>The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors.</p> <p>The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</p>
Oil Infrastructure Group	Responsible for facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects that benefit British Columbia through liaising with oil transmission pipeline proponents and providing the central point of contact on proposed interprovincial oil transmission pipelines to British Columbia's coast.

Ministry of Energy, Mines and Petroleum Resources Continued...

<p>Oil and Gas Division</p>	<p>Responsible for management of the province's oil and gas resources, including disposing and administering subsurface oil and gas tenures, facilitating infrastructure development to improve access to oil and gas resources; developing and implementing policies and programs, including the province's royalty regime; consulting with First Nations and other stakeholders; and engaging in external relations and providing information to the public. Develops legislation and regulations for B.C.'s oil and gas industry and sets policy for the province's regulator, the BC Oil and Gas Commission.</p> <p>Also responsible for negotiating and implementing agreements with other governments, First Nations, and non-governmental organizations regarding the fiscal, regulatory, scientific, health, safety, environmental, socio-economic, and financial aspects of oil and gas development.</p> <p>Responsible for development of the province's liquefied natural gas (LNG) industry and other industries that add value to British Columbia's oil and gas resources to strengthen and further diversify the provincial economy, including engagement with proponents, joint venture and investment interests, and liquefied natural gas and value-added gas importing countries; project implementation; and the development of a value-added oil and gas industry.</p> <p>Supports engagement on cross-jurisdictional issues relating to liquefied natural gas and value-added oil and gas, including financial and economic analysis; and relationship building with stakeholders and participation in relevant conferences and forums.</p>
<p>Strategic and Indigenous Affairs Division</p>	<p>Responsible for leadership and support in strategic planning and reporting; marketing and outreach, budget estimates; risk framework; supporting Clean BC ; regulatory reform; managing Crown Corporation planning and reporting requirements; Provides leadership and support in cross ministry policy and intergovernmental relations; building investor confidence in mining through outreach; and positioning B.C.'s interests/objectives in the Canadian Energy Strategy and Energy and Mines Ministers' Conference.</p> <p>Also, responsible for the management of the ministry's Indigenous relations; contributing to reconciliation with Indigenous nations; support for Indigenous nations policy development relating to mining and other specific initiatives; support for Treaty Land Entitlement negotiations; UNDRIP implementation; and support for negotiations with Indigenous nations on specific issues.</p> <p>Leads implementation of the Environmental Stewardship Initiative (ESI), and also responsible for the management of the legislative and legal affairs of the ministry.</p>
<p>Woodfibre Implementation Group</p>	<p>Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</p>

Ministry of Environment and Climate Change Strategy

DIVISION/BRANCH	TOPIC
BC Parks	Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.
Climate Change Strategy	Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, adaptation planning and engagement, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations - schools, universities and colleges and hospitals), carbon offsets, Climate Solutions and Clean Growth Advisory Council and climate action pieces of legislation related to climate change including: <i>Greenhouse Gas Industrial Reporting and Control Act</i> , <i>Climate Change Action Accountability Act</i> (formerly called <i>Greenhouse Gas Reduction Targets Act</i>), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), <i>Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act)</i> , <i>Greenhouse Gas Reduction (Vehicle Emissions Standards) Act</i> , and <i>Clean Energy Act</i> .
Conservation Officer Service	A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
Environmental Assessment Office	Environmental assessment (EA) process. Federal EA Substitution and Equivalency. Relationship to federal environmental assessment and review processes, including National Energy Board (NEB). Compliance and enforcement of certified projects. Public consultation regarding EAs or EA certificate amendment applications. Environmental Assessment Revitalization and the new <i>Environmental Assessment Act</i> .
Environmental Protection Division	Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i> , contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i> , extended producer responsibility, recycling, zero waste, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.
Environmental Sustainability and Strategic Policy	Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; fish and wildlife inventory, monitoring, and reporting; Conservation Data Centre; ecosystem data and information; terrestrial ecosystem mapping; habitat supply modelling. <i>Water Sustainability Act</i> : development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; BC Lake Stewardship and Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry) and library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Professional Reliance Review coordination of government actions. Corporate Indigenous relations and partnership development.

Ministry of Finance

DIVISION/BRANCH	TOPIC
Tax Policy Branch	Provincial tax policy, including: <ul style="list-style-type: none"> • Provincial property taxes (school, rural, police) • Property Transfer Tax • Provincial Sales Tax • Carbon Tax • Motor Fuel Tax • Provincial Income Tax • Cannabis Tax • Indigenous Taxation

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

DIVISION/BRANCH	TOPIC
BC Wildfire Service	Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative
Forest Policy and Indigenous Relations	Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
Integrated Resource Operations	Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails
Office of the Chief Forester	Forest Analysis & Inventory; Forest Improvement and Research Management Branch; Climate Change and Integrated Planning; Resource Practices and Innovation, Bio economy and Indigenous Opportunities.
Regional Operations	FrontCounter BC, resource management coordination, land use planning and implementation, Crown land and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire recovery.
Resource Stewardship	Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat. Includes resource practices, land-based investment planning, sustainable forest management, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.

Ministry of Health

DIVISION/BRANCH	TOPIC
Office of Indigenous Health	Works in partnership with BC First Nations, Metis, Inuit and Health Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health.
Finance and Corporate Services	Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include Audit and Investigations, Capital Services Management, Health Authority Regional Grants Decision Support, and Finance and Decision Support.
Health Human Resources and Labour Relations	Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
Population and Public Health	Focuses on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm; and ensuring particular focus on key groups including Indigenous peoples, women and children (Health Protection; Healthy Living and Health Promotion; Public Health Services).
Primary Care	Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.
Provincial, Hospital and Laboratory Health Services	Focuses on provincial health services, regional hospital services, pathology and laboratory, and precision medicine. The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.
Specialized Services	Focuses on implementing specialized community and surgical services and programs. Community Care - Seniors services and Mental health and substance use services. Work on wait times - Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services.

Ministry of Indigenous Relations and Reconciliation

DIVISION/BRANCH	TOPIC
Negotiations and Regional Operations Division	Leading provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.
Reconciliation Transformation & Strategies Division	Leads the development of reconciliation policy and works with all governments on topics including governance, rights recognition, self-determination, capacity building, implementation of adoption of the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission Calls to Action, and the Tsilhqot'in Supreme Court decision. Responsible for developing a cross-government vision for reconciliation for the province in collaboration with Indigenous peoples.
Implementation and Lands Services Branch	Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> • Provincial representative on treat Implementation Committees; • Tri-partite treaty closing to reach Effective Date; • Research/advice and survey for crown land negotiations; and, • Implementation best practices to ensure agreement obligations met.
Socio-Economic Partnerships Branch	Leads the development and implementation of key corporate indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous people in BC living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
Community and Social Innovation Branch	Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
Major Project and Cross Gov't Initiatives Branch	Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.

Ministry of Jobs, Trade and Technology

Division/Branch	Topic
Strategic Investments Office Branch	<p>Works directly with prospective investors whose projects have the potential to provide significant economic and job creation benefits to British Columbia.</p> <p>The SIO provides client-focused and personalized business services to help major investors save time and money, minimize risk and maximize certainty as their project proposal moves through provincial government regulatory and approval processes. The SIO works with municipalities, Indigenous communities and government agencies to facilitate significant investment projects in BC.</p>
Small Business, Jobs and Workforce Division	<p>Small business initiatives, programs, resources and available supports including the Small Business Task Force; and Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians.</p> <p>Economic Policy and Support including Manufacturing sector support, including industries such as aerospace and marine; Provincial Economic Development Framework.</p> <p>Immigrations programs, settlement and integrations services; including Provincial Nominee Program, Entrepreneur Immigration Regional Pilot; foreign qualifications recognition, interprovincial labour mobility.</p> <p>BC Stats Information and Analysis.</p>
Planning and Innovation Branch	<p>Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on BC's research strengths and leads the planning and coordination of provincial technology and innovation policy and programming.</p>
International Trade Division	<p>Overseas trade and investment representative (TIR) presence in US, Europe and Asia;</p> <p>Trade readiness and trade services programs including support to communities across the province including indigenous communities;</p> <p>Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs;</p> <p>International and domestic trade negotiations and agreements;</p> <p>International strategy and research;</p> <p>Trade and Investment Missions;</p> <p>International marketing;</p> <p>International engagement</p>
Regional Programs and Engagement Branch	<p>Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness.</p>

Ministry of Labour

DIVISION/BRANCH	TOPIC
Labour Relations	Administration of the <i>Labour Relations Code</i> through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> .
Employment Standards	Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new <i>Temporary Foreign Worker Protection Act</i> .
Workers' Compensation	Administration of the <i>Workers Compensation Act</i> and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the <i>Occupational Health and Safety Regulation</i> . The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

Ministry of Mental Health and Addictions

DIVISION/BRANCH	TOPIC
Mental Health and Addictions	Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the <i>Mental Health Act</i>

Ministry of Municipal Affairs and Housing

DIVISION/BRANCH	TOPIC
<i>Community and Legislative Services Division</i>	
Community Gaming Grants	Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. Eligible not-for-profit can also apply for Capital Grants through the program.
Community Policy and Legislation	TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.
Property Assessment Services	Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, redevelopment lands and impacts on business and housing affordability.
<i>Local Government Division</i>	
Governance Structures Governance Services Governance Relations	Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. Local government First Nations relations and Crown Grant/Nominal Rent Tenure sponsorships.
Local Government Finance	Local government finance, including: budgeting and financial plans; audited financial statements; unconditional grants; reserve funds; investments and municipal corporations; long-term liabilities; development financing (including Development Cost Charges); user-fees; and taxation (including tax sale).
Infrastructure and Engineering	Asset management, drinking water, wastewater, stormwater, solid waste, green energy and other capital grants, infrastructure planning grants and infrastructure programs (Investing in Canada Infrastructure Program, Clean Water and Wastewater Fund and Small Communities Fund).
Planning and Land Use Management Programs / Negotiations and Corporate Initiatives	Local government planning and land use management framework, including: new legislation related to rental zoning, housing needs reports and TransLink development cost charges; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review.
Local Government Climate Action	CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action.
Dispute Resolution Guidance	Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.
Local Government Policy, Research and Legislation	Overall responsibility for local government legislation development for <i>Community Charter, Local Government Act, Local Elections Campaign Financing Act</i> and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.

Ministry of Municipal Affairs and Housing Continued...

Office of Housing and Construction Standards	
Housing and Policy Branch	Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as actions in the <i>Homes for BC: A 30-Point Plan For Housing Affordability</i> ; BC Housing.
Building and Safety Standards Branch	Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council.
Residential Tenancy Branch	The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.

Ministry of Public Safety and Solicitor General

DIVISION/BRANCH	TOPIC
Policing and Security Branch	Police Services: provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. Security Programs: administration of the Protection Order Registry, the Criminal Records Review Program, and the regulation of the security industry in B.C.
Community Safety and Crime Prevention Branch	Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and, Combating Trafficking in Persons.
Corrections Branch	Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. Adult Custody: operation of correctional centres.
RoadSafety BC	Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.
Emergency Management BC **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	Emergency Management BC (EMBC) is the lead co-ordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. EMBC works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
Cannabis Legalization and Regulation Secretariat	The Secretariat is responsible for coordinating cannabis policy across the provincial government. Working with partner ministries and external stakeholders, the Secretariat seeks to advance Government's overarching cannabis policy goals, which include: public health and safety, protecting children and youth, reducing crime and the illegal market, addressing cannabis-impaired driving, and supporting economic development.

Ministry of Social Development and Poverty Reduction

DIVISION/BRANCH	TOPIC
<p>Research, Innovation and Policy Division</p> <p>Service Delivery Division</p>	<p>TogetherBC, British Columbia's first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25% and child poverty by 50% by 2024.</p> <p>With investments from across Government, TogetherBC reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone.</p> <p>Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas:</p> <ul style="list-style-type: none"> • More affordable housing for more people • Supporting families, children and youth • Expanding access to education and training • More opportunities, more jobs • Improving income supports • Investing in social inclusion <p>Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C.</p> <p>Income and Disability Assistance - Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability and can't fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry's toll-free phone line or through the online client portal My Self-Serve.</p>
<p>Employment and Labour Market Services Division</p>	<p>How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province.</p> <p>How to apply for project based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.</p>

Ministry of Tourism, Arts and Culture

DIVISION/BRANCH	TOPIC
<p>BC Arts Council</p>	<p>Application and peer review adjudication process for programs of the BC Arts Council; responsibility for arts and cultural development in communities through grants to individual artists and organizations; funding for community arts organizations and regional arts organizations; support for Indigenous artists and arts organizations; support for youth and emerging practitioners through scholarships and early career development; support for touring.</p>
<p>Arts and Cultural Development</p>	<p>Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishing of a Chinese Canadian Museum</p>
<p>Sport</p>	<p>Sport policy issues; programs supporting the delivery of services through provincial sport organizations; sport event hosting.</p>
<p>BC Athletic Commission</p>	<p>Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration. .</p>

Tourism	Policy development and strategic issues management to support BC's tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with DestinationBC and Ministry of Finance.) Provides oversight of Destination BC (tourism marketing/development) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.
Creative Sector	Policy development, research and inter-government relations work in support of B.C.'s creative industries including, film, television, interactive digital media, music, and publishing. Provides oversight of Creative BC and the Knowledge Network.
Multiculturalism	Multiculturalism Community Grant program, Organizing Against Racism and Hate Program, Multicultural Advisory Council, Premier's Chinese Canadian Advisory Council Secretariat.

Ministry of Transportation and Infrastructure

DIVISION/BRANCH	TOPIC
Highway Operations	The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways.
Highway Services	The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles.
Major Projects, Infrastructure and Properties Department	The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10 year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
Transportation Policy & Programs Department	The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, passenger transportation regulations and licensing, inter-governmental relations, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.

Provincial Agencies, Commissions and Corporations

ORGANIZATION	TOPIC
Agricultural Commission Land	Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
Auditor General for Local Government	The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our work emphasizes a collaborative approach in working with local governments and we would be pleased to meet and discuss areas of risk or concerns and how our office can assist in addressing these issues.
BC Emergency Health Services (BCEHS)	<p>BCEHS governs the emergency medical services system in BC and provides pre-hospital emergency and inter-facility patient transfer services. Under the oversight of BCEHS, BC Ambulance Service (paramedics and emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air) for British Columbians. BCEHS also oversees the BC Patient Transfer Network (BCPTN), which coordinates the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C.</p> <p>Members of the BCEHS Executive will be in attendance and look forward to participating in productive and engaging sessions.</p>
BC Housing	<p>BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.</p> <p>Through the <i>Homeowner Protection Act</i>, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.</p>
BC Hydro	<p>Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff will be present at the Convention and look forward to addressing any questions that you may have related to their operations.</p>
BC Oil and Gas Commission	<p>The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.</p>

Provincial Agencies, Commissions and Corporations Continued...

<p>BC Transit</p>	<p>From small towns to large urban centres outside of Metro Vancouver, BC Transit provides safe, effective, customer focused transportation solutions that connect people and communities to a more sustainable future. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.</p>
<p>Insurance Corporation of British Columbia (ICBC)</p>	<p>ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and also sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.</p>
<p>Royal Canadian Mounted Police (RCMP)</p>	<p>Various police issues.</p>



June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

Resiliency and Change, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier



June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 17, 2019**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

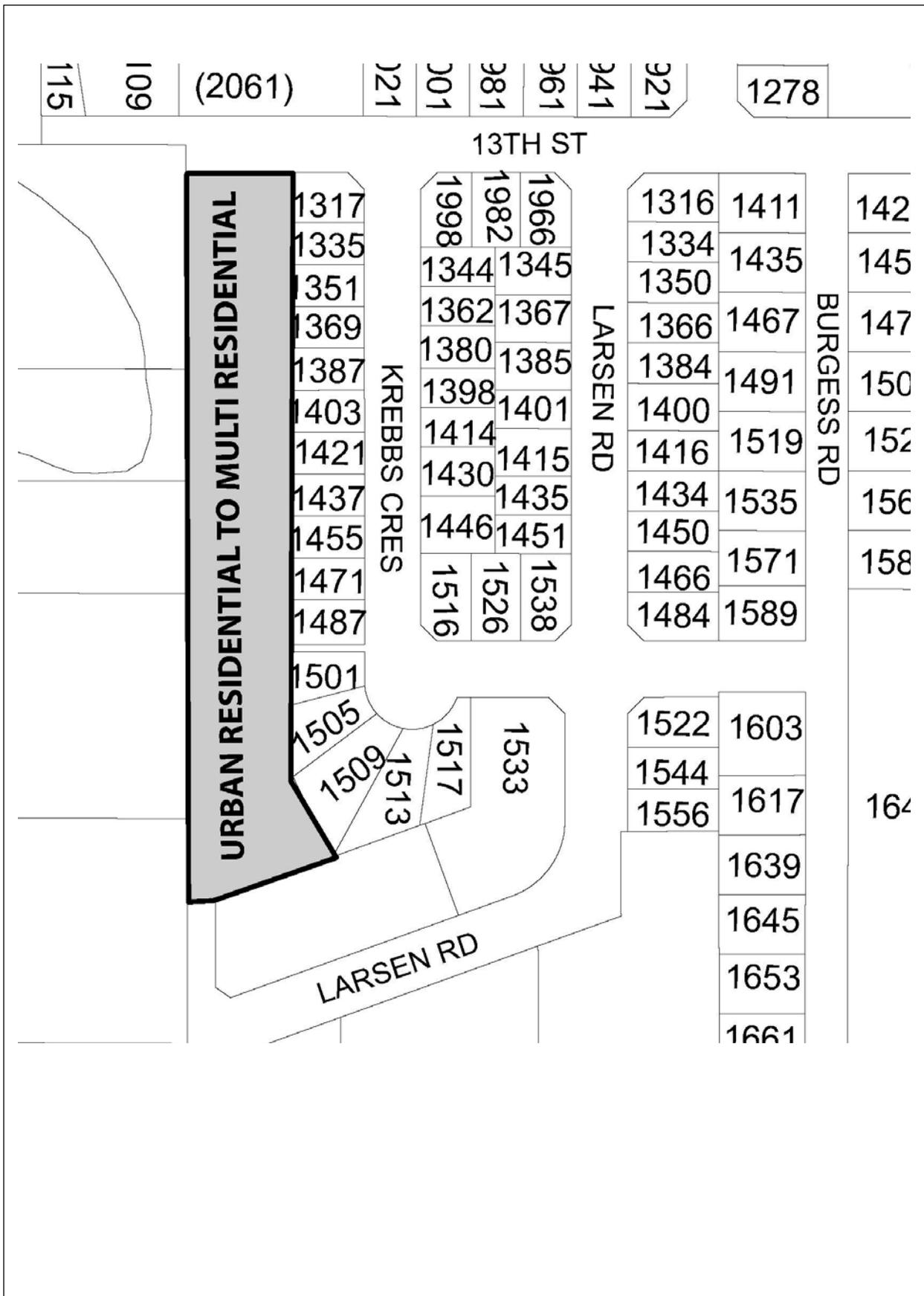
This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

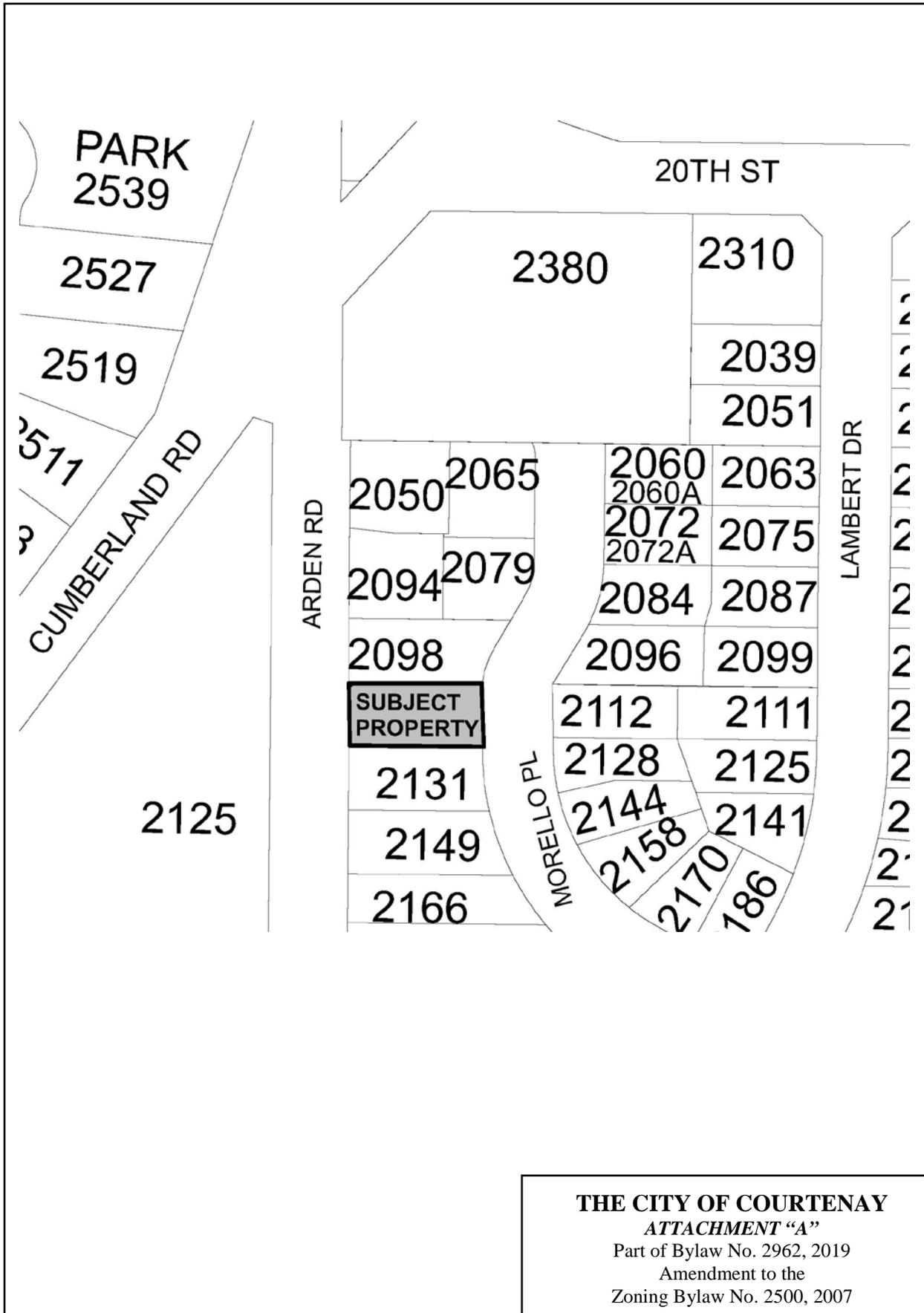
Sincerely,

A handwritten signature in black ink, appearing to read "Selina Robinson".

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Arjun Singh, President, Union of British Columbia Municipalities





THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2962, 2019
 Amendment to the
 Zoning Bylaw No. 2500, 2007

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 March 31, 2020.

Read a first time this 15th day of April, 2019

Read a second time this 15th day of April, 2019

Read a third time this 15th day of April, 2019

Notice given under section 59(2)(a) and (3) of the *Community Charter* and published in two editions of the Comox Valley Record on the 4th day June, 2019 and the 6th day of June, 2019

Finally passed and adopted this day of , 2019

Mayor

Corporate Officer