

**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:** March 02, 2020  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

**1.00 ADOPTION OF MINUTES**

- 1 1. Adopt February 18<sup>th</sup>, 2020 Regular Council meeting minutes
- 15 2. Adopt February 24<sup>th</sup>, 2020 Committee of the Whole meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

- 19 1. Lindsay McGinn, Comox Valley Community Health Network, and Pam Munroe, Comox Valley Social Planning Society, - November 2019 Social Planning Workshop and Report - Summary of Results and Recommendations

**4.00 STAFF REPORTS/PRESENTATIONS**

**(a) CAO and Legislative Services**

- 25 1. Greenwood Trunk Sewer Alternative Approval Process Results

**(b) Development Services**

- 29 2. Building Bylaw No. 3001, 2020

**(c) Financial Services**

- 35 3. 2020-2024 General Capital and Operating Financial Plan Revisions
- 49 4. Parcel Tax Review Panel - 2020

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 53 1. Downtown Courtenay Business Improvement Association - Downtown Courtenay Illegal Activity Survey

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 73 1. Heritage Advisory Commission Meeting Minutes January 22<sup>nd</sup>, 2020

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

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

**8.00 RESOLUTIONS OF COUNCIL**

**1. Councillor Hillian - 5<sup>th</sup> Street Bridge - Claire Trevena, Minister of Transportation and Infrastructure**

Whereas the City is seeking additional funding support to alleviate the burden on local taxpayers for the rehabilitation of the 5<sup>th</sup> Street Bridge;

Therefore be it resolved that the City write to Transportation and Infrastructure Minister Claire Trevena thanking her for visiting Courtenay to view the bridge on February 3<sup>rd</sup>, 2020 and request her assistance in identifying alternative funding for the 5<sup>th</sup> Street Bridge rehabilitation project.

**2. Councillor Hillian - Public Safety Enhancements - Downtown Courtenay**

Whereas incidents have occurred in downtown Courtenay that have raised concerns for public safety;

Therefore be it resolved that staff investigate and report to Council on the potential installation of on-street video cameras outside the Courtenay Library (300 - 6<sup>th</sup> Street) and other strategic locations, and other environmental design features to enhance public safety downtown.

**3. Councillor Hillian - Public Toilet Facility - Downtown Courtenay**

Whereas there is limited accessibility to public toilets in downtown Courtenay, resulting in incidents of significant inconvenience for citizens, undue pressure on businesses, and unhygienic practices to seek relief in some cases;

Therefore be it resolved that staff investigate the potential for locating a “Portland Loo” or similar such facility in the downtown area.

**Staff Note:** Information regarding the “Portland Loo” may be located here <http://bit.ly/PORTLAND-LOO>

**9.00 UNFINISHED BUSINESS**

- 75 1. 2020 - 2024 General Capital Financial Plan

**Staff Note:** On February 24<sup>th</sup>, 2020 Council passed the following resolution:

*“That Council postpone approval of the 2020 - 2024 General Capital Financial Plan until the March 2nd, 2020 regular Council meeting.”*

- 89 2. 2020 - 2024 General Operating Financial Plan

**Staff Note:** On February 24<sup>th</sup>, 2020 Council passed the following resolution:

*“That Council postpone approval of the 2020 - 2024 General Operating Financial Plan until the March 2<sup>nd</sup>, 2020 regular Council meeting; and,*

*That staff provide a report with options to reduce the general taxation rate by incorporating the proposed amendments discussed at the February 24<sup>th</sup>, 2020 Committee of the Whole meeting as follows:*

- *utilizing \$100,000 from gas tax toward cycling infrastructure improvement outlined in the 2020 Capital budget,*
- *utilizing the park amenity reserve toward park improvements outlined in the 2020 General Operating Capital Plan; and,*
- *allocating \$110,000 from gaming funds into the 2020 operating budget to implement the recommendations from the 2019 Cultural Services Report.”*

3. Delegation - Kumugwe Cultural Society - Red Dress Legacy Totem Pole Project

The delegation is seeking \$5,000 in funding from the City to contribute toward the society’s “Red Dress Legacy Totem Pole Project” to design, carve and erect a 20-ft totem pole as a monument to murdered and missing Indigenous women with provision for an install where families and friends can commemorate their loved ones; and, to serve as a permanent memorial and community education tool to the history of Indigenous people in our country.

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

- 115 1. Comox Valley Snow to Surf Event - Sunday, April 26<sup>th</sup>, 2020

**12.00 BYLAWS**

**For First, Second and Third Reading**

- 117 1. “Building Bylaw No. 3001, 2020”  
(A Bylaw to provide administration of the Building Code and Regulation of Construction)

**For Final Adoption**

- 165 1. “2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”  
(A bylaw to authorize the borrowing of the estimated cost of constructing the Greenwood Sewer Trunk Connection to the sanitary sewer system)
- 167 2. “Official Community Plan Amendment Bylaw No. 2963, 2019”  
(A bylaw to change the land use designation from Commercial to Multi Residential - 2600 Mission Road)
- 169 3. “Zoning Amendment Bylaw No. 2964, 2019”  
(A bylaw to rezone from Multi Use Four Zone (MU-4) to Residential Four A Zone (R-4A) and Schedule No. 8, Zoning Map be amended accordingly - 2600 Mission Road)
- 171 4. “City of Courtenay Fees and Charges Amendment Bylaw No. 2982, 2020”  
(A bylaw to amend the Schedule of Fees and Charges Section III, Appendix IV - Solid Waste Collection Fees)
- 175 5. “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020”  
(A bylaw to designate and establish the powers, duties, and responsibilities of Officers for the City of Courtenay)

**13.00 ADJOURNMENT**

**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Tuesday, February 18, 2020 at 4:00 p.m.**

**Attending:**

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

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

**1.00 ADOPTION OF MINUTES**

**.01** Moved by Cole-Hamilton and seconded by Frisch that the  
MINUTES February 3<sup>rd</sup>, 2020 Regular Council meeting minutes be adopted.  
0570-03 Carried

**2.00 ADOPTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**Twila Skinner, General Manager, Comox Valley Farmer's Market Association (CVFMA)** presented information to Council regarding the history and operations of the Farmer's Market and summarized the CVFMA's mandate:

- To promote the economic health of the local farm and food community
- To provide quality locally grown farm products
- To educate the community on agriculture issues
- To promote and support local agriculture

The farmers market provides social and economic benefits to the Comox Valley contributing approximately \$3.5 million annually to the local economy. The CVFMA expressed interest in working with the City to promote expansion of the agricultural industry in consultation with the City's Official Community Plan.

**Lee Everson and Hereditary Chief Rob Everson, Kumugwe Cultural Society** presented information to Council regarding the legacy programs the society has undertaken to honour missing and murdered Indigenous women, girls and two spirited. The first program “Walking With our Sisters” was an install of 1400 - 1500 moccasin tops that represented the number of murdered and missing Indigenous women, followed a few years later by the “Red Dress Campaign” a 150-foot line of red dresses used as visual display to raise public awareness, and the current “Red Dress Legacy Totem Pole Project” to design, carve and erect a 20-ft totem pole as a monument to murdered and missing Indigenous women with provision for an install where families and friends can commemorate their loved ones.

The delegation is seeking \$5,000 in funding from the City to contribute toward the society’s “Red Dress Legacy Totem Pole Project” that will serve as a permanent memorial and community education tool to the history of Indigenous people in our country.

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01**  
REPEAL AND  
REPLACE “OFFICER’S  
DESIGNATION AND  
ESTABLISHMENT OF  
POWERS, DUTIES, &  
RESPONSIBILITIES  
BYLAW NO. 2913,  
2017 WITH BYLAW  
NO. 3000, 2020  
3900-00

Moved by Hillian and seconded by McCollum that based on the February, 18<sup>th</sup>, 2020 staff report “Repeal and Replace Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2913, 2017”, Council proceed with OPTION 1 and Repeal Bylaw No. 2913, 2017; and

That “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020” proceed to first, second and third reading.

**Carried**

**.02**  
PRESENTATION -  
OFFICIAL  
COMMUNITY PLAN  
(OCP) UPDATE -  
JENNIFER FIX &  
LUCAS OZOLS-  
MONGEAU,  
DIALOG  
6480-20

Jennifer Fix and Lucas Ozols-Mongeau, DIALOG, presented information on the Official Community Plan (OCP) update, a comprehensive review to establish overarching and climate-friendly policies to guide the next 10-20 years of development within Courtenay. Ms. Fix delivered information about the project scope and phased timeline for completion; and, included an update on the current project status (Phase 1) and a summary of the background research used to guide the OCP such as climate policy, transportation, land use, growth management and ecology.

Moved by Frisch and seconded by Cole-Hamilton that the February 18<sup>th</sup>, 2020 Official Community Plan presentation be received for information.

**Carried**

**.03**  
DEVELOPMENT  
VARIANCE PERMIT  
NO. 1905 -  
515 MENZIES  
AVENUE  
3090-20-1905

Moved by McCollum and seconded by Frisch that based on the February 18<sup>th</sup>, 2020 staff report “Development Variance Permit No. 1905 - 515 Menzies Avenue”, Council approve OPTION 1 and proceed with issuing Development Variance Permit No. 1905.

**Carried**

**.04**

OFFICIAL  
COMMUNITY PLAN  
(OCP) AMENDMENT  
BYLAW NO. 2972  
AND ZONING  
AMENDMENT BYLAW  
NO. 2973 - LANNAN  
ROAD  
6480-20-1902/  
3360-20-1911

Moved by Theos and seconded by Morin that based on the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”, Council approve OPTION 1 as follows:

1. That Council confirms that the following amenities offered by the applicant are adequate for the proposed OCP and Zoning Bylaw amendments; contributions to the Parks, Recreation, Culture and Senior’s Facilities Amenity Reserve Fund; the development of Parkland at 2600 Crown Isle Drive; the provision of a furnished modular housing unit to “Dawn to Dawn”; and contributions to the Affordable Housing Amenity Reserve Fund;
2. That a condition is added to the Phased Development Agreement prohibiting any stormwater management facility within the forested area immediately south of the subject property and that the Brooklyn Creek Watershed Society be involved in the design stages of the stormwater management system;
3. That Council gives OCP Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 Third Reading; and,
4. That Final Reading of the bylaws is withheld pending the registration of a Section 219 covenant registering a Phased Development Agreement on the subject property.

**Not voted on (Council deferred decision on the main motion by resolution)**

**New motion:**

Moved by Hillian and seconded by Frisch that Council defer decision on the main motion (OPTION 1) of the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road” to allow staff to present the report to Council and give Council the opportunity to review and consider the other options available listed on pages 5 and 6 of the staff report.

**Carried**

**New motion:**

Moved by McCollum and seconded by Frisch that Council not proceed with Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road; pending receipt of a proposal from staff that addresses broader concerns related to tree preservation, stormwater management and growth management for a reduction in mixed-use housing density that would decrease the number of units (currently 330) proposed by the applicant.

**Withdrawn**

Council agreed to review the options listed on page 5 and 6 within the staff report as follows:

Tree Preservation:

Option 1	Option 2	Option 3
		✓

Moved by Hillian and seconded by Morin that Council support Tree Preservation OPTION 3 on page 5 of the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”,

- Allow the removal of trees for the proposed extension of the Britannia Place Strata only, but require the protection of all other remaining trees with the exception of minimal additional removal for the extension of Britannia Way; and,

That staff provide a report presenting more detailed information regarding tree preservation options to be brought forward at a future Council meeting.

**Carried with Councillors Frisch and Theos opposed**

Stormwater Management (Pond Location):

Option 1	Option 2	Option 3
	✓	

Moved by Hillian and seconded by Frisch that Council support Stormwater Management (Pond Location) OPTION 2 on page 5 of the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”,

- Require that the location of stormwater management facilities is identified to the satisfaction of all relevant authorities prior to further consideration of the bylaws; and,

That staff provide a report presenting more detailed information regarding stormwater management options to be brought forward at a future Council meeting.

**Carried with Councillor Theos opposed**

Stormwater Management (Study/Design):

Option 1	Option 2	Option 3
	✓	

Moved by Frisch and seconded by Cole-Hamilton that Council support Stormwater Management (Pond Location) OPTION 2 on page 5 of the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”,

- Require that the stormwater management design is completed prior to final consideration of the bylaws.

**Carried with Councillor Theos opposed**

Amenities (Affordable Housing):

Option 1	Option 2	Option 3
		✓

Moved by Frisch and seconded by McCollum that Council support Amenities (Affordable Housing) OPTION 3 on page 6 of the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”,

- Request additional information such as an appraisal of the land’s value pre and post bylaw amendments to help inform Councils’ decision on amenities;

With a contribution to the Comox Valley Coalition to End Homelessness.

**Carried with Councillors Morin and Theos opposed**

Amenities (Parks, Recreation, Culture, and Senior’s Facilities):

Option 1	Option 2	Option 3
		✓

Moved by Frisch and seconded by McCollum that Council support Amenities (Parks, Recreation, Culture, and Senior’s Facilities) OPTION 3 on page 6 of the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”,

- Request additional information such as an appraisal of the land’s value pre and post bylaw amendments to help inform Councils’ decision on amenities.

**Carried with Councillors Morin and Theos opposed**

Land Uses (Housing Form/Density):

Option 1	Option 2	Option 3
✓		

Moved by Hillian and seconded by Frisch that Council support Land Uses (Housing Form/Density) OPTION 1 on page 6 of the February 20<sup>th</sup>, 2020 staff report “Third Reading Report - Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road”,

- The applicant is proposing 330 units. A maximum of 122 of the 330 units are single family dwellings with or without suites. A maximum of 208 multi-family units are permitted; and,

That Council proceed with bylaws 2972 and 2973 based on the density and mixed units proposed, with additional consideration given to multi-modal transportation values.

**Carried with Councillor McCollum opposed**

Moved by Hillian and seconded by McCollum that Council postpone consideration of Third Reading of Official Community Plan (OCP) Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road; and, request that staff return to Council with a draft resolution that addresses specific items identified by Council related to the proposed bylaws at a future Council meeting.

**Carried with Councillor Theos opposed**

**Councillor McCollum left Council Chambers at 7:18 p.m.**

**Councillor McCollum returned to Council Chambers and took her seat at 7:20 p.m.**

**The council meeting recessed at 7:23 p.m.**

**The meeting reconvened at 7:43 p.m.**

**.05**  
2020 - 2024  
MUNICIPAL SOLID  
WASTE,  
RECYCLABLES, AND  
YARD WASTE  
BUDGETS  
1705-20/1830-05

Moved by McCollum and seconded by Frisch that based on the February 20<sup>th</sup>, 2020 staff report “2020 - 2024 Municipal Solid Waste, Recyclables, and Yard Waste Budgets” Council approve OPTION 1 and increase 2020 user fees by 5.5%, and;

That Bylaw No. 2982, 2020 a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, proceed to first, second and third reading in order to revise the proposed 2020 Municipal Solid Waste, Recyclables and Yard Waste user fees.

**Carried**

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

**.01**  
APPRECIATION  
LETTER  
COMOX VALLEY ARTS  
COUNCIL  
0250-20

Moved by Hillian and seconded by Frisch that the letter of appreciation dated January 13<sup>th</sup>, 2020, from the Comox Valley Arts Council, thanking Council for their efforts in supporting the Cultural Services Report and adoption of the recommendations within the report, be received for information.

**Carried**

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

**.01**  
OFFICIAL  
COMMUNITY PLAN  
(OCP) INTERIM  
REPORT (PHASE 1)  
6480-00

Moved by Cole-Hamilton and seconded by Frisch that the February 18<sup>th</sup>, 2020 briefing note, “Official Community Plan (OCP) Interim Report (Phase 1)”, be received for information.

**Carried**

**.02**  
SINGLE-USE PLASTIC  
REGULATION  
4320-20

Moved by Cole-Hamilton and seconded by Frisch that the February 18<sup>th</sup>, 2020 briefing note, “Single-Use Plastic Regulation”, be received for information.

**Carried**

**R4/2020 - February 18, 2020**

**.03** Moved by Cole-Hamilton and seconded by Frisch that the  
FINANCE SELECT February 12<sup>th</sup>, 2020 briefing note, "Finance Select Committee Final  
COMMITTEE FINAL Report to Council", be received for information.  
REPORT TO COUNCIL **Carried**  
0550-20-04

**.04** Moved by Cole-Hamilton and seconded by Frisch that the Parks  
PARKS AND and Recreation Advisory Commission meeting minutes for December 5<sup>th</sup>,  
RECREATION 2019, be received for information.  
ADVISORY **Carried**  
COMMISSION  
MEETING MINUTES  
0360-20

**.05** Moved by Cole-Hamilton and seconded by Frisch that the  
FINANCE SELECT Finance Select Committee (Council Select Committee on Alternative  
COMMITTEE MEETING Asset Management Funding Sources and Levels of Service Options)  
MINUTES meeting minutes for November 15<sup>th</sup>, 2019, be received for information.  
0360-20/0550-20-04 **Carried**

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

**.01** Moved by Cole-Hamilton and seconded by Frisch that Council  
REPORTS/UPDATES skip discussion related to Item 7 *Reports/Updates from Council Members*  
FROM COUNCIL *Including Reports from Committees* on the February 18<sup>th</sup>, 2020 Council  
MEMBERS agenda in the interest of expediting the advancement of the meeting; and;  
0530-01

That each Council member may submit their events in writing to staff for the purpose of reporting in the meeting minutes.  
**Carried**

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

- Downtown Courtenay Business Improvement Association Board meeting
- Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee meeting
- City of Courtenay Finance Select Committee meeting #3
- Internal staff briefing related to CVRD Commissions and Boards meeting
- CVRD Committee of the Whole meeting
- Comox Valley Sewage Commission meeting
- Comox Valley Sports Centre Commission meeting
- Climate Caucus Communication Team meeting
- Meeting with Chief Wedlidi Speck and Councillor Hillian regarding the Moose Hide Campaign

- Youth Environmental Action conference
- 6<sup>th</sup> Annual Comox Valley Women's Memorial March at Simms Millennium Park
- Official Community Plan (OCP) and First Nations Consultation Lunch and Learn session with staff and Council

COUNCILLOR  
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- Comox Valley Coalition to End Homelessness meeting
- Interview with consultant regarding the CVRD Regional Housing Needs Assessment survey
- City of Courtenay Finance Select Committee meeting #3
- Comox Valley Sports Centre Commission meeting
- CVRD Committee of the Whole meeting
- Comox Strathcona Solid Waste Management Board meeting
- Comox Strathcona Regional Hospital District Board meeting
- 6<sup>th</sup> Annual Comox Valley Women's Memorial March at Simms Millennium Park
- Official Community Plan (OCP) and First Nations Consultation Lunch and Learn session with staff and Council

COUNCILLOR  
MCCOLLUM

Councillor McCollum reviewed her attendance at the following events:

- Comox Valley Economic Development Society meeting
- City of Courtenay Finance Select Committee meeting #3
- Comox Strathcona Solid Waste Management Board meeting
- Comox Strathcona Regional Hospital District Board meeting
- Official Community Plan (OCP) and First Nations Consultation Lunch and Learn session with staff and Council

COUNCILLOR  
MORIN

Councillor Morin reviewed her attendance at the following events:

- Attended NDP gathering with caucus members
- Comox Valley Food Policy Council meeting
- Internal staff briefing related to CVRD Commissions and Boards meeting
- Comox Valley Sewage Commission meeting
- Comox Valley Sports Centre Commission meeting
- CVRD Committee of the Whole meeting
- Comox Strathcona Solid Waste Management Board meeting
- Comox Strathcona Regional Hospital District Board meeting
- Comox Valley Drug Strategy Committee meeting
- 6<sup>th</sup> Annual Comox Valley Women's Memorial March at Simms Millennium Park
- Comox Valley Food Policy Council work plan meeting

MAYOR  
WELLS

Mayor Wells reviewed his attendance at the following events:

- Official Community Plan (OCP) Advisory Committee meeting
- Comox Valley Rotary Club Mayors Forum to discuss local issues
- Attended the announcement of the Commemorative Partnership Program \$13,500 contribution to the Comox Valley Airport Commission in support of their “Plane of Reconciliation” project, honouring the contributions and sacrifices of Indigenous peoples in the Canadian Armed Forces
- MP Gord Johns mid-Vancouver Island Mayors meeting to discuss shared interests and concerns related to affordable housing, mental illness and addiction services, environmental issues, entrepreneurship, pacific wild salmon emergency and infrastructure (water, sewer, roads, and solid waste)
- Youth Environmental Action conference
- 6<sup>th</sup> Annual Comox Valley Women’s Memorial March at Simms Millennium Park

## **8.00 RESOLUTIONS OF COUNCIL**

**.01**

FINANCE SELECT  
COMMITTEE -  
MANDATE AND  
AMEND TERMS OF  
REFERENCE  
0550-20

Moved by Hillian and seconded by McCollum that based on the February 10<sup>th</sup>, 2020 briefing note, “Finance Select Committee Final Report to Council” that Council support the proposal to extend the mandate of the Finance Select Committee to include the following subjects in an updated Terms of Reference:

- Land Strategy - Disposition: consider policy/process on designating surplus City property to support housing projects (i.e. Co-operative Housing, Habitat for Humanity, Supportive Housing, etc.) versus using proceeds of land sales to support strategic land acquisitions, and/or to fund other City projects (i.e. East Courtenay Fire Hall, new Operations Building, etc.)
- Review Business Cases for significant future capital projects (i.e. related to capital renewal and growth, etc.)
- Review and update financial policies on surpluses and reserves
- Other opportunities

That the mandate for the Finance Select Committee be extended to **January 31<sup>st</sup>, 2021.**

**Carried**

**.02**

COUNCILLOR FRISCH  
LAND OPPORTUNITIES  
FOR CO-OPERATIVE  
HOUSING  
0400-20/0890-01

Moved by Frisch and seconded by McCollum that whereas, affordable housing is a priority in every jurisdiction in the Comox Valley, and

Whereas, non-profit co-operative housing can provide long-term, sustainable, secure tenure, market and sub-market housing, and

Whereas, non-profit co-operative housing is known, in addition to reducing homelessness, to build social cohesion and community pride, and

Whereas, inter-jurisdictional co-operation could increase our communities ability to maximize the number of housing units funded, as well as project efficiencies, therefore

Be it resolved that, the City of Courtenay identify available lands on which to build co-operative housing, and

Furthermore that, the City of Courtenay partner with other willing Comox Valley jurisdictions and the Co-operative Housing Federation of BC to do a feasibility study, apply for funding, and build co-operative housing.

**Carried**

**.03**

RISE AND REPORT  
RISE AND REPORT -  
SOLID WASTE  
COLLECTION  
CONTRACT  
EXTENSION  
2320-20

Moved by Frisch and seconded by Cole-Hamilton that the resolution passed at the February 3<sup>rd</sup>, 2020 closed (In Camera) meeting to rise and report on the Solid Waste Collection Contract Extension, be received for information as follows:

Solid Waste Collection Contract Extension Emterra Environmental:

*“That Council endorse a two and a half years (2.5) plus six (6) month optional extension of the existing Emterra Environmental Solid Waste Collection Contract for additional increases of 7.5% for 2020, 5% for 2021 and 4% for 2022 to March 31<sup>st</sup>, 2022;*

*That Council direct staff to increase user fees for 2020 and prepare an amendment to the user fees and charges bylaw; and,*

*That subject to the approval of the terms of the agreement with Emterra Environmental, the City rise and report at a future open meeting as deemed appropriate by staff.”*

**Carried**

**.04**

COUNCILLOR MORIN  
ATTENDANCE AT 3<sup>RD</sup>  
ANNUAL VANCOUVER  
ISLAND SYMPOSIUM  
ON WATER  
“STEWARDSHIP IN A  
CHANGING CLIMATE”  
APRIL 22 - 24, 2020  
0390-20

Moved by Morin and seconded by Frisch that Council support Councillor Morin’s attendance at the 3<sup>rd</sup> Annual Vancouver Island Symposium on Water Stewardship in a Changing Climate April 22 - 24, 2020, hosted in Courtenay; and

That the registration fee for Councillor Morin’s participation at the symposium be dispersed as a 50/50 cost share with the Comox Valley Regional District in Councillor Morin’s role as a Director to the Comox Valley Water Committee; and,

That the balance of the registration fee payable by the City of Courtenay be funded from the regular Council travel expense budget.

**Carried**

**.05**

IN CAMERA  
MEETING

Moved by Hillian and seconded by Frisch that notice is hereby given that a Special In-Camera meeting closed to the public will be held February 3<sup>rd</sup>, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-section of the *Community Charter*:

90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

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

**Carried**

## **9.00 UNFINISHED BUSINESS**

## **10.00 NOTICE OF MOTION**

## **ADOPTION OF LATE ITEMS**

**.01**

MAYOR'S TRAVEL TO  
OTTAWA - FEDERAL  
MINISTER MEETING  
RE: KUS-KUS-SUM  
FUNDING  
0400-20/0430-20

Council agreed that the request to approve the Mayor's travel to Ottawa in the Spring of 2020 to meet with federal ministers to procure federal funding in support of the purchase and restoration of the Kus-kus-sum site, 1901 Comox Road, be added to the February 18<sup>th</sup>, 2020 Council agenda under section *11.00 New Business*.

**.02**

FUNDING REQUEST -  
TO SPONSOR COMOX  
VALLEY YOUTH  
LEADERSHIP SUMMIT  
MARCH 22<sup>ND</sup>, 2020  
0250-20

Moved by Frisch and seconded by Cole-Hamilton that the funding request to sponsor the Comox Valley Youth Leadership Summit March 22<sup>nd</sup>, 2020 be added to the February 18<sup>th</sup>, 2020 Council agenda under section *11.00 New Business*.

**Carried**

## **11.00 NEW BUSINESS**

**.01**

MAYOR'S TRAVEL TO  
OTTAWA - FEDERAL  
MINISTER MEETING  
RE: KUS-KUS-SUM  
FUNDING  
0400-20/0430-20

Moved by Hillian and seconded by Frisch that Council approve Mayor Wells' travel to Ottawa to attend federal minister and senior staff meetings, currently in the planning stages for spring 2020, to procure federal funding to support the purchase and restoration of the Kus-kus-sum site located at 1901 Comox Road; and,

That the travel costs for the Mayor's travel to Ottawa, if required, be funded from the regular Council travel expense budget.

**Carried with Councillor Theos opposed**

**.02**  
FUNDING REQUEST -  
SPONSORSHIP -  
COMOX VALLEY  
YOUTH LEADERSHIP  
SUMMIT  
MARCH 22<sup>ND</sup>, 2020  
0250-20

Moved by Morin and seconded by Frisch that Council support the funding request to sponsor the Comox Valley Youth Leadership Summit (YLS) March 22<sup>nd</sup>, 2020, hosted in the Stan Hagen Theatre, Courtenay; and,

That Council grant a financial contribution to the YLS in the amount of \$500 to be funded from gaming funds; and,

That staff notify the YLS of the City's sponsorship by the February 21<sup>st</sup>, 2020 deadline.

**Carried**

## **12.00 BYLAWS**

**.01**  
CITY OF COURTENAY  
FEES AND CHARGES  
AMENDMENT BYLAW  
NO. 2982, 2020  
(TO AMEND SOLID  
WASTE COLLECTION  
FEES)

Moved by Frisch and seconded by McCollum that "City of Courtenay Fees and Charges Amendment Bylaw No. 2982, 2020" pass first, second and third reading.

**Carried**

**.02**  
OFFICER'S  
DESIGNATION AND  
ESTABLISHMENT OF  
POWERS, DUTIES, &  
RESPONSIBILITIES  
BYLAW NO. 3000,  
2020  
(FOR OFFICERS OF  
THE CITY OF  
COURTENAY)

Moved by McCollum and seconded by Frisch that "Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020" pass first, second and third reading.

**Carried**

**.03**  
BYLAW NO. 2938,  
2018, ZONING  
AMENDMENT TO  
REZONE PROPERTY  
FROM C-2A TO R-4A  
TO ALLOW SENIORS  
CARE FACILITY,  
(925 BRAIDWOOD  
ROAD)

Moved by Hillian and seconded by Frisch that "Zoning Amendment Bylaw No. 2938, 2018" be finally adopted.

**Carried**

**13.00 ADJOURNMENT**

**.01**

**ADJOURNMENT**

Moved by Cole-Hamilton and seconded by McCollum that the meeting now adjourn at 8:23 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 18<sup>th</sup> day of February, 2020**

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**Mayor**



**Minutes of a Committee of the Whole meeting held Monday, February 24, 2020 at 4:00 p.m. in the City Hall Council Chambers.**

**Attending:**

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

**Staff:**

D. Allen, CAO  
W. Sorichta, Manager of Legislative & Corporate Administrative Services  
T. Kushner, Deputy CAO – Interim  
D. Bardonnex, Fire Chief  
I. Buck, Director of Development Services  
J. Nelson, Director of Financial Services  
D. Snider, Director of Recreation and Cultural Services  
A. Guillo, Manager of Communications  
A. Berard, Manager of Financial Planning, Payroll & Business Performance  
R. Matthews, Executive Assistant

**.01**  
CHIEF  
ADMINISTRATIVE  
OFFICER  
INTRODUCTION  
2020 - 2024  
GENERAL CAPITAL  
AND OPERATING  
FINANCIAL PLAN  
1705-20

David Allen, Chief Administrative Officer, presented opening statements for the 2020-2024 Five Year Financial Plan.

The financial plan reflects Council's 2019-2022 thematic Strategic Priorities, and also the specific Council NOW/NEXT and departmental OPERATIONAL strategic priorities developed in November 2019.

The proposed 2020-2024 General Capital and Operating Financial Plan defines and seeks Council approval for the service priorities and operating budget for each City department for the current year, and presents the projection for the following next four years.

The 2020 Financial Plan reflects the City's growing maturity in developing and implementing its Asset Management Program within a progressive corporate culture where all departments, officers and employees have a role to play.

Like the City's previous Asset Management Policy, the new Asset Management Bylaw continues to focus on maintaining service levels, renewing and maximizing the life of the City's existing infrastructure, and the public's willingness to pay. In addition, the AM Bylaw introduces consideration of full life-cycle costs in making decisions regarding the renewal, upgrade, and acquisition of *all* the City's capital assets.

Council previously considered the 2020-2024 sewer, water, and solid waste financial plans, and these will be consolidated with the 2020-2024 General Operating and Capital financial plans for final consideration and adoption by Council in the coming weeks; with the potential for future revenues to off-set forecasted expenditures through either grants, partnerships or the outcomes of Council's Finance Select Committee.

## **1.00 STAFF REPORTS/PRESENTATIONS**

**.01**  
2020 - 2024  
GENERAL CAPITAL  
FINANCIAL PLAN  
1705-20

Jennifer Nelson, Director of Financial Services, and Trevor Kushner, Deputy CAO - Interim, presented information to Council related to the proposed Capital projects for the 2020 financial plan year; projects were selected with a focus on Council strategic priorities, master plans and asset management principles such as risk, condition assessment and capacity assessment for sustainable service delivery.

The proposed 2020 capital project data dashboards were reviewed, by department, followed by general discussion related to project features and proposed funding sources.

Moved by Frisch and seconded by McCollum that the February 24<sup>th</sup>, 2020 staff report "2020-2024 General Capital Financial Plan" and presentation, and the 2020 General Capital Project Data Dashboards, be received for information.

**Carried**

Moved by Hillian and seconded by Frisch that Council postpone approval of the 2020 - 2024 General Capital Financial Plan until the March 2<sup>nd</sup>, 2020 regular Council meeting.

**Carried**

**The meeting recessed at 6:06 p.m.**  
**The meeting reconvened at 6:26 p.m.**

**.02**  
2020 - 2024  
GENERAL  
OPERATING  
FINANCIAL PLAN  
1705-20/1715-20

Jennifer Nelson, Director of Financial Services, and Trevor Kushner, Deputy CAO - Interim, presented information to Council related to the proposed 2020 general operating financial plan categorizing operating expenditures, transfers to reserves and other funds guided by the City's asset management bylaw, Council's strategic priorities and preventative maintenance programs to extend the life of City assets.

General discussion followed related to the proposed 2020 municipal tax increase, the impact of external cost drivers including Personnel (BC provincial minimum wage increase, benefit premium increases) Services (RCMP contract, insurance increases) and Other (library requisition, solid waste collection contract); and, options for alternative funding sources to reduce general taxation.

Moved by Cole-Hamilton seconded by McCollum that the February 24<sup>th</sup>, 2020 staff report “2020-2024 General Operating Financial Plan” and presentation, be received for information.

**Carried**

Moved by McCollum and seconded by Hillian that Council amend the proposed 2020-2024 General Operating Financial Plan, and direct staff to include an amendment to the schedule for general taxation that reflects utilizing \$100,000 from gas tax toward cycling infrastructure improvement outlined in the 2020 Capital budget and better utilize the park amenity reserve toward park improvements outlined in the 2020 General Operating Capital Plan.

**Withdrawn**

Moved by Hillian and seconded by Frisch that Council postpone approval of the 2020 - 2024 General Operating Financial Plan until the March 2<sup>nd</sup>, 2020 regular Council meeting; and,

That staff provide a report with options to reduce the general taxation rate by incorporating the proposed amendments discussed at the February 24<sup>th</sup>, 2020 Committee of the Whole meeting as follows:

- utilizing \$100,000 from gas tax toward cycling infrastructure improvement outlined in the 2020 Capital budget,
- utilizing the park amenity reserve toward park improvements outlined in the 2020 General Operating Capital Plan; and,
- allocating \$110,000 from gaming funds into the 2020 operating budget to implement the recommendations from the 2019 Cultural Services Report.

**Carried**

## **2.00 ADJOURNMENT**

**.01**

Moved by Frisch and seconded by Cole-Hamilton that the meeting now adjourn at 8:31 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 2<sup>nd</sup> day of March, 2020**

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**Mayor**



# Exploring Social Planning in the Comox Valley: Where to From Here?

**Nov 7, 2019**



This workshop hosted by the Comox Valley Social Planning Society brought together local government elected officials and staff with representatives of the CV Social Planning Society (Society) and the CV Community Health Network (Network). The workshop was facilitated by Scott Graham from the Social Planning and Research Council of BC and purpose of the workshop was to:

- Dialogue about community social planning and the role of different community stakeholders
- Co-explore possible future directions for collaboration, shared goals, and planning activities
- Build consensus on collaborative roles we can play in social planning work in the Comox Valley moving forward.

The workshop began with an overview of the role of local government in social planning including how it fits with the Local Government Act and Community Charter and information from the Network, the Society and local government about current initiatives. Then participants worked in small groups to explore opportunities and challenges for possible collaborations and engaged in a “dotmocracy” process to determine five priorities for future collaboration and next steps. We ended with sharing a meal together.

# Summary of results of dialogue and deliberation

Through a process of dialogue and deliberation, local government leaders, Comox Valley Social Planning Society and the Comox Health Network, identified the following five priorities for future collaboration:

1. Work with CHN & CVSPS together to support regular feedback from and information with CVRD with a view to continually finding opportunities for more fulsome discussion and engagement
2. Invite all elected officials & School District to some CVRD Sessions (3x a year), considering special “COWS”, K’omoks First Nation as well as local government staff involvement
3. Work together to advance the Agricultural Plan with a focus on affordability and aging farmer renewal
4. Enhance public governance and engagement at local neighbourhood level, with a focus on emergency planning
5. Collaborate to address housing issues, including a focus on: assessments, Regional Strategy and implementation, exploring the development of a Housing Authority, Land – Publicly Owned, and other strategies such as Co – ops, rental, youth housing strategy, and zoning enforcement



# Transcript from small group notes: Opportunities and Challenges

## GROUP NO. 1

- Through schools get more people involved in community participation exercises
- (SD71 has a community school policy)
- Sports organizations – contacts for public consultation exercises
- School district ability to reach out to parents with their communication tools
- Emergency planning exercises
- Community hall in rural areas – focus for connections
- Immigration welcome centre – developing community cohesion
- International Students
- Creating cultural awareness of the “others” in our community
- Seniors Centres – Seniors Organizations
- Zoning regulations for sharing spaces – how to integrate in existing neighborhoods
- Seniors with no grand kids or grand kids with no local grandparents
- Employment + income – not in LG. purview – now here but CVEDS review may be an opportunity for social development lens
- L.G. – Land use Opportunities shape these opportunities

## GROUP NO. 2

#1 – CHN & CVSPS tougher to regulate to give feedback/information to CVRD (Look for mechanisms for more fulsome discussion/engagement)

#2 – Clarify the Role of the CVRD rep in reporting back

#3 Invite all elected officials & SD to some CVRD Sessions (3x a year) (Special “cows” + KFN with local gov’t staff involvement.

# 4 Visual representation on where people are collaborating along with opportunities for engagement & support

#5 Send info “the other way” local government \_\_\_\_ > CHN/CVSPS

#6 Resources to review (Eg. DCC) to support social

#7 Sharing across municipalities (like Ministry of Transportation for policies)

#8 Meet and Mingle for local government, social groups, etc. sponsored by the Community Foundation

## **GROUP NO. 3**

### **1. Housing**

- Assessment
- Regional Strategy
- Implementation
- Housing Authority
- Land – Publicly Owned
- Multiple Strategies (Co – ops, rental, youth, strategy)
- Info about Moratorium on zoning Enforcement re: trailer, motor homes

### **2. Property Management S.D. & Municipalities**

- Parks, SD and municipalities
- School zone v. Park zone
- Shared maintenance
- Housing opportunities
- Native Plant/Edible/Restorative landscaping

### **3. Child Care**

- Municipalities/SD/NIC/ Community Rec Assns
- Common waitlist
- Wage security

### **4. Impact of Aging Population**

- Volunteer Staff Shortages

### **5. Agricultural Plan**

- Affordability
- Aging Farmer Renewal
- Where?

### **6. Transportation**

- Multimodal committee standing
- Integrate School transportation with CVRD Public
- Walkability

### **7. Climate Action/Regional Plan**

- Greenhouse gas reduction
- In OCP process + Emergency Planning

### **8. Strengthen Public Governance around Settlement Hubs Neighborhood**

# Attendees

**Doug Hillian** (Courtenay Councillor and CVRD Director)

**Wendy Morin** (Courtenay Councillor and CVRD Director)

**David Frisch** (Courtenay Councillor and CVRD Director)

**Nancy Gothard** (Courtenay Planner)

**Nicole Minions** (Comox Councillor)

**Maureen Swift** (Comox Councillor and CVRD Director)

**Vickey Brown** (Cumberland Councillor)

**Leslie Baird** (Cumberland Mayor)

**Edwin Grieve** (CVRD Director, Area C)

**Arzeena Hamir** (CVRD Director, Area B)

**Alana Mullaly** (CVRD Planner)

**Sarah Jane Howe** (SD #7! Trustee)

**Sheila McDonnell** (SD #7! Trustee)

**Ian Hargreaves** (SD #7! Trustee)

**Bunny Shannon** (CVSPS President)

**Betty Tate** (CVSPS Vice- President; CHN Co-Chair)

**Pam Munroe** (CVSPS Treasurer)

**Joanne Schroeder** (CVSPS Board Member)

**Lindsay McGinn** (CHN Facilitator)

**Maurita Prato** (CHN Coordinating Circle Member)



# Appendix A: Agenda

## Sequence of Activities

Time	Activities	Notes
	Opening remarks, introductions, review of agenda	Opening remarks and a welcome will be provided, as well as recognition of the First Nations' territory on which we meet. Scott Graham (Facilitator) will be introduced, will facilitate a round of introductions and will review the purposes for the workshop, the proposed process for discussion and deliberation and the sequence of activities.
1:15 – 1:45	What is Social Planning and what does it mean for local governments?	Scott will begin with the role of government in Social Planning and how that fits with the Local Government Act and Community Charter.
1:45-2:15	What types of social planning are happening in the Comox Valley now? Community Health Network and Social Planning Society presentation	Lindsay McGinn will review the priorities that arose from the conversations that resulted in the formation of the Comox Valley Community Health Network. Betty Tate will review priority actions for Social Planning Society. Limited Q&A. Intention is not to add or subtract priorities.
2:15-3:00	In addition to the work of the Health Network and Social Planning Society, what local government initiatives are currently underway that address social issues and build healthy communities?	Local government representatives report on what is happening in their jurisdictions (e.g. update Regional Growth Strategy, Courtenay OCP, strategic planning Comox, Food Policy council, Urban Forest policy)
3:00-4:00	What are the opportunities and challenges of pursuing collaboration around social planning initiatives in Comox Valley	Small group discussions and report back to whole group.
4:00-4:15	Break	Take a walk outside, talk with fellow attendees
4:15-5:30	What next steps are possible Small group discussion and report back and practical to help us work better together?	Small group discussions and report back to whole group.
5:30-6:15	Dinner served	
6:15-7:00	Summary and next steps.	Reflections on moving this dialogue to action. Scott will summarize the next steps in the process

***We acknowledge that we are living, working, and playing in the unceded territory of the K'ómoks First Nation***



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 1760-02

**From:** Chief Administrative Officer

**Date:** March 2, 2020

**Subject:** Greenwood Trunk Sewer Alternative Approval Process Results

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### PURPOSE:

The purpose of this report is to provide the results of the Alternative Approval Process for “2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”.

### CAO RECOMMENDATIONS:

That based on the March 2<sup>nd</sup>, 2020 staff report “Greenwood Trunk Alternative Approval Process Results” Council approve OPTION 1 and that 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019 proceed to final adoption.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

At its regular meeting held November 4<sup>th</sup>, 2019 Council passed the following resolution:

*“Moved by Hillian and seconded by McCollum that based on the November 4<sup>th</sup>, 2019 staff report “2020 Greenwood Trunk Connection Sanitary Sewer Capital Borrowing”, Council approve OPTION 1 and endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019; that Bylaw No. 2985 proceed to First, Second and Third reading; and,*

*That Council approve the Alternative Approval Process (AAP) to gain approval of the electors.”*

Bylaw No. 2985 received 3 readings at the same meeting.

Bylaw No. 2985, along with supporting documentation was forwarded to the Inspector of Municipalities on November 7<sup>th</sup>, 2019. The Inspector of Municipalities provided statutory approval of Bylaw No. 2985 on December 13<sup>th</sup>, 2019.

An Alternative Approval Process (AAP) was held pursuant to section 86 of the *Community Charter* beginning in January, 2020.

**DISCUSSION:**

A total of one Elector Response Form was received prior to the deadline of February 18<sup>th</sup>, 2020 at 4:30 p.m.

Council may now proceed with the final adoption of Bylaw 2985 since the threshold of at least 10%, or 2,017 of the electors did not indicate that Council must obtain the assent of the electors (referendum) before proceeding.

**FINANCIAL IMPLICATIONS:**

There are no financial implications related to the AAP process itself.

**ADMINISTRATIVE IMPLICATIONS:**

Once Bylaw No. 2985 is adopted, there is a one month quashing period before the bylaw is sent back to the Inspector of Municipalities for the final certificate of approval. Staff expect to receive final approval in early April, 2020.

The borrowing process involved several departments and is estimated to take approximately eighty hours of staff time from start to finish.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications for the AAP process. As outlined in the November 4<sup>th</sup>, 2019 staff report, the Greenwood Trunk is included in the City's asset management plan and is a high priority project.

**STRATEGIC PRIORITIES REFERENCE:**

**Strategic Priorities Chart: Operational Strategies (CAO/Staff)**

Engineering Services - Greenwood Sewer Trunk: Approval

**We focus on organizational and governance excellence**

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

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

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

**We actively pursue vibrant economic development**

- ▲ Work with the business and development sectors to mutually improve efficiencies
- ▲ Continue to explore innovative and effective economic development opportunities

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

- Continue to develop and revisit all infrastructure master plans

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Section 6.3 Sanitary Sewer Treatment to follow policies to reduce infiltration, consider downstream capacity of existing sewer mains, and to provide an effluent network that is limited to areas within the City's municipal boundaries.

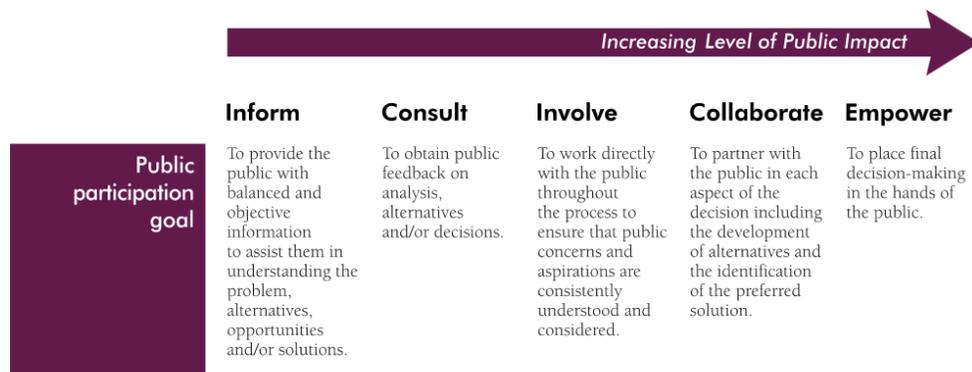
**REGIONAL GROWTH STRATEGY REFERENCE:**

These sewer projects provide the public with infrastructure that addresses public health needs and concerns and provides equal service to all residents within the municipality and region (per Comox Valley Regional Growth Strategy Bylaw No. 120, 2010, part 3.2.5, Objective 5-D Page 56).

**CITIZEN/PUBLIC ENGAGEMENT:**

Section 180 of the Community Charter requires that Council gain approval of the electors before a loan authorization bylaw can be adopted. The City will “Empower” the public based on the IAP2 Spectrum of Public Participation. This is the highest level of public participation in decision making under this practice. Information about the IAP2 Core Values can be found at:

<https://iap2canada.ca/Resources/Documents/0702-Foundations-Core-Values-MW-rev1.pdf>



**OPTIONS:**

OPTION 1: That "2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019" proceed to final adoption (Recommended).

OPTION 2: That Council not proceed with the adoption of Bylaw No. 2985.

Prepared by:

A handwritten signature in black ink, appearing to read "J. Ward", with a large circular flourish at the beginning.

John Ward, CMC  
Director of Legislative and Corporate Services/Deputy CAO



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Building Bylaw No. 3001, 2020

**File No.:** 3900-00  
**Date:** March 2<sup>nd</sup>, 2020

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### PURPOSE:

The purpose of this report is to bring forward for Council's consideration a new building regulation bylaw that has been established from the Municipal Insurance Association of BC's Core Building Bylaw. Additionally, the new bylaw will implement the BC Energy Step Code for Courtenay.

### CAO RECOMMENDATIONS:

That Based on the March 2<sup>nd</sup> Staff Report "Building Bylaw No. 3001, 2020" Council approve OPTION 1 and proceed to first, second and third readings of Building Bylaw No. 3001, 2020.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

At the January 20<sup>th</sup>, 2020 regular council meeting Council passed a resolution: "...to include provisions in the forthcoming building bylaw that will require all newly constructed Part 9 (simple) and Part 3 (complex) buildings to be constructed to Step 2 of the BC Energy Step Code upon adoption of the bylaw and subsequently require Step 3 for newly constructed simple buildings effective January 1st, 2021".

Information related to the Energy Step Code has been included in previous reports to Council on November 4<sup>th</sup>, 2019 and January 20<sup>th</sup> 2020, so this report focuses on the proposed bylaw.

The City's current building bylaw was adopted just over 16 years ago and was based on the Municipal Insurance Association of British Columbia's (MIABC) 2002 Core building bylaw. Although current for the time, the 2002 version has been improved upon by the recent introduction of three new versions. The reference bylaws, drafted by Don Lidstone of Lidstone and Company in conjunction with the MIABC, are each geared for a specific local government structure. Core building bylaws were created for small communities, larger municipalities and lastly, one for regional districts. Each bylaw version is slightly different and addresses the general needs of the different styles of governance. The intent of the core bylaws are to standardize the risk undertaken by local governments when undertaking building regulation, incorporate the expressions of legislative intent, and provide standardized language setting out the building official's duty of care and standard of care based on the *BC Building Code* and jurisprudence.

One of the drivers behind MIABC's most recent update of the core bylaws was the introduction of the *Building Act* in 2015. The *Building Act* is British Columbia's first act dedicated solely to building and construction and was developed to modernize BC's regulatory system through establishing consistency in regulation, competencies for those involved with building and construction and providing better opportunities for innovation. The *Building Act* has broad reaching powers that limit the authority of local government bylaws to establish technical requirements in excess of those addressed in the building code. Courtenay's existing building bylaw does not contain any specific requirements of a technical nature that would be in conflict with the *Building Act*, but the City could benefit from updating its bylaw to add clarity, align it with current industry practices, and limit exposure to liability as recommended by MIABC. In order to obtain feedback, the proposed changes to the new building bylaw were included as part of the City's November 27<sup>th</sup> 2019 BC Energy Step Code open house. Although not the main topic of conversation at the open house, comments and suggestions for the bylaw were received at the event and subsequent survey. Typically these comments were from respondents familiar with the City's current bylaw and indicated that the existing bylaw was neither beneficial or a deterrent towards constructing in Courtenay. Bylaw topics expressed in the surveys spoke to mitigating construction cost increases, streamlining the permitting and inspection processes and proactively addressing hurdles that arise as a result of implementing changes.

#### **DISCUSSION:**

The MIABC core bylaws contain sections that are not intended to be altered as they are designed to allow local governments to regulate construction while mitigating risk. Those sections were left untouched in the City's proposed bylaw. However, extensive consideration was put into review and edits of other sections of the bylaw to ensure it reflects the realities and established processes in Courtenay.

Overall the proposed bylaw changes, will update and align our bylaw and processes with industry standard practices.

#### **FINANCIAL IMPLICATIONS:**

Building permit fees are intended to offset the costs of administering permit applications and inspections. To this end an additional fee has been added in relation to review of design modifications to permits after the initial plan review.

The following details the fee changes proposed in the new bylaw:

##### New fees

- Temporary buildings: \$100.00
- Change of permit owner/holder: \$25.00
- Design modification fee: \$75.00/hour
- Stop work order exceeding 30 days: \$100.00

##### Change to existing fees

- CSA structures BP fee reduction: changes to type of structure, from all certified structures to only include SFD and Duplex
- Building move fee: changed from \$50.00 to 50% of standard BP fee. This aligns with CSA structures and covers reduction to required number of inspections
- Demo permits: \$50.00 increased to \$100.00
- Wood burning appliance and chimneys \$50.00 (minimum charge) to \$100.00
- Re-inspection fee \$50.00 increased to \$100.00

Security deposits: restructure and increase to fees

Old bylaw:

<b>Construction Value</b>	
0 - \$30,000	\$200.00
\$30,001 - \$80,000	\$500.00
\$80,001 - \$200,000	\$700.00
\$200,001 - \$2,000,000	\$1,000.00
\$2,000,001 and over	\$1,500.00

New Bylaw

<b>Security Deposits: (per value of construction) (11.10)</b>	
\$0.00-\$50,000	\$250.00
\$50,001-\$100,000	\$500.00
\$100,001-\$500,000	\$2000.00
\$500,001-\$1,000,000	\$2500.00
\$1,000,000+	\$3500.00
<i>Temporary Building (11.59(j))</i>	10% of the value of the <i>building</i>

**ADMINISTRATIVE IMPLICATIONS:**

Staff time is included in the Development Services work plan.

**ASSET MANAGEMENT IMPLICATIONS:**

N/A

**STRATEGIC PRIORITIES REFERENCE:**

Updating the building bylaw is identified as a Development Services operational priority in the November 2019 strategic priorities check in.

The proposed bylaw aligns with the following strategic priorities of Council.

**We focus on organizational and governance excellence**

- Support and encourage initiatives to improve efficiencies

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

- ▲■ Support actions to address Climate Change mitigation and adaptation
- Make progress on the objectives of the BC Climate Action Charter

**We actively pursue vibrant economic development**

- ▲ Work with the business and development sectors to mutually improve efficiencies

**OFFICIAL COMMUNITY PLAN REFERENCE:**

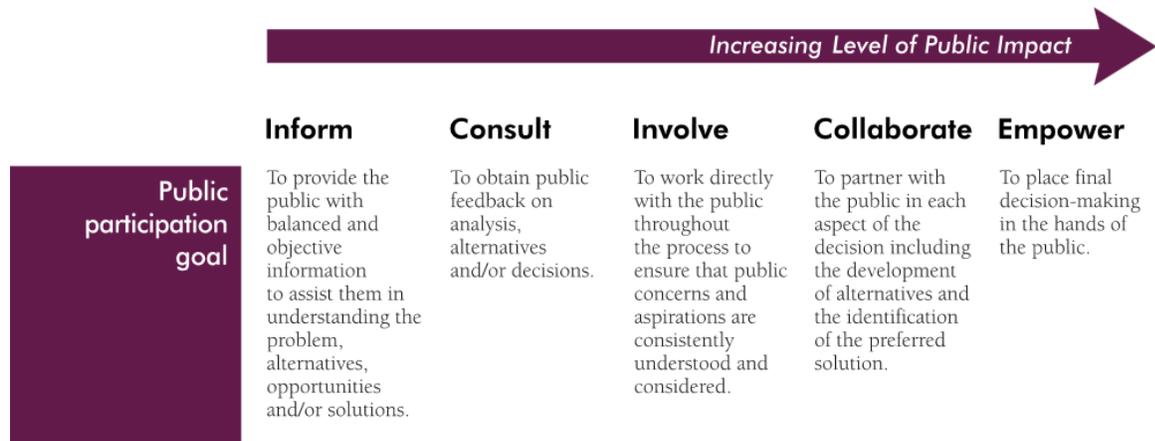
The adoption of the new building bylaw inclusive of provisions to apply the BC Energy Step Code is in keeping with Section 10 of the City’s current OCP that identifies energy efficiency targets for buildings in addition to proposed general support for the BC Climate Action Charter.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The adoption of the new building bylaw inclusive of provisions to apply the BC Energy Step Code is in keeping with the RGS Goal #8 to reduce Greenhouse gas emissions through the reduced energy consumption for new buildings.

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff have **consulted** industry and the public based on the IAP2 Spectrum of Public Participation:



**OPTIONS:**

**Option 1, (Recommended)** That Council approve OPTION 1 and proceed to first, second and third readings of Building Bylaw No. 3001, 2020.

**Option 2,** That Council defer decision on “Building bylaw No. 3001, 2020” pending receipt of further information and that Council refer the “Building Bylaw No. 3001, 2020” back to staff with a list of specific requirements.

**Option 3**, That Council not consider implementing “Building bylaw No. 3001, 2020” at this time.

Prepared by:



Trevor Sweeney, RBO  
Manager of Building and Administrative Services

Reviewed by:



Ian Buck, RPP, MCIP  
Director of Development Services





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2020–2024 General Capital and Operating Financial Plan Revisions

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**File No.:** 1705-20/1715-20

**Date:** March 2, 2020

### **PURPOSE:**

The purpose of this report is for Council to consider the revisions to the proposed 2020-2024 General Capital and Operating Financial Plan presented on February 24, 2020.

### **POLICY ANALYSIS:**

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan adopted annually by May 15 each year. The 2020-2024 General Capital and Operating Financial Plans are the largest and final documents to be incorporated into the City's 2020–2024 Consolidated Financial Plan.

The 2020-2024 General Capital and Operating Financial Plans have been guided by Council's Asset Management Bylaw, which was adopted December 2<sup>nd</sup> 2019. Sound Asset Management practices enable sustainable service delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs, service levels, and the public's willingness to pay.

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

### **EXECUTIVE SUMMARY:**

The proposed adjustments to the 2020-2024 General Capital and Operating Financial Plan result in utilizing an additional \$166,400 from reserves and reduces the impact on general taxation in 2020. The revised proposed tax increase in 2020 is now 2.72% in municipal property taxation for general operations and debt, as well as a 0.50% increase for capital infrastructure renewal, for a total proposed increase of 3.22%.

2020 BC Assessment information states that the average assessed value of a single-family residential property in Courtenay is \$453,000. The annual impact of a 3.22% property tax increase to the property owner of this home will be approximately \$46.

### **CAO RECOMMENDATIONS:**

That based on the March 2, 2020 staff report "2020–2024 General Capital and Operating Financial Plan Revisions", Council approve OPTION 1, and proceed with the recommended amendments to the 2020-2024 General Capital and Operating Financial Plans; and

That Council approve a 3.22% property tax increase for 2020, which includes a 0.50% contribution to the infrastructure renewal reserve.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

#### **BACKGROUND:**

The proposed 2020-2024 General Capital and Operating Financial Plans were presented to Council on February 24, 2020. Council requested staff to provide a report outlining the impact of utilizing Federal Gas Tax revenue to fund cycling network plan improvements in 2020, as well as to use more of the Park Amenity Reserve to fund 2020 eligible park projects. In addition, staff have made one correction discovered during the presentations.

Council also requested the implications of using gaming funds in 2020 to provide funding to the Comox Valley Art Gallery and Comox Valley Arts Council in the amount of \$110,000.

#### **DISCUSSION:**

Following are the proposed adjustments to the 2020-2024 General Capital Financial Plan:

- 1) Use Federal Gas Tax Revenue to fund cycling network plan improvements of \$100,000 instead of general revenue and increase the budget an additional \$30,000 to include 17<sup>th</sup> street, McPhee to Cliffe Avenue – painted buffered bike lane. The new total for the 2020 cycling network plan projects will be \$130,000.

This will leave an estimated balance of \$2,404,200 in the Gas Tax Reserve at December 31, 2020 and reduce the proposed general tax levy increase by .44%.

- 2) Use additional Parks Amenity Reserve to fund the following projects instead of general revenue:
  - Sheffield Park - \$25,000
  - Courtenay River way South Extension Sandpiper to Beachwood, Phase 1 - \$41,400

This would leave \$446,500 in the Parks Amenity Reserve at the end of 2020 and reduce the proposed general tax levy increase by .29%. The balance at the end of 2024 is estimated at \$46,500 without anticipating future revenues.

- 3) An error was discovered with the funding source on the Road Paving – Grind and Pave program. \$210,000 was recorded as DCC funding and should have been unexpended funds. The correction has now been made and does not have an impact on taxation.

- 4) Use Engineering operating funds (Contracted Professional Services) to design sidewalk installation along the north-side of Ryan Road between Sandwick Road and Braidwood Road. Design will be completed in 2020 and the Class A project cost will be included in the 2021 budget for Council deliberation.

The following schedules have been revised to reflect the above adjustments:

- Schedule 1 – General Operating Fund Summary 2020-2024 Revised
- Schedule 2 – General Operating Revenues Detail 2020-2024 Revised
- Schedule 3 – General Capital Expenditures for 2020 with Source of Funding Revised
- Schedule 4 – General Surplus, Reserves and DCC 2020-2024 Revised

#### *Gaming Funds – Cultural Service Report Request*

The request to include an annual \$55,000 management fee to the Comox Valley Art Gallery for community education and outreach and another \$55,000 per year to the Comox Valley Arts Council to support community cultural service coordination has already been incorporated in the 2020-2024 general operating financial plan beginning in 2021. This budget request is related to the 2019 Cultural Service Report recommendations.

The gaming fund distribution matrix was reviewed on November 15, 2019 by the Finance Select Committee and endorsed by Council on February 18, 2020. Schedule 5 provides a summary of the recommended use of these funds over the next four years.

The gaming fund has a recently updated unaudited surplus balance of \$1,831,239 at the end of December 31, 2019. Past practice has been to leave one year worth of revenue in the fund, which amounts to approximately \$1,000,000.

If Council chooses to allocate \$110,000 in 2020 towards these initiatives, \$74,500 is currently available from the Other Council Initiatives category and the remaining \$35,500 could be sourced from 2019 actual surplus in the fund. The gaming fund would continue to maintain a minimum balance of \$1,000,000 over the five year financial plan.

This decision could be deferred to a future date pending a more fulsome report from Recreation Services without affecting the financial planning process.

#### **FINANCIAL IMPLICATIONS:**

With the above mentioned revisions, in order to balance the proposed 2020 - 2024 General Capital and Operating Financial Plan, a 3.22% increase to property taxation is required amounting to approximately \$678,600 in additional revenue to cover 2020 expenses and \$116,200 to contribute to the infrastructure renewal reserve. This is over and above the \$220,000 directed to the reserve from gaming funds.

#### **Assessment Trends**

- Residential Assessment (Class 01)                      Average property value *increase* = 3.92%  
(from \$435,616 to \$452,706)

- Commercial Assessment (Class 06) Average property value *increase* = 8.14% (from \$819,332 to \$886,011)

**What this means to the Taxpayer:**

Based on the City’s current tax rate methodology, the following impacts have been calculated:

Residential Class

The annual property tax increase for an “average” 2020 residential property, valued at \$452,706, is estimated to be an increase of \$46 for the municipal taxation portion of the tax notice.

The following table provides the estimated impact of all rates, fees, and tax increases for the average Courtenay residential property assuming a 3.22% taxation increase for the City of Courtenay portion of the tax notice only.

<b>Total of All Increases:</b>	
<i>General Fund</i> Property Tax Increase	\$ 46.12
Water Fund User Fee Increase	\$ 8.13
Water Fund Frontage Increase	
Sewer Fund User Fee Increase	\$ 4.33
Sewer Fund Frontage Increase	\$ -
Solid Waste Utility Fee Increase	\$ 9.06
<b>Impact of All City Increases</b>	<b>\$ 67.64</b>

These are preliminary estimates based on the current rate methodology and assessment information. Council will still have the opportunity to review the commercial rate multiplier and finalize all tax rates in the near future once the total property tax revenue percentage increase has been approved.

**Impact on Prior Year Surplus**

A lower tax rate increase for the current year has a cumulative impact on future year taxation revenue. A decrease of .73% in 2020 tax rate would lead to a cumulative reduction of \$717,500 in taxation revenue for the years 2021 to 2024. This would result in less funds available to replenish the prior year surplus and would leave an estimated balance of \$2,427,300 at the end of 2024.

**ADMINISTRATIVE IMPLICATIONS:**

Subsequent to Council endorsement of the proposed 2020 - 2024 General Capital and Operating Fund Financial Plan with adjustments, the schedules will become part of the 2020 - 2024 Financial Plan Bylaw. This bylaw will be brought forward for Council consideration in mid-April 2020.

Staff will bring forward information in regards to property tax rates and setting the commercial tax rate multiplier for 2020 in early April.

Both the 2020 - 2024 Financial Plan Bylaw and the 2020 Property Tax Rates Bylaw must be finally adopted no later than May 15, 2020.

#### **ASSET MANAGEMENT IMPLICATIONS:**

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

#### **STRATEGIC PLAN REFERENCE:**

In preparing the 2020 General Fund Capital and Operating budget staff considered Council's 2019-2022 Strategic Priorities, the capacity of staff to deliver services and projects in a timely manner, and also considered the public's willingness to pay. The following strategic priorities informed the preparation of the proposed 2020 General Fund Capital and Operating budget.

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

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

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

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

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

- ▲ Continue to support Arts and Culture

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

- Move forward with implementing the City's Transportation Master Plan
- ▲■ Collaborate with regional and senior government partners to provide cost-effective transportation solutions
- ▲ Explore opportunities for Electric Vehicle Charging Stations

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

- Complete an update of the City's OCP and Zoning Bylaws
- Continue to develop and revisit all infrastructure master plans

**We continually invest in our key relationships**

- Value and recognize the importance of our volunteers

● **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act

▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party

■ **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The 2020–2024 General Fund Capital and Operating Financial Plan touches several of the OCP Goals including:

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

**REGIONAL GROWTH STRATEGY REFERENCE:**

The 2020–2024 General Fund Capital and Operating Financial Plan is presented to encourage sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

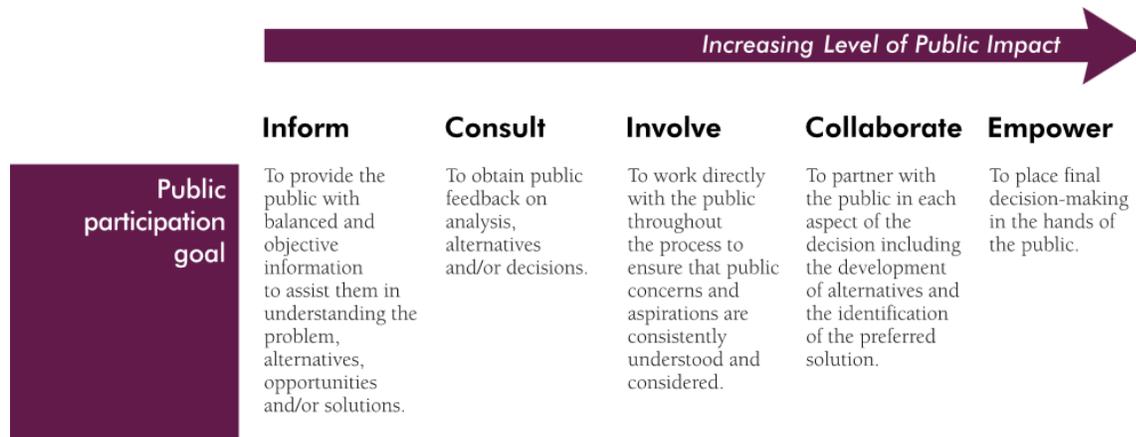
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

**CITIZEN/PUBLIC ENGAGEMENT:**

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

The City of Courtenay will ‘inform’ the public about the 2020-2024 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website. In addition, the City will ‘consult’ the public prior to final adoption of the 2020-2024 Financial Plan Bylaw.

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



**OPTIONS:**

- OPTION 1: That Council approves the recommended amendments to the 2020-2024 General Capital and Operating Financial Plan, and directs staff to include the schedules in the 2020-2024 Financial Plan Bylaw.
- OPTION 2: That Council further amends the proposed 2020-2024 General Capital and Operating Financial Plans, and directs staff to include the amended schedules in the 2020-2024 Financial Plan Bylaw.
- OPTION 3: That Council defer the endorsement of the amendments to the proposed 2020-2024 General Capital and Operating Financial Plan for further discussion at a later Council meeting.

It should be noted that deferring endorsement of this financial plan may hinder Council’s ability to meet the May 15, 2020 deadline to adopt a five year financial plan and therefore impact the City’s ability to generate tax notices on time.

Prepared by:

Annie Bérard, CPA, CMA, MBA  
 Manager of Financial Planning, Payroll and Business Performance

Concurrence:

Jennifer Nelson, CPA, CGA  
 Director of Financial Services

*Attachments:*

- Schedule 1 – General Operating Fund Summary 2020-2024 Revised
- Schedule 2 – General Operating Revenues Detail 2020-2024 Revised
- Schedule 3 – General Capital Expenditures for 2020 with Source of Funding Revised
- Schedule 4 – General Surplus, Reserves and DCC 2020-2024 Revised
- Schedule 5 – 2020-2023 Proposed Schedule of Annual Gaming Funds Distribution

General Operating Fund	Budget	Budget	2021	Proposed Budget		
	2019	2020		2022	2023	2024
<b>Tax rate increase</b>						
General Taxation	2.75%	<b>2.72%</b>	3.20%	2.95%	2.95%	2.95%
Debt Levy	0.00%	<b>0.00%</b>	0.54%	2.05%	1.10%	1.95%
Infrastructure Reserve Levy	0.00%	<b>0.50%</b>	0.75%	1.00%	1.00%	1.00%
	2.75%	<b>3.22%</b>	4.48%	6.00%	5.04%	5.90%
<b>REVENUES</b>						
<b>Taxes</b>						
General Municipal Taxes	25,136,000	<b>26,482,300</b>	27,874,600	29,666,000	31,187,800	33,024,400
Collections for Other Governments (Estimate)	22,001,800	<b>22,876,600</b>	23,330,900	23,789,000	24,170,300	24,170,300
Total Taxes Collected	47,137,800	<b>49,358,900</b>	51,205,500	53,455,000	55,358,100	57,194,700
<b>Less:</b>						
Property Taxes for Other Governments (Estimate)	(22,001,800)	<b>(22,876,600)</b>	(23,330,900)	(23,789,000)	(24,170,300)	(24,170,300)
Portion of Grants in Place of Taxes	(165,800)	<b>(169,200)</b>	(172,500)	(176,000)	(179,600)	(179,600)
	(22,167,600)	<b>(23,045,800)</b>	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Municipal Taxes	24,970,200	<b>26,313,100</b>	27,702,100	29,490,000	31,008,200	32,844,800
Grants in Lieu of Taxes	489,000	<b>493,500</b>	508,800	503,500	518,900	513,500
% of Revenue Tax	410,000	<b>415,700</b>	415,700	415,700	415,700	415,700
Taxes for Municipal Purposes	<b>25,869,200</b>	<b>27,222,300</b>	<b>28,626,600</b>	<b>30,409,200</b>	<b>31,942,800</b>	<b>33,774,000</b>
Fees and Charges	7,323,600	<b>7,663,300</b>	7,890,900	8,135,800	8,345,400	8,495,700
Revenue from Other Sources	1,077,600	<b>1,135,800</b>	1,114,100	1,092,100	1,070,400	1,072,700
Transfers from Other Govt & Agencies	2,174,700	<b>2,135,700</b>	2,023,400	2,046,600	2,068,700	2,091,100
Transfers-Reserves	1,725,300	<b>1,894,700</b>	1,078,500	1,028,500	1,028,500	1,073,500
Transfers-Surplus	2,100,300	<b>1,717,400</b>	952,200	150,000	100,000	50,000
General Operating Revenues	40,270,700	<b>41,769,200</b>	41,685,700	42,862,200	44,555,800	46,557,000
Equity in Capital Assets	4,250,000	<b>4,800,000</b>	4,800,000	4,800,000	4,800,000	4,800,000
	<b>44,520,700</b>	<b>46,569,200</b>	<b>46,485,700</b>	<b>47,662,200</b>	<b>49,355,800</b>	<b>51,357,000</b>
<b>EXPENDITURES</b>						
<b>Operating Expenditures</b>						
General Government	4,392,500	<b>4,604,300</b>	4,558,100	4,689,900	4,715,800	4,866,300
Protective Services	8,735,100	<b>9,418,000</b>	9,581,600	9,812,700	10,154,000	10,776,100
Public Works Services	8,685,700	<b>8,964,400</b>	8,478,800	8,501,500	8,794,200	8,848,200
Environmental Health Services	3,296,700	<b>3,432,900</b>	3,627,100	3,812,000	3,940,100	4,071,400
Public Health Services	345,300	<b>355,700</b>	360,800	366,100	371,600	373,000
Development Services	2,207,500	<b>2,331,900</b>	2,086,300	2,112,900	2,149,100	2,185,800
Recreation & Cultural Services	6,657,000	<b>6,986,200</b>	7,214,800	7,248,600	7,362,300	7,465,600
Total Operating Expenses	34,319,800	<b>36,093,400</b>	35,907,500	36,543,700	37,487,100	38,586,400
Amortization	4,250,000	<b>4,800,000</b>	4,800,000	4,800,000	4,800,000	4,800,000
Debt Servicing Costs	1,369,500	<b>1,303,900</b>	1,381,200	1,792,100	2,007,500	2,541,500
	39,939,300	<b>42,197,300</b>	42,088,700	43,135,800	44,294,600	45,927,900
Transfer to Capital Fund	1,682,700	<b>1,153,400</b>	1,082,100	773,100	1,025,600	930,700
Transfer to Reserve Funds	2,898,700	<b>3,218,500</b>	3,314,900	3,393,100	3,460,000	3,527,900
Transfer to Surplus	-	-	-	360,200	575,600	970,500
	4,581,400	<b>4,371,900</b>	4,397,000	4,526,400	5,061,200	5,429,100
	<b>44,520,700</b>	<b>46,569,200</b>	<b>46,485,700</b>	<b>47,662,200</b>	<b>49,355,800</b>	<b>51,357,000</b>

<b>General Operating Fund Revenues</b>	Budget 2019	Budget 2020	2021	Proposed Budget		
				2022	2023	2024
<b>REVENUES</b>						
<b>Property Taxes</b>						
General Property Taxes	22,245,100	<b>23,373,700</b>	24,744,300	25,903,700	27,169,100	28,429,200
General Property Taxes - New Construction	450,000	<b>550,000</b>	400,000	400,000	400,000	400,000
Infrastructure & Asset Management Levy	-	<b>116,200</b>	182,400	255,400	267,000	279,700
Debt Levy	1,250,100	<b>1,184,500</b>	1,261,800	1,792,100	2,007,600	2,541,500
General Tax Supplementary Adjustment	(150,000)	<b>(150,000)</b>	(150,000)	(150,000)	(150,000)	(150,000)
Library	1,340,800	<b>1,407,900</b>	1,436,100	1,464,800	1,494,100	1,524,000
Total Municipal Property Taxes	25,136,000	<b>26,482,300</b>	27,874,600	29,666,000	31,187,800	33,024,400
Collections for Other Governments (Estimate)	22,001,800	<b>22,876,600</b>	23,330,900	23,789,000	24,170,300	24,170,300
Total Property Taxes	47,137,800	<b>49,358,900</b>	51,205,500	53,455,000	55,358,100	57,194,700
<b>Less:</b>						
Property Taxes for Other Governments (Estimate)	(22,001,800)	<b>(22,876,600)</b>	(23,330,900)	(23,789,000)	(24,170,300)	(24,170,300)
Portion of Grants in Place of Taxes	(165,800)	<b>(169,200)</b>	(172,500)	(176,000)	(179,600)	(179,600)
	(22,167,600)	<b>(23,045,800)</b>	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Municipal Taxes	24,970,200	<b>26,313,100</b>	27,702,100	29,490,000	31,008,200	32,844,800
Grants in Lieu of Taxes	489,000	<b>493,500</b>	508,800	503,500	518,900	513,500
% of Revenue Tax	410,000	<b>415,700</b>	415,700	415,700	415,700	415,700
<b>Taxes for Municipal Purposes</b>	<b>25,869,200</b>	<b>27,222,300</b>	<b>28,626,600</b>	<b>30,409,200</b>	<b>31,942,800</b>	<b>33,774,000</b>
<b>Fees and Charges</b>						
Cemetery	152,000	<b>174,000</b>	177,100	180,200	183,500	183,500
Development Services	975,900	<b>1,033,400</b>	1,043,000	1,052,800	1,062,500	1,062,500
General Government Services	586,400	<b>588,500</b>	600,100	611,800	623,800	623,800
Protective Services	846,000	<b>839,300</b>	856,000	873,100	890,500	904,300
Public Works Services	2,000	<b>17,000</b>	17,100	17,100	17,100	17,100
Recreation & Cultural Services	1,762,200	<b>1,822,500</b>	1,833,100	1,867,600	1,902,900	1,906,800
Solid Waste	2,999,100	<b>3,188,600</b>	3,364,500	3,533,200	3,665,100	3,797,700
Total Fees and Charges	<b>7,323,600</b>	<b>7,663,300</b>	<b>7,890,900</b>	<b>8,135,800</b>	<b>8,345,400</b>	<b>8,495,700</b>
<b>Interests and Penalties</b>	<b>1,031,900</b>	<b>996,800</b>	<b>972,200</b>	<b>947,500</b>	<b>922,800</b>	<b>922,800</b>
<b>Revenue from Other Sources</b>	<b>45,700</b>	<b>139,000</b>	<b>141,900</b>	<b>144,600</b>	<b>147,600</b>	<b>149,900</b>
<b>Transfers from Other Govt &amp; Agencies</b>	<b>2,174,700</b>	<b>2,135,700</b>	<b>2,023,400</b>	<b>2,046,600</b>	<b>2,068,700</b>	<b>2,091,100</b>
<b>Transfers from Other Funds</b>						
Transfers-Reserves	1,725,300	<b>1,894,700</b>	1,078,500	1,028,500	1,028,500	1,073,500
Transfers-Reserves for Future Expenditures	769,000	<b>602,300</b>	-	-	-	-
Transfers-Prior Year Surplus	1,331,300	<b>1,115,100</b>	952,200	150,000	100,000	50,000
Total Transfers from Other Funds	<b>3,825,600</b>	<b>3,612,100</b>	<b>2,030,700</b>	<b>1,178,500</b>	<b>1,128,500</b>	<b>1,123,500</b>
	40,270,700	<b>41,769,200</b>	41,685,700	42,862,200	44,555,800	46,557,000
<b>Equity in Capital Assets</b>	<b>4,250,000</b>	<b>4,800,000</b>	4,800,000	4,800,000	4,800,000	4,800,000
	<b>44,520,700</b>	<b>46,569,200</b>	<b>46,485,700</b>	<b>47,662,200</b>	<b>49,355,800</b>	<b>51,357,000</b>

Project Manager	Area	Department	Category	Project description	2020 Proposed Budget	2020 General Revenues	2020 Reserves	2020 Reserve for Future Expenditures	2020 Unexpended Funds	2020 DCC Reserve	2020 Fed / Prov Funding	2020 Gas Tax Fed Grant	2020 Gaming Fund	2020 CVRD Grant	2020 Proceeds - Asset Sales	2020 Other Contributions		
PW	Public Works	Public Works	New	PUBLIC WORKS - New Public Works Building	3,700	-	-	3,700	-	-	-	-	-	-	-	-		
	<b>Public Works Total</b>				<b>3,700</b>	<b>-</b>	<b>-</b>	<b>3,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>PW Total</b>																		
PW - Fleet	Fleet	Fleet	Equipment	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	-	350,000	-	-	-	-	-	-	-	-	-		
				FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	49,100	123,900	-	-	-	-	-	-	-	-	-	-	
			New	2 Electric car charging stations EV DC Fast Charger 440V	200,000	-	-	-	-	-	-	-	50,000	-	150,000	-	-	-
				2 Double Electric car charging stations Level 1 220V	100,000	-	-	-	-	-	-	-	75,000	-	25,000	-	-	-
				FLEET MANAGEMENT - NEW ASK for 2020	110,000	110,000	-	-	-	-	-	-	-	-	-	-	-	-
<b>Fleet Total</b>				<b>933,000</b>	<b>159,100</b>	<b>473,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>			
<b>PW - Fleet Total</b>					<b>933,000</b>	<b>159,100</b>	<b>473,900</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>			
PW - Roads	Infrastructure	Road Paving	Renewal	ROAD PAVING - Grind and Pave program	1,400,000	-	-	-	210,000	-	-	1,190,000	-	-	-	-		
		Storm Drainage	New	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	103,700	-	-	-	-	-	-	-	-	-		
		Bike Lane	Land and improvements	Cycling Network Plan Improvements	130,000	-	-	-	-	-	-	-	130,000	-	-	-		
		<b>Infrastructure Total</b>				<b>1,633,700</b>	<b>-</b>	<b>103,700</b>	<b>-</b>	<b>210,000</b>	<b>-</b>	<b>-</b>	<b>1,320,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>PW - Roads Total</b>					<b>1,633,700</b>	<b>-</b>	<b>103,700</b>	<b>-</b>	<b>210,000</b>	<b>-</b>	<b>-</b>	<b>1,320,000</b>	<b>-</b>	<b>-</b>	<b>-</b>			
PW - Civic Properties	Parks	Parks	Buildings	Woodcote Park - Roof Replacement	45,000	-	45,000	-	-	-	-	-	-	-	-	-		
	<b>Parks Total</b>				<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
	Property Services	City Hall	Buildings	CITY HALL - Building Energy Reduction (roof ventilation)	10,000	-	10,000	-	-	-	10,000	-	-	-	-	-		
				CITY HALL - Roof Replacement	21,000	-	21,000	-	-	-	-	-	-	-	-	-		
				Renovation of City Hall - Foyer area	100,000	-	-	100,000	-	-	-	-	-	-	-	-		
	<b>Property Services Total</b>				<b>131,000</b>	<b>-</b>	<b>31,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>			
	Public Works	Public Works	Buildings	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	-	265,500	-	-	-	-	-	-	-	-		
	<b>Public Works Total</b>				<b>265,500</b>	<b>-</b>	<b>-</b>	<b>265,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
	Rec & Culture	Art Gallery	Buildings	ART GALLERY - Hydraulic Passenger Elevator replacement	86,300	-	86,300	-	-	-	-	-	-	-	-	-		
				FILBERG CENTRE - Hydraulic Passenger Elevator replacement	92,000	-	92,000	-	-	-	-	-	-	-	-			
LIBRARY - Building Energy Reduction				55,500	-	55,500	-	-	-	-	-	-	-	-				
MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT				50,000	-	-	-	-	-	-	-	-	-	50,000				
MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL				20,000	-	-	-	-	-	-	-	-	-	20,000				
MEMORIAL POOL - New Pool Covers				10,000	-	-	-	-	-	-	-	-	-	10,000				
MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES				20,000	-	-	-	-	-	-	-	-	-	20,000				
NATIVE SONS HALL - Roof Replacement				50,000	-	50,000	-	-	-	-	-	-	-	-				
<b>Rec &amp; Culture Total</b>				<b>433,800</b>	<b>-</b>	<b>283,800</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>					
<b>PW - Civic Properties Total</b>					<b>875,300</b>	<b>-</b>	<b>359,800</b>	<b>415,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>				
PW - Parks	Cemetery	Cemetery	Land and improvements	CEMETERY - CEMETERY GENERAL WORK	50,000	-	-	-	-	-	-	-	-	50,000	-			
				CEMETERY - IRRIGATION	10,000	-	-	-	-	-	-	-	-	10,000	-			
				CEMETERY - NEW PLANTINGS	30,000	-	-	-	-	-	-	-	-	30,000	-			
				CEMETERY - NICHE DESIGN/DEVELOPMENT	70,000	-	-	-	-	-	-	-	-	70,000	-			
				<b>Cemetery Total</b>				<b>160,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,000</b>	<b>-</b>	
	Parks	Parks	New	Sheffield Park (located in Crown Isle)	25,000	-	25,000	-	-	-	-	-	-	-	-	-		
				Walkways & Bikeways	Land and improvements	Pedestrian Bridges replacement program	35,000	35,000	-	-	-	-	-	-	-	-	-	
Millard Trail Boardwalk Replacement						20,000	20,000	-	-	-	-	-	-	-	-	-		
Valleyview Greenway Erosion Remediation	50,000	23,300	-			14,300	-	12,400	-	-	-	-	-					
<b>New</b>				<b>110,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>110,000</b>				

Project Manager	Area	Department	Category	Project description	2020 Proposed Budget	2020 General Revenues	2020 Reserves	2020 Reserve for Future Expenditures	2020 Unexpended Funds	2020 DCC Reserve	2020 Fed / Prov Funding	2020 Gas Tax Fed Grant	2020 Gaming Fund	2020 CVRD Grant	2020 Proceeds - Asset Sales	2020 Other Contributions
PW - Parks	<b>Parks Total</b>				<b>240,000</b>	<b>78,300</b>	<b>25,000</b>	<b>14,300</b>	-	<b>12,400</b>	-	-	-	-	-	<b>110,000</b>
PW - Parks Total					400,000	78,300	25,000	14,300	-	12,400	-	-	-	160,000	-	110,000
Engineering	Infrastructure	Major Road Construction	Renewal	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	-	375,000	-	-	-	-	-	-	-	-	-
		Storm Drainage	Renewal	Braidwood Road Design - Storm & Road	93,200	-	-	93,200	-	-	-	-	-	-	-	-
				STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	-	-	175,000	-	-	-	-
		Bike Lane	New	Bike Lane Hobson Neighbourhood Route	50,000	-	31,800	-	-	-	18,200	-	-	-	-	-
	<b>Infrastructure Total</b>				<b>693,200</b>	-	<b>406,800</b>	<b>93,200</b>	-	-	<b>18,200</b>	<b>175,000</b>	-	-	-	-
Engineering Total					693,200	-	406,800	93,200	-	-	18,200	175,000	-	-	-	-
Rec & Culture	Parks	Parks	Land and improvements	Tarling Park gate, fencing and Hydro service	8,100	-	-	8,100	-	-	-	-	-	-	-	-
				Marina Storage Compound Relocation	10,000	10,000	-	-	-	-	-	-	-	-	-	-
			New	Park Development - McPhee Meadows	50,000	43,700	-	6,300	-	-	-	-	-	-	-	-
				Partners in Parks	50,000	50,000	-	-	-	-	-	-	-	-	-	-
				Totem Pole at the Airpark	10,000	10,000	-	-	-	-	-	-	-	-	-	-
	Walkways & Bikeways		New	Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	302,200	-	141,400	22,200	-	138,600	-	-	-	-	-	-
				Dingwall to Muir Road trail development - stairs	25,000	25,000	-	-	-	-	-	-	-	-	-	-
	<b>Parks Total</b>				<b>455,300</b>	<b>138,700</b>	<b>141,400</b>	<b>36,600</b>	-	<b>138,600</b>	-	-	-	-	-	-
Rec & Culture	Rec & Culture	Filberg Centre	Buildings	FILBERG CENTRE - Drive Thru Repair / Renovation	35,000	-	-	35,000	-	-	-	-	-	-	-	-
		Lewis Centre	Equipment	LEWIS CENTRE - Equipments > 5k	45,000	-	45,000	-	-	-	-	-	-	-	-	-
			New	LEWIS CENTRE - Shower Lift (accessibility funding)	20,000	-	12,200	-	-	-	7,800	-	-	-	-	-
		Sid Theatre	Buildings	SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000	-	25,000	-	-	-	-	-	-	-	-	-
				SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000	-	10,000	-	-	-	-	-	-	-	-	-
	<b>Rec &amp; Culture Total</b>				<b>135,000</b>	-	<b>92,200</b>	<b>35,000</b>	-	-	<b>7,800</b>	-	-	-	-	-
Rec & Culture Total					590,300	138,700	233,600	71,600	-	138,600	7,800	-	-	-	-	-
IT	Corporate Services	IT	Equipment	PHOTOCOPIERS	40,000	-	-	40,000	-	-	-	-	-	-	-	-
				SERVER REPLACEMENT	25,000	-	25,000	-	-	-	-	-	-	-	-	-
			Other Tangible Assets	*Hyper-Convergence Software (complement to back up solution)	30,000	-	30,000	-	-	-	-	-	-	-	-	-
				IT security (PEN Test)	14,000	-	14,000	-	-	-	-	-	-	-	-	-
				New softwares	50,000	-	50,000	-	-	-	-	-	-	-	-	-
				OFFSITE BACKUP DEVELOPMENT	36,000	-	36,000	-	-	-	-	-	-	-	-	-
				Recreation Software	55,000	-	55,000	-	-	-	-	-	-	-	-	-
	<b>Corporate Services Total</b>				<b>250,000</b>	-	<b>250,000</b>	-	-	-	-	-	-	-	-	-
IT Total					250,000	-	250,000	-	-	-	-	-	-	-	-	-
Finance / IT	Corporate Services	IT	Other Tangible Assets	Great Plain Electronic Workflow	15,000	-	15,000	-	-	-	-	-	-	-	-	-
	<b>Corporate Services Total</b>				<b>15,000</b>	-	<b>15,000</b>	-	-	-	-	-	-	-	-	-
Finance / IT Total					15,000	-	15,000	-	-	-	-	-	-	-	-	-
Fire Department	Fire Services	Fire	Equipment	FIRE DEPT LIGHT VEHICLES	65,000	-	65,000	-	-	-	-	-	-	-	-	-
	Property Services	Fire	New	FIRE - NEW SATELLITE FIREHALL	94,500	-	-	4,000	90,500	-	-	-	-	-	-	-
Fire Department Total					159,500	-	65,000	4,000	90,500	-	-	-	-	-	-	-
Corporate Services	Corporate Services	Corporate Services	New	Strategic Land Acquisition	500,000	-	199,000	-	-	-	-	-	-	-	301,000	-
Corporate Services Total					500,000	-	199,000	-	-	-	-	-	-	-	301,000	-
Development Services	Infrastructure	DCC Projects	Renewal	Road, Storm, Parks DCC Projects	200,000	-	-	-	-	200,000	-	-	-	-	-	-
	<b>Infrastructure Total</b>				<b>200,000</b>	-	-	-	-	<b>200,000</b>	-	-	-	-	-	-
<b>Grand Total</b>					<b>6,253,700</b>	<b>376,100</b>	<b>2,131,800</b>	<b>602,300</b>	<b>300,500</b>	<b>351,000</b>	<b>151,000</b>	<b>1,495,000</b>	<b>175,000</b>	<b>260,000</b>	<b>301,000</b>	<b>110,000</b>

City of Courtenay  
City of Courtenay for the Years 2020 - 2024

GENERAL Surplus, Reserves and DCC Summary	Estimated	Budget		Proposed Budget		
	Actual	2020	2021	2022	2023	2024
Estimated Closing Balances	2019					
<b>General Operating Surplus</b>						
Prior Year Surplus	2,888,300	1,773,200	821,000	1,031,200	1,506,800	2,427,300
Gaming Funds	1,804,800	1,538,000	1,274,500	1,183,500	1,092,500	1,001,500
	4,693,100	3,311,200	2,095,500	2,214,700	2,599,300	3,428,800
<b>General Capital Surplus</b>						
Reserve For Future Expenditure (Unspent Capital 2019)	529,100	25,400	25,400	-	-	-
Unexpended Debt	1,413,500	1,112,900	527,600	463,400	463,400	463,400
	1,942,600	1,138,300	553,000	463,400	463,400	463,400
<b>Total General Surplus</b>	<b>6,635,700</b>	<b>4,449,500</b>	<b>2,648,500</b>	<b>2,678,100</b>	<b>3,062,700</b>	<b>3,892,200</b>
<b>General Operating Reserves</b>						
Risk Reserve	104,000	104,000	104,000	104,000	104,000	104,000
Assessment Appeals	151,500	151,500	151,500	151,500	151,500	151,500
Police Contingency	574,819	379,619	389,319	404,019	423,819	448,819
Trees	58,500	58,500	58,500	58,500	58,500	58,500
	888,819	693,619	703,319	718,019	737,819	762,819
<b>General Capital Reserves</b>						
Machinery and Equipment	1,409,100	1,545,200	765,200	1,023,500	1,150,200	1,425,200
Land Sale	269,400	70,400	70,400	70,400	70,400	70,400
New Works and Equipment	3,114,900	2,890,000	2,850,000	2,885,000	2,875,000	2,925,000
New Works - Community Gas Tax Funds	3,194,200	2,404,200	2,284,200	2,129,200	1,889,200	1,049,200
Infrastructure Reserve	451,700	302,800	136,900	167,300	714,000	885,400
Housing Amenity	774,200	670,500	670,500	670,500	670,500	670,500
Park Amenity	612,900	446,500	346,500	246,500	146,500	46,500
Public Parking	54,600	59,700	64,900	70,200	75,600	81,000
Parkland Acquisition	309,800	309,800	309,800	309,800	309,800	309,800
	10,190,800	8,699,100	7,498,400	7,572,400	7,901,200	7,463,000
<b>Total General Reserves</b>	<b>11,079,619</b>	<b>9,392,719</b>	<b>8,201,719</b>	<b>8,290,419</b>	<b>8,639,019</b>	<b>8,225,819</b>
<b>Total General Surplus and Reserves</b>	<b>17,715,319</b>	<b>13,842,219</b>	<b>10,850,219</b>	<b>10,968,519</b>	<b>11,701,719</b>	<b>12,118,019</b>
<b>BYLAW #2755 RESERVE</b>						
Highways Facilities	3,570,000	3,370,000	2,697,300	2,272,300	1,832,300	1,260,100
Storm Drain Facilities	1,719,000	1,719,000	1,719,000	1,719,000	1,695,000	1,695,000
Park Land Acquisition	558,500	407,500	395,100	297,100	260,000	233,900
<b>Total DCC</b>	<b>5,847,500</b>	<b>5,496,500</b>	<b>4,811,400</b>	<b>4,288,400</b>	<b>3,787,300</b>	<b>3,189,000</b>

City of Courtenay  
 2020 - 2023 PROPOSED Schedule of Annual Gaming Funds Distribution

Gaming Funds Balance, December 31, 2018	\$	1,808,181
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**FINANCE SELECT COMMITTEE PREFERRED OPTION**

Distribution: Major Categories		2019 Approved	2020 Proposed	2021 Proposed	2022 Proposed	2023 Proposed
<b>Estimated Annual Funds Available</b>		<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>Support Downtown Arts and Culture</b>	<b>Annual Grants:</b>					
	CV Art Gallery	65,000	65,000	65,000	65,000	65,000
	Ctny & Dist Historical Society	50,000	50,000	50,000	50,000	50,000
	Sid Williams Theatre Society	105,000	105,000	105,000	105,000	105,000
	Downtown cultural events	5,000	5,000	5,000	5,000	5,000
	Sid Theatre, Art Gallery and Museum Strategic planning (2018 carry forward)	21,000				
		<b>246,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
<b>Council Initiatives &amp; Projects</b>	Purple ribbon Campaign	3,500	3,500	3,500	3,500	3,500
	Feb 19, 2019 Resolution - LUSH Community Garden <b>Annual Grant</b>	10,000	10,000	10,000	10,000	10,000
	Nov 19, 2018 Resolution - Heritage Refurbish Clocks (2018 carry forward)	25,000				
	July 2, 2019 Resolution - Down Town Event Traffic Control	15,000				
	Annual Grants-in-Aid (Reduction per Finance Select Committee Recommendation)	105,650	50,000	50,000	50,000	50,000
	Annual Grants-in-Aid (Management Fee to Comox Valley Community Foundation)			2,500	2,500	2,500
	Other Council Initiatives/Projects - (Increase and amalgamate Social/Green/Council Initiatives)	25,850	75,000	75,000	75,000	75,000
		<b>185,000</b>	<b>138,500</b>	<b>141,000</b>	<b>141,000</b>	<b>141,000</b>
<b>Public Safety / Security</b>	RCMP Contract Funding	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>
<b>Social / Societal Initiatives</b>	Removed Annual \$50K allocation					
	April 15, 2019 St. Georges United Church Kitchen Renovation	25,000				
	Jan 7, 2019 Resolution CV Coalition to end Homelessness Delegation Request	35,000				
		<b>60,000</b>	-	-	-	-
<b>Infrastructure Works</b>	Annual Provision to Infrastructure Reserve	100,000	100,000	100,000	100,000	100,000
	Infrastructure Levy Reduction (1%)	220,800	220,000	220,000	220,000	220,000
		<b>320,800</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>
<b>Green Capital Projects / Innovation</b>	Removed Annual \$50K allocation	50,000				
	Electric Charging Stations - Committed 2019-2023 Fin Plan		175,000			
		<b>50,000</b>	<b>175,000</b>	-	-	-
<b>Total Annual Distribution</b>		<b>1,266,800</b>	<b>1,263,500</b>	<b>1,091,000</b>	<b>1,091,000</b>	<b>1,091,000</b>
<b>Projected Gaming Fund Balance</b>	\$	<b>1,808,181</b>	<b>1,541,381</b>	<b>1,277,881</b>	<b>1,186,881</b>	<b>1,004,881</b>



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Parcel Tax Review Panel - 2020

**File No.:** 1950-02  
**Date:** March 2, 2020

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### PURPOSE:

The purpose of this report is to establish the time and place for the sitting of the 2020 Parcel Tax Review Panel.

### POLICY ANALYSIS:

Section 208 of the *Community Charter* outlines the annual requirements for updating the parcel tax roll. Each year a municipality must publish notice in a newspaper that the parcel tax roll is available for inspection at City Hall and provide direction and a deadline for written complaints. If any complaints related to the addition or refusal to adjust a particular parcel tax are received, a Parcel Tax Review Panel must be established to consider the complaints. Council must appoint at least three people as members of the review panel, establish the time and place, and provide advance notice of the time and place.

### EXECUTIVE SUMMARY:

The establishment of the Parcel Tax Review Panel and the time and place of sitting is an annual action of Council. The time and place of the 2020 Parcel Tax Review Panel is proposed to be April 27, 2020 at 3:00 pm in the City of Courtenay's Council chambers. Council members appointed to the Parcel Tax Review Panel include Councillors Morin, Cole-Hamilton, McCollum and the Alternate Councillor Theos.

### CAO RECOMMENDATIONS:

That based on the March 2, 2020 staff report "Parcel Tax Review Panel-2020", Council approve OPTION 1 to establish the time and place of the Parcel Tax Review Panel as Monday, April 27, 2020 at 3:00 pm, City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

In accordance with Sections 208 of the *Community Charter*, a parcel tax roll review panel must be convened to consider and respond to any complaints regarding a new or refusal to amend an existing parcel tax. The Parcel Tax Review Panel must consider any complaints prior to the annual property tax levy.

**DISCUSSION:**

Each year parcel taxes are calculated and assessed on all new or newly subdivided properties added to the water and sewer distribution system within the City of Courtenay. The property owners are provided notice of the amount to be added to their annual property tax notice, and that they have an opportunity to make an appeal at the annual Parcel Tax Review Panel if written notice is received at City Hall at least 48 hours prior to April 27, 2020 at 3:00 pm. If no complaints are received, the parcel tax roll, as amended, is deemed to have been authenticated and the Parcel Tax Review Panel will be cancelled.

**FINANCIAL IMPLICATIONS:**

Parcel taxes for water and sewer are assessed in accordance with the water and sewer frontage tax bylaws, and for 2020 are anticipated to generate \$1.178 million for the water fund, and \$2.225 million for the sewer fund. These revenues assist in the funding required to carry out capital and operational works for the provision of these two utility services, and have been included in the respective 2020-2024 Financial Plans.

**ADMINISTRATIVE IMPLICATIONS:**

On Council approval of the time and place for the Parcel Tax Review Panel, staff will notify affected property owners by letter of both their assessment for 2020, as well as their opportunity to appeal the assessment with the review panel.

**ASSET MANAGEMENT IMPLICATIONS:**

Not Applicable

**STRATEGIC PRIORITIES REFERENCE:**

While not specifically referenced in the City’s strategic plan or strategic priorities, this activity is a statutory requirement, and utilizes staff resources in carrying out the actions required.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

There is no applicable reference in the Official Community Plan.

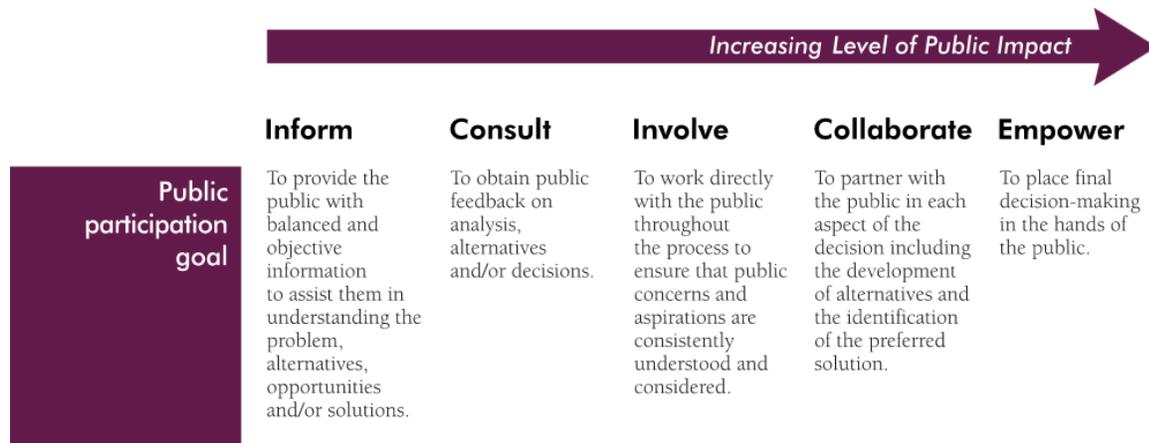
**REGIONAL GROWTH STRATEGY REFERENCE:**

There is no applicable reference in the Regional Growth Strategy.

**CITIZEN/PUBLIC ENGAGEMENT:**

Affected property owners are notified in writing of both the amount of the parcel tax assessed, and their opportunity to appeal the assessment. The City will “**Inform**” the public based on the IAP2 Spectrum of Public Participation:

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



**OPTIONS:**

**OPTION 1:** That Council approve the time and place for the sitting of the Parcel Tax Review Panel as Monday, April 27, 2020 at 3:00 pm, City Hall Council Chambers. [RECOMMENDED]

**OPTION 2:** That Council set another time and place for the sitting of the Parcel Tax Review Panel.

While Option 2 is offered, Council should be aware that sufficient time for mailing the notice letters to property owners, meeting the statutory advertising requirements, and meeting of the panel to review and authenticating the 2020 parcel tax roll must all be considered in setting the date.

Prepared by:

Renata Wyka, CPA, CGA  
Manager of Finance

Concurrence:

Jennifer Nelson, CPA, CGA  
Director of Financial Services





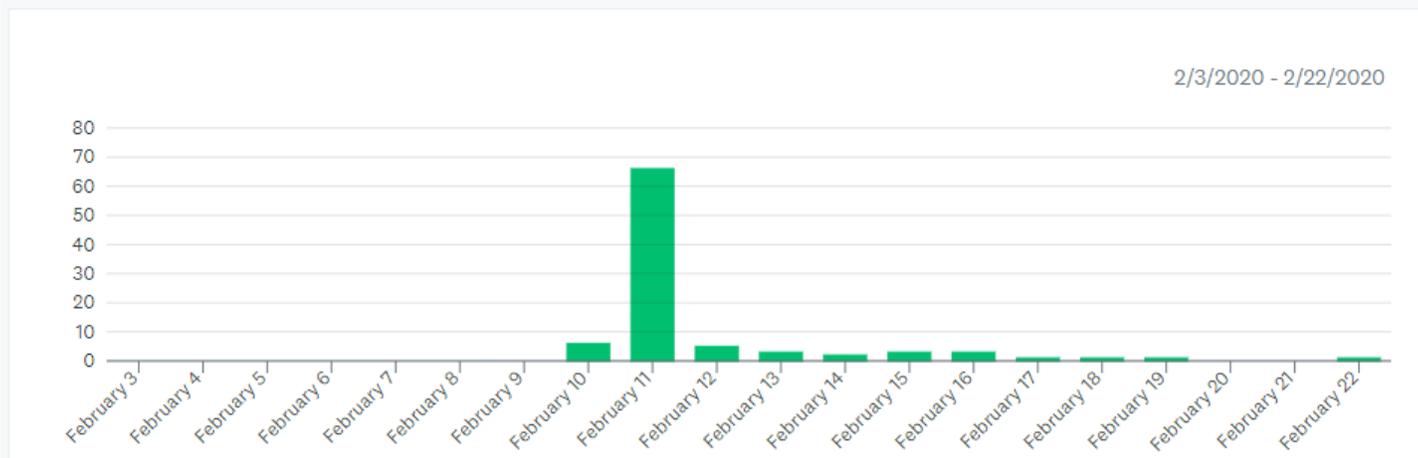
## Downtown Courtenay Illegal Activity Survey

Created on 02/10/20

Closed on 02/24/20

92 responses

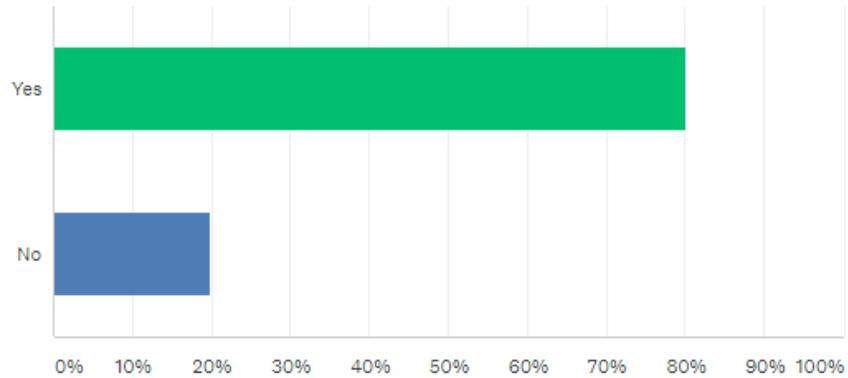
### Responses Volume



## Q1.

Have you or your staff felt uncomfortable in your business due to a person(s) under the influence in the last year?

Answered: 91 Skipped: 1

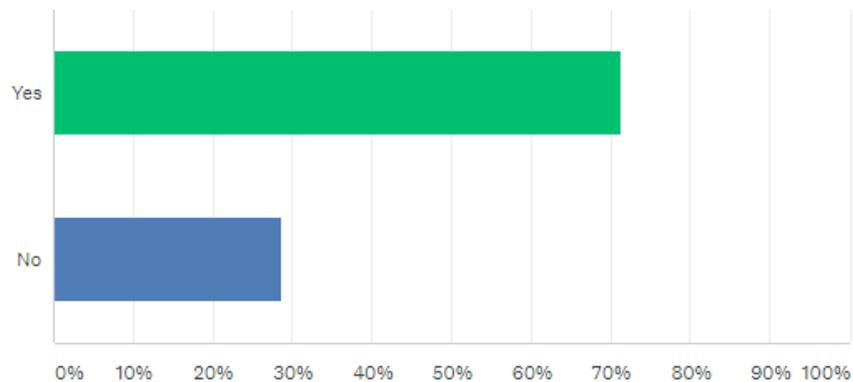


ANSWER CHOICES	RESPONSES	
Yes	80.22%	73
No	19.78%	18
<b>TOTAL</b>		<b>91</b>

## Q2.

Have you noticed an increase in urination and/or defecation in the area of your business in the last year?

Answered: 91 Skipped: 1

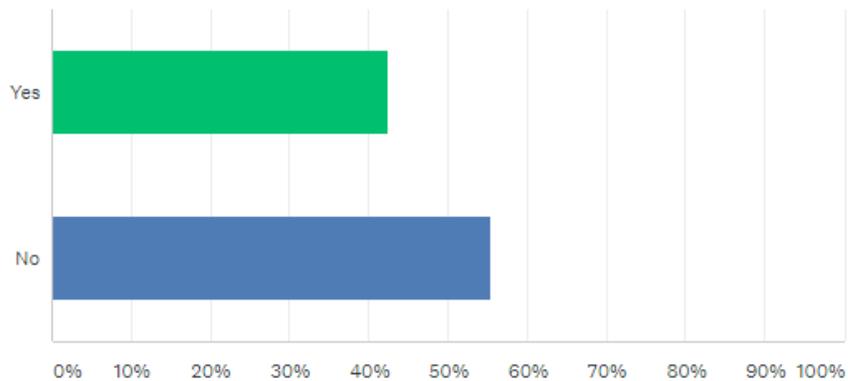


ANSWER CHOICES	RESPONSES	
Yes	71.43%	65
No	28.57%	26
<b>TOTAL</b>		<b>91</b>

### Q3.

Have you had to deal with shoplifters in the last year?

Answered: 92 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	42.39% 39
No	55.43% 51
<b>TOTAL</b>	<b>92</b>

### Comments regarding Q.3

If so, do you know how many?

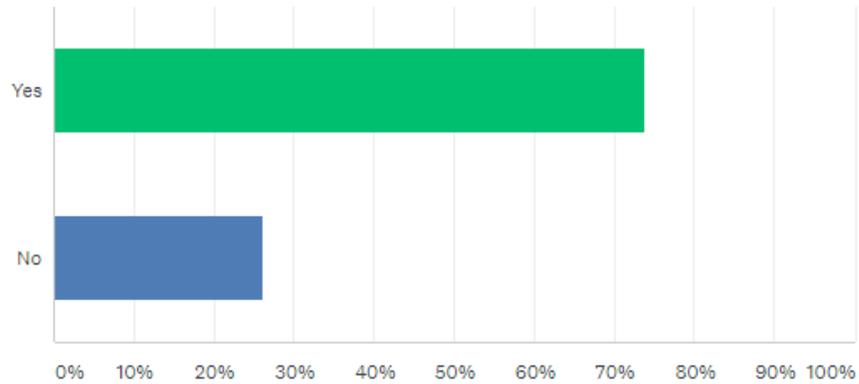
- 1) More than 5
- 2) No, impossible to tell... lots
- 3) No
- 4) 5-6
- 5) At least 2 different occasions
- 6) 2... we have a large staff that are active with customers so we don't let them get started.
- 7) Personally 2, but I only work part time..
- 8) We have never had too many problems with shoplifters over our years in business. The past couple of years we have seen a slight increase in shoplifting.
- 9) Hard to know exactly
- 10) 10
- 11) 2
- 12) No - we don't usually find out until much later
- 13) Just one

- 14) Not sure of the numbers, but on many times we'll get a small group of "street type people" come in and spread out with one person keeping the staff busy so the others can try and steal whatever they can grab.
- 15) Have just noticed items missing from gift shop
- 16) OMG so much!!! I had \$6,000 stolen since august, more then the previous 10years. It is financially crippling. I had to spend \$500 on cameras and they are everywhere and spend hours watching footage and having uncomfortable conversations with real good people that don't like the new theft focus
- 17) We haven't caught anyone but we do have missing stock ?
- 18) Way too many
- 19) Too many
- 20) Three possibly four
- 21) cant give an accurate count as we do not have video cameras
- 22) Over 20
- 23) We don't have anything to shop life..
- 24) We are not a retail business
- 25) 3 I believe
- 26) Not that I know of
- 27) 6
- 28) We've had no major theft that we know of, but have had suspicious people inside and outside of the building
- 29) No
- 30) 2
- 31) We are a salon but people coming in asking to use our washroom and asking for money
- 32) A break in and about 10 shoplifters
- 33) One yesterday Feb. 10/2020 \$177. Joseph Ribkoff pants. About four others I know about for now.
- 34) 25?
- 35) N/A we have nothing to steal
- 36) 10+
- 37) About a dozen that we've caught, many more that were not caught
- 38) 2
- 39) 1 reported theft (nearly \$1000)
- 40) 2
- 41) Unsure

#### Q4.

Have you or your staff been harassed or felt uncomfortable walking to your car/leaving work?

Answered: 92 Skipped: 0

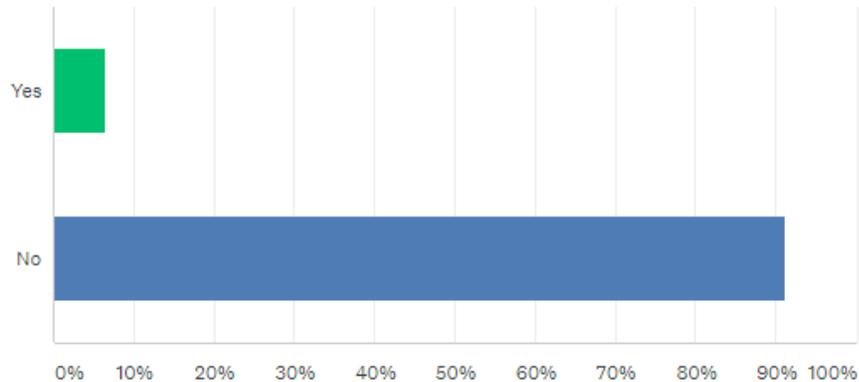


ANSWER CHOICES	RESPONSES	
Yes	73.91%	68
No	26.09%	24
<b>TOTAL</b>		<b>92</b>

## Q5.

Have you had to reduce your hours in the last year due to illegal activity occurring in the Downtown?

Answered: 92 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	6.52% 6
No	91.30% 84
TOTAL	92

### Comments regarding Q.5

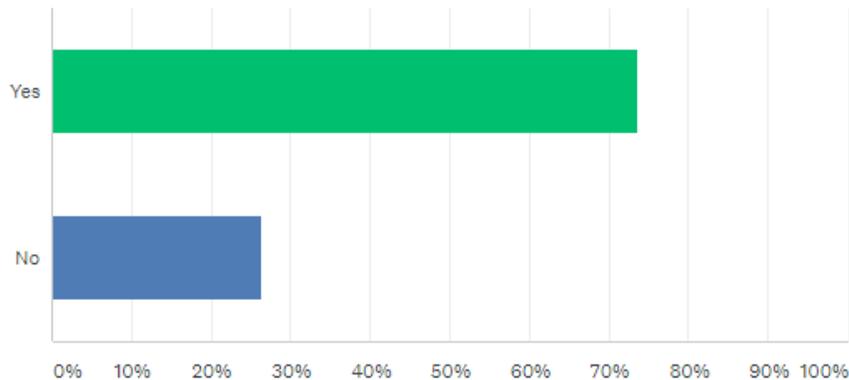
- 1) No, we have not yet had to reduce hours, but we have had to increase staff to ensure safety.
- 2) But we have had to add paid security at more night events to ensure safety of patrons and staff and volunteers
- 3) We are pretty lucky to have the ability to staff our store everyday so that everyone feels comfortable. Most stores can't say the same.
- 4) Walking to and from work has become a huge issue for us. Our staff has had automobile windows smashed, tires stolen, we've been heckled, yelled at, witnessed drug dealing, and public sex acts and urination. These are not isolated incidents and happen on a regular basis, some at least once per week. Drug dealers are out often doing their business around the library and some can be very rude and aggressive. We are open till 9 pm on Fridays and now have to use a buddy system for all our staff leaving to go to their vehicles. I just had a sales rep from Vancouver observe that he thought he was seeing what is normally reserved for Vancouver downtown Eastside!
- 5) Not yet
- 6) In reference to question #4-We decided to close early in the winter months and now often walk clients to their cars at night after services when it's dark outside.

- 7) Restrict access to automated services outside of business hours
- 8) We are open during the day, so have not seen too much illegal activity during the day. I have noticed more possible illegal activity in the alley between Duncan and England behind the empty lot at 5th and England. There also seems to be an increase in activity in front of the library, art gallery and behind the old Thrifty's building.
- 9) We have closed Hot Chocolates on Sundays due to street level activity that comes into our shop. Thieving inappropriate use of the washroom.
- 10) The RCMP have tried to keep thing under control with the street bike cops, but I feel it would be much more effective if they did many random walking patrols. A police presents on foot if feel would slow down the drug trafficking trade in front of the library and help keep the vagrancy traffic out of the downtown core.
- 11) Now they have moved the bus stop to outside of the museum we have a lot more folks looking for a place to hang out when the weather is bad.
- 12) Vandalized many times. Have had to pay thousands out of pocket - because my insurance deductible is more, or my premiums will go up. Feels like a downtown vandalism tax.
- 13) We can't we need to be open to survive but there will be a point when the people stop coming down to the area
- 14) I truly feel that We need police presence in the downtown. I believe Courtenay needs to seriously address the need of city police, and not just RCMP.
- 15) We are 9-5, Monday to Friday so it's less of an issue for us personally.
- 16) Ensure staff walk together to there vehicles after hours
- 17) Lots of homeless sleeping in the back. Fecal matter is having to be cleaned up. Staff are afraid to go in the back of the store. Fights etc in the alley.
- 18) We are no longer open on Mondays as we have no other businesses opened on 6th. I don't want my staff to be left at risk alone on the salon.
- 19) I haven't changed my hours yet but feel really uncomfortable going to my car in the dark.
- 20) We do not have control over our hours - it's based out of head office.
- 21) Due to the increased rate of crime downtown none of my employees feel comfortable working alone on Sundays.
- 22) n/a, we are not street level, so this has not impacted us. i'm very curious to understand why this would happen.
- 23) We did reduce our hours as a response to multiple other businesses being closed due to less traffic downtown on this day.
- 24) Not yet. But I will if the incidents keep happening.

## Q6.

Have you had an increase in concerns from customers over the last year regarding an increase in safety issues and/or an increase in crime in Downtown Courtenay?

Answered: 91 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	73.63% 67
No	26.37% 24
TOTAL	91

### Comments regarding Q.6

- 1) Almost daily we have customers make comments about the obvious increase in "shady people" as well as express concerns for staff safety due to our extended hours.
- 2) I have field'd multiple calls and email from customers who either say they don't shop downtown anymore, (at my store), or wait to go with their husband. I've had elderly ladies and young moms with kids tell me they have driven into my parking lot and left due to vagrants in front of my store.
- 3) the seemingly deceased body 2 doors down in broad daylight, the heroin addict shooting up at my front door during business hours, the screaming and drug dealing in front of AVI.
- 4) we are receiving at least weekly complaints from theatre patrons and volunteers regarding the aggressive presence of street people in and around the theatre
- 5) Customers have not come into stores due to persons on the street nodding off or acting oddly
- 6) Based on 6th street...alot of drug activity at the Library...as a result have witnessed on many occasions people wacked out on drugs, yelling, swearing at themselves. Generally off the wall behaviour..unpredictable!
- 7) We had a woman almost OD on the bench in front of our store. Police were called 3 times, people were afraid to walk past her or into our store. Police did not come.

- 7) In regards to feeling safe accessing automated services outside of business hours
- 8) There have been people outside that start yelling and screaming for no reason, we have called the police. There was a lady that was doing drugs outside our business.
- 9) Customers have mentioned they have concerns, but based on information in the papers
- 10) Panhandling and desperate looking people weaving, yelling, screaming, crying for no apparent reason
- 11) Centered around the Library - patrons feeling unsafe or unwelcome
- 12) Around Christmas we had numerous customers express to us that they no longer feel safe shopping downtown.
- 13) As a business operating on 6th street, many of our customers park at the library lot, they will often comment on openly seeing drug deals taking place, the number risky people just hanging about, and ask about the safety of leaving their cars. On a few rare occasions we will walk someone with concerns to their cars
- 14) We have had comments from visitors who are concerned about parking their cars around the back of the museum due to drug deals and drunk folks.
- 15) They are not allowed to use bathrooms anymore and feel that is unwelcoming. People Have been witness to the verbal abuse from drunks and addicts and have seen them steal.
- 16) We have had our neighbour ( dance studio) report incident.
- 17) Customers don't feel safe and would prefer to shop at the comox mall.
- 18) The library area is sickening
- 19) tons of comments... :(
- 20) not directly within my business but definitely in discussions with friends and family around feeling safe to shop or visit the library
- 21) Customers have been bothered by individuals for spare change and or drugs
- 22) Customers are complaining about being harassed by pan handlers and increased unpredictability of people on drugs or alcohol. We hear a lot about the library and what a scary place it is now and how much more garbage and litter there is on the street. Our customers are talking about being scared to be downtown after dark
- 23) I feel like 85% of clients say something now on a negative way about our downtown and the on going problems
- 24) My clients will sometimes circle the block and show up late for their appointments because they're too scared to park at the library.
- 25) Customers are concerned about the rough looking folks loitering and asking for money.
- 26) It concerns me when pan handlers target my customers.
- 27) We've had several comments from customers regarding the number of people loitering on the grass opposite our business, which is located behind Shoppers Drug Mart on 10th Street

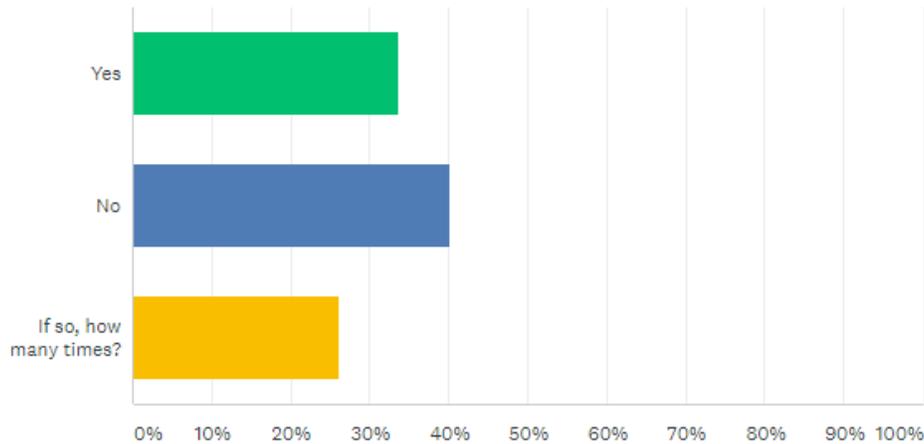
28) Concerns regarding walking from parking lot at old thrifties location past library

29) I get messages from friends who have asked if their kids can come find me if they feel harassed downtown.

### Q7.

## Have you had to call the police due to an incident in the last year?

Answered: 92 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	33.70%	31
No	40.22%	37
If so, how many times?	Responses 26.09%	24
<b>TOTAL</b>		<b>92</b>

Yes	59.78%	55
No	40.22%	37

If so, how many times? Responses.

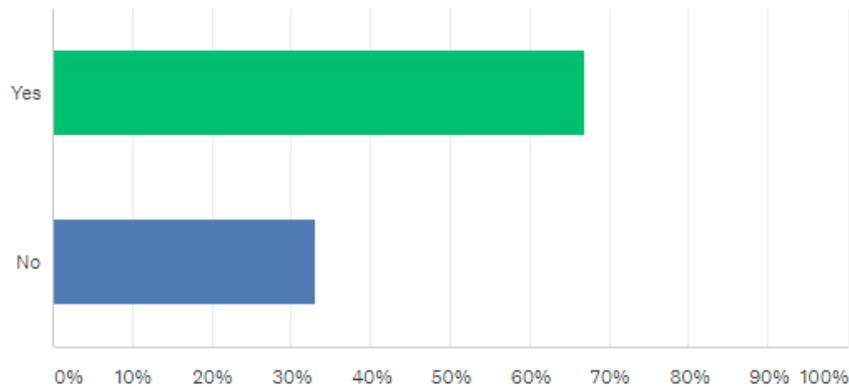
- 1) 1
- 2) Lots - and if I had unlimited time to wait on hold and give the exact same details every call, I would have called many more times. I simply don't have that sort of time. If there's an issue that is impeding business to my store, and I can deal with it I do - i.e. chase homeless panhandlers etc. off my property. Why would I call the police, take 15-20 minutes to give them the details, and then wait another 15 - 60 minutes for them to show up to solve a problem when I can solve it in 1 minute?
- 3) 3
- 4) 8-10

- 5) Upwards of 10 times
- 6) 8 times?
- 7) Not sure, but our business has contacted the police 3 or 4 times. We could have made many more.
- 8) Personally 2
- 9) Approximately 10-12 times
- 10) a few times
- 11) cant recall exactly but at least 12 + calls made by our other store Uranus
- 12) Just a couple of times
- 13) 3 times
- 14) We had homeless people sleeping in undercover area at back of building
- 15) Almost once a week
- 16) Once
- 17) 2-3
- 18) Yes, 3 or 4 times
- 19) 6-8
- 20) 10?
- 21) 2
- 22) 6?
- 23) 1
- 24) 1 time

## Q8.

Is this an increase from previous years?

Answered: 88 Skipped: 4



ANSWER CHOICES	RESPONSES
Yes	67.05% 59
No	32.95% 29
<b>TOTAL</b>	<b>88</b>

## Q9.

Can you describe some of the incidents you have experienced?

- 1) Public intoxication in Simms Alley, people going through the dumpsters, drug paraphernalia left beside the building, sketchy looking characters peering into vehicles both in Simms parking lot and City parking, vandalism to our building, "Dancing Greg" banging on our front windows talking to our mannequins, defecation beside our building...to name a few
- 2) Unable to park on arriving at work as people were sleeping in designated parking space. People attempting to access building after hours. Vandalism of building. Not wanting to stay late at work alone.
- 3) People opening up our garbage/recycle and leaving a mess. Intoxicated people just roaming around. Homelessness.
- 4) I have been threatened that I would be killed. I have been spit on I have had a (drugged out?) individual attempt to rob my store and kill everyone inside. (Staff locked themselves inside the store.) I have escorted (female) workers from my business (and adjacent business's) to their vehicles and to their workplace due to them feeling unsafe. I have chased away drug users from my parking lot. I have called the ambulance and helped keep stable over-dosed druggies in the back alley. I chase (the same people) away from my store on a daily basis. I have called and sat on hold with the RCMP - and have had to hang up several times.

- 5) Witnessing physical assaults amongst the mentally ill and the homeless. Being bullied by homeless when I intervene in another fight/ attempted robbery. The unexplained murder.
- 6) Groups of street people gathering at our dressing room doors and by our South East corner emergency exit (there is an overhang which shelters them from weather) and leaving debris of all kinds including bodily excretions (of all kinds), drug use paraphernalia, clothing, weapons (no firearms, but knives and metal pipes.
- 7) People under the influence entering the store and attempting to shoplift, making other customers uncomfortable, yelling and swearing at customers and staff who are walking to and from their cars, staff vehicles broken into, attempts made to steal spare tires from staff vehicles, public urination, aggressive behavior in front of the store.
- 8) Needles laying around Increase in garbage from needle use Suitcase with clothes etc laying around where someone was obviously camping out
- 9) Street persons overdosing on the bench Thieves becoming aggressive when approached and threatening the staff Needles in alleys
- 10) Have been yelled at multiple times over the last 6 months walking to my car after a shift. As discussed previously, witnessed many instances of people obviously on drugs talking and yelling. Often groups of intimidating individuals congregating in front of the Art Gallery and Library. Have also heard of sexual activity in Sims alley..although never witnessed it.
- 11) This has been explained.
- 12) We did have a drugged out guy in our parking lot digging to 'get under building!!' And garbage cans emptied in back lane.
- 13) Woman having a drug trip in front of our store, then a man giving her money and they walked away. I don't leave out the back alley alone anymore because I was past people urinating. Young gentleman shoplifting in front of me as well as a pair of young girls. Keep in mind I only work part time and the other girls see more.
- 14) Drug and alcohol use outside our business during operating hours, prostitution, a fire was set next to our business... our calls to the RCMP have diminished significantly since the Elks hall finished closing in the open area to the lower hall.
- 15) -Abusive when staff refuse to serve them alcohol -Bathrooms are abused -Won't leave when asked to - Taking another customers drink and drinking it -Sleeping in the bathroom -Dine & Dash and more.....
- 16) Homeless person sitting in doorway when I was trying to get into work. I asked politely for her to move so I could get in and she freaked out and started throwing things at me and screaming.
- 17) Tagging of the building, persons sleeping in entrance area of building outside of business hours, intoxicated persons during open hours outside of entrance and/or approaching staff parking area outside of open hours while staff are going to vehicles
- 18) People yelling for no reason Throwing items at the cement wall People shooting up with needles People sleeping in the door way Finding feces on the sidewalk

- 19) Stolen roast out of bbq
- 20) People hanging around the east side of library parking lot. Sometimes asking for cigarette or money. I just get my car and come back to the store to get my purse and computer.
- 21) People doing drugs outside our office, fights, people yelling at other or themselves.
- 22) Tricks being turned in our washroom. Stealing and running out of the building. Inappropriate comments towards the female staff. Feces against the back of the building at our rental space at 244 238 Fifth street. Urination behind the building at 368 Fifth. Panhandling around the Scotia Bank patio and beside our store where the bike racks are.
- 23) Homeless people sleeping in our backdoor area, sitting on our stairs shooting up, one man recently tried to steal a pair of jeans not caring we were watching or talking to him, had to lay on the horn to get a man and his bike out of our spot at the backdoor as he was lighting up, constant fight due to our back area has shelter, homeless people steal our plastic garbage bags and then our garbage is all over.
- 24) A man passed out in our parking area and the police had to remove him. A Second time a Man laying out in the Alley with no shoes on and yelling and screaming & Police called
- 25) I have not personally experienced harassment or a police incident but I don know that police have chased an individual into our store.
- 26) We had a customer get very belligerent to one of our staff members when she wouldn't leave them alone in the store. There have been a few loud drunken arguments right outside our store. A few drunk/high people have come in begging to use the phone or washroom. We are never sure how they are going to react when we have to say no.
- 27) Staff with their car windows smashed in, and one staff member caught a thief trying to steal his spare tire from his truck. pointless random theft and vandalism !
- 28) - urination in the back alley going to take our trash out - homeless people hanging out on the back stoop of the business looking for shelter from weather - pan handling out front of businesses with tragic stories and dramatic productions
- 29) Drug deals, fighting at the bus stop, drunk people laying around, people sleeping and not sure if they are alive.
- 30) -we have a small hidden path perfect for doing drugs and urination and hanging out in general - we have made it a habit that if we hear noise in the alley we go and ask them to leave to make it less of a cool place to come too especially in the warmer months. It also becomes a storage space for weird things- bags of bottles and Clothes. In the warmer months we often find needles and condoms. -Urination daily in places were i work and walk outside. -Visible use of drug-( cooking and injection), arguments when asking them leave my area in the alley. - i believe there was some sex work going on next to my back door. My staff walked into people having sex while putting out the garbage. - my staff has been harassed more than once by the same man- last time he made threats to her while she was in the store ( seemed mentally ill said mostly nonsense)

- 31) Public urination Public intoxication, coming into business intoxicated Drinking in alley behind business  
Fire in dumpster behind the building Confrontational individuals harassing and scaring customers (mental health issues)
- 32) Next door neighbor's window smashed and computers stolen. Worried a bit about my office computers and inventory.
- 33) Raging customers, stealing and when Bry went after them and yelled at her to return the crystal she stole - she told Bry to fuck off or she would kill her... Bry said ok you are not welcome back.. I can only afford one person in at a time, so another time she chased a guy that looked like a homeless person that had been taking a lot of stuff but she could Not leave the store for long. I had an old woman come in with her 50'ish year old daughters and they begged me for her to use my bathroom... I let her and she shit in her panties and took them off and put them in my garbage and stunk up my store.
- 34) Homeless people sleeping in back of building. Graffiti on building twice.
- 35) Vandalism- windows broken, things broken, items destroyed Safty- staff and customers feeling unsafe downtown
- 36) People on drugs or intoxicated ... loud erratic behaviour spitting urinating sex taking up residence leaving a huge dangerous mess behind
- 37) My girls being called names going to their car. We have had sex, drug deals and drunks all behind my store out in the open.
- 38) Someone urinating on my doorstep of the store, Faeces on the sidewalk, people both intoxicated and drugged, belligerent as bdd dc rude
- 39) it is mainly groups of people who are drunk or high or both in the back alleys - they have at times gotten into very vocal fights - if i have to stay late I move my car to make sure it is as close as I can get to the store. Unfortunately there is no parking with my store.
- 40) One person entered our business who was high/mental illness etc. They were asked politely to leave as another client was there for their appt. He left, but came in again a few minutes later. By this point police had been called by another business as well the landlord was present to get him out.
- 41) Shoplifting has been the reason the police have been called.
- 42) Domestic abuse, harrassment
- 43) Sleeping in our front alcove. Doing drugs in our alcove. Fighting in front of our store.
- 44) Women shop lifting while the men they come on with stand near the front desk. Trying to distract you or standing beside their partners which makes it easier to steal items as well as harder for you to interact with them.
- 45) Folks hanging around door ways. "On someThing". More garbage on streets and side walks. Never see street sweeper anymore. Tags on buildings
- 46) A major increase in "alley traffic". People cruising around alleys for no apparent reason.

47) One specific panhandler. Clusters of homeless in alley sleeping or hanging out they sometimes don't get out of the way of the car, once they were sitting in the edge to middle of alley I drove really slow was scared of running over a limb. Lots of other businesses having their washrooms trashed. I work by myself, sometimes the last to leave the building at 5/530 when all the others shops close in the building I have asked everyone to lock all three doors. I'm usually working with a client not expecting any others to come into my business. A couple weeks ago there was a strange group of 6 people hanging out in the nook of the doors of the building. Made me and my client at the time a little curious why they were there blocking the doorway.

48) A employees car window was smashed after work A employee caught someone trying to steal the spare tire from his truck bed A man was having a psychotic episode yelling profanities and throwing his bike around and at a building Many uncomfortable moments outside the library including likely drug deals, yelling episodes A intoxicated couple fighting at the front of the store Paid parking lots have frequent drinking parties throughout the day and evening Many issues in Simms Alley and feeling unsafe Most female employees don't want to walk alone to their car at night The list goes on...

49) Needles at back door... people sleeping down the stairs to the back door in the morning when we arrive at 9:45 and things missing at the back Rugs and recycling containers ... garnished dumped

50) Panhandlers approaching me and clients. Hiding behind rear entry door doing drugs.

51) We are seeing that our property in the rear is becoming a hidden storage area for the homeless. Specifically under cover behind our back patio near the Bar exit. Our closing staff have expressed unease leaving the premise to get to their car due to the presence of homeless folks loitering around the city car park by the stairs going to the library

52) poor behavior with individuals that have been either drunk or drugs needles left out in our parking areas ....persons passed out or due to over dose in the alley way

53) Had to press assault charges for a man who was on drugs spitting on me. Had another man threaten me when I told him he could not pee in front of a downtown business. We have to clean up needles and garbage in our back alley where our customers pick up furniture daily. I have been followed to my car while homeless people yelled profanities at me. Removing as person on drugs off of my property.

54) A young man asking for money to pay rent. He has approached us a few times and we have reported it to the police

55) People passed out on the street. Sex in the alley ways. People high asking clients for money at their cars before or after their appointments. Homeless coming on to salon asking for money or use of my bathroom. Watching people shoot up in front of my salon. Staff not wanting to go to the bank on their breaks

56) people sleeping behind my store, people on my roof and my neighbors roof.

57) Urination in the back laneway while putting out garbage. Homeless hanging out on back doorway steps to get out of the rain. Homeless lady running around, swearing.

58) Men making sexual comments to my employees, vandalism, shoplifting, Pan handlers and drug dealers outside our doors, people doing drugs or exposing themselves in the alley, drunk people in our store.

- 59) We were broken into and stolen from. We had a man come in and get incredibly agitated when we said there wasn't an appointment available (he was just trying to cover for the jewelry he stole). Once when closing I saw a man walking down the street incredibly drunk or high and he started kicking in the doors of the two businesses across the street and then he broke one of their signs and started peeing on their front door so I called the police. I've had homeless people knock on my car window when I'm trying to leave asking for money. There was a woman shooting up by my car and she was so high I went back into work and waited for 45 minutes until she was gone. There are so many other incidents that have happened when I haven't been in the shop. We hear at least one screaming fight three times a week. Often it's followed by police driving by.
- 60) only one, when there was a break in and complete ransacking of one room in our building (arts centre)...
- 61) Our cleaning staff have felt too unsafe to approach our premises at night because of the presence of people loitering in the vicinity. As a result, our facilities were not cleaned as they should have been.
- 62) People yelling and swearing on the street, hanging out in groups.
- 63) Swearing at me as I kick them out, lunging motions as tho they intend to hit me, theft, swearing if I don't give money, a woman overdosing on the bench outside the shop, for which I called the police and got very little response until it was long over. Drinks thrown on the window at night, peeing in the alley, needles in the alley, people strung out in the alley.
- 64) Intoxication in public. Groups of people herding downtown who are not shopping
- 65) Drug dealing, fighting, yelling, urine odour, people in the shop that seemed unstable
- 66) Drug use in bathrooms. Bathroom being destroyed by someone under the influence. People harassing customers trying to enter our business. People under the influence disturbing our business with comments and behaviour.
- 67) Theft - reported Feb 2018 Had Robbie Oliver (known to police) in our store many times. A known drug user and person with mental illness in our store scaring off customers and making staff feel uncomfortable.
- 68) Drinking in front of shop
- 69) We had a break in during the early morning hours. The alarm went off and we recovered all that was stolen due to the RCMP arriving on the scene in a timely fashion.
- 70) We have witnessed people have sex, urinating, selling and purchasing drugs, doing drugs behind our business as well as had men harass staff and customers inside and outside the business as well as witnessed theft at our own business and others.

## Q10.

Please leave any additional comments and/or contact information if you would like to be contacted regarding this survey.

- 1) We really need public washrooms downtown.
- 2) We didn't talk about the library... I know many parents that simply have stopped taking their kids to the Courtenay Library - it's an embarrassment to our town.
- 3) Police are not always able to respond due to volume of higher priority incidents, in which case paid security responds, but this is costly for both our organization and the municipality
- 4) There has been a significant increase in drug use, loitering, petty theft, and shoplifting. Female staff members are no longer comfortable walking to and from their vehicles, especially after dark.
- 5) I've found it really frustrating getting any good information from the city and police. It seems one says to call the other or another organization. My concern is there's a lack of proactive solutions being looked at, so this is great there will finally be a meeting to discuss.
- 6) N/A
- 7) As a long time downtown Courtenay employee, can honestly say this is the worst that I have seen in the downtown area...didn't think it was possible to get worse than last year! A suggestion would be to have some dedicated RCMP members walk a beat..from 8th street-4th street..checking in with businesses on a weekly basis. I initially saw an improvement with the added bicycle patrol RCMP...then didn't see them for a long while. I think by foot would be the most effective way of policing the downtown core...daily foot patrol.
- 8) I don't feel safe like I use to
- 9) There is a definite increase in the homeless presence downtown and in the number of people asking for money on the streets and in the parking lots. I don't feel frightened after dark downtown, but I am now more vigilant going to my car in the dark after work - more awareness of the possibility of problems. I have also noticed more people taking shelter during stormy nights in empty garages, under overhangs etc. in the alley. I've also noticed it has generally been single males and they do not seem drunk, or high. I'm concerned this summer will see more panhandling, open drug use and public urination in more frequented gathering spots downtown. The potential for violence, increased drug use, panhandling downtown is escalating. Businesses that have public washrooms seem to be more at risk of problems. Please contact me regarding this survey at ————. Thank you.
- 10) ————, Ski Tak Hut, ————
- 11) I do not feel comfortable walking downtown alone anymore. The streets are filthy, there are some sketchy people that actually frighten me and I change sides of the road if I see them. I have lived in the valley for 25 years and worked downtown for 11 and this is the first time I have ever felt unsafe.

12) We are on a slippery slope of inappropriate use in the Downtown. I ask that people who in an attempt to care for others stop the lunch programs every day of the week at St. Georges. How about offering help in other places in the community. Stop loading services for people into the Downtown who do not participate in its healthy economy by purchasing goods & services

13) The Romance Shop

14) I think that we could improve the feeling of safety downtown by doing a couple of things in addition to policing - provide publicly accessible washrooms not just at the library and greet people on the street that we recognize as regulars. They may not be our customers but they are our community

15) ———— SKI TAK HUT ————

16) Last time I called the police the person I spoke to was really rude and I wished I had never bothered, so haven't called them again.

17) ———— - SoulStar Boutique - ———— I really think it is vital to our business health and community attraction to have public bathrooms

18) I do feel as if downtown is becoming more of a hangout for unemployed people especially in front of library. Theft seems to be happening more frequently. More of a police presence is needed downtown to keep panhandling and aggressive more in check.

19) Just that vandalism is costing me so many thousands of dollars. Paying taxes, creating jobs, unable to work properly because of criminals.

20) I work downtown most evenings, and sometimes leave as late as 11pm, and haven't felt uncomfortable at 4th and fitz. When I was on 6th I sometimes felt less comfortable, but honestly felt more nervous about men walking out of bars and restaurants than I ever did from folks dealing with homelessness, who never bothered me or acted aggressively to me.

21) As I stated before I feel that Courtenay seriously needs to consider having a police department with the rising concerns, and crime.

22) This is a broader issue, but if there is something we can do as business owners it would be good to know what that is.

23) The homeless people need to have proper care, shelter, food etc. Though many of them are involved with crime, I am sure if our community dealt with the root of the problem things would get better.

24) Thank you for addressing current safety issues.

25) Downtown needs to be cleaned up. Make it desirable for shoppers to come downtown. And the old thrifty needs to be another grocery store. For folks walking and riding there bikes. And for all the downtown workers.

26) we need extra police presence

27) We called the police last week but he came but did not fill out a report

28) There needs to be way more of a police presence downtown, especially at the library... customers often make comments of weird stuff going on outside our local business and I'm sure certain situations it may turn them away from parking near by and entering our business

29) I personally offer friendly banter to all that are in our back area. I have noticed an increase in needles on and around our property. I remain overall positive that the heating centre is a good thing and champion to create a feeling of this is your neighbourhood too in my interactions.

30) There is a direct correlation between the increase in services (ie: needle exchange etc) to the increase in illegal activity in our Downtown. We need to find solutions.

31) We need help to clean up out downtown. We have such a lovely downtown and it's gotten scary the last couple years. I now have to often walk my employee to their cars and then walk myself alone to mine. I miss our old regular people who were on our streets these new ones are a little scary and unpredictable

32) I think the RCMP do a great job but a little more presence after hours may help.

33) Thank you for looking into this. Things have changed over the last few years. It would be nice to regain a sense of control to our downtown area.

34) it's of great concern to me that our street community who are experiencing mental health instability are not treated like criminals. They deserve and require more compassion than i'm seeing in DCBIA commentary lately, and although i can understand the concerns about business, taking a criminalizing approach is not necessarily going to help. I hope and trust that the RCMP will utilize properly trained front-line mental health workers when navigating these people who are so sorely underserved in our community.

35) Thank you for looking into this!

36) This isn't sustainable. I don't know what the answer is, but it's going to impact this downtown negatively, in all regards.

37) We need police on the ground

38) Mudsharks ———, ———

39) N/A

**CITY OF COURTENAY HERITAGE ADVISORY COMMISSION  
MINUTES**

Meeting of the City of Courtenay Heritage Advisory Commission meeting held on January 22, 2020 at 10:00 a.m. in the Council Chamber of City Hall.

**Present:**

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

**Absent:**

W. Cole-Hamilton (Councillor)                      D. Griffiths

- 1. Introduction and Opening Remarks (Chair)**
- 2. Addition to Agenda**
- 3. Review and Adoption of Minutes of the November 27, 2019 Meeting**  
Moved by L. Burns, seconded by R. Dingwall **Carried**
- 4. Old Business**

- |                                |   |
|--------------------------------|---|
| OLD CITY<br>CLOCKS             | <ul style="list-style-type: none"><li>• Installation location to be determined in consultation with Public Works</li><li>• Staff to coordinate a meeting with PW and HAC members</li></ul>      |
| PIONEER<br>GRAVES              | <ul style="list-style-type: none"><li>• R. Dingwall reported the work is in progress</li></ul>  |
| MUSEUM<br>REPORT               | <ul style="list-style-type: none"><li>• J. Fortin reported that the museum has done a wonderful job on the museum gift shop area renovation. Everyone is encouraged to visit and shop</li></ul> |
| BC HERITAGE<br>WEEK            | <ul style="list-style-type: none"><li>• Work in progress</li></ul>  |
| RAILWAY<br>STATION             | <ul style="list-style-type: none"><li>• No items to report at this time</li></ul>   |
| ANNUAL<br>REPORT               | <ul style="list-style-type: none"><li>• J. Hagen reported the work is in progress</li></ul>   |
| HERITAGE<br>HOUSE<br>INVENTORY | <ul style="list-style-type: none"><li>• Staff to compile the current file</li><li>• Review and re-evaluation of the inventory may be required</li></ul>   |

**5. Workshop**

- Next workshop is scheduled on Wednesday January 29, at the Museum at 9:15 a.m.

## 6. New Business

- The Commission discussed how all archived materials including the assessment records should be treated. In conclusion, HAC considered that they should be shared with the Museum staff and the Museum is authorized to use them for any purpose at any time without HAC permission.
- Members of the public are permitted to access to archived information by following the standard information disclosure process
- HAC members are aware there are some important historical records without being recognized or stored in the City's facilities and wish to conduct search in the near future
- G. Greenhill has commenced research on history of local building and business and shared preliminary work with the members

## 7. In-Kind Hours

- A total of 24 hours spent by the members on various projects and research

## 8. For Information

- HAC received an inquiry from a member of the public regarding their family history. J. Hagen happens to know the family and is in touch base with the person.

9. Next meeting February 26, 2020

10. Meeting Adjournment Moved by G. Greenhill at 11:00 a.m.

  
Chair



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 1705-20

**From:** Chief Administrative Officer

**Date:** February 24, 2020

**Subject:** 2020-2024 General Capital Financial Plan

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### **PURPOSE:**

The purpose of this report is to consider the proposed 2020-2024 General Capital Financial Plan.

### **POLICY ANALYSIS:**

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan. The 2020-2024 General Capital Financial Plan is a component of the annual City of Courtenay five year financial plan bylaw and has been prepared in accordance with Council's Asset Management Policy 1670.00.02 and newly adopted Asset Management Bylaw 2681.

The 2020-2024 General Capital Financial Plan has been guided by Council's Asset Management Policy. Sound Asset Management practices enable sustainable service delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs, service levels, and the public's willingness to pay.

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

### **EXECUTIVE SUMMARY:**

The five year general capital financial plan is prepared annually and sources of funding are determined each year. A determination of the level of funding required from general property taxation is important, as an increase in capital funding required from taxation results directly in an increase in property tax rates to supply the funds required.

The 2020 financial plan year proposes a total of \$6,223,700 million in planned capital expenditures, excluding debt servicing cost. Capital project funding sourced from taxation is \$542,500, which is a decrease of \$396,700 from the 2019 budget requirement of \$939,200.

### **CAO RECOMMENDATIONS:**

That based on the February 24, 2020 staff report "2020-2024 General Capital Financial Plan" Council approve the 2020-2024 General Capital Financial Plan", and

That staff be directed to include the 2020-2024 General Capital Financial Plan into the 2020-2024 Financial Plan Bylaw.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

Consideration and approval of a five year financial plan is an annual requirement under the *Community Charter*. The proposed Financial Plan for the general capital fund presented at the February 24, 2020 Council Meeting provides detail for the 2020 year, as well as projections for the four years following.

The general capital financial plan is partially funded from the general property taxation levy. With Council's approval, the proposed capital projects will be included in the 2020-2024 Financial Plan Bylaw.

**DISCUSSION:**

The proposed 2020 – 2024 General Capital Financial Plan has been constrained to a scope and scale that recognizes the City's capacity to realistically complete the planned capital projects within existing staff and financial capacity, and with priority given to finalization of in-progress 2019 projects which complete in 2020. Other identified asset renewal projects or new capital projects have been identified and reviewed by the Asset Management Working Group, approved by the Chief Administrative Officer, and included in the proposed General Capital Financial Plan.

The 2020 financial plan year includes a total of \$6,223,700 in projected capital expenditures. Capital funding for the 2020 projects are sourced from a variety of reserves, prior year unexpended funds, grants, developer contributions, general taxation, and prior years surplus.

Attached are Schedule 1 – 2020-2024 General Capital Expenditures and Schedule 2 – General Capital Expenditures for 2020 with Source of Funding, providing with detailed capital project lists at the departmental level. Senior staff from each of the departments will be in attendance to speak and respond to queries for each of their respective areas of responsibility.

The following provides additional information in regards to special capital funding sources.

***Use of Community Works Fund – Gas Tax Grant Revenues***

The Community Works Fund – Gas Tax Grant Revenues are used to fund a variety of operating and capital projects. Staff propose to use those funds as primary source of funding for the capital projects listed in Table 1. In the general operating fund, Gas Tax Grant Revenues are also used for the asset management condition assessment and for the master plans.

In July 2019, the City of Courtenay received a one-time Gas Tax Grant bonus payment of \$1,119,960, which remains available to fund future year eligible projects.

Table 1: Use of the Gas Tax Grant funding proposed in the 2020 budget year:

2020 Gas Tax Fed Grant		
Department	Project description	Total
Engineering	STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000
Public Works - Transportation	ROAD PAVING - Grind and Pave program	1,190,000
<b>Grand Total</b>		<b>1,365,000</b>

**Future Borrowing**

No new borrowing is proposed for the current 2020 budget year. The potential capital projects listed for 2021 in Table 2 are intended to be primary funded by borrowing, which requires a lengthy statutory process including public approval prior to proceeding.

Table 2: Use of borrowing in the proposed General Capital Financial Plan for 2021

2021 Debt		
Department	Project description	Total
Engineering	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	3,400,000
Public Works	PUBLIC WORKS - New Public Works Building	5,400,000
Fire Department	FIRE DEPT - Ladder Truck (replacement truck #12)	600,000
<b>Grand Total</b>		<b>9,400,000</b>

The City currently utilizes approximately 12.6% of its total allowable debt servicing capacity. The total allowable debt servicing capacity represents 25% of the prior year operating revenues.

Borrowing is the principal source of funding for several large projects included in the general capital plan, for a total of \$25.9 million over 4 years as detailed in Schedule 3. Including the new debt for Water (\$3 million) and Sewer (\$7 million) projects included for the next 4 years, the City would then be using an estimated 24% of its allowable debt servicing capacity by the end of 2024.

**FINANCIAL IMPLICATIONS:**

Capital project expenditures planned and proposed for 2020 total \$6,223,700 dollars. Schedule 4 attached provides the projected general capital reserve and surplus balances for the next five years.

**ADMINISTRATIVE IMPLICATIONS:**

Subsequent to Council approval of the proposed 2020-2024 General Fund Capital Plan, the schedules will be included in the consolidated financial plan and form part of the 2020-2024 Financial Plan Bylaw which will be brought forward for Council consideration and adoption later in April 2020.

The financial plan information will be posted on the City’s website for review and comment, and all public feedback will be provided to Council prior to adoption of the Financial Plan bylaw.

**ASSET MANAGEMENT IMPLICATIONS:**

The Asset Management Working Group collects and analyses information provided by condition and risk assessments of the City’s infrastructure. Preventative maintenance programs extend the life of the infrastructure and future years capital costs can be deferred. The General Capital financial plan includes

use of funds for renewal projects prioritized by the Asset Management Working Group, and as approved by the Chief Administrative Officer.

**STRATEGIC PLAN REFERENCE:**

In preparing the 2020 General Fund Capital budget staff considered Council’s 2019-2022 Strategic Priorities, the capacity of staff to deliver services and projects in a timely manner, and also considered the public’s willingness to pay. The following strategic priorities informed the preparation of the proposed 2020 General Fund Capital budget.

**We focus on organizational and governance excellence**

- Recognize staff capacity is a finite resource and support staff training and development
- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

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

- Focus on asset management for sustainable service delivery

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

- Move forward with implementing the City's Transportation Master Plan
- ▲■ Collaborate with regional and senior government partners to provide cost-effective transportation solutions
- ▲ Explore opportunities for Electric Vehicle Charging Stations

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

- Continue to develop and revisit all infrastructure master plans

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The 2020–2024 General Fund Capital Plan touches several of the OCP Goals including:

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

**REGIONAL GROWTH STRATEGY REFERENCE:**

The 2020–2024 General Fund Capital Plan is presented to encourage sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

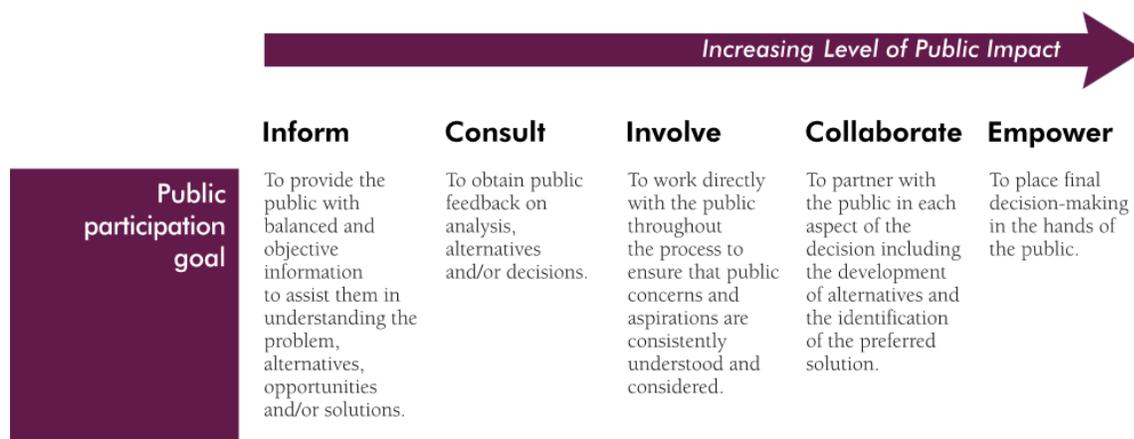
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

**CITIZEN/PUBLIC ENGAGEMENT:**

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

The City of Courtenay will ‘**inform**’ the public about the 2020-2024 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website. In addition, the City will ‘**consult**’ the public prior to final adoption of the 2020-2024 Financial Plan Bylaw.

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



**OPTIONS:**

- OPTION 1: That Council approves the 2020-2024 General Capital Financial Plan as proposed, and directs staff to include the capital schedules in the 2020-2024 Financial Plan Bylaw.
- OPTION 2: That Council amends the proposed 2020-2024 General Capital Financial Plan, and directs staff to include the amended capital schedules in the 2020-2024 Financial Plan Bylaw.
- OPTION 3: That Council defer the endorsement of the proposed 2020-2024 General Capital Financial Plan for further discussion at a later Council meeting.

Prepared by:



Annie Bérard, CPA, CMA, MBA

Manager of Financial Planning, Payroll  
and Business Performance

Concurrence:



Jennifer Nelson, CPA, CGA

Director of Financial Services

Attachments: Schedule 1 – General Capital Expenditures 2020-2024

Schedule 2 – General Capital Expenditures for 2020 with Source of Funding

Schedule 3 – General Capital Borrowing and Debt Servicing Costs

Schedule 4 – General Capital Surplus and Reserves

Department Responsible	Department	Category	Project description	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	Total 2020-2024 Budget
PW	Public Works	New	PUBLIC WORKS - New Public Works Building	3,700	5,400,000	-	-	-	5,403,700
<b>PW Total</b>				<b>3,700</b>	<b>5,400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,403,700</b>
PW - Fleet	Fleet	Equipment	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	350,000	350,000	350,000	350,000	1,750,000
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	350,000	350,000	350,000	350,000	1,573,000
		New	2 Electric car charging stations EV DC Fast Charger 440V	200,000	-	-	-	-	200,000
			2 Double Electric car charging stations Level 1 220V	100,000	-	-	-	-	100,000
		FLEET MANAGEMENT - NEW ASK for 2020	110,000	-	-	-	-	110,000	
<b>PW - Fleet Total</b>				<b>933,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>3,733,000</b>
PW - Roads	Road Paving	Renewal	ROAD PAVING - Grind and Pave program	1,400,000	1,400,000	1,500,000	1,600,000	1,600,000	7,500,000
	Storm Drainage	New	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	-	-	-	103,700
	Bike Lane	Land and improvements	Cycling Network Plan Improvements	100,000	-	-	-	-	100,000
<b>PW - Roads Total</b>				<b>1,603,700</b>	<b>1,400,000</b>	<b>1,500,000</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>7,703,700</b>
PW - Civic Properties	Art Gallery	Buildings	ART GALLERY - Hydraulic Passenger Elevator replacement	86,300	-	-	-	-	86,300
	City Hall	Buildings	CITY HALL - Building Energy Reduction (roof ventilation)	10,000	-	-	-	-	10,000
			CITY HALL - Roof Replacement	21,000	-	-	-	-	21,000
			Renovation of City Hall - Foyer area	100,000	-	-	-	-	100,000
	Filberg Centre	Buildings	FILBERG - Hydraulic Passenger Elevator replacement	92,000	-	-	-	-	92,000
	Fire	Buildings	FIRE HALL - Roof Replacement	-	-	-	-	500,000	500,000
	Lewis Centre	Buildings	LEWIS CENTRE - Roof Replacement	-	-	250,000	-	-	250,000
			LEWIS CENTRE - Squash Court Floor Replacement	-	80,000	-	-	-	80,000
			LEWIS CENTRE - Squash Court Wall Replacement	-	72,000	-	-	-	72,000
	Library	Buildings	LIBRARY - Building Energy Reduction	55,500	-	-	-	-	55,500
	Memorial Pool	Buildings	MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000	-	-	-	-	50,000
			MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000	20,000	20,000	25,000	25,000	110,000
			MEMORIAL POOL - New Pool Covers	10,000	-	25,000	-	-	35,000
			MEMORIAL POOL - REPAIR CRACKS MAIN POOL	-	20,000	-	20,000	20,000	60,000
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	20,000	20,000	25,000	25,000	110,000
	Museum	Buildings	MUSEUM - Hydraulic Freight Elevator replacement	-	-	-	40,300	178,300	218,600
			MUSEUM - Replace windows	-	50,000	50,000	-	-	100,000
	Native Sons Hall	Buildings	NATIVE SONS HALL - Roof Replacement	50,000	-	-	-	-	50,000
	Parks	Buildings	Lewis Washroom - Roof Replacement	-	-	-	25,000	-	25,000
			Woodcote Park - Roof Replacement	45,000	-	-	-	-	45,000
Park Café - Roof Replacement			-	75,000	-	-	-	75,000	
Public Works	Buildings	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	-	-	-	265,500	
Sid Theatre	Buildings	SID THEATRE - Hydraulic Vertical Platform Lift replacement (elevator)	-	10,000	125,000	-	-	135,000	
		SID THEATRE - Stage Lift replacement (elevator)	-	10,000	125,000	-	-	135,000	
Youth Centre	Buildings	YOUTH CENTRE - Heating System Replacement	50,000	-	-	-	-	50,000	
		YOUTH CENTRE - Roof Replacement	-	-	-	250,000	-	250,000	
<b>PW - Civic Properties Total</b>				<b>875,300</b>	<b>357,000</b>	<b>615,000</b>	<b>385,300</b>	<b>748,300</b>	<b>2,980,900</b>
PW - Parks	Cemetery	Land and improvements	CEMETERY - CEMETERY GENERAL WORK	50,000	40,000	60,000	50,000	50,000	250,000
			CEMETERY - IRRIGATION	10,000	-	-	15,000	15,000	40,000
			CEMETERY - LAWN CRYPTS	-	35,000	35,000	35,000	35,000	140,000
			CEMETERY - NEW PLANTINGS	30,000	-	-	-	-	30,000
			CEMETERY - NICHE DESIGN/DEVELOPMENT	70,000	40,000	40,000	40,000	40,000	230,000
	Parks	Land and improvements	Anderton Park Exercise equipment	-	-	-	100,000	-	100,000
			Bill Moore - Irrigation System Replacement	-	-	-	150,000	-	150,000
			Woodcote - Irrigation System Replacement	-	-	-	-	80,000	80,000
			Spray park resurfacing	-	80,000	-	-	-	80,000
			Misc Playground (1 replacement every second year)	-	120,000	-	120,000	-	240,000
	New	Buildings	Tarling Park (Lake Trail / Arden Trail construction)	-	-	257,000	-	-	257,000
Sheffield Park (located in Crown Isle)			25,000	-	-	-	-	25,000	

Department Responsible	Department	Category	Project description	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	Total 2020-2024 Budget
PW - Parks	Walkways & Bikeways	Buildings	Lagoon Walkway Lookouts - Roof Replacement	-	-	30,000	-	-	30,000
		Land and improvements	Pedestrian Bridges replacement program	35,000	35,000	35,000	35,000	35,000	175,000
			Millard Trail Boardwalk Replacement	20,000	-	-	-	-	20,000
			Valleyview Greenway Erosion Remediation	50,000	50,000	-	-	-	100,000
		New	Buckstone to Island Hwy Trail	110,000	-	-	-	-	110,000
<b>PW - Parks Total</b>				<b>400,000</b>	<b>400,000</b>	<b>457,000</b>	<b>545,000</b>	<b>255,000</b>	<b>2,057,000</b>
Engineering	Major Road Construction	New	MAJOR ROAD CONS - 6th St Bridge	-	-	4,000,000	-	-	4,000,000
		Renewal	MAJOR ROAD CONS - Cousins Ave - 20th to Willemar	-	-	-	-	3,224,000	3,224,000
	Road Paving	Renewal	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	6,300,000	-	-	-	6,675,000
		Renewal	MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction	-	-	25,000	570,000	-	595,000
	Storm Drainage	Renewal	Braidwood Road Design - Storm & Road	93,200	-	-	3,250,000	-	3,343,200
			STORM DRAINAGE - Willemar Culvert	-	180,000	1,500,000	-	-	1,680,000
			STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction	-	-	25,000	570,000	-	595,000
			STORM DRAINAGE - Woods Ave Out Fall Renewal	-	-	-	-	850,000	850,000
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	175,000
	Traffic Projects	Renewal	TRAFFIC PROJECTS - Signal Controller Renewal - 8th St and Cliffe Ave	-	160,000	-	-	-	160,000
			TRAFFIC PROJECTS - Signal Controller Renewal - 5th St and Cliffe Ave	-	20,000	220,000	-	-	240,000
			TRAFFIC PROJECTS - Signal Controller Renewal - Old Island Highway at Comox Road	-	20,000	75,000	-	-	95,000
			TRAFFIC PROJECTS - Signal Controller Renewal - 8th and Fitzgerald	-	180,000	-	-	-	180,000
	Bike Lane	New	Bike Lane Hobson Neighbourhood Route	50,000	-	-	-	-	50,000
	<b>Engineering Total</b>				<b>693,200</b>	<b>6,860,000</b>	<b>5,845,000</b>	<b>4,390,000</b>	<b>4,074,000</b>
Rec & Culture	Filberg Centre	Buildings	FILBERG CENTRE - Drive Thru Repair / Renovation	35,000	-	-	-	-	35,000
	Lewis Centre	Equipment	LEWIS CENTRE - Equipments > 5k	45,000	45,000	45,000	45,000	45,000	225,000
		New	LEWIS CENTRE - Shower Lift (accessibility funding)	20,000	-	-	-	-	20,000
	Museum	Buildings	MUSEUM - Loading Dock Storage & Fencing	-	-	-	-	50,000	50,000
	Parks	Land and improvements	Tarling Park gate, fencing and Hydro service	8,100	-	-	-	-	8,100
			Marina Storage Compound Relocation	10,000	110,000	-	-	-	120,000
		New	Park Development - McPhee Meadows	50,000	-	-	-	-	50,000
			Rotary Trail Extension North 5th St to McPhee Meadows	-	20,000	-	-	-	20,000
			Partners in Parks	50,000	50,000	50,000	50,000	50,000	250,000
		Totem Pole at the Airpark	10,000	-	-	-	-	10,000	
	Sid Theatre	Buildings	SID THEATRE - Future year estimation	-	20,000	20,000	20,000	20,000	80,000
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000	-	-	-	-	25,000
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000	10,000	10,000	-	-	30,000
	Walkways & Bikeways	New	Access and Parking to McPhee Meadows	-	-	30,000	200,000	-	230,000
			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	302,200	-	-	-	-	302,200
		Courtenay Riverway South Extension Beachwood to City Park - Phase 2	-	45,000	400,000	-	-	445,000	
		Courtenay Riverway South Extension City Park to Regional Trail - Phase 3	-	-	-	100,000	400,000	500,000	
		Dingwall to Muir Road trail development - stairs	25,000	250,000	-	-	-	275,000	
<b>Rec &amp; Culture Total</b>				<b>590,300</b>	<b>550,000</b>	<b>555,000</b>	<b>415,000</b>	<b>565,000</b>	<b>2,675,300</b>

Department Responsible	Department	Category	Project description	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	Total 2020-2024 Budget
IT	IT	Equipment	LARGE FORMAT PLOTTER	-	30,000	-	30,000	-	60,000
			PHOTOCOPIERS	40,000	40,000	40,000	40,000	40,000	200,000
			SERVER REPLACEMENT	25,000	20,000	20,000	20,000	20,000	105,000
		Other Tangible Assets	*Hyper-Convergence Software (complement to back up solution)	30,000	35,000	35,000	35,000	35,000	170,000
			IT security (PEN Test)	14,000	-	-	-	-	14,000
			New softwares	50,000	50,000	50,000	50,000	50,000	250,000
			OFFSITE BACKUP DEVELOPMENT	36,000	40,000	40,000	40,000	40,000	196,000
		Recreation Software	55,000	-	-	-	-	55,000	
<b>IT Total</b>			<b>250,000</b>	<b>215,000</b>	<b>185,000</b>	<b>215,000</b>	<b>185,000</b>	<b>1,050,000</b>	
Purchasing / IT	IT	Other Tangible Assets	ProFuel	-	20,000	-	-	-	20,000
<b>Purchasing / IT Total</b>				<b>-</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>
Fire Department	Fire	Equipment	FIRE DEPT - Ladder Truck (replacement truck #12)	-	1,830,000	-	-	-	1,830,000
			FIRE DEPT LIGHT VEHICLES	65,000	-	-	140,000	-	205,000
		New	FIRE - NEW SATELLITE FIREHALL	94,500	-	483,000	6,000,000	-	6,577,500
<b>Fire Department Total</b>			<b>159,500</b>	<b>1,830,000</b>	<b>483,000</b>	<b>6,140,000</b>	<b>-</b>	<b>8,612,500</b>	
Finance / IT	IT	Other Tangible Assets	Great Plain Electronic Workflow	15,000	-	-	-	-	15,000
			Organization Wide Software	-	100,000	-	-	-	100,000
<b>Finance / IT Total</b>				<b>15,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>115,000</b>
Corporate Services	Corporate Services	New	Strategic Land Acquisition	500,000	-	-	-	-	500,000
<b>Corporate Services Total</b>				<b>500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>
Development Services	DCC Projects	Renewal	Road, Storm, Parks DCC Projects	200,000	200,000	200,000	200,000	200,000	1,000,000
<b>Development Services Total</b>				<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,000,000</b>
<b>Grand Total</b>				<b>6,223,700</b>	<b>18,032,000</b>	<b>10,540,000</b>	<b>14,590,300</b>	<b>8,327,300</b>	<b>57,713,300</b>

Project Manager	Department	Category	Project description	2020 Proposed Budget	2020 General Revenues	2020 New Works Reserve	2020 Reserve for Future Expenditures	2020 Unexpended Funds	2020 DCC Reserve	2020 Fed / Prov Funding	2020 Gas Tax Fed Grant	2020 Gaming Fund	2020 CVRD Grant	2020 Proceeds - Asset Sales	2020 Other Contributions
PW	Public Works	New	PUBLIC WORKS - New Public Works Building	3,700	-	-	3,700	-	-	-	-	-	-	-	-
<b>PW Total</b>				<b>3,700</b>	<b>-</b>	<b>-</b>	<b>3,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PW - Fleet	Fleet	Equipment	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	-	350,000	-	-	-	-	-	-	-	-	-
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	49,100	123,900	-	-	-	-	-	-	-	-	-
		New	2 Electric car charging stations EV DC Fast Charger 440V	200,000	-	-	-	-	-	50,000	-	150,000	-	-	-
			2 Double Electric car charging stations Level 1 220V	100,000	-	-	-	-	-	75,000	-	25,000	-	-	-
			FLEET MANAGEMENT - NEW ASK for 2020	110,000	110,000	-	-	-	-	-	-	-	-	-	-
<b>PW - Fleet Total</b>				<b>933,000</b>	<b>159,100</b>	<b>473,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
PW - Roads	Road Paving	Renewal	ROAD PAVING - Grind and Pave program	1,400,000	-	-	-	-	210,000	-	1,190,000	-	-	-	-
	Storm Drainage	New	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	103,700	-	-	-	-	-	-	-	-	-
	Bike Lane	Land and improvements	Cycling Network Plan Improvements	100,000	100,000	-	-	-	-	-	-	-	-	-	-
<b>PW - Roads Total</b>				<b>1,603,700</b>	<b>100,000</b>	<b>103,700</b>	<b>-</b>	<b>-</b>	<b>210,000</b>	<b>-</b>	<b>1,190,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
PW - Civic Properties	Parks	Buildings	Woodcote Park - Roof Replacement	45,000	-	45,000	-	-	-	-	-	-	-	-	-
				45,000	-	45,000	-	-	-	-	-	-	-	-	-
	City Hall	Buildings	CITY HALL - Building Energy Reduction (roof ventilation)	10,000	-	10,000	-	-	-	-	-	-	-	-	-
			CITY HALL - Roof Replacement	21,000	-	21,000	-	-	-	-	-	-	-	-	-
			Renovation of City Hall - Foyer area	100,000	-	-	100,000	-	-	-	-	-	-	-	-
				131,000	-	31,000	100,000	-	-	-	-	-	-	-	-
	Public Works	Buildings	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	-	265,500	-	-	-	-	-	-	-	-
				265,500	-	-	265,500	-	-	-	-	-	-	-	-
	Art Gallery	Buildings	ART GALLERY - Hydraulic Passenger Elevator replacement	86,300	-	86,300	-	-	-	-	-	-	-	-	-
	Filberg Centre	Buildings	FILBERG - Hydraulic Passenger Elevator replacement	92,000	-	92,000	-	-	-	-	-	-	-	-	-
	Library	Buildings	LIBRARY - Building Energy Reduction	55,500	-	55,500	-	-	-	-	-	-	-	-	-
	Memorial Pool	Buildings	MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000	-	-	-	-	-	-	-	-	50,000	-	-
			MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000	-	-	-	-	-	-	-	-	20,000	-	-
			MEMORIAL POOL - New Pool Covers	10,000	-	-	-	-	-	-	-	-	10,000	-	-
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	-	-	-	-	-	-	-	-	20,000	-	-
	Native Sons Hall	Buildings	NATIVE SONS HALL - Roof Replacement	50,000	-	50,000	-	-	-	-	-	-	-	-	-
	Youth Centre	Buildings	YOUTH CENTRE - Heating System Replacement	50,000	-	-	50,000	-	-	-	-	-	-	-	-
<b>PW - Civic Properties Total</b>				<b>433,800</b>	<b>-</b>	<b>283,800</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
				875,300	-	359,800	415,500	-	-	-	-	-	100,000	-	-
PW - Parks	Cemetery	Land and improvements	CEMETERY - CEMETERY GENERAL WORK	50,000	-	-	-	-	-	-	-	-	50,000	-	-
			CEMETERY - IRRIGATION	10,000	-	-	-	-	-	-	-	-	10,000	-	-
			CEMETERY - NEW PLANTINGS	30,000	-	-	-	-	-	-	-	-	30,000	-	-
			CEMETERY - NICHE DESIGN/DEVELOPMENT	70,000	-	-	-	-	-	-	-	-	70,000	-	-
				160,000	-	-	-	-	-	-	-	-	160,000	-	-
	Parks	New	Sheffield Park (located in Crown Isle)	25,000	25,000	-	-	-	-	-	-	-	-	-	-
	Walkways & Bikeways	Land and improvements	Pedestrian Bridges replacement program	35,000	35,000	-	-	-	-	-	-	-	-	-	-
			Millard Trail Boardwalk Replacement	20,000	20,000	-	-	-	-	-	-	-	-	-	-
			Valleyview Greenway Erosion Remediation	50,000	23,300	-	14,300	-	12,400	-	-	-	-	-	-
		New	Buckstone to Island Hwy Trail	110,000	-	-	-	-	-	-	-	-	-	-	110,000
<b>PW - Parks Total</b>				<b>240,000</b>	<b>103,300</b>	<b>-</b>	<b>14,300</b>	<b>-</b>	<b>12,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,000</b>	<b>110,000</b>
				400,000	103,300	-	14,300	-	12,400	-	-	-	160,000	-	110,000
Engineering	Major Road Construction	Renewal	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	-	375,000	-	-	-	-	-	-	-	-	-
	Storm Drainage	Renewal	Braidwood Road Design - Storm & Road	93,200	-	-	93,200	-	-	-	-	-	-	-	-
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	-	-	175,000	-	-	-	-
	Bike Lane	New	Bike Lane Hobson Neighbourhood Route	50,000	-	31,800	-	-	-	18,200	-	-	-	-	-
<b>Engineering Total</b>				<b>693,200</b>	<b>-</b>	<b>406,800</b>	<b>93,200</b>	<b>-</b>	<b>-</b>	<b>18,200</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
				693,200	-	406,800	93,200	-	-	18,200	175,000	-	-	-	-

Project Manager	Department	Category	Project description	2020 Proposed Budget	2020 General Revenues	2020 New Works Reserve	2020 Reserve for Future Expenditures	2020 Unexpended Funds	2020 DCC Reserve	2020 Fed / Prov Funding	2020 Gas Tax Fed Grant	2020 Gaming Fund	2020 CVRD Grant	2020 Proceeds - Asset Sales	2020 Other Contributions		
Rec & Culture	Parks	Land and improvements	Tarling Park gate, fencing and Hydro service	8,100	-	-	8,100	-	-	-	-	-	-	-	-		
			Marina Storage Compound Relocation	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	
	New	Parks	Park Development - McPhee Meadows	50,000	43,700	-	6,300	-	-	-	-	-	-	-	-	-	
			Partners in Parks	50,000	50,000	-	-	-	-	-	-	-	-	-	-	-	-
			Totem Pole at the Airpark	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-
	Walkways & Bikeways	New	Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	Dingwall to Muir Road trail development - stairs	302,200	41,400	100,000	22,200	-	138,600	-	-	-	-	-	-	
					25,000	25,000	-	-	-	-	-	-	-	-	-	-	-
	Filberg Centre	Buildings	FILBERG CENTRE - Drive Thru Repair / Renovation		455,300	180,100	100,000	36,600	-	138,600	-	-	-	-	-	-	
					35,000	-	-	35,000	-	-	-	-	-	-	-	-	-
	Lewis Centre	Equipment	LEWIS CENTRE - Equipments > 5k		45,000	-	45,000	-	-	-	-	-	-	-	-	-	
					20,000	-	12,200	-	-	-	7,800	-	-	-	-	-	-
	Sid Theatre	Buildings	SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS		25,000	-	25,000	-	-	-	-	-	-	-	-	-	
					10,000	-	10,000	-	-	-	-	-	-	-	-	-	-
<b>Rec &amp; Culture Total</b>				<b>135,000</b>	<b>-</b>	<b>92,200</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>7,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
IT	IT	Equipment	PHOTOCOPIERS	40,000	-	40,000	-	-	-	-	-	-	-	-	-		
			SERVER REPLACEMENT	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	
	Other Tangible Assets	*Hyper-Convergence Software (complement to back up solution)		30,000	-	30,000	-	-	-	-	-	-	-	-	-	-	
				14,000	-	14,000	-	-	-	-	-	-	-	-	-	-	
				50,000	-	50,000	-	-	-	-	-	-	-	-	-	-	
				36,000	-	36,000	-	-	-	-	-	-	-	-	-	-	
	55,000	-	55,000	-	-	-	-	-	-	-	-	-	-	-			
<b>IT Total</b>				<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
Finance / IT	IT	Other Tangible Assets	Great Plain Electronic Workflow	15,000	-	15,000	-	-	-	-	-	-	-	-	-		
<b>Finance / IT Total</b>				<b>15,000</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
Fire Department	Fire	Equipment	FIRE DEPT LIGHT VEHICLES	65,000	-	65,000	-	-	-	-	-	-	-	-	-		
				65,000	-	65,000	-	-	-	-	-	-	-	-	-		
	Fire	New	FIRE - NEW SATELLITE FIREHALL	94,500	-	-	4,000	90,500	-	-	-	-	-	-	-		
<b>Fire Department Total</b>				<b>159,500</b>	<b>-</b>	<b>65,000</b>	<b>4,000</b>	<b>90,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
Coporate Services	Corporate Services	New	Strategic Land Acquisition	500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
<b>Coporate Services Total</b>				<b>500,000</b>	<b>-</b>	<b>199,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>301,000</b>	<b>-</b>		
Development Services	DCC Projects	Renewal	Road, Storm, Parks DCC Projects	200,000	-	-	-	-	200,000	-	-	-	-	-	-		
<b>Development Services Total</b>				<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Grand Total</b>				<b>6,223,700</b>	<b>542,500</b>	<b>2,065,400</b>	<b>602,300</b>	<b>90,500</b>	<b>561,000</b>	<b>151,000</b>	<b>1,365,000</b>	<b>175,000</b>	<b>260,000</b>	<b>301,000</b>	<b>110,000</b>		

General Capital Borrowing

Area	Project description	Total 2020-2024 Budget	2020 Debt	2021 Debt	2022 Debt	2023 Debt	2024 Debt	Total Debt
Infrastructure	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	6,675,000	-	3,400,000	-	-	-	3,400,000
	MAJOR ROAD CONS - 6th St Bridge	4,000,000	-	-	2,000,000	-	-	2,000,000
	STORM DRAINAGE - Willemar Culvert	1,680,000	-	-	750,000	-	-	750,000
	Braidwood Road Design - Storm & Road	3,343,200	-	-	-	3,250,000	-	3,250,000
	STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction	595,000	-	-	-	500,000	-	500,000
	MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction	595,000	-	-	-	500,000	-	500,000
	MAJOR ROAD CONS - Cousins Ave - 20th to Willemar	3,224,000	-	-	-	-	3,000,000	3,000,000
<b>Infrastructure Total</b>		<b>20,112,200</b>	<b>-</b>	<b>3,400,000</b>	<b>2,750,000</b>	<b>4,250,000</b>	<b>3,000,000</b>	<b>13,400,000</b>
Public Works	PUBLIC WORKS - New Public Works Building	5,403,700	-	5,400,000	-	-	-	5,400,000
<b>Public Works Total</b>		<b>5,403,700</b>	<b>-</b>	<b>5,400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,400,000</b>
Property Services	FIRE - NEW SATELLITE FIREHALL	6,577,500	-	-	483,000	6,000,000	-	6,483,000
<b>Property Services Total</b>		<b>6,577,500</b>	<b>-</b>	<b>-</b>	<b>483,000</b>	<b>6,000,000</b>	<b>-</b>	<b>6,483,000</b>
Fire Services	FIRE DEPT - Ladder Truck (replacement truck #12)	1,830,000	-	600,000	-	-	-	600,000
<b>Fire Services Total</b>		<b>1,830,000</b>	<b>-</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600,000</b>
<b>Grand Total</b>		<b>33,923,400</b>	<b>-</b>	<b>9,400,000</b>	<b>3,233,000</b>	<b>10,250,000</b>	<b>3,000,000</b>	<b>25,883,000</b>

General Capital Debt Servicing Costs

Department	Category	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget
Debt	Debt Interest	463,700	454,500	391,500	372,300	344,200
	Debt Principal	840,200	790,500	715,600	637,700	615,600
<b>Debt Total</b>		<b>1,303,900</b>	<b>1,245,000</b>	<b>1,107,100</b>	<b>1,010,000</b>	<b>959,800</b>
New Debt	Debt Interest	-	136,200	317,000	503,000	685,900
	Debt Principal	-	-	368,000	494,500	895,800
<b>New Debt Total</b>		<b>-</b>	<b>136,200</b>	<b>685,000</b>	<b>997,500</b>	<b>1,581,700</b>
<b>Grand Total</b>		<b>1,303,900</b>	<b>1,381,200</b>	<b>1,792,100</b>	<b>2,007,500</b>	<b>2,541,500</b>

**City of Courtenay**  
**City of Courtenay for the Years 2020 - 2024**

<b>GENERAL CAPITAL Surplus, Reserves and DCC Summary</b>	Estimated Actual	Budget	Proposed Budget			
Estimated Closing Balances	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>General Capital Surplus</b>						
Reserve For Future Expenditure (Unspent Capital 2019)	602,300	-	-	-	-	-
Unexpended Debt	1,413,500	1,322,300	737,600	673,400	673,400	673,400
	<b>2,015,800</b>	<b>1,322,300</b>	<b>737,600</b>	<b>673,400</b>	<b>673,400</b>	<b>673,400</b>
<b>General Capital Reserves</b>						
Machinery and Equipment	1,409,100	1,545,200	765,200	1,023,500	1,150,200	1,425,200
Land Sale	269,400	70,400	70,400	70,400	70,400	70,400
New Works and Equipment	3,114,900	2,890,000	2,850,000	2,885,000	2,875,000	2,925,000
New Works - Community Gas Tax Funds	3,194,200	2,534,200	2,414,200	2,259,200	2,019,200	1,179,200
Infrastructure Reserve	451,700	302,800	138,200	170,400	718,900	892,100
Housing Amenity	774,200	670,500	670,500	670,500	670,500	670,500
Park Amenity	612,900	512,900	412,900	312,900	212,900	112,900
Public Parking	54,600	59,700	64,900	70,200	75,600	81,000
Parkland Acquisition	309,800	309,800	309,800	309,800	309,800	309,800
	<b>10,190,800</b>	<b>8,895,500</b>	<b>7,696,100</b>	<b>7,771,900</b>	<b>8,102,500</b>	<b>7,666,100</b>
<b>Total General Capital Surplus and Reserves</b>	<b>12,206,600</b>	<b>10,217,800</b>	<b>8,433,700</b>	<b>8,445,300</b>	<b>8,775,900</b>	<b>8,339,500</b>
<b>Development Cost Charges (DCC)</b>						
Highways Facilities	3,570,000	3,160,000	2,487,300	2,062,300	1,622,300	1,050,100
Storm Drain Facilities	1,719,000	1,719,000	1,719,000	1,719,000	1,695,000	1,695,000
Park Land Acquisition	558,500	407,500	395,100	297,100	260,000	233,900
<b>Total DCC</b>	<b>5,847,500</b>	<b>5,286,500</b>	<b>4,601,400</b>	<b>4,078,400</b>	<b>3,577,300</b>	<b>2,979,000</b>





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** 2020–2024 General Operating Financial Plan

**File No.:** 1705-20/1715-20

**Date:** February 24, 2020

### **PURPOSE:**

The purpose of this report is for Council to consider the proposed 2020-2024 General Operating Financial Plan.

### **POLICY ANALYSIS:**

Section 165 of the *Community Charter* requires a municipality to have a five year financial plan adopted annually by May 15 each year. The 2020-2024 General Operating Financial Plan is the largest and final document to be incorporated into the City's 2020–2024 Consolidated Financial Plan.

The 2020-2024 General Operating Financial Plan has been guided by Council's Asset Management Bylaw, which was adopted December 2<sup>nd</sup> 2019. Sound Asset Management practices enable sustainable service delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs, service levels, and the public's willingness to pay.

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

### **EXECUTIVE SUMMARY:**

The proposed 2020 General Operating Financial Plan includes a total of \$45.4 million in planned City expenditures, inclusive of transfers to reserves and other funds such as the general capital fund and amortization.

The proposed financial plan proposes an increase in 2020 of 3.45% in municipal property taxation for general operations and debt, as well as a 0.50% increase for capital infrastructure renewal, for a total proposed increase of 3.95%. This includes \$36.1 million for general operating expenditures and \$0.6 million in funding for capital expenditures and \$1.3 million for debt payments. The proposed General Operating Financial Plan also includes a contribution of \$3.2 million to various reserves for future utilization.

2020 BC Assessment information states that the average assessed value of a single-family residential property in Courtenay is \$453,000. The annual impact of a 3.95% property tax increase to the property owner of this home will be approximately \$55.

It's important to note that expenditures are not all funded from taxation. For the proposed 2020 General Operating Financial Plan taxation is planned to contribute \$26.5 million of a \$41.9M operating budget, and fees for services are forecast to contribute \$7.6 million. Additional details on General Operating

Revenues are outlined in Table 11 of this report on page 13.

**CAO RECOMMENDATIONS:**

That based on the February 24, 2020 staff report “2020–2024 General Operating Financial Plan”, Council approve OPTION 1, and proceed with the recommended 2020-2024 General Operating Financial Plan; and

That Council approve a 3.95% property tax increase for 2020, which includes a 0.50% contribution to the infrastructure renewal reserve.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

Consideration and approval of a five year financial plan is an annual requirement under the BC *Community Charter*. The proposed 2020–2024 General Operating Financial Plan defines and seeks Council approval for the service priorities and operating budget for each City department for the current year, and presents the projection for the following next four years.

Once the General Operating Budget receives Council’s approval, all budget documents for the Water, Sewer, and General Fund will be incorporated into the City’s 2020–2024 Consolidated Financial Plan.

**DISCUSSION:**

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

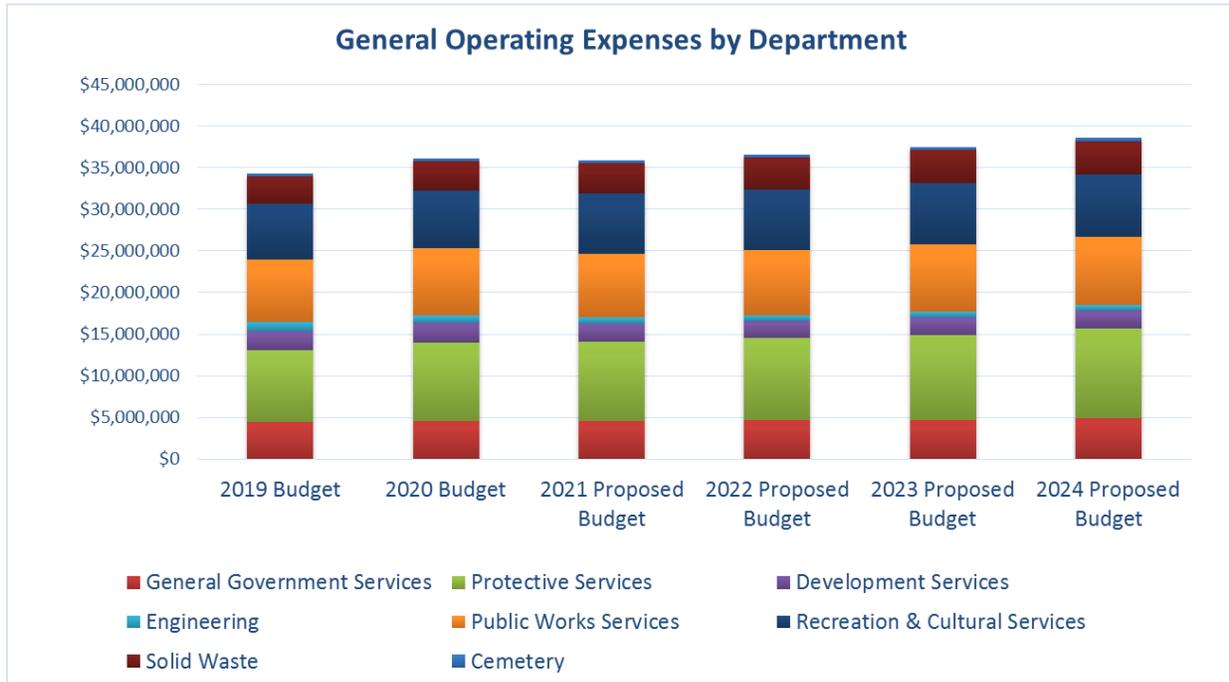
**2020 General Operating Fund**

Similar to the Water and Sewer Budgets, the 2020 General Operating Budget was prepared from departmental submissions as well as from consideration of multiple external sources, cost drivers and spending patterns. The City’s Asset Management Bylaw also assisted with the definition of sustainable operation and maintenance needs of the City. General Operating Fund revenues and expenditures were evaluated on the basis of public acceptance, sustainable delivery, corporate risk, financial risk and staff capacity.

**General Operating Expenses**

The proposed general operating expenses budget totals \$36.1 million for 2020, an increase of \$1.8 million from the 2020 budget, which represents a 5.2% increase. Graph 1 illustrates the budget per department from 2019 to 2024. The detailed expenses by department is provided in Schedule 3.

Graph 1: General Operating Expenses by Department 2019 – 2024 Budget



The 2020 General Operating Expenses are detailed by economic segment in Table 1 and by departments in Table 2.

Table 1: General Operating Expenses by Economic Segment

Segment	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance	
				2020 Budget - 2019 Budget	Variance %
Personnel	15,606,600	15,642,597	<b>16,209,500</b>	602,900	3.9%
General Services	14,491,600	12,687,999	<b>15,334,900</b>	843,300	5.8%
Materials and Supplies	1,871,600	1,894,751	<b>2,012,600</b>	141,000	7.5%
Utilities	1,253,900	1,067,203	<b>1,285,100</b>	31,200	2.5%
Training and Conference	365,600	192,063	<b>321,600</b>	(44,000)	-12.0%
Travel, Hotel and Meals	217,600	149,795	<b>227,400</b>	9,800	4.5%
Insurance	442,400	460,254	<b>501,000</b>	58,600	13.2%
Grants and Donations	514,400	503,862	<b>522,800</b>	8,400	1.6%
Financial Charges	101,100	64,327	<b>105,700</b>	4,600	4.5%
Requisition	1,340,800	1,340,716	<b>1,407,900</b>	67,100	5.0%
Fleet Expenses	(174,700)	(198,626)	<b>(157,300)</b>	17,400	-10.0%
Internal Transfer	(1,711,100)	(1,299,830)	<b>(1,677,800)</b>	33,300	-1.9%
<b>Grand Total</b>	<b>34,319,800</b>	<b>32,505,407</b>	<b>36,093,400</b>	<b>1,773,600</b>	<b>5.2%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

### Cost Drivers

Various internal and external cost drivers have an impact on the different department budgets. The main cost drivers are: contractual salary and wage increases, BC Provincial minimum wages, increases in insurance premiums and Consumer Price Index (CPI).

#### Contract Salary and Benefit Increases

The impact relating to annual contractual salary and wage increases for unionized, exempt staff, Volunteer firefighters, and Council amounts to approximately \$250,000 in 2020 in the General Fund. This increase also proportionally impacts benefit costs, raising them by about \$125,000.

#### Increase in minimum wage

The Province of British Columbia is increasing the minimum wage from \$13.85 to \$14.60 an hour as of June 1, 2020. This impacts significantly the wages for instructor and summer staff working for Recreation Services, with an estimated impact of \$105,000.

#### Insurance and Utilities

An average increase of 5% is included for the 2020 insurance expenses. This is largely related to increased insured values of City assets and market conditions, for an overall impact of \$58,600.

Electricity expenses are stable, in line with BC Hydro proposal of a 1% rate reduction effective April 2020. An increase is only included for the electricity needed for street lighting in the new subdivisions.

#### Consumer Price Index (CPI)

The average CPI increase for the Province of British Columbia and Canada for 2019 is estimated at 2.2%. Some budget for goods and services were adjusted to reflect such an increase in 2020.

Table 2: General Operating Expenses by Department

Department	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance 2020 Budget	
				2019 Budget	Variance %
General Government Services	4,392,500	3,979,302	<b>4,604,300</b>	211,800	4.8%
Protective Services	8,735,100	7,995,023	<b>9,418,000</b>	682,900	7.8%
Development Services	2,207,500	1,828,649	<b>2,331,900</b>	124,400	5.6%
Public Works Services	7,588,400	8,168,548	<b>8,060,400</b>	472,000	6.2%
Engineering	1,097,300	908,395	<b>904,000</b>	(193,300)	-17.6%
Recreation & Cultural Services	6,657,000	6,163,976	<b>6,986,200</b>	329,200	4.9%
Solid Waste	3,296,700	3,151,349	<b>3,432,900</b>	136,200	4.1%
Cemetery	345,300	310,164	<b>355,700</b>	10,400	3.0%
<b>Grand Total</b>	<b>34,319,800</b>	<b>32,505,407</b>	<b>36,093,400</b>	<b>1,773,600</b>	<b>5.2%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

*General Government Services*

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

Table 3: General Government Services Budget by Sub Departments

Department	Sub Department	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance 2020 Budget	
					2019 Budget	Variance %
General Government	City Council	329,800	320,948	<b>324,800</b>	(5,000)	-1.5%
	Corporate Services	821,600	793,207	<b>872,700</b>	51,100	6.2%
	Corporate Communications	244,900	228,748	<b>251,200</b>	6,300	2.6%
	Finance	1,554,100	1,367,040	<b>1,574,400</b>	20,300	1.3%
	Business Performance	211,100	95,183	<b>160,700</b>	(50,400)	-23.9%
	Purchasing	389,700	364,859	<b>400,800</b>	11,100	2.8%
	Human Resources	542,100	390,049	<b>537,200</b>	(4,900)	-0.9%
	Occupational Health Safety	200,600	180,852	<b>211,700</b>	11,100	5.5%
	IT	1,156,500	1,004,175	<b>1,449,600</b>	293,100	25.3%
	Strategic Initiatives	202,900	177,665	<b>181,500</b>	(21,400)	-10.5%
	Other General Government	81,700	77,614	<b>67,900</b>	(13,800)	-16.9%
	City Hall Property Maintenance	155,400	188,703	<b>157,200</b>	1,800	1.2%
	Interfund Allocation	(1,497,900)	(1,209,741)	<b>(1,585,400)</b>	(87,500)	5.8%
<b>General Government Services Total</b>		<b>4,392,500</b>	<b>3,979,302</b>	<b>4,604,300</b>	<b>211,800</b>	<b>4.8%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

The key variances between the 2019 and 2020 budget are detailed below.

**Corporate Services**

A new budget of \$50,000 is included to support the property management activities now regrouped under Corporate Services.

**Finance and Business Performance**

The Finance department includes additional coverage for a summer student during tax time. Business performance was also adjusted to reflect the combination of the positions of Manager of Financial Planning and Payroll and Manager of Business Performance.

**Information Technologies**

The budget for the computer and tablet annual replacement program is now included in this section and was previously included in the general capital budget. It totals \$60,000 for 2020. An additional \$43,000 is included for the replacement of the Fire Department tablets. Those expenses are funded by the office and equipment reserve.

An amount of \$21,500 is included for new software designed to protect the City’s network. The licensing fees are also increased by about \$50,000, to reflect more users utilizing more systems throughout the City.

**Strategic Initiatives**

This department includes a reduction in the services required in the last few years to complete the land disposition and acquisition study.

**Internal Allocations**

Internal allocations represent a percentage of the General Government expenses transferred to the Water and Sewer Funds for administrative and operational support of these services. The intent is to transfer a reasonable amount for General Government expenditures (personnel, utilities, materials, insurance, contracted services and fleet costs) that support the provision of water and sewer services.

*Protective Services*

Protective Services includes policing, fire, emergency measures, bylaw enforcement and animal control. Table 4 shows the Protective Services budget for each sub-department.

Table 4: Protective Services Budget by Sub Departments

Department	Sub Department	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance	
					2020 Budget	2019 Budget
Protective Services	Police Protection	6,523,800	5,917,115	<b>7,170,400</b>	646,600	9.9%
	Fire Protection	1,887,500	1,804,771	<b>1,914,600</b>	27,100	1.4%
	Other Protective Services	323,800	273,137	<b>333,000</b>	9,200	2.8%
<b>Protective Services Total</b>		<b>8,735,100</b>	<b>7,995,023</b>	<b>9,418,000</b>	<b>682,900</b>	<b>7.8%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

Most of the increases shown in Table 4 for 2020 is related to Policing, with no significant change to the Fire Protection projected expenses.

#### Policing Services

The policing budget is based on Council's approval in principle, on July 2 2019, for the City's 2020/2021 RCMP contract which approves a 1 member increase to 31.4 members. The detachment is estimating a reduction in the number of vacancies to 2 members in 2020 as they fill positions. Previous financial plans incorporated a 4 member vacancy, which was based on historical vacancy patterns. The 2020 policing contract budget includes an increase of \$540,500, of which \$345,000 relates to reducing the expected vacancy rate by 2 members and \$195,500 for other increases in the cost to provide the service. Part of this increase will be offset by carrying forward \$200,000 from unused prior year surplus relating to policing contract vacancies in 2019.

Council will have an opportunity to revisit the RCMP contract later in April and provide final approval to the 2020/2021 contract.

#### Drug Strategy Committee

An amount of \$57,500 is included for the Comox Valley Overdose Working Group and is entirely funded by a grant from the Canadian Mental Health Association (CMHA).

#### Development Services

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

The Planning and Zoning Division was restructured in 2019 leading to the creation of Community and Sustainability Planning which is currently is leading an extensive update of the City's 15 year old Official Community Plan. Table 5 shows the Development Services budget by Division.

Table 5: Development Services Budget by Sub Departments

Department	Sub Department	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance	
					2019 Budget	Variance %
Development Services	Building Inspections	600,700	550,060	<b>653,200</b>	52,500	8.7%
	Planning and Zoning	1,083,400	799,466	<b>640,000</b>	(443,400)	-40.9%
	Subdivision and Development Servicing	493,200	473,891	<b>562,900</b>	69,700	14.1%
	Community and Sustainability Planning	-	-	<b>450,300</b>	450,300	#DIV/0!
	Heritage Committee	30,200	5,231	<b>25,500</b>	(4,700)	-15.6%
<b>Development Services Total</b>		<b>2,207,500</b>	<b>1,828,649</b>	<b>2,331,900</b>	<b>124,400</b>	<b>5.6%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

There is no significant change to the Development Services 2020 budget, other than anticipated salary, wage and benefit increase.

### Public Works and Engineering

Public Works Services is responsible for operations and maintenance for a significant majority of in-service capital assets, including the water and sewer utility infrastructure, storm water collection, civic facilities, parks, and transportation network for the City. Services include maintenance of trails, transit, water, sewer and solid waste collection, capital projects, cemetery maintenance, fleet maintenance, flood protection and dike maintenance.

Engineering oversees the renewal of all civic infrastructures, such as water, waste water, drainage, flood protection structures and transportation services. Table 6 shows the Public Works and Engineering budget by Division.

Table 6: Public Works and Engineering Services Budget by Sub Departments

Department	Sub Department	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance 2020 Budget 2019 Budget	Variance %
Public Works Services	Public Works Administration	205,200	217,367	<b>197,700</b>	(7,500)	-3.7%
	Public Works Operations	922,000	1,080,533	<b>954,300</b>	32,300	3.5%
	Asset Management	574,100	510,459	<b>605,300</b>	31,200	5.4%
	Transportation Services	2,652,500	3,003,106	<b>2,994,700</b>	342,200	12.9%
	Storm Sewer	633,700	627,957	<b>638,400</b>	4,700	0.7%
	Parks	2,485,900	2,592,972	<b>2,577,700</b>	91,800	3.7%
	Parks - Cultural Facilities Grounds Maintenance	8,600	11,231	<b>8,700</b>	100	1.2%
	Parks - Recreation Facilities Grounds Maintenance	44,000	38,296	<b>43,100</b>	(900)	-2.0%
	Property Maintenance	204,100	241,529	<b>216,700</b>	12,600	6.2%
	Property Maintenance - Carpentry Shop	33,400	33,657	<b>32,100</b>	(1,300)	-3.9%
	Property Maintenance - Recreation Facilities	502,200	538,702	<b>511,500</b>	9,300	1.9%
	Property Maintenance - Cultural Facilities	275,200	276,823	<b>370,600</b>	95,400	34.7%
	Property Maintenance - Miscellaneous Buildings	95,100	93,498	<b>109,100</b>	14,000	14.7%
	Property Maintenance - Park Buildings	77,500	75,690	<b>81,100</b>	3,600	4.6%
	Public Works Interfund Allocation	(1,125,100)	(1,173,272)	<b>(1,280,600)</b>	(155,500)	13.8%
<b>Public Works Services Total</b>		<b>7,588,400</b>	<b>8,168,548</b>	<b>8,060,400</b>	<b>472,000</b>	<b>6.2%</b>
<b>Engineering Total</b>		<b>1,097,300</b>	<b>908,395</b>	<b>904,000</b>	<b>(193,300)</b>	<b>-17.6%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

#### Public Works Operations

A new amount of \$17,500 is included in the Public Works Operations to account for the increased traffic control services for events in the Downtown Courtenay Business Improvement Association (DCBIA). This service level increase was previously ratified by Council in 2019.

#### Asset Management

The Asset Management budget includes \$250,000 in 2020 to complete the storm sewer condition assessment, which represents an increase of \$25,000 from 2019 budget. This project will be funded by gas tax.

#### Transportation Services

The budget for Roads and Streets includes \$60,000 for a Downtown Parking study approved by Council on Oct 28, 2019.

The Sidewalks Maintenance budget includes an additional \$15,000 for an increase in contracted services for repair of deficiencies identified in the City's inspection program. The Street Lighting includes \$20,000 for material for the Re-lamp Program and an additional \$30,000 in electricity costs pending BC Hydro street lights inventory review that is underway. With rapid greenfield growth, Asset Management Technical Services has undertaken reconciliation of BC Hydro assets.

The Street Signs and Lines budget includes \$40,000 for Wayfinding signs (Downtown playbook obligation) and an additional \$25,000 to maintain the newly constructed bike lane lines in a phased approach.

An increase is also included in Transportation Services for the contractual salary, wage and benefit increases.

#### Parks

There are no significant changes to the 2020 Parks budget, other than contractual salary, wage and benefit increases.

#### Property Maintenance

\$94,900 is included for the floor refurbishing at the Museum and the exterior painting at the Sid Williams Theatre and Native Sons Hall. These projects are a result of the 2019 Civic Buildings Condition Assessments.

#### Internal Allocations

Similar to the General Government internal allocations, a percentage of the Public Works and fleet expenses is transferred to the Water and Sewer Funds. The intent is to transfer a reasonable amount of expenditures (personnel, utilities, materials, insurance, contracted services and fleet costs) as recognition of the administrative costs necessary to provide those services.

#### Engineering

The reduction in the Engineering budget is explained by the completion in 2019 of the Transportation Master Plan and significant progress made on the Dike Replacement and Flood Protection Strategy project, which is funded by the UBCM Community Emergency Preparedness Fund. This project is expected to be completed in 2021.

\$165,000 is included in the budget for the continuation of the Integrated Rain Water Master Plan. This project is funded by Gas tax and is anticipated to be complete by 2021.

#### *Recreation and Cultural Services*

The Recreation and Cultural Services Department is responsible for providing quality recreation, leisure and cultural opportunities in a healthy and safe environment. Recreation and cultural services also oversees inclusive programming, special events, park and sport field bookings, recreation facility bookings and is responsible for long term planning for parks, recreation and cultural services to meet the diverse interests of the community. Table 7 presents the Recreation and Cultural Services budget.

Table 7: Recreation and Cultural Services Budget by Division

Department	Sub Department	Activity	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance 2020 Budget - 2019 Budget	Variance %	
Recreation & Cultural Services	Recreation Admin	Recreation Admin	1,201,600	1,063,310.01	<b>1,260,900</b>	59,300	4.9%	
		July 1st Commission	64,800	64,220.19	<b>63,600</b>	(1,200)	-1.9%	
		Special Events	39,900	32,685.81	<b>41,200</b>	1,300	3.3%	
	<b>Recreation Admin Total</b>			<b>1,306,300</b>	<b>1,160,216.01</b>	<b>1,365,700</b>	<b>59,400</b>	<b>4.5%</b>
	Recreation Services - Programming	Adults Programs	500,400	423,246.55	<b>545,900</b>	45,500	9.1%	
		Childrens Programs	418,200	361,195.64	<b>439,900</b>	21,700	5.2%	
		Youth Centre Programs	241,200	244,218.63	<b>270,800</b>	29,600	12.3%	
		Adapted Programs	121,600	113,819.19	<b>232,300</b>	110,700	91.0%	
		Summer Programs	302,400	273,353.90	<b>226,700</b>	(75,700)	-25.0%	
		Pool Programs	121,100	116,790.75	<b>147,800</b>	26,700	22.0%	
		Preschool Programs	83,700	90,721.65	<b>103,000</b>	19,300	23.1%	
		Childrens Programs - Volunteer Development	2,200	1,094.01	<b>4,200</b>	2,000	90.9%	
		<b>Recreation Services - Programming Total</b>			<b>1,790,800</b>	<b>1,624,440.32</b>	<b>1,970,600</b>	<b>179,800</b>
	Recreation Services - Operations	Lewis Centre Operations	1,076,800	1,029,276.54	<b>1,090,100</b>	13,300	1.2%	
		Filberg Operations	615,200	565,240.75	<b>630,200</b>	15,000	2.4%	
		Pool Operations	58,100	16,417.43	<b>59,100</b>	1,000	1.7%	
		Youth Centre Operations	43,600	29,912.20	<b>42,900</b>	(700)	-1.6%	
		Washrooms	7,800	5,807.56	<b>6,000</b>	(1,800)	-23.1%	
	<b>Recreation Services - Operations Total</b>			<b>1,801,500</b>	<b>1,646,654.48</b>	<b>1,828,300</b>	<b>26,800</b>	<b>1.5%</b>
	Cultural Services - Administration	Library Administration	1,343,600	1,343,636.84	<b>1,411,000</b>	67,400	5.0%	
		Sid Williams Theatre Administration	234,800	217,712.96	<b>235,200</b>	400	0.2%	
		Museum Administration	148,100	145,361.01	<b>148,400</b>	300	0.2%	
		Arts Centre Administration	15,400	9,577.03	<b>9,900</b>	(5,500)	-35.7%	
		Native Sons Administration	8,300	8,937.29	<b>9,400</b>	1,100	13.3%	
	<b>Cultural Services - Administration Total</b>			<b>1,750,200</b>	<b>1,725,225.13</b>	<b>1,813,900</b>	<b>63,700</b>	<b>3.6%</b>
	Cultural Services - Operations	Native Sons Operations	8,200	7,440.37	<b>7,700</b>	(500)	-6.1%	
	<b>Cultural Services - Operations Total</b>			<b>8,200</b>	<b>7,440.37</b>	<b>7,700</b>	<b>(500)</b>	<b>-6.1%</b>
<b>Recreation &amp; Cultural Services Total</b>			<b>6,657,000</b>	<b>6,163,976.31</b>	<b>6,986,200</b>	<b>329,200</b>	<b>4.9%</b>	

### Recreation Administration

This budget includes new funds for the Recreation Fees and Charges study (\$20,000) and the Greenspace Connectivity Plan (\$30,000). \$25,000 is also carried forward from 2019 to complete the Parks and Recreation Master Plan implementation plan phase.

### Recreation Services – Operations

There is no significant change to the 2020 budget, other than contractual salary, wage and benefit increases for the custodians and staff working at the reception.

### Recreation Services – Programming

The major impact to the Programming budget is related to the increase in minimum wage, previously discussed in the cost driver section of this report. An additional week of training is also included for the pool staff to allow appropriate time for orientation, safety training and the needed equipment / site preparation to meet regulatory requirements. Finally, two positions were moved from Summer programs to Adapted Programs with minimal impact overall.

### Cultural Services

The requisition to the Vancouver Island Regional Library is increasing by 5.0% or \$67,100 in 2020. This increase is recovered by an equivalent increase in the library tax levy revenue.

### *Solid Waste, Recyclables, and Yard Waste*

Through contract with a private sector provider, the City provides weekly curbside pickup of Municipal Solid Waste (MSW) and yard waste, bi-weekly pickup of recyclables for residential properties, and scheduled MSW/cardboard pickup for commercial properties. Although this service is included in the general operating budget, it is fully funded by other revenues and user fees and has no impact on taxation.

The solid waste 2020 budget, shown in Table 8, has been adjusted to reflect the increase in regional landfill tipping fees for disposal of mixed waste: from \$130 to \$140 per ton effective September 1, 2020. The cost of the solid waste and recyclables collection contract has increased by 7.5% in 2020. This is largely due to increased labour, fuel, and insurance costs faced by the contractor. Council reviewed and approved the detailed 2020-2024 Solid Waste Financial Plan on February 18, 2020, which includes a 5.5% increase to the user fee for 2020.

Table 8: Solid Waste Budget by Activity

Department	Activity	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance 2020 Budget 2019 Budget	Variance %
Solid Waste	Solid Waste	3,133,400	3,005,890	<b>3,304,300</b>	170,900	5.5%
	Dog Stations/Bags	28,200	21,387	<b>28,500</b>	300	1.1%
	Pesticide Awareness	5,000	-	<b>5,000</b>	-	0.0%
	Trash Cleanup	130,100	124,072	<b>95,100</b>	(35,000)	-26.9%
<b>Solid Waste Total</b>		<b>3,296,700</b>	<b>3,151,349</b>	<b>3,432,900</b>	<b>136,200</b>	<b>4.1%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

### *Cemetery*

This includes the cost of the cemetery administration, maintenance, grave preparation, niche wall maintenance and new construction at the City's cemetery. The 2020 budget presented in Table 9 has been adjusted for the contractual increase in salaries, wages and benefits.

Table 9: Cemetery Budget by Activity

Department	Activity	2019 BUDGET	Unaudited 2019 ACTUAL*	2020 BUDGET	Variance 2020 Budget 2019 Budget	Variance %
Cemetery	Cemetery Administration	94,600	87,924	<b>93,800</b>	(800)	-0.8%
	Cemetery Maintenance	184,100	162,483	<b>195,500</b>	11,400	6.2%
	Cemetery Graves	59,000	55,719	<b>59,500</b>	500	0.8%
	Cemetery Building - R & M	4,400	1,947	<b>4,400</b>	-	0.0%
	Cemetery Building Utilities	3,200	2,091	<b>2,500</b>	(700)	-21.9%
<b>Cemetery Total</b>		<b>345,300</b>	<b>310,164</b>	<b>355,700</b>	<b>10,400</b>	<b>3.0%</b>

\* 2019 actuals are not finalized and don't include all 2019 expenses and year-end adjustments

## Transfers to Reserves

Contributions are made every year to the various reserves, such as the machinery and equipment, the new works and the infrastructure renewal reserves. Those reserves provide funding for capital projects and in some cases for operating projects. Staff recommend increasing the transfers to maintain the reserves and provide sufficient funds for future projects. The transfers to reserves total \$3.2 million for 2020 as listed in Table 10. This includes a contribution to the infrastructure renewal reserve equivalent to approximately 1.50% of the taxation, partly funded by the Gaming Fund. Schedule 4 provides an estimate of the surplus and reserve balances.

On February 18<sup>th</sup> 2020 Council approved an extension to the term and mandate of the City's Finance Select Committee, including the review of policies on surpluses and reserves.

Table 10: Transfers to General Fund Reserves

Segment	DESC	2019 BUDGET	2020 BUDGET	Variance	
				2020 Budget - 2019 Budget	Variance %
Transfer to Reserve	TRANSFER TO RESERVES	1,405,000	<b>1,406,800</b>	1,800	0.1%
	TRANS TO GENERAL NEW WORKS	650,800	<b>791,200</b>	140,400	21.6%
	TRANS. TO GENERAL MACH. & EQUIP. RESERVE	650,000	<b>675,000</b>	25,000	3.8%
	TRF TO INTERFUND INTEREST	150,000	<b>300,000</b>	150,000	100.0%
	CARBON OFFSETS	18,800	<b>18,800</b>	-	0.0%
	TRANS TO M.F.A.RESERVE	6,500	<b>6,600</b>	100	1.5%
	TRANS TO GENERAL PUBLIC PARKING	6,600	<b>5,100</b>	(1,500)	-22.7%
<b>Transfer to Reserve Total</b>		<b>2,898,700</b>	<b>3,218,500</b>	<b>319,800</b>	<b>11.0%</b>
<b>Grand Total</b>		<b>2,898,700</b>	<b>3,218,500</b>	<b>319,800</b>	<b>11.0%</b>

**General Revenues***Property Taxes*

The proposed increase in property tax for general municipal and debt purposes, excluding new construction revenues, is 3.95% for 2020. This increase is comprised of funding for the following purposes:

General & Debt Levy	3.45%
Special Levy – Infrastructure Renewal Reserve	<u>0.50%</u>
Total	3.95%

*Other Revenue Sources*

Table 11 provides a summary of the revenue included in the 2020 Budget. Further detail is available in Schedule 2.

Table 11: General Operating Revenues

General Operating Revenues	2019 BUDGET	2020 BUDGET	Variance	
			2020 Budget - 2019 Budget	Variance %
Taxation - Municipal Purposes	25,136,000	<b>26,648,000</b>	1,512,000	6.0%
Portion of Grants in place of Taxes	(165,800)	<b>(169,200)</b>	(3,400)	2.1%
<b>Net Municipal Taxes</b>	<b>24,970,200</b>	<b>26,478,800</b>	<b>1,508,600</b>	<b>6.0%</b>
Grants-in-Lieu of Taxes	489,000	<b>493,500</b>	4,500	0.9%
1 % Revenue Tax	410,000	<b>415,700</b>	5,700	1.4%
<b>Taxes for Municipal Purposes</b>	<b>25,869,200</b>	<b>27,388,000</b>	<b>1,518,800</b>	<b>5.9%</b>
Revenue from Own Sources	7,323,600	<b>7,663,300</b>	339,700	4.6%
Revenue from Other Governments & Agencies	2,174,700	<b>2,135,700</b>	(39,000)	-1.8%
Investment and Penalty Revenue	1,031,900	<b>996,800</b>	(35,100)	-3.4%
Revenue from Other Sources	45,700	<b>139,000</b>	93,300	204.2%
Transfer from Reserve	1,725,300	<b>1,894,700</b>	169,400	9.8%
Transfer from Surplus	2,100,300	<b>1,718,100</b>	(382,200)	-18.2%
<b>Grand Total</b>	<b>40,270,700</b>	<b>41,935,600</b>	<b>1,664,900</b>	<b>4.1%</b>

#### *Community Works Fund – Gas Tax Grant Revenues*

The City of Courtenay receives approximately \$1.1 million per year in Federal Gas Tax revenue through the Community Works Fund administered by the Union of BC Municipalities (UBCM). These funds are deposited into a reserve and used to fund eligible capital and operating projects as required. In 2020, \$415,000 of Gas Tax Funds are being utilized to fund the following eligible operating projects that support Asset Management in the General Operating Fund:

Asset Condition Assessments	\$250,000
Integrated Rainwater Management Plan	<u>165,000</u>
Total	\$415,000

This will leave an estimated balance of \$2,500,000 in the Gas Tax Reserve at December 31, 2020.

#### *Gaming Funds*

As a host local government of a gaming facility, the City receives a 10% share of the net gaming revenues every year, which may be used for “any purpose within their legal authority”. The gaming fund distribution matrix was recently reviewed on November 15, 2019 by the Finance Select Committee and endorsed by Council on February 18, 2020. Attachment 5 provides a summary of the recommended use of these funds over the next four years. All changes incorporated in the matrix from previous years has been highlighted with descriptions as necessary.

The Finance Select Committee has recommended to direct \$220,000 per year into the Infrastructure reserve to help offset the impact of the infrastructure levy, which Council chose to do in 2019. This will not eliminate the recommended infrastructure levy over the 2020-2024 financial plan, however will reduce it significantly and help to alleviate the impact on taxpayers.

The gaming fund has an unaudited surplus balance of \$1,804,800 at the end of December 31, 2019. Past practice has been to leave one year worth of revenue in the fund.

#### *Other Funding Sources*

The City of Courtenay receives approximately \$240,000 of Traffic Fine Revenue each year from the Province. These funds go directly towards funding the cost of policing.

#### *Non Market Change and Supplementary Adjustments*

Based on the latest Non Market Change report provided by BC Assessment for 2020, the City is expecting to receive approximately \$550,000 in additional taxation revenues from new construction. BC Assessment is also projecting potential supplementary adjustments that the City might expect in 2020 which staff estimate could result in a reduction to taxation revenue of approximately \$150,000.

Additional annual tax revenue from new construction has increased by \$390,000 since 2015. This additional annual revenue is accumulative and is used to support the cost of new City infrastructure, services and staff necessary to operate and maintain these levels of service due to growth.

#### *Operating Surplus*

Unlike the federal and provincial governments in Canada, municipalities are not permitted to operate with a deficit. In order to balance the 2020 General Budget and keep property tax rates reasonable, staff are recommending the use of \$1,115,800 in prior year surplus, which is consistent with the amount budgeted to utilize in 2020 in the 2019-2023 Financial Plan. Pending the final 2019 audited balances, the remaining surplus funds held in 2020 for the general operating fund are projected to total approximately \$3 million. The proposed 2020 - 2024 Financial Plan uses \$1.9 million of this balance over the next two years to assist with keeping property tax rates within a reasonable range and phases out reliance by 2022. Schedule 4 provides an estimate of the surplus balance for the next five years.

Prior year surplus is accumulated from past years where the city operations have been under-budget, more revenue was received than anticipated, or capital budgets have been deferred or cancelled pending prioritization based on condition assessment data. Under-budget situations can occur for a variety of reasons such as unanticipated staff vacancies and insufficient capacity to complete projects, years where anticipated snow and ice control resources have been budgeted but have not been needed, or the receipt of higher or unanticipated departmental revenues or grants. Currently the City takes a precautionary approach to avoid the risk of potential cash flow and deficit situations.

Staff recommends that policy guidance be adopted by Council in regards to the prior year surplus and reserves management. Ideally, a surplus and reserves policy would define the appropriate level and use of surplus and reserves in order to maintain funds available for contingency and provide stable funding for anticipated capital renewal needs. Council has established "Financial Policies" as one of their Financial Services operational strategic priorities. The Finance Select Committee will be working with staff to develop these policies for Council consideration during the course of 2020.



**ADMINISTRATIVE IMPLICATIONS:**

Subsequent to Council endorsement of the proposed 2020 - 2024 General Operating Fund Financial Plan, the schedules will become part of the 2020 - 2024 Financial Plan Bylaw. This bylaw will be brought forward for Council consideration in mid-April 2020.

Staff will bring forward information in regards to property tax rates and setting the commercial tax rate multiplier for 2020 in late March.

Both the 2020 - 2024 Financial Plan Bylaw and the 2020 Property Tax Rates Bylaw must be finally adopted no later than May 15, 2020.

**ASSET MANAGEMENT IMPLICATIONS:**

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

**STRATEGIC PLAN REFERENCE:**

In preparing the 2020 General Fund Operating budget staff considered Council's 2019-2022 Strategic Priorities, the capacity of staff to deliver services and projects in a timely manner, and also considered the public's willingness to pay. The following strategic priorities informed the preparation of the proposed 2020 General Fund Operating budget.

**We focus on organizational and governance excellence**

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

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

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

**We actively pursue vibrant economic development**

- ▲ Continue to support Arts and Culture

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

- Move forward with implementing the City's Transportation Master Plan
- ▲■ Collaborate with regional and senior government partners to provide cost-effective transportation solutions
- ▲ Explore opportunities for Electric Vehicle Charging Stations

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

- Complete an update of the City's OCP and Zoning Bylaws
- Continue to develop and revisit all infrastructure master plans

**We continually invest in our key relationships**

- Value and recognize the importance of our volunteers

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

**OFFICIAL COMMUNITY PLAN REFERENCE:**

The 2020–2024 General Fund Operating Financial Plan touches several of the OCP Goals including:

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

**REGIONAL GROWTH STRATEGY REFERENCE:**

The 2020–2024 General Fund Operating Financial Plan is presented to encourage sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

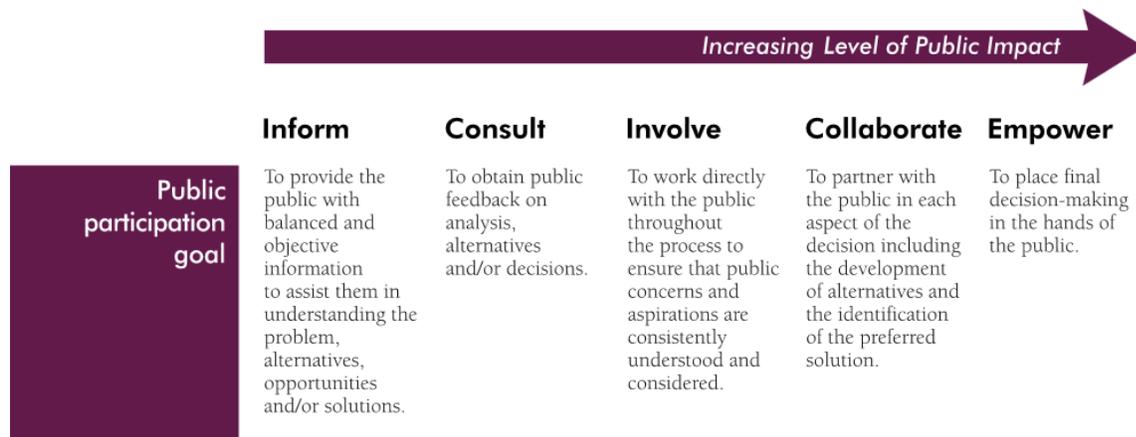
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

**CITIZEN/PUBLIC ENGAGEMENT:**

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

The City of Courtenay will ‘inform’ the public about the 2020-2024 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website. In addition, the City will ‘consult’ the public prior to final adoption of the 2020-2024 Financial Plan Bylaw.

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



**OPTIONS:**

OPTION 1: That Council approves the 2020-2024 General Operating Financial Plan as proposed, and directs staff to include the schedules in the 2020-2024 Financial Plan Bylaw.

OPTION 2: That Council amends the proposed 2020-2024 General Operating Financial Plan, and directs staff to include the amended schedules in the 2020-2024 Financial Plan Bylaw.

OPTION 3: That Council defer the endorsement of the proposed 2020-2024 General Operating Financial Plan for further discussion at a later Council meeting.

It should be noted that deferring endorsement of this financial plan may hinder Council’s ability to meet the May 15, 2020 deadline to adopt a five year financial plan and therefore impact the City’s ability to generate tax notices on time.

Prepared by:



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Manager of Financial Planning, Payroll  
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Concurrence:



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Director of Financial Services

*Attachments:*

- Schedule 1 – General Operating Fund Summary 2020-2024
- Schedule 2 – General Operating Revenues Detail 2020-2024
- Schedule 3 – General Operating Expenses by Department 2020-2024
- Schedule 4 – General Surplus, Reserves and DCC 2020-2024
- Schedule 5 – 2020-2023 Proposed Schedule of Annual Gaming Funds Distribution

General Operating Fund	Budget	Budget	2021	Proposed Budget		2024
	2019	2020		2022	2023	
<b>Tax rate increase</b>						
General Taxation	2.75%	<b>3.45%</b>	3.20%	2.95%	2.95%	2.95%
Debt Levy	0.00%	<b>0.00%</b>	0.54%	2.05%	1.10%	1.95%
Infrastructure Reserve Levy	0.00%	<b>0.50%</b>	0.75%	1.00%	1.00%	1.00%
	<u>2.75%</u>	<u><b>3.95%</b></u>	<u>4.48%</u>	<u>6.00%</u>	<u>5.04%</u>	<u>5.90%</u>
<b>REVENUES</b>						
<b>Taxes</b>						
General Municipal Taxes	25,136,000	<b>26,648,000</b>	28,047,300	29,844,300	31,371,900	33,214,200
Collections for Other Governments (Estimate)	22,001,800	<b>22,876,600</b>	23,330,900	23,789,000	24,170,300	24,170,300
Total Taxes Collected	47,137,800	<b>49,524,600</b>	51,378,200	53,633,300	55,542,200	57,384,500
<b>Less:</b>						
Property Taxes for Other Governments (Estimate)	(22,001,800)	<b>(22,876,600)</b>	(23,330,900)	(23,789,000)	(24,170,300)	(24,170,300)
Portion of Grants in Place of Taxes	(165,800)	<b>(169,200)</b>	(172,500)	(176,000)	(179,600)	(179,600)
	<u>(22,167,600)</u>	<u><b>(23,045,800)</b></u>	<u>(23,503,400)</u>	<u>(23,965,000)</u>	<u>(24,349,900)</u>	<u>(24,349,900)</u>
Net Municipal Taxes	24,970,200	<b>26,478,800</b>	27,874,800	29,668,300	31,192,300	33,034,600
Grants in Lieu of Taxes	489,000	<b>493,500</b>	508,800	503,500	518,900	513,500
% of Revenue Tax	410,000	<b>415,700</b>	415,700	415,700	415,700	415,700
Taxes for Municipal Purposes	<b>25,869,200</b>	<b>27,388,000</b>	<b>28,799,300</b>	<b>30,587,500</b>	<b>32,126,900</b>	<b>33,963,800</b>
<b>Fees and Charges</b>	7,323,600	<b>7,663,300</b>	7,890,900	8,135,800	8,345,400	8,495,700
<b>Revenue from Other Sources</b>	1,077,600	<b>1,135,800</b>	1,114,100	1,092,100	1,070,400	1,072,700
<b>Transfers from Other Govt &amp; Agencies</b>	2,174,700	<b>2,135,700</b>	2,023,400	2,046,600	2,068,700	2,091,100
<b>Transfers-Reserves</b>	1,725,300	<b>1,894,700</b>	1,078,500	1,028,500	1,028,500	1,073,500
<b>Transfers-Surplus</b>	2,100,300	<b>1,718,100</b>	780,800	150,000	100,000	50,000
	40,270,700	<b>41,935,600</b>	41,687,000	43,040,500	44,739,900	46,746,800
<b>Equity in Capital Assets</b>	4,250,000	<b>4,800,000</b>	4,800,000	4,800,000	4,800,000	4,800,000
	<u><b>44,520,700</b></u>	<u><b>46,735,600</b></u>	<u><b>46,487,000</b></u>	<u><b>47,840,500</b></u>	<u><b>49,539,900</b></u>	<u><b>51,546,800</b></u>
<b>EXPENDITURES</b>						
<b>Operating Expenditures</b>						
General Government	4,392,500	<b>4,604,300</b>	4,558,100	4,689,900	4,715,800	4,866,300
Protective Services	8,735,100	<b>9,418,000</b>	9,581,600	9,812,700	10,154,000	10,776,100
Public Works Services	8,685,700	<b>8,964,400</b>	8,478,800	8,501,500	8,794,200	8,848,200
Environmental Health Services	3,296,700	<b>3,432,900</b>	3,627,100	3,812,000	3,940,100	4,071,400
Public Health Services	345,300	<b>355,700</b>	360,800	366,100	371,600	373,000
Development Services	2,207,500	<b>2,331,900</b>	2,086,300	2,112,900	2,149,100	2,185,800
Recreation & Cultural Services	6,657,000	<b>6,986,200</b>	7,214,800	7,248,600	7,362,300	7,465,600
Total Operating Expenses	34,319,800	<b>36,093,400</b>	35,907,500	36,543,700	37,487,100	38,586,400
<b>Amortization</b>	4,250,000	<b>4,800,000</b>	4,800,000	4,800,000	4,800,000	4,800,000
<b>Debt Servicing Costs</b>	1,369,500	<b>1,303,900</b>	1,381,200	1,792,100	2,007,500	2,541,500
	39,939,300	<b>42,197,300</b>	42,088,700	43,135,800	44,294,600	45,927,900
<b>Transfer to Capital Fund</b>	1,682,700	<b>1,319,800</b>	1,082,100	773,100	1,025,600	930,700
<b>Transfer to Reserve Funds</b>	2,898,700	<b>3,218,500</b>	3,316,200	3,394,900	3,461,800	3,529,700
<b>Transfer to Surplus</b>	-	-	-	536,700	757,900	1,158,500
	4,581,400	<b>4,538,300</b>	4,398,300	4,704,700	5,245,300	5,618,900
	<u><b>44,520,700</b></u>	<u><b>46,735,600</b></u>	<u><b>46,487,000</b></u>	<u><b>47,840,500</b></u>	<u><b>49,539,900</b></u>	<u><b>51,546,800</b></u>

General Operating Fund Revenues	Budget	Budget	2021	Proposed Budget		
	2019	2020		2022	2023	2024
<b>REVENUES</b>						
<b>Property Taxes</b>						
General Property Taxes	22,245,100	<b>23,539,400</b>	24,915,700	26,080,200	27,351,400	28,617,200
General Property Taxes - New Construction	450,000	<b>550,000</b>	400,000	400,000	400,000	400,000
Infrastructure & Asset Management Levy	-	<b>116,200</b>	183,700	257,200	268,800	281,500
Debt Levy	1,250,100	<b>1,184,500</b>	1,261,800	1,792,100	2,007,600	2,541,500
General Tax Supplementary Adjustment	(150,000)	<b>(150,000)</b>	(150,000)	(150,000)	(150,000)	(150,000)
Library	1,340,800	<b>1,407,900</b>	1,436,100	1,464,800	1,494,100	1,524,000
Total Municipal Property Taxes	25,136,000	<b>26,648,000</b>	28,047,300	29,844,300	31,371,900	33,214,200
Collections for Other Governments (Estimate)	22,001,800	<b>22,876,600</b>	23,330,900	23,789,000	24,170,300	24,170,300
Total Property Taxes	47,137,800	<b>49,524,600</b>	51,378,200	53,633,300	55,542,200	57,384,500
<b>Less:</b>						
Property Taxes for Other Governments (Estimate)	(22,001,800)	<b>(22,876,600)</b>	(23,330,900)	(23,789,000)	(24,170,300)	(24,170,300)
Portion of Grants in Place of Taxes	(165,800)	<b>(169,200)</b>	(172,500)	(176,000)	(179,600)	(179,600)
	(22,167,600)	<b>(23,045,800)</b>	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Municipal Taxes	24,970,200	<b>26,478,800</b>	27,874,800	29,668,300	31,192,300	33,034,600
Grants in Lieu of Taxes	489,000	<b>493,500</b>	508,800	503,500	518,900	513,500
% of Revenue Tax	410,000	<b>415,700</b>	415,700	415,700	415,700	415,700
Taxes for Municipal Purposes	<b>25,869,200</b>	<b>27,388,000</b>	<b>28,799,300</b>	<b>30,587,500</b>	<b>32,126,900</b>	<b>33,963,800</b>
<b>Fees and Charges</b>						
Cemetery	152,000	<b>174,000</b>	177,100	180,200	183,500	183,500
Development Services	975,900	<b>1,033,400</b>	1,043,000	1,052,800	1,062,500	1,062,500
General Government Services	586,400	<b>588,500</b>	600,100	611,800	623,800	623,800
Protective Services	846,000	<b>839,300</b>	856,000	873,100	890,500	904,300
Public Works Services	2,000	<b>17,000</b>	17,100	17,100	17,100	17,100
Recreation & Cultural Services	1,762,200	<b>1,822,500</b>	1,833,100	1,867,600	1,902,900	1,906,800
Solid Waste	2,999,100	<b>3,188,600</b>	3,364,500	3,533,200	3,665,100	3,797,700
Total Fees and Charges	<b>7,323,600</b>	<b>7,663,300</b>	<b>7,890,900</b>	<b>8,135,800</b>	<b>8,345,400</b>	<b>8,495,700</b>
Interests and Penalties	1,031,900	<b>996,800</b>	972,200	947,500	922,800	922,800
Revenue from Other Sources	45,700	<b>139,000</b>	141,900	144,600	147,600	149,900
Transfers from Other Govt & Agencies	2,174,700	<b>2,135,700</b>	2,023,400	2,046,600	2,068,700	2,091,100
<b>Transfers from Other Funds</b>						
Transfers-Reserves	1,725,300	<b>1,894,700</b>	1,078,500	1,028,500	1,028,500	1,073,500
Transfers-Reserves for Future Expenditures	769,000	<b>602,300</b>	-	-	-	-
Transfers-Prior Year Surplus	1,331,300	<b>1,115,800</b>	780,800	150,000	100,000	50,000
Total Transfers from Other Funds	<b>3,825,600</b>	<b>3,612,800</b>	<b>1,859,300</b>	<b>1,178,500</b>	<b>1,128,500</b>	<b>1,123,500</b>
	40,270,700	<b>41,935,600</b>	41,687,000	43,040,500	44,739,900	46,746,800
Equity in Capital Assets	4,250,000	<b>4,800,000</b>	4,800,000	4,800,000	4,800,000	4,800,000
	<b>44,520,700</b>	<b>46,735,600</b>	<b>46,487,000</b>	<b>47,840,500</b>	<b>49,539,900</b>	<b>51,546,800</b>

General Operating Fund Operating Expenses	Budget	Budget		Proposed Budget		
	2019	2020	2021	2022	2023	2024
<b>OPERATING EXPENDITURES</b>						
<b>General Government</b>						
City Council	329,800	<b>324,800</b>	330,300	335,600	360,900	346,200
Corporate Services	821,600	<b>872,700</b>	876,500	889,500	902,700	915,200
Corporate Communications	244,900	<b>251,200</b>	253,300	257,500	261,700	266,100
Finance	1,554,100	<b>1,574,400</b>	1,601,900	1,630,100	1,658,400	1,682,700
Business Performance	211,100	<b>160,700</b>	164,800	169,000	173,400	177,700
Elections	-	-	-	61,500	-	-
Purchasing	389,700	<b>400,800</b>	408,000	415,200	422,700	430,200
Human Resources	542,100	<b>537,200</b>	503,200	510,300	517,500	560,000
Occupational Health Safety	200,600	<b>211,700</b>	223,500	218,000	221,500	233,300
IT	1,156,500	<b>1,449,600</b>	1,371,800	1,419,500	1,415,700	1,506,500
Strategic Initiatives	202,900	<b>181,500</b>	183,400	186,400	190,100	193,300
Other General Government	81,700	<b>67,900</b>	68,200	68,500	68,800	68,900
City Hall Property Maintenance	155,400	<b>157,200</b>	159,100	160,500	162,700	163,000
Sub-total	5,890,400	<b>6,189,700</b>	6,144,000	6,321,600	6,356,100	6,543,100
Interfund Allocation	(1,497,900)	<b>(1,585,400)</b>	(1,585,900)	(1,631,700)	(1,640,300)	(1,676,800)
<b>Total General Government</b>	<b>4,392,500</b>	<b>4,604,300</b>	<b>4,558,100</b>	<b>4,689,900</b>	<b>4,715,800</b>	<b>4,866,300</b>
<b>Protective Services</b>						
Police Protection	6,523,800	<b>7,170,400</b>	7,296,200	7,489,400	7,787,800	7,988,000
Fire Protection	1,887,500	<b>1,914,600</b>	1,947,900	1,981,200	2,014,700	2,434,600
Animal Control	69,500	<b>71,100</b>	72,600	74,200	75,700	75,800
Bylaw Enforcement	91,700	<b>99,400</b>	101,100	102,800	104,600	106,300
Emergency Programs	97,800	<b>96,800</b>	96,800	96,900	101,700	101,700
Parking Control	64,800	<b>65,700</b>	67,000	68,200	69,500	69,700
<b>Total Protective Services</b>	<b>8,735,100</b>	<b>9,418,000</b>	<b>9,581,600</b>	<b>9,812,700</b>	<b>10,154,000</b>	<b>10,776,100</b>
<b>Public Works Services</b>						
Public Works Administration	205,200	<b>197,700</b>	194,900	194,700	199,700	204,800
Public Works Operations	922,000	<b>954,300</b>	963,400	972,500	982,600	986,900
Asset Management	574,100	<b>605,300</b>	361,600	367,900	539,300	545,900
Transportation Services	2,652,500	<b>2,994,700</b>	2,946,600	2,968,000	3,005,000	3,014,400
Storm Sewer	633,700	<b>638,400</b>	645,500	652,600	659,800	661,600
Parks	2,485,900	<b>2,577,700</b>	2,608,100	2,638,000	2,670,200	2,677,600
Parks - Cultural Facilities Grounds Maintenance	8,600	<b>8,700</b>	9,000	9,100	9,300	9,300
Parks - Recreation Facilities Grounds Maintenance	44,000	<b>43,100</b>	43,400	43,800	44,300	44,300
Property Maintenance	204,100	<b>216,700</b>	219,500	222,200	225,100	227,800
Property Maintenance - Carpentry Shop	33,400	<b>32,100</b>	32,500	32,900	33,500	33,500
Property Maintenance - Recreation Facilities	502,200	<b>511,500</b>	516,500	522,000	530,900	535,700
Property Maintenance - Cultural Facilities	275,200	<b>370,600</b>	271,800	274,600	277,700	277,900
Property Maintenance - Miscellaneous Buildings	95,100	<b>109,100</b>	94,000	95,400	97,600	98,800
Property Maintenance - Park Buildings	77,500	<b>81,100</b>	78,800	79,400	80,300	80,300
Sub-Total	8,713,500	<b>9,341,000</b>	8,985,600	9,073,100	9,355,300	9,398,800
Public Works Interfund Allocation	(1,125,100)	<b>(1,280,600)</b>	(1,280,600)	(1,280,600)	(1,280,600)	(1,280,600)
<b>Total Public Works Services</b>	<b>7,588,400</b>	<b>8,060,400</b>	<b>7,705,000</b>	<b>7,792,500</b>	<b>8,074,700</b>	<b>8,118,200</b>
<b>Engineering</b>	<b>1,097,300</b>	<b>904,000</b>	<b>773,800</b>	<b>709,000</b>	<b>719,500</b>	<b>730,000</b>
<b>Development Services</b>						
Building Inspections	600,700	<b>653,200</b>	643,100	655,400	668,000	680,600
Planning and Zoning	1,083,400	<b>640,000</b>	647,100	656,500	668,500	680,900
Subdivision and Development Servicing	493,200	<b>562,900</b>	469,700	476,600	483,600	490,600
Community and Sustainability Planning	-	<b>450,300</b>	321,300	319,300	323,900	328,600
Heritage Committee	30,200	<b>25,500</b>	5,100	5,100	5,100	5,100
<b>Total Development Services</b>	<b>2,207,500</b>	<b>2,331,900</b>	<b>2,086,300</b>	<b>2,112,900</b>	<b>2,149,100</b>	<b>2,185,800</b>

<b>General Operating Fund Operating Expenses</b>	Budget 2019	Budget 2020	2021	Proposed Budget		
				2022	2023	2024
<b>Recreation &amp; Cultural Services</b>						
<b>Recreation Admin</b>						
Recreation Admin	1,201,600	<b>1,260,900</b>	1,238,100	1,195,900	1,213,700	1,232,100
July 1st Commission	64,800	<b>63,600</b>	63,900	86,900	88,700	90,200
Special Events	39,900	<b>41,200</b>	41,400	41,600	41,800	42,100
Recreation Admin Total	<b>1,306,300</b>	<b>1,365,700</b>	1,343,400	1,324,400	1,344,200	1,364,400
<b>Recreation Services - Operations</b>						
Lewis Centre Operations	1,076,800	<b>1,090,100</b>	1,108,900	1,128,000	1,147,500	1,158,400
Filberg Operations	615,200	<b>630,200</b>	640,200	650,400	660,900	663,200
Youth Centre Operations	43,600	<b>42,900</b>	42,900	42,900	43,000	43,000
Pool Operations	58,100	<b>59,100</b>	59,800	60,400	61,100	61,100
Washrooms	7,800	<b>6,000</b>	6,000	6,000	6,000	6,000
Recreation Services - Operations Total	<b>1,801,500</b>	<b>1,828,300</b>	1,857,800	1,887,700	1,918,500	1,931,700
<b>Recreation Services - Programming</b>						
Childrens Programs	418,200	<b>439,900</b>	445,800	451,700	457,800	464,100
Summer Programs	302,400	<b>226,700</b>	229,100	231,500	234,000	236,500
Youth Centre Programs	241,200	<b>270,800</b>	258,600	262,900	267,300	268,700
Adults Programs	500,400	<b>545,900</b>	555,200	564,700	574,500	583,200
Adapted Programs	121,600	<b>232,300</b>	236,600	241,200	245,800	249,900
Preschool Programs	83,700	<b>103,000</b>	104,900	106,800	108,700	110,700
Pool Programs	121,100	<b>147,800</b>	150,600	153,500	156,500	159,500
Childrens Programs - Volunteer Development	2,200	<b>4,200</b>	4,200	4,200	4,200	4,200
Recreation Services - Programming Total	<b>1,790,800</b>	<b>1,970,600</b>	1,985,000	2,016,500	2,048,800	2,076,800
<b>Cultural Services - Administration</b>						
Museum Administration	148,100	<b>148,400</b>	166,500	157,300	158,100	161,500
Sid Williams Theatre Administration	234,800	<b>235,200</b>	255,100	247,800	250,500	255,900
Arts Centre Administration	15,400	<b>9,900</b>	80,200	69,100	68,000	69,500
Native Sons Administration	8,300	<b>9,400</b>	9,800	10,200	10,600	11,000
Library Administration	1,343,600	<b>1,411,000</b>	1,439,300	1,468,100	1,497,500	1,527,500
Comox Valley Arts Council Administration	-	-	70,000	59,800	58,400	59,600
Cultural Services - Administration Total	<b>1,750,200</b>	<b>1,813,900</b>	2,020,900	2,012,300	2,043,100	2,085,000
<b>Cultural Services - Operations</b>						
Native Sons Operations	8,200	<b>7,700</b>	7,700	7,700	7,700	7,700
Cultural Services - Operations Total	<b>8,200</b>	<b>7,700</b>	7,700	7,700	7,700	7,700
<b>Total Recreation &amp; Cultural Services</b>	<b>6,657,000</b>	<b>6,986,200</b>	<b>7,214,800</b>	<b>7,248,600</b>	<b>7,362,300</b>	<b>7,465,600</b>
<b>Environmental Health Services (Solid Waste)</b>						
Solid Waste	3,133,400	<b>3,304,300</b>	3,497,400	3,680,900	3,807,800	3,939,100
Dog Stations/Bags	28,200	<b>28,500</b>	28,700	29,100	29,300	29,300
Pesticide Awareness	5,000	<b>5,000</b>	5,100	5,100	5,100	5,100
Trash Cleanup	130,100	<b>95,100</b>	95,900	96,900	97,900	97,900
<b>Total Environmental Health Services</b>	<b>3,296,700</b>	<b>3,432,900</b>	<b>3,627,100</b>	<b>3,812,000</b>	<b>3,940,100</b>	<b>4,071,400</b>
<b>Public Health Services (Cemetery)</b>						
Cemetery Administration	94,600	<b>93,800</b>	95,200	96,600	98,000	99,400
Cemetery Maintenance	184,100	<b>195,500</b>	198,500	201,600	204,800	204,800
Cemetery Graves	59,000	<b>59,500</b>	60,200	60,900	61,700	61,700
Cemetery Building - R & M	4,400	<b>4,400</b>	4,400	4,500	4,500	4,500
Cemetery Building Utilities	3,200	<b>2,500</b>	2,500	2,500	2,600	2,600
<b>Total Public Health Services</b>	<b>345,300</b>	<b>355,700</b>	<b>360,800</b>	<b>366,100</b>	<b>371,600</b>	<b>373,000</b>
<b>Total Operating Expenses</b>	<b>34,319,800</b>	<b>36,093,400</b>	<b>35,907,500</b>	<b>36,543,700</b>	<b>37,487,100</b>	<b>38,586,400</b>

City of Courtenay  
City of Courtenay for the Years 2020 - 2024

<b>GENERAL</b>	Estimated	<b>Budget</b>	Proposed Budget			
<b>Surplus, Reserves and DCC Summary</b>	Actual					
Estimated Closing Balances	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>General Operating Surplus</b>						
Prior Year Surplus	2,888,300	<b>1,772,500</b>	991,700	1,378,400	2,036,300	3,144,800
Gaming Funds	1,804,800	<b>1,538,000</b>	1,274,500	1,183,500	1,092,500	1,001,500
	<u>4,693,100</u>	<u><b>3,310,500</b></u>	<u>2,266,200</u>	<u>2,561,900</u>	<u>3,128,800</u>	<u>4,146,300</u>
<b>General Capital Surplus</b>						
Reserve For Future Expenditure (Unspent Capital 2019)	529,100	<b>25,400</b>	25,400	-	-	-
Unexpended Debt	1,413,500	<b>1,322,300</b>	737,600	673,400	673,400	673,400
	<u>1,942,600</u>	<u><b>1,347,700</b></u>	<u>763,000</u>	<u>673,400</u>	<u>673,400</u>	<u>673,400</u>
<b>Total General Surplus</b>	<u><b>6,635,700</b></u>	<u><b>4,658,200</b></u>	<u><b>3,029,200</b></u>	<u><b>3,235,300</b></u>	<u><b>3,802,200</b></u>	<u><b>4,819,700</b></u>
<b>General Operating Reserves</b>						
Risk Reserve	104,000	<b>104,000</b>	104,000	104,000	104,000	104,000
Assessment Appeals	151,500	<b>151,500</b>	151,500	151,500	151,500	151,500
Police Contingency	574,819	<b>379,619</b>	389,319	404,019	423,819	448,819
Trees	58,500	<b>58,500</b>	58,500	58,500	58,500	58,500
	<u>888,819</u>	<u><b>693,619</b></u>	<u>703,319</u>	<u>718,019</u>	<u>737,819</u>	<u>762,819</u>
<b>General Capital Reserves</b>						
Machinery and Equipment	1,409,100	<b>1,545,200</b>	765,200	1,023,500	1,150,200	1,425,200
Land Sale	269,400	<b>70,400</b>	70,400	70,400	70,400	70,400
New Works and Equipment	3,114,900	<b>2,890,000</b>	2,850,000	2,885,000	2,875,000	2,925,000
New Works - Community Gas Tax Fund	3,194,200	<b>2,534,200</b>	2,414,200	2,259,200	2,019,200	1,179,200
Infrastructure Reserve	451,700	<b>302,800</b>	138,200	170,400	718,900	892,100
Housing Amenity	774,200	<b>670,500</b>	670,500	670,500	670,500	670,500
Park Amenity	612,900	<b>512,900</b>	412,900	312,900	212,900	112,900
Public Parking	54,600	<b>59,700</b>	64,900	70,200	75,600	81,000
Parkland Acquisition	309,800	<b>309,800</b>	309,800	309,800	309,800	309,800
	<u>10,190,800</u>	<u><b>8,895,500</b></u>	<u>7,696,100</u>	<u>7,771,900</u>	<u>8,102,500</u>	<u>7,666,100</u>
<b>Total General Reserves</b>	<u><b>11,079,619</b></u>	<u><b>9,589,119</b></u>	<u><b>8,399,419</b></u>	<u><b>8,489,919</b></u>	<u><b>8,840,319</b></u>	<u><b>8,428,919</b></u>
<b>Total General Surplus and Reserves</b>	<u><b>17,715,319</b></u>	<u><b>14,247,319</b></u>	<u><b>11,428,619</b></u>	<u><b>11,725,219</b></u>	<u><b>12,642,519</b></u>	<u><b>13,248,619</b></u>
<b>Development Cost Charges (DCC)</b>						
<b>BYLAW #2755 RESERVE</b>						
Highways Facilities	3,570,000	<b>3,160,000</b>	2,487,300	2,062,300	1,622,300	1,050,100
Storm Drain Facilities	1,719,000	<b>1,719,000</b>	1,719,000	1,719,000	1,695,000	1,695,000
Park Land Acquisition	558,500	<b>407,500</b>	395,100	297,100	260,000	233,900
<b>Total DCC</b>	<u><b>5,847,500</b></u>	<u><b>5,286,500</b></u>	<u><b>4,601,400</b></u>	<u><b>4,078,400</b></u>	<u><b>3,577,300</b></u>	<u><b>2,979,000</b></u>

City of Courtenay  
2020 - 2023 PROPOSED Schedule of Annual Gaming Funds Distribution

Gaming Funds Balance, December 31, 2018	\$	1,808,181
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FINANCE SELECT COMMITTEE PREFERRED OPTION

Distribution: Major Categories		2019 Approved	2020 Proposed	2021 Proposed	2022 Proposed	2023 Proposed
<b>Estimated Annual Funds Available</b>		<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>Support Downtown Arts and Culture</b>	<b>Annual Grants:</b>					
	CV Art Gallery	65,000	65,000	65,000	65,000	65,000
	Ctrny & Dist Historical Society	50,000	50,000	50,000	50,000	50,000
	Sid Williams Theatre Society	105,000	105,000	105,000	105,000	105,000
	Downtown cultural events	5,000	5,000	5,000	5,000	5,000
	Sid Theatre, Art Gallery and Museum Strategic planning (2018 carry forward)	21,000				
		<b>246,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
<b>Council Initiatives &amp; Projects</b>	Purple ribbon Campaign	3,500	3,500	3,500	3,500	3,500
	Feb 19, 2019 Resolution - LUSH Community Garden <b>Annual Grant</b>	10,000	10,000	10,000	10,000	10,000
	Nov 19, 2018 Resolution - Heritage Refurbish Clocks (2018 carry forward)	25,000				
	July 2, 2019 Resolution - Down Town Event Traffic Control	15,000				
	Annual Grants-in-Aid (Reduction per Finance Select Committee Recommendation)	105,650	50,000	50,000	50,000	50,000
	Annual Grants-in-Aid (Management Fee to Comox Valley Community Foundation)			2,500	2,500	2,500
	Other Council Initiatives/Projects - (Increase and amalgamate Social/Green/Council Initiatives)	25,850	75,000	75,000	75,000	75,000
		<b>185,000</b>	<b>138,500</b>	<b>141,000</b>	<b>141,000</b>	<b>141,000</b>
<b>Public Safety / Security</b>	RCMP Contract Funding	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>
<b>Social / Societal Initiatives</b>	Removed Annual \$50K allocation					
	April 15, 2019 St. Georges United Church Kitchen Renovation	25,000				
	Jan 7, 2019 Resolution CV Coalition to end Homelessness Delegation Request	35,000				
		<b>60,000</b>	-	-	-	-
<b>Infrastructure Works</b>	Annual Provision to Infrastructure Reserve	100,000	100,000	100,000	100,000	100,000
	Infrastructure Levy Reduction (1%)	220,800	220,000	220,000	220,000	220,000
		<b>320,800</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>
<b>Green Capital Projects / Innovation</b>	Removed Annual \$50K allocation	50,000				
	Electric Charging Stations - Committed 2019-2023 Fin Plan		175,000			
		<b>50,000</b>	<b>175,000</b>	-	-	-
<b>Total Annual Distribution</b>		<b>1,266,800</b>	<b>1,263,500</b>	<b>1,091,000</b>	<b>1,091,000</b>	<b>1,091,000</b>
<b>Projected Gaming Fund Balance</b>	\$	<b>1,808,181</b>	<b>1,541,381</b>	<b>1,277,881</b>	<b>1,186,881</b>	<b>1,004,881</b>

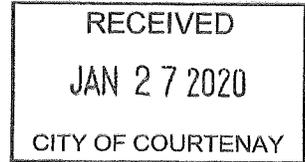


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**Comox Valley Snow to Surf Society**  
**121-750 Comox Road, Courtenay BC**  
**V9N 3P6 250-334-3124 rick@rickgibson.ca**

January 22, 2020

His Worship Bob Wells  
The City of Courtenay  
750 Cliffe Avenue  
Courtenay, B.C.  
V9N 2J7



Dear Mr Mayor:

We the members of the Comox Valley Snow to Surf Society formally request permission to use The Courtenay Air Park on Sunday April 26, 2020 between the hours of 8:00am and 2:00pm for the cycle/ canoe transition of our annual event. In view of the ever increasing popularity of the event we feel it is essential for the smooth running of the race that the boat launch facilities be closed to the public from 8:00am to 2:00pm on that day. We also ask permission to restrict traffic on the Riverway walk way from Millard to the Airpark. We are trying to avoid bringing bikers in to town so will be passing the armband at Millard, and Runners will be travelling the walk way to get to the Air Park.

At this time we also request the use of bleachers and traffic barricades for crowd control. The exact number can be determined at a later date. We would also ask if the access road from Mansfield to the Marina could be graded prior to race day.

We would also like to extend you an invitation to attend the finish festivities and awards ceremonies following the 2020 event. The post race festivities commence on the lawns of the Comox Marina at noon, with the first team expected to arrive after 12:30. The prize giving ceremonies will commence at approximately 4:00p.m.

We would like to thank the City of Courtenay for its help and support in putting on this worthwhile community event and look forward to the successful 2020 Royal LePage Comox Valley Snow to Surf Race.

Yours Sincerely,

A handwritten signature in black ink, appearing to be "Rick Gibson", written over a horizontal line.

Rick Gibson  
Race Chairman



# **City of Courtenay**

## **“BUILDING BYLAW NO. 3001, 2020”**

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# City of Courtenay

## BUILDING BYLAW No. 3001, 2020

### A Bylaw for Administration of the Building Code and Regulation of Construction

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Whereas the Council of the *City* of Courtenay may by bylaw regulate, prohibit and impose requirements in respect to *buildings* and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):

- (a) the provision of access to a *building* or other *structure*, or to part of a *building* or other *structure*, for a person with disabilities;
- (b) the conservation of energy or water;
- (c) the reduction of greenhouse gas emissions;
- (d) the health, safety or protection of persons or property.

And Whereas the Council of the *City* of Courtenay is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in Courtenay in accordance with the *Community Charter* and the *Building Act*;

And Whereas the Council of the *City* of Courtenay has employed trained *building officials* for the purposes of this bylaw;

NOW THEREFORE the Council of the *City* of Courtenay enacts as follows:

#### **PART 1: TITLE**

##### **Citation**

- 1.1 This bylaw may be cited as “**Building Bylaw No. 3001, 2020**”.

#### **PART 2: INTERPRETATION**

- 2.1 Every reference to this bylaw in this or another bylaw of the *City* is a reference to this bylaw as amended to the date of the reference.
- 2.2 Every reference to
- (a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and
  - (b) a section of the *building code* is a reference to the applicable successor sections, as the *building code* or section may be amended or re-enacted from time to time.

2.3 Definitions of words and phrases used in this bylaw that are not included in the definitions in this part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

## Definitions

2.4 In this bylaw the following words and terms have the meanings:

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible, assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster building, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition;*
- (b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service and soil;* and
- (c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.

2.5 In this bylaw the following words are defined:

***accepted*** means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

***addition*** means an *alteration* to any building which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

***agent*** includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

***alternative solution*** means an *alternative solution* authorized under the *building code*;

***alteration*** means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

***Architects Act*** means the *Architects Act* RSBC 1996, c. 17;

***building code*** means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

**building official** means the person designated in or appointed to that position by the *City*, and includes a Manager of Building and Administrative Services, *building* inspector, plan checker, plumbing inspector, gas inspector, or electrical inspector designated or appointed by the *City*, and for certainty the *building official* is the “*building inspector*” referred to in the *Community Charter and Local Government Act*;

**City** means City of Courtenay;

**complex building** means:

(a) a *building* used for a *major occupancy* classified as:

- (i) *assembly occupancy*;
- (ii) *care occupancy*;
- (iii) *detention occupancy*;
- (iv) *high hazard industrial occupancy*,
- (v) *treatment occupancy*; or
- (vi) *post-disaster building*.

(b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

- (i) *residential occupancy*;
- (ii) *business and personal services occupancy*;
- (iii) *mercantile occupancy*; or
- (iv) *medium and low hazard industrial occupancy*.

**coordinating registered professional** means a *registered professional* retained pursuant to the *building code* to coordinate all design work and *field reviews* of the *registered professionals* required for a development;

**construct** includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, *reconstruct*, demolish, remove, *excavate* or shore;

**constructor** means a person who *constructs*;

**Energy Advisor** means a person who is registered and in good standing as an energy advisor by Natural Resources Canada who conducts EnerGuide home evaluations on behalf of service organizations licensed by Natural Resources Canada.

**Engineers and Geoscientists Act** means the *Engineers and Geoscientists Act* RSBC 1996, c. 116;

**existing**, in respect of a *building*, means that portion of a *building lawfully constructed*

prior to the submission of a *permit* application required under this bylaw;

***foundation*** means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a *building* that lie below the finished *grade* immediately adjacent to the *building*;

***GHG*** means greenhouse gas;

***health and safety aspects of the work*** means design and *construction* regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

***owner*** means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form attached in the form prescribed by the *building official*;

***permit*** means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of an *occupancy* inspection notice, to occupy a *building* or part of a *building*;

***plumbing system*** refers to section 1.4.1.2 of the *plumbing code* as of the date of the adoption of this bylaw;

***swimming pool*** means any *constructed* or prefabricated pool, situated on or below ground level, used or intended to be used for swimming, bathing or wading, and having a depth of more than 0.6 m, which is situated on any privately-owned real property and is considered an *accessory structure*, and which does not fall within the jurisdiction of the Provincial Regulations governing Public *Swimming Pools* under the *Provincial Health Act*

***professional design*** means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

***project*** means any *construction* operation;

***retaining wall*** means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material;

***simple building*** means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as

(a) *residential occupancy*;

(b) *business and personal services occupancy*;

- (c) *mercantile occupancy*;
- (d) *medium hazard industrial occupancy*; or
- (e) *low hazard industrial occupancy*.

**Step Code** means the BC Energy *Step Code* as referenced in the British Columbia *Building Code* Part 9 and Part 10, as amended from time to time.

**structure** means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.2 metres in height;

**temporary building** includes a sales office, *construction* office or a *building* in which tools are stored during *construction* of a *building* or other *structure*;

**value of the construction** means the amount that is calculated as the greater of:

- (a) the declared *value of the work*; including *excavation*, civil work, design documents, investigative testing, consulting services, *construction* management, and all but not limited to structural, mechanical, electrical, plumbing, drainage and gas installations necessary for the carrying out of the *construction* to its completed form; or
- (b) the value calculated using a method stipulated in the “Marshall & Swift Residential Cost Handbook”.

### **PART 3: PURPOSE OF BYLAW**

- 3.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 3.2 Every *permit* issued under this bylaw is issued expressly subject to the provisions of this Part.
- 3.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to *construction* in the *City*, in the public interest.
- 3.4 The purpose of this bylaw does not extend to
  - (a) the protection of *owners*, *designers* or *constructors* from economic loss;
  - (b) the assumption by the *City* or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
  - (c) providing any person a warranty of design or workmanship with respect to any

- building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
- (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the *City* is free from latent, or any, defects; or
- (e) the protection of adjacent real property from incidental damage or nuisance.

## **PART 4: SCOPE AND EXEMPTIONS**

### **Application**

- 4.1 This bylaw applies to the geographical area of the *City* and to land, the surface of water, air space, *buildings* or *structures* in the *City*.
- 4.2 This bylaw applies to the design, *construction* or *occupancy* of new *buildings* or *structures*, and the *alteration*, *reconstruction*, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.
- 4.3 This bylaw does not apply to
  - (a) *buildings* or *structures* exempted by Division A, Part 1 of the *Building Code* except as expressly provided herein;
  - (b) a wall supporting soil that is:
    - (i) less than 1.2 metres in height or
    - (ii) a sequence of walls less than 1.2 metres in height and spaced greater than two horizontal to one vertical;
  - (c) a fence, a trellis, an arbour, or other similar landscape *structures* on a parcel zoned for single or two family *residential occupancy* uses under the *City's Zoning Bylaw* as amended or re-enacted from time to time;
  - (d) repair and maintenance of lawfully-conforming *structures* where the level of life safety and *building* performance shall not be decreased below the level that already exists, exclusive of structural and *building* envelope remediation as a result of a previous noted deficiency;
  - (e) decks or patios which surface is less than 600mm at any point from the ground or finished *grade*, which are not attached to a *building* and have no walls or roof;
  - (f) the replacement of plumbing fixtures (sinks, tubs, water closets, valves etc.) or the maintenance of *existing building plumbing systems*, providing the work does not involve the rearrangement of supply, waste or vent lines.

### **Limited Application to Existing Buildings**

- 4.4 Except as provided in the *building code* or to the extent an *existing building* is under

*construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.

- 4.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the *City*, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.
- 4.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the *building* as a result of the *alteration*.
- 4.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the *building* as a result of the *alteration* or *addition*.

## **PART 5: PROHIBITIONS**

- 5.1 A person must not commence or continue any *construction*, *alteration*, *excavation*, *reconstruction*, demolition, removal, relocation or change the use or *occupancy* of any *building* or *structure*, including other work related to *construction*
  - (a) except in conformity with the requirements of the *building code* and this bylaw; and
  - (b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 5.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
  - (a) unless a subsisting *occupancy inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
  - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 5.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or *construction* undertaken pursuant to this bylaw.
- 5.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.

- 5.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.
- 5.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building*, *structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 5.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the *City* on property in the administration of this bylaw.
- 5.8 A person must not contravene an administrative requirement of a *building official* made under section 7.7 or any other provision of this bylaw.
- 5.9 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

## **PART 6: PERMIT CONDITIONS**

- 6.1 A *permit* is required if work regulated under this bylaw is to be undertaken.
- 6.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the *City* will in any way
  - (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;
  - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
  - (c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.
- 6.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 6.4 Without limiting section 6.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

## **PART 7: POWERS OF A BUILDING OFFICIAL**

### **Administration**

- 7.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.

7.2 *A building official may*

- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
- (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all documents connected with the administration of this bylaw;
- (c) establish or require an *owner* to establish whether a method or type of *construction* or material used in the *construction* of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and
- (d) direct that tests of materials, equipment, devices, *construction* methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, *construction* or *foundation* condition complies with this bylaw and the *building code*.
- (e) prescribe forms for all processes as identified under this bylaw.

**Refusal and Revocation of Permits**

7.3 *A building official may refuse to issue a permit if the proposed work will contravene the requirements of the building code or the provisions of this or any other bylaw of the City and must state the reason in writing.*

7.4 *A building official may revoke a permit and state the reason in writing if, in their opinion*

- (a) the results of tests on materials, devices, *construction* methods, structural assemblies or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both;
- (b) all *permits* required under this bylaw have not been obtained;
- (c) a condition under which the *permit* was issued has been contravened;
- (d) the *permit* was issued in error;
- (e) cancellation or termination of the Homeowner Protection Office registration occurs prior to the *permit* receiving final inspection;
- (f) the *permit* was issued on the basis of false or incorrect information; or
- (g) there is a violation of a requirement of the *building code* or of this or another bylaw of the *City*

Such *permit* revocation must be in writing and sent to the *owner* and if acting through an

*agent*, the *agent* by registered mail to, or personal service on, the *owner* or *agent*.

- 7.5 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building construction* or *occupancy* being carried on when in violation of this or another bylaw.

### **Right of Entry**

- 7.6 Subject to section 16 of the *Community Charter*, every *owner* must permit, and a *building official* may enter on property at any time to administer and enforce this bylaw.

### **Powers**

- 7.7 Subject to applicable enactments, a *building official* may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
  - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the *City* or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
  - (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
  - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
  - (e) an *owner* to have work inspected by a *building official* prior to covering;
  - (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
  - (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
  - (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;
  - (i) an *owner* to correct any *unsafe condition*; and
  - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.
- 7.8 Every reference to “*owner*” in section 7.7 includes a reference to the *owner’s agent* or *constructor*.

7.9 Every person served with a notice under this Part must comply with that notice

- (i) within the time ordered, or
- (ii) if no time is ordered, immediately.

## **PART 8: OWNER'S RESPONSIBILITIES**

### **Permit Requirements**

8.1 Subject to Part 11 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to

- (a) constructing, repairing, altering a building or structure, including a swimming pool or retaining wall;
- (b) moving a *building* or *structure* into or within the *City*;
- (c) demolishing a *building* or *structure*;
- (d) *constructing*, repairing or *altering* a *plumbing system* or fire suppression system;
- (e) siting of *temporary buildings*;
- (f) *constructing* a masonry fireplace or installing a wood burning appliance or chimney;
- (g) occupying or changing the use or *occupancy* of a *building*, including the creation or consolidation of units; or
- (h) installation or *alteration* of mechanical exhaust and fire suppression systems for commercial cooking equipment;

unless the works are the subject of another valid and subsisting *building permit*.

8.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

### **Owner's Obligations**

8.3 Every *owner* must

- (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;
- (b) ensure that all *permits*, *professional field reviews*, specifications and supporting documents to the *permit* or inspection are all available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and

- (c) prior to the issuance of a *building permit*, execute and submit to the *City* an *owner's* undertaking in the form attached as Appendix C and the damage to *City* infrastructure repair agreement attached as Appendix E
- 8.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the *City* and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.
- 8.5 Every *owner* to whom a *permit* is issued must during *construction*
- (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and
  - (b) post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address.
  - (c) allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw and provide *building officials* with safe access to the work site and all areas requiring inspection

## Notice

- 8.6 Every *owner* must give written notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during *construction*, within 24 hours of when the change or termination occurs.
- 8.7 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.
- 8.8 Without limiting sections 11.29 to 11.44, every *owner* must give at least 24 hours' written notice to a *building official*
- (a) of intent to do work that is required or ordered to be corrected during *construction*;
  - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and
  - (c) when work has been completed so that a final inspection can be made.
- 8.9 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in Appendix B, immediately upon any transfer of *permit* holder, change in ownership or change in the address of the *owner* which occurs from at the time of

application for a *building permit* to until an *occupancy permit* has been issued.

- 8.10 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

### **Damage to Municipal Works**

- 8.11 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.
- 8.12 In addition to payment of a security deposits under *City* bylaws, every *owner* must pay to the *City*, within 30 days of receiving an invoice for same from the *City*, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

### **PART 9: OBLIGATIONS OF OWNER'S CONSTRUCTOR**

- 9.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.
- 9.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public property is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.
- 9.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

### **PART 10: REGISTERED PROFESSIONAL'S RESPONSIBILITIES**

#### **Professional Design and Field Review**

- 10.1 The provision by the *owner* to the *City* of letters of assurance in accordance with the requirements of the *building code* or this bylaw shall:
- (a) if a *building permit* is required, deliver to the *building official* letters of assurance set out in the forms of Schedules A or B as appropriate, prior to the issuance of the *permit*;
  - (b) If an *occupancy* inspection, or where only a final inspection is required, from the *building official* is required and before an *owner* occupies or receives permission to occupy the *building* or *structure*, the *owner* or *coordinating registered professional* shall deliver to that authority letters in the forms set out in schedules C-A or C-B, as appropriate.

10.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of *professional* liability insurance to the *building official*.

### **Requirement for a Registered Professional**

10.3 The *owner* must retain a *registered professional* to provide to the *City* a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect to a *permit*

- (a) for *foundation* and *excavation* components of new *simple buildings* and *additions* greater than 55 square metres to *simple buildings* in accordance with the *building code*, except for garages, carports and garden *structures* and *additions* less than 55 square metres;
- (b) prior to *alterations* or *additions* to a *building*, or to a structural component that was previously designed by a *registered professional*.
- (c) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
- (d) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than two dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and
- (e) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
  - (i) for a report certified by a *professional engineer* with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
  - (ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the *City*.

10.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 10.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

### **Professional Plan Certification**

10.5 The letters of assurance in the form of Schedules A and B as referred to in subsection

2.2.7, Division C, of the *building code* referred to in sections 10.1 and 10.3 are relied upon by the *City* and its *building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.

- 10.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.
- 10.7 For a *building permit* issued for the *construction* of a *complex building*, the *building official* shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the *building official* to provide the *owner* with the notice will not diminish or invalidate the reliance by the *City* or its *building officials* on the *registered professionals*.
- 10.8 If a *building permit* is issued for a *construction* of a *complex building*, the *permit fee* is reduced by 5% of the fees payable as indicated in Appendix B, up to a maximum reduction of \$500.00 (five hundred dollars).

## **PART 11: BUILDING APPLICATION REQUIREMENTS**

### **Permit Requirements**

- 11.1 Subject to this part, every *owner* must apply for and obtain a *permit*, prior to
- (a) *constructing*, repairing, *altering* a *building* or *structure*, including a *swimming pool* or *retaining wall*;
  - (b) moving a *building* or *structure* into or within the *City*;
  - (c) demolishing a *building* or *structure*;
  - (d) *constructing*, repairing or *altering* a *plumbing system* or fire suppression system;
  - (e) siting of *temporary buildings*;
  - (f) *constructing* a masonry fireplace or installing a wood burning appliance or chimney;
  - (g) occupying or changing the use or *occupancy* of a *building*, including the creation or consolidation of units; or
  - (h) installation or *alteration* of mechanical exhaust and fire suppression systems for commercial cooking equipment;

unless the works are the subject of another valid and subsisting *building permit*.

### **Requirements Before Applying for a Building Permit**

- 11.2 Prior to application of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the *City's* Official Community Plan as a development permit area;
  - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the *City*, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit, or order of the Board of Variance;
  - (c) the *owner* must apply for and receive approval for an environmental development permit, tree cutting permit, Flood Plain Exemption or other permits as required by *City* bylaws that could affect the design of the proposed *construction*; and
  - (d) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office.
  - (e) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
  - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the *City's* sewage disposal system, the *owner* must apply for and obtain approval from the *City* and other applicable public authorities for an alternate *private sewage disposal system*;
  - (g) if the parcel that is the subject of the *building permit* application is not intended to be connected to the *City's* waterworks system, the *owner* must apply for and obtain approval from the *City* and other applicable public authorities for an alternate water supply system;
  - (h) if the parcel that is the subject of the *building permit* application is not intended to be connected to The *City's* storm water drainage system, the *owner* must apply for and obtain approval from the *City* and other applicable public authorities for the alternate storm water drainage and detention system; and
  - (i) if all on site and off site works and services required by a *City* bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a written agreement with the *City* and deliver to the *City* letters of credit or cash security for completion of the works and service.

### **Building Permit Applications for Complex Buildings**

- 11.3 An application for a *building permit* with respect to a *complex building* must

- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by payment of the applicable application fee as prescribed in Appendix B of this bylaw. The application fee is non-refundable and shall be credited against the *building permit* fee when the *permit* is issued;
- (c) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (d) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (e) ensure that plans submitted with a *permit* application bear the name and contact information of the *designer* and indicate the civic address for the *project*
- (f) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation the *building* is designed under Part 3 of the *building code*, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* requirements, work areas, washrooms, *firewalls* and facilities and any other information required by the *building official* to confirm compliance with the *building code* and *City* bylaws;
- (g) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part;
- (h) include a site plan prepared by a *registered professional* showing:
  - i) the legal description and civic address of the parcel;
  - ii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
  - iii) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
  - iv) setbacks to the natural boundary (top of bank) of any lake, swamp, pond or watercourse;
  - v) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *City's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;
  - vi) North arrow;
  - vii) if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system

- viii) zoning compliance summary;
- ix) the location, dimensions and gradient of parking and parking access;
- x) proposed and required setbacks to property lines;
- xi) finished *grade* at *building* corners and significant breaks in the *building* plan and proposed *grade* around the *building* faces in order to ascertain *foundation* height;
- xii) *first storey* geodetic floor elevation;
- xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- xiv) line of upper floors;
- xv) location and elevation of curbs, sidewalks;
- xvi) access routes for firefighting and;
- xvii) *accessible* paths of travel from the street to the *building*

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (i) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations including rated assemblies and *construction*;; plumbing fixtures; structural elements; and stair dimensions;
- (j) include cross-sections and details through the *building* or *structure* in sufficient detail and locations to illustrate the *building* or *structure* conforms to the *building code*;
- (k) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the *City* zoning and development permit;
- (l) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the *City's* Subdivision and Development Servicing Bylaw, as amended or re-enacted from time to time to the satisfaction of the *City's* Development Engineer;
- (m) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (n) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
- (o) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the

*owner* is a corporation, and the *coordinating registered professional*;

- (p) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the *construction* of the *building*;
- (q) include one digital and two hard copy sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (l) of this section; and
- (r) applications for renovations, *additions* or demolition to *existing buildings* shall include a hazardous materials survey in accordance WorkSafe BC regulations.

11.4 In addition to the requirements of section 11.3 of this bylaw, a *building official* may require further information to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

### **Building Permit Applications for Simple Buildings**

11.5 An application for a *building permit* with respect to a *simple building* must

- (a) be made in the form prescribed by the *building official*, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by payment of the applicable application fee as prescribed in Appendix B. The application fee is non-refundable and shall be credited against the *building permit* fee when the *permit* is issued;
- (c) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (d) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (e) ensure that plans submitted with a *permit* application bear the name and contact information of the *designer* and indicate the civic address for the *project*
- (f) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part;
- (g) include a site plan showing
  - i) the dimensions of the parcel taken from the registered subdivision plan;
  - ii) the legal description and civic address of the parcel;

- iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
- iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
- v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- vi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the *City's* land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation;
- vii) North arrow;
- viii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
- ix) zoning compliance summary;
- x) the location, dimensions and gradient of parking and parking access; proposed and *required* setbacks to property lines;
- xi) geodetic elevations of finished *grade* at *building* corners;
- xii) *first storey* floor elevation;
- xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- xiv) line of upper floors;
- xv) location and species of all trees greater than 10 centimetres in diameter;
- xvi) for other than single and two family dwelling access routes for
- xvii) Firefighting and;
- xviii) where required by the *building code*, *accessible* paths of travel from the street to the *building*;

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (h) include floor plans showing the dimensions *occupancy* classification and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations, including rated assemblies and *construction*; plumbing fixtures; structural elements; and stair dimensions; truss layout including loads;
- (i) include cross-sections and details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
- (j) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the *City's* zoning and

development permit;

- (k) for other than single and two family dwellings, site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the *City's* Subdivision and Development Servicing Bylaw, as amended or re-enacted from time to time, to the satisfaction of the *City's* Development Engineer;
- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approvals;
- (m) include a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*, except for garages, carports and garden *structures* and *additions* less than 55 square metres;
- (n) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (o) include two sets of hard copy drawings at a suitable scale of design including the information set out in (f) to (k) and (m) of this section;
- (p) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, the *building* is designed under Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*; and
- (q) applications for renovations, *additions* or demolition to *existing buildings* shall include a hazardous materials survey in accordance WorkSafe BC regulations.

11.6 In addition to the requirements of section 11.5 of this Part, if the complexity of the proposed *building* or *structure* or siting circumstances warrant, a *building official* may require the following be submitted with a *permit* application for the *construction* of each *simple building* in the *project*:

- (a) a section through the site showing *grades*, *buildings*, *structures*, parking areas and driveways;
- (b) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- (c) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and
- (d) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

### **Site and Location Information**

11.7 Without limiting sections 11.3(h) or 11.5(f) of this Part, the *building official* may in

writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to

- (a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
- (b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaw have been complied with;
- (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring *grades*; and
- (d) in relation to *construction* of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation;

and every person served with a written requirement under this section must comply with the requirement.

### **Building Permit Fee**

- 11.8 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the *City*
- a) the *permit* fee prescribed in Appendix B; and
  - b) any fees, charges, levies or taxes imposed by the *City* and payable under an enactment at the time of issuance of the *permit*;

### **Value of Construction**

- 11.9 Each *building* or *structure* to be *constructed* on a site requires a separate *building permit* and shall be assessed a separate *building permit* fee based on the greater of the declared *value of construction* or the value calculated using a method stipulated in the “Marshall & Swift Residential Cost Handbook”.

### **Security Deposit with Building Permit Application**

- 11.10 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the *City* a security deposit as set out in Appendix B.

- 11.11 The security deposit sum set out in Appendix B

- (a) covers the cost borne by the *City* to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *permit* held by the applicant;

- (b) covers the cost borne by the *City* to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
- (c) serves as the security deposit for provisional *occupancy* when the final inspection notice makes provision for a security deposit; or
- (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

11.12 The security deposit or applicable portion must be returned to the applicant

- (a) when the *building official* is satisfied that no further damage to public works or public lands will occur;
- (b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and
- (c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;

only if the applicant has requested the return of the security.

11.13 Any credit greater than the amount of the security deposit used by the *City* for the purposes described in sections 11.10 to 11.12 of this Part will be returned to the *permit* holder unless otherwise so directed in writing by the *permit* holder. Any amount in excess of the security deposit required by the *City* to complete corrective work to public lands, public works, or the site is recoverable by the *City* from the *permit* holder, the *constructor* or the *owner* of the property.

11.14 If the proposed work includes *excavation* or *construction* on lands within 3 metres of major utilities works or services owned by the *City*, the *owner* must deliver to the *building official* a signed agreement in a form prescribed by the *City* under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the *construction* associated with the *building permit* will be repaired at the *owners* expense and to the satisfaction of the Development Engineer, and the *owner* must deposit with the *City* security in accordance with sections 11.10 to 11.13 of this Part.

### **Permit Fee Refunds**

11.15 No fee or part of a fee paid to the *City* may be refunded if *construction* of the *building* has started.

11.16 A *permit* fee, other than an application fee, as set out in Appendix B, may be refunded only if

- (a) the *owner* has submitted a written request for a refund;
- (b) the *building official* has certified a start has not been made on the *construction* of the *building* or *structure*; and

(c) the *permit* has not expired.

11.17 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 11.48 of this Part.

### **Design Modification**

11.18 If an issued *permit* is active and the *owner* proposes modification to the *building* design the *owner* must pay to the *City* a design modification fee based on the plan review hourly rate set out in Appendix B.

### **Construction Before Permit Issued**

11.19 The *permit* fee prescribed in Part 11.8(a) is doubled for every *permit* application if *construction* commenced before the *building official* issued a *permit*, to a maximum of \$10,000.00.

### **Expiration of Application for a Permit**

11.20 A *permit* application shall be cancelled and the *permit* application fee forfeited if the *building permit* has not been issued and the *permit* fee paid within 180 days of the *permit* application, unless the *permit* is not issued only due to delays caused by the *City*. When an application is cancelled the plans and related documents may be held for a maximum of two weeks and then may be destroyed.

### **Issuance of a Building Permit**

11.21 If

- (a) a completed application in compliance with sections 11.3 and 11.4 or sections 11.5 and 11.6 of this Part, including all required supporting documentation, has been submitted and reviewed by the *building official*;
- (b) the *owner* has paid all applicable fees set out in sections 11.8 to 11.19 of this Part and Appendix B;
- (c) the *owner* or his or her representative has paid all fees and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a *professional* engineer or geoscientist if required under this bylaw;
- (e) the *owner* has retained an architect if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the *City* requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*,

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for which the application is made, and the date of issuance is deemed to be the date all conditions of 11.21 (a) to(f) have been satisfied

- 11.22 Despite section 11.21, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the *construction* of another *building* or *structure* by the *owner*.

### **Compliance with the *Homeowner Protection Act***

- 11.23 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*
- (a) is covered by home warranty insurance; and
  - (b) the *constructor* is a licensed “residential builder” as defined in that Act.
- 11.24 Section 11.23 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.
- 11.25 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

### **Partial Construction**

- 11.26 A *building official* may issue a *building permit* for a portion of a *building* or *structure* before the design, plans and specifications for the entire *building* or *structure* have been *accepted*, provided sufficient information has been provided to the *City* to demonstrate to the *building official* that the portion authorized to be *constructed* substantially complies with this and other applicable bylaws and the *permit* fee applicable to that portion of the *building* or *structure* has been paid. The issuance of the *permit* notwithstanding, the requirements of this bylaw apply to the remainder of the *building* or *structure* as if the *permit* for the portion of the *building* or *structure* had not been issued.
- 11.27 If a *building permit* has expired and partial *construction* has progressed, with no extension requested of the *building official* under section 11.48, the site shall be restored to original gradients or where *construction* has progressed beyond the *excavation* stage permanent type fencing with privacy screen complying with the *City’s Zoning Bylaw*, as amended or re-enacted from time to time, must be erected around the *building* site for protection to the public.

### **Inspections**

- 11.28 If a *registered professional* provides letters of assurance in accordance with this bylaw, the *City* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as

assurance that the *construction* substantially conforms to the design, plans and specifications and that the *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety. Copies of all *field reviews* shall be submitted to the *City* after the *registered professionals* individual inspections are conducted.

- 11.29 Despite section 11.28 of this Part, a *building official* may attend the site from time to time during the course of *construction* to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 11.30 A *building official* may attend periodically at the site of the *construction* of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 11.31 For all work in respect of *simple buildings* the *owner* must give at least 24 hours' notice to the *City* when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) the installation of completed concrete footing formwork, prior to the placement of concrete;
  - (b) prior to inspection under section 11.31(c), plumbing located below the finished slab level once completed and under test;
  - (c) the preparation of ground, including ground cover with underslab and/or *foundation* insulation;
  - (d) installation of above ground rough-in plumbing, once completed and under test;
  - (e) installation of the *building* water, sanitary and storm services from the *building* to the property line, or to any on-site water supply or sewage disposal system, after the required tests to sanitary and water supply lines have been applied;
  - (f) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
  - (g) framing, sheathing, fire stopping (including drywall in fire separations) and required bracing, after the complete installation of chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, and submission of a *building* location survey from a registered BCLS but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
  - (h) air barrier, when *constructed* independently of the vapour barrier and where the *permitted construction* is not required to comply with the *Step Code* under this bylaw;
  - (i) the insulation, vapour barrier, and fan ductwork and insulation thereof, prior to the application of any interior finish and after the substantial completion of the siding or

other main exterior finishes, exclusive of minor trim or details; and

- (j) *Occupancy* and Final, the health and safety aspects, *GHG* emissions reduction and accessibility aspects of the work, when the *building* or *structure* is substantially complete but before *occupancy* takes place of the whole or part of the *building* or *structure*.

11.32 A *building official* will only carry out an inspection under section 11.31 if the *owner* or the *owner's agent* has requested the inspection in writing in accordance with this bylaw.

11.33 Despite the requirement for the *building official's* acceptance of the work outlined in section 11.31, if a *registered professional* provides letters of assurance, the *City* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the *construction* referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the *construction* complies with the *building code*, this bylaw and other applicable enactments respecting safety.

11.34 No person may conceal any aspect of the work referred to in section 11.31 of this bylaw until a *building official* has *accepted* it in writing.

11.35 For work in respect of *complex buildings*, the *owner* must

- (a) provide to the *City*, or have the *coordinating registered professional* provide to the *City*, all *registered professionals field reviews* within 24 hours' of completion of the following stages of *construction*:

- (i) after the water, sanitary and storm sewer, including site servicing and street connections, are completed
- (ii) after the footings and *foundations* are complete;
- (iii) after framing of the *building* is complete, including fire stopping and separations, chimney, duct work, plumbing, gas venting, wiring, but before any insulation, or other interior or exterior finish is applied which would conceal such work;
- (iv) after insulation and vapour barrier and fire stop systems but before any interior finish is applied;

- (b) submit to the *City* a *building* location survey from a registered BCLS once the *foundations* have been completed but prior to the completion of the work specified in 11.35(a)(iii);

- (c) give at least 72 hours' notice to the *City* when requesting an *occupancy* but prior to occupying the *building* or *structure*, to demonstrate to the *building official* and Courtenay Fire Department, the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable *City* requirements and other enactments respecting safety and the conservation, *GHG* emission and accessibility aspects of the work; and

- (d) cause the *coordinating registered professional*, at least 72 hours prior to the pre-*occupancy* coordinated site review to deliver to the *building official* all applicable documents listed in the Confirmation of Required Documentation described in Appendix A, in a hard covered three ring binder and in digital format as required by the *City*.

### **Stop Work Order**

- 11.36 The *building official* may direct the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice in the form prescribed by the *building official*, on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the *City* or the applicable provisions of the *Homeowner Protection Act*.
- 11.37 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 11.38 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building official* is deemed to have issued a stop work order under section 11.36.
- 11.39 The *owner* must immediately, after the posting of a notice under section 11.36, secure the *construction* and the lands and premises surrounding the *construction* in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the *City*.
- 11.40 Subject to section 11.36, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 11.36 until the stop work order notice has been removed by the *building official*.
- 11.41 The notice referred to in section 11.36 must remain posted on the premises until that which is contrary to the enactments has been remedied and the stop work order notice has been rescinded in writing by the *building official*.

### **Do Not Occupy Notice**

- 11.42 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.
- 11.43 If a notice is posted under section 11.42, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

## Inspection and Other Fees

- 11.44 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix B for
- (a) a third and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than two site visits are required for any required inspection or;
  - (b) a special inspection during the *City's* normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or *construction* techniques;

## Permit Expiration

- 11.45 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if
- (a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
  - (b) work is discontinued for a period of 180 days; or
  - (c) the work is not completed within two years of the date of issuance of the *permit*.
- 11.46 Where a *permit* has expired, the work shall cease and the *construction* approved under the expired *permit* shall be removed, unless a new *permit* application is made within 180 days of the expiry of the *permit*.
- 11.47 Where a *permit* has expired and a new *permit* application is made, all remaining *construction* shall comply with this bylaw, the *building code* and any other *City* bylaws and enactments in force at the time of the new application.

## Permit Extension

- 11.48 A *building official* may extend the period set out under section 11.45 for only one period, not to exceed twelve months, if *construction* has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the *construction* warrants, if
- (a) written application for the extension is made at least 30 days prior to the date of *permit* expiration; and
  - (b) the non-refundable fee set out in Appendix B has been paid.

## Building Permit Cancellation

- 11.49 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official*.
- 11.50 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".
- 11.51 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".
- 11.52 If a *building permit* application or *permit* is cancelled, and *construction* has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited in association with the *permit* less,
- (a) any non-refundable portion of the fee; and
  - (b) 15% of the refundable portion of the fee.

## Occupancy

- 11.53 No person may occupy a *building* or *structure* or part of a *building* or *structure* until an *occupancy* inspection notice has been approved by a *building official*.
- 11.54 An *occupancy* inspection notice will not be issued unless
- (a) letters of assurance, in the form of schedules C-A and C-B have been submitted where letters of assurance have been required for simple *buildings*, *complex buildings* or *structures* in accordance with this bylaw;
  - (b) the Confirmation of Required Documentation described in Appendix A have been submitted when required in accordance with the requirements of this bylaw;
  - (c) all aspects of the work requiring inspection and acceptance pursuant to sections 11.31 and 11.35 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
  - (d) where requested in writing by the *building official* and for *complex buildings*, the *owner* has delivered to the *City*, as-built plans of works and services in digital format;
  - (e) where requested in writing by the *building official* and for *complex buildings*, the *owner* has delivered to the *City*, as-built drawings of the *building* or *structure* in digital format as required by the *City*.
  - (f) the *owner* has provided to the *City* a *building* survey prepared by a British Columbia

Land Surveyor showing the building height, size, location and elevation determined in accordance with the *City's* land use regulations;

(g) the *health and life safety aspects of the work* and the conservation, *GHG* emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete in compliance with the *design*, the *building code* and other applicable enactments; and

(h) all other documentation required under applicable enactments has been delivered to the *City*.

11.55 When a *registered professional* provides letters of assurance in accordance with this bylaw, the *City* will rely solely on the letters of assurance when issuing an *occupancy* inspection notice authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design*, the *building code*, this bylaw and other applicable enactments respecting safety.

11.56 A *building official* may issue an *occupancy* inspection notice for partial *occupancy* of a portion of a *building* or *structure* under *construction*, when that portion of the *building* or *structure* is self-contained and the requirements set out in section 11.54, have been met with respect to it.

11.57 A final inspection notice may not be issued unless

(a) the requirements of section 11.54 have been met;

(b) all special conditions for which the *permit* has been issued have been met;

(c) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 11.28 through 11.35 of this bylaw have both been inspected and *accepted*;

(d) the *owner* has executed and delivered to the *City* every agreement, instrument or form required by the *City* in relation to the work or the site; and

(e) all required offsite works respecting safety have been completed.

### **Temporary Buildings**

11.58 Subject to the bylaws of the *City* and orders of Council, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* for *occupancy* if

(a) the *permit* is for a period not exceeding one year; and

(b) the *building* is located in compliance with the *City's* Zoning Bylaw, as amended or re-enacted from time to time, built in compliance with the *building code* and this bylaw, and connected, as required by enactments, to *City* utility services.

11.59 An application for a *building permit* for the erection or placement of a *temporary building* must be made in the form of a temporary *permit* application in the form

prescribed by the *building official*, signed by the *owner* or *agent*, and must include

- (a) plans and supporting documents showing the location and *building height* of the *building* on the parcel;
- (b) plans and supporting documents showing *construction* details of the *building*;
- (c) a statement by the *owner* indicating the intended use and duration of the use;
- (d) plans and supporting documents showing the proposed parking and loading space;
- (e) a written description of the *project* explaining why the *building* is temporary;
- (f) a copy of an issued development *permit*, if required;
- (g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;
- (h) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division A of the *Building Code*.
- (i) a report or drawing by an engineer, architect or *designer* confirming compliance with the *building code*, this bylaw, the *City* 's Zoning Bylaw and other applicable bylaws as amended or re-enacted from time to time;
- (j) security in the form of cash or a letter of credit for 10% of the value of the *temporary building*, which security
  - (i) may be used by the *City* to remove the *building* after one year of the date of the final inspection required under this bylaw; or
  - (ii) must be returned to the *owner* if the *owner* removes the *temporary building* within one year of the date of the final inspection of the *temporary building* required under this bylaw.

11.60 Before receiving a *building permit* for a *temporary building* for *occupancy*, the *owner* must pay to the *City* the applicable *building permit* fee set out in Appendix B.

11.61 A *permit fee* for a *temporary building* or is not refundable.

## **PART 12: BUILDING MOVE**

12.1 No Person shall move or cause to be moved any *building* into the *City* or from one parcel to another in the *City* without first obtaining a *Building Permit* to carry out such move and to site the *building* on the parcel to which it is to be moved.

12.2 An application for a *building permit* for a *building* move must be made on the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include

- (i) certification from a *Registered Professional* that the *structure* is safe for its

- intended use including the *structure's* new *foundation* and siting;
  - (ii) detailed plans and specifications of the proposed relocation and rehabilitation of the *building*, including *additions* and renovations to the *building*;
  - (iii) detailed plans and specifications of the *building* siting, driveway and other site improvements proposed on the parcel;
- 12.3 A security in the form of a standby irrevocable letter of credit without an expiry date, a certified cheque, or cash payment deposited with the *City* for the amount equal to five (5) percent of the *value of the construction* to a maximum of \$10,000.00.
- 12.4 If the *building* or part of it is not completed and an *occupancy permit* has not been issued within a twelve (12) month subsequent to the issuance of a *Building Permit*, the *Building Official* may send a written notice to the *owner* stating that the *building* does not comply with this bylaw or other enactment and direct the *owner* to remedy the non-compliance within thirty (30) days from the date of service of the notice. If the non-compliance is not remedied within the thirty day period, the security in 12.3 shall be forfeited to the *City*.
- 12.5 For clarity other than 12.2(i) these provisions apply to certified factory built houses that meet or exceed CAN/CSA Z240 MH Series or CSA A-277-M1990.
- 12.6 Before receiving a *building permit* for a moved *building* or *structure*, the *owner* must pay to the *City* the applicable *building permit* fee set out in Appendix B.

### **PART 13: RETAINING WALLS AND GRADES**

- 13.1 No person may *construct*, or structurally repair, a *retaining wall* without a *building permit*.
- 13.2 Except as certified by a *professional* engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by *permitted retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 13.3 Without limiting section 13.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.
- 13.4 An application for a *building permit* with respect to a *retaining wall* must include
- (a) sealed copies of all design drawings and specifications, including schedules from a *registered professional engineer*
  - (b) a site plan with the information as applicable, described in section 11.5(g)
  - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *retaining wall*.
- 13.5 Before receiving a *building permit* for a *retaining wall*, the *owner* must pay to the *City* the applicable *building permit* fee set out in Appendix B.

## PART 14: POOLS

### Swimming Pool Permit and Fencing

- 14.1 Without limiting section 6.1 of this bylaw, a person must not *construct*, or structurally repair, a *swimming pool* without a valid *building permit*.
- 14.2 A *swimming pool*, must meet all requirements as outlined in the *City's Zoning Bylaw*, as amended or re-enacted from time to time.
- 14.3 An application for a *building permit* with respect to a *swimming pool* must include
- (a) all design drawings, specifications, and if the pool is situated on a hillside, schedules from a registered geotechnical engineer;
  - (b) a site plan with the information as applicable, described in section 11.5(g); and
  - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to a *swimming pool*.
- 14.4 Before receiving a *building permit* for a *swimming pool*, the *owner* must pay to the *City* the applicable *building permit* fee set out in Appendix B.

### Maintenance

- 14.5 A person may not use or *occupy* a *swimming pool*, unless the *owner* or *occupier* of property on or in which a *pool*, is located maintains every fence or cover required under sections 14.2 in good order and without limitation maintains and repairs in good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks or broken or binding members.

### Leaks or Other Failures

- 14.6 A person may not obtain a valid and subsisting *building permit* for or use or *occupy* a *swimming pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *pool* will not cause or result in leaks or other failures of the *pool*.

## PART 15: DEMOLITION PERMITS

- 15.1 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide to the *City* a vacancy date;
  - (b) provide a site plan clearly indicating the *building* to be demolished.
  - (c) shall include a hazardous materials survey in accordance with WorkSafe BC regulations;

- (d) pay disconnection fees as set out in the *City's* bylaws governing waterworks, sanitary and storm sewer, as amended or re-enacted from time to time; and
- 15.2 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the *site* is levelled or *graded*, or made safe. If levelling and grading are not possible, permanent type fencing with privacy screen complying with the *City's* Zoning Bylaw, as amended or re-enacted from time to time, must be erected around the *building* site for protection to the public.
- 15.3 Before receiving a *building permit* for the demolition of a *building* or *structure*, the *owner* must pay to the *City* the applicable *demolition permit* fee set out in Appendix B.

### **PART 16: NUMBERING OF BUILDINGS**

- 16.1 Immediately upon issuance of a *building permit* governing the *construction, alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner, constructor* or occupant must display the address number assigned to it by the *City*
- (a) at or near the entrance to the *building* or on the *building* property within sight of the adjacent highway; and
  - (b) until such time as the *building* is removed from the site or has been demolished.
- 16.2 Without limiting sections 16.1, prior to issuance of an *occupancy permit*, the *owner* or occupier of the parcel must affix the numbers permanently in accordance with the *City's* Fire Protective Services Bylaw, as amended or re-enacted from time to time.
- 16.3 Despite section 16.1, the *City* may renumber or alter the assigned numbers in respect of any *building*, on any parcel, including those already in existence or numbered.

### **PART 17: ACCESS ROUTE FOR FIRE VEHICLE**

- 17.1 Prior to the issuance of a *building permit* for a *building* under Part 9 of the *building code*, that incorporates private roadways, other than driveways serving one and two dwellings, details shall be submitted confirming the *building* or *structure* for which the *permit* is issued, will be served by a fire access route satisfying the following:
- (a) the access route must comply with the gradient, radius, clearance, width, turnaround and public through fare connection standards as determined in Part 3.2.5.6 of the *building code*, as amended or replaced from time to time; and
  - (b) the access route must comply with the bearing load and surface material standards as required for the *City's* Local Road Standards.

## PART 18: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 18.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the *City* incorporates by reference the British Columbia Energy *Step Code* in accordance with sections 18.2 through 18.9.
- 18.2 As applicable, *buildings* of new *construction*, regulated by Part 3 of the *building code* must be designed and *constructed* to meet the minimum performance requirements specified in Step 2 of the *Step Code*.
- 18.3 As applicable *buildings* of new *construction*, regulated by Part 9 of the *building code* must be designed and *constructed* to meet the minimum performance requirements specified in:
- (a) Step 2 of the *Step Code*; or
  - (b) for *building permit* applications received on or after of January 1<sup>st</sup> 2021, Step 3 of the *Step Code*.
- 18.4 Without limiting sections 11.3 and 11.4 *building permit* applications referenced in sections 18.2 must include confirmation the design as proposed, complies with the *Step Code*.
- 18.5 Without limiting section 11.54(g) confirmation of as built compliance with the *Step Code* shall be submitted prior to receiving an *occupancy* inspection notice.
- 18.6 For a *building* of new *construction*, regulated by Part 9 of the *building code*:
- (a) the application for a *building permit* for the *building* shall include a Pre-Construction BC Energy Compliance Report – Performance Paths for Part 9 *Buildings*: Pre-Construction Form (in the latest form from time to time published by the Province of British Columbia), prepared and signed by an *Energy Advisor*, and such other reports, documentation and materials as may be required by the *building official* with respect to *Step Code* compliance; and
  - (b) prior to cover of wall assembly, the *building* shall be tested for airtightness in accordance with the applicable requirements of the Energy *Step Code* and the *owner* shall provide the *City* with a BC Energy Compliance Report – Performance Paths for Part 9 *Buildings*: Mid-Construction Form (in the latest form from time to time published by the Province of British Columbia), prepared and signed by an *Energy Advisor*, and such other reports, documentation and materials as may be required by the *building official* with respect to such testing; and
  - (c) prior to the issuance of an *occupancy permit* for the *building*, the *owner* shall provide the *City* with a BC Energy Compliance Report - Performance Paths for Part 9 *Buildings*: As-Built Form (in the latest form from time to time published by the Province of British Columbia), prepared and signed by an *Energy Advisor*, and such

other reports, documentation and materials as required by the *building official* with respect to *Step Code* compliance;

- 18.7 When an *energy advisor* or architect, as required, provides energy reports or *field reviews* in accordance with this bylaw, the *City* will rely solely on the field reviews undertaken by the *energy advisor* or architect and the reports submitted pursuant to this bylaw as assurance that the *construction* or applicable aspect thereof substantially conforms to the design, and that the *construction* of applicable aspect thereof substantially complies with the *building code*, this bylaw, and other applicable enactments respecting energy efficiency.
- 18.8 Any *energy advisor* providing documentation as set out in the *Step code* must provide confirmation to the *City* they are an energy advisor registered and in good standing with Natural Resources Canada.
- 18.9 For a *building* or *structure* that is designed in compliance with the applicable step of the *Step code* but where the *constructed building* or *structure* does not meet the performance requirements of the step, after all reasonable mitigation measures are implemented to the satisfaction of the *building official*, the *building official* may issue an *occupancy permit*. A final inspection shall not be issued, until such time as the *building* or *structure* is brought into compliance with the applicable step.

## PART 19: OFFENCES

### Violations

- 19.1 Without limiting Part 5 of this bylaw, every person who
- (a) violates a provision of this bylaw;
  - (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; and
  - (c) neglects to do anything required to be done under any provision of this bylaw, commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 19.2 Every person who fails to comply with any administrative requirement issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 19.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days,

pay an additional charge as outlined in Appendix B of this bylaw.

### **Deemed Offence**

- 19.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 19.5 No person is deemed liable under section 19.4 who establishes, on a balance of probabilities, that the *construction* or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 19.6 Nothing in section 19.5 affects
- (a) the *City's* right to require and the *owner's* obligation to obtain a *permit*; and
  - (b) the obligation of the *owner* to comply with this bylaw.

### **Ticketing**

- 19.7 The offences in Appendix D are designated for enforcement under s. 264 of the *Community Charter*.
- 19.8 The following persons are designated as bylaw enforcement officers under section 264 (1) (b) of the *Community Charter* for enforcing the offences in Appendix D *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.
- 19.9 The words or expressions set forth in Column 1 of Appendix D are authorized pursuant to s. 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
- 19.10 The amounts appearing in Column 3 of Appendix D are the fines established pursuant to s. 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

## **Part 20: APPENDICIES**

- 20.1 Appendices A through E are attached to and form part of this bylaw.

## **Part 21: SEVERABILITY**

- 21.1 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

**PART 22: REPEAL**

22.1 BUILDING BYLAW NO. 2323, 2003 AS AMENDED, IS REPEALED.

**PART 23: IN FORCE**

23.1 This bylaw comes into force on upon final adoption hereof.

Read a first time this day of \_\_\_\_\_, 2020

Read a second time this day of \_\_\_\_\_, 2020

Read a third time this day of \_\_\_\_\_, 2020

Finally passed and adopted this day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**City of Courtenay**  
**BYLAW 2019, No. 3001, 2020**  
**Appendix A – Confirmation of Required Documentation**

Building Permit Number: \_\_\_\_\_

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Chief Building official 72 hours prior to the Pre-Occupancy Coordinated Review.*
2. *The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.*

	<b>Provided</b>	<b>N/A</b>	
TAB 1	<input type="checkbox"/>	<input type="checkbox"/>	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	<input type="checkbox"/>	<input type="checkbox"/>	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Owner</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Co-ordinating Registered Professional</i>
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Registered Professionals</i>
	<input type="checkbox"/>	<input type="checkbox"/>	Warranty Provided
	<input type="checkbox"/>	<input type="checkbox"/>	Licensed Builder
	<input type="checkbox"/>	<input type="checkbox"/>	Sub-Contractors
TAB 3	<input type="checkbox"/>	<input type="checkbox"/>	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	<input type="checkbox"/>	<input type="checkbox"/>	<i>Co-ordinating Registered Professional</i>
	<input type="checkbox"/>	<input type="checkbox"/>	Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	Structural
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Temporary
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Permanent
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression
	<input type="checkbox"/>	<input type="checkbox"/>	_____ (other)

- TAB 4         PROFESSIONAL REVIEW LETTERS  
     *Alternative Solution* (Confirmation of *Field Review* – sealed)  
     Site Services – Civil Engineer  
     *Building* Envelope Specialist  
     Roofing Consultant  
     Generator Test Report / Certificate  
     (Other - specify) \_\_\_\_\_  
     (Other - specify) \_\_\_\_\_
- TAB 5         FIRE ALARM  
     Fire Alarm Verification Certificate (include field work sheets)  
     Letter of Signed Contract from ULC Listed Monitoring Agency
- TAB 6         SPRINKLER SYSTEMS  
     Material and Test Certificate – Above ground piping  
     Material and Test Certificate – Underground piping  
     Fire Pump Test Report
- TAB 7         PROVINCIAL APPROVALS  
     Certificate to Operate Elevating Device (one per each device)  
     Health Approval (on-site sewage disposal)  
     Health Approval (food services)
- TAB 8         CITY APPROVALS  
     Sprinkler *Permit* – Pre-*occupancy* Co-ordinated Review  
     Courtenay Fire Department Acceptance (Fire Safety Plan)  
     Final Inspection (*Building Official*– pre-*occupancy* review)  
     Developmental Engineering Final Inspection  
     Planning Technicians Final Inspection

*Coordinating Registered Professional*

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**City of Courtenay**  
**BYLAW 2018, No. 3001, 2020**  
**Appendix B – Fees**

DESCRIPTION	RATE
<b>Permit application fees:</b> (11.3 & 11.5)	
Not exceeding \$100,000 <i>value of construction</i>	\$50.00
Greater than \$100,000 and not exceeding \$500,000	\$100.00
Greater than \$500,000	\$500.00
<b>Building permit fees:</b>	
	Minimum \$50.00
<i>Buildings and other structures</i> (11.8)	\$7.50 per \$1000/ <i>value of construction</i>
CSA certified <i>buildings</i> containing 1 or 2 dwellings (11.8)	50% of the fee for <i>Buildings/structures</i>
<i>Building move</i> (12.7)	50% of the fee for <i>Buildings/structures</i>
<i>Temporary Building</i> (11.60)	\$100.00
Demolition (15.3)	\$100.00
Plumbing fixtures (per fixture)	\$8.00
Fire suppression system (per sprinkler head)	\$0.50
Each hydrant, hose cabinet, hose outlet or standpipe	\$10.00
Factory built chimneys and fireplaces and solid fuel burning appliances unless the works are the subject of another valid and subsisting <i>building permit</i>	\$100.00
<b>Inspection Fees:</b>	
Re-inspection Fee (11.44)(a)	\$100.00
Special Inspection Fee (11.44)(b)	\$100.00
<b>Other Fees:</b>	
Change of <i>owner/permit holder</i> (8.7)	\$25.00
Design Modification Fee (11.18)	\$75.00 per hour
<i>Permit Extension Fee</i> (11.48)(b)	\$25.00
Stop work order exceeding 30 days (19.3)	\$100.00
Remove Section 57 Community Charter from title	\$300.00
<b>Security Deposits:</b> (per <i>value of construction</i> ) (11.10)	
<b>\$0.00-\$50,000</b>	\$250.00
<b>\$50,001-\$100,000</b>	\$500.00
<b>\$100,001-\$500,000</b>	\$2000.00
<b>\$500,001-\$1,000,000</b>	\$2500.00
<b>\$1,000,000+</b>	\$3500.00
<b><i>Temporary Building</i></b> (11.59(j))	10% of the value of the <i>building</i>

**City of Courtenay**  
**Bylaw No. 3001, 2020**  
**Appendix C – Owner’s Undertaking**

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

*Building Permit #:* \_\_\_\_\_

1. This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the *City* will rely on same.
2. I confirm that I have applied for a *building permit* pursuant to “*Building Bylaw 2020, No. 3001, 2020*” (the “*Bylaw*”) and that I have carefully reviewed and fully understand all of the provisions of the *Bylaw* and in particular, understand, acknowledge and accept the provisions describing the purpose of the *Bylaw*, the conditions under which *permits* are issued, the disclaimer of warranty or representation and the limited extent of the scope of the *Bylaw* and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the *Building Code* and the *Bylaw* whether any work to be performed pursuant to the *permit* applied for is done by me, a contractor or a *registered professional*.
4. I am not in any way relying on the *City* or its *building officials*, as defined under the *Bylaw*, to protect the *owner* or any other persons as set out in Part 3 of the *Bylaw* and I will not make any claim alleging any such responsibility or liability on the part of the *City* or its *building officials*.
5. I hereby agree to indemnify and save harmless the *City* and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the *City*.

*Owner’s Information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
*Owner’s Signature*

\_\_\_\_\_  
Date

**City of Courtenay**  
**BYLAW No. 3001, 2020**  
**Appendix D – Offences**

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
Interference with <i>building official's</i> right of entry	7.6	\$300.00
<i>Construction without building permit</i>	11.1	\$300.00
Demolition without <i>building permit</i>	11.1(c)	\$300.00
Moving <i>building</i> without <i>building permit</i>	11.1(b)	\$300.00
Unsafe site	8.5(c)	\$500.00
Failure to post civic address	8.5(a)	\$100.00
Failure to comply with <i>permit</i> conditions	8.3(a)	\$200.00
Failure to obtain <i>Occupancy</i> inspection notice	11.53	\$500.00
<i>Unsafe condition</i>	7.7(i)	\$500.00
Failure to obtain <i>building official's</i> written acceptance prior to concealing work	11.34	\$100.00
Failure to stop work after a <i>registered professional's</i> services are terminated	11.38	\$100.00
Violation of Stop Work Order	11.36	\$100.00
Violation of Do Not Occupy Notice	11.43	\$500.00

**City of Courtenay**  
**BYLAW No. 3001, 2020**  
**Appendix E – Damage to City Infrastructure Repair Agreement**

Home-owners and builders are responsible for ensuring that the City of Courtenay infrastructure is not damaged during construction. This includes but is not limited to damage to curbs, sidewalk, water valve risers, water metres and cleanouts and actively protecting the storm drain system from deleterious materials. Any damage found by City staff following the start of construction will be deemed to be your responsibility. You, as the home-owner or builder, are responsible for actively protecting the City of Courtenay infrastructure including but not limited to placing protective materials and barriers around City infrastructure and by strictly adhering to sediment control procedures.

It would be advisable to inspect your property, the adjacent public boulevard and the downstream catch basins for damage prior to taking control of the property or applying for a building permit. In the event that you find a problem, you should document it and inform the City of Courtenay Development Services Department immediately by contacting (250) 703-4862 or [building@courtenay.ca](mailto:building@courtenay.ca).

Damage to individual utilities such as BC Hydro, Telus, Shaw, or FortisBC should be reported immediately to the respective utility company as well as the City of Courtenay’s Development Services Department.

After reviewing the above information, please indicate one of the following by completing the following:

<input type="checkbox"/>	No damages to said City of Courtenay property was found prior to the start of construction
<input type="checkbox"/>	Damage has been found to the City of Courtenay infrastructure (see below)

Please describe damage below and submit this form along with pictures of the damage:

I, \_\_\_\_\_, the duly authorized signatory for the person, company or strata corporation applying for a building permit have inspected all visible City works and services (curb, sidewalk, street-lighting, water service caps, etc) in front of or on the property located at \_\_\_\_\_ and do acknowledge and understand that I am responsible for all costs associated with repairing all damage not note above to the standards established by the City of Courtenay.

Owner/Agent Signature		Date:	
Daytime Phone No.	Email:		
Mailing Address			

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2985**

**A bylaw to authorize the borrowing of the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system.**

WHEREAS it is deemed desirable and expedient to construct the Greenwood Trunk Connection to the sanitary sewer system servicing East Courtenay.

AND WHEREAS the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system including expenses incidental thereto is the sum of \$4,100,000 of which the sum of \$3,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Greenwood Trunk Connection to the sanitary sewer system generally in accordance with the general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,000,000.
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said Greenwood Trunk Connection to the sanitary sewer system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty five years.
3. This bylaw may be cited as **“2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”**.

Read a first time this 4<sup>th</sup> day of November, 2019

Read a second time this 4<sup>th</sup> day of November, 2019

Read a third time this 4<sup>th</sup> day of November, 2019

Received the approval of the Inspector of Municipalities this 13<sup>th</sup> day of December, 2019

Published in two editions of the Comox Valley Record on the 9<sup>th</sup> day of January, 2020 and the 16<sup>th</sup> day of January, 2020

Received the approval of the electors of City of Courtenay on the 18<sup>th</sup> day of February, 2020

Reconsidered and finally passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No. 2985 as at third reading.

\_\_\_\_\_  
Corporate Officer

Certified a true copy of Bylaw No. 2985 as adopted.

\_\_\_\_\_  
Corporate Officer

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2963**

**A bylaw to amend Official Community Plan Bylaw No. 2387, 2005**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“Official Community Plan Amendment Bylaw No. 2963, 2019”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) by changing the land use designation of Lot A, District Lot 236, Comox District, Plan VIP52110 (2600 Mission Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Commercial to Multi Residential; and
  - (b) That Map #2, Land Use Plan be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4<sup>th</sup> day of November, 2019

Read a second time this 4<sup>th</sup> day of November, 2019

Published in two editions of the Comox Valley Record on the 12<sup>th</sup> day of November, 2019 and the 14<sup>th</sup> day of November, 2019

Considered at a Public Hearing this 18<sup>th</sup> day of November, 2019

Read a third time this 2<sup>nd</sup> day of December, 2019

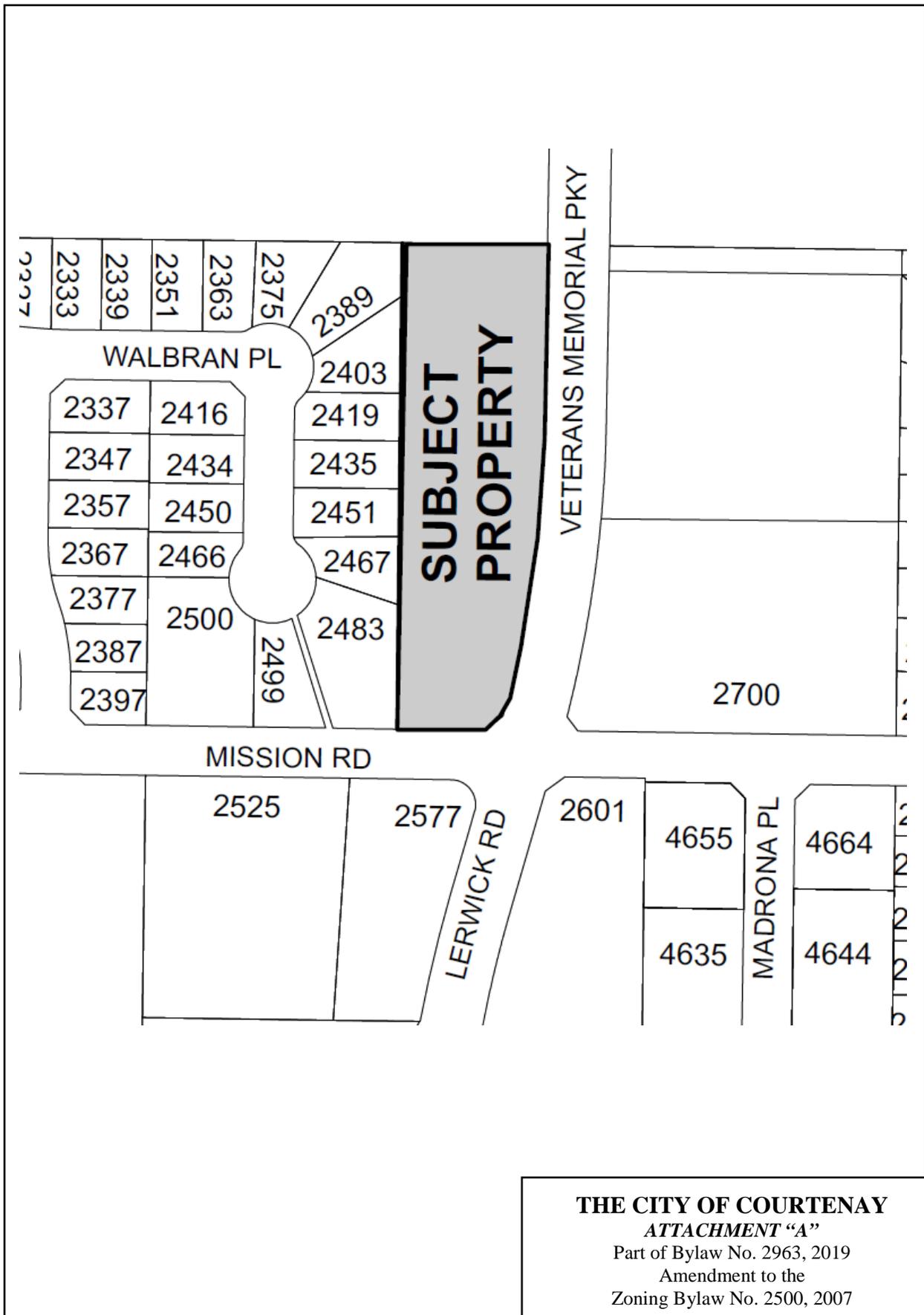
Finally passed and adopted this                      day of                      , 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Brendan Kelly, Senior Development Services Officer  
Ministry of Transportation and Infrastructure, Vancouver Island District



**THE CITY OF COURTENAY**

**ATTACHMENT "A"**

Part of Bylaw No. 2963, 2019  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2964**

**A bylaw to amend Zoning Bylaw No. 2500, 2007**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2964, 2019”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) by rezoning Lot A, District Lot 236, Comox District, Plan VIP52110 (2600 Mission Road) as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Multi Use Four Zone (MU-4) to Residential Four A Zone (R-4A); and
  - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 4<sup>th</sup> day of November, 2019

Read a second time this 4<sup>th</sup> day of November, 2019

Published in two editions of the Comox Valley Record on the 12<sup>th</sup> day of November, 2019 and the 14<sup>th</sup> day of November, 2019

Considered at a Public Hearing this 18<sup>th</sup> day of November, 2019

Read a third time this 2<sup>nd</sup> day of December, 2019

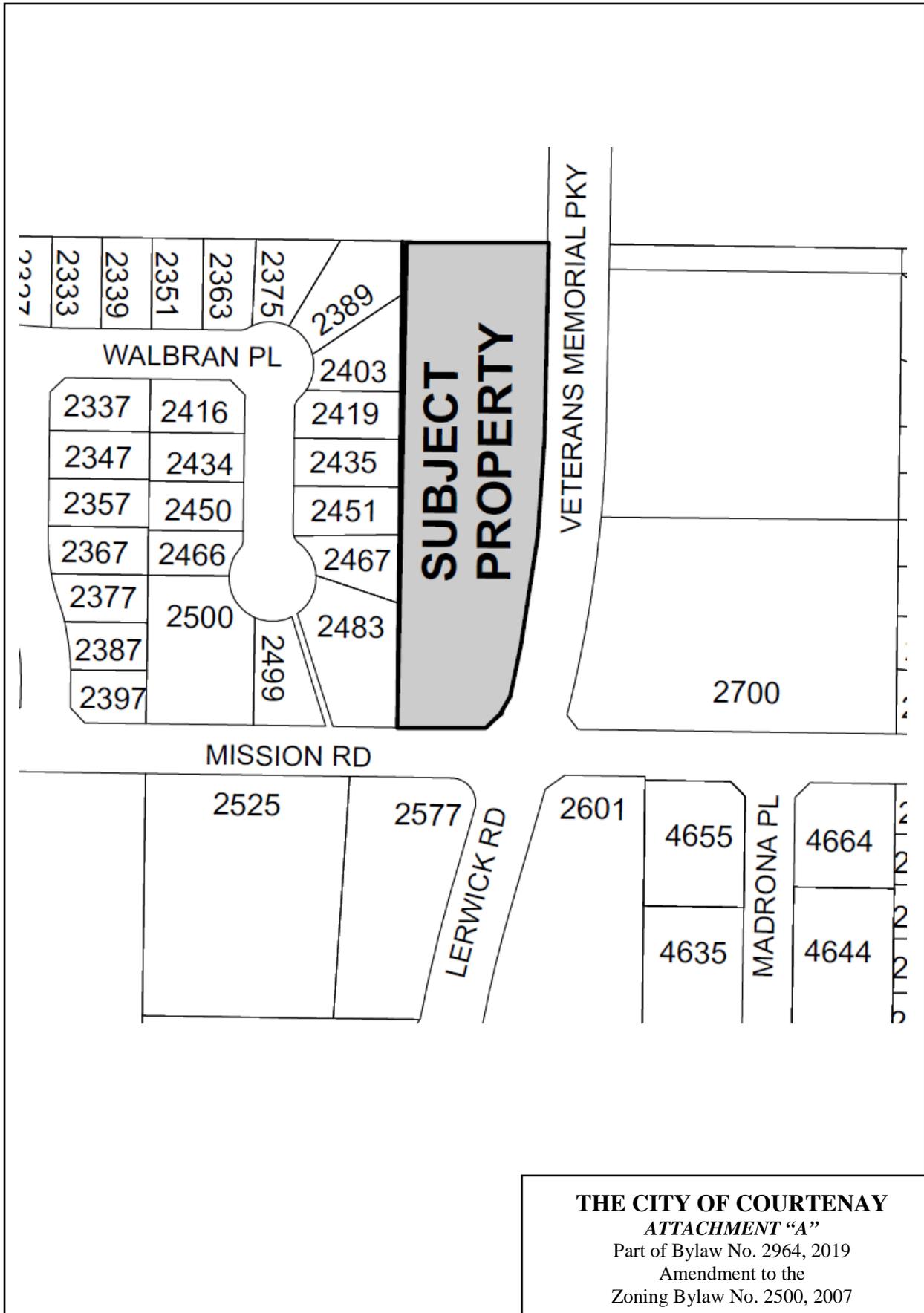
Finally passed and adopted this                      day of                      , 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Brendan Kelly, Senior Development Services Officer  
Ministry of Transportation and Infrastructure, Vancouver Island District



**THE CITY OF COURTENAY**

**ATTACHMENT "A"**

Part of Bylaw No. 2964, 2019  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 2982**

**A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992**

The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“City of Courtenay Fees and Charges Amendment Bylaw No. 2982, 2020.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
  - (a) That Schedule of Fees and Charges, Section III, Appendix IV “Garbage Collection Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

“Schedule of Fees and Charges Section III, Appendix IV – Solid Waste Collection Fees”
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 18<sup>th</sup> day of February, 2020

Read a second time this 18<sup>th</sup> day of February, 2020

Read a third time this 18<sup>th</sup> day of February, 2020

Finally passed and adopted this        day of        , 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE OF FEES AND CHARGES  
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2982  
SECTION III, APPENDIX IV  
SOLID WASTE COLLECTION FEES**

- A. Dwelling Basis Fee per unit per year  
-includes recyclables & yard waste pickup \$175.48
- Extra Bag Ticket (50 litre) - each \$2.75
- B. Residential Multifamily, Apartment, Strata per unit per year  
(Fee for yard waste, recyclables not included) \$154.17
- Additional service fee – yard waste pickup, per unit per year \$20.75
- C. Trade Premises (where mixed waste containers are determined to include  
recyclable materials, the fee imposed shall be two times the regular pickup fee.)

<b>Cans – mixed waste (contains no recyclable material)</b>	<b>Per Pickup</b>
1 can or equivalent (1 can = 121 litres)	\$3.05
Every additional can or equivalent 121 litres shall be charged at the rate of	\$3.05
DCBIA – per unit/premise per year (includes two cans per week plus recyclables/cardboard pickup – this fee is charged to those units that are constrained by space and cannot implement a mixed waste bin or cardboard bin service)	\$335.83

**Containers - Mixed, Non-compacted (contains no recyclable material)**

2 cubic yards	\$18.27
3 cubic yards	\$27.40
6 cubic yards	\$54.82
12 cubic yards	\$109.63
20 cubic yards	\$182.72
Rate per cubic yard for sizes other than those listed above	\$9.14
<b>Compactors – Mixed Waste (contains no recyclable material)</b>	<b>Per Pickup</b>

27 cubic yards	\$493.80
28 cubic yards	\$512.07
30 cubic yards	\$548.62
35 cubic yards	\$639.98
40 cubic yards	\$731.34
For sizes other than those listed above: \$493.80 (27 cubic yard base rate) + [(Y - 27) * \$18.27 (2 cubic yard base rate)]	

<b>Refuse to Recycling Centre (no tipping fees)</b>	
DCBIA Recycle Toter Bin	\$2.50 per bin
<b><i>Containers</i></b>	<b>Per Pickup</b>
2 cubic yards	\$10.00
3 cubic yards	\$15.00
6 cubic yards	\$30.00
Sizes other than listed above charged at a rate per cubic yard of	\$5.00

<b><i>Compactors</i></b>	<b>Per Pickup</b>
27 cubic yards	\$164.65
30 cubic yards	\$182.92
35 cubic yards	\$213.44
40 cubic yard	\$243.95
For sizes other than those listed above: \$164.65 (27 cubic yard base rate) + [(Y - 27) * \$6.10 (2 cubic yard base rate)]	



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3000**

**A bylaw to designate and to establish the powers, duties, and responsibilities of  
Officers for the City of Courtenay**

The Municipal Council of the Corporation of the City of Courtenay, in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as “**Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020**”.

2. OFFICERS

Pursuant to ss. 146 and 147 of the *Community Charter*, the Officers of the City of Courtenay shall be those persons holding the following positions:

- a) Chief Administrative Officer (CAO)
- b) (Interim) Deputy Chief Administrative Officer (DCAO)
- c) Director of Legislative & Corporate Services (DLCS)
- d) Director of Financial Services (DFS)

3. POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS

3.1 CHIEF ADMINISTRATIVE OFFICER (CAO)

The Chief Administrative Officer is hereby assigned the chief administrative responsibility for the Municipality and the statutory powers, duties and functions specified in Section 147 of the *Community Charter*, and the powers, duties, and responsibilities established by Council in the Chief Administrative Officer Position Description, including the duties of Deputy Corporate Officer.

3.2 (INTERIM) DEPUTY CHIEF ADMINISTRATIVE OFFICER (DCAO)

The (Interim) Deputy Chief Administrative Officer (DCAO) directs and manages the overall planning, coordination and operations of the Departments of Engineering Services, Public Works Services; and Recreation & Cultural Services and acts as Deputy Chief Administrative Officer in the absence of the incumbent.

3.3 DIRECTOR OF LEGISLATIVE & CORPORATE SERVICES

The Director of Legislative & Corporate Services is hereby assigned the responsibility of corporate administration for the Municipality including the statutory powers, duties, and functions specified in Section 148 of the *Community Charter (Corporate Officer)*, and the powers, duties, and responsibilities established in the Director of Legislative & Corporate Services Position Description, including the duties of the City Clerk.

3.4 DIRECTOR OF FINANCIAL SERVICES

The Director of Financial Services is hereby assigned the responsibility of financial administration for the municipality, which includes the statutory powers, duties, and functions specified in Section 149 of the *Community Charter (Financial Officer)*, and the powers, duties, and responsibilities established in the Director of Financial Services Position Description.

4. FINANCIAL DISCLOSURE

All persons employed in the positions identified in section 2 of this bylaw are hereby designated as “municipal employees” for the purposes of the *Financial Disclosure Act*.

5. REPEAL

“Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 2913, 2017” is hereby repealed.

Read a first time this 18<sup>th</sup> day of February, 2020

Read a second time this 18<sup>th</sup> day of February, 2020

Read a third time this 18<sup>th</sup> day of February, 2020

Finally passed this      day of      , 2020

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Mayor

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Corporate Officer