

**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*

Changes to Council Meetings Due to Coronavirus COVID-19 Pandemic

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. MO83 *Local Government Meetings & Bylaw Process COVID-19*; has implemented changes to its open Council meetings.

In the interest of public health and safety, public in-person attendance at Council meetings will be prohibited until further notice. Council meetings will be presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff. Meetings are available for viewing via live web streaming or video recording on the City of Courtenay website and will start at 1:00 p.m. during this period.

**DATE: April 06, 2020
PLACE: City Hall Council Chambers
TIME: 1:00 p.m.**

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

1.00 ADOPTION OF MINUTES

- 1 1. Adopt March 2nd, 2020 Regular Council meeting minutes
- 11 2. Adopt March 30th, 2020 Committee of the Whole meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

(a) Development Services

- 17 1. Follow Up Report - Official Community Plan Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 - Lannan Road
- 23 2. Structural Change to Liquor Licence Application (Ace Brewing Company Limited) - 150 Mansfield Drive
- 29 3. Zoning Amendment Bylaw No. 2993, 2020 to Allow for a Secondary Suite at 1028 Arrowsmith Avenue

(b) Financial Services

- 43 4. 2020-2024 Consolidated Financial Plan Bylaw 2983
- 157 5. 2020 Tax Rates Report
- 167 6. Downtown Courtenay Business Improvement Association - 2020 Budget and Tax Levy Request

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

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

8.00 RESOLUTIONS OF COUNCIL

1. 2020 Annual Commercial Flat Utility Billing - Solid Waste and Sewer

Suggested motion:

“Whereas physical distancing measures, quarantines and restrictions related to travel and gatherings of people has been ordered by the provincial health officer to protect the public and reduce the spread of COVID-19 (Novel Coronavirus); and,

Whereas COVID-19 exposure prevention measures has impacted consumer and business spending and earnings;

Therefore be it resolved that in support of potential revenue loss implications for local merchants during the COVID-19 pandemic,

That Council approve an extension to the payment deadline for the annual commercial flat utility billing (solid waste and sewer fees) to September 30th, 2020.”

2. 2020 1st Quarter Metered Water Utility Billing

Suggested motion:

“Whereas physical distancing measures, quarantines and restrictions related to travel and gatherings of people has been ordered by the provincial health officer to protect the public and reduce the spread of COVID-19 (Novel Coronavirus); and,

Whereas COVID-19 exposure prevention measures has impacted consumer and business spending and earnings;

Therefore be it resolved that in support of potential revenue loss implications for local merchants during the COVID-19 pandemic,

That Council approve and extension to the payment deadline for 1st quarter metered water utility billing to September 30th, 2020.”

3. Downtown Business Monthly Parking Rental Fees

“Whereas physical distancing measures, quarantines and restrictions related to travel and gatherings of people has been ordered by the provincial health officer to protect the public and reduce the spread of COVID-19 (Novel Coronavirus); and,

Whereas COVID-19 exposure prevention measures has impacted consumer and business spending and earnings;

Therefore be it resolved that in support of potential revenue loss implications for local merchants during the COVID-19 pandemic,

That Council approves waiving the monthly parking rental fees paid by downtown merchants for the months of March, April and May 2020.”

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 173 1. “Zoning Amendment Bylaw No. 2993, 2020”
(A bylaw to rezone property from Residential One Zone (R-1) to Residential One S Zone (R-1S) to allow for a secondary suite - 1028 Arrowsmith Avenue)

For First, Second and Third Reading

- 175 1. “The 2020 - 2024 Consolidated Financial Plan Bylaw No. 2983, 2020”
(A bylaw to adopt the consolidated five year financial plan)

For Final Adoption

- 175 1. “The 2020 - 2024 Consolidated Financial Plan Bylaw No. 2983, 2020”
 (A bylaw to adopt the consolidated five year financial plan)
- 199 2. “Building Bylaw No. 3001, 2020”
 (A bylaw to provide administration of the Building Code and Regulation of
 Construction)

13.00 ADJOURNMENT

R5/2020 - March 02, 2020

Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Monday, March 02, 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. Sorchta, Manager of Legislative & Corporate Administrative Services
T. Kushner, Deputy CAO
I. Buck, Director of Development Services
J. Nelson, Director of Financial Services
D. Snider, Director of Recreation and Cultural Services
A. Berard, Manager of Financial Planning, Payroll & Business Performance
T. Sweeney, Manager of Building and Administrative Services
E. Gavelin, Network Technician

1.00 ADOPTION OF MINUTES

.01 Moved by Frisch and seconded by McCollum that the February
MINUTES 18th, 2020 Regular Council meeting minutes be adopted.
0570-03 **Carried**

Moved by Frisch and seconded by McCollum that the February
24th, 2020 Committee of the Whole meeting minutes be adopted.
Carried

2.00 ADOPTION OF LATE ITEMS

.01 Moved by Hillian and seconded by Frisch that the request for a
COUNCILLOR COLE- letter of support for the Climate Caucus Intervenor Status brought
HAMILTON forward by Councillor Cole-Hamilton, be added to the March 2nd, 2020
LETTER OF SUPPORT Council agenda under section *11.00 New Business*.
CLIMATE CAUCUS **Carried**
INTERVENOR STATUS

3.00 DELEGATIONS

Lindsay McGinn, Comox Valley Community Health Network (CHN), and Bunny Shannon, Comox Valley Social Planning Society (CVSPS), presented information to Council about the Social Planning Workshop hosted by the CVSPS in November 2019, attended by representatives of CVSPS, CHN and local government elected officials and staff. Ms. McGinn and Ms. Shannon summarized the recommendations arising from the Social Planning Workshop report and described the CHN and CVSPS’ five key priorities for future collaboration with local governments in support of community social development initiatives.

4.00 STAFF REPORTS/PRESENTATIONS

.01 Moved by Frisch and seconded by Cole-Hamilton that based on the March 2nd, 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.
GREENWOOD TRUNK SEWER ALTERNATIVE APPROVAL PROCESS RESULTS 1760-02 **Carried**

.02 Moved by Hillian and seconded by McCollum that based on the March 2nd, 2020 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.
BUILDING BYLAW NO. 3001, 2020 3900-00 **Carried**

VARY AGENDA

Moved by Frisch and seconded by McCollum that Council vary the March 2nd, 2020 regular Council agenda to move items 9.01 and 9.02 under section 9.00 *Unfinished Business* ahead on the agenda to be addressed with item 4.03 2020-2024 General Capital and Operating Financial Plan Revisions under section 4.00 *Staff Reports/Presentations - (b) Financial Services*.
VARY AGENDA UNFINISHED BUSINESS 2020-2024 GENERAL CAPITAL AND GENERAL OPERATING FINANCIAL PLANS **Carried**

Moved by McCollum and seconded by Cole-Hamilton that the March 2nd, 2020 staff report “2020-2024 General Capital and Operating Financial Plan Revisions” be received for information.
Carried with Councillor Frisch opposed

Moved by Hillian and seconded by McCollum that based on the March 2nd, 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 with the exception of the \$30,000 allotted for the painted buffered bike lane on 17th Street (McPhee to Cliffe Avenue) within the 2020 General Capital budget to allow further discussion regarding a review of the Cycling Network Plan; and,
Carried

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

Amending motion:

Moved by Frisch and seconded by McCollum that the main motion be amended to eliminate the words “*the exception of the*” and “*to allow further discussion regarding a review of the Cycling Network Plan*” so the amended resolution reads: that based on the March 2nd, 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 retain the \$30,000 allotted for the painted buffered bike lane on 17th Street (McPhee to Cliffe Avenue) within the 2020 General Capital budget; and,

That the design of the proposed bike lanes and the Cycling Network Plan designs come before Council for discussion at a future date; and,

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

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

9.01 & 9.02 UNFINISHED BUSINESS

.01 & .02
2020 - 2024 GENERAL
CAPITAL AND
GENERAL OPERATING
FINANCIAL PLANS
1705-20/1715-20

The February 24th, 2020 staff reports “2020-2024 General Capital Financial Plan” and “2020-2024 General Operating Financial Plan” were received for information.

**The council meeting recessed at 6:16 p.m.
The meeting reconvened at 6:43 p.m.**

VARY AGENDA

.01
VARY AGENDA
KUMUGWE
CULTURAL SOCIETY

Moved by McCollum and seconded by Hillian that Council vary the March 2nd, 2020 regular Council agenda and move item 9.03 in section 9.00 *Unfinished Business* ahead on the agenda to be addressed following item 4.03 in section 4.00 *Staff Reports/Presentations*.

Carried

9.03 UNFINISHED BUSINESS

.03 Moved by Frisch and seconded by McCollum that the information from the February 18th, 2020 delegation presentation from the Kumugwe Cultural Society regarding their “Red Dress Legacy Totem Pole Project” be received for information.
DELEGATION -
KUMUGWE
CULTURAL SOCIETY -
RED DRESS LEGACY
TOTEM POLE PROJECT
0250-20
Carried
Council agreed to send a letter to the Kumugwe Cultural Society thanking them for their presentation regarding the “Red Dress Legacy Totem Pole Project” and inviting them to contact the City once they’ve determined the scope and financial needs of the project so that Council may respond to their request for funding based on this information.

4.04 STAFF REPORTS/PRESENTATIONS

.04 Moved by Hillian and seconded by Cole-Hamilton that based on the March 2nd, 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 27th, 2020 at 3:00 pm, City Hall Council Chambers.
PARCEL TAX REVIEW
PANEL - 2020
1950-02
Carried

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by McCollum and seconded by Cole-Hamilton that the correspondence dated February 24th, 2020, from the Downtown Courtenay Business Improvement Association (DCBIA), regarding the survey conducted by the DCBIA “Downtown Illegal Activity - February 10th - 24th, 2020”, be received for information.
DOWNTOWN
COURTENAY
BUSINESS
IMPROVEMENT
ASSOCIATION
(DCBIA) -
DOWNTOWN
COURTENAY ILLEGAL
ACTIVITY SURVEY
0250-20
Carried

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.01 Moved by Hillian and seconded by Frisch that the Heritage Advisory Commission meeting minutes for January 22nd, 2020 be received for information.
HERITAGE ADVISORY
COMMISSION
MEETING MINUTES
0360-20
Carried

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

COUNCILLOR
COLE-HAMILTON

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

- City of Courtenay Official Community Plan Ideas Fair
- Internal staff briefing related to CVRD Commission and Board meetings
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- Comox Valley Overdose Working Group Community Action Team meeting
- Dawn to Dawn Action on Homeless Society and Comox Valley Transition Society, Coldest Night of the Year fundraiser event
- 2020 Moose Hide Campaign Day sponsored by the Moose Hide Campaign Development Society
- CVRD Board meeting
- Heritage Advisory Commission meeting
- Comox Strathcona Regional Hospital District Board meeting
- Comox Valley Drug Strategy Committee meeting

COUNCILLOR
FRISCH

Councillor Frisch reviewed his attendance at the following events:

- Meeting with Canada Mortgage and Housing Corporation (CMHC) staff regarding funding opportunities for affordable housing
- City of Courtenay Finance Select Committee meeting #3
- Comox Valley Sewage Commission meeting
- Comox Valley Sports Centre Commission meeting
- Comox Valley Water Committee meeting
- CVRD Committee of the Whole meeting
- Comox Strathcona Waste Management Board meeting
- Comox Strathcona Regional Hospital District Board meeting
- City of Courtenay Official Community Plan Ideas Fair
- Meeting with K'ómoks First Nation to provide an update on CVRD activities

COUNCILLOR
HILLIAN

Councillor Hillian reviewed his attendance at the following events:

- City of Courtenay Official Community Plan Ideas Fair
- Comox Valley Community Justice Centre meeting
- Comox Valley Water Committee meeting
- Dawn to Dawn Action on Homeless Society and Comox Valley Transition Society, Coldest Night of the Year fundraiser event
- CVRD Board meeting
- Comox Valley Homeless Point in Time Count volunteer training
- Comox Strathcona Regional Hospital District Board meeting

Councillor Hillian mentioned that he is working with the Comox Valley Accessibility Committee on a regional accessibility strategy

- COUNCILLOR MCCOLLUM
COUNCILLOR MORIN
MAYOR WELLS
- Councillor McCollum reviewed her attendance at the following events:
- City of Courtenay Official Community Plan Ideas Fair
 - Internal monthly meeting with City of Courtenay CAO
 - Comox Valley Homeless Point in Time Count volunteer training
- Councillor Morin reviewed her attendance at the following events:
- City of Courtenay Official Community Plan Ideas Fair
 - Internal staff briefing related to CVRD Commission and Board meetings
 - Comox Valley Sewage Commission meeting
 - Comox Valley Water Committee meeting
 - CVRD Board meeting
 - Meeting with Glen Sanford, Comox Valley Art Gallery and Councillor Frisch
 - Comox Strathcona Regional Hospital District Board meeting
- Mayor Wells reviewed his attendance at the following events:
- Dawn to Dawn Action on Homeless Society and Comox Valley Transition Society, Coldest Night of the Year fundraiser event
 - Kin Canada Flag Raising Ceremony in honour of Kin Canada week from February 16th to 22nd, 2020
 - Wounded Warriors Run BC fundraiser event
 - Comox Valley YANA Big Love Benefit annual dinner and auction fundraiser
 - Courtenay and District Fish and Game Protection Association Annual Banquet fundraiser
 - Meeting with Medical Health Officer Dr. Charmaine Enns to discuss:
 - Coronavirus/COVID-19
 - Administration of the Comox Valley Seniors Village
 - Overcapacity of the North Island Hospital Comox Valley
 - Mental health and addiction

8.00 RESOLUTIONS OF COUNCIL

.01 Moved by Hillian and seconded by Frisch that whereas the City is seeking additional funding support to alleviate the burden on local taxpayers for the rehabilitation of the 5th Street Bridge;

COUNCILLOR HILLIAN
5TH STREET BRIDGE -
CLAIRE TREVENA,
MINISTER OF
TRANSPORTATION &
INFRASTRUCTURE
0410-20

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 3rd, 2020 and request her assistance in identifying alternative funding for the 5th Street Bridge rehabilitation project.

Carried

.02 Moved by Hillian and seconded by Theos that whereas incidents
COUNCILLOR HILLIAN have occurred in downtown Courtenay that have raised concerns for
- PUBLIC SAFETY public safety;
ENHANCEMENTS -
DOWNTOWN Therefore be it resolved that staff investigate and report to Council on the
COURTENAY potential installation of on-street video cameras outside the Courtenay
0250-20/0730-20 Library (300 - 6th Street) and other strategic locations, and other
environmental design features to enhance public safety downtown.
Carried

.03 Moved by Hillian and seconded by Frisch that whereas there is
COUNCILLOR HILLIAN limited access to public toilets in downtown Courtenay, resulting in
- PUBLIC TOILET incidents of significant inconvenience for citizens, undue pressure on
FACILITY - businesses, and unhygienic practices to seek relief in some cases;
DOWNTOWN
COURTENAY Therefore be it resolved that staff investigate the potential for locating a
0250-20/6280-20 “Portland Loo” or similar such facility in the downtown area.
Carried

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

.01 Moved by Frisch and seconded by Hillian that the correspondence
COMOX VALLEY dated January 22nd, 2020 from the Comox Valley Snow to Surf Society
SNOW TO SURF regarding the Snow to Surf Event Sunday, April 26th, 2020, requesting
EVENT - SUNDAY, the City’s support and inviting Mayor and Council to attend the finish
APRIL 26TH, 2020 festivities and awards ceremonies following the event, be received for
0250-20/8100- information; and,

That Council request staff to prepare a report investigating costs and implications for the provision of services, amenities, items on loan, and restrictions to public access of the Riverway walkway and boat launch as outlined in the society’s letter.

Carried

.02
COUNCILLOR COLE-
HAMILTON
LETTER OF SUPPORT
CLIMATE CAUCUS
INTERVENOR STATUS

Moved by Cole-Hamilton and seconded by McCollum that
whereas carbon pricing is widely acknowledged as the most effective tool
in combating climate change;

Whereas the Greenhouse Gas Pollution Pricing Act (GGPPA) is essential
to implementing a national carbon pricing program; and,
Whereas carbon pricing has been in effect in the province of British
Columbia since 2008 and has shown to be an effective tool in slowing the
growth of emissions and during which time BC has enjoyed one of the
fastest growing economies in the country;

Therefore be it resolved that the City of Courtenay provide a letter to the
intervenors (City of Vancouver, City of Richmond, City of Nelson,
District of Squamish, City of Rossland and the City of Victoria)
supporting their arguments in favour of the Greenhouse Gas Pollution
Pricing Act, and the ability to take local action on Greenhouse Gas
(GHG) emissions, to be heard by the Supreme Court of Canada on March
17, 2020.

Carried

12.00 BYLAWS

.01
BUILDING BYLAW NO.
3001, 2020
(TO PROVIDE
ADMINISTRATION OF
THE BUILDING CODE
AND REGULATION OF
CONSTRUCTION)

Moved by Frisch and seconded by Theos that “Building Bylaw
No. 3001, 2020” pass first, second and third reading.
Carried

.02
2020 GREENWOOD
SEWER TRUNK
CONNECTION
SANITARY SEWER
CAPITAL LOAN
AUTHORIZATION
BYLAW NO. 2985,
2019 TO ALLOW
BORROWING FOR THE
CONSTRUCTION COST
(GREENWOOD SEWER
TRUNK CONNECTION)

Moved by Cole-Hamilton and seconded by Theos that “2020
Greenwood Trunk Connection Sanitary Sewer Capital Loan
Authorization Bylaw No. 2985, 2019” be finally adopted.
Carried

.03

OFFICIAL
COMMUNITY PLAN
AMENDMENT BYLAW
NO. 2963, 2019 TO
CHANGE LAND USE
FROM COMMERCIAL
TO MULTI
RESIDENTIAL
(2600 MISSION
ROAD)

Moved by Frisch and seconded by McCollum that “Official
Community Plan Amendment Bylaw No. 2963, 2019” be finally adopted.
Carried

.04

ZONING AMENDMENT
BYLAW NO. 2964,
2019 TO REZONE
FROM MULTI-USE
FOUR ZONE TO
RESIDENTIAL FOUR-A
ZONE & AMEND
SCHEDULE 8 ZONING
MAP (2600 MISSION
ROAD)

Moved by Cole-Hamilton and seconded by McCollum that
“Zoning Amendment Bylaw No. 2964, 2019” be finally adopted.
Carried

.05

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

Moved by Cole-Hamilton and seconded by Frisch that “City of
Courtenay Fees and Charges Amendment Bylaw No. 2982, 2020” be
finally adopted.
Carried

.06

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

Moved by Frisch and seconded by Hillian that “Officer’s
Designation and Establishment of Powers, Duties, and Responsibilities
Bylaw No. 3000, 2020” be finally adopted.
Carried

13.00 ADJOURNMENT

.01
ADJOURNMENT

Moved by Frisch and seconded by Theos that the meeting now adjourn at 7:54 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 6th day of April, 2020

Mayor

Minutes of a Committee of the Whole meeting held Monday, March 30, 2020 at 4:00 p.m. in the City Hall Council Chambers.

Attending:

- Mayor:** B. Wells
Councillors: W. Cole-Hamilton via video/audio conference
D. Frisch via video/audio conference
D. Hillian via video/audio conference
M. McCollum via video/audio conference
W. Morin via video/audio conference
M. Theos via video/audio conference

Staff:

- D. Allen, CAO
J. Ward, Director of Legislative and Corporate Services/Deputy CAO via video/audio conference
W. Sorichta, Manager of Legislative & Corporate Administrative Services
T. Kushner, Deputy CAO
I. Buck, Director of Development Services via video/audio conference
D. Snider, Director of Recreation and Cultural Services via video/audio conference
E. Gavelin, Network Technician via video/audio conference

.01
MAYOR'S
STATEMENT -
CHANGES TO OPEN
COUNCIL MEETINGS -
CORONAVIRUS
COVID-19
EMERGENCY &
MINISTERIAL ORDER
NO. M083

Due to the Coronavirus COVID-19 emergency, effective immediately, the City of Courtenay with the authority of Ministerial Order No. MO83 Local Government Meetings & Bylaw Process COVID-19; has implemented changes to its open Council meetings.

In the interest of public health and safety, public in-person attendance at Council meetings will be prohibited until further notice. Council meetings will be presided in-person by the Mayor or Acting Mayor with electronic participation by members of Council and staff. Meetings are available for viewing via live web streaming or video recording on the City of Courtenay website.

1.00 STAFF REPORTS/PRESENTATIONS

.01
CONNECT WARMING
CENTRE - EXTEND
LICENCE TO OCCUPY
AGREEMENT - CITY
OWNED PREMISES AT
685 CLIFFE AVENUE

Moved by Cole-Hamilton and seconded by McCollum that the correspondence dated March 9th, 2020 from the Comox Valley Coalition to End Homelessness (CVCEH), requesting a one-year lease renewal of the Connect Warming Centre and continued in-kind support from the City of Courtenay, be received for information;

That the terms and renewal of the January 6th, 2020 Connect Warming Centre Licence to Occupy agreement between the Comox Valley Transition Society (Licensee) and the City of Courtenay (Licence), for use of the north side of the City owned premises located at 685 Cliffe Avenue (legal description PID: 006-102-930, Lot 3, Section 61 Comox District Plan VIP3817), be temporarily extended until the 30th day of June, 2020, pursuant to section 3 of the agreement;

That staff provide public notice to satisfy the statutory advertising requirements for the provision of assistance and disposition of City lands per Section 24 of the *Community Charter*;

That the Mayor and Corporate Officer be authorized to execute all documentation relating to the interim extended terms and renewal of the Licence to Occupy agreement; and,

That the request made by the CVCEH for a one-year lease with option for renewal and continued in kind-support from the City be considered at a future Council meeting as deemed appropriate by staff.

Carried

2.0 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

.02

VERBAL UPDATE -
PUBLIC WASHROOM
AND SHOWER
FACILITIES FOR
VULNERABLE
CITIZENS -
CORONAVIRUS
COVID-19 PANDEMIC

Trevor Kushner, Deputy CAO, provided a verbal update to Council regarding the washroom facility operations established for public use during the Coronavirus COVID-19 pandemic. In response to Council's request to extend the current hours of operation for the two facilities located at the Sid Williams Theatre Plaza - 442 Cliffe Avenue and Simms Millennium Park - 50 - 5th Street) by 4 hours (7:00 a.m. to 11:00 p.m. daily), Mr. Kushner advised Council that the total operating and maintenance cost would be \$1,000 per day; and, that staff is investigating cost recovery options through Emergency Management BC.

Dave Snider, Director of Recreation and Cultural Services provided information to Council regarding options to provide shower facilities for vulnerable citizens during the Coronavirus COVID-19 pandemic.

The proposed facility, located at the south west side of the Lewis Centre, 489 Old Island Highway, provides external access to one male and one female single shower facility. The Comox Valley Transition Society agreed to provide an attendant to support users and preserve physical distancing and safety protocols. The shower facilities would operate Monday to Friday, 7:30 a.m. - 11:30 a.m., with maintenance provided by City staff.

Moved by McCollum seconded by Cole-Hamilton that Council receive the information presented by Trevor Kushner, Deputy CAO, and Dave Snider, Director of Recreation and Cultural Services, regarding public washroom and shower facilities established for use by the public and vulnerable citizens related to the Coronavirus COVID-19 pandemic.

Carried

New Motion:

Moved by Hillian and seconded by McCollum that Council direct staff to proceed with extending the hours of operation for the washroom facilities at the Sid Williams Theatre Plaza - 442 Cliffe Avenue and Simms Millennium Park - 50 - 5th Street by 4 hours to remain open from 7:00 a.m. to 11:00 p.m. daily; and,

That Council approve the provision of shower facilities during the Coronavirus COVID-19 pandemic for vulnerable citizens on the southwest side of the Lewis Centre, 489 Old Island Highway, operated Monday to Friday, 7:30 a.m. - 11:30 a.m. with support from the Comox Valley Transition Society and maintenance provided by City staff; and,

That staff research cost saving options to operate the facilities open for public use during the Coronavirus COVID-19 pandemic and investigate cost recovery eligibility for any accrued expenses through Emergency Management BC.

Carried

3.0 NEW BUSINESS

.01
COMOX VALLEY
COALITION TO END
HOMELESSNESS -
REQUEST FOR
EMERGENCY
FUNDING TO SUPPORT
RESPONSE EFFORTS
TO THE
CORONAVIRUS
COVID-19 PANDEMIC

Moved by Hillian and seconded by Frisch that the correspondence dated March 23rd, 2020 from the Comox Valley Coalition to End Homelessness (CVCEH) requesting emergency support for frontline agencies responding to the needs of citizens who are homeless, precariously housed or otherwise marginalized during the COVID-19 pandemic be received for information;

That Council immediately approves the release of \$17,500 in emergency COVID-19 funding for disbursement to support agencies by the CVCEH identified in their March 23rd, 2020 letter in the allocated amounts as follows:

- Comox Valley Care-a-Van: \$5,000
- LUSH Valley Food Action Society: \$5,000
- Comox Valley Food Bank: \$5,000
- Comox Valley Transition Society: \$2,500; and,

That the \$17,500 contribution to the CVCEH’s COVID-19 emergency pandemic response be funded from provincial gaming funds.

Carried

.02

LUSH VALLEY
REQUEST FOR
COMMERCIAL
KITCHEN SPACE TO
PROVIDE
EMERGENCY FOOD
PROGRAMS DURING
THE CORONAVIRUS
COVID-19 PANDEMIC

Moved by Frisch and seconded by Hillian that the correspondence dated March 25th, 2020 from LUSH Valley Food Action Society, requesting Council’s support to provide a facility with commercial kitchen space to operate an emergency food program during the Coronavirus COVID-19 pandemic, be received for information; and,

That Council direct staff to work with LUSH Valley to immediately investigate suitable options for the temporary use of a City owned facility with adequate kitchen space to provide urgently needed food programs to vulnerable citizens during the Coronavirus COVID-19 emergency.

Carried

.03

MODIFIED COUNCIL
MEETING SCHEDULE -
CORONAVIRUS
COVID-19 PANDEMIC

Moved by Morin and seconded by Theos that based on the recommendations made by provincial and federal health authorities to maintain physical distancing and restrict public gatherings as prevention measures related to the spread of the Coronavirus COVID-19; and, as administered by extraordinary powers declared under the provincial state of emergency through the Emergency Program Act;

That Council cancel the following scheduled meetings:

- April 27th, 2020 Committee of the Whole
- May 25th, 2020 Committee of the Whole; and,

That Council continues with the regular Council meeting schedule during the Coronavirus COVID-19 pandemic in accordance with City of Courtenay Council Procedure Bylaw No. 2730, 2013, with the following modifications:

- That Council conduct electronic meetings as provided by the conditions set out in subsection 128 (2) of the Community Charter and Section 9 (a) of Council Procedure Bylaw No. 2730, which states:
“A special meeting may be conducted by means of electronic or other communication facilities”
- That Council meetings be posted and made available to the public via live web streaming on the City of Courtenay’s website at www.courtenay.ca
- That in recognition of limited staff capacity and available internal and external resources during the COVID-19 pandemic, Council meeting agendas may be adjusted but not limited to priority, statutory, essential or critical functions and services
- That meeting dates and start times be temporarily amended to commence at 1:00 p.m. every Monday of the month except when:
 - a) the said Monday is a holiday, in which case Council may meet at the regularly scheduled time on the next day following the holiday (if required)
 - b) Council resolves to meet on a subsequent day (if required)
- That the meetings may be cancelled if there are no matters for Council to resolve and that notice of cancellation is provided per Section 17 of Council Procedure Bylaw No. 2730

- That Council meetings under the modified schedule be limited to a maximum of 2 hours; and,
- That the modified Council meeting schedule for the Coronavirus COVID-19 pandemic be effective immediately and may be subject to change:
 - a) as directed under the authority of the provincial or federal governments through the Emergency Program Act or Emergencies Act Canada
 - b) until such time as the provincial state of emergency for the COVID-19 pandemic has been lifted and local governments may resume regular operations, or
 - c) by resolution of Council.

Carried

Councillor Theos temporarily left the meeting at 4:44 p.m. due to technical difficulties with the video/audio conferencing.

.04
 LATE ITEM -
 WEEKLY
 TELECONFERENCE
 MEETING FOR
 ELECTED OFFICIALS
 AND CHIEF
 ADMINISTRATIVE
 OFFICERS WITH
 MEDICAL HEALTH
 OFFICER - RE: COVID-
 19 PANDEMIC

Council agreed to discuss the invitation received March 25th, 2020 from Dr. Charmaine Enns, Medical Health Officer, for local government Elected Officials and Chief Administrative Officers to participate in weekly teleconference calls with Dr. Enns hosted every Tuesday for the next six weeks commencing March 31st, 2020.

The teleconference meeting, established for the purpose of discussing the COVID-19 pandemic, will allow each local government to present a question to the medical health officer specific to their jurisdiction.

The following key points were discussed by Council:

1. Ministerial Order No. MO082 Bylaw Enforcement Officer (COVID-19) Order - Seek clarity regarding expectations how local governments can support public education and enforcement of the provincial health order.
2. Why results/statistics of Coronavirus COVID-19 cases are not given for specific communities.
3. Directive from BC Health Minister restricting social gatherings and public events greater than 50 persons – Seek clarity regarding social gatherings or public events under 50 persons; how to better educate the general public about adhering to physical distancing guidelines to combat the spread of COVID-19; and, what is the City’s role in supporting the Vancouver Island Health Authority.
4. Enhanced public messaging regarding COVID-19 testing, information on where to get tested and who is eligible to be tested

It was agreed by Council that the following two items, listed in priority sequence, be submitted on behalf of the City of Courtenay for the March 31st, 2020 teleconference meeting with the medical health officer:

1. Ministerial Order No. MO082 Bylaw Enforcement Officer (COVID-19) Order - Seek clarity regarding expectations how local governments can support public education and enforcement of the provincial health order.

2. Directive from BC Health Minister restricting social gatherings and public events greater than 50 persons - Seek clarity regarding social gatherings or public events under 50 persons; how to better educate the general public about adhering to physical distancing guidelines to combat the spread of COVID-19; and, what is the City's role in supporting the Vancouver Island Health Authority.

4.00 ADJOURNMENT

- .01** Moved by Theos and seconded by Frisch that the meeting now adjourn at 5:04 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 6th day of April, 2020

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 6480-20-1902 and 3360-20-1911

From: Chief Administrative Officer

Date: April 6, 2020

Subject: Follow Up Report - OCP Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 – Lannan Road

PURPOSE:

The purpose of this report is to provide a resolution that addresses specific items identified by Council at the February 18, 2020 regular Council meeting related to the proposed bylaw amendments.

CAO RECOMMENDATIONS:

That based on the April 6, 2020 staff report entitled "Follow Up Report - OCP Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 – Lannan Road." Council approve OPTION 1 and requires the applicant to make revisions to the proposal and supply the information listed below prior to proceeding with the bylaw amendments:

1. All remaining trees within the area identified generally on Schedule No. 1 are to be protected with the exception of tree removal necessary to allow for the extension of the Britannia Place strata as well as the extension of Britannia Way.
2. Require that the location of any proposed stormwater management facility is identified to the satisfaction of all relevant authorities but in no case can the facility be located within the area identified on Schedule No. 2.
3. The development's stormwater management design must be completed to the satisfaction of the City and any other agencies which may be affected depending on the facilities' location.
4. An appraisal is to be provided to the City determining the current property value and the value realized once the subject property is rezoned to help inform Council's decision on amenities.
5. Additional consideration of transportation modes must be provided and integrated into the proposal to reduce the dependence on automobile trips.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is 16.3ha (40.2ac.) in area and located on the edge of East Courtenay adjacent to the Comox Valley Regional District (CVRD) and the Crown Isle golf course/residential community. The subject property was annexed by the City in 2013 and has since remained vacant. Prior to annexation the parcel was logged in 2010 with limited tree cover remaining on the south edge.

The applicant is proposing an amendment to the OCP and zoning bylaw to facilitate the future subdivision of the subject property to permit 330 residential units. The development will function as an extension of the adjacent Crown Isle community. The applicant seeks to develop the property for residential purposes with a similar intensity and style found elsewhere in Crown Isle but with greater diversity of housing types, densities and improved building performance standards.

Council gave the proposed bylaw amendments First and Second Readings on January 6, 2020. A Public Hearing was held on January 20, 2020. The proposal was brought back for Council to consider Third Reading on February 18, 2020. At that meeting Council resolved to proceed with the February 18, 2020 Staff Report's Second Option which was that Council postpone consideration of Third Reading of the bylaws and request that staff return to Council with a resolution that addresses specific items identified by Council. The recommended option contained in this report provides the requested resolution.

Following receipt and review of the information requested, staff will return to Council with a report to consider scheduling a new Public Hearing prior to proceeding with the bylaws.

OPTIONS:**OPTION 1: (Recommended)**

That based on the April 6, 2020 staff report entitled "Follow Up Report - OCP Amendment Bylaw No. 2972 and Zoning Amendment Bylaw No. 2973 – Lannan Road." Council approve Option No. 1 and requires the applicant make revisions to the proposal and supply the information listed below prior to proceeding with the bylaw amendments:

1. All remaining trees within the area identified generally on Schedule No. 1 are to be protected with the exception of tree removal necessary to allow for the extension of the Britannia Place strata as well as the extension of Britannia Way.
2. Require that the location of any proposed stormwater management facility is identified to the satisfaction of all relevant authorities but in no case can the facility be located within the area identified on Schedule No. 2.
3. The development's stormwater management design must be completed to the satisfaction of the City and any other agencies which may be affected depending on the facilities' location.
4. An appraisal is to be provided to the City determining the current property value and the value realized once the subject property is rezoned to help inform Council's decision on amenities.
5. Additional consideration of transportation modes must be provided and integrated into the proposal to reduce the dependence on automobile trips.

OPTION 2:

That Council postpone consideration of Bylaws 2972 and 2973 with a request for more information.

OPTION 3:

That Council not proceed with Bylaws 2972 and 2973.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

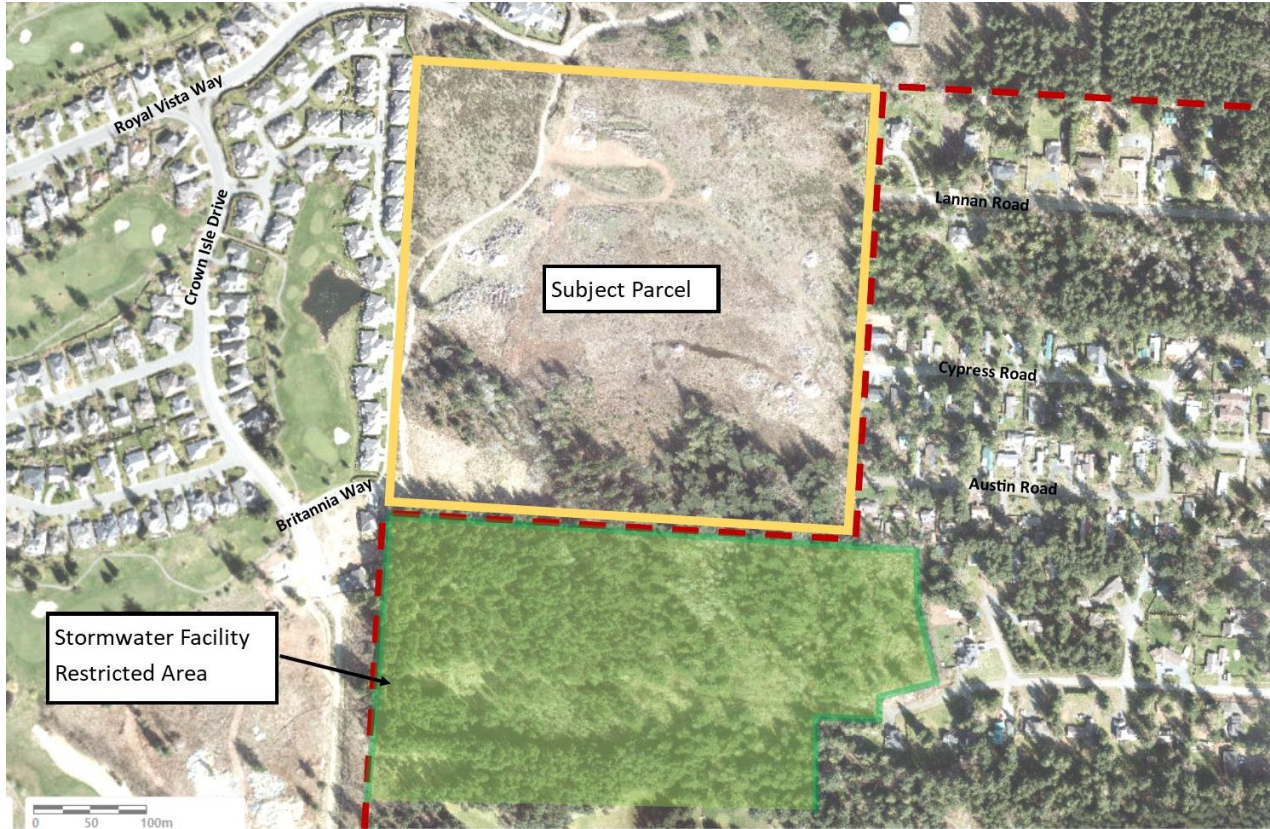
Schedule No. 1 (Protected Trees)

Schedule No. 2 (Stormwater Management Facility Restricted Area)

Schedule No. 1 (Tree Retention Area)



Schedule No. 2 (Stormwater Management Facility Restricted Area)





STAFF REPORT

To: Council

File No.: 4320-20

From: Chief Administrative Officer

Date: April 6th, 2020

Subject: Structural Change to Liquor Licence Application (Ace Brewing Company Limited) – 150 Mansfield Drive

PURPOSE:

The purpose of the report is to obtain Council direction to request public input with respect to Ace Brewing Company Limited's application for a manufacturing facility structural change to add a new outdoor patio to an approved lounge at 150 Mansfield Drive.

CAO RECOMMENDATIONS:

THAT, based on the April 6th, 2020 staff report, 'Structural Change to Liquor Licence Application (Ace Brewing Company Limited) – 150 Mansfield Drive', Council approve OPTION 1 and direct staff to post notice on the City's website requesting public input on Ace Brewing Company Limited's Club's proposed structural change application.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM

Chief Administrative Officer

BACKGROUND:

The applicant is making application for a structural change to their existing liquor licence to the Liquor & Cannabis Regulation Branch (LCRB) for the property at 150 Mansfield Drive. The existing licence is a manufacturing licence with a 72-person capacity lounge endorsement approved by City Council January 2019. The applicant wishes to expand to include a liquor primary outdoor patio with a capacity of 68 persons (**Figure 1**).

Pursuant to section 38 (3)(c) of the *Liquor Control and Licensing Act*, the local government must gather the views of residents when the applicant

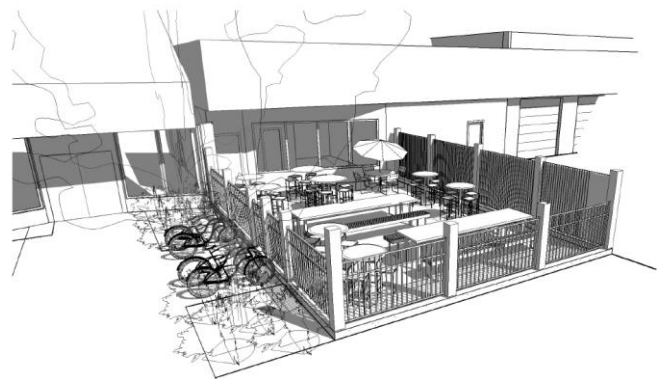


Figure 1. Proposed patio

has given the local government notice of the application. In order to gather the views of residents, the City's practice has been to post notice of the application on the City's main website for two weeks.

DISCUSSION:

The subject location is zoned Commercial Two (C-2), which permits the intended use. The existing building was previously occupied by a car dealership. It was built in 1966, extensively renovated in the 1970s and 1980s, and divided with a demising wall in 2016. Care Automotive Service Ltd. operates in the southern unit and Ace Brewing Company Limited has recently begun operating a microbrewery with a lounge in the northern unit, licenced to operate 11:00 a.m. to 11:00 p.m. daily though sometimes closing earlier. If approved, the patio would be licenced for the same hours.

Ace Brewing Company's previous application that was approved by Council for the lounge endorsement had seven public comments, one in favour and six opposed – siting potential competition for a nearby pub, noise and traffic as concerns. Staff found none of these issues to be problematic but noted that any future patios would require a separate application and re-examination.

The proposed patio is on the western side of the building, facing other commercial properties (**Figure 2**). There are residences to the north across Mansfield Drive approximately 50 metres away and separated by landscaping (**Figure 3**). The applicant is not proposing to make changes or alterations to the exterior of the building except a few minor changes such as a new door, which are not subject to development permit requirement. Parking provision on the lot exceeds zoning requirements for these uses, and would support the increased needs and reduced space from the patio. The Ministry of Transportation was contacted and did not indicate any traffic concerns.



Figure 2. Context

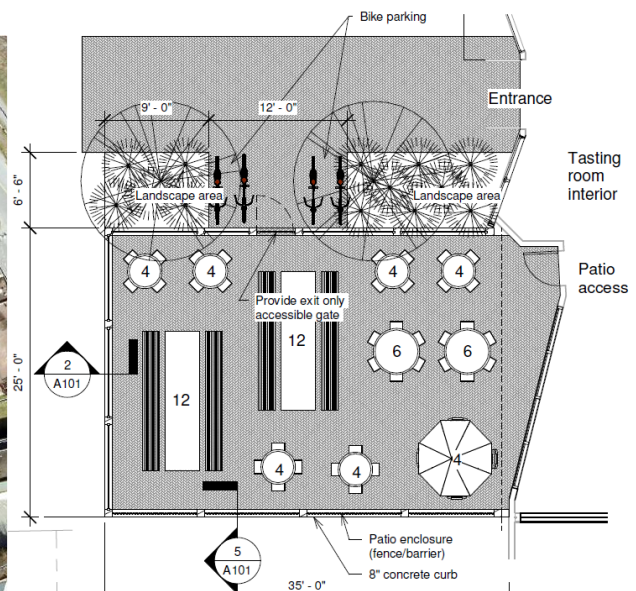


Figure 3. Patio Plan

Section 71 (9) of the *Liquor Control and Licensing Regulation* states that a local government or first nation that wishes to provide comments and recommendations for the LCRB under section 38 (3) of the Act must do so in accordance with the following requirements:

- (a) the comments and recommendations must be in writing;

- (b) the comments must include the views of the local government or first nation on
 - (i) the impact of noise on the community in the immediate vicinity of the establishment unless subparagraph (ii) or (iii) apply,
 - (ii) in the case of an application that involves a temporary use area endorsement, the impact of noise on the community in the immediate vicinity of the proposed locations of event sites under corresponding temporary use area authorizations,
 - (iii) in the case of an application that involves a lounge or special event area endorsement, the impact of noise on the community in the immediate vicinity of the location of the service area under the endorsement,
 - (iv) the general impact on the community,
- (c) if the local government or first nation has gathered the views of residents under section 38 (3) (c) of the Act, the comments must include
 - (i) the views of the residents, and
 - (ii) a description of the method used to gather those views;
- (d) the recommendations must include whether the application should be approved or rejected; and
- (e) the recommendations must include the reasons on which they are based.

With respect to the requirement in section 38 (3) (c) of the *Liquor Control and Licensing Act*, the current practice is to advertise a notice on the City's website. Staff consider that it will satisfy the requirements of the LCRB. However, Council may wish to consider direct mail out to the residents of the Trumpeters Landing Strata. Once Council receives public input on the application, a resolution addressing these points will be forwarded to the LCRB for final consideration.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application. Application fee for all types of liquor licence is \$500 plus GST.

ADMINISTRATIVE IMPLICATIONS:

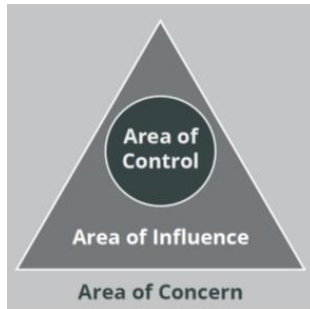
Administration of liquor licencing is included in the City's general statutory duties. To date, staff has spent four hours processing the application. It is anticipated an additional four hours will be required to complete the notification requirements, work with the applicant on the neighbours' concerns and bring a report back to Council.

ASSET MANAGEMENT IMPLICATIONS:

There is no direct asset management implication related to this application.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

The November 2019 Strategic Priorities Check-in does not include any additional relevant references.



We focus on organizational & governance excellence

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

● **Area of Control**

The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

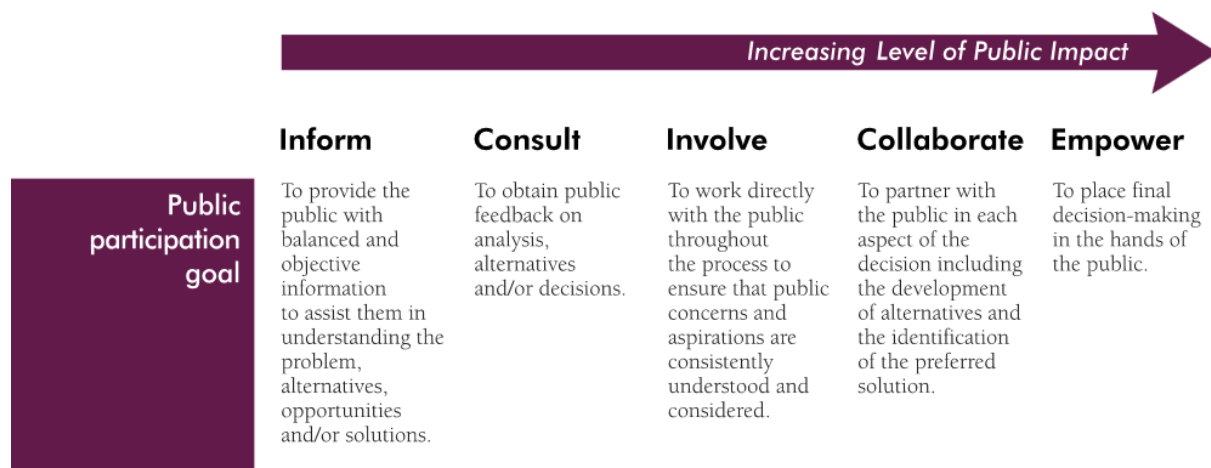
There is no direct reference related to this application.

REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

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



The public comment gathering period will be open between April 7th and April 20th, 2020 on the City’s website. Any comments received from the public and the standard referral procedure will be attached to the staff report for Council’s final consideration at a future Council meeting.

OPTIONS:

- Option 1: Direct staff to publish notice on the City’s website requesting public input on the proposed new liquor licence for Council consideration at the regular meeting scheduled for April 20th, 2020. **(Recommended)**
- Option 2: Direct staff to obtain public input through an alternative method.
- Option 3: Direct staff not to proceed with the application and advise the LCLB that the City does not support the request.

Prepared by:



Mike Grimsrud
Planner 2

Reviewed by:



Ian Buck, MCIP, RPP
Director of Development Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2001

From: Chief Administrative Officer

Date: April 6, 2020

Subject: Zoning Amendment Bylaw No. 2993 to allow for a secondary suite at 1028 Arrowsmith Avenue

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 1028 Arrowsmith Avenue from Residential One Zone (R-1) to Residential One S Zone (R-1S) to permit the addition of a secondary suite to an existing house.

CAO RECOMMENDATIONS:

THAT based on the April 6, 2020 Staff report, "Zoning Amendment Bylaw No. 2993 to allow for a secondary suite at 1028 Arrowsmith Avenue" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2993, 2020; and,

THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is an approximately 789m² residential lot located at 1028 Arrowsmith Avenue in East Courtenay, legally described as Lot 4 District Lot 159 Comox District Plan 50262 (**Figure 1**). The property is currently zoned Residential One (R-1) and there is an existing 263m² (2,832ft²) two-storey single family dwelling on the parcel (**Figure 2**). The home contains a two car garage with additional parking for two vehicles on the driveway. Plans and elevations are shown in **Attachment No. 1**.

The secondary suite is proposed within the basement of the existing home with a ground-level entry landing and a sunken patio. The proposed suite is 74m² (796ft²) in size and includes two bedrooms, one bathroom, a storage and workspace room, a living room and a kitchen (**Attachment No. 1**).



Figure 1: Context map with the Subject Property outlined in yellow

DISCUSSION:

The subject property is located within one kilometre of Valley View Elementary School, Mark R. Isfeld Secondary School, North Island College, Crown Isle Plaza, the Comox Valley Aquatic Centre, North Island Hospital and several parks. These destinations are easily accessible by walking, cycling or transit (with four bus routes nearby) but some residents may choose to drive.

OCP Review

The proposed application represents infill development within an established neighbourhood designated Urban Residential in the Official Community Plan (OCP). The property is not subject to a Local Area Plan.

The OCP and the Affordable Housing Policy support infill development within existing Urban Residential areas provided it is in keeping with the character and scale of the surrounding neighbourhood. Infill housing provides more rental housing stock and diversity of housing types, and promotes more efficient use of land that is already serviced.



Figure 2. Existing home from Arrowsmith Avenue

Zoning Review

This application meets zoning requirements, including building height, lot coverage, building setbacks and parking for both R-1 and R-1S zones. It also specifically meets all R-1S zoning requirements for secondary suites, summarized in the table below.

Requirements	Proposal
Total not more than 90.0 m ²	74m ² (includes 2 bedrooms, 1 bathroom, living room, kitchen, storage and work space)
Floor Area Less than 40% of the total habitable floor space of the building	28%
Located within a building of residential occupancy containing only one other dwelling unit	Yes
Located within a building which is a single real estate entity	Yes
Three Parking Spaces (2 spaces for the principal dwelling unit and 1 additional space for the secondary suite)	4 parking spaces: 2-car garage, 2 full-sized driveway spaces (Attachment No. 1)

FINANCIAL IMPLICATIONS:

Application fees in the amount of \$500 have been collected in order to process the rezoning amendment application. Should the proposed Zoning Amendment Bylaw be adopted, Building Permit application fees will apply.

Properties with a secondary residence are charged a second utility fee (sewer, water, garbage) for the additional dwelling unit. Should the rezoning application be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Secondary residences are exempt from paying Development Cost Charges to the City and Regional District.

ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 18 hours processing this application to date. Should the proposed zoning amendment proceed to public hearing, an additional two hours of staff time will be required to prepare notification for public hearing and to process the bylaw. Additional staff time will be required to process the subsequent building permit application including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

The proposed development utilizes existing infrastructure and is connected to City water, sewer and storm mains. There are no direct asset management implications associated with this application.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲ Encourage and support housing diversity

The November 2019 Strategic Priorities Check-in also identified the following references under the “Next Council Priorities” subsection:

- Housing Need Assessment

OFFICIAL COMMUNITY PLAN REFERENCE:

The proposed zoning amendment is consistent with the Urban Residential land use designation of the Official Community Plan. It represents infill residential development near existing amenities and services, providing a range of housing choice, while fulfilling OCP Section 4.4.3 4 a) – limited infill will be considered only in keeping with the character and scale of an existing neighbourhood and 4.4.3.4 d) – secondary suites will be considered as part of a principle single family residential building subject to zoning approval.

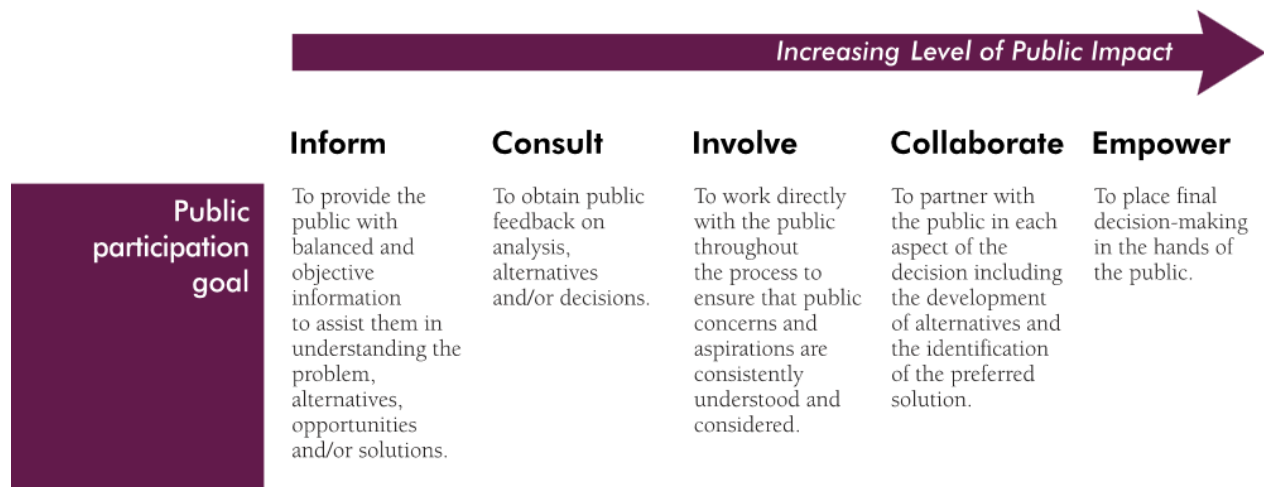
REGIONAL GROWTH STRATEGY REFERENCE:

The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

- Objective 1-A: Locate housing close to existing services; and
- Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will “Consult” the public based on the IAP2 Spectrum of Public Participation:



Should Zoning Amendment Bylaw No. 2993, 2020 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on January 30, 2020 at the subject property. According to the information provided by the applicant, three neighbours attended the meeting, representing three property addresses. In the meeting, suite size and layout, servicing, type of tenants and parking were discussed. One comment was received by the City in support of the proposal, as long as the adequate off-street parking provided would not change. This comment submitted by the neighbour is included with the meeting summary in **Attachment No. 2**.

OPTIONS:

OPTION 1: (Recommended)

Council approve OPTION 1 and proceed to First and Second Readings of Zoning Bylaw No. 2993, 2020; and

THAT Council direct staff to schedule and advertise a statutory Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings.

OPTION 2: Defer consideration of Bylaw No. 2993 with a request for more information.

OPTION 3: Defeat Bylaw No. 2993.

Prepared by:



Cassandra Marsh,
Planner I

Reviewed by:

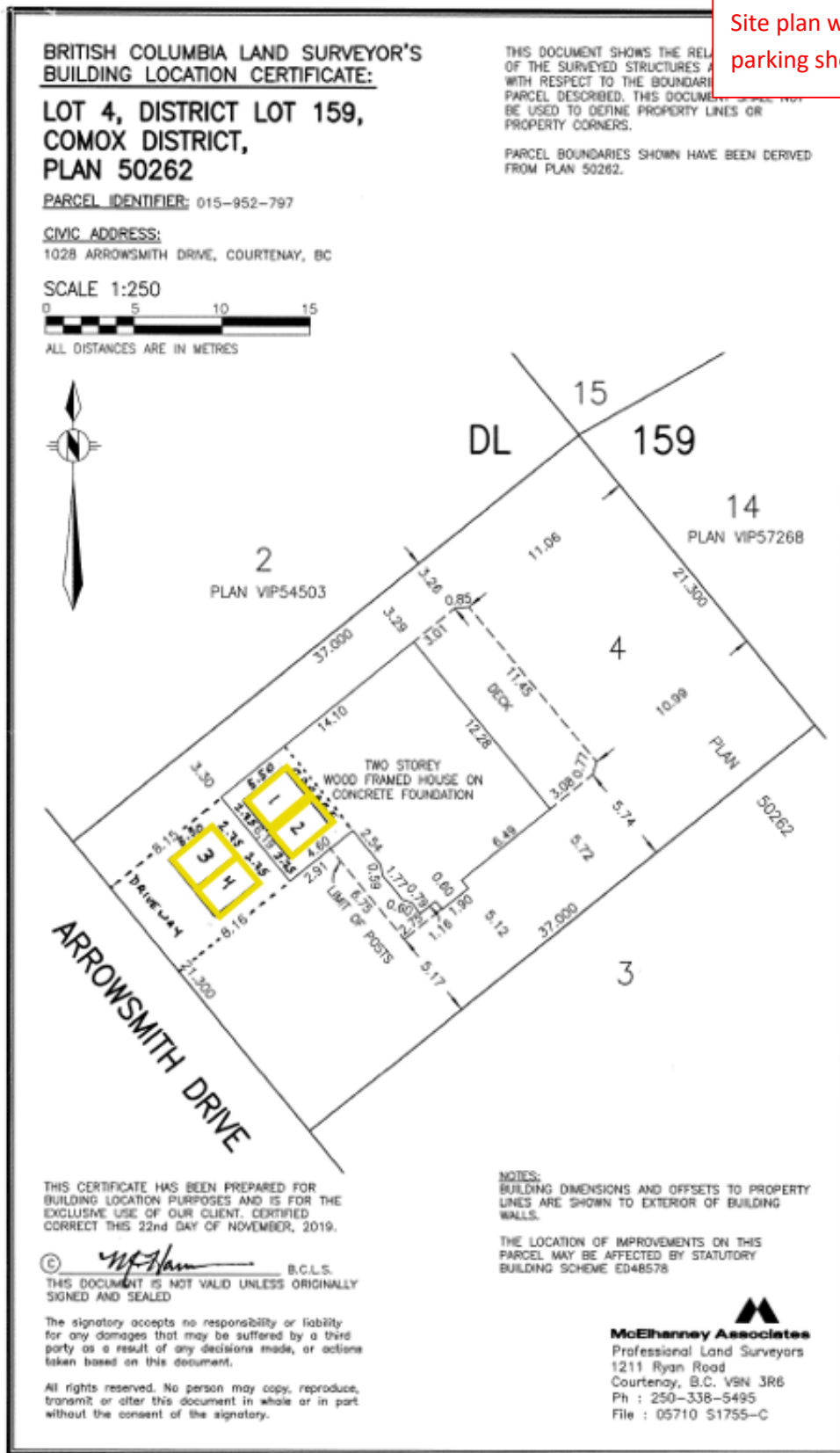


Ian Buck, MCIP, RPP
Director of Development Services

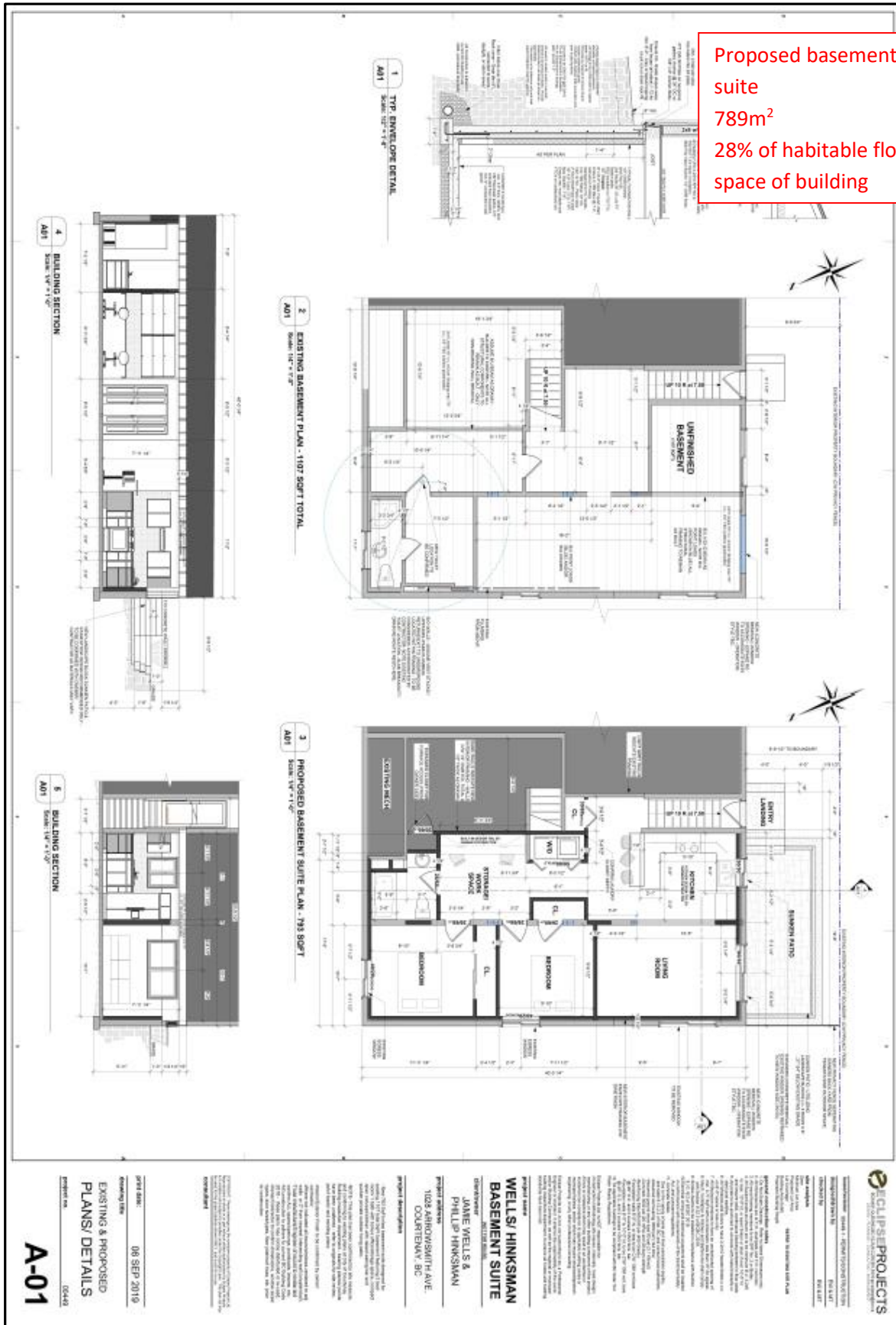
Attachments:

- 1. Attachment No. 1: Plans and Elevations*
- 2. Attachment No. 2: Public Information Meeting Summary and Public Comments*
- 3. Attachment No. 3: Applicant's Written Submissions*

Attachment No. 1: Plans and Elevations



Site plan with existing parking shown



Proposed basement suite
 789m²
 28% of habitable floor space of building


CLIPPER PROJECTS
 ARCHITECTS INC.

PROJECT NAME: WELLS/ HINKSMAN BASEMENT SUITE
CLIENT: PHILIP WELLS & PHILIP HINKSMAN
PROJECT ADDRESS: 11028 ARROWSMITH AVE, COURTESY, BC

DATE: 08 SEP 2019
PROJECT NO.: 00443

A-01

Attachment No. 2: Public Information Meeting Summary and Public Comments



Meeting Minutes

Community Meeting for Rezoning Purposes

A meeting community meeting was held at 4:25pm 1028 Arrowsmith Ave on 1/30/2020.

Called to order at 4:25pm by Mike

Attendees

Home Owners
Jamie and Phillip Hinksman
Contractor Mike Toulmin
Minutes Chriatina Gallie
See list for other attendees

Questions from Participants

Question from Roman
Tell us what you are proposing?
Mike responded
Basement will be converted to 2-bedroom suit, self contained, all separate services

Question from Roman
Do you need to run new services in?
Mike responded
Yes

Question from Roman
What is the purpose of the suit?
Jamie Responded
Secondary income.

Question from Hal
Basement currently unfinished?
Mike responded
In general, yes.

Question from Blaire

Access?

Mike responded

Existing

Question from Roman

Who would occupy?

Jamie responded

Students, small family

Question from Roman

General Layout?

Mike responded

See plans clearly displayed

Question from Hal

Parking?

Mike responded

On square footage of driveway and in garage is sufficient and to code.

Discussion of various community issues.

Participants taken on tour of proposed space.

Meeting called to end at 4:55PM

PUBLIC INFORMATION MEETING
January 30th, 2020
SIGN IN SHEET

FOR
Michael Toulmin - Toulmin Construction Inc.
409 Leighton Ave Courtenay BC V9N 2Z5

NAME (Please Print)	ADDRESS
[REDACTED]	1049 MCBRIDE PL. [REDACTED] 1019 Arrowsmith Ave 1080 Arrowsmith Ave
	[REDACTED]@shaw.ca

The screenshot shows an Outlook email window titled "1028 Arrowsmith Ave. - Proposed Zoning Amendment for Secondary Basement Suite - Message (HTML)". The interface includes a ribbon with "FILE", "MESSAGE", and "LASERFICHE" tabs. The "MESSAGE" ribbon contains various actions such as Ignore, Delete, Reply, Forward, Meeting, Move, OneNote, Mark Unread, Categorize, Follow Up, Translate, Find, Related, and Select. The email content is dated "Mon 2/10/2020 2:14 PM" and is from a redacted sender. The subject line is "1028 Arrowsmith Ave. - Proposed Zoning Amendment for Secondary Basement Suite". The recipient is "PlanningAlias".

1028 Arrowsmith Ave. - Proposed Zoning Amendment for Secondary Basement Suite

To PlanningAlias



I attended the Public Information Meeting held on site on January 30th. My residence is at 1080 Arrowsmith, 5 doors from the subject location. In general I have no objection to the proposal as presented by the homeowners and their Agent, Mike Toulmin. It has been presented as a mortgage helper, with the target tenants being a young couple or 2 working singles or students. The location is well suited to this demographic, given close proximity to NI College and the new hospital, as well as other commercial/retail businesses and bus routes.

As is usual in these situations, my only concern revolves around potential parking issues. The existing house meets the requirements of providing 4 off-street spaces – a double garage and 2 driveway spaces. There is also another off-street space beside the double driveway, currently with a travel trailer parked there. The proponents indicate that this space would be designated for tenant parking and the trailer would move off-site. This should present a satisfactory arrangement as long as there is no more than one tenant vehicle present. The street is a typical 9.0m wide local residential street; with cars parked on both sides, the street effectively becomes one lane wide. I would not be in favour of any sort of extended on-street parking use associated with the suite or the main house.

Thanks for the opportunity to comment.

[Redacted]

Attachment No. 3: Applicant's Written Submissions

 TOULMIN CONSTRUCTION	250.331.3322 409 Leighton Ave. Courtenay, BC V9N 2Z5 toulminconstruction.ca
<p>December 10, 2019</p>	
<p>Affordable Housing conformance: 1028 Arrowsmith Drive Courtenay BC V9N 8M8</p>	
<p>Affordable Housing Policy:</p> <p>The reconstruction of the existing basement of the house at the above-named address from single use to a single-family dwelling with a secondary suite will serve to provide accommodation for up to but not exceeding three named tenants. With the addition of a Hide-a-bed or a Murphy bed there can be a third sleeping option in the living room. Given the geographical proximity to the North Island College and the Aquatic Center (850m) this development is best suited to students or a small family. As this address is also within walking distance of a major shopping center offering all amenities including part time and full-time employment opportunities. It also helps to stimulate the local economy while encouraging modes of transportation not requiring fossil fuels and would help to reduce road congestion. The likely monthly rental fee would range from \$1200 unfurnished to \$1400 fully furnished with utilities being considered extra.</p>	
<p>Summary:</p> <p>We believe this proposal exceeds the requirements of the City of Courtenay Housing Policy adopted on November 13, 2007 and conforms to the recommendations as described by the Courtenay OCP regarding densification. The rezoning of the above named address will create extra affordable housing in a neighborhood where there is no more room for new construction and in an area where all the required services are within walking distance which has 1) the potential to lessen the predictable environmental impact of densification and 2) can allow low income family's or persons the ability to meet their daily needs without the added expense of owning a vehicle or using taxi services.</p>	
<p>Michael Toulmin</p>  CEO – Toulmin Construction Inc.	



TOULMIN
CONSTRUCTION

250.331.3322
409 Leighton Ave.
Courtenay, BC V9N 2Z5
toulminconstruction.ca

The proposed zoning changes for 1028 Arrowsmith Avenue Courtenay BC are Zoning R-1 to Zoning R-1S.

Note: No changes to or modification of the existing footprint of the dwelling are proposed.

Setback requirements for R-1:

Front yard = 7.5m

Rear yard = 9.0m

Side yard = The side yard setbacks shall total 4.5m with a minimum side yard setback 1.5m

Setback requirements for R-1S:

Front yard = 7.5m

Rear yard = 9.0m

Side yard = The side yard setbacks shall total 4.5m with a minimum side yard setback 1.5m

Existing setbacks:

Front yard = 8.15m

Rear yard = 10.99m

Side yard = North = 3.29m. South = 5.12m. Total existing setback = 8.41m

Lot coverage: Square meters.

Lot size = 788.10sq m. Building foot print = 148.32sq m. Coverage = 18.82%

Note: All existing set back allowances meet the minimum requirements for R-1S zoning.



TOULMIN
CONSTRUCTION

250.331.3322
409 Leighton Ave.
Courtenay, BC V9N 2Z5
toulminconstruction.ca

December 10, 2019

Parking description:

1028 Arrowsmith Drive Courtenay BC V9N 8M8

The front driveway leading to the garage and the garage itself provide the required storage of up to 4 vehicles. Each parking space measures 2.75m x 5.50m and is of a 90-degree perspective from Arrowsmith Drive.

The garage can host 2 vehicles and the drive way can host 2 vehicles. No street parking is required to meet the City of Courtenay minimum requirements of 3 parking stalls to qualify the rezoning.

Please see the attached Surveyor site plan with parking stalls outlined within.

Michael Toulmin

A handwritten signature in blue ink, appearing to read 'Michael Toulmin', with a long horizontal line extending to the right.

CEO – Toulmin Construction Inc.



STAFF REPORT

To: Council

File No.: 1705-20

From: Chief Administrative Officer

Date: April 6, 2020

Subject: 2020-2024 Consolidated Financial Plan Bylaw 2983

PURPOSE:

The purpose of this report is for Council to consider three readings of the 2020-2024 Consolidated Financial Plan Bylaw 2983, 2020 ('Financial Plan'), and further to ALSO consider whether to approve adoption of the Financial Plan as permitted under Ministerial Order M083

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to adopt a Five-Year Financial Plan. The Water, Sewer, and General Fund budgets have been previously presented to Council and approved. This document compiles them all together to form the Consolidated Five-Year Financial Plan and supports the 2020–2024 Financial Plan Bylaw that must receive Final Adoption by May 15, 2020.

Section 166 of the *Community Charter* directs that Council must undertake a process of public consultation regarding the proposed financial plan prior to finally adopting the annual bylaw.

On March 26, 2020 the Minister of Public Safety and Solicitor General under the authority of the *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10 approved the Local Government Meetings and Bylaw Process (COVID-19) order to allow bylaws to be finally adopted at the same meeting they receive third reading.

EXECUTIVE SUMMARY:

The 2020–2024 Consolidated Financial Plan (combined General, Solid Waste, Water, and Sewer Budgets) provides for a total of \$55.615 million in operating expenditures, \$11.78 million in capital expenditures, \$1.511 million in long-term debt payments and \$4.381 million distributed to various surpluses and reserves.

All 2020-2024 Financial Plan documents and presentations have been made available on the City's website for public feedback until March 31 and Staff have received no comments or questions from the public.

CAO RECOMMENDATIONS:

That based on the April 6, 2020 Staff Report "2020-2024 Consolidated Financial Plan Bylaw 2983" Council endorse OPTION 1 and approve the 2020-2024 Consolidated Financial Plan; and

That Council proceed to first, second, third reading and final adoption of the 2020-2024 Consolidated Financial Plan Bylaw number 2983, 2020.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Consideration and approval of a Five-Year Financial Plan is an annual requirement under Section 165 of the *Community Charter*. Council approved, in separate reports, the Solid Waste, Water, Sewer and General Fund budgets. The proposed 2020-2024 Consolidated Financial Plan combines these budgets into one document.

The 2020–2024 Water and Sewer budgets were presented to Council on December 11, 2019 at which time the following resolutions were passed:

- .01** Moved by Cole-Hamilton and seconded by Morin that the 2020 - 2024 Water Fund Financial Plan presentation be received for information.
2020 - 2024 WATER FUND FINANCIAL PLAN 1705-20/1715-20
Carried
- Moved by Hillian and seconded by McCollum that based on the December 11th, 2019 staff report “2020 - 2024 Water Fund Financial Plan”, Council approve OPTION 1, and proceed with the proposed 2020 - 2024 Water Fund Financial Plan; and, that water user fee revenue be increased by 1.63% for 2020.
Carried
- .02** Moved by Cole-Hamilton and seconded by Frisch that the 2020 - 2024 Sewer Fund Financial Plan presentation be received for information.
2020 - 2024 SEWER FUND FINANCIAL PLAN 1705-20/1715-20
Carried
- Moved by Frisch and seconded by McCollum that based on the December 11th, 2019 staff report “2020 - 2024 Sewer Fund Financial Plan”, Council approve OPTION 1, and proceed with the proposed 2020 - 2024 Sewer Fund Financial Plan; and, that sewer user fee revenue be increased by 1.27% for 2020.
Carried

Council was presented with the 2020-2024 Solid Waste, Recyclables, and Yard Waste Budget on February 20, 2020 and passed the following resolution:

<p>.05 2020 - 2024 MUNICIPAL SOLID WASTE, RECYCLABLES, AND YARD WASTE BUDGETS 1705-20/1830-05</p>	<p>Moved by McCollum and seconded by Frisch that based on the February 20th, 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;</p> <p>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.</p> <p>Carried</p>
--	---

The 2020-2024 General Fund Operating and Capital Financial Plans were presented to Council on February 24, 2020 and Council directed staff to make some modifications. On March 2, 2020 the adjustments were presented to Council and approved.

All of the above approved budgets have been incorporated into the 2020-2024 Consolidated Financial Plan. (Attachment # 1). All 2020-2024 Financial Plan documents and presentations have been made available on the City’s website for public information and feedback until March 31, 2020. Staff have received no comments or questions from the public in regards to the 2020-2024 Consolidated Financial Plan.

DISCUSSION

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

The attached City of Courtenay 2020-2024 Consolidated Financial Plan compiles all of the financial plans for the General, Water, and Sewer Funds into one document and supports transparency and communication to the Public.

FINANCIAL IMPLICATIONS:

All of the financial implications for the various funds have been presented and discussed in separate reports and presentations to Council at previous public meetings and made available to the public on the City’s website. The attached document compiles them together for clarity, and final approval.

Overall, the City’s operating budget in 2020 is comprised of of \$55.615 million in operating expenditures, \$11.78 million in capital expenditures, \$1.511 million in long-term debt payments and \$4.381 million distributed to various surpluses and reserves.

ADMINISTRATIVE IMPLICATIONS:

Preparation of the annual consolidated financial plan is a collaborative effort that involves all departments. Due to the COVID-19 pandemic and the uncertainty of staff and Council capacity for future meetings, as well as having the ability to move ahead on essential projects only as soon as possible, staff are recommending three readings and final adoption of the 2020-2024 Consolidated Financial Plan Bylaw 2983, 2020 at the April 6th 2020 council meeting. The authority to do so comes from the Local Government Meetings and Bylaw Process (COVID-19) order approved by the Minister of Public Safety and Solicitor General on March 26, 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 funds for renewal projects prioritized by the Asset Management Working Group, and as approved by the Chief Administrative Officer.

STRATEGIC PRIORITIES REFERENCE:

In preparing the 2020-2024 Consolidated Financial Plan staff considered Council's 2019-2022 Strategic Priorities, the capacity of staff to deliver services and projects in a timely manner, and also considered the public's willingness to pay. The following strategic priorities informed the preparation of the 2020-2024 Consolidated Financial Plan.

We focus on organizational and governance excellence

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

We proactively plan and invest in our natural and built environment

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

We actively pursue vibrant economic development

- ▲ Continue to support Arts and Culture

We plan and invest in methods of multi-modal transportation

- Move forward with implementing the City's Transportation Master Plan

- ▲■ 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 Consolidated Financial Plan touches several of the OCP Goals including:

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

REGIONAL GROWTH STRATEGY REFERENCE:

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

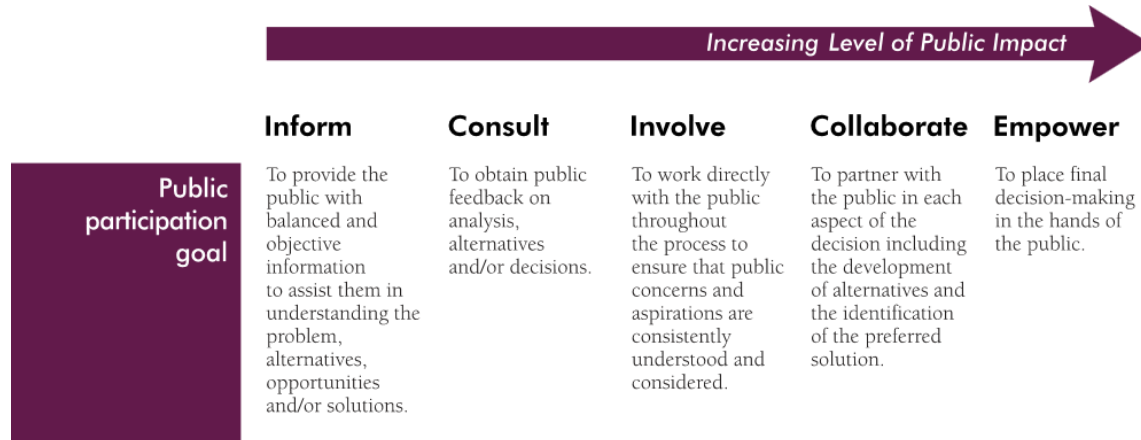
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

CITIZEN/PUBLIC ENGAGEMENT:

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

The City of Courtenay **informs** and **consults** with the public about the 2020-2024 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website.

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



OPTIONS:

- OPTION 1: That Council approve the 2020-2024 Consolidated Financial Plan; and
That Bylaw number 2983, 2020, a bylaw to adopt the 2020-2024 consolidated five year financial plan proceed to first, second, third reading and final adoption. (Recommended)
- OPTION 2: That Council approve the 2020-2024 Consolidated Financial Plan; and
That Bylaw number 2983, 2020, a bylaw to adopt the 2020-2024 consolidated five year financial plan proceed to first, second, and third reading.
- OPTION 3: That Council amends the 2020-2024 Consolidated Financial Plan.
- OPTION 4: That Council defer the endorsement of the proposed 2020-2024 Consolidated Financial Plan for further discussion at a later Council meeting.

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

1. 2020-2024 Consolidated Financial Plan
2. 2020-2024 Consolidated Financial Plan Bylaw No. 2983, 2020

2020 Five Year Financial Plan



photo by:
Kim Stallknecht



CITY OF
COURTENAY
Financial Services

2020 – 2024 Five-Year Financial Plan DRAFT

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City of Courtenay – Quick Facts



Official City Crest

Coordinates-City Hall
UTM Zone 10:
X: 356077 | Y: 6506012

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

- **Incorporated:** January 1, 1915
- **Population:** 25,599 (2016 Census) | Comox Valley RD: 66,527 (2016 Census)
- **City Area:** 33.7 km² | 3,369 ha. | 8,324 acres
- **City Land Area** (not incl Courtenay R. or Harbour): 32.7 km² | 3,267 ha. | 8,075 acres
- **Private Dwellings:** 12,013 (2016 Census)
- **Private Dwellings occupied by usual residents:** 11,704 (2016 Census)
- **Density per km²:** 783
- **Population Growth (2011 – 2016):** +5.7 %

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

Statistics

Utilities

Sanitary

- **Sanitary Sewer Mains:** 163.1 km (Jan 2020) incl 6.2km forcemain
- **Sanitary Sewer Connections:** 8,392 (Estimate, based on Water)
- **Sanitary Lift Stations:** 11 Stations (20 Pumps)

Storm

- **Storm Sewer Mains:** 165.3 km (Jan 2020)
- **Storm Catch basins:** 4,194 (Jan 2020)
- **Storm Sewer Connections**:** 7,550 (Estimate)

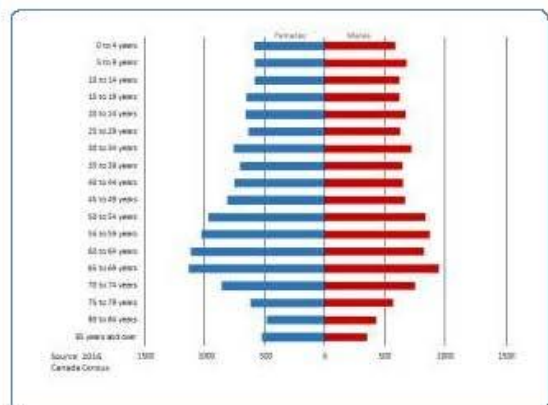
Water

- **Water Mains*:** 172.9 (Jan 2020)
- **Water Service Connections:** 8,392 (Jan 2019)
- **Water Meters Setters (SFD):** 2,385 (Jan 2020)
- **Fire Hydrants:** 791 (Jan 2020) **Blow-off Valves:** 146 (Jan 2020)
- **Mainline Valves:** 1,724 (Jan 2020) **Air Valves:** 94 (Jan 2020)
- **Booster Station:** 5 pumps **PRVs:** 7 (Jan 2020)

Transportation

- **Roads:** 165 km | 350 lane km (Jan 2020)
Arterial: 64 lane km | Collector: 87 lane km | Local: 199 lane km
- **Sidewalks:** 170km (Jan 2020) **Paved Walkways:** 11.5 km (2020)
- **Streetlights:** 1,474 (Jan 2020) incl. **375 Ornamental**
- **BCH Rate: 1701:** 1,295 **BCH Rate: 1702:** 1,356 (Jan 2020)
- **Signalized Intersect's:** 20 **Ped Controlled X-ings:** 13 (Jan 2020)

Age Pyramid for Courtenay, BC (Census 2016)



Environment

- **Oceanfront:** 3.1 km
- **Riverfront:** 12.0 km
- **Max Elevation:** 94m (Waters PI Reservoirs)
- **Min Elevation:** 0m (Comox Harbour)

Notes:

** Storm Connections based on number of parcels in area with Storm utilities, where connections are known to have been installed.
*The Comox Valley Regional District transmission water mains throughout the City of Courtenay not included in the numbers posted.
Numbers posted included the Sandwich water district mains and hydrants.

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

January 23, 2020 v2019-01

Introduction

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

This 2020-2024 financial plan was developed as a broad-based, collective effort and was strongly influenced by the six themes of Council's 2019-2022 Strategic Priorities as presented on the next page. Efforts were also made to remain within Council's "Area of Control", "Area of Influence" and "Area of Concern" as defined in the adopted strategic priorities document.

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

Municipal purposes include:

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

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

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

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

STRATEGIC PRIORITIES 2019 – 2022

We focus on organizational & governance excellence	We proactively plan & invest in our natural & built environment	We actively pursue vibrant economic development	We plan & invest in methods of multi-modal transportation	We support diversity in housing & reasoned land use planning	We continually invest in our key relationships
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Focus on asset management for sustainable service delivery ▲ Look for regional infrastructure solutions for shared services ▲ Support actions to address Climate Change mitigation & adaptation ● Make progress on the objectives of the BC Climate Action Charter ● Advocate, collaborate and act to reduce air quality contaminants ▲ Support social, economic & environmental sustainability solutions 	<ul style="list-style-type: none"> ● Engage with businesses and the public to continue revitalizing our downtown ▲ Continue to support Arts and Culture ● Work with the business and development sectors to mutually improve efficiencies ▲ Continue to explore innovative and effective economic development opportunities 	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Complete an update of the City's OCP and Zoning Bylaws ● Assess how city-owned lands can support our strategic land purchases and sales ▲ Identify and support opportunities for lower cost housing and advocate for senior government support ● Encourage and support housing diversity ● Continue to develop and revisit all infrastructure master plans 	<ul style="list-style-type: none"> ● Build on our good relations with K'ómoks First Nation and practice Reconciliation ● Value and recognize the importance of our volunteers ● Consider effective ways to engage with and partner for the health and safety of the community ▲ Advocate and cooperate with local and senior governments on regional issues affecting our community ● Support improving accessibility to all City services

●
Area of Control
The policy, works and programming matters that fall within Council's jurisdictional authority to act

▲
Area of Influence
Matters that fall within shared or agreed jurisdiction between Council and another government or party

■
Area of Concern
Matters of interest outside Council's jurisdictional authority to act



Asset Management

In accordance with Council's Strategic Priorities and the newly adopted Asset Management Bylaw, the 2020-2024 Capital Financial Plan has been guided by the principles of Asset Management. Two concepts explain its purpose and scope: first, the objective of Asset Management is to meet a required or agreed of level of service, in the most cost effective manner, through the management of the City's assets to deliver services for present and future users. Second, full lifecycle costs are considered in the renewal, upgrade, acquisition, operation and maintenance of the City's assets.

Sound Asset Management practices enable Sustainable Service Delivery by integrating community values, priorities and an informed understanding of the trade-offs between risks, costs and services. This focus is summarized by the following excerpt from Council's Asset Management Bylaw adopted in December 2, 2019:

The Asset Management Program means a corporation-wide program for the management of the City's Tangible Capital Assets aimed at achieving Sustainable Service Delivery;...

a) The Chief Administrative Officer will establish and maintain an Asset Management Plans, directives, practices, and procedures in accordance with best practices;

b) ensure personnel, financial resources, and other operational capabilities deemed necessary by the Chief Administrative Officer are provided and that responsibilities under the Assessment Management Program are effectively delegated;

c) create a corporate culture where all departments, officers, and employees have a role to play in Asset Management by providing awareness and professional development opportunities; and

d) regularly identify new opportunities for achieving Sustainable Service Delivery, including by identifying opportunities for incorporating Natural Assets into the Asset Management Program.



Financial Plan Overview

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

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

It is intended to provide the reader with a perspective of what the City is working toward over the next five years and provide complementary information to the annual municipal report issued before June 30th each year.

Budgeting by Funds

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

The General Fund

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

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

The Water and Sewer Utility Funds

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

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

2020 – 2024 Five-Year Financial Plan DRAFT

Operating Budget Surplus

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

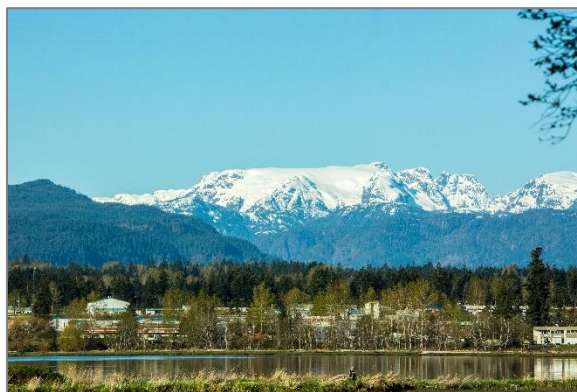
Unlike the federal and provincial levels of government in Canada, municipal governments are not allowed to run deficits. Each year, they must balance their budgets, as required under the provincial legislation that governs their operations.

Capital Assets

The Capital budgets have been developed based on the City's Asset Management Program. They were collectively reviewed by the Asset Management Working Group for consideration by the Chief Administrative Officer, and developed from an organization-wide perspective, while also considering existing staff capacity and making best efforts to reduce the risk of in-service failures that might potentially lead to service disruption. A summary and detailed list of capital spending are available later in this document.

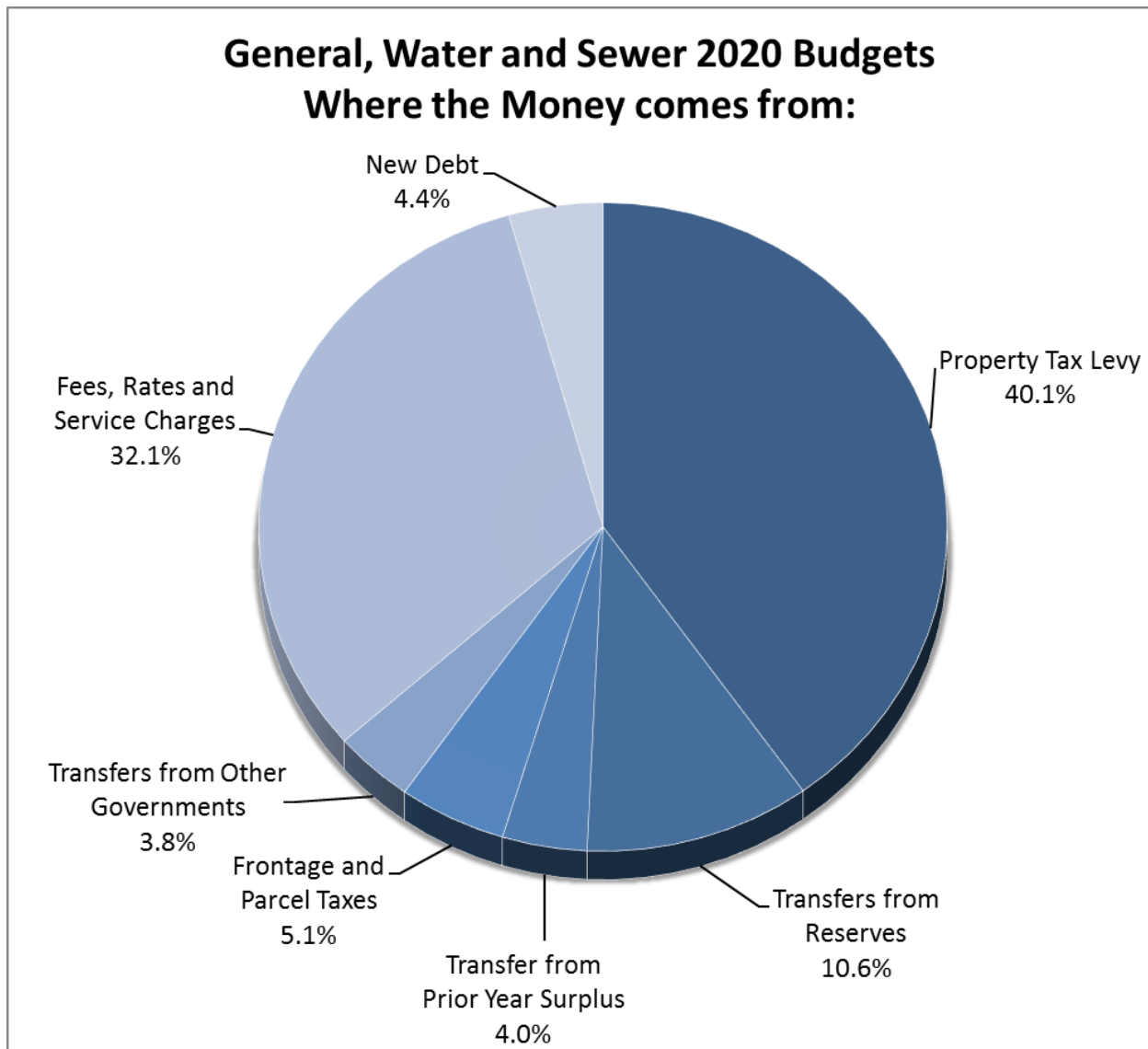
Consolidated Financial Plan Table

Consolidated Summary (without amortization)	2019	2020	2021	2022	2023	2024
	Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
Operating Revenues	52,899,000	54,939,500	58,354,900	61,521,800	60,705,900	63,303,400
Reserves & Surplus	13,418,300	9,898,900	10,005,400	5,111,000	4,977,800	6,007,100
New Debt Financing	-	3,000,000	11,400,000	6,233,000	12,250,000	3,000,000
	66,317,300	67,838,400	79,760,300	72,865,800	77,933,700	72,310,500
Operating Expenses	47,226,400	50,165,500	49,950,200	51,147,200	52,176,700	53,350,600
Capital Assets	13,984,200	11,780,600	23,972,000	14,880,000	18,230,300	10,327,300
Capital Debt Payments	1,538,100	1,511,100	1,747,900	2,308,900	2,713,400	3,354,400
Transfers to Reserves & Surplus	3,568,600	4,381,200	4,090,200	4,529,700	4,813,300	5,278,200
	66,317,300	67,838,400	79,760,300	72,865,800	77,933,700	72,310,500

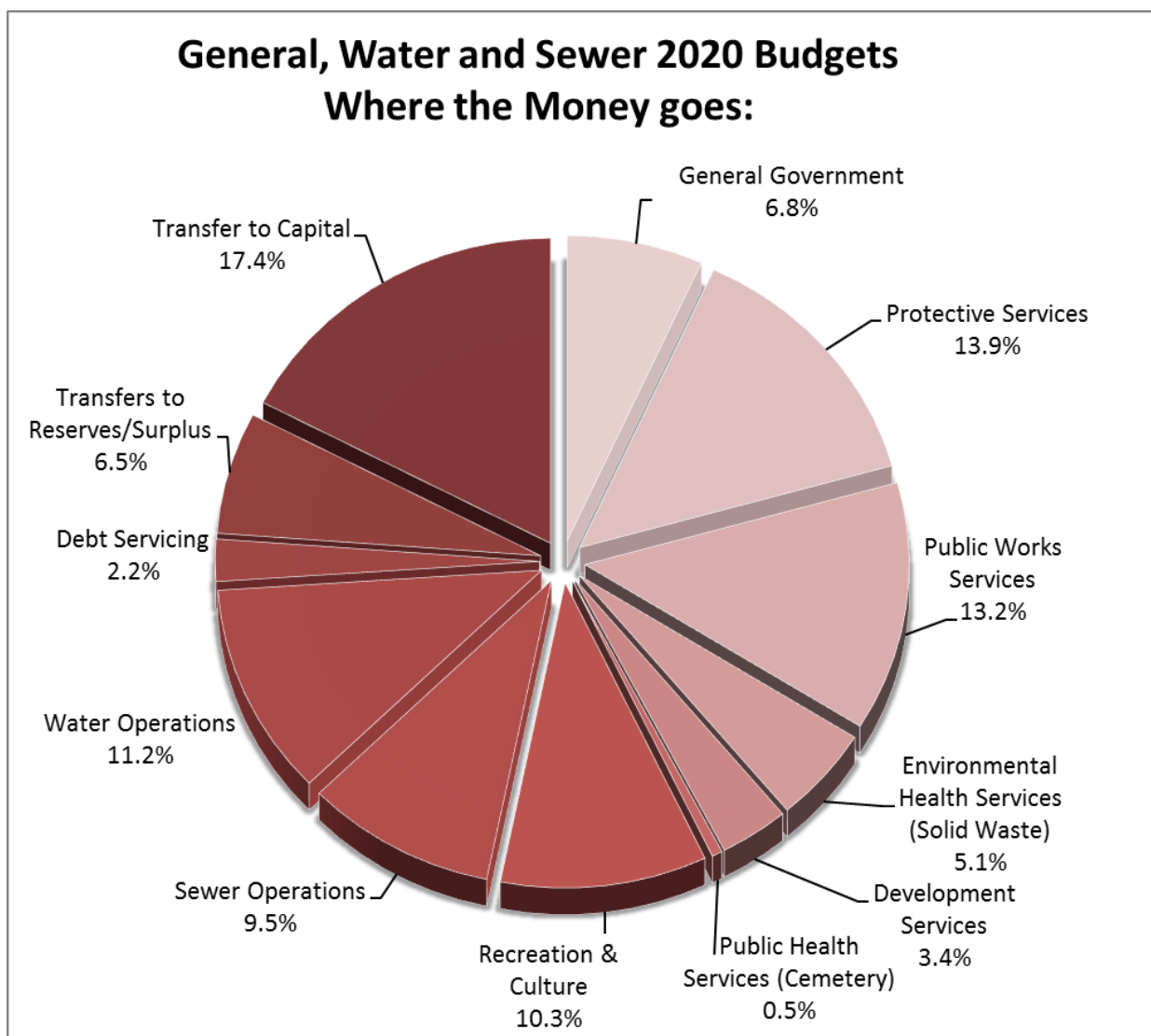


2020 – 2024 Five-Year Financial Plan DRAFT

Consolidated Financial Plan – Source of Funds Chart



Consolidated Financial Plan – Use of Funds Chart



Consolidated Financial Plan



Revenue and Funding Sources

The City's activities are supported by revenues from a variety of sources. This section provides information on the City's objectives and policies as established by Revenue and Tax Policy #1700.00.01. Some of the information reported in this section is included in Schedule A of the Financial Plan Bylaw 2983 to meet the reporting requirements of the BC *Community Charter*, the primary provincial legislation that governs the financial operations of municipalities.

The consolidated Financial Plan identifies 2020 revenue sources. The following table summarizes revenue sources. More detail is presented further in this section.

Consolidated Financial Plan – Revenues Table

Consolidated Revenues	Budget	Budget	2021	Proposed Budget		
	2019	2020		2022	2023	2024
Revenues						
Taxes						
General Property Taxes	25,136,000	26,482,300	27,874,600	29,666,000	31,187,800	33,024,400
Collections for Other Governments (Estimate)	22,001,800	22,876,600	23,330,900	23,789,000	24,170,300	24,170,300
Total Property Taxes	47,137,800	49,358,900	51,205,500	53,455,000	55,358,100	57,194,700
Frontage & Parcel Taxes	3,186,500	3,427,100	3,458,500	3,489,400	3,524,100	3,559,100
Grants in Place of Property Taxes	489,000	493,500	508,800	503,500	518,900	513,500
% of Revenue Tax	410,000	415,700	415,700	415,700	415,700	415,700
Total Taxes Collected	51,223,300	53,695,200	55,588,500	57,863,600	59,816,800	61,683,000
Less: Transfers to Other Governments (Estimate)	(22,167,600)	(23,045,800)	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Taxes for Municipal Purposes	29,055,700	30,649,400	32,085,100	33,898,600	35,466,900	37,333,100
Other Revenues						
Fees and Charges	19,093,000	19,916,600	20,470,300	21,050,000	21,603,200	22,107,200
Revenue from Other Sources	1,757,100	1,415,800	1,396,200	1,376,600	1,357,100	1,362,000
Other Contributions	818,500	411,000	200,000	200,000	-	200,000
Transfers from Other Govt & Agencies	2,174,700	2,546,700	4,203,300	4,996,600	2,278,700	2,301,100
Total Other Revenues	23,843,300	24,290,100	26,269,800	27,623,200	25,239,000	25,970,300
Total Operating Revenues	52,899,000	54,939,500	58,354,900	61,521,800	60,705,900	63,303,400
Transfers From Reserves and Surplus						
From Reserves	9,682,100	7,199,100	7,841,400	4,625,800	4,411,300	5,588,200
From Surplus	3,736,200	2,699,800	2,164,000	485,200	566,500	418,900
Total from Reserves and Surplus	13,418,300	9,898,900	10,005,400	5,111,000	4,977,800	6,007,100
Funding from Debt						
Total Revenues	66,317,300	67,838,400	79,760,300	72,865,800	77,933,700	72,310,500

Property value taxes and parcel taxes

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

The City is challenged to maintain stable or reduced taxation levels while maintaining or increasing service levels. When the cost of providing a service increases (through inflation, changes in statutory

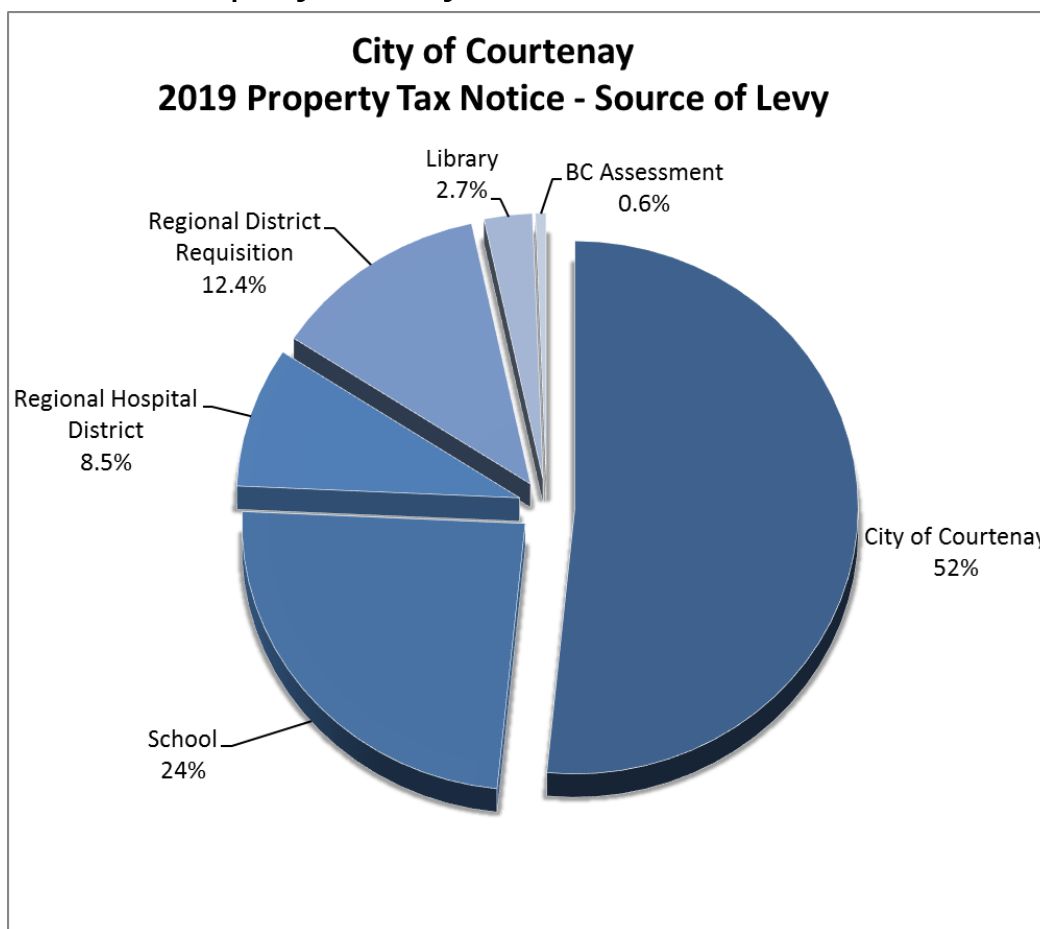
requirements, or increases to demand from growth), the City must either raise more revenue to provide the same level of service or reduce the level of service to maintain the same level of funding.

Transfers to other governments

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

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

2019 Sources of Property Tax Levy Chart (2020 Tax Rates TBD)



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Property Tax Increases

The 2020 budget for municipal property taxes reflects an overall increase of 3.22% over the previous year's taxes (2019) to fund general operations. This increase is to ensure levels of service are maintained in response to a number of cost drivers that mainly impact the City's operations. A more detailed list of specific external cost drivers is outlined in the "Cost Drivers" section of this report.

The infrastructure levy was originally established in 2015 at 0.25% and 2016 at 1.5%. After a pause in 2017 and 2018, Council approved a contribution for 2019 to the infrastructure reserve equivalent to 1% from the Gaming fund with no contribution from property taxation. The 2020 budget includes an infrastructure levy of 0.5% and an additional 1.0% funded by Gaming, totaling about 1.5% or \$336,200 to be contributed to the infrastructure reserve. This levy will be reviewed annually and informed by the refinement of specific asset management plans.

Projected Taxes for Municipal Purposes Table

Taxes for Municipal Purposes	Budget	Budget	2021	Proposed Budget		
	2019	2020		2022	2023	2024
REVENUES						
Property Taxes						
General Property Taxes	22,245,100	23,373,700	24,744,300	25,903,700	27,169,100	28,429,200
General Property Taxes - New Construction	450,000	550,000	400,000	400,000	400,000	400,000
Infrastructure & Asset Management Levy	-	116,200	182,400	255,400	267,000	279,700
Debt Levy	1,250,100	1,184,500	1,261,800	1,792,100	2,007,600	2,541,500
General Tax Supplementary Adjustment	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Library	1,340,800	1,407,900	1,436,100	1,464,800	1,494,100	1,524,000
Total Municipal Property Taxes	25,136,000	26,482,300	27,874,600	29,666,000	31,187,800	33,024,400
Collections for Other Governments (Estimate)	22,001,800	22,876,600	23,330,900	23,789,000	24,170,300	24,170,300
Total Property Taxes	47,137,800	49,358,900	51,205,500	53,455,000	55,358,100	57,194,700
Less:						
Property Taxes for Other Governments (Estimate)	(22,001,800)	(22,876,600)	(23,330,900)	(23,789,000)	(24,170,300)	(24,170,300)
Portion of Grants in Place of Taxes	(165,800)	(169,200)	(172,500)	(176,000)	(179,600)	(179,600)
	(22,167,600)	(23,045,800)	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Municipal Taxes	24,970,200	26,313,100	27,702,100	29,490,000	31,008,200	32,844,800
Grants in Lieu of Taxes	489,000	493,500	508,800	503,500	518,900	513,500
% of Revenue Tax	410,000	415,700	415,700	415,700	415,700	415,700
Taxes for Municipal Purposes	25,869,200	27,222,300	28,626,600	30,409,200	31,942,800	33,774,000

Property Tax Rates

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

The variable tax rate system in BC levies a greater share of the property tax burden to owners of more valuable properties and improvements than to owners of less valuable properties, as individuals owning more valuable properties, in general, have an ability to pay more than those with lesser valued properties. These values are set annually by the Province of British Columbia through a provincial agency called the BC Assessment Authority in accordance with the *BC Assessment Act*. The City is entitled to set local annual tax rates based only on these assessed values, but has no authority to vary or influence the value of the assessments. Therefore, property owners who may wish to appeal the assessed value of their property and improvements may only seek a review from the BC Assessment Authority.

The tax rate each year is based on the revenue Council approves to be collected and the assessed values of all the properties in the City at that time. Changes in the total assessed property values in the City will cause the tax rate to change, but on its own, it has no effect on the amount each property owner must pay unless his/her assessed value change is different from the average change in value. The table below presents the changes to the rates since 2018.

2018 - 2020 Property Tax Rates Table (2020 Tax Rates TBD)

Class #	Class	2018 Rates	2019 Rates	2020 Rates
1	Residential	3.4289	3.0332	
2	Utilities	24.002	21.2324	
3	Supportive Housing	3.4289	3.0332	
4	Major Industry	13.3725	11.8295	
5	Light Industry	13.3725	11.8295	
6	Business	10.4232	10.1612	
8	Recreation/Non-Profit	3.4289	3.0332	
9	Farm	3.4289	3.0332	
	Total	74.8858	67.1854	
	<i>Percentage Change between Current Year and Prior Year Municipal Tax Rates</i>	<i>-11.67%</i>	<i>-10.28%</i>	

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Proportion of revenue by source

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

2019 – 2020 Proportion of Revenue by Source Chart

Revenue Source	2018		2019		2020	
	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	24,954,500	38.15%	25,869,200	39.01%	27,222,300	40.13%
Parcel Taxes	3,133,400	4.79%	3,186,500	4.80%	3,427,100	5.05%
Fees and Charges	18,612,300	28.45%	19,546,100	29.47%	19,916,600	29.36%
Other Sources	4,306,700	6.58%	4,297,200	6.48%	4,373,500	6.45%
Reserves/Surpluses	14,413,100	22.03%	13,418,300	20.23%	9,898,900	14.59%
Borrowing	0	0.00%	0	0.00%	3,000,000	4.42%
TOTAL	\$65,420,000	100.00%	\$66,317,300	100.00%	\$67,838,400	100.00%

Frontage and Parcel Taxes

The City levies frontage taxes on all properties that are, or could be, connected to the City's water and sewer services. The purpose of these rates is to provide resources to support infrastructure maintenance and capital renewal for the water and sewer utilities. In 2020, the frontage tax rate for the sewer utility is unchanged at \$10.24 per meter of frontage and the 2020 frontage tax rate for the water utility is maintained at \$5.84 per meter.

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

Other Sources of Revenues

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

The City's 1700.00.01 Revenue and Tax Policy, adopted in 2008 and summarized in Schedule A of the Financial Plan Bylaw 2983, is that wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of costs recovered by fees and charges will vary by each Council policy decision with respect to the nature of the service provided.

More detail regarding the various sources of revenue by fund is provided in the Schedules D, E and F of this report.

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Revenue from other sources

The City also receives revenue from the following sources:

- a) Investment of reserves and surplus funds
- b) Penalties and interest on taxes and utilities
- c) Other contributions
- d) Grants
- e) Donations

Permissive Tax Exemptions

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

The City's policy 1960.00.01 regarding permissive tax exemptions is that the cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year. The permissive tax exemptions approved for 2020 are summarized below.

Permissive Property Tax Exemptions Table

Permissive Property Tax Exemptions	2018 (\$)	2019 (\$)	2020 (\$) estimate
City owned properties / managed by not-for-profit groups	179,050	189,954	189,955
Not-for Profit Organizations	142,299	166,505	177,940
Churches	14,520	16,795	16,795
TOTAL	335,869	373,254	384,691
Prior year tax levy for municipal purposes	22,108,900	22,901,225	23,945,200
As a percentage of municipal tax levy	1.52%	1.63%	1.61%

Tax Comparisons

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

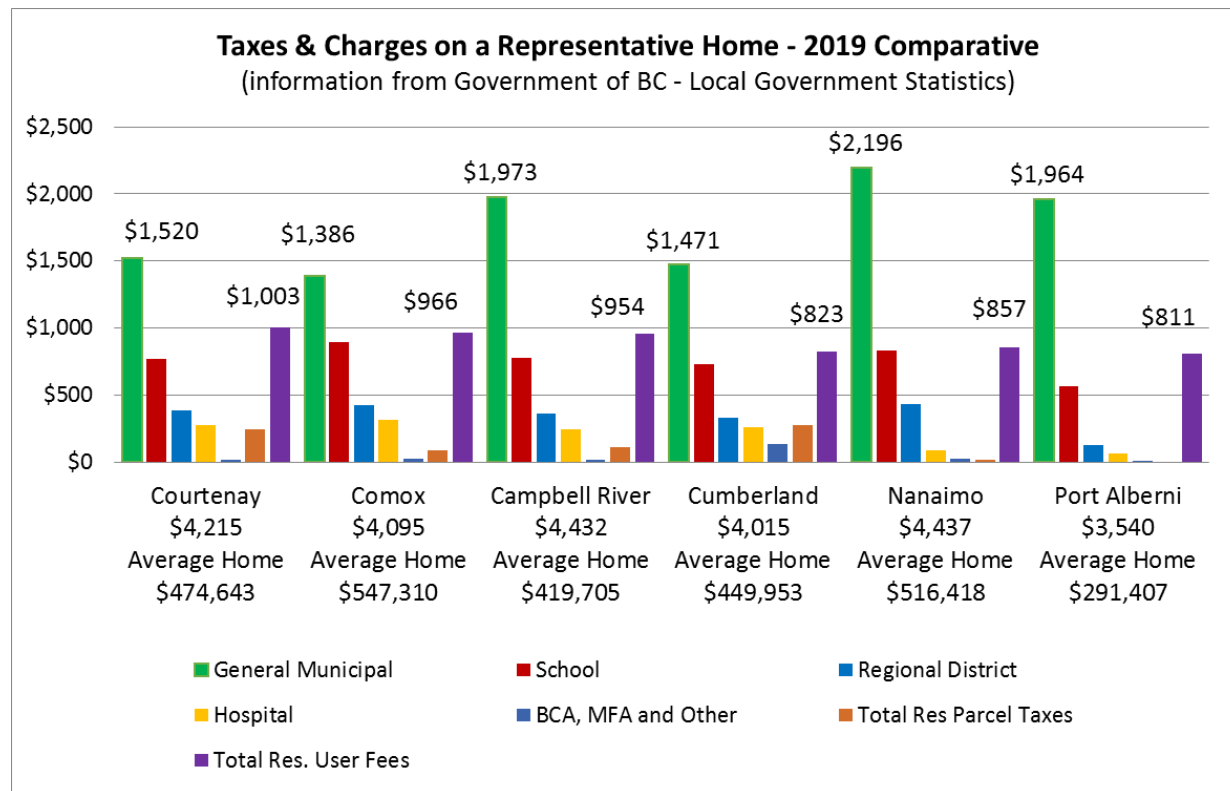
2020 Property tax on a representative home (estimate)

The property tax increase for an “average” residential property, valued at \$453,000 in 2020, is estimated to be an increase of approximately \$46.00 for the municipal taxation portion of the tax notice. This is equivalent to \$3.83 per month.



The following graph provides a comparison of the 2019 taxes and charges with other local governments on Vancouver Island.

2019 Taxes and Charges on a Representative House Graph



2020 Property tax on a representative business (estimate)

Considering the “average” commercial property, valued at \$886,011 in 2020, the 2020 municipal annual property taxes are estimated to increase \$370, an approximate 4.4 % increase over the prior year. The Commercial Class includes a wide range of businesses, with a wide range of assessment valuations.



Environmental Services - Utilities

The primary revenue source for Solid Waste and Water and Sewer utilities are user fees. In order to provide sufficient funding for utilities, the sewer user fee increases by 1.27% in 2020. The water utility increases by 1.63% in 2020. These increases have been approved by City Council in order to ensure the utilities remain self-funded and provide sustainable service delivery.



Tipping fees at the Regional District are currently set at \$130.00 per tonne and will be increasing to \$140.00 per tonne as of September 1, 2020. The City has increased solid waste rates by 5.5% to provide additional revenue to cover for the increase in tipping fee and increase in contractor costs for the waste and recyclable collection and transport.

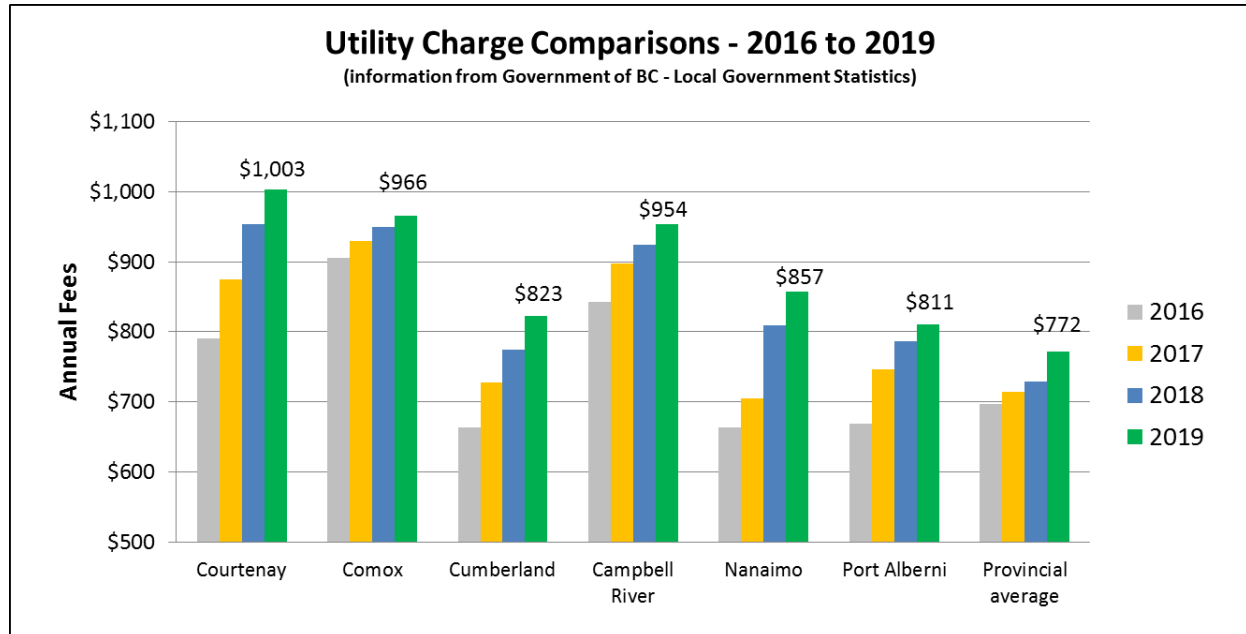
For 2020, the total increase for a single family dwelling is \$21.52 as presented in the table below.

Utility rates for Single Family	2019	2020	Increase	Increase %
Sewer	340.38	344.71	4.33	1.3%
Water	497.92	506.05	8.13	1.6%
Solid Waste	164.67	173.73	9.06	5.5%
Total	1,002.97	1,024.49	21.52	2.1%

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The following graph provides a comparison of the 2016-2019 user fees for utilities with other local governments on Vancouver Island.

Utility User Fees on Single Family Dwelling Graph



Borrowing Capacity

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

In 2020, the City will be securing new borrowing for the Greenwood Trunk Sewer Connection. For 2020, long-term debt payments will total \$1,511,100.

The City's outstanding debt as of December 31, 2019 is presented below.

Outstanding debt	As of December 31, 2019	
General	\$	8,101,900
Sewer	\$	1,676,400
Water	\$	265,000
Total	\$	10,043,300

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

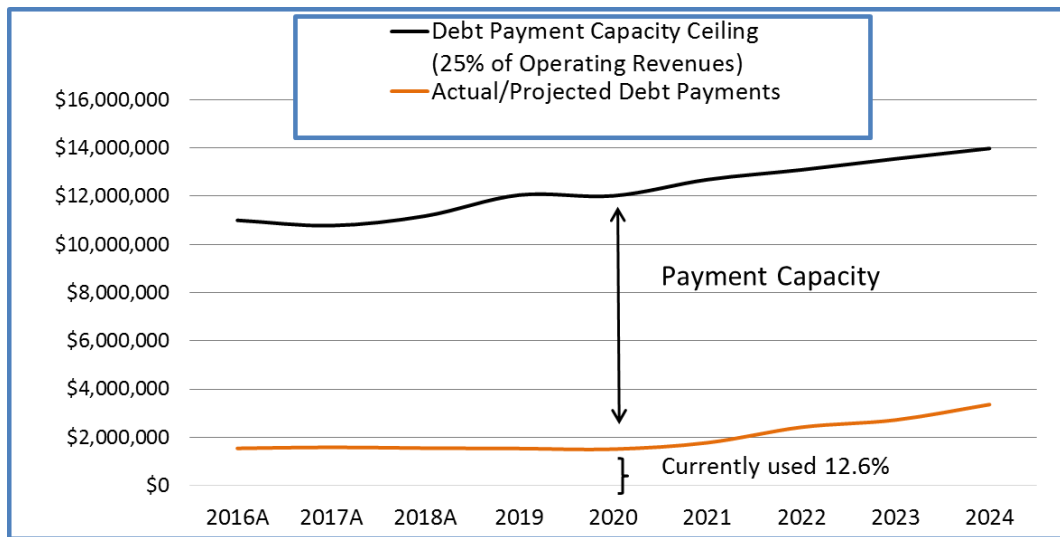
For the City of Courtenay, this total payment ceiling would be \$12M. The City currently uses approximately 12.6% of the \$12M payment servicing limit, leaving the City in a strong position to determine future opportunities to borrow.

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

The following graph depicts the City's borrowing capacity.

Borrowing Capacity Graph



Reserves and Surplus

The City plans for future projects by creating reserve funds for initiatives requiring significant capital investment. This section summarizes the use of reserve and surplus funds for 2020. A summary of the anticipated balances in the various reserves and surplus accounts is provided for each of the funds later in this report.

The 2020 Financial Plan requires to draw just under \$10 million from reserves and surplus to fund projects, initiatives, and operations as detailed below.

Revenues from Reserves and Surplus for 2020 Table

Revenues from Reserves and Surplus 2020	General		Sewer		Water		Total
	Operating	Capital	Operating	Capital	Operating	Capital	
Reserves	1,719,700	4,152,800		1,050,000	26,600	250,000	7,199,100
Prior Year Surplus	1,115,100	602,300		567,300		114,600	2,399,300
Unexpended debt		300,500		-		-	300,500
Total	2,834,800	5,055,600	-	1,617,300	26,600	364,600	9,898,900

General Fund

Operating Expenses

Capital Transactions

Reserves and Surplus



General Fund

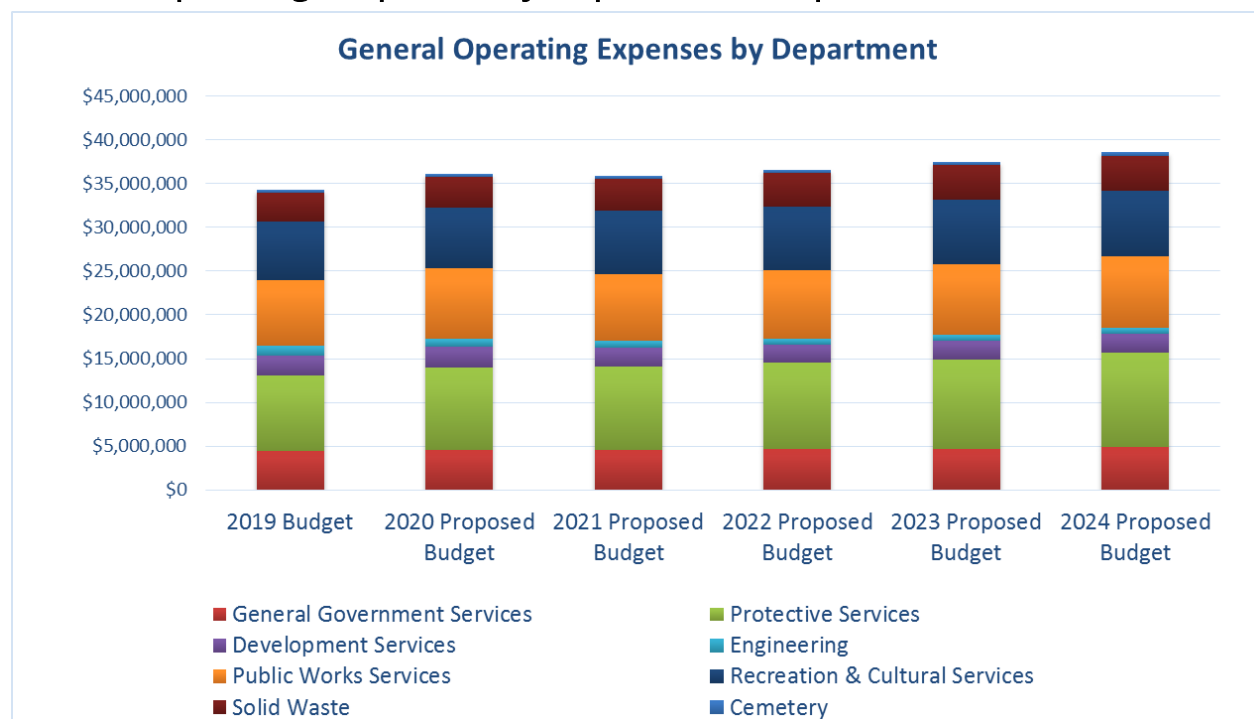
General Operating Expenses

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

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

The graph below illustrates the general operating expenses for 2019 budget and 2020 to 2024 proposed budget.

General Operating - Expenses by Department Graph



Cost Drivers

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

The City's operating costs are impacted by the following external cost drivers. The impacts are reflected in the proposed budgets.

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 a BC Hydro proposal of a 1% rate reduction effective April 1, 2020. An increase is only included for electricity for street lighting in 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.

The following tables present a summary of the General Operating expenses by division and by economic segment for the 2019 budget and the 2020 – 2024 proposed budget.

2020 – 2024 Five-Year Financial Plan DRAFT

General Operating - Expenses by Division Table

General Operating Expenses by Division (excluding amortization)	2019 Budget	2020 Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget
General Government Services	4,392,500	4,604,300	4,558,100	4,689,900	4,715,800	4,866,300
Protective Services	8,735,100	9,418,000	9,581,600	9,812,700	10,154,000	10,776,100
Development Services	2,207,500	2,331,900	2,086,300	2,112,900	2,149,100	2,185,800
Public Works Services	7,588,400	8,060,400	7,705,000	7,792,500	8,074,700	8,118,200
Engineering	1,097,300	904,000	773,800	709,000	719,500	730,000
Recreation & Cultural Services	6,657,000	6,986,200	7,214,800	7,248,600	7,362,300	7,465,600
Solid Waste	3,296,700	3,432,900	3,627,100	3,812,000	3,940,100	4,071,400
Cemetery	345,300	355,700	360,800	366,100	371,600	373,000
Grand Total	34,319,800	36,093,400	35,907,500	36,543,700	37,487,100	38,586,400

General Operating - Expenses by Economic Segment Table

General Operating Expenses by Segment (excluding amortization)	2019 Budget	2020 Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget
Personnel	15,606,600	16,209,500	16,453,100	16,842,700	17,116,500	17,357,500
General Services	14,491,600	15,334,900	14,865,700	15,093,400	15,654,300	16,460,000
Materials and Supplies	1,871,600	2,012,600	1,870,100	1,869,600	1,871,000	1,917,100
Insurance	442,400	501,000	518,000	538,000	558,700	579,900
Utilities	1,253,900	1,285,100	1,307,900	1,315,000	1,346,100	1,346,300
Training and Conference	365,600	321,600	321,700	320,600	340,700	320,700
Travel, Hotel and Meals	217,600	227,400	227,700	228,100	229,100	229,100
Grants and Donations	514,400	522,800	637,300	647,500	661,300	670,600
Financial Charges	101,100	105,700	105,900	106,000	106,300	106,300
Requisition	1,340,800	1,407,900	1,436,100	1,464,800	1,494,100	1,524,000
Fleet Expenses	(174,700)	(157,300)	(157,300)	(157,300)	(157,300)	(157,300)
Internal Transfer	(1,711,100)	(1,677,800)	(1,678,700)	(1,724,700)	(1,733,700)	(1,767,800)
Grand Total	34,319,800	36,093,400	35,907,500	36,543,700	37,487,100	38,586,400

General Government Services

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

Legislative Services

The Legislative Services supports the “offices” of Council. It includes Council expenses, training and travel costs, attendance at conferences, such as the Union of BC Municipalities and the Federation of Canadian Municipalities annual conventions.

Corporate Administration

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

A new budget of \$50,000 is included in 2020 to support the property management activities now regrouped under Corporate Services.



Financial Services and Business Performance

The Financial Services Department is responsible for overseeing the City’s financial assets and long term financial planning. The department provides support to all other City departments and communicates financial information to Council, the general public, and other government agencies. Business Performance is a new group within the Finance Department supporting the development, implementation and management of the City’s analytical and performance measurement strategies. A reduction of \$50,000 is included in the 2020 budget due to the combination of two positions.

Purchasing Services

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

Information Technology / Geographical Information System



The IT/GIS department provides computer systems and technology support to the organization.

The \$60,000 budget for small IT equipment has been moved this year from the capital to the operating budget to align with accounting standards. The 2020 budget also includes \$21,500 for new software designed to protect the City’s network. An increase of \$50,000 is also included for additional licensing fees.

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Other Services

This section includes general expenses related to City Hall, insurance, and legal services. General government costs are also partially allocated to the water and sewer utilities via the interfund allocation.

General Government Services - Expenses by Department Table

Expenses by Department	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
City Council	329,800	324,800	(5,000)
Corporate Services	821,600	872,700	51,100
Corporate Communications	244,900	251,200	6,300
Finance	1,554,100	1,574,400	20,300
Business Performance	211,100	160,700	(50,400)
Purchasing	389,700	400,800	11,100
Human Resources	542,100	537,200	(4,900)
Occupational Health Safety	200,600	211,700	11,100
IT	1,156,500	1,449,600	293,100
Strategic Initiatives	202,900	181,500	(21,400)
Other General Government	81,700	67,900	(13,800)
City Hall Property Maintenance	155,400	157,200	1,800
Sub-total	5,890,400	6,189,700	299,300
Interfund Allocation	(1,497,900)	(1,585,400)	(87,500)
Grand Total	4,392,500	4,604,300	211,800

General Government Services - Expenses by Economic Segment Table

Expenses by Segment	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Personnel	4,180,900	4,296,500	115,600
General Services	1,081,400	1,164,700	83,300
Materials and Supplies	117,200	227,300	110,100
Insurance	28,300	30,500	2,200
Utilities	125,300	130,400	5,100
Training and Conference	166,500	132,300	(34,200)
Travel, Hotel and Meals	107,600	113,100	5,500
Grants and Donations	7,000	7,000	-
Financial Charges	44,500	44,500	-
Fleet Expenses	31,700	43,400	11,700
Sub-total	5,890,400	6,189,700	299,300
Internal Transfer	(1,497,900)	(1,585,400)	(87,500)
Grand Total	4,392,500	4,604,300	211,800

Protective Services

Protective Services includes policing, fire protection, emergency measures, bylaw enforcement and animal control.

Police Protection

The City contracts the RCMP to provide policing services within the City. The RCMP contract represents about 77% of the total budget under Protective Services.

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. The City also uses Gaming funds, Traffic Fine revenues and funds from the Policing Reserve to help offset the cost of policing. The balance is funded from general tax revenue.

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

Fire Protection

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



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

Number of Volunteers for 2020	
➤ Full Time Firefighters:	6
➤ Total Volunteers:	up to 50

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Emergency Measures

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

Bylaw Enforcement, Animal Control, Parking Control

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

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



Protective Services - Expenses by Department Table

Expenses by Department	Activity	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Police Protection		6,523,800	7,170,400	646,600
Fire Protection		1,887,500	1,914,600	27,100
Other Protective Services	Animal Control	69,500	71,100	1,600
	Bylaw Enforcement	91,700	99,400	7,700
	Emergency Programs	97,800	96,800	(1,000)
	Parking Control	64,800	65,700	900
Other Protective Services Total		323,800	333,000	9,200
Grand Total		8,735,100	9,418,000	682,900

Protective Services - Expenses by Economic Segment Table

Expenses by Segment	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Personnel	1,568,100	1,694,900	126,800
General Services	6,514,600	7,054,200	539,600
Materials and Supplies	237,100	240,300	3,200
Insurance	50,300	60,500	10,200
Utilities	55,500	54,500	(1,000)
Training and Conference	84,000	84,000	-
Travel, Hotel and Meals	29,200	29,400	200
Grants and Donations	131,600	133,600	2,000
Fleet Expenses	8,500	8,100	(400)
Internal Transfer	56,200	58,500	2,300
Grand Total	8,735,100	9,418,000	682,900

Public Work Services

Public Works Services is responsible for the water and sewer utility infrastructure, storm water collection, civic facilities, parks, and transportation network for the community. Services include maintenance of trails, transit, water, sewer and solid waste collection, capital projects, cemetery maintenance, fleet maintenance, flood protection and dike maintenance.

Engineering Services

The Engineering team provides technical support and project management oversight for all civic infrastructure capital projects within the framework of asset management. The group is also responsible to prepare and update the master plans. In 2020, Engineering will complete the Dike Replacement Strategy project, funded by the UBCM Community Emergency Preparedness Fund and will keep working on the Integrated Rain Water Master Plan, funded by Gas Tax.

A portion of the 2020 Engineering budget will be also be used towards the design of a sidewalk installation along the north-side of Ryan Road between Sandwick Road and Braidwood Road.

Asset Management

The role of Asset Management Technical Services is to provide technical support and perform asset condition assessments, which informs the City's asset management needs, infrastructure replacement as well as renewal and maintenance programs.

The 2020 budget includes \$250,000 to complete the storm sewer condition assessment, funded by gas tax.

Streets and Roads

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

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



Streets & Roads Quick Facts

- Roads: 165 km | 350 lane km (*Jan 2020*)
- Sidewalks: 170km (*2020*)
- Paved Walkways: 11.5 km (*2020*)

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.

Street Lighting – Signs and Lines

This service includes street lighting maintenance and electricity cost, as well as street signs and lines maintenance. The City maintains 1,474 streetlights (as of January 2020).

The Street Lighting budget includes \$20,000 for material for the Re-lamp Program and an additional \$30,000 in electricity costs pending a street lights inventory review that is underway by BC Hydro.



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

Storm Sewers

Public Works Services maintains the storm sewer collection system throughout the City which is 165.3 km and includes 4,194 catch basins and 7,550 storm sewer connections (January 2020 estimate).

Civic Properties Maintenance

The City owns and maintains a number of buildings, including City Hall, the Fire Hall, Public Works offices and shops, Recreation and Cultural facilities, the Marina, and a number of smaller buildings. The 2020 budget includes some money 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.

Parks and Playgrounds

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



Parks and Playgrounds Quick Facts

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



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Public Works Services - Expenses by Department Table

Expenses by Department	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Public Works Administration	205,200	197,700	(7,500)
Public Works Operations	922,000	954,300	32,300
Asset Management	574,100	605,300	31,200
Transportation Services	2,652,500	2,994,700	342,200
Storm Sewer	633,700	638,400	4,700
Parks	2,485,900	2,577,700	91,800
Parks - Cultural Facilities Grounds Maintenance	8,600	8,700	100
Parks - Recreation Facilities Grounds Maintenance	44,000	43,100	(900)
Property Maintenance	204,100	216,700	12,600
Property Maintenance - Carpentry Shop	33,400	32,100	(1,300)
Property Maintenance - Cultural Facilities	275,200	370,600	95,400
Property Maintenance - Recreation Facilities	502,200	511,500	9,300
Property Maintenance - Miscellaneous Buildings	95,100	109,100	14,000
Property Maintenance - Park Buildings	77,500	81,100	3,600
Sub-total	8,713,500	9,341,000	627,500
Public Works Interfund Allocation	(1,125,100)	(1,280,600)	(155,500)
Total Public Works	7,588,400	8,060,400	472,000
Engineering	1,097,300	904,000	(193,300)
Grand Total	8,685,700	8,964,400	278,700

Public Works Services - Expenses by Economic Segment Table

Expenses by Segment	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Personnel	4,185,500	4,218,600	33,100
General Services	2,579,400	2,634,100	54,700
Materials and Supplies	1,066,000	1,136,500	70,500
Insurance	306,200	340,400	34,200
Utilities	1,000,200	1,021,400	21,200
Training and Conference	55,300	47,300	(8,000)
Travel, Hotel and Meals	41,500	40,000	(1,500)
Financial Charges	7,600	7,700	100
Fleet Expenses	(286,600)	(280,700)	5,900
Internal Transfer	(269,400)	(200,900)	68,500
Grand Total	8,685,700	8,964,400	278,700

Environmental Health (Solid Waste)

The fees collected for the solid waste service cover the following two costs:

Solid waste and recyclables collection

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. With the City continuing to grow, the MSW contract will also increase. This is largely due to increased labour, fuel, and insurance costs faced by the contractor. The cost of the solid waste and recyclables collection contract has increased by 7.5% in 2020.

Regional landfill fees for disposal of the mixed waste

Tipping fees at the local regional landfill will increase from \$130 to \$140 per ton effective September 1, 2020.

In 2018, the City signed a five year agreement with RecycleBC to provide recycling services to residents in Courtenay. RecycleBC also provides the City with an annual educational grant that is used to offset the costs of educating the public on residential recycling.

Council has approved a 5.5% increase for the 2020 solid waste utility rates to ensure this program remains self-funding.



Environmental Health – Revenues and Expenses by Function Table

Expense Type	Activity	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Revenue	Solid Waste	(2,999,100)	(3,188,600)	(189,500)
	Recycling	(355,000)	(338,100)	16,900
	Education	(30,000)	(28,500)	1,500
Revenue Total		(3,384,100)	(3,555,200)	(171,100)
Expense	Solid Waste	3,132,900	3,303,800	170,900
	Dog Stations/Bags	28,200	28,500	300
	Recycling	500	500	-
	Trash Cleanup	130,100	95,100	(35,000)
	Pesticide Awareness	5,000	5,000	-
Expense Total		3,296,700	3,432,900	136,200
Sub-Total		(87,400)	(122,300)	(34,900)
Expense Administrative / Staff Recovery		76,800	73,700	(3,100)
Grand Total		(10,600)	(48,600)	(38,000)

Public Health Services (Cemetery)

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

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



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

Public Health Table - Expenses by Economic Segment Table

Expenses by Activity	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Cemetery Administration	94,600	93,800	(800)
Cemetery Maintenance	184,100	195,500	11,400
Cemetery Graves	59,000	59,500	500
Cemetery Building - R & M	4,400	4,400	-
Cemetery Building Utilities	3,200	2,500	(700)
Grand Total	345,300	355,700	10,400

Development Services

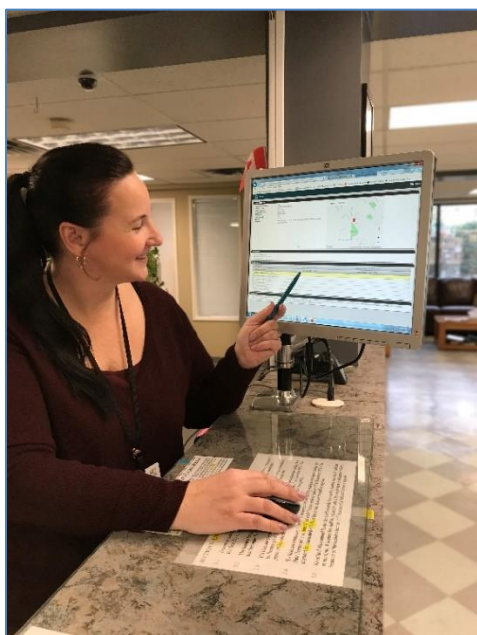
The Development Services Department provides current and long range planning, building inspection, business licensing, subdivision and the servicing of land development. Providing guidance to City Council, applicants and to the general public, the Development Services Department ensures that land development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

Planning and Zoning

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

Community and Sustainability Planning

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



Subdivision and Development Servicing Division

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

Building Inspection Division

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

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Development Services – Expenses by Department Table

Expenses by Department	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Building Inspections	600,700	653,200	52,500
Planning and Zoning	1,083,400	640,000	(443,400)
Subdivision and Development Servicing	493,200	562,900	69,700
Community and Sustainability Planning	-	450,300	450,300
Heritage Committee	30,200	25,500	(4,700)
Grand Total	2,207,500	2,331,900	124,400

Development Services - Expenses by Economic Segment Table

Expenses by Segment	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Personnel	1,649,200	1,754,100	104,900
General Services	457,700	418,300	(39,400)
Materials and Supplies	39,600	43,000	3,400
Insurance	8,300	9,500	1,200
Utilities	5,400	6,400	1,000
Training and Conference	22,400	18,600	(3,800)
Travel, Hotel and Meals	12,600	18,100	5,500
Financial Charges	1,000	1,000	-
Fleet Expenses	11,300	12,900	1,600
Internal Transfer	-	50,000	50,000
Grand Total	2,207,500	2,331,900	124,400

Recreation and Cultural Services

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

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

Additional funds were included in the Recreation Administration budget to complete the implementation of the new recreation management software. \$20,000 is allocated to complete the Recreation Fees and Charges study and \$30,000 is included for the Greenspace Connectivity Plan. \$25,000 is carried forward from 2019 for the completion of the Parks and Recreation Master Plan implementation phase.

Recreation Programming

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

Recreation Facility Operations

The Recreation Facility Operations Division is responsible for the operation, booking and safe use of City owned facilities. This division oversees the reception staff, custodial staff, special event coordination, facility agreements and the marketing of facilities

Lewis Centre

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



Florence Filberg Centre

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



Native Sons Hall

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

LINC Youth Centre

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

Courtenay & District Memorial Pool



The Memorial Pool, wading pool and Rotary Water Park are located across from the Lewis Centre and are open throughout the summer. Additional training is included for the pool staff to allow appropriate time for orientation, safety training and the needed equipment / site preparation to meet regulatory requirements.

Business Administration

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

Courtenay Library

The library provides a literary centre for the public and is managed by the Vancouver Island Regional Library.

The 2020 annual requisition is increasing by 5.0% to \$1,407,900 and is entirely funded by the library levy.



Cultural groups

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

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



The Comox Valley Art Gallery was established in 1974 and since 2005 through a partnership with the City of Courtenay has occupied the main and lower level of the Comox Valley Centre of the Arts located at 580 Duncan Ave. The Comox Valley Art Gallery is a public art gallery featuring contemporary, experimental and applied art by regional, national and international artists presenting contemporary art issues and practices. CVAG actively engages the public, draws visitors, and enlivens the community through public events, performances, community collaborations, all-ages make art projects, youth training and mentorship programs, as well as a gift shop that sells the work of hundreds of local artists.

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Recreation and Cultural Services – Revenue and Expenses Summary Table

Expense Type	Sub Department	2019 BUDGET	2020 BUDGET	Budget change
Revenue	Recreation Admin	(26,600)	(27,000)	(400)
	Recreation Services - Operations	(536,400)	(546,800)	(10,400)
	Recreation Services - Programming	(1,460,700)	(1,549,800)	(89,100)
Revenue Total		(2,023,700)	(2,123,600)	(99,900)
Expense	Recreation Admin	1,306,300	1,365,700	59,400
	Recreation Services - Operations	1,801,500	1,828,300	26,800
	Recreation Services - Programming	1,790,800	1,970,600	179,800
	Cultural Services - Administration	1,750,200	1,813,900	63,700
	Cultural Services - Operations	8,200	7,700	(500)
Expense Total		6,657,000	6,986,200	329,200
Expenses net revenues		4,633,300	4,862,600	229,300

Recreation and Cultural Services - Expenses by Economic Segment Table

Expenses by Segment	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Personnel	3,711,500	3,930,400	218,900
General Services	688,100	722,300	34,200
Materials and Supplies	305,400	296,700	(8,700)
Insurance	49,300	60,100	10,800
Utilities	53,300	50,400	(2,900)
Training and Conference	37,400	39,400	2,000
Travel, Hotel and Meals	26,700	26,800	100
Grants and Donations	375,800	382,200	6,400
Financial Charges	48,000	52,500	4,500
Requisition	1,340,800	1,407,900	67,100
Fleet Expenses	20,700	17,500	(3,200)
Grand Total	6,657,000	6,986,200	329,200

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Recreation and Cultural Services - Expenses by Department Table

Expenses by Department	Activity	2019 BUDGET	2020 BUDGET	Budget increase (decrease)
Cultural Services - Administration	Arts Centre Administration	15,400	9,900	(5,500)
	Library Administration	1,343,600	1,411,000	67,400
	Museum Administration	148,100	148,400	300
	Native Sons Administration	8,300	9,400	1,100
	Sid Williams Theatre Administration	234,800	235,200	400
Cultural Services - Administration Total		1,750,200	1,813,900	63,700
Cultural Services - Operations	Native Sons Operations	8,200	7,700	(500)
Cultural Services - Operations Total		8,200	7,700	(500)
Recreation Admin	July 1st Commission	64,800	63,600	(1,200)
	Recreation Admin	1,201,600	1,260,900	59,300
	Special Events	39,900	41,200	1,300
Recreation Admin Total		1,306,300	1,365,700	59,400
Recreation Services - Operations	Filberg Operations	615,200	630,200	15,000
	Lewis Centre Operations	1,076,800	1,090,100	13,300
	Pool Operations	58,100	59,100	1,000
	Washrooms	7,800	6,000	(1,800)
	Youth Centre Operations	43,600	42,900	(700)
Recreation Services - Operations Total		1,801,500	1,828,300	26,800
Recreation Services - Programming	Adapted Programs	121,600	232,300	110,700
	Adults Programs	500,400	545,900	45,500
	Childrens Programs	418,200	439,900	21,700
	Childrens Programs - Volunteer Development	2,200	4,200	2,000
	Pool Programs	121,100	147,800	26,700
	Preschool Programs	83,700	103,000	19,300
	Summer Programs	302,400	226,700	(75,700)
	Youth Centre Programs	241,200	270,800	29,600
Recreation Services - Programming Total		1,790,800	1,970,600	179,800
Grand Total		6,657,000	6,986,200	329,200



General Capital Transactions

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



General Capital Expenditures Summary Table

General Capital Fund Expenditures	Budget	Budget	Proposed Budget			
	2019	2020	2021	2022	2023	2024
Expenditures						
Capital Assets						
Land and improvements	824,000	1,485,300	875,000	907,000	895,000	705,000
Buildings	2,063,800	945,300	387,000	675,000	405,300	818,300
Equipments / Furnitures / Vehicles	1,324,800	698,000	2,665,000	805,000	975,000	805,000
Engineering Structures - Renewal	3,429,700	2,243,200	8,460,000	3,545,000	6,190,000	5,874,000
Engineering Structures - New	1,010,000	681,900	5,400,000	4,483,000	6,000,000	-
Other Tangible Capital Assets	446,000	200,000	245,000	125,000	125,000	125,000
Total Expenditures	10,467,800	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300

General Capital Funding

The 2020 General Fund Capital budget uses reserves, grants and surplus funds in order to keep the municipal tax levy at a reasonable rate for the general public and Council. Funding from external sources is maximized and a balanced approach is preferred to determine the funding from general taxation, surplus, reserves and borrowing in order to keep the tax rate increase reasonable, while maintaining a sufficient balance in the various surplus and reserves to meet future year estimated needs.

The next table summarizes the planned source of funding for the 2020 to 2024 general capital projects.

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General Capital Funding Table

General Capital Fund Revenue	Budget	Budget	Proposed Budget			
	2019	2020	2021	2022	2023	2024
Revenues						
Other Revenues	416,500	411,000	200,000	200,000		200,000
Grants	818,500	411,000	2,179,900	2,950,000	210,000	210,000
	1,235,000	822,000	2,379,900	3,150,000	210,000	410,000
Transfers from Surplus						
Operating Funds	2,308,700	376,100	1,082,100	773,100	1,025,600	930,700
Capital Surplus - RFE	743,500	602,300	-			
Unexpended Debt	345,600	300,500	584,100	64,200		
	3,397,800	1,278,900	1,666,200	837,300	1,025,600	930,700
Transfers from Reserves						
Community Works Reserve	1,064,300	1,495,000	1,190,000	1,275,000	1,360,000	1,960,000
Gaming Funds Reserve		175,000				
Other Reserve Funds	4,770,700	2,482,800	3,395,900	2,044,700	1,744,700	2,026,600
	5,835,000	4,152,800	4,585,900	3,319,700	3,104,700	3,986,600
Total Transfers	8,143,700		5,668,000	4,092,800	4,130,300	4,917,300
Funding from Debt	-	-	9,400,000	3,233,000	10,250,000	3,000,000
Total Revenues	10,467,800	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300

Two major sources of external funding included in the 2020 Financial Plan are:

- Community Works Fund (CWF) – Gas Tax Grant Revenues.
 - CWF – Gas Tax grant funding of \$1,910,000 is proposed in the 2020 budget year:
 - \$1,495,000 is used for capital projects
 - \$415,000 is used in the General Operating Budget to fund the storm sewer infrastructure condition assessments and the Integrated Rain Water Master plan.
- Building Canada grant money provided to the City for:
 - 5th Street Bridge Rehabilitation project – just under \$2.0 million to be spent in 2021.

The various reserves provide just under \$2,5M of funding for the 2020 general capital projects.



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Debt Payments and New Borrowing

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

For planning purposes, long term debt has been included in the 2020 five year Financial Plan to fund the projects below:

- 5th Street Bridge Rehabilitation Project
- Fire Ladder Truck replacement
- New Public Works facility
- Satellite Fire Hall facility in East Courtenay
- 6th Street Bridge
- Infrastructure development, renewal and replacement such as, street and road, storm draining, sewer and water projects

The New Debt included in the 2020-2024 Financial Plan is summarized below:

New Debt Table

New Debt	2020	2021	2022	2023	2024	Total New Debt
General	-	9,400,000	3,233,000	10,250,000	3,000,000	25,883,000
Sewer	3,000,000	2,000,000	-	2,000,000		7,000,000
Water	-	-	3,000,000			3,000,000
Total	3,000,000	11,400,000	6,233,000	12,250,000	3,000,000	35,883,000

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

Debt Payments Table

Debt Payment	2020	2021	2022	2023	2024	Total New Debt
General	1,303,900	1,381,200	1,792,100	2,007,500	2,541,500	9,026,200
Sewer	176,600	336,100	443,100	471,800	578,800	2,006,400
Water	30,600	30,600	73,700	234,100	234,100	603,100
Total	1,511,100	1,747,900	2,308,900	2,713,400	3,354,400	11,635,700

Reserves and Surplus

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

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

As local governments in BC cannot operate with a deficit, reserve and surplus funds are used for current and future operating and capital projects. In order to balance the 2020 General Budget and keep property tax rates reasonable, the budget includes 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.

The table on the next page summarizes the estimated balances in the reserve funds and surplus accounts at the end of each budget year of this financial plan.

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

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Reserve and Surplus Projected Closing Balances Table (Unaudited)

GENERAL	Estimated	Budget	Proposed Budget			
Surplus, Reserves and DCC Summary	Actual					
Estimated Closing Balances	2019	2020	2021	2022	2023	2024
General Operating Surplus						
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
General Capital Surplus						
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
Total General Surplus	6,635,700	4,449,500	2,648,500	2,678,100	3,062,700	3,892,200
General Operating Reserves						
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
General Capital Reserves						
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
Total General Reserves	11,079,619	9,392,719	8,201,719	8,290,419	8,639,019	8,225,819
Total General Surplus and Reserves	17,715,319	13,842,219	10,850,219	10,968,519	11,701,719	12,118,019
BYLAW #2755 RESERVE						
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
Total DCC	5,847,500	5,496,500	4,811,400	4,288,400	3,787,300	3,189,000

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Gaming Fund

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

In February 2020, City Council endorsed the 2020-2023 gaming fund distribution matrix recommended by the Finance Select Committee, which outlines the use of these funds over the next four years. This also includes a \$220,000 annual contribution to the infrastructure reserve to offset approximately 1% of the suggested infrastructure levy.

The table below shows the budgeted distribution of the gaming funds for 2020.

Distribution by Major Categories	Expenses	2020 Approved
	Estimated Annual Funds Available	1,000,000
Support Downtown Arts and Culture	Annual Grants:	
	CV Art Gallery	65,000
	Ctny & Dist Historical Society	50,000
	Sid Williams Theatre Society	105,000
	Downtown cultural events	5,000
		225,000
Council Initiatives & Projects	Purple ribbon Campaign	3,500
	Feb 19, 2019 Resolution - LUSH Community Garden Annual Grant	10,000
	Annual Grants-in-Aid	50,000
	Other Council Initiatives/Projects	75,000
	Electric Charging Stations - Committed 2019-2023 Fin Plan	175,000
		313,500
Public Safety / Security	RCMP Contract Funding	405,000
Infrastructure Works	Annual Provision to Infrastructure Reserve	100,000
	Infrastructure Levy Reduction (Approx 1%)	220,000
		320,000
	Total Annual Distribution	1,263,500
	Projected Gaming Fund Balance	1,567,738

Sewer Fund

Operating Revenues and Expenses

Capital Transactions

Reserves and Surplus



Sewer Fund

Overview

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

Sewer services are provided to property owners through two systems:

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

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

Quick Facts

- Sanitary Sewer Mains: 163.1 km (*Jan 2020*)
- Sanitary Sewer Connections: 8,392 (*Estimate, based on Water*)
- Sanitary Lift Stations: 11 Stations (*22 Pumps*)

Operating and Capital Revenues

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

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

The Sewer User Fee rates are set by Bylaw. The 2019 Sewer User Fee rate for a single family was set at \$340.38. For 2020, the user fees increase by 1.27% to \$344.71 and is expected to generate \$5,260,800 to cover operating expenditures. The change in the user fees since 2017 is detailed in the following table.

No rate increase is planned for the frontage and parcel taxes in 2020. The frontage fees will remain constant at \$10.24 per meter and are expected to generate \$2,224,800 mostly to cover for capital renewal.

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Sewer user and frontage fees 2017-2020 Table

Annual	Sewer User Fee			Sewer Frontage Fee	
	One-time	Change	Change %	per meter	Change
2017	\$294.70	\$26.79	10.00%	\$10.24	\$ -
2018	\$324.17	\$29.47	10.00%	\$10.24	\$ -
2019	\$340.38	\$16.21	5.00%	\$10.24	\$ -
2020	\$344.71	\$4.33	1.27%	\$10.24	\$ -

Operating Expenses

The table below provides a synopsis of the sewer operating budget expenditures incurred by activity.

Sewer Operating Budget - Expenses by Activity Table

Activity	2019 BUDGET	2020 BUDGET	Variance 2020 Budget 2019 Budget
CVRD Sewer Requisition	4,124,400	4,494,200	369,800
Sewer Administration	268,600	315,500	46,900
Sewer Engineering Services	48,500	73,000	24,500
Sewer Training	11,000	11,000	-
Sewer Operations	372,400	352,100	(20,300)
Sewer Lift Station Maintenance	210,300	217,200	6,900
Sewer Inflow & Infiltration	46,500	46,500	-
Sewer Fleet	9,900	41,700	31,800
Sewer Work in Progress	47,800	40,000	(7,800)
Interfund Allocation	827,000	856,200	29,200
Grand Total	5,966,400	6,447,400	481,000

Comox Valley Sewer Service

The Comox Valley Regional District 2019-2023 Financial Plan included a 6% increase for the Regional Sewer Service Requisition for the 2020 proposed budget. As the CVRD 2020-2024 Financial Plan was not finalized when Council considered this financial plan, a contingency of \$100,000 has been included for 2020 as the proportion of the sewer flows for Courtenay has increased in 2019, which will impact the City's share of the requisition.

The sewer service requisition is the largest expense in the Sewer Operating Fund and represents 70% of the total expenses. The table below presents the increase in Courtenay's share of the sewer service requisition since 2018 to the proposed budget for 2024.

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Comox Valley Sewer Service Requisition, Courtenay's Share 2018 – 2024 Table

Comox Valley Sewer Service Requisition Courtenay share	\$	% increase
2018 Actual	3,890,928	6.0%
2019 Actual	4,145,491	6.5%
2020 Estimation	4,494,200	8.4%
2021 Proposed budget	4,494,200	0.0%
2022 Proposed budget	4,949,300	10.1%
2023 Proposed budget	4,949,300	0.0%
2024 Proposed budget	4,949,300	0.0%

Sewer Administration

Sewer Administration costs include wages and benefits for staff working in sewer utility operations, and a portion of the salaries, wages and benefits of Public Works management staff and Engineering team. The increase is mostly due to a change in the allocation of the Engineering team expenses no longer transferred to capital projects.

Sewer Engineering Services

An additional \$45,000 is included in 2020 to complete a sewer rates review. This review will be conducted simultaneously with the water rates review as recommended in the Water Smart Action Plan presented to Council on October 28, 2019. This increase is partially offset by a reduction of \$20,000 for the sewer master plan undertaken in 2018 and nearing completion.

Sewer Operations

The sewer operations are expected to remain stable for 2020. A reduction of \$40,000 is included for the smoke testing program already included in the Sewer Inflow & Infiltration budget. An increase of \$5,000 is also required for SCADA data collection and \$15,000 for an increase in vehicle and equipment hourly usage to support sewer operations.



Sewer Fleet

An increase of \$31,800 is included for the sewer fleet maintenance expenses and allocation based on prior year usage.

Internal Allocations

Internal allocations is a percentage of the General Fund, Public Works and fleet expenses transferred to the Sewer Fund. The intent is to transfer a reasonable amount for General Government and Public Works expenditures (personnel, utilities, materials, insurance, contracted services and fleet costs) as

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recognition of the administrative costs necessary to provide the service. The variance represents the general increase in the General Government and Public Works expenses.

Capital Transactions

The 2020-2024 Sewer Capital Plan is a collaborative effort of all the departments following the City's Asset Management Bylaw and the CAO Asset Management Working Group Directive. These processes effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community in an environmentally responsible manner.



The projects included in the 2020 Sewer Capital Budget are presented below. The projects scheduled for the four following years and sources of funding are detailed in Schedules K and L.

Sewer Capital Budget Table

Category	Project description	2020 Proposed Budget
New	Sewer - Greenwood Trunk Construction	4,100,000
	Veterans Memorial Parkway Sewer Sleeve	50,000
	Sewer System Options Analysis	200,000
New Total		4,350,000
Renewal	Sewer - 1st Street Lift Station Replacement	341,100
	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900
	Braidwood Road - Road & Utility - Sewer Component	31,300
	Sewer - Mansfield Drive Forcemain	50,000
Renewal Total		617,300
Grand Total		4,967,300

Debt payments

The Sewer Operating Fund also includes the debt servicing costs related to Bylaw 2305, 2353 and 2423. For 2020, the interest payment is expected to be \$101,400, of which \$43,100 relates to the new borrowing for the Greenwood Trunk Connection project. A principal payment of \$75,200 on existing debt is also included for a total debt servicing costs for 2020 of \$176,600.

The principal balance as of December 31, 2019 for this long-term debt instrument is \$1,676,400.

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Reserves and Surplus

The table below shows the sewer surplus, reserves and Development Cost Charges (DCC) estimated closing balances for 2019 and the next five years.

Sewer Reserves and Surplus Table

SEWER Surplus, Reserves and DCC Summary	Estimated	Budget	Proposed Budget			
	Actual 2019	2020	2021	2022	2023	2024
Estimated Closing Balance						
Sewer Fund Surplus						
Prior Year Surplus (unallocated)	1,273,500	1,480,400	1,185,400	925,000	757,000	404,000
Surplus Reserve For Future Expenditure (Unspent Capital 2019)	567,500	-	-	-	-	-
	1,841,000	1,480,400	1,185,400	925,000	757,000	404,000
Sewer Capital Reserves						
Sewer Reserve	514,000	514,000	514,000	514,000	514,000	514,000
Asset Management Reserve	1,920,200	1,620,200	370,200	420,200	720,200	770,200
Sewer Machinery and Equipment	486,800	561,800	636,800	711,800	786,800	861,800
	2,921,000	2,696,000	1,521,000	1,646,000	2,021,000	2,146,000
Total Sewer Surplus and Reserves	4,762,000	4,176,400	2,706,400	2,571,000	2,778,000	2,550,000
Sewer Development Cost Charges (DCC)						
Sewer DCC Bylaw #1638/2755	34,300	34,300	34,300	34,300	34,300	34,300
Sewer DCC Bylaw #2426/2755	876,900	426,900	426,900	426,900	426,900	426,900
Total Sewer DCC	911,200	461,200	461,200	461,200	461,200	461,200

Operating Surplus

The 2020 sewer budget is expected to generate a surplus of \$206,900, which is then planned to be used in the proposed 2021 budget. A large portion of the prior year surplus is also used in the following years, mainly to fund capital projects.

The estimated reserve for future expenditures of \$567,500 represents unspent monies collected in 2019 to fund 2019 capital projects carried forward and to be used in 2020.

Capital Reserves

The Asset Management reserve will provide \$600,000 in 2020 to fund a portion of the Greenwood Trunk Connection project.

A contribution of \$300,000 to the Asset Management Reserve and \$75,000 to the Machinery and Equipment Reserve are included for 2020, which is consistent with previous financial plans.

Development Cost Charges (DCC)

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

DCC monies will be used towards the Greenwood Trunk Connection project in 2020 in the amount of \$450,000.

Water Fund

Operating Revenues and Expenses

Capital Transactions

Reserves and Surplus



Water Fund

Overview

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

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

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

Quick Facts

- Water Mains: 172.9km (Jan 2020)
- Water Service Connections: 8,392 (Jan 2019)
- Water Meters Setters: 2,385 (Jan 2020)
- Fire Hydrants: 791 (Jan 2020)
- Mainline Valves: 1,724 (Jan 2020)
- Booster Station : 5 pumps

Operating and Capital Revenues

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

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

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Revenue User Fee Rates

Frontage Fees

The 2020 rate remains unchanged at \$5.84 per meter and is expected to generate \$1,178,100 to support the capital renewal program for the existing water distribution network.

User Fees

An increase of 1.63% to the water user fee is proposed for 2020. The water user fees are expected to generate \$6,814,900 for 2020. The change in the user and frontage fees since 2017 is detailed below.

Water user and frontage fees 2017-2020 Table

Annual	Water User Fee			Water Frontage Fee		
	One-time	Change	Change %	per meter	Change	Change %
2017	\$425.03	\$55.44	15.00%	\$4.68	\$0.94	25.1%
2018	\$467.53	\$42.50	10.00%	\$5.84	\$1.16	24.8%
2019	\$497.92	\$30.39	6.50%	\$5.84	\$0.00	0.0%
2020	\$506.05	\$8.13	1.63%	\$5.84	\$0.00	0.0%

Revenue additional

The water utility financial plan also includes miscellaneous revenues such as meter and hydrant rental and the park water user fees for a total of \$397,100 for 2020.



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Operating Expenses

Over the past year, the City of Courtenay Water System Asset Management plan has been refined and is providing guidance with respect to the sustainable operation, maintenance, and the long-term infrastructure renewal needs of the City. The table below presents the water operating budget expenses by activity. The overall increase in operating costs between 2019 and 2020 budget is \$684,500 or 10%.

Water Operating Budget - Expenses by Activity Table

Activity	2019 BUDGET	2020 BUDGET	Variance 2020 Budget 2019 Budget
CVRD Water Purchase	4,275,800	4,436,400	160,600
Water Administration	313,900	385,900	72,000
Water Training	36,700	36,900	200
Water Engineering Services	53,500	78,000	24,500
Water Condition Assessments	25,500	200,000	174,500
Water Transmission and Distribution	709,600	845,600	136,000
Water Booster Stations	17,800	68,300	50,500
Water Hydrant Maintenance	197,200	191,900	(5,300)
Water Meter Replacement	106,100	103,900	(2,200)
Water Meter Reading	10,800	11,000	200
Water Conservation Programs	25,000	60,000	35,000
Water Water Enforcement	26,000	26,600	600
Water Fleet	(27,700)	(52,700)	(25,000)
Water Work in Progress	100,400	100,000	(400)
Interfund Allocation	1,069,600	1,132,900	63,300
Grand Total	6,940,200	7,624,700	684,500

Comox Valley Bulk Water Purchase

The purchase of potable water from the CVRD is the largest cost driver in the water operating fund, which represents 58% of the total operating expenses. The City reviews and adjusts the estimated consumption every year. The 2020 estimate is based on a total increase of 1.4%: 1.0% for annual population growth, 0.9% for historical demand increase and 0.5% decrease to account for various water efficiency initiatives.

Based on the CVRD financial plan available at the time of preparing the City's water fund financial plan, water rates are increasing in 2020 and 2021 in order to fund regional capital projects. The rate is expected to raise from \$0.80 in 2019 to \$0.83 per cubic meter for 2020 and to \$0.85 for 2021.

The combined financial impact of a greater consumption and higher rates is estimated to be 5.2% for 2020 as demonstrated in Table 2.

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Courtenay Water Bulk Purchase 2016-2024

Courtenay Bulk Water Purchase	consumption m3	consumption % increase	CVRD rate \$ / m3	rate % increase	Courtenay Annual Cost	cost % increase
2016 Actual	4,971,328		\$0.66		\$3,292,153	
2017 Actual	5,369,875	8.0%	\$0.71	7.2%	\$3,812,611	15.8%
2018 Actual	4,947,081	-7.9%	\$0.75	5.6%	\$3,710,311	-2.7%
2019 Estimation *	5,271,157	6.6%	\$0.80	6.7%	\$4,216,926	13.7%
2020 Estimation *	5,345,000	1.4%	\$0.83	3.7%	\$4,436,350	5.2%
2021 Estimation *	5,419,800	1.4%	\$0.85	2.4%	\$4,606,830	3.8%
2022 Estimation *	5,495,700	1.4%	\$0.85	0.0%	\$4,671,345	1.4%
2023 Estimation *	5,572,600	1.4%	\$0.85	0.0%	\$4,736,710	1.4%
2024 Estimation *	5,650,600	1.4%	\$0.85	0.0%	\$4,803,010	1.4%

Water Administration

Water Administration includes wages and benefits for staff working in water utility operations, and a portion of the salaries, wages and benefits of exempt staff. The increase is mostly due to a change in the allocation of the Engineering team expenses no longer transferred to capital projects.

Water Engineering Services

An additional \$45,000 is included in 2020 to complete a water rates review as recommended in the Water Smart Action Plan presented to Council on October 28, 2019. This review will be conducted simultaneously with the sewer rates review.

Water Condition Assessments

Another recommendation from the Water Smart Action Plan is the development of a Leak Detection and Repair Program. \$200,000 is included in 2020 and \$100,000 in 2021 and 2022 for this initiative.

Water Transmission and Distribution



Water Transmission and Distribution budget reflects the increase due to higher statutory water permit requirements such as the weekly testing, unidirectional flushing, cross-connection control and industrial, commercial and institutional metering (ICI) programs.

Water Booster Stations

A one-time \$50,000 is included in 2020 for minor upgrades to (SCADA) and operating maintenance required at the Dingwall Well being maintained by the City starting in 2020 as a result of the completion of the Sandwick Water System changeover.

Water Conservation Programs

An additional \$50,000 is included in 2020 to conduct a study to prioritize the location of the zone meters to be installed to isolate the City's distribution system from the Regional transmission system.

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This is a requirement of the City's Cross Connection Control program as per Island Health operating permit conditions.

A reduction of \$20,000 is attributable to the onetime expense in 2019 for the Water Smart Action Plan.

Water Fleet

A reduction of \$25,000 is included for the water fleet maintenance expenses and allocation based on prior year usage. This is a result of operational efficiencies and fleet preventative maintenance programs.

Internal Allocations

Internal allocations is a percentage of the General Fund, Public Works and fleet expenses transferred to the Water Fund. The intent is to transfer a reasonable amount for General Government and Public Works expenditures (personnel, utilities, materials, insurance, contracted services and fleet costs) as recognition of the administrative costs necessary to provide the service. The variance represents the general increase in the General Government and Public Works expenses.

Capital Transactions

The 2020-2024 Water Capital Plan is a collaborative effort of all the departments following the City's Asset Management Bylaw and the CAO's Asset Management Working Group Directive. These processes effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community in an environmentally responsible manner.

The projects included in the 2020 Water Capital Budget are presented in the table below. The source of funding and the projects scheduled for the four following years are detailed in Schedule N and O.

Water Capital Budget Table

Category	Project description	2020 Proposed Budget
New	Water - City Cross Connection Control Program - Transmission/Distribution Metering	250,000
	Water - South Courtenay Secondary Transmission	83,600
	City Watermain on private property	70,000
	Water - Sandwick Area Fireflow Analysis	25,000
New Total		428,600
Renewal	Water - Highway 19A Loop - Christie Parkway	100,000
	Braidwood Road - Road & Utility - Water Component	31,000
Renewal Total		131,000
Grand Total		559,600

Debt payments

The 2020 Water Operating Budget includes \$10,500 of interest payment and \$20,100 of principal payment for a total debt servicing cost of \$30,600 and relates to Bylaw 2424. The principal balance as of December 31, 2019 for this long-term debt instrument is \$265,000.

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Reserves and Surplus

The table below shows the water surplus, reserves and Development Cost Charges (DCC) estimated closing balances for the 2019 and the next five years.

Water Reserves and Surplus Table

WATER Surplus, Reserves and DCC Summary Estimated Closing Balances	Estimated	Budget	Proposed Budget			
	Actual 2019	2020	2021	2022	2023	2024
Water Fund Surplus						
Prior Year Surplus (unallocated)	1,525,200	1,706,900	1,374,200	1,363,600	1,065,100	1,049,200
Surplus Reserve for Future Expenditures (Unspent Capital 2019)	114,600	-	-	-	-	-
	1,639,800	1,706,900	1,374,200	1,363,600	1,065,100	1,049,200
Water Capital Reserves						
Water Reserve	1,660,400	1,441,300	1,373,000	1,405,200	1,438,200	1,472,300
Asset Management Reserve	358,100	658,100	458,100	758,100	808,100	858,100
Water Machinery and Equipment	186,100	216,100	246,100	276,100	306,100	336,100
	2,204,600	2,315,500	2,077,200	2,439,400	2,552,400	2,666,500
Total Water Surplus and Reserves	3,844,400	4,022,400	3,451,400	3,803,000	3,617,500	3,715,700
Total Water DCC Bylaw #2426/2755	375,900	375,900	375,900	375,900	375,900	375,900

Operating Surplus

The 2020 budget includes an estimated surplus of \$181,700, which is then used in the proposed 2021 budget. A significant portion of the prior year surplus is also used in the following years, mainly to fund the capital projects.

The reserve for future expenditures of \$114,600 represents unspent monies collected in 2019 to fund 2019 capital projects carried forward and to be used in 2020.

Capital Reserves

The Water Utility Reserve is to be used only to fund water efficiency programs and initiatives. In 2020, \$250,000 will fund the installation of distribution system zone meters at CVRD connection points.

For 2020, a recommended contribution of \$300,000 to the Asset Management reserve is included. This is more than the \$200,000 contribution approved for 2019 as the amount was lowered due to the funding required for the Sandwich conversion capital project.

A contribution of \$30,000 to the Water Machinery and Equipment reserve is also included, which is consistent with prior financial plans.

Development Cost Charges (DCC)

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

Appendices



Appendices

The appendices provide the information used to prepare the Bylaw for the 2020 – 2024 Five Year Financial Plan, and includes the following.

1. OBJECTIVES AND POLICIES FOR SCHEDULE "A" BYLAW 2983
2. OBJECTIVES AND POLICIES FOR SCHEDULE "B" BYLAW 2983
3. CONSOLIDATED SUMMARY FOR SCHEDULE "C" BYLAW 2983
4. GENERAL OPERATING FUND SUMMARY FOR SCHEDULE "D" BYLAW 2983
5. SEWER OPERATING FUND SUMMARY FOR SCHEDULE "E" BYLAW 2983
6. WATER OPERATING FUND SUMMARY FOR SCHEDULE "F" BYLAW 2983
7. GENERAL CAPITAL FUND SUMMARY FOR SCHEDULE "G" BYLAW 2983
8. GENERAL CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE "H" BYLAW 2983
9. GENERAL 2020 CAPITAL EXPENDITURE – SOURCE OF FUNDING FOR SCHEDULE "I" BYLAW 2983
10. SEWER CAPITAL FUND SUMMARY FOR SCHEDULE "J" BYLAW 2983
11. SEWER CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE "K" BYLAW 2983
12. SEWER 2020 CAPITAL EXPENTIRURE – SOURCE OF FUNDING FOR SCHEDULE "L" BYLAW 2983
13. WATER CAPITAL FUND SUMMARY FOR SCHEDULE "M" BYLAW 2983
14. WATER CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE "N" BYLAW 2983
15. WATER 2020 CAPITAL EXPENDITURE – SOURCE OF FUNDING FOR SCHEDULE "O" BYLAW 2983



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1. Objectives and Policies for Schedule “A” Bylaw 2983

Proportion of Revenue by Source

City of Courtenay Revenue and Tax Policy 1700.00.01, 2008

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

Revenue Source	2018		2019		2020	
	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	24,954,500	38.15%	25,869,200	39.01%	27,222,300	40.13%
Parcel Taxes	3,133,400	4.79%	3,186,500	4.80%	3,427,100	5.05%
Fees and Charges	18,612,300	28.45%	19,546,100	29.47%	19,916,600	29.36%
Other Sources	4,306,700	6.58%	4,297,200	6.48%	4,373,500	6.45%
Reserves/Surpluses	14,413,100	22.03%	13,418,300	20.23%	9,898,900	14.59%
Borrowing	0	0.00%	0	0.00%	3,000,000	4.42%
TOTAL	\$65,420,000	100.00%	\$66,317,300	100.00%	\$67,838,400	100.00%

2. Objectives and Policies for Schedule “B” Bylaw 2983

Permissive Tax Exemptions

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

Permissive Property Tax Exemptions	2018 (\$)	2019 (\$)	2020 (\$) estimate
City owned properties / managed by not-for-profit groups	179,050	189,954	189,955
Not-for Profit Organizations	142,299	166,505	177,940
Churches	14,520	16,795	16,795
TOTAL	335,869	373,254	384,691
Prior year tax levy for municipal purposes	22,108,900	22,901,225	23,945,200
As a percentage of municipal tax levy	1.52%	1.63%	1.61%

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3. Consolidated Summary for Schedule “C” Bylaw 2983

Consolidated Financial Plan	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Taxes					
General Property Taxes	26,482,300	27,874,600	29,666,000	31,187,800	33,024,400
Collections for Other Governments (Estimate)	22,876,600	23,330,900	23,789,000	24,170,300	24,170,300
Total Property Taxes	49,358,900	51,205,500	53,455,000	55,358,100	57,194,700
Frontage & Parcel Taxes	3,427,100	3,458,500	3,489,400	3,524,100	3,559,100
Grants in Place of Property Taxes	493,500	508,800	503,500	518,900	513,500
% of Revenue Tax	415,700	415,700	415,700	415,700	415,700
Total Taxes Collected	53,695,200	55,588,500	57,863,600	59,816,800	61,683,000
Less: Transfers to Other Governments (Estimate)	(23,045,800)	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Taxes for Municipal Purposes	30,649,400	32,085,100	33,898,600	35,466,900	37,333,100
Other Revenues					
Fees and Charges	19,916,600	20,470,300	21,050,000	21,603,200	22,107,200
Revenue from Other Sources	1,415,800	1,396,200	1,376,600	1,357,100	1,362,000
Other Contributions	411,000	200,000	200,000	-	200,000
Transfers from Other Govt & Agencies	2,546,700	4,203,300	4,996,600	2,278,700	2,301,100
Total Other Revenues	24,290,100	26,269,800	27,623,200	25,239,000	25,970,300
Total Operating Revenues	54,939,500	58,354,900	61,521,800	60,705,900	63,303,400
Transfers From Reserves and Surplus					
From Reserves	7,199,100	7,841,400	4,625,800	4,411,300	5,588,200
Fom Surplus	2,699,800	2,164,000	485,200	566,500	418,900
Total from Reserves and Surplus	9,898,900	10,005,400	5,111,000	4,977,800	6,007,100
Funding from Debt					
	3,000,000	11,400,000	6,233,000	12,250,000	3,000,000
Total Revenues	67,838,400	79,760,300	72,865,800	77,933,700	72,310,500
Equity in Capital Assets	5,450,000	5,450,000	5,450,000	5,450,000	5,450,000
	73,288,400	85,210,300	78,315,800	83,383,700	77,760,500
Expenses					
Operating Expenses					
General Government	4,604,300	4,558,100	4,689,900	4,715,800	4,866,300
Protective Services	9,418,000	9,581,600	9,812,700	10,154,000	10,776,100
Public Works Services	8,964,400	8,478,800	8,501,500	8,794,200	8,848,200
Environmental Health Services	17,505,000	17,669,800	18,415,500	18,629,700	18,835,600
Public Health Services	355,700	360,800	366,100	371,600	373,000
Development Services	2,331,900	2,086,300	2,112,900	2,149,100	2,185,800
Recreation & Cultural Services	6,986,200	7,214,800	7,248,600	7,362,300	7,465,600
	50,165,500	49,950,200	51,147,200	52,176,700	53,350,600
Amortization	5,450,000	5,450,000	5,450,000	5,450,000	5,450,000
Total Operating Expenses	55,615,500	55,400,200	56,597,200	57,626,700	58,800,600
Capital Transactions					
Capital Assets					
Land and Improvements	1,485,300	875,000	907,000	895,000	705,000
Buildings	945,300	387,000	675,000	405,300	818,300
Equipment	698,000	2,665,000	805,000	975,000	805,000
Engineering Structures - Renewal	2,991,500	13,410,000	4,245,000	9,690,000	7,734,000
Engineering Structures - New	5,460,500	6,390,000	8,123,000	6,140,000	140,000
Other Capital Assets	200,000	245,000	125,000	125,000	125,000
	11,780,600	23,972,000	14,880,000	18,230,300	10,327,300
Debt for Capital Assets					
Interest	575,600	774,300	963,900	1,202,400	1,385,900
Principal	935,500	973,600	1,345,000	1,511,000	1,968,500
	1,511,100	1,747,900	2,308,900	2,713,400	3,354,400
Total Capital Transactions	13,291,700	25,719,900	17,188,900	20,943,700	13,681,700
Transfers to Reserves & Surplus					
To Reserves	3,992,600	4,090,200	4,169,500	4,237,700	4,306,700
To Appropriated Surplus	388,600	-	360,200	575,600	971,500
Total to Reserves and Surplus	4,381,200	4,090,200	4,529,700	4,813,300	5,278,200
	73,288,400	85,210,300	78,315,800	83,383,700	77,760,500

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4. General Operating Fund Summary for Schedule “D” Bylaw 2983

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

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5. Sewer Operating Fund Summary for Schedule “E” Bylaw 2983

Sewer Operating Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Sewer Frontage Rate per taxable meter	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24
Sewer Utility Rate - Single Family Unit	\$ 344.71	\$ 353.33	\$ 362.16	\$ 371.21	\$ 380.49
Proposed increase %	1.3%	2.5%	2.5%	2.5%	2.5%
Revenues					
Operating					
Frontage & Parcel Taxes	2,240,600	2,260,200	2,279,200	2,301,900	2,324,800
Sale of Services	5,260,800	5,419,200	5,582,100	5,749,900	5,922,600
Revenue from Own Sources	60,500	60,500	60,500	60,500	60,500
Total Operating Revenues	7,561,900	7,739,900	7,921,800	8,112,300	8,307,900
Reserves & Surplus					
Future Expenditure Reserve	567,500	-	-	-	-
Surplus	-	295,000	260,400	168,000	353,000
Total Transfers from Reserves & Surplus	567,500	295,000	260,400	168,000	353,000
Equity in Capital Assets					
	250,000	250,000	250,000	250,000	250,000
	250,000	250,000	250,000	250,000	250,000
Total Revenues	8,379,400	8,284,900	8,432,200	8,530,300	8,910,900
Expenses					
Operating					
General Administration	1,297,400	1,261,400	1,290,100	1,302,800	1,326,400
CVRD	4,494,200	4,494,200	4,949,300	4,949,300	4,949,300
Collection	655,800	662,200	668,700	675,400	675,400
	6,447,400	6,417,800	6,908,100	6,927,500	6,951,100
Amortization	250,000	250,000	250,000	250,000	250,000
Debt Servicing Costs	176,600	336,100	443,100	471,800	578,800
Total Operating Expenses	6,874,000	7,003,900	7,601,200	7,649,300	7,779,900
Transfers to Other Funds					
Sewer Capital Fund - 2020 Revenues	567,500	-	-	-	-
Sewer Capital Fund - 2019 Revenues	350,000	900,000	450,000	500,000	750,000
	917,500	900,000	450,000	500,000	750,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	500	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	381,000	381,000	381,000	381,000	381,000
Transfer to Appropriated Surplus					
Surplus contingency	206,900	-	-	-	-
	206,900	-	-	-	-
Total Expenses	8,379,400	8,284,900	8,432,200	8,530,300	8,910,900

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6. Water Operating Fund Summary for Schedule "F" Bylaw 2983

Water Operating Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Water Frontage Rate per taxable meter	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84
Water Utility Rate - Single Family Unit	\$ 506.05	\$ 516.17	\$ 526.49	\$ 537.02	\$ 547.76
Proposed increase %	1.6%	2.0%	2.0%	2.0%	2.0%
Revenues					
Operating					
Frontage & Parcel Taxes	1,186,500	1,198,300	1,210,200	1,222,200	1,234,300
Sale of Services	6,992,500	7,160,200	7,332,100	7,507,900	7,688,900
Revenue from Own Sources	219,500	221,600	224,000	226,200	228,800
Total Operating Revenues	8,398,500	8,580,100	8,766,300	8,956,300	9,152,000
Reserves & Surplus					
Future Expenditure Reserve	114,600	-	-	-	-
Water Efficiency	26,600	27,000	27,600	28,100	28,100
Surplus	-	332,700	10,600	298,500	15,900
Total Transfers from Reserves & Surplus	141,200	359,700	38,200	326,600	44,000
Equity in Capital Assets					
	400,000	400,000	400,000	400,000	400,000
Total Revenues	8,939,700	9,339,800	9,204,500	9,682,900	9,596,000
Expenses					
Operating					
General Administration	1,867,600	1,728,300	1,720,000	1,706,600	1,691,300
CVRD - Supply	4,436,400	4,606,800	4,671,300	4,736,700	4,803,000
Transmission and Distribution	1,320,700	1,289,800	1,304,100	1,318,800	1,318,800
	7,624,700	7,624,900	7,695,400	7,762,100	7,813,100
Amortization	400,000	400,000	400,000	400,000	400,000
Debt Servicing Costs	30,600	30,600	73,700	234,100	234,100
Total Operating Expenses	8,055,300	8,055,500	8,169,100	8,396,200	8,447,200
Transfers to Other Funds					
Water Capital Fund - 2020 Revenues	114,600	-	-	-	-
Water Capital Fund - 2019 Revenues	195,000	890,000	640,000	890,000	750,000
	309,600	890,000	640,000	890,000	750,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Water Utility Reserve	57,500	58,700	59,800	61,100	62,200
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	393,100	394,300	395,400	396,700	397,800
Transfer to Appropriated Surplus					
Surplus contingency	181,700	-	-	-	-
Total Transfers	574,800	394,300	395,400	396,700	397,800
Total Expenses	8,939,700	9,339,800	9,204,500	9,682,900	9,595,000

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7. General Capital Fund Summary for Schedule “G” Bylaw 2983

General Capital Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Other Revenues	411,000	200,000	200,000		200,000
Grants	411,000	2,179,900	2,950,000	210,000	210,000
	822,000	2,379,900	3,150,000	210,000	410,000
Transfers from Surplus					
Operating Funds	376,100	1,082,100	773,100	1,025,600	930,700
Capital Surplus - RFE	602,300	-			
Unexpended Debt	300,500	584,100	64,200		
	1,278,900	1,666,200	837,300	1,025,600	930,700
Transfers from Reserves					
Community Works Reserve	1,495,000	1,190,000	1,275,000	1,360,000	1,960,000
Gaming Funds Reserve	175,000				
Other Reserve Funds	2,482,800	3,395,900	2,044,700	1,744,700	2,026,600
	4,152,800	4,585,900	3,319,700	3,104,700	3,986,600
Total Transfers		5,668,000	4,092,800	4,130,300	4,917,300
Funding from Debt					
Other	-	9,400,000	3,233,000	10,250,000	3,000,000
	-	-	-	-	-
Total Revenues	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300
Expenditures					
Capital Assets					
Land and improvements	1,485,300	875,000	907,000	895,000	705,000
Buildings	945,300	387,000	675,000	405,300	818,300
Equipments / Furnitures / Vehicles	698,000	2,665,000	805,000	975,000	805,000
Engineering Structures - Renewal	2,243,200	8,460,000	3,545,000	6,190,000	5,874,000
Engineering Structures - New	681,900	5,400,000	4,483,000	6,000,000	-
Other Tangible Capital Assets	200,000	245,000	125,000	125,000	125,000
Total Expenditures	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300

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8. General Capital Expenditure Program for Schedule “H” Bylaw 2983

2020-2024 General Capital Expenditure Program (1 of 4)						2020	2021	2022	2023	2024	Total 2020-
Department Responsible	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget	Total 2020-2024 Budget
PW	Public Works	New	PUBLIC WORKS - New Public Works Building	3,700	5,400,000	-	-	-	-	-	5,403,700
PW Total				3,700	5,400,000	-	-	-	-	-	5,403,700
PW - Fleet	Fleet	Equipment	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	350,000	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	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
PW - Fleet Total				933,000	700,000	700,000	700,000	700,000	700,000	700,000	3,733,000
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	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	130,000	-	-	-	-	-	-	130,000
PW - Roads Total				1,633,700	1,400,000	1,500,000	1,600,000	1,600,000	1,600,000	1,600,000	7,733,700
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	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	20,000	20,000	60,000
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	20,000	20,000	25,000	25,000	25,000	25,000	110,000
	Museum	Buildings	MUSEUM - Hydraulic Freight Elevator replacement	-	-	-	40,300	178,300	178,300	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 (eleva	-	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
PW - Civic Properties Total				875,300	357,000	615,000	385,300	748,300	748,300	748,300	2,980,900

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2020-2024 General Capital Expenditure Program (2 of 4)						2020	2021	2022	2023	2024	Total 2020-
Department Responsible	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget	2024 Budget	2024 Budget
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		
			Tarling Park (Lake Trail / Arden Trail construction)	-	-	257,000	-	-	257,000		
			Sheffield Park (located in Crown Isle)	25,000	-	-	-	-	25,000		
	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		
	PW - Parks Total				400,000	400,000	457,000	545,000	255,000	2,057,000	
	Engineering	Major Road Construction	New	MAJOR ROAD CONS - 6th St Bridge	-	-	4,000,000	-	-	4,000,000	
				MAJOR ROAD CONS - Cousins Ave - 20th to Willemar	-	-	-	-	3,224,000	3,224,000	
MAJOR ROAD CONS - 5th St Bridge Rehabilitation				375,000	6,300,000	-	-	-	6,675,000		
Road Paving		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 Corr	-	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			
Engineering Total				693,200	6,860,000	5,845,000	4,390,000	4,074,000	21,862,200		

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2020-2024 General Capital Expenditure Program (3 of 4)				2020	2021	2022	2023	2024	Total 2020-	
Department Responsible	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget	
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	
	Rec & Culture Total				590,300	550,000	555,000	415,000	565,000	2,675,300

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2020-2024 General Capital Expenditure Program (4 of 4)					2020	2021	2022	2023	2024	Total 2020-
Department Responsible	Department	Category	Project description		Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	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
IT Total					250,000	215,000	185,000	215,000	185,000	1,050,000
Purchasing / IT	IT	Other Tangible Assets	ProFuel		-	20,000	-	-	-	20,000
Purchasing / IT Total					-	20,000	-	-	-	20,000
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
Fire Department Total					159,500	1,830,000	483,000	6,140,000	-	8,612,500
Finance / IT	IT	Other Tangible Assets	Great Plain Electronic Workflow Organization Wide Software		15,000	-	-	-	-	15,000
					-	100,000	-	-	-	100,000
Finance / IT Total					15,000	100,000	-	-	-	115,000
Corporate Services	Corporate Services	New	Strategic Land Acquisition		500,000	-	-	-	-	500,000
Corporate Services Total					500,000	-	-	-	-	500,000
Development Services	DCC Projects	Renewal	Road, Storm, Parks DCC Projects		200,000	200,000	200,000	200,000	200,000	1,000,000
Development Services Total					200,000	200,000	200,000	200,000	200,000	1,000,000
Grand Total					6,253,700	18,032,000	10,540,000	14,590,300	8,327,300	57,743,300

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9. General 2020 Capital Expenditure – Source of Funding for Schedule “I” Bylaw 2983

2020 General Capital Expenditure Source of Funding (1 of 3)				2020	2020	2020	2020	2020	2020	2020	2020	2020
Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Unexpended Funds	Fed / Prov Funding	Gas Tax Grant	Gaming Fund	CVRD Grant
- PW	Public Works	Public Works	PUBLIC WORKS - New Public Works Building	3,700	-	-	3,700	-	-	-	-	-
	Public Works Total			3,700	-	-	3,700	-	-	-	-	-
PW Total				3,700	-	-	3,700	-	-	-	-	-
- PW - Fleet	Fleet	Fleet	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	-	350,000	-	-	-	-	-	-
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	49,100	123,900	-	-	-	-	-	-
			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	-	-	-	-	-	-	-
	Fleet Total			933,000	159,100	473,900	-	-	125,000	-	175,000	-
PW - Fleet Total				933,000	159,100	473,900	-	-	125,000	-	175,000	-
- PW - Roads	Infrastructure	Road Paving	ROAD PAVING - Grind and Pave program	1,400,000	-	-	-	210,000	-	1,190,000	-	-
		Storm Drainage	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	103,700	-	-	-	-	-	-
		Bike Lane	Cycling Network Plan Improvements	130,000	-	-	-	-	-	130,000	-	-
	Infrastructure Total			1,633,700	-	103,700	-	210,000	-	1,320,000	-	-
PW - Roads Total				1,633,700	-	103,700	-	210,000	-	1,320,000	-	-
- PW - Civic Properties	Parks	Parks	Woodcote Park - Roof Replacement	45,000	-	45,000	-	-	-	-	-	-
	Parks Total			45,000	-	45,000	-	-	-	-	-	-
	Property Services	City Hall	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	-	-	-	-	-
	Property Services Total			131,000	-	31,000	100,000	-	-	-	-	-
	Public Works	Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	-	265,500	-	-	-	-	-
	Public Works Total			265,500	-	-	265,500	-	-	-	-	-
	Rec & Culture	Art Gallery	ART GALLERY - Hydraulic Passenger Elevator replacement	86,300	-	86,300	-	-	-	-	-	-
		Filberg Centre	FILBERG - Hydraulic Passenger Elevator replacement	92,000	-	92,000	-	-	-	-	-	-
		Library	LIBRARY - Building Energy Reduction	55,500	-	55,500	-	-	-	-	-	-
		Memorial Pool	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	NATIVE SONS HALL - Roof Replacement	50,000	-	50,000	-	-	-	-	-	-
		Youth Centre	YOUTH CENTRE - Heating System Replacement	50,000	-	-	50,000	-	-	-	-	-
	Rec & Culture Total			433,800	-	283,800	50,000	-	-	-	-	100,000
PW - Civic Properties Total				875,300	-	359,800	415,500	-	-	-	-	100,000

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2020 General Capital Expenditure Source of Funding (2 of 3)				2020	2020	2020	2020	2020	2020	2020 Gas	2020	2020		
Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	DCC Reserve	Fed / Prov Funding	Tax Fed Grant	CVRD Grant	Other Contributions		
PW - Parks	Cemetery	Cemetery	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	-	
	Cemetery Total			160,000	-	-	-	-	-	-	160,000	-		
	Parks	Parks	Sheffield Park (located in Crown Isle)	25,000	-	25,000	-	-	-	-	-	-	-	
			Walkways & Bikeways	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	-	-	-	-	-
				Buckstone to Island Hwy Trail	110,000	-	-	-	-	-	-	-	-	110,000
	Parks Total			240,000	78,300	25,000	14,300	12,400	-	-	-	110,000		
	PW - Parks Total				400,000	78,300	25,000	14,300	12,400	-	-	160,000	110,000	
	Engineering	Infrastructure	Major Road Construction	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	-	375,000	-	-	-	-	-	-	
				Storm Drainage	93,200	-	-	93,200	-	-	-	-	-	
Bike Lane			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	-	-	175,000	-	-	
			Bike Lane Hobson Neighbourhood Route	50,000	-	31,800	-	-	18,200	-	-	-	-	
Infrastructure Total			693,200	-	406,800	93,200	-	18,200	175,000	-	-			
Engineering Total				693,200	-	406,800	93,200	-	18,200	175,000	-	-		
Rec & Culture	Parks	Parks	Tarling Park gate, fencing and Hydro service	8,100	-	-	8,100	-	-	-	-	-		
			Marina Storage Compound Relocation	10,000	10,000	-	-	-	-	-	-	-		
			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	Beachwood - Phase 1	302,200	-	141,400	22,200	138,600	-	-	-	-	
				Dingwall to Muir Road trail development - stairs	25,000	25,000	-	-	-	-	-	-	-	
	Parks Total			455,300	138,700	141,400	36,600	138,600	-	-	-			
	Rec & Culture	Rec & Culture	Filberg Centre	FILBERG CENTRE - Drive Thru Repair / Renovation	35,000	-	-	35,000	-	-	-	-		
			Lewis Centre	LEWIS CENTRE - Equipments > 5k	45,000	-	45,000	-	-	-	-			
			Sid Theatre	LEWIS CENTRE - Shower Lift (accessibility funding)	20,000	-	12,200	-	-	7,800	-	-		
SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS				25,000	-	25,000	-	-	-	-	-			
Rec & Culture Total			135,000	-	92,200	35,000	-	7,800	-	-				
Rec & Culture Total				590,300	138,700	233,600	71,600	138,600	7,800	-	-			

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2020 General Capital Expenditure Source of Funding (3 of 3)				2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020			
Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Unexpended Funds	DCC Reserve	Fed / Prov Funding	Gas Tax Grant	Gaming Fund	CVRD Grant	Proceeds - Asset Sales	Other Contributions		
IT	Corporate Services	IT	PHOTOCOPIERS	40,000	-	40,000	-	-	-	-	-	-	-	-	-		
			SERVER REPLACEMENT	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	
			*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	-	-	-	-	-	-	-	-	-	-	-
Corporate Services Total			250,000	-	250,000	-	-	-	-	-	-	-	-	-	-		
IT Total				250,000	-	250,000	-	-	-	-	-	-	-	-	-	-	
Finance / IT	Corporate Services	IT	Great Plain Electronic Workflow	15,000	-	15,000	-	-	-	-	-	-	-	-	-		
			Corporate Services Total	15,000	-	15,000	-	-	-	-	-	-	-	-	-	-	-
Finance / IT Total				15,000	-	15,000	-	-	-	-	-	-	-	-	-	-	
Fire Department	Fire Services	Fire	FIRE DEPT LIGHT VEHICLES	65,000	-	65,000	-	-	-	-	-	-	-	-	-		
			Fire Services Total	65,000	-	65,000	-	-	-	-	-	-	-	-	-	-	-
			Property Services	94,500	-	-	4,000	90,500	-	-	-	-	-	-	-	-	-
Property Services Total			94,500	-	-	4,000	90,500	-	-	-	-	-	-	-	-	-	
Fire Department Total				159,500	-	65,000	4,000	90,500	-	-	-	-	-	-	-	-	
Corporate Services	Corporate Services	Corporate Services	Strategic Land Acquisition	500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
			Corporate Services Total	500,000	-	199,000	-	-	-	-	-	-	-	-	301,000	-	
Corporate Services Total				500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
Development Services	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects	200,000	-	-	-	-	200,000	-	-	-	-	-	-		
			Infrastructure Total	200,000	-	-	-	-	200,000	-	-	-	-	-	-	-	-
Development Services Total				200,000	-	-	-	-	200,000	-	-	-	-	-	-	-	
Grand Total				6,253,700	376,100	2,131,800	602,300	300,500	351,000	151,000	1,495,000	175,000	260,000	301,000	110,000		

10. Sewer Capital Fund Summary for Schedule “J” Bylaw 2983

Sewer Capital Fund	Budget 2020	2021	Proposed Budget		
			2022	2023	2024
Revenues					
Funding from Operating Fund					
Sewer Operating Fund	350,000	900,000	450,000	500,000	750,000
	350,000	900,000	450,000	500,000	750,000
Reserves & Surplus					
Sewer Capital Surplus - RFE	567,300				
Sewer Reserve Funds	1,050,000	1,550,000	250,000		250,000
	1,617,300	1,550,000	250,000	-	250,000
Funding from Debt	3,000,000	2,000,000		2,000,000	
Total Revenues	4,967,300	4,450,000	700,000	2,500,000	1,000,000
Expenditures					
Capital Assets					
Equipment					
Engineering Structures - Renewal	617,300	4,450,000	700,000	2,500,000	1,000,000
Engineering Structures - New	4,350,000	-	-	-	-
	4,967,300	4,450,000	700,000	2,500,000	1,000,000
Total Expenditures	4,967,300	4,450,000	700,000	2,500,000	1,000,000



11. Sewer Capital Expenditure Program for Schedule “K” Bylaw 2983

2020-2024 Sewer Capital Expenditure Program		2020	2021	2022	2023	2024	Total 2020-
Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
New	Sewer - Greenwood Trunk Construction	4,100,000					4,100,000
	Sewer System Options Analysis	200,000					200,000
New Total		4,300,000					4,300,000
Renewal	Sewer - Projects identified through Master Plan			500,000		1,000,000	1,500,000
	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900	1,400,000				1,594,900
	Sewer - 1st Street Lift Station Replacement	341,100	2,300,000				2,641,100
	Braidwood Road - Road & Utility - Sewer Component	31,300			500,000		531,300
	Sewer - Arden Central Trunk Main			200,000	2,000,000		2,200,000
	Sewer - Mansfield Drive Forcemain	50,000	750,000				800,000
	Veterans Memorial Parkway Sewer Sleeve	50,000					50,000
Renewal Total		667,300	4,450,000	700,000	2,500,000	1,000,000	9,317,300
Grand Total		4,967,300	4,450,000	700,000	2,500,000	1,000,000	13,617,300

2020 – 2024 Five-Year Financial Plan DRAFT

12. Sewer 2020 Capital Expenditure – Source of Funding for Schedule “L” Bylaw 2983

2020 Sewer Capital Expenditure Source of Funding		2020 Proposed Budget	2020 Sewer Revenues	2020 Sewer Reserves	2020 Reserve for Future Expenditure	2020 DCC Reserve	2020 Debt
Category	Project description						
New	Sewer - Greenwood Trunk Construction	4,100,000	50,000	600,000		450,000	3,000,000
	Sewer System Options Analysis	200,000	200,000				
New Total		4,300,000	250,000	600,000		450,000	3,000,000
Renewal	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900			194,900		
	Sewer - 1st Street Lift Station Replacement	341,100			341,100		
	Braidwood Road - Road & Utility - Sewer Component	31,300			31,300		
	Sewer - Mansfield Drive Forcemain	50,000	50,000				
	Veterans Memorial Parkway Sewer Sleeve	50,000	50,000				
Renewal Total		667,300	100,000		567,300		
Grand Total		4,967,300	350,000	600,000	567,300	450,000	3,000,000

2020 – 2024 Five-Year Financial Plan DRAFT

13. Water Capital Fund Summary for Schedule “M” Bylaw 2983

Water Capital Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Funding from Operating Fund					
Other Revenues					
Water Operating Fund	195,000	890,000	640,000	890,000	750,000
	195,000	890,000	640,000	890,000	750,000
Reserves & Surplus					
Water Capital Surplus - RFE	114,600				
Community Works (Gas Tax)					
Water Reserves	250,000	600,000	-	250,000	250,000
	364,600	600,000	-	250,000	250,000
Funding from Debt			3,000,000		
Total Revenues	559,600	1,490,000	3,640,000	1,140,000	1,000,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	131,000	500,000	-	1,000,000	860,000
Engineering Structures - New	428,600	990,000	3,640,000	140,000	140,000
Other Charges					
	559,600	1,490,000	3,640,000	1,140,000	1,000,000
Total Expenditures	559,600	1,490,000	3,640,000	1,140,000	1,000,000



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14. Water Capital Expenditure Program for Schedule “N” Bylaw 2983

2020-2024 Water Capital Expenditure Program		2020	2021	2022	2023	2024	Total 2020-
Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
[-] New	City Watermain on private property	70,000	140,000	140,000	140,000	140,000	630,000
	Water - South Courtenay Secondary Transmission	83,600	250,000	3,500,000			3,833,600
	Water - City Cross Connection Control Program - Transmission/Distribution Metering	250,000	100,000				350,000
	Water - Sandwich Area Fireflow Analysis	25,000	500,000				525,000
New Total		428,600	990,000	3,640,000	140,000	140,000	5,338,600
[-] Renewal	Water - Projects identified through Master Plan				500,000	860,000	1,360,000
	Braidwood Road - Road & Utility - Water Component	31,000			500,000		531,000
	Water - Highway 19A Loop - Christie Parkway	100,000					100,000
	Sandpiper / Millard Water Main Upgrade		500,000				500,000
Renewal Total		131,000	500,000		1,000,000	860,000	2,491,000
Grand Total		559,600	1,490,000	3,640,000	1,140,000	1,000,000	7,829,600

15. Water 2020 Capital Expenditure – Source of Funding for Schedule “O” Bylaw 2983

2020 Water Capital Expenditure Source of Funding		2020 Proposed Budget	2020 Water Revenues	2020 Reserves	2020 Reserve for Future Expenditures
Category	Project description				
New	City Watermain on private property	70,000	70,000		
	Water - South Courtenay Secondary Transmission	83,600			83,600
	Water - City Cross Connection Control Program - Transmission/Distribution Metering	250,000		250,000	
	Water - Sandwick Area Fireflow Analysis	25,000	25,000		
New Total		428,600	95,000	250,000	83,600
Renewal	Braidwood Road - Road & Utility - Water Component	31,000			31,000
Renewal Total		131,000	100,000		31,000
Grand Total		559,600	195,000	250,000	114,600

2020 – 2024 Five-Year Financial Plan DRAFT





photo by
Kim Stalkrecht



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2983

A bylaw to adopt the consolidated five year financial plan

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

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

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

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

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

1. This bylaw may be cited for all purposes as **“The 2020 – 2024 Consolidated Financial Plan Bylaw No. 2983, 2020”**.
2. Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 statement of objectives and policies for the proportion of total revenue from property value taxes, parcel taxes, fees and charges, borrowing, and other funding sources.
3. Schedule “B” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 statement of the use of permissive tax exemptions.
4. Schedule “C” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 Consolidated Financial Plan.
5. Schedule “D” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 General Operating Fund Financial Plan.
6. Schedule “E” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 Sewer Operating Fund Financial Plan.
7. Schedule “F” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 Water Operating Fund Financial Plan.
8. Schedule “G” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 General Capital Fund Financial Plan.

9. Schedule “H” attached hereto and made part of this bylaw is hereby adopted as the 2020-2024 General Capital Expenditure Program.
10. Schedule “I” attached hereto and made part of this bylaw is hereby adopted as the 2020 General Capital Expenditure Source of Funding.
11. Schedule “J” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 Sewer Capital Fund Financial Plan.
12. Schedule “K” attached hereto and made part of this bylaw is hereby adopted as the 2020-2024 Sewer Capital Expenditure Program.
13. Schedule “L” attached hereto and made part of this bylaw is hereby adopted as the 2020 Sewer Capital Expenditure Source of Funding.
14. Schedule “M” attached hereto and made part of this bylaw is hereby adopted as the 2020 – 2024 Water Capital Fund Financial Plan.
15. Schedule “N” attached hereto and made part of this bylaw is hereby adopted as the 2020-2024 Water Capital Expenditure Program.
16. Schedule “O” attached hereto and made part of this bylaw is hereby adopted as the 2020 Water Capital Expenditure Source of Funding.
17. “The Final 2019 – 2023 Financial Plan Bylaw No. 2967, 2019” is hereby repealed.

Read a first time this day of April, 2020

Read a second time this day of April, 2020

Read a third time this day of April, 2020

Finally passed and adopted this day of April, 2020

Mayor

Director of Legislative Services

City of Courtenay
 BYLAW NO. 2983, 2020
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2020 - 2024
 Schedule A

Objectives and Policies for Schedule “A” Bylaw 2983

Proportion of Revenue by Source

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

	2018		2019		2020	
Revenue Source	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	24,954,500	38.15%	25,869,200	39.01%	27,222,300	40.13%
Parcel Taxes	3,133,400	4.79%	3,186,500	4.80%	3,427,100	5.05%
Fees and Charges	18,612,300	28.45%	19,546,100	29.47%	19,916,600	29.36%
Other Sources	4,306,700	6.58%	4,297,200	6.48%	4,373,500	6.45%
Reserves/Surpluses	14,413,100	22.03%	13,418,300	20.23%	9,898,900	14.59%
Borrowing	0	0.00%	0	0.00%	3,000,000	4.42%
TOTAL	\$65,420,000	100.00%	\$66,317,300	100.00%	\$67,838,400	100.00%

City of Courtenay
 BYLAW NO. 2983, 2020
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2020 - 2024
 Schedule B

Objectives and Policies for Schedule “B” Bylaw 2983

Permissive Tax Exemptions

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

Permissive Property Tax Exemptions	2018 (\$)	2019 (\$)	2020 (\$) estimate
City owned properties / managed by not-for-profit groups	179,050	189,954	189,955
Not-for Profit Organizations	142,299	166,505	177,940
Churches	14,520	16,795	16,795
TOTAL	335,869	373,254	384,691
Prior year tax levy for municipal purposes	22,108,900	22,901,225	23,945,200
As a percentage of municipal tax levy	1.52%	1.63%	1.61%

City of Courtenay
 BYLAW NO. 2983, 2020
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2020 - 2024
 Schedule C

Consolidated Financial Plan	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Taxes					
General Property Taxes	26,482,300	27,874,600	29,666,000	31,187,800	33,024,400
Collections for Other Governments (Estimate)	22,876,600	23,330,900	23,789,000	24,170,300	24,170,300
Total Property Taxes	49,358,900	51,205,500	53,455,000	55,358,100	57,194,700
Frontage & Parcel Taxes	3,427,100	3,458,500	3,489,400	3,524,100	3,559,100
Grants in Place of Property Taxes	493,500	508,800	503,500	518,900	513,500
% of Revenue Tax	415,700	415,700	415,700	415,700	415,700
Total Taxes Collected	53,695,200	55,588,500	57,863,600	59,816,800	61,683,000
Less: Transfers to Other Governments (Estimate)	(23,045,800)	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Taxes for Municipal Purposes	30,649,400	32,085,100	33,898,600	35,466,900	37,333,100
Other Revenues					
Fees and Charges	19,916,600	20,470,300	21,050,000	21,603,200	22,107,200
Revenue from Other Sources	1,415,800	1,396,200	1,376,600	1,357,100	1,362,000
Other Contributions	411,000	200,000	200,000	-	200,000
Transfers from Other Govt & Agencies	2,546,700	4,203,300	4,996,600	2,278,700	2,301,100
Total Other Revenues	24,290,100	26,269,800	27,623,200	25,239,000	25,970,300
Total Operating Revenues	54,939,500	58,354,900	61,521,800	60,705,900	63,303,400
Transfers From Reserves and Surplus					
From Reserves	7,199,100	7,841,400	4,625,800	4,411,300	5,588,200
From Surplus	2,699,800	2,164,000	485,200	566,500	418,900
Total from Reserves and Surplus	9,898,900	10,005,400	5,111,000	4,977,800	6,007,100
Funding from Debt					
Total Revenues	67,838,400	79,760,300	72,865,800	77,933,700	72,310,500
Equity in Capital Assets					
	5,450,000	5,450,000	5,450,000	5,450,000	5,450,000
	73,288,400	85,210,300	78,315,800	83,383,700	77,760,500
Expenses					
Operating Expenses					
General Government	4,604,300	4,558,100	4,689,900	4,715,800	4,866,300
Protective Services	9,418,000	9,581,600	9,812,700	10,154,000	10,776,100
Public Works Services	8,964,400	8,478,800	8,501,500	8,794,200	8,848,200
Environmental Health Services	17,505,000	17,669,800	18,415,500	18,629,700	18,835,600
Public Health Services	355,700	360,800	366,100	371,600	373,000
Development Services	2,331,900	2,086,300	2,112,900	2,149,100	2,185,800
Recreation & Cultural Services	6,986,200	7,214,800	7,248,600	7,362,300	7,465,600
	50,165,500	49,950,200	51,147,200	52,176,700	53,350,600
Amortization	5,450,000	5,450,000	5,450,000	5,450,000	5,450,000
Total Operating Expenses	55,615,500	55,400,200	56,597,200	57,626,700	58,800,600
Capital Transactions					
Capital Assets					
Land and Improvements	1,485,300	875,000	907,000	895,000	705,000
Buildings	945,300	387,000	675,000	405,300	818,300
Equipment	698,000	2,665,000	805,000	975,000	805,000
Engineering Structures - Renewal	2,991,500	13,410,000	4,245,000	9,690,000	7,734,000
Engineering Structures - New	5,460,500	6,390,000	8,123,000	6,140,000	140,000
Other Capital Assets	200,000	245,000	125,000	125,000	125,000
	11,780,600	23,972,000	14,880,000	18,230,300	10,327,300
Debt for Capital Assets					
Interest	575,600	774,300	963,900	1,202,400	1,385,900
Principal	935,500	973,600	1,345,000	1,511,000	1,968,500
	1,511,100	1,747,900	2,308,900	2,713,400	3,354,400
Total Capital Transactions	13,291,700	25,719,900	17,188,900	20,943,700	13,681,700
Transfers to Reserves & Surplus					
To Reserves	3,992,600	4,090,200	4,169,500	4,237,700	4,306,700
To Appropriated Surplus	388,600	-	360,200	575,600	971,500
Total to Reserves and Surplus	4,381,200	4,090,200	4,529,700	4,813,300	5,278,200
	73,288,400	85,210,300	78,315,800	83,383,700	77,760,500

Schedule C

City of Courtenay
 BYLAW NO. 2983, 2020
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 Schedule D

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

City of Courtenay
 BYLAW NO. 2983, 2020
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 Schedule E

Sewer Operating Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Sewer Frontage Rate per taxable meter	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24
Sewer Utility Rate - Single Family Unit	\$ 344.71	\$ 353.33	\$ 362.16	\$ 371.21	\$ 380.49
Proposed increase %	1.3%	2.5%	2.5%	2.5%	2.5%
Revenues					
Operating					
Frontage & Parcel Taxes	2,240,600	2,260,200	2,279,200	2,301,900	2,324,800
Sale of Services	5,260,800	5,419,200	5,582,100	5,749,900	5,922,600
Revenue from Own Sources	60,500	60,500	60,500	60,500	60,500
Total Operating Revenues	7,561,900	7,739,900	7,921,800	8,112,300	8,307,900
Reserves & Surplus					
Future Expenditure Reserve	567,500	-	-	-	-
Surplus	-	295,000	260,400	168,000	353,000
Total Transfers from Reserves & Surplus	567,500	295,000	260,400	168,000	353,000
Equity in Capital Assets					
	250,000	250,000	250,000	250,000	250,000
	250,000	250,000	250,000	250,000	250,000
Total Revenues	8,379,400	8,284,900	8,432,200	8,530,300	8,910,900
Expenses					
Operating					
General Administration	1,297,400	1,261,400	1,290,100	1,302,800	1,326,400
CVRD	4,494,200	4,494,200	4,949,300	4,949,300	4,949,300
Collection	655,800	662,200	668,700	675,400	675,400
	6,447,400	6,417,800	6,908,100	6,927,500	6,951,100
Amortization	250,000	250,000	250,000	250,000	250,000
Debt Servicing Costs	176,600	336,100	443,100	471,800	578,800
Total Operating Expenses	6,874,000	7,003,900	7,601,200	7,649,300	7,779,900
Transfers to Other Funds					
Sewer Capital Fund - 2020 Revenues	567,500	-	-	-	-
Sewer Capital Fund - 2019 Revenues	350,000	900,000	450,000	500,000	750,000
	917,500	900,000	450,000	500,000	750,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	500	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	381,000	381,000	381,000	381,000	381,000
Transfer to Appropriated Surplus					
Surplus contingency	206,900	-	-	-	-
	206,900	-	-	-	-
Total Expenses	8,379,400	8,284,900	8,432,200	8,530,300	8,910,900

Schedule E

City of Courtenay
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Water Operating Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Water Frontage Rate per taxable meter	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84
Water Utility Rate - Single Family Unit	\$ 506.05	\$ 516.17	\$ 526.49	\$ 537.02	\$ 547.76
Proposed increase %	1.6%	2.0%	2.0%	2.0%	2.0%
Revenues					
Operating					
Frontage & Parcel Taxes	1,186,500	1,198,300	1,210,200	1,222,200	1,234,300
Sale of Services	6,992,500	7,160,200	7,332,100	7,507,900	7,688,900
Revenue from Own Sources	219,500	221,600	224,000	226,200	228,800
Total Operating Revenues	8,398,500	8,580,100	8,766,300	8,956,300	9,152,000
Reserves & Surplus					
Future Expenditure Reserve	114,600	-	-	-	-
Water Efficiency	26,600	27,000	27,600	28,100	28,100
Surplus	-	332,700	10,600	298,500	15,900
Total Transfers from Reseves & Surplus	141,200	359,700	38,200	326,600	44,000
Equity in Capital Assets					
	400,000	400,000	400,000	400,000	400,000
Total Revenues	8,939,700	9,339,800	9,204,500	9,682,900	9,596,000
Expenses					
Operating					
General Administration	1,867,600	1,728,300	1,720,000	1,706,600	1,691,300
CVRD - Supply	4,436,400	4,606,800	4,671,300	4,736,700	4,803,000
Transmission and Distribution	1,320,700	1,289,800	1,304,100	1,318,800	1,318,800
	7,624,700	7,624,900	7,695,400	7,762,100	7,813,100
Amortization	400,000	400,000	400,000	400,000	400,000
Debt Servicing Costs	30,600	30,600	73,700	234,100	234,100
Total Operating Expenses	8,055,300	8,055,500	8,169,100	8,396,200	8,447,200
Transfers to Other Funds					
Water Capital Fund - 2020 Revenues	114,600	-	-	-	-
Water Capital Fund - 2019 Revenues	195,000	890,000	640,000	890,000	750,000
	309,600	890,000	640,000	890,000	750,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Water Utility Reserve	57,500	58,700	59,800	61,100	62,200
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	393,100	394,300	395,400	396,700	397,800
Transfer to Appropriated Surplus					
Surplus contingency	181,700	-	-	-	-
Total Transfers	574,800	394,300	395,400	396,700	397,800
Total Expenses	8,939,700	9,339,800	9,204,500	9,682,900	9,595,000

Schedule F

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General Capital Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Other Revenues	411,000	200,000	200,000		200,000
Grants	411,000	2,179,900	2,950,000	210,000	210,000
	822,000	2,379,900	3,150,000	210,000	410,000
Transfers from Surplus					
Operating Funds	376,100	1,082,100	773,100	1,025,600	930,700
Capital Surplus - RFE	602,300	-			
Unexpended Debt	300,500	584,100	64,200		
	1,278,900	1,666,200	837,300	1,025,600	930,700
Transfers from Reserves					
Community Works Reserve	1,495,000	1,190,000	1,275,000	1,360,000	1,960,000
Gaming Funds Reserve	175,000				
Other Reserve Funds	2,482,800	3,395,900	2,044,700	1,744,700	2,026,600
	4,152,800	4,585,900	3,319,700	3,104,700	3,986,600
Total Transfers		5,668,000	4,092,800	4,130,300	4,917,300
Funding from Debt					
Other	-	9,400,000	3,233,000	10,250,000	3,000,000
	-	-	-	-	-
Total Revenues	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300
Expenditures					
Capital Assets					
Land and improvements	1,485,300	875,000	907,000	895,000	705,000
Buildings	945,300	387,000	675,000	405,300	818,300
Equipments / Furnitures / Vehicles	698,000	2,665,000	805,000	975,000	805,000
Engineering Structures - Renewal	2,243,200	8,460,000	3,545,000	6,190,000	5,874,000
Engineering Structures - New	681,900	5,400,000	4,483,000	6,000,000	-
Other Tangible Capital Assets	200,000	245,000	125,000	125,000	125,000
Total Expenditures	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300

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2020-2024 General Capital Expenditure Program (1 of 4)				2020	2021	2022	2023	2024	Total 2020-
Department Responsible	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
[-] PW	[-] Public Works	[-] New	PUBLIC WORKS - New Public Works Building	3,700	5,400,000	-	-	-	5,403,700
PW Total				3,700	5,400,000	-	-	-	5,403,700
[-] 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
PW - Fleet Total				933,000	700,000	700,000	700,000	700,000	3,733,000
[-] 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	130,000	-	-	-	-	130,000
PW - Roads Total				1,633,700	1,400,000	1,500,000	1,600,000	1,600,000	7,733,700
[-] 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 (eleva	-	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
PW - Civic Properties Total				875,300	357,000	615,000	385,300	748,300	2,980,900

Schedule H

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2020-2024 General Capital Expenditure Program (2 of 4)						2020	2021	2022	2023	2024	Total 2020-2024
Department	Department	Category	Project description			Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Budget
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	
			Tarling Park (Lake Trail / Arden Trail construction)	New	-	-	257,000	-	-	257,000	
	Walkways & Bikeways	Buildings	Sheffield Park (located in Crown Isle)		25,000	-	-	-	-	25,000	
			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			
PW - Parks Total						400,000	400,000	457,000	545,000	255,000	2,057,000
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
				MAJOR ROAD CONS - 5th St Bridge Rehabilitation		375,000	6,300,000	-	-	-	6,675,000
	Road Paving	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 Corr		-	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		
Engineering Total						693,200	6,860,000	5,845,000	4,390,000	4,074,000	21,862,200

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2020-2024 General Capital Expenditure Program (3 of 4)					2020	2021	2022	2023	2024	Total 2020-	
Department Responsible	Department	Category	Project description		Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget	
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	
			Land and								
		Parks	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
	Rec & Culture Total					590,300	550,000	555,000	415,000	565,000	2,675,300

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2020-2024 General Capital Expenditure Program (4 of 4)				2020	2021	2022	2023	2024	Total 2020-	
Department Responsible	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	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	IT	*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
				IT Total			250,000	215,000	185,000	215,000
Purchasing / IT	IT	Other Tangible Assets	ProFuel	-	20,000	-	-	-	20,000	
Purchasing / IT Total				-	20,000	-	-	-	20,000	
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	
Fire Department Total				159,500	1,830,000	483,000	6,140,000	-	8,612,500	
Finance / IT	IT	Other Tangible Assets	Great Plain Electronic Workflow	15,000	-	-	-	-	15,000	
			Organization Wide Software	-	100,000	-	-	-	100,000	
Finance / IT Total				15,000	100,000	-	-	-	115,000	
Coporate Services	Corporate Services	New	Strategic Land Acquisition	500,000	-	-	-	-	500,000	
Coporate Services Total				500,000	-	-	-	-	500,000	
Development Services	DCC Projects	Renewal	Road, Storm, Parks DCC Projects	200,000	200,000	200,000	200,000	200,000	1,000,000	
Development Services Total				200,000	200,000	200,000	200,000	200,000	1,000,000	
Grand Total				6,253,700	18,032,000	10,540,000	14,590,300	8,327,300	57,743,300	

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2020 General Capital Expenditure Source of Funding (1 of 3)				2020	2020	2020	2020	2020	2020	2020	2020	2020
Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Unexpended Funds	Fed / Prov Funding	Gas Tax Grant	Gaming Fund	CVRD Grant
- PW	Public Works	Public Works	PUBLIC WORKS - New Public Works Building	3,700	-	-	3,700	-	-	-	-	-
	Public Works Total			3,700	-	-	3,700	-	-	-	-	-
				3,700	-	-	3,700	-	-	-	-	-
PW Total				3,700	-	-	3,700	-	-	-	-	-
- PW - Fleet	Fleet	Fleet	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	-	350,000	-	-	-	-	-	-
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	49,100	123,900	-	-	-	-	-	-
			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	-	-	-	-	-	-	-
	Fleet Total			933,000	159,100	473,900	-	-	125,000	-	175,000	-
PW - Fleet Total				933,000	159,100	473,900	-	-	125,000	-	175,000	-
- PW - Roads	Infrastructure	Road Paving	ROAD PAVING - Grind and Pave program	1,400,000	-	-	-	210,000	-	1,190,000	-	-
		Storm Drainage	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	103,700	-	-	-	-	-	-
		Bike Lane	Cycling Network Plan Improvements	130,000	-	-	-	-	-	130,000	-	-
	Infrastructure Total			1,633,700	-	103,700	-	210,000	-	1,320,000	-	-
PW - Roads Total				1,633,700	-	103,700	-	210,000	-	1,320,000	-	-
- PW - Civic Properties	Parks	Parks	Woodcote Park - Roof Replacement	45,000	-	45,000	-	-	-	-	-	-
	Parks Total			45,000	-	45,000	-	-	-	-	-	-
	Property Services	City Hall	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	-	-	-	-	-
	Property Services Total			131,000	-	31,000	100,000	-	-	-	-	-
	Public Works	Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	-	265,500	-	-	-	-	-
	Public Works Total			265,500	-	-	265,500	-	-	-	-	-
	Rec & Culture	Art Gallery	ART GALLERY - Hydraulic Passenger Elevator replacement	86,300	-	86,300	-	-	-	-	-	-
		Filberg Centre	FILBERG - Hydraulic Passenger Elevator replacement	92,000	-	92,000	-	-	-	-	-	-
		Library	LIBRARY - Building Energy Reduction	55,500	-	55,500	-	-	-	-	-	-
		Memorial Pool	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	NATIVE SONS HALL - Roof Replacement	50,000	-	50,000	-	-	-	-	-	-
		Youth Centre	YOUTH CENTRE - Heating System Replacement	50,000	-	-	50,000	-	-	-	-	-
	Rec & Culture Total			433,800	-	283,800	50,000	-	-	-	-	100,000
PW - Civic Properties Total				875,300	-	359,800	415,500	-	-	-	-	100,000

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2020 General Capital Expenditure Source of Funding (2 of 3)				2020	2020	2020	2020	2020	2020	2020 Gas	2020	2020		
Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	DCC Reserve	Fed / Prov Funding	Tax Fed Grant	CVRD Grant	Other Contributions		
PW - Parks	Cemetery	Cemetery	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	-		
	Cemetery Total			160,000	-	-	-	-	-	-	160,000	-		
	Parks	Parks	Sheffield Park (located in Crown Isle)	25,000	-	25,000	-	-	-	-	-	-	-	
			Walkways & Bikeways	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	-	-	-	-	-
				Buckstone to Island Hwy Trail	110,000	-	-	-	-	-	-	-	-	110,000
	Parks Total			240,000	78,300	25,000	14,300	12,400	-	-	-	110,000		
	PW - Parks Total				400,000	78,300	25,000	14,300	12,400	-	-	160,000	110,000	
	Engineering	Infrastructure	Major Road Construction	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	-	375,000	-	-	-	-	-	-	
			Storm Drainage	Braidwood Road Design - Storm & Road	93,200	-	-	93,200	-	-	-	-	-	
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	-	175,000	-	-		
Bike Lane			Bike Lane Hobson Neighbourhood Route	50,000	-	31,800	-	-	18,200	-	-	-		
Infrastructure Total			693,200	-	406,800	93,200	-	18,200	175,000	-	-			
Engineering Total				693,200	-	406,800	93,200	-	18,200	175,000	-			
Rec & Culture	Parks	Parks	Tarling Park gate, fencing and Hydro service	8,100	-	-	8,100	-	-	-	-	-		
			Marina Storage Compound Relocation	10,000	10,000	-	-	-	-	-	-	-		
			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	Walkways & Bikeways	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	-	-	-	-	-	-	-		
			Parks Total			455,300	138,700	141,400	36,600	138,600	-	-	-	
	Rec & Culture	Rec & Culture	Filberg Centre	FILBERG CENTRE - Drive Thru Repair / Renovation	35,000	-	-	35,000	-	-	-	-	-	
			Lewis Centre	LEWIS CENTRE - Equipments > 5k	45,000	-	45,000	-	-	-	-	-		
				LEWIS CENTRE - Shower Lift (accessibility funding)	20,000	-	12,200	-	-	7,800	-	-		
Sid Theatre			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000	-	25,000	-	-	-	-	-			
	SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000	-	10,000	-	-	-	-	-					
Rec & Culture Total			135,000	-	92,200	35,000	-	7,800	-	-				
Rec & Culture Total				590,300	138,700	233,600	71,600	138,600	7,800	-	-			

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Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Unexpended Funds	DCC Reserve	Fed / Prov Funding	Gas Tax Grant	Gaming Fund	CVRD Grant	Proceeds - Asset Sales	Other Contributions		
IT	Corporate Services	IT	PHOTOCOPIERS	40,000	-	40,000	-	-	-	-	-	-	-	-	-		
			SERVER REPLACEMENT	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	
			*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	-	-	-	-	-	-	-	-	-	-	-
			Corporate Services Total	250,000	-	250,000	-	-	-	-	-	-	-	-	-	-	-
IT Total				250,000	-	250,000	-	-	-	-	-	-	-	-	-		
Finance / IT	Corporate Services	IT	Great Plain Electronic Workflow	15,000	-	15,000	-	-	-	-	-	-	-	-	-		
			Corporate Services Total	15,000	-	15,000	-	-	-	-	-	-	-	-	-	-	
Finance / IT Total				15,000	-	15,000	-	-	-	-	-	-	-	-	-		
Fire Department	Fire Services	Fire	FIRE DEPT LIGHT VEHICLES	65,000	-	65,000	-	-	-	-	-	-	-	-	-		
			Fire Services Total	65,000	-	65,000	-	-	-	-	-	-	-	-	-	-	
			Property Services	Fire	FIRE - NEW SATELLITE FIREHALL	94,500	-	-	4,000	90,500	-	-	-	-	-	-	-
Property Services Total	94,500	-			-	4,000	90,500	-	-	-	-	-	-	-	-		
Fire Department Total				159,500	-	65,000	4,000	90,500	-	-	-	-	-	-	-		
Corporate Services	Corporate Services	Corporate Services	Strategic Land Acquisition	500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
			Corporate Services Total	500,000	-	199,000	-	-	-	-	-	-	-	-	301,000	-	
Corporate Services Total				500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
Development Services	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects	200,000	-	-	-	-	200,000	-	-	-	-	-	-		
			Infrastructure Total	200,000	-	-	-	-	200,000	-	-	-	-	-	-	-	
Development Services Total				200,000	-	-	-	-	200,000	-	-	-	-	-	-		
Grand Total				6,253,700	376,100	2,131,800	602,300	300,500	351,000	151,000	1,495,000	175,000	260,000	301,000	110,000		

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Sewer Capital Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Funding from Operating Fund					
Sewer Operating Fund	350,000	900,000	450,000	500,000	750,000
	<u>350,000</u>	<u>900,000</u>	<u>450,000</u>	<u>500,000</u>	<u>750,000</u>
Reserves & Surplus					
Sewer Capital Surplus - RFE	567,300				
Sewer Reserve Funds	1,050,000	1,550,000	250,000		250,000
	<u>1,617,300</u>	<u>1,550,000</u>	<u>250,000</u>	<u>-</u>	<u>250,000</u>
Funding from Debt	3,000,000	2,000,000		2,000,000	
Total Revenues	<u>4,967,300</u>	<u>4,450,000</u>	<u>700,000</u>	<u>2,500,000</u>	<u>1,000,000</u>
Expenditures					
Capital Assets					
Equipment					
Engineering Structures - Renewal	617,300	4,450,000	700,000	2,500,000	1,000,000
Engineering Structures - New	4,350,000	-	-	-	-
	<u>4,967,300</u>	<u>4,450,000</u>	<u>700,000</u>	<u>2,500,000</u>	<u>1,000,000</u>
Total Expenditures	<u>4,967,300</u>	<u>4,450,000</u>	<u>700,000</u>	<u>2,500,000</u>	<u>1,000,000</u>

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2020-2024 Sewer Capital Expenditure Program		2020	2021	2022	2023	2024	Total 2020-
Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
New	Sewer - Greenwood Trunk Construction	4,100,000					4,100,000
	Sewer System Options Analysis	200,000					200,000
New Total		4,300,000					4,300,000
Renewal	Sewer - Projects identified through Master Plan			500,000		1,000,000	1,500,000
	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900	1,400,000				1,594,900
	Sewer - 1st Street Lift Station Replacement	341,100	2,300,000				2,641,100
	Braidwood Road - Road & Utility - Sewer Component	31,300			500,000		531,300
	Sewer - Arden Central Trunk Main			200,000	2,000,000		2,200,000
	Sewer - Mansfield Drive Forcemain	50,000	750,000				800,000
	Veterans Memorial Parkway Sewer Sleeve	50,000					50,000
Renewal Total		667,300	4,450,000	700,000	2,500,000	1,000,000	9,317,300
Grand Total		4,967,300	4,450,000	700,000	2,500,000	1,000,000	13,617,300

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2020 Sewer Capital Expenditure Source of Funding		2020 Proposed Budget	2020 Sewer Revenues	2020 Sewer Reserves	2020 Reserve for Future Expenditure	2020 DCC Reserve	2020 Debt
Category	Project description						
New	Sewer - Greenwood Trunk Construction	4,100,000	50,000	600,000		450,000	3,000,000
	Sewer System Options Analysis	200,000	200,000				
New Total		4,300,000	250,000	600,000		450,000	3,000,000
Renewal	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900			194,900		
	Sewer - 1st Street Lift Station Replacement	341,100			341,100		
	Braidwood Road - Road & Utility - Sewer Component	31,300			31,300		
	Sewer - Mansfield Drive Forcemain	50,000	50,000				
	Veterans Memorial Parkway Sewer Sleeve	50,000	50,000				
Renewal Total		667,300	100,000		567,300		
Grand Total		4,967,300	350,000	600,000	567,300	450,000	3,000,000

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Water Capital Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Funding from Operating Fund					
Other Revenues					
Water Operating Fund	195,000	890,000	640,000	890,000	750,000
	195,000	890,000	640,000	890,000	750,000
Reserves & Surplus					
Water Capital Surplus - RFE	114,600				
Community Works (Gas Tax)					
Water Reserves	250,000	600,000	-	250,000	250,000
	364,600	600,000	-	250,000	250,000
Funding from Debt			3,000,000		
Total Revenues	559,600	1,490,000	3,640,000	1,140,000	1,000,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	131,000	500,000	-	1,000,000	860,000
Engineering Structures - New	428,600	990,000	3,640,000	140,000	140,000
Other Charges					
	559,600	1,490,000	3,640,000	1,140,000	1,000,000
Total Expenditures	559,600	1,490,000	3,640,000	1,140,000	1,000,000

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2020-2024 Water Capital Expenditure Program		2020	2021	2022	2023	2024	Total 2020-
Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
New	City Watermain on private property	70,000	140,000	140,000	140,000	140,000	630,000
	Water - South Courtenay Secondary Transmission	83,600	250,000	3,500,000			3,833,600
	Water - City Cross Connection Control Program - Transmission/Distribution Metering	250,000	100,000				350,000
	Water - Sandwich Area Fireflow Analysis	25,000	500,000				525,000
New Total		428,600	990,000	3,640,000	140,000	140,000	5,338,600
Renewal	Water - Projects identified through Master Plan				500,000	860,000	1,360,000
	Braidwood Road - Road & Utility - Water Component	31,000			500,000		531,000
	Water - Highway 19A Loop - Christie Parkway	100,000					100,000
	Sandpiper / Millard Water Main Upgrade		500,000				500,000
Renewal Total		131,000	500,000		1,000,000	860,000	2,491,000
Grand Total		559,600	1,490,000	3,640,000	1,140,000	1,000,000	7,829,600

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2020 Water Capital Expenditure Source of Funding		2020 Proposed Budget	2020 Water Revenues	2020 Reserves	2020 Reserve for Future Expenditures
Category	Project description				
New	City Watermain on private property	70,000	70,000		
	Water - South Courtenay Secondary Transmission	83,600			83,600
	Water - City Cross Connection Control Program - Transmission/Distribution Metering	250,000		250,000	
	Water - Sandwich Area Fireflow Analysis	25,000	25,000		
New Total		428,600	95,000	250,000	83,600
Renewal	Braidwood Road - Road & Utility - Water Component	31,000			31,000
Renewal Total		131,000	100,000		31,000
Grand Total		559,600	195,000	250,000	114,600



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2020 Tax Rates Report

File No.: 1970-02
Date: April 6, 2020

PURPOSE:

The purpose of this report is for Council to establish the 2020 tax rates.

POLICY ANALYSIS:

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

EXECUTIVE SUMMARY:

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

Over the past year, 301 new residential properties were added to the Residential tax class. The combination of new properties and higher values for residential properties resulted in the Residential tax class growing by 3.91%. The Commercial sector experienced a decrease with 8 properties being reclassified on the roll, however there was an overall 7.84% increase in value to the Commercial tax class. This assessment growth and the request for additional property tax revenues factor into the determination of tax rates for the property tax classes.

For 2020 Staff suggests the Residential Tax Class rate should be revised from 3.0332 (2019 rate) to 3.0241 and the Commercial multiplier changed from 3.35 (2019 multiplier) to 3.25. Using these revised values maintains the ratio of the tax burden between the tax classes to a similar percentage as last year. Should Council choose to modify the commercial multiplier, any change will shift the tax burden in favour of one tax class versus the other tax class.

CAO RECOMMENDATIONS:

That based on the April 6, 2020 Staff Report “2020 Tax Rates”, Council approve a Residential Tax Class rate of 3.0241 and a Commercial tax rate multiplier of 3.25 in order to generate property tax revenues to cover the budgeted expenditures identified in the 2020 – 2024 Consolidated Financial Plan.

Respectfully submitted,



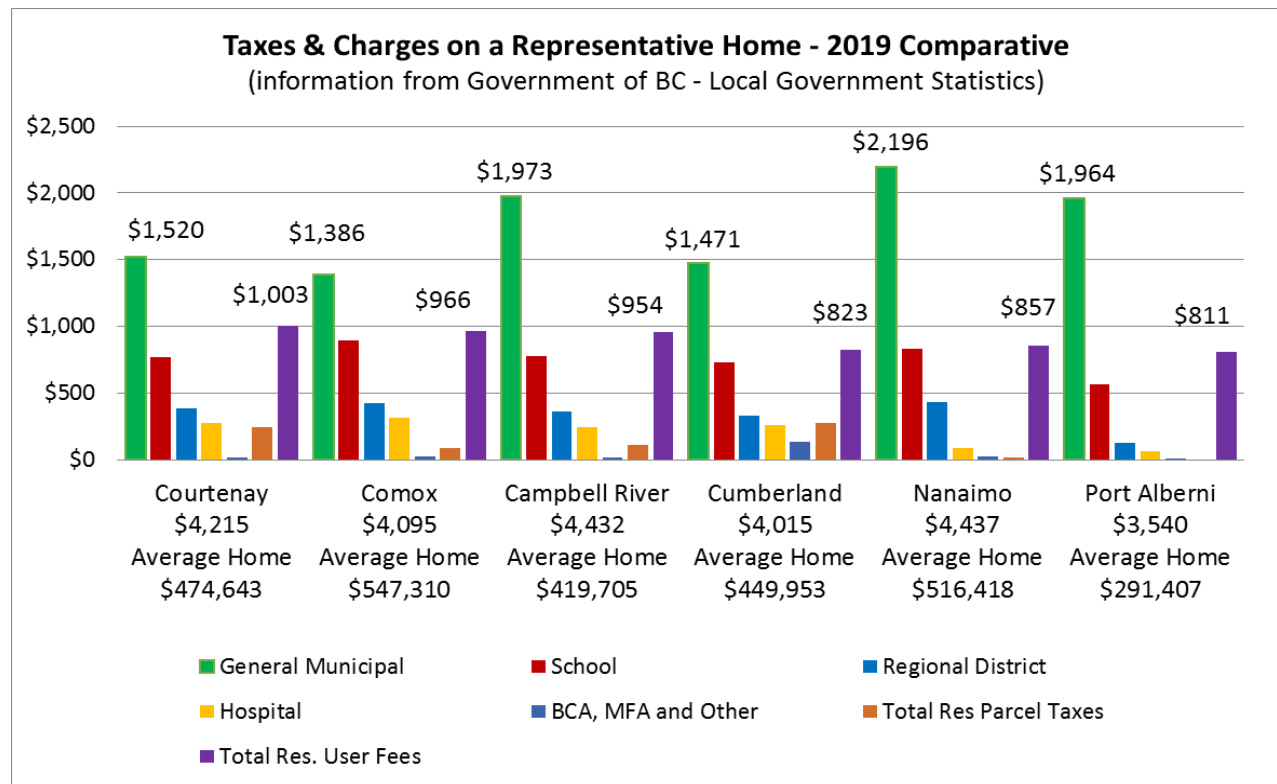
David Allen, BES, CLGEM, SCLGM
 Chief Administrative Officer

BACKGROUND:

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

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

The following 2019 comparison of property tax and utility costs from neighbouring municipalities on Vancouver Island has been compiled using BC Government statistics for Local Governments in the province. It shows how an “average” residential property in Courtenay compares to other municipalities in relation to property taxes levied, dollars collected for other taxing authorities, utility user fees and parcel taxes.



DISCUSSION:

The primary source of funding for the Consolidated Financial Plan is the Property Tax Levy. On March 2, 2020 Council approved a budgetary request to increase tax revenues by 3.22%. For 2020, the amount of property tax revenues the City requires is \$25.224M to provide revenue for all budgeted expenditures and the annual debt payments.

Assessment Trends

The March 19, 2020 BC Assessment Revised Assessment roll information is used to calculate the impact of the 3.22% tax increase across all Tax Classes. It provides the total number of properties in each Tax Class and their respective cumulative total assessment value. In 2020 there are a total of 11,884 residential properties and 1,011 commercial properties within the City of Courtenay.

- Residential Assessment (Class 01) Average property value *increase* = 3.91% (from \$435,616₂₀₁₉ to \$452,646₂₀₂₀)
- Commercial Assessment (Class 06) Average property value *increase* = 7.84% (from \$819,332₂₀₁₉ to \$883,590₂₀₂₀)

Tax Rates and Commercial Multiplier:

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

The commercial multiplier is adjusted to proportionately distribute the tax revenue request of \$25.224M between the Residential Tax Class (01) and the Commercial Tax Class (06). It has been adjusted to provide for an even distribution of the increase between the two Tax Classes as was done in 2019.

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

Table #1:

		Average Assessment Change								
		2019	2020	%					2019 Multiplier	
Class 1 - Residential										
		\$ 435,616	\$ 452,646	3.91%						
Municipal General Tax \$ Increase					\$ 62.34	\$ 54.87	\$ 47.54	\$ 40.25	\$ 33.01	\$ 25.85
% change in tax levy over 2019					4.72%	4.15%	3.60%	3.05%	2.50%	1.96%
					Multiplier of 3.15	Multiplier of 3.20	Multiplier of 3.25	Multiplier of 3.30	Multiplier of 3.35	Multiplier of 3.40
		\$ 819,332	\$ 883,590	7.84%						
Municipal General Tax \$ Increase					\$ 182.60	\$ 271.14	\$ 358.70	\$ 445.29	\$ 531.09	\$ 615.83
% change in tax levy over 2019					2.19%	3.26%	4.31%	5.35%	6.38%	7.40%

What this means to the Average Taxpayer

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

Residential Class

The property tax increase for an average Class 1 residential property, valued at \$452,646, is estimated at 3.6% or **\$47.54** for the municipal portion of the tax notice. (See Attachment #1)

When the water, sewer, and solid waste user fees are applied to this property, the impact of City rates, fees and property tax increases is **\$69.06** or an overall increase of 2.09%.

Increases for tax collections for other authorities are projected to be about \$42 for 2020. These rates are outside the control of City Council.

Commercial Class

The property tax increase for an average commercial property, valued at \$883,590 is estimated at 4.31% or \$358.70 (See Attachment # 2).

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

A reduction for tax collections for other authorities are projected to be about \$(1,320) for 2020 with the recent announcement to reduce school taxes for businesses by 50% in 2020 related to the COVID-19 pandemic. These rates are outside the control of City Council.

FINANCIAL IMPLICATIONS:

Council’s decision with respect to the commercial multiplier is the key factor when determining the distribution of the property tax levy between property classes. If Council chooses to adjust the commercial tax rate multiplier lower than 3.25, it results in a higher percentage increase to residential property owners.

Table 2 provides a historical view of the commercial multiplier and tax load burden between the tax classes since 2017.

Table # 2:

Class	Descrip	2017		2018		2019		2020	
		@2.7195 % Tax Share	chnng	@3.03986 % Tax Share	chnng	@3.35 % Tax Share	chnng	@3.25 % Tax Share	chnng
1	Residential	63.65	1.85	64.05	0.40	63.92	(0.13)	64.49	0.57
2	Utility	0.24	(0.03)	0.23	(0.01)	0.24	0.01	0.25	0.01
4	Major Industry	0.00	0.00	0.00	0.00	-	0.00	-	0.00
5	Light Industry	0.38	0.00	0.34	(0.04)	0.34	0.00	0.37	0.03
6	Business	35.62	(1.82)	35.29	(0.33)	35.42	0.13	34.81	(0.61)
8	Rec/Non-Profit	0.08	0.00	0.07	(0.01)	0.06	(0.01)	0.06	0.00
9	Farm	0.03	0.00	0.02	(0.01)	0.02	0.00	0.02	0.00

Table 3 provides a comparison of the business class 6 municipal tax rate and multiplier for neighbouring municipalities on Vancouver Island and BC for 2019. This information has been compiled using the BC Government statistics for Local Governments in the province.

Table #3:

Municipalities	July 1, 2018 BC STATS Population Estimates (Dec. 2018 Release)	Municipal Purposes Tax Rates (Includes Library)	Tax Class Multiples	% Total Taxes	% Total Assess
Penticton	36,647	6.721	1.82	22	14
Port Alberni	18,803	14.0456	2.08	17	12
West Kelowna	34,883	7.33574	2.33	11	5
Kelowna	136,233	7.4507	2.36	26	14
Qualicum Beach	9,502	7.0326	2.42	9	4
Squamish	21,229	7.8613	2.63	24	12
Campbell River	35,141	12.5464	2.67	21	9
Duncan	5,241	10.2030	2.74	42	21
Parksville	13,323	9.6141	2.76	24	10
Cumberland	4,134	9.5744	2.93	18	8
Nanaimo	97,619	12.8942	3.03	29	12
Courtenay	27,533	10.7310	3.35	35	14
Saanich	122,245	12.1864	4.14	23	7
Comox	14,999	11.0931	4.38	17	5

ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council approval of the commercial tax rate multiple to be used in setting the 2020 property tax rates, the property tax rates bylaw will be drafted and returned to Council for consideration following adoption of the 2020-2024 Financial Plan. Both the financial plan and the tax rates bylaws must be adopted no later than May 15th, 2020.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

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

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

OFFICIAL COMMUNITY PLAN REFERENCE:

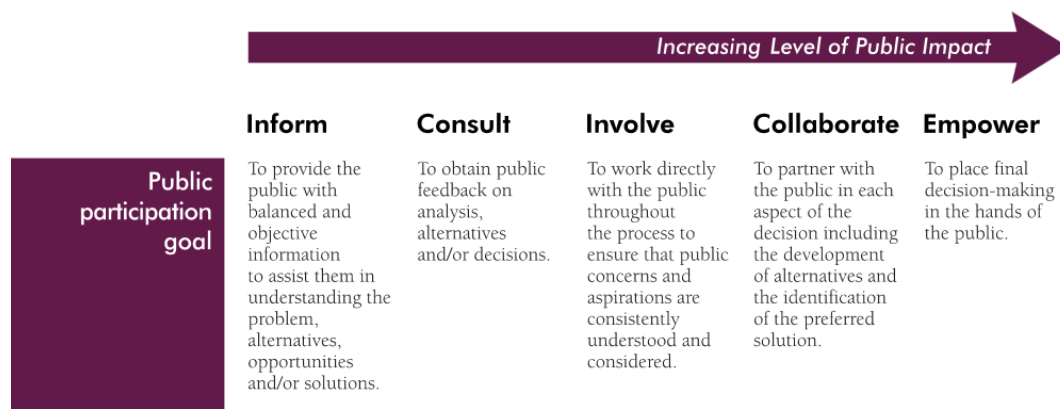
N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** through adoption of policy based on the IAP2 Spectrum of Public Participation:
http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdfStaff



OPTIONS:

- OPTION 1: That for 2020 Council approve a Residential Tax Class rate of 3.0241 and a Commercial tax rate multiplier of 3.25 in order to generate property tax revenues of \$25.224M as identified in the 2020 – 2024 Consolidated Financial Plan. RECOMMENDED
- OPTION 2: That for 2020 Council approve an increase to the Commercial tax rate multiplier by .05 and increase the multiplier to 3.40 for setting 2020 property tax rates.
- OPTION 3: That for 2020 Council approve a reduction to the Commercial tax rate multiplier by .15 and reduce the multiplier to 3.20 for setting the 2020 property tax rates.
- OPTION 4: That the 2019 Commercial tax rate multiplier of 3.35 be used for setting the 2020 property tax rates.
- OPTION 5: That for 2020 the Commercial tax rate multiplier be set to an amount determined by Council.

Prepared by:



Jennifer Nelson, CPA, CGA
Director of Financial Services

Attachments:

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



City of Courtenay

Comparison of Property Taxes and Utilities on an Average Residential Property

As at April 6, 2020 - Assume 3% increase to School, Hospital, BCAA, MFA

	<u>2020</u>	<u>2019</u>	<u>Difference</u>	<u>% Change</u>
Average Residential Property per BCAA Revised Roll information -March 19, 2020	452,646	435,616	17,030	3.91%
Property Taxes Calculation				
General Municipal Taxes				
General Municipal & Debt Levy	\$ 1,368.85	1,321.31	47.54	3.60%
Frontage Taxes				
Water Frontage (avg 21.83 metres)	\$ 127.49	\$ 127.49	-	
Sewer Frontage (avg 21.83 meters)	\$ 223.54	\$ 223.54	-	
Subtotal Courtenay Municipal Taxes	1,719.87	\$1,672.34	47.54	2.84%
Tax Collections for Other Authorities				
School	\$730.10	\$708.83	21.27	3.00%
Library	\$76.41	\$74.10	2.31	3.12%
Regional District	\$359.94	\$349.32	10.62	3.04%
Regional Hospital District	\$259.92	\$252.35	7.57	3.00%
BC Assessment Authority	\$17.45	\$16.95	0.51	3.00%
Municipal Finance Authority	\$0.09	\$0.09	0.00	3.00%
Subtotal Other Authorities Taxes	\$1,443.92	\$1,401.64	42.28	3.34%
Total Tax Levy	\$ 3,163.79	\$3,073.97	89.81	2.92%
Basic Home Owner Grant	\$ (770)	\$ (770)		
Total Tax Payable net of Basic Grant	\$ 2,393.79	\$2,303.97	89.81	
Utilities - Single Family User				
Water	\$ 506.05	\$497.92	8.13	1.63%
Sewer	\$ 344.71	\$340.38	4.33	1.27%
Solid Waste & Recycling	\$ 173.73	\$164.67	9.06	5.50%
	\$ 1,024.49	\$1,002.97	21.52	2.15%
Total Taxes & Utilities (net of Basic Grant)	\$ 3,418.28	\$3,306.94	111.33	3.37%

Total City Only Increases

69.06

2.09%



City of Courtenay

Comparison of Property Taxes on an Average Commercial Property

*(As at April 6, 2020 - Assume 3% increase to School, Hospital, BCAA, MFA & Hospital multiplier of 2.45 for CVRD (All outstanding at time of report) **50% reduction for business school tax announced in 2020 due to COVID-19***

	<u>2020</u>	<u>2019</u>		
Average Assessment Value	883,590	819,332	7.84%	
Commercial Multiplier	3.25	3.35		
Property Taxes				
General Municipal Taxes				% Change
General Municipal & Debt Levy	\$ 8,684.10	8,325.40	358.70	4.31%
Frontage Taxes				
Water Frontage (avg 21.83M)	127.49	\$ 127.49	-	
Sewer Frontage (avg 21.83M)	223.54	\$ 223.54	-	
Subtotal City Municipal Taxes	9,035.13	8,676.42	358.70	4.13%
Tax Collections for Other Authorities				
School	\$ 1,561.24	3,031.53	(1,470.29)	
Library	\$ 484.65	466.86	17.79	
Regional District	\$ 2,035.44	1,939.93	95.51	
Regional Hospital District	\$ 1,197.68	1,162.80	34.88	
BC Assessment Authority	\$ 91.31	88.65	2.66	
Municipal Finance Authority	\$ 0.42	0.41	0.01	
Subtotal Other Authorities Taxes	5,370.74	6,690.17	(1,319.44)	
Total Tax Levy	14,405.86	15,366.60	(960.73)	-6.25%



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1971-20

From: Chief Administrative Officer

Date: April 6, 2020

Subject: Downtown Courtenay Business Improvement Association – 2020 Budget and Tax Levy Request

PURPOSE:

The purpose of this report is to receive the 2020 Budget and tax levy request submitted by the Downtown Courtenay Business Improvement Association (DCBIA).

POLICY ANALYSIS:

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

EXECUTIVE SUMMARY:

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

For the 2020 operating year, the DCBIA have submitted their budget and tax levy request in the amount of \$60,000.

CAO RECOMMENDATIONS:

That based on the April 6, 2020 staff report "Downtown Courtenay Business Improvement Association – 2020 Budget and Tax Levy Request" Council approve OPTION 1 to approve the DCBIA 2020 Budget and Tax Levy request in the amount of \$60,000.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

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

DISCUSSION:

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

For the DCBIA fiscal year 2020, proposed budget expenditures and requested tax levy total \$60,000. This amount will be reflected under the category of “Collections for Other Authorities” in the 2020-2024 Financial Plan, and is the amount on which the 2020 DCBIA tax rate will be calculated.

ADMINISTRATIVE IMPLICATIONS:

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

STRATEGIC PLAN REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

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

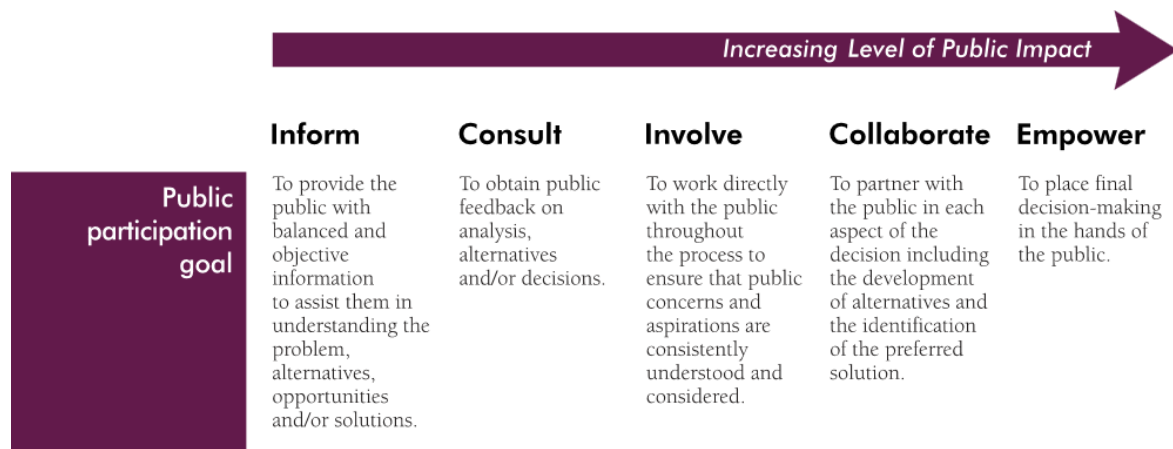
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

The public will be informed of the outcome of Council’s consideration of the BIA 2020 Budget Request and tax levy during regular Council meetings. This will inform the public based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

- OPTION 1: That Council approve the Downtown Courtenay Business Improvement Association (DCBIA) 2020 Budget and 2020 Tax Levy Request in the amount of \$60,000.
- OPTION 2: That Council defer approval of the Downtown Courtenay Business Improvement Association (DCBIA) 2020 Budget and 2020 Tax Levy Request in the amount of \$60,000.

While Option 2 provides time for further discussion, it also impacts the schedule required to adopt the 2020 Tax Rates Bylaw by May 15, 2020, which is a statutory requirement.

Prepared by:



Jennifer Nelson, CPA, CGA
Director of Financial Services

Attachment #1 – DCBIA 2020 Budget and Tax Levy Request



PRESIDENT
Jenny Deters
Design Therapy Inc
250-338-0211

VICE-PRESIDENT
Mackenzie Gartside
Select Mortgage
250-331-0800

TREASURER
Laurel Koorn
MNP
250-338-5464

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

DIRECTORS
Abel O'Brennan
Engel & Volkers VI North
250-203-1377

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

Lyndsey Bell
Big Foot Donuts
250-871-6603

Margaret McKenzie
Hitec Brazen Sportswear
250-334-3656

Sandra Viney
Atlas Café
250-338-9838

Sean Ferguson
Runge's Deli
250-650-5488

Steve Stewart
Edible Island Whole Foods
250-334-3116

EXECUTIVE DIRECTOR
Catherine Thompson
250-800-9497
info@downtowncourtenay.com

March 12, 2020

City of Courtenay
Jennifer Nelson
Director of Financial Services
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Re: Downtown Courtenay Business Improvement Association (DCBIA) 2020 Budget

Dear Jennifer Nelson,

Please find attached the proposed budget for the DCBIA for 2020, approved by the DCBIA Board of Directors.

This letter is also an official request for the \$60,000 tax levy to fund the DCBIA for 2020.

Please contact Catherine if you should have any questions, 250 800 9497 or info@downtowncourtenay.com. If you have any questions regarding the budget you can contact the DCBIA Treasurer, Laurel Koorn, at Laurel.Koorn@mnp.ca

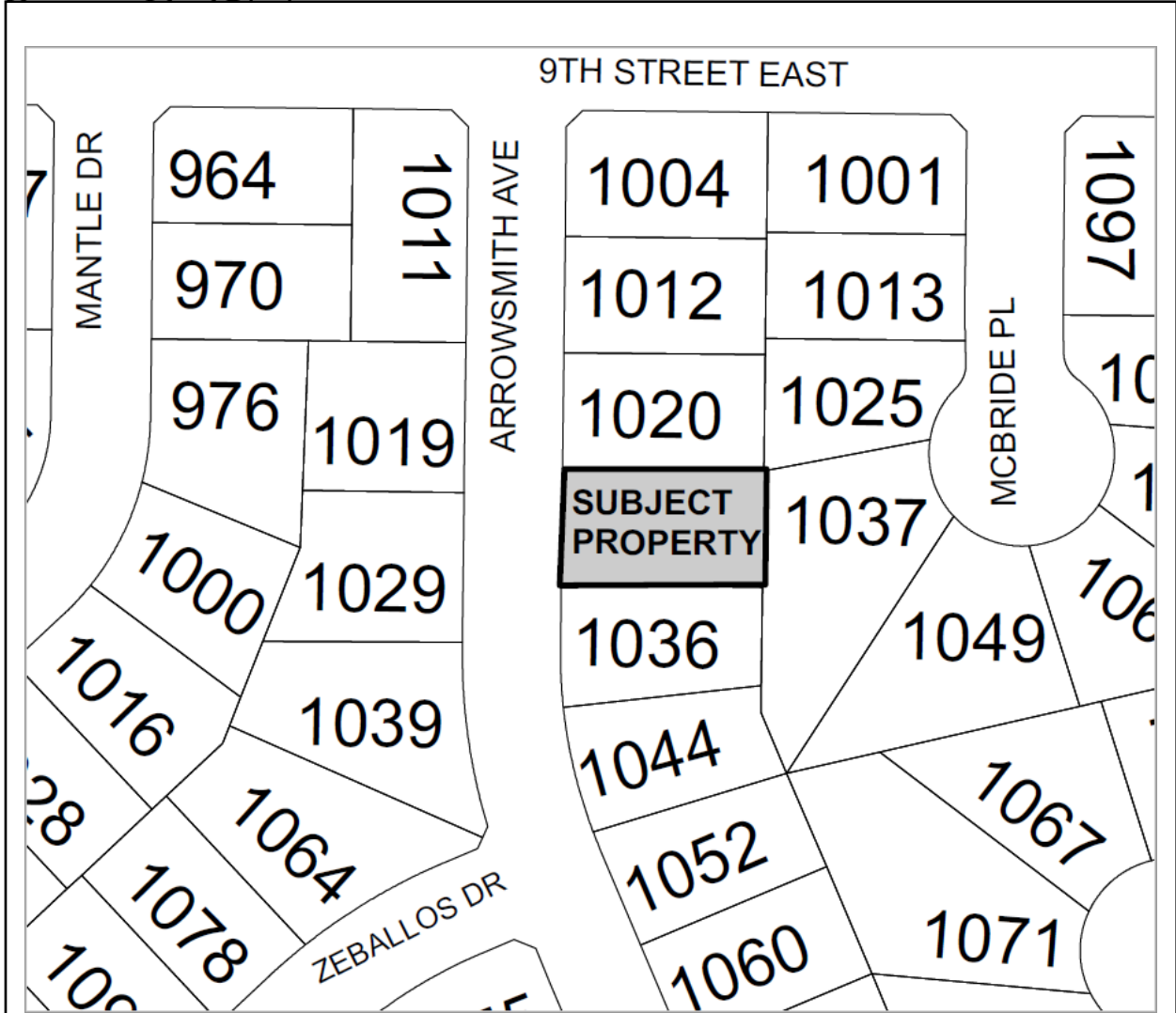
Sincerely,

Jenny Deters, President
Downtown Courtenay Business Improvement Association

Downtown Courtenay Business Improvement Association
#203 - 580 Duncan Ave. Courtenay BC V9N 2M7
downtowncourtenay.com

**Downtown Courtenay Business Improvement Association
2020 Budget**

Revenue	2020
City of Courtenay Tax Levy	60,000.00
Market Day Income	15,000.00
Christmas Parade Income	1,000.00
Moonlight and Magic Revenue	2,000.00
Associate Membership Income	275.00
Gross Revenues	78,275.00
Expenses	
Accounting & Legal	3,500.00
Annual General Meeting	700.00
BIA BC Conference	1,000.00
Board Retreat	500.00
Business Mixers	750.00
Membership & Dues	700.00
Office	500.00
Business Recruitment	750.00
Executive Director Contract	21,000.00
Utilities/Phone	304.00
Advertising	500.00
Sponsorship	1,275.00
Website Maintenance (\$50 per month)	600.00
Infrastructure	
banner	3,900.00
Walk of Achievement	500.00
Wayfinding	5,000.00
Façade Improvement	5,000.00
Insurance	1,600.00
Market Day Expense	11,250.00
Moonlight Magic	14,000.00
parade	2,400.00
Other Events	5,000.00
Total Expenses	80,729.00
Surplus/Deficit	-2,454.00



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2993, 2020
 Amendment to the
 Zoning Bylaw No. 2500, 2007

CITY OF COURTENAY
BYLAW REFERENCE FORM

BYLAW TITLE

2020-2024 Consolidated Financial Plan Bylaw No. 2983, 2020

REASON FOR BYLAW

A bylaw to adopt the consolidated five year financial plan

STATUTORY AUTHORITY FOR BYLAW

Section 165(2) of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

OTHER PROCEDURES REQUIRED

April 6, 2020

J. Nelson
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2983

A bylaw to adopt the consolidated five year financial plan

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

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

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

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

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

1. This bylaw may be cited for all purposes as **“The 2020 - 2024 Consolidated Financial Plan Bylaw No. 2983, 2020”**.
2. Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 statement of objectives and policies for the proportion of total revenue from property value taxes, parcel taxes, fees and charges, borrowing, and other funding sources.
3. Schedule “B” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 statement of the use of permissive tax exemptions.
4. Schedule “C” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 Consolidated Financial Plan.
5. Schedule “D” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 General Operating Fund Financial Plan.
6. Schedule “E” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 Sewer Operating Fund Financial Plan.
7. Schedule “F” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 Water Operating Fund Financial Plan.
8. Schedule “G” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 General Capital Fund Financial Plan.

9. Schedule “H” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 General Capital Expenditure Program.
10. Schedule “I” attached hereto and made part of this bylaw is hereby adopted as the 2020 General Capital Expenditure Source of Funding.
11. Schedule “J” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 Sewer Capital Fund Financial Plan.
12. Schedule “K” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 Sewer Capital Expenditure Program.
13. Schedule “L” attached hereto and made part of this bylaw is hereby adopted as the 2020 Sewer Capital Expenditure Source of Funding.
14. Schedule “M” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 Water Capital Fund Financial Plan.
15. Schedule “N” attached hereto and made part of this bylaw is hereby adopted as the 2020 - 2024 Water Capital Expenditure Program.
16. Schedule “O” attached hereto and made part of this bylaw is hereby adopted as the 2020 Water Capital Expenditure Source of Funding.
17. “The Final 2019 - 2023 Financial Plan Bylaw No. 2967, 2019” is hereby repealed.

Read a first time this day of April, 2020

Read a second time this day of April, 2020

Read a third time this day of April, 2020

Finally passed and adopted this day of April, 2020

Mayor

Corporate Officer

City of Courtenay
 BYLAW NO. 2983, 2020
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2020 - 2024
 Schedule A

Objectives and Policies for Schedule “A” Bylaw 2983

Proportion of Revenue by Source

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

	2018		2019		2020	
Revenue Source	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	24,954,500	38.15%	25,869,200	39.01%	27,222,300	40.13%
Parcel Taxes	3,133,400	4.79%	3,186,500	4.80%	3,427,100	5.05%
Fees and Charges	18,612,300	28.45%	19,546,100	29.47%	19,916,600	29.36%
Other Sources	4,306,700	6.58%	4,297,200	6.48%	4,373,500	6.45%
Reserves/Surpluses	14,413,100	22.03%	13,418,300	20.23%	9,898,900	14.59%
Borrowing	0	0.00%	0	0.00%	3,000,000	4.42%
TOTAL	\$65,420,000	100.00%	\$66,317,300	100.00%	\$67,838,400	100.00%

City of Courtenay
 BYLAW NO. 2983, 2020
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2020 - 2024
 Schedule B

Objectives and Policies for Schedule “B” Bylaw 2983

Permissive Tax Exemptions

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

Permissive Property Tax Exemptions	2018 (\$)	2019 (\$)	2020 (\$) estimate
City owned properties / managed by not-for-profit groups	179,050	189,954	189,955
Not-for Profit Organizations	142,299	166,505	177,940
Churches	14,520	16,795	16,795
TOTAL	335,869	373,254	384,691
Prior year tax levy for municipal purposes	22,108,900	22,901,225	23,945,200
As a percentage of municipal tax levy	1.52%	1.63%	1.61%

City of Courtenay
 BYLAW NO. 2983, 2020
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2020 - 2024
 Schedule C

Consolidated Financial Plan	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Taxes					
General Property Taxes	26,482,300	27,874,600	29,666,000	31,187,800	33,024,400
Collections for Other Governments (Estimate)	22,876,600	23,330,900	23,789,000	24,170,300	24,170,300
Total Property Taxes	49,358,900	51,205,500	53,455,000	55,358,100	57,194,700
Frontage & Parcel Taxes	3,427,100	3,458,500	3,489,400	3,524,100	3,559,100
Grants in Place of Property Taxes	493,500	508,800	503,500	518,900	513,500
% of Revenue Tax	415,700	415,700	415,700	415,700	415,700
Total Taxes Collected	53,695,200	55,588,500	57,863,600	59,816,800	61,683,000
Less: Transfers to Other Governments (Estimate)	(23,045,800)	(23,503,400)	(23,965,000)	(24,349,900)	(24,349,900)
Net Taxes for Municipal Purposes	30,649,400	32,085,100	33,898,600	35,466,900	37,333,100
Other Revenues					
Fees and Charges	19,916,600	20,470,300	21,050,000	21,603,200	22,107,200
Revenue from Other Sources	1,415,800	1,396,200	1,376,600	1,357,100	1,362,000
Other Contributions	411,000	200,000	200,000	-	200,000
Transfers from Other Govt & Agencies	2,546,700	4,203,300	4,996,600	2,278,700	2,301,100
Total Other Revenues	24,290,100	26,269,800	27,623,200	25,239,000	25,970,300
Total Operating Revenues	54,939,500	58,354,900	61,521,800	60,705,900	63,303,400
Transfers From Reserves and Surplus					
From Reserves	7,199,100	7,841,400	4,625,800	4,411,300	5,588,200
From Surplus	2,699,800	2,164,000	485,200	566,500	418,900
Total from Reserves and Surplus	9,898,900	10,005,400	5,111,000	4,977,800	6,007,100
Funding from Debt					
Total Revenues	67,838,400	79,760,300	72,865,800	77,933,700	72,310,500
Equity in Capital Assets					
	5,450,000	5,450,000	5,450,000	5,450,000	5,450,000
	73,288,400	85,210,300	78,315,800	83,383,700	77,760,500
Expenses					
Operating Expenses					
General Government	4,604,300	4,558,100	4,689,900	4,715,800	4,866,300
Protective Services	9,418,000	9,581,600	9,812,700	10,154,000	10,776,100
Public Works Services	8,964,400	8,478,800	8,501,500	8,794,200	8,848,200
Environmental Health Services	17,505,000	17,669,800	18,415,500	18,629,700	18,835,600
Public Health Services	355,700	360,800	366,100	371,600	373,000
Development Services	2,331,900	2,086,300	2,112,900	2,149,100	2,185,800
Recreation & Cultural Services	6,986,200	7,214,800	7,248,600	7,362,300	7,465,600
	50,165,500	49,950,200	51,147,200	52,176,700	53,350,600
Amortization	5,450,000	5,450,000	5,450,000	5,450,000	5,450,000
Total Operating Expenses	55,615,500	55,400,200	56,597,200	57,626,700	58,800,600
Capital Transactions					
Capital Assets					
Land and Improvements	1,485,300	875,000	907,000	895,000	705,000
Buildings	945,300	387,000	675,000	405,300	818,300
Equipment	698,000	2,665,000	805,000	975,000	805,000
Engineering Structures - Renewal	2,991,500	13,410,000	4,245,000	9,690,000	7,734,000
Engineering Structures - New	5,460,500	6,390,000	8,123,000	6,140,000	140,000
Other Capital Assets	200,000	245,000	125,000	125,000	125,000
	11,780,600	23,972,000	14,880,000	18,230,300	10,327,300
Debt for Capital Assets					
Interest	575,600	774,300	963,900	1,202,400	1,385,900
Principal	935,500	973,600	1,345,000	1,511,000	1,968,500
	1,511,100	1,747,900	2,308,900	2,713,400	3,354,400
Total Capital Transactions	13,291,700	25,719,900	17,188,900	20,943,700	13,681,700
Transfers to Reserves & Surplus					
To Reserves	3,992,600	4,090,200	4,169,500	4,237,700	4,306,700
To Appropriated Surplus	388,600	-	360,200	575,600	971,500
Total to Reserves and Surplus	4,381,200	4,090,200	4,529,700	4,813,300	5,278,200
	73,288,400	85,210,300	78,315,800	83,383,700	77,760,500

City of Courtenay
 BYLAW NO. 2983, 2020
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2020 - 2024
 Schedule D

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

Schedule D

City of Courtenay
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Sewer Operating Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Sewer Frontage Rate per taxable meter	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24
Sewer Utility Rate - Single Family Unit	\$ 344.71	\$ 353.33	\$ 362.16	\$ 371.21	\$ 380.49
Proposed increase %	1.3%	2.5%	2.5%	2.5%	2.5%
Revenues					
Operating					
Frontage & Parcel Taxes	2,240,600	2,260,200	2,279,200	2,301,900	2,324,800
Sale of Services	5,260,800	5,419,200	5,582,100	5,749,900	5,922,600
Revenue from Own Sources	60,500	60,500	60,500	60,500	60,500
Total Operating Revenues	7,561,900	7,739,900	7,921,800	8,112,300	8,307,900
Reserves & Surplus					
Future Expenditure Reserve	567,500	-	-	-	-
Surplus	-	295,000	260,400	168,000	353,000
Total Transfers from Reserves & Surplus	567,500	295,000	260,400	168,000	353,000
Equity in Capital Assets					
	250,000	250,000	250,000	250,000	250,000
	250,000	250,000	250,000	250,000	250,000
Total Revenues	8,379,400	8,284,900	8,432,200	8,530,300	8,910,900
Expenses					
Operating					
General Administration	1,297,400	1,261,400	1,290,100	1,302,800	1,326,400
CVRD	4,494,200	4,494,200	4,949,300	4,949,300	4,949,300
Collection	655,800	662,200	668,700	675,400	675,400
	6,447,400	6,417,800	6,908,100	6,927,500	6,951,100
Amortization	250,000	250,000	250,000	250,000	250,000
Debt Servicing Costs	176,600	336,100	443,100	471,800	578,800
Total Operating Expenses	6,874,000	7,003,900	7,601,200	7,649,300	7,779,900
Transfers to Other Funds					
Sewer Capital Fund - 2020 Revenues	567,500	-	-	-	-
Sewer Capital Fund - 2019 Revenues	350,000	900,000	450,000	500,000	750,000
	917,500	900,000	450,000	500,000	750,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	500	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	381,000	381,000	381,000	381,000	381,000
Transfer to Appropriated Surplus					
Surplus contingency	206,900	-	-	-	-
	206,900	-	-	-	-
Total Expenses	8,379,400	8,284,900	8,432,200	8,530,300	8,910,900

Schedule E

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Water Operating Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Water Frontage Rate per taxable meter	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84
Water Utility Rate - Single Family Unit	\$ 506.05	\$ 516.17	\$ 526.49	\$ 537.02	\$ 547.76
Proposed increase %	1.6%	2.0%	2.0%	2.0%	2.0%
Revenues					
Operating					
Frontage & Parcel Taxes	1,186,500	1,198,300	1,210,200	1,222,200	1,234,300
Sale of Services	6,992,500	7,160,200	7,332,100	7,507,900	7,688,900
Revenue from Own Sources	219,500	221,600	224,000	226,200	228,800
Total Operating Revenues	8,398,500	8,580,100	8,766,300	8,956,300	9,152,000
Reserves & Surplus					
Future Expenditure Reserve	114,600	-	-	-	-
Water Efficiency	26,600	27,000	27,600	28,100	28,100
Surplus	-	332,700	10,600	298,500	15,900
Total Transfers from Reseves & Surplus	141,200	359,700	38,200	326,600	44,000
Equity in Capital Assets	400,000	400,000	400,000	400,000	400,000
Total Revenues	8,939,700	9,339,800	9,204,500	9,682,900	9,596,000
Expenses					
Operating					
General Administration	1,867,600	1,728,300	1,720,000	1,706,600	1,691,300
CVRD - Supply	4,436,400	4,606,800	4,671,300	4,736,700	4,803,000
Transmission and Distribution	1,320,700	1,289,800	1,304,100	1,318,800	1,318,800
	7,624,700	7,624,900	7,695,400	7,762,100	7,813,100
Amortization	400,000	400,000	400,000	400,000	400,000
Debt Servicing Costs	30,600	30,600	73,700	234,100	234,100
Total Operating Expenses	8,055,300	8,055,500	8,169,100	8,396,200	8,447,200
Transfers to Other Funds					
Water Capital Fund - 2020 Revenues	114,600	-	-	-	-
Water Capital Fund - 2019 Revenues	195,000	890,000	640,000	890,000	750,000
	309,600	890,000	640,000	890,000	750,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Water Utility Reserve	57,500	58,700	59,800	61,100	62,200
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	393,100	394,300	395,400	396,700	397,800
Transfer to Appropriated Surplus					
Surplus contingency	181,700	-	-	-	-
Total Transfers	574,800	394,300	395,400	396,700	397,800
Total Expenses	8,939,700	9,339,800	9,204,500	9,682,900	9,595,000

Schedule F

City of Courtenay
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General Capital Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Other Revenues	411,000	200,000	200,000		200,000
Grants	411,000	2,179,900	2,950,000	210,000	210,000
	822,000	2,379,900	3,150,000	210,000	410,000
Transfers from Surplus					
Operating Funds	376,100	1,082,100	773,100	1,025,600	930,700
Capital Surplus - RFE	602,300	-			
Unexpended Debt	300,500	584,100	64,200		
	1,278,900	1,666,200	837,300	1,025,600	930,700
Transfers from Reserves					
Community Works Reserve	1,495,000	1,190,000	1,275,000	1,360,000	1,960,000
Gaming Funds Reserve	175,000				
Other Reserve Funds	2,482,800	3,395,900	2,044,700	1,744,700	2,026,600
	4,152,800	4,585,900	3,319,700	3,104,700	3,986,600
Total Transfers		5,668,000	4,092,800	4,130,300	4,917,300
Funding from Debt					
Other	-	9,400,000	3,233,000	10,250,000	3,000,000
	-	-	-	-	-
Total Revenues	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300
Expenditures					
Capital Assets					
Land and improvements	1,485,300	875,000	907,000	895,000	705,000
Buildings	945,300	387,000	675,000	405,300	818,300
Equipments / Furnitures / Vehicles	698,000	2,665,000	805,000	975,000	805,000
Engineering Structures - Renewal	2,243,200	8,460,000	3,545,000	6,190,000	5,874,000
Engineering Structures - New	681,900	5,400,000	4,483,000	6,000,000	-
Other Tangible Capital Assets	200,000	245,000	125,000	125,000	125,000
Total Expenditures	6,253,700	18,032,000	10,540,000	14,590,300	8,327,300

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2020-2024 General Capital Expenditure Program (1 of 4)				2020	2021	2022	2023	2024	Total 2020-
Department Responsible	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
☐ PW	☐ Public Works	☐ New	PUBLIC WORKS - New Public Works Building	3,700	5,400,000	-	-	-	5,403,700
PW Total				3,700	5,400,000	-	-	-	5,403,700
☐ 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
PW - Fleet Total				933,000	700,000	700,000	700,000	700,000	3,733,000
☐ 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	☐ improvements	Cycling Network Plan Improvements	130,000	-	-	-	-	130,000
PW - Roads Total				1,633,700	1,400,000	1,500,000	1,600,000	1,600,000	7,733,700
☐ 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 (elev)	-	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
PW - Civic Properties Total				875,300	357,000	615,000	385,300	748,300	2,980,900

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2020-2024 General Capital Expenditure Program (2 of 4)						2020	2021	2022	2023	2024	Total 2020-
Department	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Total 2020-2024 Budget	
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		
			Tarling Park (Lake Trail / Arden Trail construction)	-	-	257,000	-	-	257,000		
	Walkways & Bikeways	Buildings	Sheffield Park (located in Crown Isle)	25,000	-	-	-	-	25,000		
			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			
	PW - Parks Total				400,000	400,000	457,000	545,000	255,000	2,057,000	
	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		
			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 Con	-	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			
Engineering Total				693,200	6,860,000	5,845,000	4,390,000	4,074,000	21,862,200		

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2020-2024 General Capital Expenditure Program (3 of 4)					2020	2021	2022	2023	2024	Total 2020-
Department	Department	Category	Project description		Proposed	Proposed	Proposed	Proposed	Proposed	Total 2020-
Responsible					Budget	Budget	Budget	Budget	Budget	2024 Budget
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
			Land and							
		Parks	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
	Rec & Culture Total					590,300	550,000	555,000	415,000	565,000

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2020-2024 General Capital Expenditure Program (4 of 4)				2020	2021	2022	2023	2024	Total 2020-	
Department Responsible	Department	Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	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	IT	*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
IT Total				250,000	215,000	185,000	215,000	185,000	1,050,000	
Purchasing / IT	IT	Other Tangible Assets	ProFuel	-	20,000	-	-	-	20,000	
Purchasing / IT Total				-	20,000	-	-	-	20,000	
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	
Fire Department Total				159,500	1,830,000	483,000	6,140,000	-	8,612,500	
Finance / IT	IT	Other Tangible Assets	Great Plain Electronic Workflow	15,000	-	-	-	-	15,000	
			Organization Wide Software	-	100,000	-	-	-	100,000	
Finance / IT Total				15,000	100,000	-	-	-	115,000	
Corporate Services	Corporate Services	New	Strategic Land Acquisition	500,000	-	-	-	-	500,000	
Corporate Services Total				500,000	-	-	-	-	500,000	
Development Services	DCC Projects	Renewal	Road, Storm, Parks DCC Projects	200,000	200,000	200,000	200,000	200,000	1,000,000	
Development Services Total				200,000	200,000	200,000	200,000	200,000	1,000,000	
Grand Total				6,253,700	18,032,000	10,540,000	14,590,300	8,327,300	57,743,300	

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2020 General Capital Expenditure Source of Funding (1 of 3)				2020	2020	2020	2020	2020	2020	2020	2020	2020
Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Unexpended Funds	Fed/Prov Funding	Gas Tax Grant	Gaming Fund	CVRD Grant
☐ PW	☐ Public Works	☐ Public Works	PUBLIC WORKS - New Public Works Building	3,700	-	-	3,700	-	-	-	-	-
			Public Works Total	3,700	-	-	3,700	-	-	-	-	-
			PW Total	3,700	-	-	3,700	-	-	-	-	-
☐ PW - Fleet	☐ Fleet	☐ Fleet	FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES	350,000	-	350,000	-	-	-	-	-	-
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	173,000	49,100	123,900	-	-	-	-	-	-
			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	-	-	-	-	-	-	-
			Fleet Total	933,000	159,100	473,900	-	-	125,000	-	175,000	-
			PW - Fleet Total	933,000	159,100	473,900	-	-	125,000	-	175,000	-
☐ PW - Roads	☐ Infrastructure	☐ Road Paving	ROAD PAVING - Grind and Pave program	1,400,000	-	-	-	210,000	-	1,190,000	-	-
		☐ Storm Drainage	Braidwood Affordable Housing - Storm & Road Servicing	103,700	-	103,700	-	-	-	-	-	-
		☐ Bike Lane	Cycling Network Plan Improvements	130,000	-	-	-	-	-	130,000	-	-
			Infrastructure Total	1,633,700	-	103,700	-	210,000	-	1,320,000	-	-
			PW - Roads Total	1,633,700	-	103,700	-	210,000	-	1,320,000	-	-
☐ PW - Civic Properties	☐ Parks	☐ Parks	Woodcote Park - Roof Replacement	45,000	-	45,000	-	-	-	-	-	-
			Parks Total	45,000	-	45,000	-	-	-	-	-	-
	☐ Property Services	☐ City Hall	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	-	-	-	-	-
			Property Services Total	131,000	-	31,000	100,000	-	-	-	-	-
	☐ Public Works	☐ Public Works	CARPENTRY SHOP - Carpenter / Electrician Bay	265,500	-	-	265,500	-	-	-	-	-
			Public Works Total	265,500	-	-	265,500	-	-	-	-	-
	☐ Rec & Culture	☐ Art Gallery	ART GALLERY - Hydraulic Passenger Elevator replacement	86,300	-	86,300	-	-	-	-	-	-
		☐ Filberg Centre	FILBERG - Hydraulic Passenger Elevator replacement	92,000	-	92,000	-	-	-	-	-	-
		☐ Library	LIBRARY - Building Energy Reduction	55,500	-	55,500	-	-	-	-	-	-
		☐ Memorial Pool	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	NATIVE SONS HALL - Roof Replacement	50,000	-	50,000	-	-	-	-	-	-
		☐ Youth Centre	YOUTH CENTRE - Heating System Replacement	50,000	-	-	50,000	-	-	-	-	-
			Rec & Culture Total	433,800	-	283,800	50,000	-	-	-	-	100,000
			PW - Civic Properties Total	875,300	-	359,800	415,500	-	-	-	-	100,000

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Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	DCC Reserve	Fed / Prov Funding	Tax Fed Grant	CVRD Grant	Other Contributions		
PW - Parks	Cemetery	Cemetery	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	-		
	Cemetery Total			160,000	-	-	-	-	-	-	160,000	-		
	Parks	Parks	Sheffield Park (located in Crown Isle)	25,000	-	25,000	-	-	-	-	-	-	-	
			Walkways & Bikeways	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	-	-	-	-	-
				Buckstone to Island Hwy Trail	110,000	-	-	-	-	-	-	-	-	110,000
	Parks Total			240,000	78,300	25,000	14,300	12,400	-	-	-	110,000		
	PW - Parks Total				400,000	78,300	25,000	14,300	12,400	-	-	160,000	110,000	
	Engineering	Infrastructure	Major Road Construction	MAJOR ROAD CONS - 5th St Bridge Rehabilitation	375,000	-	375,000	-	-	-	-	-	-	
				Storm Drainage	Braidwood Road Design - Storm & Road	93,200	-	-	93,200	-	-	-	-	-
Bike Lane			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	175,000	-	-	-	-	-	175,000	-	-	-	
			Bike Lane Hobson Neighbourhood Route	50,000	-	31,800	-	-	18,200	-	-	-	-	
Infrastructure Total			693,200	-	406,800	93,200	-	18,200	175,000	-	-			
Engineering Total				693,200	-	406,800	93,200	-	18,200	175,000	-	-		
Rec & Culture	Parks	Parks	Tarling Park gate, fencing and Hydro service	8,100	-	-	8,100	-	-	-	-	-		
			Marina Storage Compound Relocation	10,000	10,000	-	-	-	-	-	-	-		
			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	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	-	-	-	-	-	-	-	
	Parks Total			455,300	138,700	141,400	36,600	138,600	-	-	-			
	Rec & Culture	Filberg Centre	FILBERG CENTRE - Drive Thru Repair / Renovation	35,000	-	-	35,000	-	-	-	-	-		
			Lewis Centre	LEWIS CENTRE - Equipments > 5k	45,000	-	45,000	-	-	-	-	-		
				LEWIS CENTRE - Shower Lift (accessibility funding)	20,000	-	12,200	-	7,800	-	-	-		
Sid Theatre			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000	-	25,000	-	-	-	-	-			
	SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000	-	10,000	-	-	-	-	-					
Rec & Culture Total			135,000	-	92,200	35,000	-	7,800	-	-				
Rec & Culture Total				590,300	138,700	233,600	71,600	138,600	7,800	-	-			

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2020 General Capital Expenditure Source of Funding (3 of 3)				2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020		
Project Manager	Area	Department	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Unexpended Funds	DCC Reserve	Fed/Prov Funding	Gas Tax Grant	Gaming Fund	CVRD Grant	Proceeds - Asset Sales	Other Contributions		
IT	Corporate Services	IT	PHOTOCOPIERS	40,000	-	40,000	-	-	-	-	-	-	-	-	-		
			SERVER REPLACEMENT	25,000	-	25,000	-	-	-	-	-	-	-	-	-	-	
			*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	-	-	-	-	-	-	-	-	-	-	-
			Corporate Services Total	250,000	-	250,000	-	-	-	-	-	-	-	-	-	-	-
IT Total				250,000	-	250,000	-	-	-	-	-	-	-	-	-		
Finance / IT	Corporate Services	IT	Great Plain Electronic Workflow	15,000	-	15,000	-	-	-	-	-	-	-	-	-		
			Corporate Services Total	15,000	-	15,000	-	-	-	-	-	-	-	-	-	-	
Finance / IT Total				15,000	-	15,000	-	-	-	-	-	-	-	-	-		
Fire Department	Fire Services	Fire	FIRE DEPT LIGHT VEHICLES	65,000	-	65,000	-	-	-	-	-	-	-	-	-		
			Fire Services Total	65,000	-	65,000	-	-	-	-	-	-	-	-	-	-	
	Property Services	Fire	FIRE - NEW SATELLITE FIREHALL	94,500	-	-	4,000	90,500	-	-	-	-	-	-	-		
			Property Services Total	94,500	-	-	4,000	90,500	-	-	-	-	-	-	-	-	
Fire Department Total				159,500	-	65,000	4,000	90,500	-	-	-	-	-	-	-		
Corporate Services	Corporate Services	Corporate Services	Strategic Land Acquisition	500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
			Corporate Services Total	500,000	-	199,000	-	-	-	-	-	-	-	-	301,000	-	
Corporate Services Total				500,000	-	199,000	-	-	-	-	-	-	-	301,000	-		
Development Services	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects	200,000	-	-	-	-	200,000	-	-	-	-	-	-		
			Infrastructure Total	200,000	-	-	-	-	200,000	-	-	-	-	-	-	-	
Development Services Total				200,000	-	-	-	-	200,000	-	-	-	-	-	-		
Grand Total				6,253,700	376,100	2,131,800	602,300	300,500	351,000	151,000	1,495,000	175,000	260,000	301,000	110,000		

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Sewer Capital Fund	Budget		Proposed Budget		
	2020	2021	2022	2023	2024
Revenues					
Funding from Operating Fund					
Sewer Operating Fund	350,000	900,000	450,000	500,000	750,000
	350,000	900,000	450,000	500,000	750,000
Reserves & Surplus					
Sewer Capital Surplus - RFE	567,300				
Sewer Reserve Funds	1,050,000	1,550,000	250,000		250,000
	1,617,300	1,550,000	250,000	-	250,000
Funding from Debt	3,000,000	2,000,000		2,000,000	
Total Revenues	4,967,300	4,450,000	700,000	2,500,000	1,000,000
Expenditures					
Capital Assets					
Equipment					
Engineering Structures - Renewal	617,300	4,450,000	700,000	2,500,000	1,000,000
Engineering Structures - New	4,350,000	-	-	-	-
	4,967,300	4,450,000	700,000	2,500,000	1,000,000
Total Expenditures	4,967,300	4,450,000	700,000	2,500,000	1,000,000

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2020-2024 Sewer Capital Expenditure Program		2020	2021	2022	2023	2024	Total 2020-
Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
New	Sewer - Greenwood Trunk Construction	4,100,000					4,100,000
	Sewer System Options Analysis	200,000					200,000
New Total		4,300,000					4,300,000
Renewal	Sewer - Projects identified through Master Plan			500,000		1,000,000	1,500,000
	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900	1,400,000				1,594,900
	Sewer - 1st Street Lift Station Replacement	341,100	2,300,000				2,641,100
	Braidwood Road - Road & Utility - Sewer Component	31,300			500,000		531,300
	Sewer - Arden Central Trunk Main			200,000	2,000,000		2,200,000
	Sewer - Mansfield Drive Forcemain	50,000	750,000				800,000
	Veterans Memorial Parkway Sewer Sleeve	50,000					50,000
Renewal Total		667,300	4,450,000	700,000	2,500,000	1,000,000	9,317,300
Grand Total		4,967,300	4,450,000	700,000	2,500,000	1,000,000	13,617,300

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2020 Sewer Capital Expenditure Source of Funding		2020 Proposed Budget	2020 Sewer Revenues	2020 Sewer Reserves	2020 Reserve for Future Expenditure	2020 DCC Reserve	2020 Debt
Category	Project description						
New	Sewer - Greenwood Trunk Construction	4,100,000	50,000	600,000		450,000	3,000,000
	Sewer System Options Analysis	200,000	200,000				
New Total		4,300,000	250,000	600,000		450,000	3,000,000
Renewal	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900			194,900		
	Sewer - 1st Street Lift Station Replacement	341,100			341,100		
	Braidwood Road - Road & Utility - Sewer Component	31,300			31,300		
	Sewer - Mansfield Drive Forcemain	50,000	50,000				
	Veterans Memorial Parkway Sewer Sleeve	50,000	50,000				
Renewal Total		667,300	100,000		567,300		
Grand Total		4,967,300	350,000	600,000	567,300	450,000	3,000,000

City of Courtenay
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 Schedule M

Water Capital Fund	Budget	Proposed Budget			
	2020	2021	2022	2023	2024
Revenues					
Funding from Operating Fund					
Other Revenues					
Water Operating Fund	195,000	890,000	640,000	890,000	750,000
	195,000	890,000	640,000	890,000	750,000
Reserves & Surplus					
Water Capital Surplus - RFE	114,600				
Community Works (Gas Tax)					
Water Reserves	250,000	600,000	-	250,000	250,000
	364,600	600,000	-	250,000	250,000
Funding from Debt			3,000,000		
Total Revenues	559,600	1,490,000	3,640,000	1,140,000	1,000,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	131,000	500,000	-	1,000,000	860,000
Engineering Structures - New	428,600	990,000	3,640,000	140,000	140,000
Other Charges					
	559,600	1,490,000	3,640,000	1,140,000	1,000,000
Total Expenditures	559,600	1,490,000	3,640,000	1,140,000	1,000,000

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2020-2024 Water Capital Expenditure Program		2020	2021	2022	2023	2024	Total 2020-
Category	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2024 Budget
New	City Watermain on private property	70,000	140,000	140,000	140,000	140,000	630,000
	Water - South Courtenay Secondary Transmission	83,600	250,000	3,500,000			3,833,600
	Water - City Cross Connection Control Program - Transmission/Distribution Metering	250,000	100,000				350,000
	Water - Sandwich Area Fireflow Analysis	25,000	500,000				525,000
New Total		428,600	990,000	3,640,000	140,000	140,000	5,338,600
Renewal	Water - Projects identified through Master Plan				500,000	860,000	1,360,000
	Braidwood Road - Road & Utility - Water Component	31,000			500,000		531,000
	Water - Highway 19A Loop - Christie Parkway	100,000					100,000
	Sandpiper / Millard Water Main Upgrade		500,000				500,000
Renewal Total		131,000	500,000		1,000,000	860,000	2,491,000
Grand Total		559,600	1,490,000	3,640,000	1,140,000	1,000,000	7,829,600

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2020 Water Capital Expenditure Source of Funding		2020 Proposed Budget	2020 Water Revenues	2020 Reserves	2020 Reserve for Future Expenditures
Category	Project description				
New	City Watermain on private property	70,000	70,000		
	Water - South Courtenay Secondary Transmission	83,600			83,600
	Water - City Cross Connection Control Program - Transmission/Distribution Metering	250,000		250,000	
	Water - Sandwich Area Fireflow Analysis	25,000	25,000		
New Total		428,600	95,000	250,000	83,600
Renewal	Braidwood Road - Road & Utility - Water Component	31,000			31,000
Renewal Total		131,000	100,000		31,000
Grand Total		559,600	195,000	250,000	114,600

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

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*, 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 1st 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 2nd day of March, 2020

Read a second time this 2nd day of March, 2020

Read a third time this 2nd day of March, 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer

City of Courtenay
BYLAW 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.*

	Provided	N/A	
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 No. 3001, 2020
Appendix B – Fees

DESCRIPTION	RATE
Permit application fees: (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
Building permit fees:	
	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
Inspection Fees:	
Re-inspection Fee (11.44)(a)	\$100.00
Special Inspection Fee (11.44)(b)	\$100.00
Other Fees:	
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
Security Deposits: (per <i>value of construction</i>) (11.10)	
\$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</i> (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.

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			