

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

Date: June 15, 2020
Time: 4:00 p.m.
Location: City Hall Council Chambers

AMENDED 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. M139 *Local Government Meetings & Bylaw Process COVID-19 (Order No. 2)*; has implemented changes to its open Council meetings.

In the interest of public health and safety, in-person attendance by members of the public at Council meetings will be prohibited until further notice. Council meetings will be presided over by the Mayor or Acting Mayor with electronic participation by 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 4:00 p.m. during this period.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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7.3	Councillor Hillian	

7.4 Councillor McCollum

7.5 Councillor Morin

7.6 Councillor Theos

7.7 Mayor Wells

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

That a Special In-Camera meeting closed to the public will be held June 15th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*.

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

9. UNFINISHED BUSINESS

9.1 Parklet Program - Downtown Courtenay - Request for Clarity - Verbal Discussion

Staff Note:

At its regular Council meeting held May 19th, 2020, Council passed the following resolution:

"That whereas 'revitalizing our downtown' is a strategic priority of the City of Courtenay; and

Whereas social distancing now requires more space to be available for patrons of downtown businesses and other members of the public;

Therefore be it resolved that staff provide a report to Council regarding the options and implications of a parklet program for downtown Courtenay."

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For First and Second Reading

12.1.1 Zoning Amendment Bylaw No. 2999, 2020 127

(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two Zone (R-2) to Residential Two B Zone (R-2B) to facilitate subdivision into two lots - 820 Urquhart Avenue)

12.2 For First, Second and Third Reading

12.2.1 Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020 129

(A bylaw to amend Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020; to delete Director of Legislative & Corporate Services and substitute Corporate Officer)

12.2.2 Revenue Anticipation Borrowing Bylaw No. 3011, 2020 131

(A bylaw to provide for borrowing to meet current lawful expenditures of the City with an increased value as a precaution due to potential cash flow uncertainty related to COVID-19)

12.3 For Final Adoption

12.3.1 Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3008, 2020

(A bylaw to amend Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020; to delete Director of Legislative & Corporate Services and substitute Corporate Officer)

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12.3.2 Revenue Anticipation Borrowing Bylaw No. 3011, 2020

(A bylaw to provide for borrowing to meet current lawful expenditures of the City with an increased value as a precaution due to potential cash flow uncertainty related to COVID-19)

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13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R15/2020
Date: June 8, 2020
Time: 4:00 pm
Location: City Hall, Courtenay, BC, via video/audio conference

Attending:

Mayor: B. Wells, via video/audio conference
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, via video/audio conference
J. Ward, Director of Legislative & Corporate Services/Deputy CAO, via video/audio conference
W. Sorichta, Corporate Officer, via video/audio conference
I. Buck, Director of Development Services, via video/audio conference
T. Kushner, Deputy CAO, via video/audio conference
J. Nelson, Director of Financial Services, via video/audio conference
D. Snider, Director of Recreation and Cultural Services, via video/audio conference
M. Fitzgerald, Manager of Development Planning, via video/audio conference
N. Borecky, Manager of Information Systems, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference

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1. ADOPTION OF MINUTES

1.1 Adopt June 1st, 2020 Regular Council meeting minutes (0570-03)

Moved By Cole-Hamilton

Seconded By Frisch

That the June 1st, 2020 Regular Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Pamela Willis, Manager, and Kris Anderson, Program Manager, Comox Valley Better at Home - Comox Valley Kiwanis Village Residents - Neighbourhood Concerns

Pamela Willis, Manager, and Kris Anderson, Program Manager, Comox Valley Better at Home along with Comox Valley Kiwanis Village residents Karen Hope and Sandie Jordan presented information to Council regarding neighbourhood concerns related to noise, public disturbances, garbage accumulation, drug related activities and feeling unsafe in their neighbourhood sourced the “The Junction” supportive housing complex.

Moved By Morin

Seconded By Theos

That the information package and resident statements received from Comox Valley Better at Home and Comox Valley Kiwanis Village residents reporting neighbourhood concerns related to noise, public disturbances, garbage accumulation and drug related activities, be received for information.

Carried

Council affirmed its commitment to continue working with the community, BC Housing and related agencies to find solutions to these shared concerns; and Inspector Michael Kurvers, Comox Valley RCMP, stated he would assign member resources to participate in the Community Advisory Committee (CAC) neighbourhood meetings.

4:07 p.m. - Councillor Morin recused herself from the video/audio conference meeting citing a possible conflict of interest as Councillor Morin is employed by the John Howard Society, an agency, directly involved with the organization related to the Delegations report.

Councillor Morin returned to the video/audio conference meeting at 4:58 p.m.

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 Inspector Michael Kurvers, Comox Valley RCMP - Community Policing - Presentation and Report (7580-20)

Inspector Michael Kurvers, Comox Valley RCMP, presented a community policing overview to Council providing a summary of statistics such as member staffing, calls for service, criminal code offenses, crimes, public disturbances and mischief; with an overall data comparative of calls received community-by-community within the Comox Valley.

Inspector Kurvers updated Council on two high-profile incidents from 2019; Piercy Avenue / Cumberland Road shooting (charges laid) and machete attack on 4th Street (charges pending).

Inspector Kurvers reminded citizens about the importance of sharing information and timely reporting of crimes to assist law enforcement with crime prevention and to make for safer communities. Concerns about criminal or unusual activities may be reported to the local detachment office, calling 9-1-1, Comox Valley Crime Stoppers or through the RCMP's new on-line crime reporting template available on their website.

4.1.1.1 Presentation - Comox Valley RCMP Courtenay Overview 2019-04-01 to 2020-03-31 (7580-20)

Moved By Morin

Seconded By Theos

That the presentation "Comox Valley RCMP Courtenay Overview - April 1st, 2019 - March 31st, 2020", be received for information.

Carried

4.1.1.2 Comox Valley RCMP Detachment 2018/19 - 2019/20 Year Over Year Report (7580-20)

Moved By Morin

Seconded By Theos

That the May 11th, 2020 Comox Valley RCMP Detachment report "2018/19 - 2019/20 Year Over Year Report", be received for information.

Carried

4.1.1.3 Comox Valley RCMP Report on “The Junction” 988 - 8th Street and Comox Valley Kiwanis Village 635 Pidcock Avenue - April 2019 - April 2020 (7580-20)

Moved By Morin

Seconded By Theos

That the June 8th, 2020 Comox Valley RCMP report "The Junction, 988 - 8th Street and Comox Valley Kiwanis Village, 635 Pidcock Avenue - April 2019 - April 2020", be received for information.

Carried

4.1.2 Summer Meeting Schedule - 2020 (0570-01)

Moved By Frisch

Seconded By Cole-Hamilton

That based on the June 8th, 2020 staff report “Summer Meeting Schedule - 2020”, Council approve OPTION 1 and cancel the following scheduled meetings: July 27th, 2020 Committee of the Whole meeting; and August 31st, 2020 Committee of the Whole meeting; and,

That the March 30th, 2020 resolution to modify the Council meeting schedule in response to the global coronavirus (COVID-19) pandemic be rescinded; with the exception of:

- 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 Council conducts 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; and,

That a Regular Council meeting be scheduled on June 29th, 2020 in place of the June 29th, 2020 Committee of the Whole meeting.

Carried

4.2 Development Services

4.2.1 Comox Valley Regional District (CVRD) Housing Needs Assessment Presentation and Report (0470-20/5040-20)

4.2.1.1 Presentation:

Alana Mullaly, Senior Manager of Sustainability and RGS, CVRD provided an overview of the draft Regional Housing Needs Assessment report.

Sarah Ravlic, Gather Planning and Engagement, and Neil Lovitt, Turner Drake & Partners Ltd, presented an overview of the draft Comox Valley Regional District Housing Needs Assessment.

Moved By McCollum

Seconded By Frisch

That the Comox Valley Regional District (CVRD) Housing Needs Assessment presentation, be received for information.

Carried

4.2.1.2 CVRD Housing Needs Assessment Report - Regional Profile

4.2.1.3 Courtenay Housing Needs Data Report

4.2.1.4 Courtenay Housing Needs Report - Summary Form

Moved By McCollum

Seconded By Frisch

That the Comox Valley Regional District (CVRD) May 2020 staff reports "Housing Needs Assessment Report - Regional Profile", "Courtenay Housing Needs Data Report" and "Courtenay Housing Needs Report Summary Form" be received for information.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7. REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

7.1 Councillor Hillian

Councillor Hillian participated in the following events:

- Comox Valley Water Committee - Water Treatment Plant and Raw Water Pump Station tour
- Comox Valley Elected Officials weekly teleconference briefing with Dr. Charmaine Enns, Medical Health Officer
- CVRD Board meeting
- Comox Strathcona Regional Hospital Board leadership meeting
- CVRD Director briefing; COVID-19/Regional EOC information update
- Meeting with Deana Simkin, President of Comox Valley Economic Development Society (CVEDS), regarding K'ómoks First Nation (KFN) treaty negotiations
- Island Health and Vancouver Island Regional Hospital Districts Semi-Annual Joint Planning meeting
- K'ómoks First Nation (KFN) Treaty Main Table Working Group meeting

7.2 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- We are One: A Peaceful Protest in Solidarity with Black Lives Matter and Justice for Indigenous Peoples of Canada at Simms Millennium Park

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

Moved By Theos

Seconded By Morin

That a Special In-Camera meeting closed to the public will be held June 8th, 2020 at the conclusion of the Regular Council Meeting pursuant to the following subsections of the *Community Charter*:

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

Carried

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

11.1 Anglican Diocese of BC - Request for Annual Sewer & Water Frontage Charge Exemption - St. Andrew Cemetery

Moved By Cole-Hamilton

Seconded By Frisch

That the correspondence dated March 3rd, 2020 from the Anglican Diocese of BC requesting an exemption from the annual Sewer and Water Frontage charge for St. Andrew Cemetery, be received for information.

Carried

Moved By Hillian

Seconded By Frisch

That Council mandate staff to respond to the Anglican Diocese of BC advising that the City of Courtenay is not willing to accede to their request for an exemption from the 2020 annual Sewer and Water Frontage utility fees for St. Andrew Cemetery; and,

That staff includes the City of Courtenay's rationale for this decision.

Carried

12. BYLAWS

13. ADJOURNMENT

Moved By Frisch
Seconded By Hillian

That the meeting now adjourn at 6:43 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 15th day of June, 2020

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 5920-00 Re-Open

From: Chief Administrative Officer

Date: June 15, 2020

Subject: COVID-19 Recovery Plan Policy: Field Bookings for Third-party Organized Outdoor Sports

PURPOSE:

This report is for Council to authorize staff to begin taking sports field bookings as of June 15th, 2020.

POLICY ANALYSIS:

As the provincial government progresses through the various phases of the BC Restart Plan, we are authorized to again provide specified non-essential services. The authorization is conditional in many respects and we are to be prepared to again suspend those services if the COVID-19 rate of infections rises to an unacceptable level as determined by the Public Health Officer.

The City's solicitor has advised that Public Health and Ministerial Orders carry the weight of law. In addition, Public Health Guidelines issued by the Public Health Officer contain the minimum standard of enhanced protocols to be met in delivering services during the COVID-19 pandemic.

Unless altered by a Public Health or Ministerial Order, the City remains subject to all the normal senior government statutes and regulations. This includes in past weeks a flurry of amendments to these requirements in response to the pandemic with which we must comply.

Also, the Courts have established that a government body, including a municipality, will likely only owe a duty of care when engaged in operational decision making, but not when the conduct arises from a policy decision. A resolution of Council is typically a policy decision, whereas a decision of staff without the policy direction of Council is typically an operational decision.

Therefore, operationally we must comply with all statutes, Health and Ministerial Orders and the approved Guidelines yet will continue to owe a duty of care unless our operational decisions are endorsed by a resolution of Council. Consequently, as the recovery process continues through the BC Restart Plan phases, each non-essential service or group of like non-essential services will have a recovery plan provided to Council by staff reports. Each will contain a unique, recommended resolution to stipulate Council's specific policy decision to again provide the service or services according to the proposed operational plan.

CAO RECOMMENDATIONS:

That based on the June 15th, 2020 staff report “COVID-19 Recovery Plan Policy: Field Bookings for Third-party Organized Outdoor Sports”, Council approves OPTION 1 as follows:

That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18th, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services including outdoor organized sports at parks and fields;

Therefore be it resolved that effective immediately, Council authorizes the return to booking parks and fields by user groups with the following conditions:

- a) That in the interest of public health and safety, staff amend facility booking agreements to include COVID-19 language regarding provincial and federal guidelines
- b) That user groups submit a COVID-19 Safety Plan to the City prior to booking approval
- c) That user groups comply with all applicable Orders and Guidelines ; and,

That the City of Courtenay field booking policy during the 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 rescinded and local governments may resume regular operations, or
- c) by resolution of Council.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City of Courtenay administers the booking of approximately 75% of the fields available for organized play in the Comox Valley. This includes the fields owned by the City and School District 71 (SD71) within the municipal boundary. The Recreation Division of Recreation and Cultural Services Department oversees the booking of sports fields and the Parks Maintenance Division of the Public Works Services Department oversees the maintenance of City sports fields and a small number of SD71 fields through a management agreement.

With the onset of COVID-19 all field use was cancelled and staff refunded booking fees. Provincial sport organizations began reviewing Provincial Orders and guidelines to determine their impact on each sport and begin the development of sport specific COVID-19 safety guidelines. Most of these guidelines have now been completed and issued to local organizations for use. Independent sport groups may develop their guidelines from the *Return To Sport Guidelines* issued by viaSport under the direction of the Minister of Tourism, Arts and Culture.

In this instance of service recovery, the user groups themselves developed and gained ministerial approval of operational guidelines specific to their activities. Therefore, City staff gained the benefit of time saved and confidence in their compliance with provincial government requirements. This will not be the case with most other recovery planning.

DISCUSSION:

On June 9, 2020, the four CAOs of the region engaged in a collaborative discussion on reinitiating the booking of sports fields. It was intended this coordinated approach would ensure that user groups have access to fields in each jurisdiction thereby not overloading an individual municipality with requests. There was agreement that, subject to council resolution, staff would begin accepting field bookings on June 15, 2020. This timing is reflective of the plan submitted by parks leadership across the Comox Valley.

In preparation, staff have amended the booking contracts to include COVID-19 language pointing users to applicable guidelines, and clarifying roles and responsibilities. Each user group will be required to submit a COVID-19 Safety Plan to the City prior to use of our parks and fields.

After June 15th, staff will connect with each sport organization to communicate that bookings are being accepted. Available fields will be based on the maintenance status of the facility. Parks maintenance staff have established a plan for progressively restoring the fields to their intended service standard. Staff will also connect with school district staff to ensure that SD71 fields are ready for play.

The Horseshoe pitches at Lewis Park and lawn bowling facility at Bill Moore Park have single user groups that will be engaged through the process above.

On June 10, 2020 the Province issued ministerial order MO183 to help sport organizations by extending liability protection associated with the spread of COVID-19. The Order offers this protection within the context of compliance with all Orders and Guidelines. At present, this is the only non-essential service provided this protection.

FINANCIAL IMPLICATIONS:

The booking fees associated with the use of sports fields are outlined in the Fees and Charges Bylaw 2947. This decision will result in the collection of anticipated revenues that would otherwise be lost.

ADMINISTRATIVE IMPLICATIONS:

The Recreation and Cultural Services Department will administer the communication with user groups, booking of fields, and collection of fees. The Public Works Services Department oversees the maintenance of fields to ensure their safe use. As the owner of the fields, the City must meet the obligation to monitor and educate the organizer(s), participants and audience in the content of that Public Health Order limiting the gathering at each single event to 50 people or less. Enforcement of Orders is the responsibility of WorkSafe BC inspectors and provincial government compliance officers.

ASSET MANAGEMENT IMPLICATIONS:

None

STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay
- ▲ Look for regional infrastructure solutions for shared services
- Value and recognize the importance of our volunteers
- ■ Consider effective ways to engage with and partner for the health and safety of the community

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

OFFICIAL COMMUNITY PLAN REFERENCE:

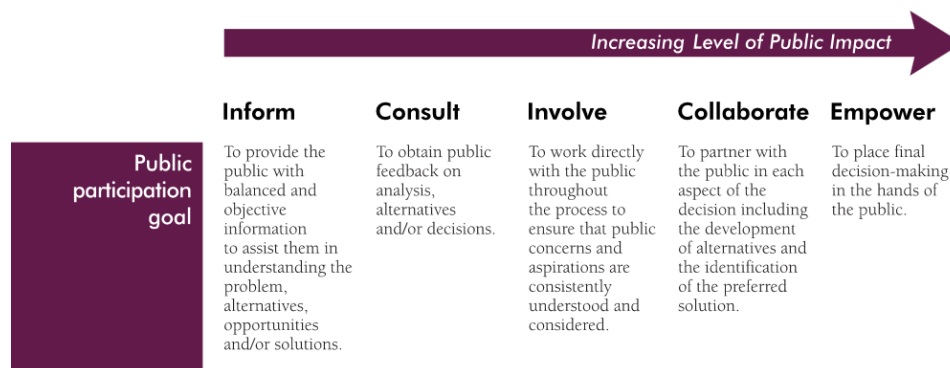
N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

1. Council approves the booking of sport fields as of June 15, 2020; That per orders and requirements of the provincial and federal authorities to maintain physical distancing and restrict public gatherings related to the spread of the Coronavirus COVID-19; and, as imposed by extraordinary powers adopted March 18th, 2020 under the BC provincial state of emergency; and,

Whereas, the provincial BC Restart Plan (COVID-19) has entered Phase 2 which, under enhanced protocols allows the return to provision of certain services including outdoor organized sports at parks and fields;

Therefore be it resolved that effective immediately, Council authorizes the return to booking parks and fields by user groups with the following conditions:

- a) That in the interest of public health and safety, staff amend facility booking agreements to include COVID-19 language regarding provincial and federal guidelines
- b) That user groups submit a COVID-19 Safety Plan to the City prior to booking approval
- c) That user groups comply with all applicable Orders and Guidelines ; and,

That the City of Courtenay field booking policy during the 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 rescinded and local governments may resume regular operations, or
- c) by resolution of Council.

2. Council refer this item back to staff for further consideration or consultation.
3. Council refer this matter to the Parks and Recreation Advisory Commission for further consideration and consultation.

Respectfully submitted,



Dave Snider MBCSLA
Director of Recreation and Cultural Services

Reviewed by:



Trevor Kushner, BA, DLGM, CLGA
Deputy Chief Administrative Officer

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 2240-20

From: Chief Administrative Officer

Date: June 15, 2020

Subject: Cultural Service Summary Financial Implications and Service Agreements

PURPOSE:

The purpose of this report is for Council to review the financial implications of the Cultural Service Report Fall 2019 and approve the Comox Valley Art Gallery Society Management and Operating Agreement Amendment and the Comox Valley Art Council Fee For Service Agreement.

CAO RECOMMENDATIONS:

That based on the June 15th, 2020, staff report “**Cultural Service Summary Financial Implications and Service Agreements**”, Council adopt OPTION 1 and direct staff to proceed with the Cultural Service Review Report key findings and recommendations;

That the Mayor and Corporate Officer be authorized to execute the attached Comox Valley Art Gallery Society Management and Operating Agreement Amendment and the Comox Valley Art Council Fee For Service Agreement on behalf of the City; and

That the total funding of \$78,750 for the two above referenced agreements be allocated from Gaming Funds in 2020.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At the November 25th, 2020 open council meeting Council resolved following:

Moved by Hillian and seconded by McCollum that based on the November 25th, 2019 staff report “Cultural Service Report”, Council adopt OPTION 1 and direct staff to consider the strategies and recommendations contained in the report as part of the annual budget and Five Year Financial Plan process.

Carried

At the February 24th, 2020 open Council Meeting, Council resolved the following:

Moved by Hillian and seconded by Frisch that Council postpone approval of the 2020 - 2024 General Operating Financial Plan until the March 2nd, 2020 regular Council meeting; and, That staff provide a report with options to reduce the general taxation rate by incorporating the proposed amendments discussed at the February 24th, 2020 Committee of the Whole meeting as follows:

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

Carried

At the March 2nd, 2020 open Council Meeting, a staff report for the 2020–2024 General Capital and Operating Financial Plan Revisions was presented to Council. In the report, the following option was provided to Council:

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

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

DISCUSSION:

The Cultural Service Report Fall 2019 key findings and recommendations are further summarized in Table 1 below, with the anticipated timing and financial implications added. The next steps, over a five year term, are outlined in the implementation strategy section of the report (P 68/85) and is detailed in Attachment 1.

**Table 1.
Patricia Huntsman Culture & Communications Cultural Service Report Fall 2019
Key Strategies and Recommendations**

Key Findings and Recommendations:	Page Reference Number	Timing	Financial Implications
1. The cultural service partners (Sid Williams Theatre Society, Comox Valley Art Gallery Society, Comox Valley Arts and Courtenay and District Historical Society) have a limited capacity to sustain an appropriate service level with the current funding available.	P. 2	As per the implementation strategy (P68/85)	As per following recommendations

2. The City partner with the Comox Valley Regional District in developing a funding model to support the regional role each cultural partner plays in the Comox Valley.	P. 2, 68	2020 and ongoing	Existing staff time. No additional cost.
3. Provide sustainable funding (multi-year core funding) support to the Comox Valley Community Arts Council (CVCAC) through a fee for service agreement in return for meeting the objective of providing arts and cultural promotion for the core cultural partners and the region; including professional development, training and resource support. Explore CVCAC's role in developing a community arts and culture marketing strategy (as an economic driver) in conjunction with Comox Valley Economic Development Society with the potential to be funded through the hotel room tax.	P. 2, 3, 61 and 68	2020 2021-24	\$41,250 \$55,000 + 2% increase each subsequent year
4. Provide sustainable funding (multi-year core funding) to support to Comox Valley Art Gallery Society (CVAGS) to meet the objective of providing public education and outreach in the community.	P.61 and 68	2020 2021-24	\$30,000 \$40,000 +2% increase each subsequent year
5. Assemble an Inter-municipal Cultural Working Group to initiate the cultural planning process and development of a cultural master plan.	P. 4, 65 and 68	2020 & ongoing 2022	Existing staff time. No additional staff cost. Regional Cultural Master Planning \$60,000 - \$80,000 with potential for granting, regional and inter-municipal cost sharing.
6. Collaborate with cultural partners to explore options for additional space needs, including the identification of use of alternative and non-traditional spaces (e.g. gift shop pop ups) and develop facility plans and support applications to federal and provincial cultural space grants.	P. 3, 63 and 68	2021-2022	\$75,000-\$150,000 Facilities needs and feasibility assessment. With potential to be funded between the core cultural partner groups.

7. Continue to encourage and promote cultural amenity contributions through the developer process to support arts and culture infrastructure maintenance.	P. 3, 63 and 68	2020 ongoing	No additional staff cost. To be reviewed through the OCP review process Summer 2020.
8. Support strategic business planning for all four cultural groups by partially funding strategic planning expenses every 3-5 years.	P. 4, 63	2023 and every 4 years.	\$5,000 per group, City may consider contributing up 50% or \$2,500 per organization.

A major research study carried out by the Canadian Association of Performing Arts, Canadians cited the collective community benefits of performing arts:

- 42% “Bringing energy and vitality”
- 38% “Improving quality of life and well-being of residents”
- 37% “Fostering a more creative community”
- 32% “Promoting economic development”

Source: Cultural Services Report Fall 2019 p. 27
Canadian Association of Performing Arts Research Study 2018

The City is looking to our cultural partners to continue to promote these community benefits during the continued COVID-19 public health protocols, and reactivating these benefits, after the COVID-19 crisis is over. The strength of this collaborative effort is demonstrated in the recent joint statement released by the four cultural groups with CVCAC taking the lead as the umbrella arts organization. Excerpts from the joint statement are highlighted below:

Even when our doors close, #culturedoesntstop

The Comox Valley’s cultural service providers have had to make difficult decisions to close facilities, cancel events and implement alternate & remote work plans following recommendations of public health authorities. This decision, to put people first, reflects a commitment to employee health and well-being, as well as a commitment to the public. It is the collective intent of these organizations to proactively sustain services as much as possible while taking physical distancing measures available and appropriate to each of the organization’s day-to-day activities.

All four organizations are hard at work behind the scenes ensuring that industry professionals are informed, have support, and can build resources to continue offering their creativity to the community.

City Staff anticipate that the implementation of the Cultural Service Report can proceed in accordance with the Cultural Review Report’s recommended short term, medium term, and ongoing time frame without being significantly impacted by the COVID-19 pandemic physical distances measures as City staff can

continue to meet and execute the key recommendations online with the cultural partners and other local government organizations.

CVAGS Education and Outreach

The impact and importance of the art gallery's outreach work is demonstrated by their most recent public art installation: "Crossroads" which was promoted digitally through social media. This is a multi-year program by the Comox Valley Art Gallery in partnership with participating artists, curators, Elders, the K'ómoks First Nation community and City of Courtenay. The next phase is the completion of the expanding traditional Indigenous Full Circle Tea Garden that was started in 2018 below the Crossroads piece under the guidance of K'ómoks elder Barb Whyte.



Source: Comox Valley Art Gallery Website

Until recently, CVAGS has funded education and outreach activities through one-time grants and temporarily reallocating core staff time and budget to support the administration and promotion of these activities. This has not been a sustainable approach for these initiatives.

The City has a current management and operating agreement with the CVAGS which clarifies CVAGS responsibilities in the management of the Comox Valley Art Gallery along with core service deliverables. The agreement has been amended to include an increase in the management and operating fee to provide ongoing support to CVAGS to provide community education and outreach programs.

The changes from the original management and operating agreement are listed below:

1. The date of the agreement May 1, 20-Dec 31, 2025 (the existing agreement is due to end July 30, 22)
2. The City's strategic priorities with what are the current strategic priorities (2019-2022)
3. Two new core deliverables were added to the existing list of core deliverables:
 - Establish a public education and outreach program in the community and included as sub points the program deliverables CVAG provided in their Public Education and Outreach Summary (Attachment 4), and
 - Partner with the City to develop a cultural scorecard by Dec 2021 to measure CVAGs effectiveness in achieving the outlined core deliverables.

4. CVAG's reporting requirements were changed to occur earlier in the year (before March 31st of the subsequent year of the agreement). CVAG will report to Council how they met service deliverables before the annual management and operating fee is released to the organization.

In addition to the amendment of the core deliverables to improve CVAGS outreach and education programs, the management and operating agreement has been amended to a term of five years with options to terminate or amend the agreement, provided six month's advance notice is served by either party.

Comox Valley Community Arts Council -Arts and Culture Community Liaison and Promotional Role

CVCAC with its limited staff resources has taken a leading support role in the arts and culture community during these uncertain times.

The CVCAC has been a centralized resource for providing COVID related information for the arts and culture industry in our community. At the same time the CVCAC has continued to move its programs online or partnered with other community groups to ensure they are still delivering their core mandate. Example of this programming are listed below:

- Full virtual central island tours.
- Online featured artist talks, workshops and panels.
- Digital tool kits for create and cultural workers.
- Community gallery Facebook page.
- 30 day drawing challenges.
- Grab and go artist kits.

The City does not have a service agreement with CVCAC and the organization has received past funding from the City through the grant in aid process (2017-\$0, 2018-\$13,000 and 2019-\$15,000).

Earlier this year, when faced with the possibility of no funding from the City for the 2020 operating year, in order to meet the January 31, 2020 deadline, CVCAC submitted a grant in aid request for \$7,500 (the maximum funding available under the 2020 Grant in Aid Program). The grant in aid funds would subsidize the cost for general programming, markets, Arts Guide and youth and seniors programs. These programs also depend on other sources of grant funding. At the time this report was drafted, the Grant and Aid process was cancelled for 2020 to reserve the allocated gaming funding to support organizations addressing COVID related issues. Staff have incorporated the 2020 grant in aid request into the fee for service agreement and identified its programs as part of its core deliverables to the City to insure sustainable funding for its delivery of cultural services.

The fee for service agreement identifies support for CVCAC's role as community cultural service coordinator and other core deliverables as recommended in the Cultural Service Report. The CVCAC core deliverables under the agreement would be as follows (as identified in CVCAC proposal Attachment 5):

Ongoing:

- Publish and promote the Central Island Arts Guide
- Coordinate and deliver Society general programming, youth and seniors programs.
- Coordinate and deliver the Downtown Summer Street Markets.

Initial Phase**i. Coordinate Community and Core Cultural Partners Outreach & Convening**

- Initiate quarterly round-table meetings with cultural constituents & stakeholders - Intentional engagement and outreach with the larger arts community including aboriginal stakeholder inclusion
- Hold monthly meetings with the four core cultural service providers within the City of Courtenay
 - Consultation with regional inter-municipal working group for Arts, Culture & Heritage as liaison for community feedback on cultural planning issues
 - Support peer-based inclusion of indigenous practice, policy, and preservation
 - Data collection and creation of systems

ii. Promote Tourism & Economic Development Through the Arts and Culture Lens

- Continue to cultivate cultural tourism through general programming, youth and senior programs, and centralized marketing streams
- Development of our community's Cultural Industry profile through tourism and economic development resources.
- Further development of the Business of Arts educational series which supports artists directly in operating
- Continue to promote and publish the annual Central Island Arts Guide.

iii. Collaborate in Facilities and Planning

- Initiate planning for general and facility needs assessment
- Assisting in defining the City of Courtenay's visual identity and implementation of policy for public art, wayfinding, heritage recognition, and urban development.
- Leverage current funding and assets to increase capacity
- Improve digital strategies and innovation
- Support the City of Courtenay OCP Strategies & Outcomes, as well as the Downtown Playbook Outcomes

Secondary and Ongoing Phases

- Continue development and actualization of the above listed
- Convene summit of all Arts, Culture & Heritage stakeholders and users
- Creative place making initiatives and activation of public spaces
- Creation of resource directory including but not limited to venues, arts organizations, suppliers, artists and cultural workers, open projects & opportunities.
- Assess and centralize Arts, Culture & Heritage tourism and marketing efforts for the region, establish a Cultural Tourism advisory committee
- Facility needs assessment and development plan.

iv. Partner with the City and develop a cultural scorecard by Dec 31, 2021 in collaboration with other core cultural partners to measure effectiveness in achieving core deliverables.

- Establish milestones/categories which CVCAC will be evaluated based on the core deliverables outlined in this section
- Collect stakeholder and community feedback on the effectiveness of achieving these core deliverables.

The CVCAC Fee for Service Agreement is also for a term of five years with options to terminate or amend the agreement, provided six month’s advance notice is served by either party.

FINANCIAL IMPLICATIONS:

The financial implications of staff proceeding with the strategies and recommendations in the Cultural Service Report are summarized below.

CVAGS Additional Grant Fee Amount	Operating Budget Year
\$30,000*	2020
\$40,000 plus 2% increase per year	2021 -2024

*\$40,000 pro-rated to three quarters of the remainder of the year.

CVCAC Grant Fee Amount	Operating Budget Year
\$48,750 **	2020
\$55,000 plus 2% per year	2021 -2024

**\$55,000 pro-rated to three quarters of the remainder of the year plus the \$7,500 to support cost for general programming, markets, Arts Guide and youth and seniors programs.

The funding source for these agreements for 2020 were initially to be through gaming funds as indicated in the 2020–2024 General Capital and Operating Financial Plan Revisions March 2, 2020 Staff Report. However, due to the onset of the COVID situation since the March 2, 2020 Staff Report, gaming revenues have ceased due to the closure of the local casino and with a reopening date uncertain. Council chose not to release grant in aid payments this year due to the uncertainty of this revenue stream. The current estimated 2020 year-end balance of the Gaming Fund is expected to be approximately \$836,000 based on the previously approved 2020 commitments and no further revenues realized. It is also anticipated that 2021 revenues will likely be significantly reduced. Council’s past practice has been to spend the previous year revenues and maintain at least a one year balance in the fund or approximately \$1,000,000. Should Council approve the agreements, the 2020 payments would drop the anticipated balance to approximately \$757,000 and potentially impact future funding for policing, infrastructure, and other cultural commitments in 2021. The 2021-2023 Approved Gaming Funds Distribution Matrix will need to be revisited during the 2021 Budget process. The future year commitments of \$95,000 would contribute to a .4% general taxation increase in 2021.

In consideration of CVCAC’s regional role in promoting community cultural services, in future years staff will also explore alternative funding strategies which is congruent with recommendations identified in the Cultural Service Review report.

Medium Term and ongoing strategies may be considered in the annual budget process (2021+) and funded by general taxation.

- Cultural Facilities Needs Assessment \$75,000 - \$150,000 (with opportunities of shared funding through core cultural partners)
- Cultural Services Master Planning \$60,000-\$80,000 (with opportunities for grants, shared regional and inter-municipal funding).
- Support Partial Cost For Strategic Business Planning: Total cost is \$5,000 per group with the City considering funding 50% of the cost for each group: \$2,500 per group for a total of \$10,000 (Year 2023) and every 4 years.

ADMINISTRATIVE IMPLICATIONS:

RCS Department will implement the strategies and recommendations identified in the report through the Recreation and Cultural Services Department through the Business Administration Division.

Administrative implications include:

- Amend management and operating agreements to reflect new deliverables (completed for CVAG) and create new fee for CVCAC service agreement (completed). Administer and manage the ongoing multi-year contracts.
- Establish an inter-municipal cultural working group to initiate the cultural planning process and commit to meetings and stakeholder engagement on a regular basis.
- Partner with the CVRD in establishing a regional arts and culture funding model.
- Consult with Development Services to review and improve current arts and culture amenity contributions through the developer process to support arts and culture infrastructure maintenance.

ASSET MANAGEMENT IMPLICATIONS:

The cost implications for implementing the Cultural Service Review report strategies will be included in the long term financial plan.

The next stage of the Cultural Service Report will include the development of a Cultural Master Plan which includes a Cultural Facilities Master Plan. These plans assist Council in establishing the expected community arts and culture levels of service and assist staff in developing asset management plans to support sustainable service delivery.

Included in these studies will be provisions for available information and advice pertaining to lifecycle costs. The information will facilitate Council's decision-making related to the potential renewal, upgrade, and acquisition of Tangible Capital Assets as mandated by Bylaw 2981.

STRATEGIC PRIORITIES REFERENCE:

The following strategic priorities will apply:

We focus on organizational and governance excellence

- Responsibly provide services at levels which the people we serve are willing to pay

We proactively plan and invest in our natural and built environment

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

- ▲ Continue to support Arts and Culture
- ▲ Support social, economic and environmental sustainability solutions

We continually invest in our key relationships

- Value and recognize the importance of our volunteers
- Consider effective ways to engage with and partner for the health and safety of the community

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

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

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

OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP identifies the following vision:

Section 2.1:

The vision for the City of Courtenay is for a City that is unique and different from other communities. It is to become the most liveable community in the province. It can be expressed as having:

- an inclusive, open and caring community
- a reputation as the premier regional centre for arts and culture
- balance and ability to lead growth and the provision of services
- a role to be the centre of commerce for the Comox Valley
- commitment to serve youth and seniors

Goals: 2. CULTURE, HERITAGE AND THE ARTS

- Enhance Courtenay's reputation as the premier regional centre for arts and culture

Section 4.8 CULTURE

4.8.1 Introduction

Arts and Culture are recognized by the City as essential ingredients of a vital community, and indeed, the City has historically provided major capital investments and ongoing operational funding in support of the Arts and Culture.

4.8.2 Goals

1. To recognize arts and culture as a fundamental ingredient for a vibrant, healthy, active and sustainable community, with many social and economic benefits.
2. To actively demonstrate support for arts and culture.
3. To show leadership in promoting arts and culture, both within and outside the community.

4.8.3 Policies

1. Consider the arts and culture in the preparation of all city policies

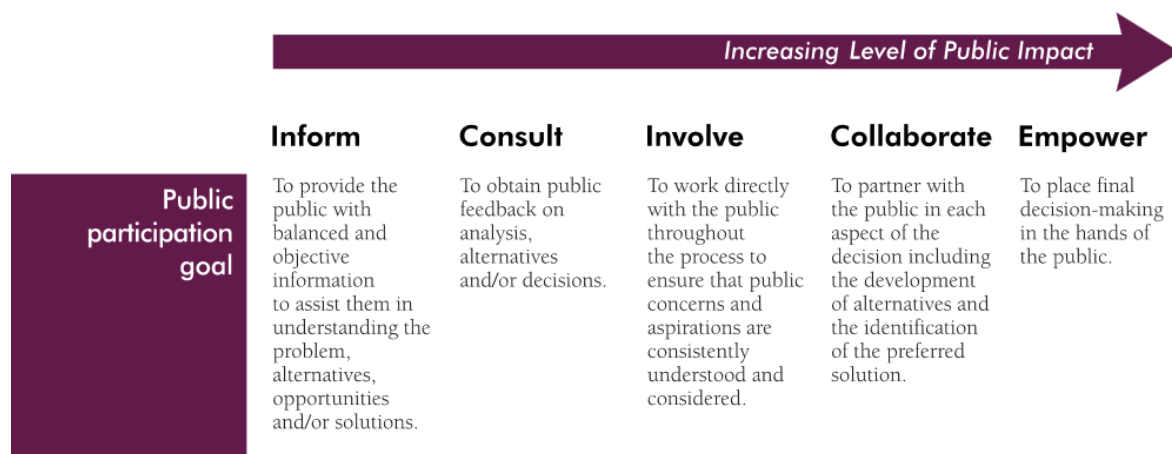
2. Designate specific resources for the arts and culture
3. Play a role in providing physical infrastructure for arts and culture, including buildings, public spaces, and parks
4. Support marketing efforts which include the arts and culture as a key attraction of the Comox Valley
5. Include arts and culture, including public art, in urban design and planning
6. Provide leadership in building regional arts and culture strategies, involving municipalities, the Regional District, the School District and North Island College
7. Facilitate access to the arts and culture for all citizens
8. Support youth as the next generation of artists, audience, organizers, and volunteers

REGIONAL GROWTH STRATEGY REFERENCE:

RGS.3B-9 Encourage tourism, including cultural and eco-tourism opportunities, within the Comox Valley.

CITIZEN/PUBLIC ENGAGEMENT:

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



OPTIONS:

1. Council direct Staff to proceed with the Cultural Service Review Report key findings and recommendations;

That the Mayor and the Director of Legislative and Corporate Services be authorized to execute the attached Comox Valley Art Gallery Society Management and Operating Agreement Amendment and the Comox Valley Art Council Fee For Service Agreement on behalf of the City; and

That the total funding of \$78,750 for the two above referenced agreements be allocated from Gaming Funds in 2020 and included in the 2021 – 2025 General Operating Financial Plan.

2. Council refer this item back to staff for further consideration or consultation.
3. Council refer this matter to the cultural partners for further consideration and consultation.

Prepared by:



Dave Snider *BCSLA*
Director of Recreation and Cultural Services

Reviewed by:



Trevor Kushner, BA, DLGM, CLGA
Deputy Chief Administrative Officer

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachments:

1. Patricia Huntsman Communications Cultural Services Report Implementation Strategy.
2. CVAG Management and Operating Agreement Amendment
3. CVCAC Fee For Service Agreement
4. CVAG Public Outreach and Education Request
5. CVCAC Fee For Service Summary

Attachment 1

Cultural Service Report Implementation Strategy

Patricia Huntsman Culture + Communication Cultural Services Report Final 2019: Page 68

Short Term (Year 1):

- Initiate a new Fee-For-Service Agreement with the Comox Valley Community Arts Council including the introduction of a community liaison role
- Contribute towards the community education and outreach at the Comox Valley Art Gallery
- Explore the provisioning of additional space for the Comox Valley Art Gallery
- Support the Sid Williams Theatre in an application to the Canada Cultural Spaces Fund for support, and/or other grant sources.
- Work with the SWT and the Regional District in determining a funding formula to recognize and support the SWT as a regional asset. The same also applies to the other cultural partners though to a lesser extent due to the wider engagement with performing arts.
- Work with the Museum in diversifying its revenue base and identifying cost reductions.
- Begin scoping of cultural planning process by convening an Inter-municipal Cultural Working Group.

Medium Term (Year 2-3):

- Explore the development of an earned revenue stream and/or pooled charitable fund to benefit the four cultural partners in order to minimize cannibalization of donor and earnings opportunities in a small marketplace.
- Explore the centralization of marketing and communications among cultural partners and the development of an arts marketing strategy for the area in conjunction with CVEDs and CVA.
- Work with all cultural partners in developing facilities plans, including the identification of use alternative and non-traditional spaces (e.g. gift shop pop ups).
- Collaborate with Cultural Partners on improved evaluations and measurement through the development of a cultural scorecard to incorporate into agreements.

Ongoing:

- Continue to maintain to a high standard all cultural infrastructure and City-owned or leased cultural assets.
- Continue to encourage and promote cultural amenity contributions as part of the Developer Application Approval Process to help fund and maintain cultural infrastructure.
- Continue to optimize all multi-year agreements with Cultural Partners as required to provide stability and capacity building in cultural development in the area.

SCHEDULE B
AMENDMENT TO
MANAGEMENT AND OPERATING SERVICES AGREEMENT
THE COMOX VALLEY ART GALLERY

This Amendment to the Management and Operating Services Agreement (this “Amendment”) dated June____, 2020 , is made by and between the Corporation of the City of Courtenay (“City”) and the Comox Valley Art Gallery Society (“Society”) and amends the Management and Operating Agreement (the “Agreement”) dated August 1, 2017.

WHEREAS, the parties desire to amend the Agreement. NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Section 1 of the Agreement will be amended as follows:
This Agreement shall commence on the ____ day of June 2020, and expires the 31th day of December, 2024 unless terminated or extended as herein provided.

2. Section B of the Agreement will be amended as follows:

The City of Courtenay (hereinafter referred to as the “City”) strategic objectives are to:

- responsibly provide services at levels which the people we serve are willing to pay
- continue to support arts and culture
- support social, economic and environmental sustainability solutions
- consider effective ways to engage with and partner for health and safety of the community
- we value and recognize the importance of our volunteers

3. Section 3. of the Agreement will be amended as follows:

The Society, in the performance of its responsibilities for planning, delivering, supervising, and managing services agree to the following:

- a) the Society will be meeting the following core deliverables in the provision of its services:

- i. **Manage and operate a public art gallery.**

- Collect admission and donation fees and retain the same to offset operating expenses of the Art Gallery;
- Promote and publicize the use of the Art Gallery within the community;
- Establish, collect and preserve the Art Gallery collection;
- Hire, supervise and provide, at its cost, staff or volunteers which will provide services sufficient to carry out the

responsibilities set out in this Agreement to the successful operation of the Art Gallery.

ii. Foster awareness, exploration, and development of contemporary art:

- Schedule exhibits which highlight local, regional or provincial, national and international artist.
- Offer educational programming suitable for all age groups.
- Partner with other local organizations to support visual arts awareness in the community.
- Provide educational support to students looking to further post-secondary education in the field of visual arts.

iii. Provide an inclusive and accessible Art Gallery.

- Operate an Art Gallery which is inclusive and accessible to members of the community despite physical or economic barriers.

iv. Establish a public education and outreach program in the community

- Host artists talks and Artist-led community make art projects for all ages.
- Partner with SD 71 to establish regular K-12 tours, make-art engagements and K-12 curriculum support for exhibitions.
- Outreach to care givers, children and youth programs through make art programs.
- Facilitate historical and cultural practice knowledge-sharing between K'omoks First Nation Elders and children.
- Foster outreach to community organizations and businesses.
- Increase advertising and promotion of gallery events and exhibitions through several media outlets and social median

v. Partner with the City and develop a cultural scorecard by December 2021 in collaboration with other core cultural partners to measure effectiveness in achieving core deliverables.

- Establish milestones/categories which CVAGS will be evaluated based on the core deliverables outlined in this section
- Collect stakeholder and community feedback on the effectiveness of achieving these core deliverables.

b) Over the term of the Agreement the parties will consider whether any additional core deliverables will be delivered under 3. a).

c) By March 31th, of each year of this Agreement the Society will provide the City with a management report including a financial plan for the upcoming fiscal year in a form acceptable to the City covering each of the areas outlined in 3. a) for the next fiscal year.

- d) By March 31th, of the subsequent year of the agreement, the Society will present to Council a detailed summary outlining the following information:
- Total number of visitors to the Art Gallery and total number of participants in the outreach programs, exhibitions and event attendance for the previous fiscal year.
 - Summary of the exhibits, programs and events the Art Gallery held.
 - Executive summary outlining how the Society met the key core deliverables outlined under 3.a).
- e) The Society agrees that it will undertake fundraising projects and the proceeds of such projects will be directly related to the Society's responsibilities under this Agreement through operating, programming, staffing, maintenance and special projects associated with preservation and interpretation of the Art Gallery's collection and for the purpose of capital improvements or purchase of furnishings, fixtures, or equipment for the Art Gallery.
- f) Partner with the City in the Art Gallery capital improvement projects which activities may include: the participation in project scope development, assist in grant writing proposals, provide financial contributions to capital projects provided such projects are for the purpose directly related to the Society's core deliverables identified in 3 a).
4. Section 4. of the Agreement will be amended as follows:
- a) The City will grant to the Society a management and operating in return for achieving the deliverables identified in Section 3. of the Agreement as outlined in the Table A below. The management and operating fee amount shall be subject to annual budget approval by City Council and maybe considered for amendment subject to City Council approval.
- b) The management and operating fee shall be paid by the City within forty-five days of receipt of invoice from the Society, which invoices shall be submitted and paid separately due to BC Gaming Fund requirements according to the dates listed in Table A and subject to City Council approval.

Table A Management and Operating Fee Grant

Date of Invoice	Operating Year	Management and Operating Fee (BC Gaming Funded)
June 16, 2020	2020	\$32,500
May 1st	2020	\$15,000
August 1st	2020	\$47,500
TOTAL		\$95,000
April 1st	2021	\$53,550
August 1st	2021	\$53,550
TOTAL		\$107,100
April 1st	2022	\$54,600
August 1st	2022	\$54,600
TOTAL		\$109,200
April 1st	2023	\$55,700
August 1st	2023	\$55,700
TOTAL		\$111,400
April 1st	2024	\$56,800
August 1st	2024	\$56,800
TOTAL		\$113,600

- c) All revenue obtained from the management and operation of the Art Gallery will become the property of the Society. The Society covenants and agrees that all revenue must be used exclusively for Art Gallery operations.
- d) Should there be a surplus in any year of operating revenues and the City contribution exceeding operation costs, the Society will be entitled to retain the surplus for Art Gallery operations and reserves. The Society must not incur a deficit in excess of accumulated surpluses.

5. Full Force and Effect.

- a) Except as modified by this Amendment, all other terms and conditions in the Agreement shall remain in full force and effect.
- b) Unless the context otherwise requires, the Agreement, as amended, and this Amendment shall be read together and shall have effect as if the provisions of the Agreement, as amended, and this Amendment were contained in one agreement. After the effective date of this Amendment, all references in the

**ARTS AND CULTURAL FEE FOR SERVICE AGREEMENT
COMOX VALLEY ARTS**

BETWEEN:

THE CORPORATION OF THE CITY OF COURTENAY, a municipal corporation incorporated pursuant to the *Community Charter* and having its offices at 830 Cliffe Avenue, Courtenay, B.C. V9N 2J7

(the "City")

AND:

COMOX VALLEY COMMUNITY ARTS COUNCIL (INC. NO.7703), a society duly incorporated under the laws of the Province of British Columbia with mailing address of 202-580 Duncan Avenue, Courtenay, BC V9N 2M7.

(the "Society")

WHEREAS:

- A. It is the goal of the Comox Valley Community Arts Council (hereinafter called the "Society") to promote and celebrate a vibrant, inclusive arts community for community benefit.
- B. The City of Courtenay (hereinafter referred to as the "City") strategic objectives are to:
- responsibly provide services at levels which the people we serve are willing to pay
 - continue to support arts and culture
 - support social, economic and environmental sustainability solutions
 - consider effective ways to engage with and partner for health and safety of the community
 - value and recognize the importance of our volunteers
- C. The City and the Society wish to enter into Agreement for the Society to:
- facilitate and animate arts and culture in the community
 - collaborate with the community in wide variety of cultural activities, workshops, events, festivals, exhibition spaces, seasonal programs, and support of members groups
 - educate and promote the Comox Valley as a creative and dynamic arts producing center.

- D. The City and the Society acknowledge that the Society will partner with other organizations to undertake fundraising for its activities, operations and special projects to meet the Society's mandate. The Society acknowledges that the City's grant is subject to the Society providing core deliverables as outlined in Section 3. of this Agreement.

NOW THEREFORE, the parties agree as follows:

1. Term: This Agreement shall commence on the ___ day of June, 2020 and expires the 31th day of December, 2025 unless terminated or extended as herein provided.
2. During the term of this Agreement, the Society shall, subject to the conditions herein set forth, deliver services and in 3.a).
3. The Society, in the performance of its responsibilities for planning, delivering, supervising, and providing services agree to the following:
 - a) the Society will be meeting the following phased approach in establishing the following core deliverables in the provision of its services:

Ongoing:

- Publish and promote the Central Island Arts Guide
- Coordinate and deliver Society general programming, youth and seniors programs.
- Coordinate and deliver the Downtown Summer Street Markets.

Initial Phase

- i. **Coordinate Community and Core Cultural Partners Outreach & Convening**
 - Initiate quarterly round-table meetings with cultural constituents & stakeholders - Intentional engagement and outreach with the larger arts community including aboriginal stakeholder inclusion
 - Hold monthly meetings with the four core cultural service providers within the City of Courtenay
 - Consultation with regional inter-municipal working group for Arts, Culture & Heritage as liaison for community feedback on cultural planning issues
 - Support peer-based inclusion of indigenous practice, policy, and preservation
 - Data collection and creation of systems
- ii. **Promote Tourism & Economic Development Through the Arts and Culture Lens**
 - Continue to cultivate cultural tourism through general programming, youth and senior programs, and centralized marketing streams
 - Development of our community's Cultural Industry profile through tourism and economic development resources.

- Further development of the Business of Arts educational series which supports artists directly in operating
- Continue to promote and publish the annual Central Island Arts Guide.

iii. Collaborate in Facilities and Planning

- Initiate planning for general and facility needs assessment
- Assisting in defining the City of Courtenay’s visual identity and implementation of policy for public art, wayfinding, heritage recognition, and urban development.
- Leverage current funding and assets to increase capacity
- Improve digital strategies and innovation
- Support the City of Courtenay OCP Strategies & Outcomes, as well as the Downtown Playbook Outcomes

Secondary and Ongoing Phases

- Continue development and actualization of the above listed
- Convene summit of all Arts, Culture & Heritage stakeholders and users
- Creative place making initiatives and activation of public spaces
- Creation of resource directory including but not limited to venues, arts organizations, suppliers, artists and cultural workers, open projects & opportunities.
- Assess and centralize Arts, Culture & Heritage tourism and marketing efforts for the region, establish a Cultural Tourism advisory committee
- Facility needs assessment and development plan.

iv. Partner with the City and develop a cultural scorecard by Dec 31, 2021 in collaboration with other core cultural partners to measure effectiveness in achieving core deliverables.

- Establish milestones/categories which CVCAC will be evaluated based on the core deliverables outlined in this section
- Collect stakeholder and community feedback on the effectiveness of achieving these core deliverables.

- b) Over the term of the Agreement the parties will consider whether any additional core deliverables will be delivered under 3. a).
- c) By March 31th, of each year of this Agreement the Society will provide the City with annual report including a financial plan for the up-coming fiscal year in a form acceptable to the City covering each of the areas outlined in 3. a) for the next fiscal year.
- d) By March 31th, of the subsequent year of the agreement, the Society will present to Council a detailed summary outlining the following information:

- Total number of annual members the CVCAC supports
 - Summary of the workshops, programs, and events the CVCAC provided in the past year
 - Executive summary outlining how the Society met the key core deliverables outlined under 3.a).
- e) The Society agrees that it will undertake fundraising projects and the proceeds of such projects will be directly related to the Society's responsibilities under this Agreement through operating, programming, staffing, maintenance and special projects.
- f) Partner with the City in capital improvement projects which activities may include: the participation in project scope development, assist in grant writing proposals, provide financial contributions to capital projects provided such projects are for the purpose directly related to the Society's core deliverables identified in 3 a).
4. a) The City will grant to the Society a management and operating in return for achieving the deliverables identified in Section 3. of the Agreement as outlined in the Table A below. The management and operating fee amount shall be subject to annual budget approval by City Council and maybe considered for amendment subject to City Council approval.
- b) The grant shall be paid by the City within forty-five days of receipt of invoice from the Society, which invoices shall be submitted and paid separately due to BC Gaming Fund requirements according to the dates listed in Table A and subject to City Council approval.

Table A: Arts and Culture Grant

Date of Invoice	Operating Year	Management and Operating Fee (BC Gaming Funded)
June 16th	2020	\$24,375
August 1st	2020	\$24,375
TOTAL		\$48,750
April 1st	2021	\$27,500
August 1st	2021	\$27,500
TOTAL		\$55,000
April 1st	2022	\$28,050
August 1st	2022	\$28,050
TOTAL		\$56,100
April 1st	2023	\$28,600
August 1st	2023	\$28,600
TOTAL		\$57,200

April 1st	2024	\$29,200
August 1st	2024	\$29,200
TOTAL		\$58,400

- c) All operational revenue obtained from the activities of the Society will become the property of the Society. The Society covenants and agrees that all grant funds received by the Society from the City must be used exclusively towards achieving the core deliverables identified in this agreement. Under no circumstances will the grant funds be used towards capital expenditures.
- d) Should there be a surplus in any year of operating revenues and the City contribution exceeding operation costs, the Society will be entitled to retain the surplus for the Society's operations and reserves. The Society must not incur a deficit in excess of accumulated surpluses.

5. The Society covenants and warrants with the City that:

- a) The Society is, and shall remain throughout the term of this Agreement, a valid and subsisting Society in good standing incorporated pursuant to the laws of the Province of British Columbia, and shall not change its corporate structure or status, without the prior written consent of the City;
- b) Board members and staff people of the Society must be subject to the Society's "Conflict of Interest" policies. No Society board member or staff person may knowingly engage in any activity that, in the opinion of the City would constitute a conflict of interest, or potential conflict of interest between that board member or staff person and either the Society or the City;
- c) The Society will handle personal information provided by the City to the Society in accordance with the *Personal Information Protection Act* (the "Act") of *British Columbia*;
- d) The Society shall maintain proper accounting records with respect to income and expenditures in accordance with generally accepted accounting principles and upon reasonable notice, shall allow representatives of the City reasonable access to its books and records during normal business hours;
- e) The Society shall provide the City and present to Council an annual operating and capital budget and a five year financial plan for the management report as detailed in Section 3 above by October 1st in each year the Agreement is in effect, provided that the City is contributing resources towards the programs and activities;
- f) The Society will prepare and deliver to the City a reviewed statement of expense and income with respect to all revenues from and expenses for

its activities as well as reviewed statement of all related assets and liabilities. The Society will cause such annual financial statements to be reviewed by its accountant and thereafter submitted to the City Representative for consideration no later than October 1st of each year for the most recent fiscal year;

- g) Any funding to be provided by the City shall be subject to the approval of the City, shall be reviewed annually, and may be revoked or reduced by the City at any time in the event of program priority changes, budget, grant, or other funding constraints. The City shall act in good faith and make all reasonable efforts to provide advance warning of funding reductions to the Society;
 - h) The Society shall conduct each program and activity in an effective, efficient, safe and professional manner in accordance at all times;
 - i) Whenever appropriate, the Society shall publicly recognize the City of Courtenay as a major government funder for its contribution to the Society.
6. The Society will obtain and keep in force throughout the existence of this Agreement:
- a) Comprehensive General Liability insurance to protect and indemnify itself and the City against claims for bodily injury, death, property damage, property loss, economic loss, and broad form products and other loss or damage occurring with respect to third party liability claims arising from the provision of the agreed service in an amount not less than TWO MILLION (\$2,000,000.00) DOLLARS per (per claim and aggregate per year), with a Cross Liability clause and including the City as an additional named insured.
 - b) The Society agrees to be responsible for any deductible amounts under the policies.
 - c) The insurance policies must list any major exclusions.
 - d) The Society will cause any insurance policy obtained by it pursuant to this agreement to contain a waiver of subrogation clause in favour of the City.
7. Indemnification
- a) The Society agrees to indemnify, defend and hold harmless the City, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the City may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the City arising out of, during, or as a result of the provision of services outlined in this Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the City. The indemnities contained in this Agreement will survive the expiration or earlier termination of the Term.

8. Notice, when and if required to be given to either party by this Agreement, shall be deemed effectively given and received if given in writing to the other party by registered mail or personal service addressed as follows:

CITY OF COURTENAY

**ATTN: Director of Recreation and Cultural Services
830 Cliffe Avenue
Courtenay, BC
V9N 2J7**

COMOX VALLEY COMMUNITY ARTS COUNCIL

**ATTN: Executive Director
202- 580 Duncan Avenue
Courtenay, B.C.
V9N 2M7**

Either party may change its address for notice by providing notice to the other in accordance with this Agreement.

9. This Agreement may be terminated under the following circumstances:
- a) In the event that the Society fails to honour any of the provisions, covenants or warranties of the Agreement contemplated hereby or at any time in effect between the parties, the Society shall have thirty (30) working days to rectify the situation or the City may, at its option, terminate this Agreement by giving the defaulting party thirty (30) days written notice.
 - b) In the event the Society goes Bankrupt, is placed into receivership, takes advantage of any law for the protection of insolvent debtors, allows any judgement to be entered against it, or allows any of its assets to become the subject of seizure or distress; this Agreement shall immediately terminate.
 - c) In the event this Agreement is terminated prior to the expiration of its term, the City shall be released of its obligations under this Agreement to further fund the Society. The Society shall, if required by the City, refund to the City such monies as may have been advanced by the City as are in excess of amounts contributed or otherwise irrevocably committed by the Society in respect of work plan being provided by the organization hereunder.
 - d) Either party may terminate this Agreement at any time by giving the other party six months advance notice of its intention to terminate, such notice to be given in writing on the last day of any month.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals the day and year first above written.

The Corporate Seal of the)
CITY OF COURTENAY)
was hereunto affixed in)
the presence of:)

_____)
Bob Wells, Mayor)

_____)
John Ward, Director of Legislative Services)

COMOX VALLEY COMMUNITY ARTS COUNCIL)
In the presence of:)

_____)
Don Ferguson, President)

_____)
Dallas Stevenson, Executive Director)



580 DUNCAN AVENUE
COURTENAY BC V9N 2M7

PHONE 250.338.6211

Attn: Dave Snider & Joy Chan, City of Courtenay
Date: October 12, 2019
Re: Request for Increase in Operating Revenue

Dear Dave and Joy,

This letter follows from the recommendation put forward in the City of Courtenay's Cultural Services Report (Huntsman, 2019) as related to the Gallery's education & outreach activities. The report recommends the City of Courtenay "consider an increase in multi-year core funding in order for CVAG to meet the objective of providing public education and outreach to the community". This document outlines a rationale for the proposed increase.

Mandate and Key Education & Outreach Activities:

Education and outreach are core components of the Comox Valley Art Gallery's work, along with arts presentation - as articulated in its mandate:

The Comox Valley Art Gallery (CVAG) is a regional public art gallery dedicated to exhibiting, interpreting and celebrating emergent contemporary art practice. This includes *facilitating art education and critical conversation* and presenting programming that *encourages an ongoing exploration of the arts and their role in shaping and clarifying our culture*. We do this in a welcoming and engaging environment where *all visitors and participants are invited to examine, challenge, and transform their understanding of the world around them*. (italics added for emphasis).

The Gallery's education & outreach programming takes many forms. Each of our exhibition blocks includes a series of education/outreach activities, the number of which has increased significantly in recent years. These include artist talks, make-art projects, workshops, community knowledge sharing events, etc. Further, the Gallery provides tours and workshops to groups of students, and works with local learning institutions to coordinate curriculum and learning links. Examples of recent/current education-based partnerships include:

- Honouring (2018/2019): partnership between the Gallery and School District 71 Indigenous Education Services, through which was developed a touring exhibition examining the legacy of Residential Schools in British Columbia.
- Potlatch 67-67: the Potlatch Ban - Then and Now' (2018/2019): partnership between the Gallery, Kumugwe Cultural Society and School Districts 71 and 72. The exhibition, which occurred in 2018, investigated the history of the Potlatch ban and its impact on local Indigenous peoples, and was incorporated into the local School District curriculum; over 1,000 elementary school students attended (often 4 classroom visits per day). An e-publication was produced in 2019, which continues to disseminate key conversations housed within the exhibition.
- Calling all Robots / Kids Summer Camp: VEX IQ (2019): Partnership with NIDES ENTER & E2 programs. Hands-on art & technology-based learning events facilitated by NIDES teachers and students. VEX IQ is a robotics-based summer camp run through the Gallery.

The majority of our education and outreach activities are offered free of charge and by donation (summer camps are offered on a partial cost-recovery basis), with intent to make them as accessible as possible.

History:

Over the past 6 years, the Gallery has seen substantial increases in overall attendance, and in participation in education and outreach events. The number of participants engaged in activities designed for children grew from 500 in 2013 to 2,500 in 2018 - an increase of 400%; this same figure for activities designed for youth grew from 87 in 2013 to 200 in 2018 - an increase of 129%. These figures reflect a rapid expansion of education & outreach offerings, and a consecutive increase in attendance and participation. This growth is fuelled by high community demand - on a daily basis we receive requests for tours, workshops and other forms of group-based learning programs. Gallery staff does its best to accommodate these requests, but struggles to keep pace with demand.

Need:

To date, the Gallery has supported this increase in education & outreach activity through one-time grants, and through a temporary re-allocation of core staff time and budget to address the administrative and communication needs of these activities. This situation is not sustainable in the long term. Most granting agencies limit project applications to one per program, so continued application is not feasible. Furthermore, the Gallery cannot continue to allocate increases in core staff time and core operating budget towards education & outreach, as it must ensure a healthy balance is maintained between education & outreach and arts presentation activities.

Consequently, the Gallery is requesting an increase in operating funding from the City of Courtenay, totaling \$40,000. The entirety of this sum will be applied towards the Gallery's education and outreach program.

Of this sum, \$30,285 will be allocated towards a part-time Education & Outreach Coordinator (26 hours / week @ \$20/hr x 52 weeks per year = \$27,040 + 12% MERCS = \$30,285). The remaining \$9,715 will be allocated towards materials, equipment and artist/instructor fees utilized by the education & outreach programs.

The Education & Outreach Coordinator will oversee and coordinate the education & outreach program at large. This involves communicating with educational partners, liaising between the Gallery's curatorial team, artists and learning groups, organizing and communicating material produced within exhibitions for and to a student audience, coordinating and delivering school tours and workshops, connecting school groups with artists, etc. This position will provide the capacity currently lacking to maintain and develop education and outreach programs and partnerships, and will serve as the key point of public contact for public education & outreach inquiries.

The remaining funds requested (\$9,715) cover the 'consumable' costs of education and outreach programs. This includes items like art supplies for workshops, materials and equipment needed to run programs and artist/instructor fees.

Summary

As a whole, the requested investment allows the Gallery to meet the demand expressed by the community for its education & outreach programs. It allows the organization to achieve an appropriate balance between education & outreach and arts presentation activities, and enables a strengthening and development of education & outreach programs to the benefit of the local community.

We are grateful for the opportunity to make this request, and invite further discussion. Please feel free to contact me with any questions, or to talk about the request in further detail.

Sincerely,



Sharon Karsten - Executive Director, Comox Valley Art Gallery



**PUBLIC EDUCATION AND OUTREACH PROGRAM
COMOX VALLEY ART GALLERY
MARCH, 2020**

A \$40,000 increase in the City of Courtenay’s annual operating grant to the Comox Valley Art Gallery would enable the organization to establish a robust public education and outreach program that would help meet growing demand in our community.

This program would include dedicated staffing, material supplies, and promotions that would increase our public engagement, number of visitations, and overall visibility both locally and abroad.

Further to the Oct. 12, 2019 memo prepared by Sharon Karsten on behalf of the Gallery, here are some tangible outcomes that would result from increased financial support for public education and outreach:

Artist talks

At present we offer an average of five public artist talks per year. We would now provide at least 10 per year.

K-12 art tours and make-art engagements

At present school tours and facilitated make-art projects for school children are random and occasional, based on fluctuating capacity. We would now provide regular, methodical outreach to arrange tours and activities to all schools in the district, including the Indigenous Education Program, providing at least 12 school tours per year.

K-12 art curriculum tools

At present we do not have the capacity to provide curriculum tools related to our exhibitions, except when we receive specialized funding (the last specialized curriculum support we developed was connected the Potlatch 67/67 exhibition in the summer of 2018). We would now create curriculum support for every programming block we present.

Outreach to child care providers, and children and youth programs

At present some child care providers and youth programs bring children to our make-art stations based on their own initiative. We would now conduct methodical outreach to invite and welcome these organizations to attend the Gallery for visits and art-making. We would provide at least 12 such visits per year.

Knowledge-sharing between Elders and children

We would initiate place-based knowledge-sharing gatherings at the Comox Valley Art Gallery where Elders from the K'omoks First Nation would share stories and teachings related to history and cultural practices in the traditional territory of the K'omoks people.

Focused outreach to community organizations and businesses

The Comox Valley Art Gallery presents thematic programming blocks – usually five per year. Through the public education and outreach program, we will be able to connect with community groups, businesses, education programs and other organizations that would have particular interest in the Thematic programs as they are presented. The result would be more partnerships with community organizations, more invitations to the Art Gallery to community organizations and their members, and more community engagement in Gallery programming and events.

Web and print-based education about contemporary art practice and terminology

We would provide on our website and in printed material clear descriptions of terminology and concepts that are actively used in the world of contemporary art. We would endeavor to make the programming at the Comox Valley Art Gallery accessible, understandable, and informative to all.

Artist-led all community make art projects for all ages

We currently offer five to six facilitated make-art projects every year. These projects directly connect participants to the themes expressed in CVAG programming. We would now provide at least 10 per year.

Advertising/promotions

Our budget for advertising and promotions of Art Gallery events and exhibitions is currently less than \$600 per year. We would now spend at least \$3,000 per year to promote the Gallery both locally and abroad.

Increased media coverage

The Gallery currently garners good “news” coverage of events in the local media, but with additional outreach and advertising dollars, we could achieve further-reaching reviews, articles and interviews related to programming at the Comox Valley Art Gallery, both in local outlets and beyond. We would a goal of feature-length coverage or on-air interviews in at least one significant outlet for every programming block.

Social media

At present, CVAG’s facebook has about 2,000 “likes” and our Instagram account has about 1,200 followers. We will now have more focus on our social media, and our goal is to increase our reach by at least 200 followers per year on each platform.

Summer art camps and workshops

At present we do not have consistent summer programs for children and youth. We will now provide at least one art camp and one workshop for young people or all-ages per year.

SUMMARY

Art talks:

increase to 10 per year

K-12 art tours and make-art engagements:

Increase to at least 12 per year

K-12 art curriculum tools:

Provide school curriculum tools for every programming block

Outreach to child care providers, and children and youth programs:

Methodical outreach and at least 12 facilitated visits per year.

Knowledge-sharing between Elders and children:

Establish a new program of Elder talks

Focused outreach to community organizations and businesses:

More community partnerships and engagement related to thematic programs at CVAG.

Web and print-based education about contemporary art practice and terminology:

Written material to increase public understanding of art practice, art terminology and CVAG programming.

Artist-led all community make art projects for all ages:

Increase to at least 10 per year.

Advertising/promotions:

Increase spending on promotional advertising to at least \$3,000 per year.

Increased media coverage:

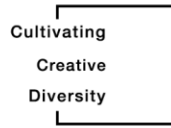
Obtain at least 1 major written feature or broadcast interview per programming block.

Social media:

Increase the number of followers on social media platforms by 200 per year.

Summer art camps and workshops

Provide at least one summer art camp and one art workshop aimed at young people every year.



FEE FOR SERVICE SUPPORT

Service Overview:

Comox Valley Arts is the central access point for cultural functions and responsibilities for growth of the sector within our community. It is responsible for promoting, collaborating, communicating, and sharing the knowledge and resources for the sector.

A fee for service agreement with CVA contributes to building our community's capacity as an arts producing centre and to building and maintaining a rich and healthy Comox Valley. Arts and Culture are critical in accomplishing this.

CVA operates under four pillars of engagement:

COLLABORATE: Engaging citizens in the Arts encourages innovation, creates a sense of individual connection to place, improves mental health, promotes positive social relationships, and fosters volunteerism. The Arts open pathways to public dialogue, contribute to resilient communities capable of action, and build capacity and leadership.

CONNECT: CVA works with over 50 community organizations, service groups, local businesses, our 3 Downtown Improvement Associations, 3 Municipalities and Regional District, K'omoks First Nation and CFB Comox. We advocate ensuring that Arts & Culture are valued at the planning level.

Our vibrant and diverse community is expressed through dozens of events, celebrations and projects each year that bring us together, our participatory focus is on cultural creators and the vast resource and economic contributions they make to the Comox Valley. CVA features and supports them through showcasing their practice and paying industry standards to engage them.

CULTIVATE: A large part of CVA's work is providing support to individual artistic practice, through professional development and resources that are required for growth and excellence.

CVA's believes that including ongoing opportunities to learn problem solving, stimulate creative thinking and instill self-esteem and discipline, as well as offer tangible skills and advice such as organizational and business management, marketing techniques and computer proficiency. Arts education improves creativity, academic achievement, motor skills, confidence, perseverance, focus, collaboration, decision making and accountability. Arts engagement leads to more risk-taking and innovation, enabling the arts to become more accessible and relevant. Arts engagement for vulnerable citizens prevents social isolation, creates openings for knowledge exchange, and supports wellness. Opportunities to showcase works produced in individual or cooperative practice are a vital piece of the creative process allowing for dialogue, critique and income generation.

COMMUNICATE: Cultural resources generate revenue directly through maker industries, festivals, heritage & cultural tourism and job creation as well as exponential offshoot returns. Artistic amenities and assets can increase the basic development potential of a neighborhood by making it more attractive for business and residents, create the niche pull for a community like ours, create indirect revenue through tourism, and help to enliven our Downtown or outlying areas by increasing traffic. We believe we can make substantial claims about the density of creative professionals living and working here, and their potential as a strong economic force that could easily be drawn on to build tourism, jobs, and exports from the Comox Valley.

Service Highlights:

CVA works with over 50 community partners, community organizations, and individuals in implementing strategic objectives towards our cultural prosperity to:

- Strengthen the economic growth of culture
- Support cultural programming
- Celebrate and promote culture
- Leverage continued investment and assets
- Welcome diversity and inclusion
- Act as the central information system and lead an arts advisory group, collaborate with stakeholders internal and external
- Provide over 500 volunteers working in service to arts and culture

Outcomes:

- Arts and Culture are recognized as an important component of a vibrant city
- Arts and Culture play a leadership role in development of the City of Courtenay and the region.
- Creative people, organizations and approaches are welcome
- Stakeholders cooperate to realize the full potential of the arts
- Accountability is maintained when making arts-related investments
- Municipal investments in arts and culture are leveraged through other levels of government
- Investments in arts and culture are focused on long term growth and sustainability
- Arts and culture is supported as a destination initiative
- Existing accomplishment are recognized

Required Resources:

Additional funds towards Human Resources to outcome through supporting stakeholder and advisory meetings, collection of data to support growth and innovation in the arts and culture sector, direct economic growth models, develop and support policy, and increase tourism opportunities. During our research process the median rate for administrative arts services are approximately \$50/hr and up to \$80. Our request to the City is to accommodate approximately 1040 hours per year. Additionally, we require support of added space to operate our services.

Example Fee for Service Agreements:

- Resort Municipality of Whistler and The Whistler Arts Council: \$669,701 <https://www.whistler.ca/municipal-gov/grants-funding/fee-service>
- Town of Golden, Columbia Shushwap Regional District, and Kicking Horse Culture: \$120,000 with 60,000 coming from the Town of Golden, and additional funding going towards \$40,000 programming. <https://golden.civicweb.net/document/104376>

Noted considerations that took place during our discovery meetings:

- That this position would act in a higher level of administrative work - an administrative facilitator for the arts hosting round-tables etc, rather than a community level programmer.
- That CVA would be paying the MERCS involved with this position and associated Human Resources and accounting workload.
- Being comparable to current City staff rates.

Canadian Statistics for arts administrative wage rates: <https://www.jobbank.gc.ca/wagereport/occupation/12271>

Mar. 2020

FEE FOR SERVICE SUPPORT

Service Overview:

Comox Valley Arts is the central access point for cultural functions and responsibilities for growth of the sector within our community. It is responsible for promoting, collaborating, communicating, and sharing the knowledge and resources for the sector.

A fee for service agreement with CVA contributes to building our community's capacity as an arts producing centre, developing a sustainable creative ecology, and presenting our region as the premier centre for Arts and Culture.

Prioritization of Arts and Culture through policy, planning, and funding are critical to building and maintaining a rich and healthy Comox Valley.

Service Highlights:

CVA works with many community partners, community organizations, and individuals to implement strategic objectives towards our cultural prosperity to:

- Strengthen the economic growth of culture
- Support cultural programming
- Celebrate and promote culture
- Leverage continued investment and assets
- Welcome diversity and inclusion
- Support wellness on an individual and community level through arts engagement and integration
- Act as the central information system and lead an arts advisory group, collaborate with stakeholders internal and external
- Foster volunteerism and community involvement among all ages and social groups

Proposed implementation and onboarding for Fee for Service Agreement

FIRST PHASE

Outreach & Convening

- Initiate quarterly round-table meetings with cultural constituents & stakeholders - Intentional engagement and outreach with the larger arts community
- Monthly or bi-monthly meetings with the four core cultural service providers within the City of Courtenay
- Consultation with regional inter-municipal working group for Arts, Culture & Heritage as liaison for community feedback on cultural planning issues
- Support peer-based inclusion of indigenous practice, policy, and preservation
- Data collection and creation of systems

Tourism & Economic Development

- Continue to cultivate cultural tourism through programming, and centralized marketing streams
- Development of our community's Cultural Industry profile through tourism and economic development resources.

- Further development of the Business of Arts educational series which supports artists directly in operating

Facilities

- Initiate planning for general and facility needs assessment

Planning

- Assisting in defining Courtenay's visual identity and implementation of policy for public art, wayfinding, heritage recognition, and urban development.
- Leverage current funding and assets to increase capacity
- Improve digital strategies and innovation
- Support the City of Courtenay OCP Strategies & Outcomes, as well as the Downtown Playbook Outcomes
- Initiate conversations about service contracts with the CVRD

SECONDARY PHASE & ONGOING

- Continue development and actualization of the above listed
- Convene summit of all Arts, Culture & Heritage stakeholders and users
- Creative Placemaking initiatives and activation of public spaces
- Creation of resource directory including but not limited to venues, arts organizations, suppliers, artists and cultural workers, open projects & opportunities.
- Assess and centralize Arts, Culture & Heritage tourism and marketing efforts for the region, establish a Cultural Tourism advisory committee
- Facility needs assessment and development plan.

Outcomes:

- Arts and Culture are recognized as an important component of a vibrant city
- Arts and Culture play a leadership role in development of the City of Courtenay and the region.
- Creative people, organizations and approaches are welcome
- Stakeholders cooperate to realize the full potential of the arts
- Accountability is maintained when making arts-related investments
- Municipal investments in arts and culture are leveraged through other levels of government
- Investments in arts and culture are focused on long term growth and sustainability
- Arts, culture & heritage is supported as a destination initiative
- Planning decisions use ArtsFirst thinking where appropriate
- Existing accomplishments are recognized

Notes: The intention set in the discovery and subsequent meetings was that funding for Comox Valley Arts is initiated to support the core work that we already undertake and by stabilizing our financial health, allow for further cultural development capacity. The first phase essentially outlines this increased capacity.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3900-00

From: Chief Administrative Officer

Date: June 15th, 2020

Subject: Amendment to “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020”

PURPOSE:

To provide Council for their consideration an updated Officer Establishment Bylaw made necessary by the recent creation of the dedicated position of Corporate Officer.

CAO RECOMMENDATION:

That based on the June 15th, 2020 staff report “Amendment to Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020”, Council proceed with OPTION 1 and approve amendments to Bylaw No. 3000 outlined in this report; and

That “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Amendment Bylaw No. 3008, 2020” proceed to first, second and third readings and final adoption.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In February of 2020, Council approved changes to the City’s officer establishment bylaw to identify the officers of the corporation (a mandatory requirement of the *Community Charter*, ss. 146).

Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020 was passed on March 2nd, 2020.

DISCUSSION:

Since March 2nd, 2020 senior staff have been reviewing the current corporate structure, including the need for a dedicated statutory Corporate Officer.

Since 2002, the position has been held by John Ward. Initially, this position was identified as "City Clerk", which represented the statutory language of the day. Over the years, the position evolved eventually into a Director position, with the additional responsibilities of Human Resources, Communications, Purchasing, Information Technology, Bylaw Enforcement and Corporate Administration.

Given the impending retirement of Mr. Ward after 26 years of service, it was determined that the statutory role of Corporate Officer should be established as an independent position and report directly to the Chief Administrative Officer, as opposed to reporting to a Director, or being a Director.

The role of the Corporate Officer is fundamental in local government. Below is an excerpt from the *Community Charter*:

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

The Director position currently held by Mr. Ward will retain responsibility for the internal support services of Human Resources, Communications, Purchasing, Information Technology, and Bylaw Enforcement however, this position will not be an Officer position under the *Community Charter*.

Ms. Wendy Sorichta, also a long service employee, has been appointed to the position of Corporate Officer in anticipation of Mr. Ward's retirement. An amendment to the City's Officer's bylaw is required to correctly identify this Corporate Officer position as an Officer position in compliance with the *Community Charter*.

FINANCIAL IMPLICATIONS: Nil.

ADMINISTRATIVE IMPLICATIONS: Nil.

ASSET MANAGEMENT IMPLICATIONS: Nil.

STRATEGIC PLAN REFERENCE:

- Support and encourage initiatives to improve efficiencies
- Recognize staff capacity is a finite resource and support staff training and development

- **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:

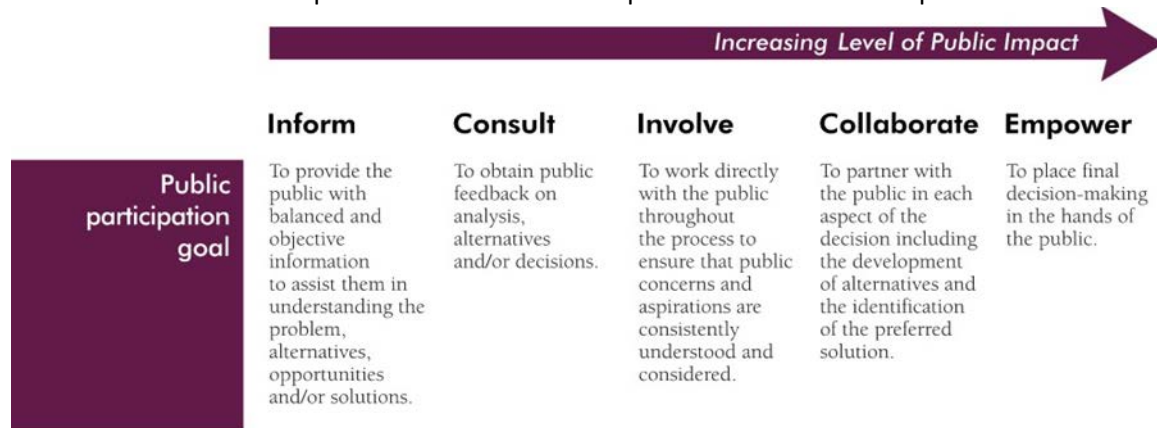
Nil.

REGIONAL GROWTH STRATEGY REFERENCE:

Nil.

PUBLIC ENGAGEMENT:

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



OPTIONS:

OPTION 1: THAT based on the June 15th, 2020 staff report "Amendment to Officer's Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020", Council proceed with OPTION 1 and approve amendments to Bylaw No. 3000 outlined in this report; and

That "Officer's Designation and Establishment of Powers, Duties, and Responsibilities Amendment Bylaw No. 3008, 2020" proceed to three readings and final adoption.
(Recommended)

OPTION 2: That Council refer this item back to staff for further consideration.

Prepared by:



David W. Love, CD, BA, LGM(Dip), MM, PE, PCAMP
Senior Advisor, Strategic Initiatives

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3360-20-2001

From: Chief Administrative Officer

Date: June 15, 2020

Subject: Zoning Amendment Bylaw No. 2993 Requirement for a Public Hearing – 1028 Arrowsmith Ave.

PURPOSE:

The purpose of this report is for Council to consider waiving the public hearing for a zoning amendment 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 June 15th, 2020 Staff report, “**Zoning Amendment Bylaw No. 2993 Requirement for Public Hearing**” Council considers Zoning Amendment Bylaw No 2993, 2020 consistent with the City’s Official Community Plan; and

THAT Council approves OPTION 1 and waives the Public Hearing with respect to Zoning Amendment Bylaw No 2993, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd Reading of the bylaw.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is currently zoned R-1 and there is an existing 263m² (2,832ft²) two-storey single family dwelling on the parcel. The applicant proposes to rezone the parcel to R1-S to allow for the addition of a secondary suite within the basement of the existing home.

At the April 15th, 2020 Council meeting Council gave the bylaw First and Second Readings and directed staff to schedule a public hearing once regular public hearings commence. Currently, due to Public Health restrictions on large gatherings, there is no firm timeline on when public hearings will resume which has dramatically increased certain application processing times.

The *Local Government Act* establishes the statutory requirements for the rezoning process. The *Act* lists the steps and procedures required to amend a zoning bylaw. Until now, the City of Courtenay has opted to hold

public hearings for all zoning bylaw amendments (Section 464 (1)). The *Act* outlines an alternative process (Section 464 (2)) whereby the public hearing may be waived when a proposal is consistent with the Official Community Plan (OCP) as follows:

Requirement for public hearing before adopting bylaw

464 (1) Subject to subsection (2), a local government must not adopt

- (a) an official community plan bylaw,
- (b) a zoning bylaw, or
- (c) a bylaw under section 548 [*early termination of land use contracts*]

without holding a public hearing on the bylaw for the purpose of allowing the public to make representations to the local government respecting matters contained in the proposed bylaw.

(2) A local government may waive the holding of a public hearing on a proposed zoning bylaw if

- (a) an official community plan is in effect for the area that is subject to the zoning bylaw, and
- (b) the bylaw is consistent with the official community plan.

DISCUSSION:

The subject property is designated Urban Residential in the City's OCP. The Urban Residential land use designation is described as a mix of single family and duplex neighbourhoods with a range of lot sizes and full urban services. Under the Urban Residential land use designation two policy statements are listed specifically relevant to this proposal:

Section 4.4.3 4 a) of the OCP states that "limited infill will be considered only in keeping with the character and scale of an existing neighbourhood". In this case the proposal will not alter the exterior appearance of the existing dwelling and all zoning requirements such as off-street parking are satisfied.

Section 4.4.3.4 d) states that "secondary suites will be considered as part of a principle single family residential building subject to zoning approval." Again, as this proposal is integrated into the existing dwelling.

While this proposal meets the statutory requirements of Section 464 (2) of the *Act* the downside of waiving the public hearing is that neighbours and the broader community do not have the opportunity to make in person representation either for or against the proposal.

In this case a Public Information Meeting was held on January 30, 2020 at the subject property. Three neighbours attended the meeting, representing three property addresses. During 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. 1**.

Additionally, should the public hearing be waived, the *Act* provides that the City must give notice. The notice must provide details on the application and be advertised in the newspaper as well as mailed to all owners within 100m of the subject property. The results of the notification process would then be summarize in a staff report to Council prior to consideration of Third Reading of the bylaw.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the June 15th, 2020 Staff report, “**Zoning Amendment Bylaw No. 2993 Requirement for Public Hearing**” Council considers Zoning Amendment Bylaw No 2993, 2020 consistent with the City’s Official Community Plan; and

THAT Council approves OPTION 1 and waives the Public Hearing with respect to Zoning Amendment Bylaw No 2993, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd Reading of the bylaw.

OPTION 2: Direct staff to proceed as directed and advertise a Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings

OPTION 3: Defer consideration of waiving the Public Hearing with a request for more information.

Prepared by:



Matthew Fitzgerald RPP MCIP
Manager of Development Planning

Reviewed by:



Ian Buck RPP MCIP
Director of Development Services

Attachments:

1. *Attachment No. 1: Public Information Meeting Summary and Public Comments*

Attachment No. 1: 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 interface. The window title is "1028 Arrowsmith Ave. - Proposed Zoning Amendment for Secondary Basement Suite - Message (HTML)". The ribbon includes "FILE", "MESSAGE", and "LASERFICHE". The ribbon contains various icons for actions like Ignore, Delete, Reply, Forward, Meeting, Move, OneNote, Mark Unread, Categorize, Follow Up, Translate, Find, Related, Select, and Zoom. The email content is as follows:

Mon 2/10/2020 2:14 PM




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.





STAFF REPORT

To: Council

File No.: 3360-20-1916

From: Chief Administrative Officer

Date: June 15, 2020

Subject: Public Hearing for Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road

PURPOSE:

The purpose of this report is for Council to consider waiving the public hearing for a zoning amendment application to rezone the property located at 1025 Ryan Road to facilitate the development of a 118 unit rental apartment building and associated amenities.

CAO RECOMMENDATIONS:

THAT based on the June 15th, 2020 Staff report, "Public Hearing for Zoning Amendment Bylaw No. 2990 - 1025 Ryan Road" Council considers Zoning Amendment Bylaw No. 2990, 2020 consistent with the City's Official Community Plan; and

THAT Council approves OPTION 1 and waives the Public Hearing with respect to Zoning Amendment Bylaw No. 2990, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd Reading of the bylaw.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is 0.55ha (1.35ac.) in area and centrally located within an established commercial and high density residential corridor centred on Ryan Road. The applicant proposes a Comprehensive Development Zone (CD-27) to facilitate the development of a 118 unit, five storey apartment building with associated amenity and parking areas.

At the April 27th, 2020 Council meeting Council gave the bylaw First and Second Readings and directed staff to schedule a public hearing once regular public hearings commence. Currently, due to Public Health restrictions on large gatherings, there is no firm timeline on when public hearings will resume which has dramatically increased certain application processing times.

There was considerable discussion about the proposal at the April 27, 2020 meeting where Council identified a series of questions and concern they had about the proposal. The applicant has responded to Council's discussion through a letter provided in **Attachment No. 1**.

The *Local Government Act* establishes the statutory requirements for the rezoning process. The *Act* lists the steps and procedures required to amend a zoning bylaw. Until now, the City of Courtenay has opted to hold public hearings for all zoning bylaw amendments (Section 464 (1)). The *Act* outlines an alternative process (Section 464 (2)) whereby the public hearing may be waived when a proposal is consistent with the Official Community Plan (OCP) as follows:

Requirement for public hearing before adopting bylaw

464 (1) Subject to subsection (2), a local government must not adopt

- (a) an official community plan bylaw,
- (b) a zoning bylaw, or
- (c) a bylaw under section 548 [*early termination of land use contracts*]

without holding a public hearing on the bylaw for the purpose of allowing the public to make representations to the local government respecting matters contained in the proposed bylaw.

(2) A local government may waive the holding of a public hearing on a proposed zoning bylaw if

- (a) an official community plan is in effect for the area that is subject to the zoning bylaw, and
- (b) the bylaw is consistent with the official community plan.

DISCUSSION:

The subject property is designated Commercial Shopping Centre in the City's OCP. The Commercial Shopping Centre land use designation is described as an area which functions as the major shopping centres for the region. Under the Commercial Shopping Centre land use designation one policy statement is listed specifically relevant to this proposal:

Section 4.2.3.1 of the OCP states that "Council will support residential use close to major shopping malls and consider it appropriate in commercial areas along Cliffe Avenue, Ryan Road, Comox Road or Island Highway where an association with major amenities and public services can be demonstrated." In this case the proposal will utilize existing City services. In addition to existing road facilities, a capacity assessment concluded that the existing water and sanitary sewer capacity is adequate to service the development proposal. This also includes recreational services such as the Aquatic Centre and Lewis Centre which are within 1.7km and 700m of the subject property respectively.

While this proposal meets the statutory requirements of Section 464 (2) of the *Act* the downside of waiving the public hearing is that neighbours and the broader community do not have the opportunity make representation either for or against the proposal. In this case a Public Information Meeting was held on January 23, 2020. There were no attendees at the meeting and one comment was submitted in support of the proposal (see **Attachment No. 2**).

Additionally, should the public hearing be waived, the *Act* provides that the City must give notice. The notice must provide details on the application and be advertised in the newspaper as well as mailed to all owners within 100m of the subject property. The results of the notification process would then be summarize in a staff report to Council prior to consideration of Third Reading of the bylaw.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the June 15th, 2020 Staff report, “**Zoning Amendment Bylaw No. 2990 Requirement for Public Hearing**” Council considers Zoning Amendment Bylaw No 2990, 2020 consistent with the City’s Official Community Plan; and,

THAT Council approved OPTION 1 and waives the Public Hearing with respect to Zoning Amendment Bylaw No 2990, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd Reading of the bylaw.

OPTION 2: Direct staff to proceed as directed and advertise a Public Hearing with respect to the above referenced bylaw following the resumption of regular Council meetings

OPTION 3: Defer consideration of waiving the Public Hearing with a request for more information.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

1. *Attachment No. 1 – Applicant’s Updated Project Description*
2. *Attachment No. 2 – Public Information Meeting Summary*

Attachment No 1: Applicant's Updated Project Description



1025 Ryan Rd

Response to Council:

June 8, 2020

I would like to start by thanking council for considering our request to exercise the right to waive the Public Hearing given the challenges with holding that format due to COVID 19 restrictions. I feel our application is a great candidate to waive the Public Hearing given that we did not have a single person attend our Public Open House and the only calls we have received are from neighbouring property owners showing their support and willingness to attend a Public Hearing to confirm acceptance of the proposed project.

I would also like to take this opportunity to respond to questions, comments and concerns discussed during the April 27th meeting which passed our application for 1st and 2nd reading. It would have been great to be able to answer questions and provide further clarification during the meeting, however, staff did an excellent job speaking on our behalf.

The first item I would like to address is how we arrived at offering 6 suites to be reserved as affordable housing units, using the BC Housing HILS guidelines. The offering of these suites was strictly voluntary. They were meant to meet and exceed the policy framework currently put in place by the City of Courtenay. The set requirements were financial contributions towards parks and recreation and affordable housing, for a combined total of \$118,000. As well, staff recommended that we consider a condition embedded into our CD zone that restricts the use of the property for rental housing only. This would give council the confidence that we would deliver rental housing to the local market, which is something we supported. Further to this, we worked with staff to come up with amenities that far exceed any other rental properties in the City. These include secure bicycle storage for every suite along with conditioned storage lockers, a state of the art fitness space, a co-work business café and a top floor lounge with expansive roof top patio adjacent to it. All of these listed amenities are made available to every suite, including the suites secured as affordable housing. Additionally, we will be offering an abundance of underground and surface parking. If a tenant was to take advantage of the in-building gym, the co-work space and storage lockers, they could save up to \$200.00 per month as they would not need to purchase a gym membership, storage locker and would not need to pay for shared work space to host meetings, etc. These benefits are all in addition to rental rates well below market rates.

I would also like to clarify that the determination of affordability per housing type is determined by BC Housing and is adjusted on an annual basis based on the average income for

-2-

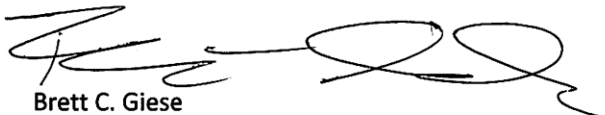
each unit type. If we were to offer larger units, the rents would be calculated from a different tier of the HILS chart and would result in higher rents for the specific unit type. Our voluntary offer was arrived at based on the extent possible in order to make our proforma work. Upon careful review we have determined we are able to offer 2 more suites to our initial affordable housing offer for a total of 8 suites. As an added value we would be willing to offer a 6 month, pre-paid bus pass to the first occupants of the 8 designated affordable housing units. We feel these incentives would attract applicants that value alternate means of transportation and would assist with their cost of living when added to the other values added by the various other building amenities.

Another item I would like to address is relating to land use for this property. Our research indicates that our proposal is the highest and best use for this property. We found that there is currently over 60,000 sq. ft. of vacant commercial space within the immediate area. Notable vacancies include the former Canadian Tire building, Prime Chop House and vacant space within the Washington Park Plaza. In addition to this space, we identified over 35,000 sq. ft. of undeveloped land currently seeking commercial tenants in order to proceed. Most notably the 801 Ryan Rd which is a planned expansion of the Washington Park Plaza, immediately adjacent to our proposed development.

We feel that the development and growth of residential uses in this area will be a much needed catalyst to fill the currently vacant commercial buildings and develop the undeveloped properties. Much of the commercial growth has happened in east Courtenay around the Crown Isle area. Prior to this commercial growth, there was extensive residential development in the area. Once both residential and commercial uses are highly functioning in an area, all the pieces fit together which include multi modal transportation and other improvements made possible only by growth and development. A vacant parking lot in poor condition, such as this property, is not good for the growth and transition of an area which has been the prevalent theme echoed by neighbouring property owners that have contacted us to show their support.

We are looking forward to moving our application forward and greatly appreciate the efforts of staff and council in continuing to assist during these challenging times. Our proposed project will bring much needed housing to the Comox Valley and through a well thought out and carefully selected unit mix along with premium building amenities, we are able to offer unmatched value that caters to a range of incomes levels. We would like to start construction this summer which would serve as a much needed boost to the local economy after the fallout of COVID 19.

Regards,



Brett C. Giese

Attachment No. 2 – Public Information Meeting Summary

NEIGHBOURHOOD MEETING

APARTMENTS

Address of Project: 1025 Ryan Road, Courtenay, B.C.

MINUTES (summary format) of the Neighbourhood Meeting held January 23, 2020 at 6:00 p.m. in the Evergreen Lounge at the Comox Recreation Filberg Centre, 411 Anderton Road, Courtenay, B.C.

Present:

- Brett Giese (President, Crowne Pacific Development Corp.
- Allison Wood (Construction & Development Administrator)

Meeting convened at 6:00 p.m.

Brett Giese and Allison Wood attended the meeting on behalf of the applicant, Veyron Properties Group Ltd. to conduct a presentation relating to the proposed development.

This meeting was advertised by the signage on proposed site and 31 mailouts.

Blueprints, landscaping plans and colored renderings were available for viewing.

No attendees present for this application.

The meeting adjourned at 7:00 p.m.



Brett Giese

PUBLIC INFORMATION MEETING

JANUARY 23, 2020

Veyron Properties Group Ltd. and 1025 Ryan Road, Courtenay, BC

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED] †
Address: 795 RYAN RD. COURTENAY Phone: [REDACTED]

Veyron Properties Group Ltd. has applied to the City of Courtenay for a COMPREHENSIVE DEVELOPMENT ZONE (CD), 118 Unit Multi-Residential Development. This project is under review by staff in the Planning Department of the City.

Given the information you have received regarding this project do you have any comments or questions?

This looks like a very good project. The large number of small units will provide affordable housing to many renters. These include, hospital workers, students, and retail, office and restaurant employees of the many businesses in this area.

Please return your comments by: January 30, 2020

Comment sheets can be submitted by one of the following methods:

1. Drop your comment sheet off at the Development Services Department, City of Courtenay
830 Cliffe Avenue
2. Email your comment sheet to planning@courtenay.ca
3. Fax your comment sheet to 250-334-4241



STAFF REPORT

To: Council

File No.: 3360-20-2005

From: Chief Administrative Officer

Date: June 15, 2020

Subject: Zoning Amendment Bylaw No. 2999 to allow for a subdivision of 820 Urquhart Ave

PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 820 Urquhart Avenue from Residential Two Zone (R-2) to Residential Two B Zone (R-2B) to facilitate subdivision into two lots.

CAO RECOMMENDATIONS:

THAT based on the June 15th, 2020 Staff report, "Zoning Amendment Bylaw No. 2999 to allow for a subdivision of 820 Urquhart Ave" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2999, 2020;

THAT Council considers Zoning Amendment Bylaw No 2999, 2020 consistent with the City's Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No 2999, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd Reading of the bylaw.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is a 1,218m² (0.3 acres) residential lot located at 820 Urquhart Avenue in West Courtenay, legally described as Lot 1, District Lot 127, Comox District, Plan 12578 (**Figure 1**). The property is currently zoned Residential Two (R-2) and has a 72m² (774ft²) single-storey single family house and a non-conforming detached garage both on the northwest side, with the southwest half undeveloped (**Figure 2**).



Figure 1: Context map

The applicant wishes to subdivide the lot, leaving existing buildings in place, to ultimately construct a single family home with a 1-bedroom secondary suite on the southeast side. The lot is too small to subdivide under current zoning; it would be large enough as R-2B. A proposed site plan and streetscape are shown in **Figure 3** and **Figure 4**; additional site and building information is included in **Attachment No. 1**. Neighbourhood land use is a mix of single family homes, duplexes and apartments, with Lake Trail middle school a block away across Urquhart and Willemar Avenues.



Figure 2: View of house from Urquhart Avenue

DISCUSSION:

The subject property is located within one kilometre of downtown, two elementary schools, and numerous parks. These destinations may be most easily accessible by car or bicycle but there are bus stops for two bus routes within about 120 metres of the subject property as an alternative transportation option.

OCP Review

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

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.

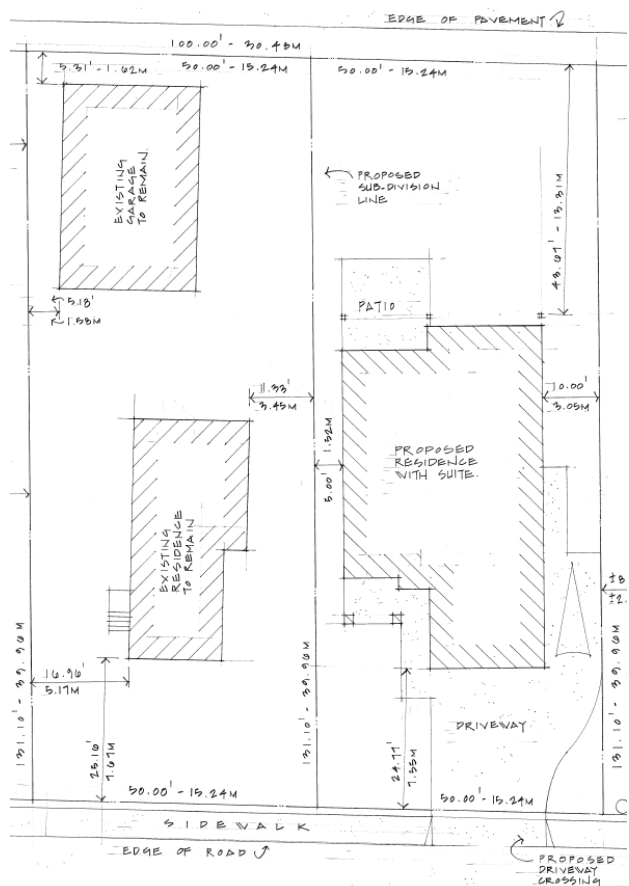


Figure 3: Site plan

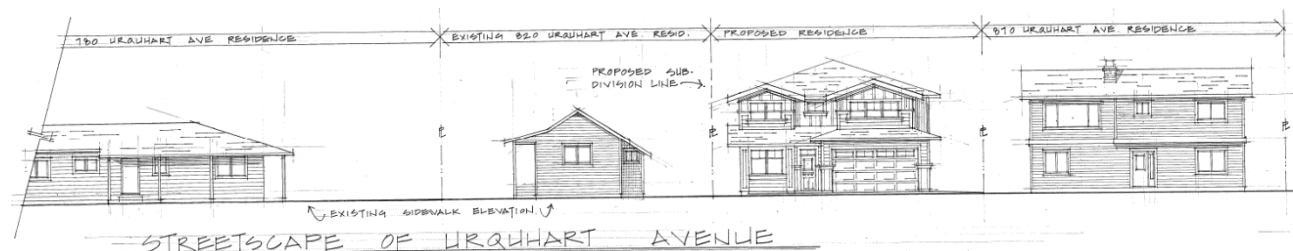


Figure 4: Urquhart Avenue Streetscape

Zoning Review

The existing nonconforming accessory building is unaffected by this application. This application meets all other zoning requirements, summarized in **Table 1**. After subdivision both proposed lots and the proposed new building will meet requirements for secondary suites.

Table 1. Zoning Compliance

Bylaw 2500, 2007 Section	Attribute	Requirement	Proposed Lot 1	Proposed Lot 2
8.2.23 (1)	Max. floor area ratio (single detached)	0.45	0.12	N/A
8.2.23 (3)	Max. floor area ratio (with secondary suite)	0.55	N/A	0.47
8.2.24	Max. Lot Coverage	40%	25.7%	29.6%
8.2.25	Min. Lot Size	365m ² ; 420m ² for duplex lot abuts lane	609m ²	609m ²
8.2.26	Min. Lot Frontage	12.0m	15.24m	15.24m
8.2.27 (1)	Front Setback	7.5m	7.67m	7.55m
8.2.27 (2)	Rear Setback	7.5m	19.5m	13.3m
8.2.27 (3)	Side Setback	4.5m total; 1.5m min.	8.62m; 3.45m	4.57m; 1.52m
8.2.28	Max. Height	8.0m	3.94m	6.7m
8.2.30	Max. Secondary Suite Contents	2 bedrooms, 1 bathroom, 1 living room, 1 kitchen	N/A	1 bedroom suite
8.2.33 (1)	Accessory Bldg. Height	4.5m	<3.5m	<3.5m
8.2.33 (2)	Accessory Bldg. Area	48.0m ² max	80.2m² existing nonconforming unchanged	N/A
8.2.33 (6)	Accessory Bldg. Setbacks	1.5m side, rear	1.58m, 1.62m	N/A
Schedule 7A	Parking Spaces	2/main, 1/suite	3/main, N/A	2/main, 1/suite
Secondary Suite Definition (a)	Max. Total Floor Space	90m ²	N/A	71.6m ²
(b)	Max. Share of Bldg.	40%	N/A	25%

FINANCIAL IMPLICATIONS:

Application fees in the amount of \$3,000 have been collected in order to process the rezoning amendment application. Should the proposed Zoning Amendment Bylaw be adopted, Subdivision and 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 and subsequent applications be approved, the additional utility fees will be charged to the property at the time of occupancy permit. Development cost charges will be payable for the new lot at the time of subdivision approval.

ADMINISTRATIVE IMPLICATIONS:

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 25 hours processing this application to date. Should the proposed zoning amendment proceed, an additional two hours of staff time will be required to prepare notification of waiver of the

public hearing and to process the bylaw. Additional staff time will be required to process the subsequent development variance permit, subdivision and building permit applications.

ASSET MANAGEMENT IMPLICATIONS:

The rezoning alone has no asset management implications, but it would facilitate subdivision and the new lot would require water, sanitary sewer and storm service connections. The subdivision will also require that the road and lane frontages be brought up to current City standards.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

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

▲■ Identify and support opportunities for lower cost housing and advocate for senior government support

●▲ Encourage and support housing diversity

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:

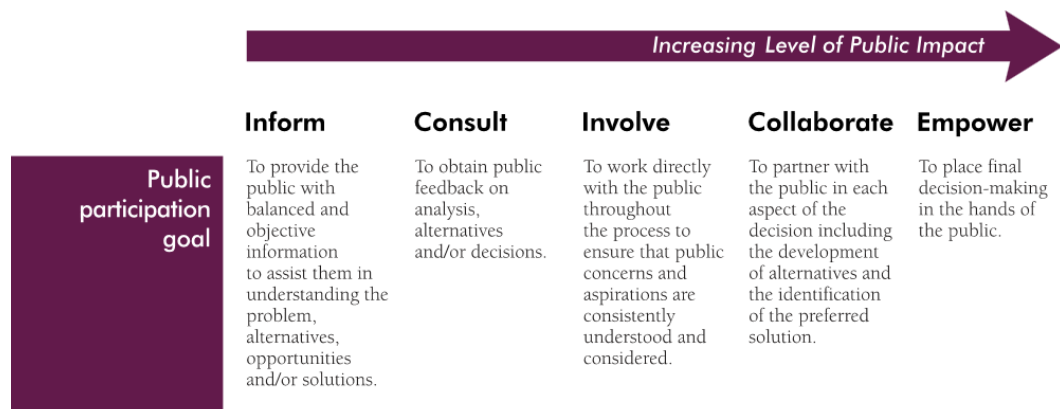
The development proposal is consistent with the RGS Housing Goal to “ensure a diversity of affordable housing options to meet evolving regional demographics and needs” including:

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:



Prior to this application proceeding to Council, the applicant held a public information meeting on Saturday February 22nd, 2020 from 12:00pm to 2:00pm at the subject property which was unattended. The City has received no public comments. A summary is included in **Attachment No. 2**.

Should Zoning Amendment Bylaw No. 2999, 2020 receive First and Second Readings, staff are recommending the public hearing be waived in accordance with Section 464 of the *Local Government Act*. In this regard, where Council considers a zoning bylaw is consistent with the Official Community Plan (OCP) for the area that is subject to the bylaw it may waive the holding of a public hearing. In respect of this bylaw there was no opposition at the public information meeting and in the opinion of staff, as outlined above, the bylaw is consistent with the OCP. Notice of waiver of the public hearing will be provided and the public will have an opportunity to provide written comments for Council's consideration.

OPTIONS:

OPTION 1: THAT based on the June 15th, 2020 Staff report, "Zoning Amendment Bylaw No. 2999 to allow for a subdivision of 820 Urquhart Ave" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2999, 2020;

THAT Council considers Zoning Amendment Bylaw No 2999, 2020 consistent with the City's Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No 2999, 2020 pursuant to Section 464 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of consideration of 3rd Reading of the bylaw. **(Recommended)**

OPTION 2: THAT based on the June 15th, 2020 Staff report, "Zoning Amendment Bylaw No. 2999 to allow for a subdivision of 820 Urquhart Ave" Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2999, 2020; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2999, 2020 when regular Council meetings resume or an alternative public hearing format is approved by Council.

OPTION 3: Defeat Bylaw No. 2999.

Prepared by:



Mike Grimsrud,
Planner 2

Reviewed by:

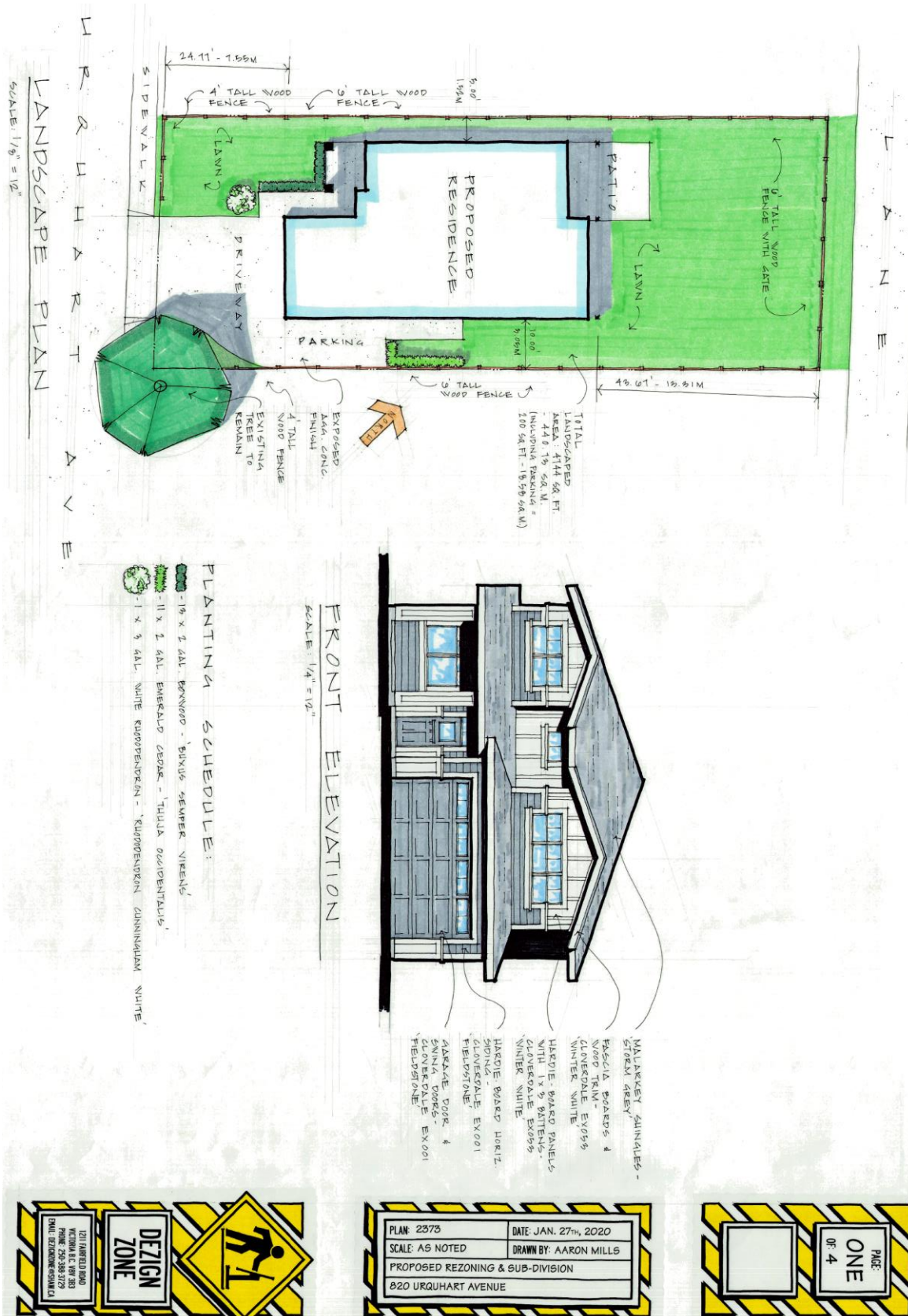


Ian Buck, RPP, MCIP
Director of Development Services

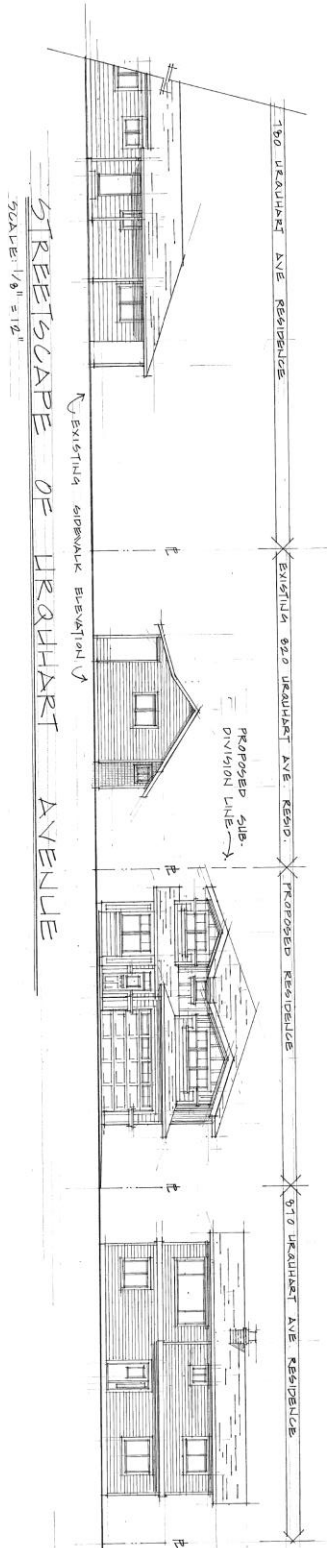
Attachments:

1. Attachment No. 1: Plans and Elevations
2. Attachment No. 2: Public Information Meeting Summary
3. Attachment No. 3: Rationale and Sustainability Evaluation Checklist

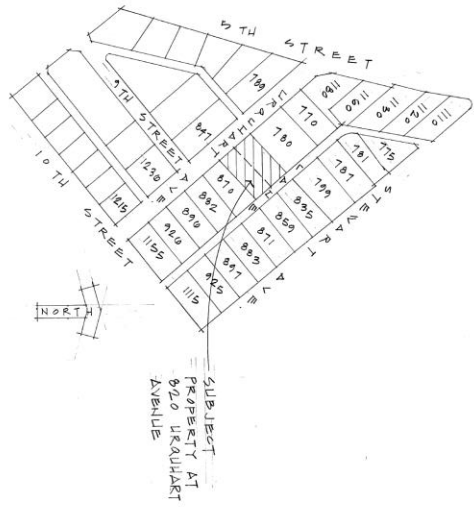
Attachment No. 1: Plans and Elevations



Zoning Amendment Bylaw No. 2999 to allow for a subdivision at 820 Urquhart Ave



NEIGHBOURHOOD PLAN
NOT TO SCALE



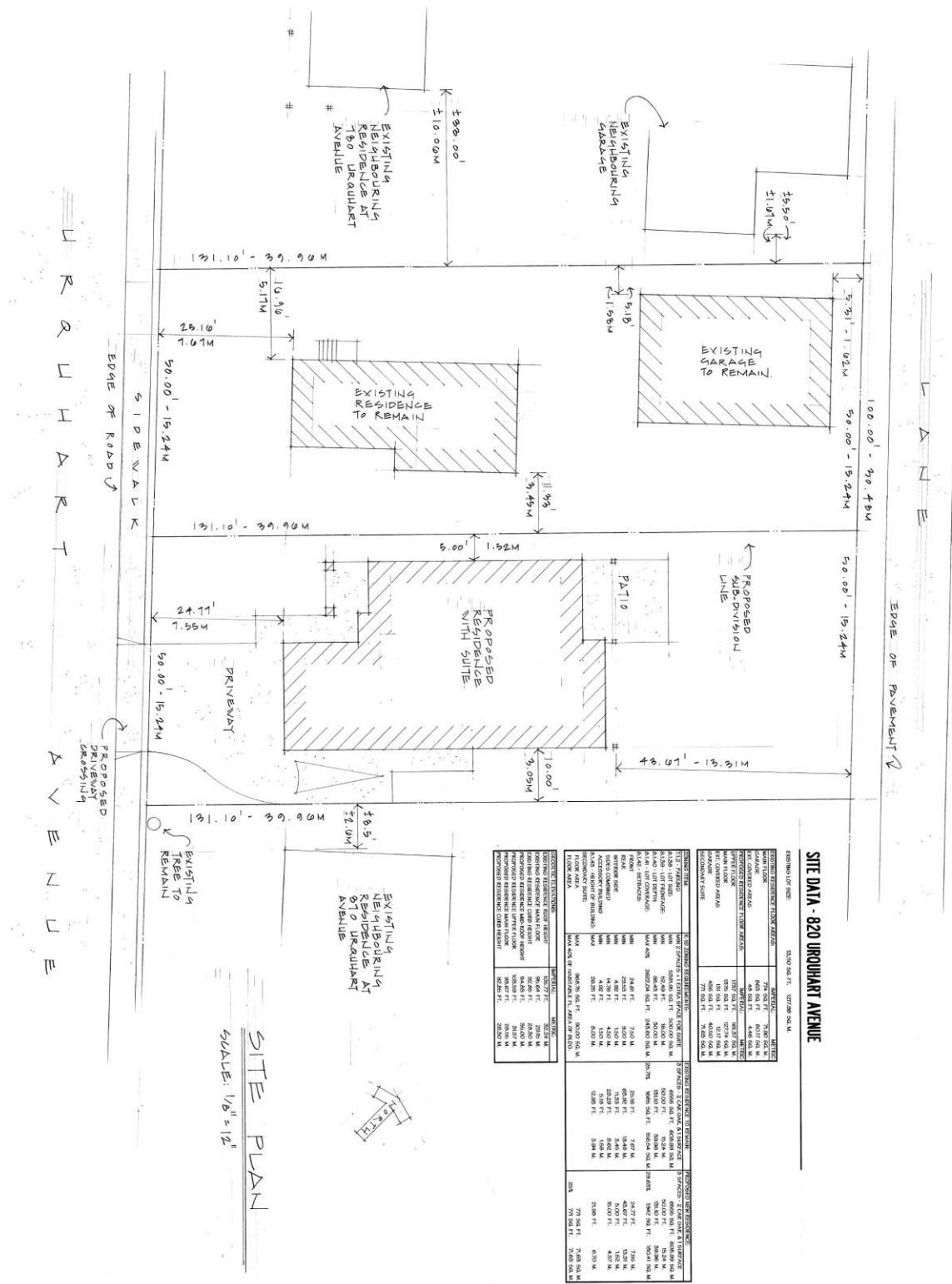
1201 UNIVERSITY ROAD
VANCOUVER B.C. V6L 3K3
PHONE: 255-368-2179
FAX: 255-368-2179

DESIGN ZONE

PLAN: 2573	DATE: JAN. 20th, 2020
SCALE: 1/8" = 12"	DRAWN BY: AARON MILLS
PROPOSED REZONING & SUB-DIVISION	
820 URQUHART AVENUE	

PAGE TWO OF 4

Zoning Amendment Bylaw No. 2999 to allow for a subdivision at 820 Urquhart Ave



SITE DATA - 820 URQUHART AVENUE

EXISTING LOT AREA: 10,000 SQ. FT. (2,942 SQ. M.)

ADJACENT LOT	AREA (SQ. FT.)	AREA (SQ. M.)
780 URQUHART AVENUE	10,000	2,942
820 URQUHART AVENUE	10,000	2,942
870 URQUHART AVENUE	10,000	2,942

ADJACENT LOT	AREA (SQ. FT.)	AREA (SQ. M.)
780 URQUHART AVENUE	10,000	2,942
820 URQUHART AVENUE	10,000	2,942
870 URQUHART AVENUE	10,000	2,942

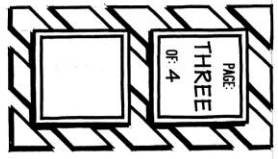


PLAN: 2373 DATE: JAN. 20th, 2020

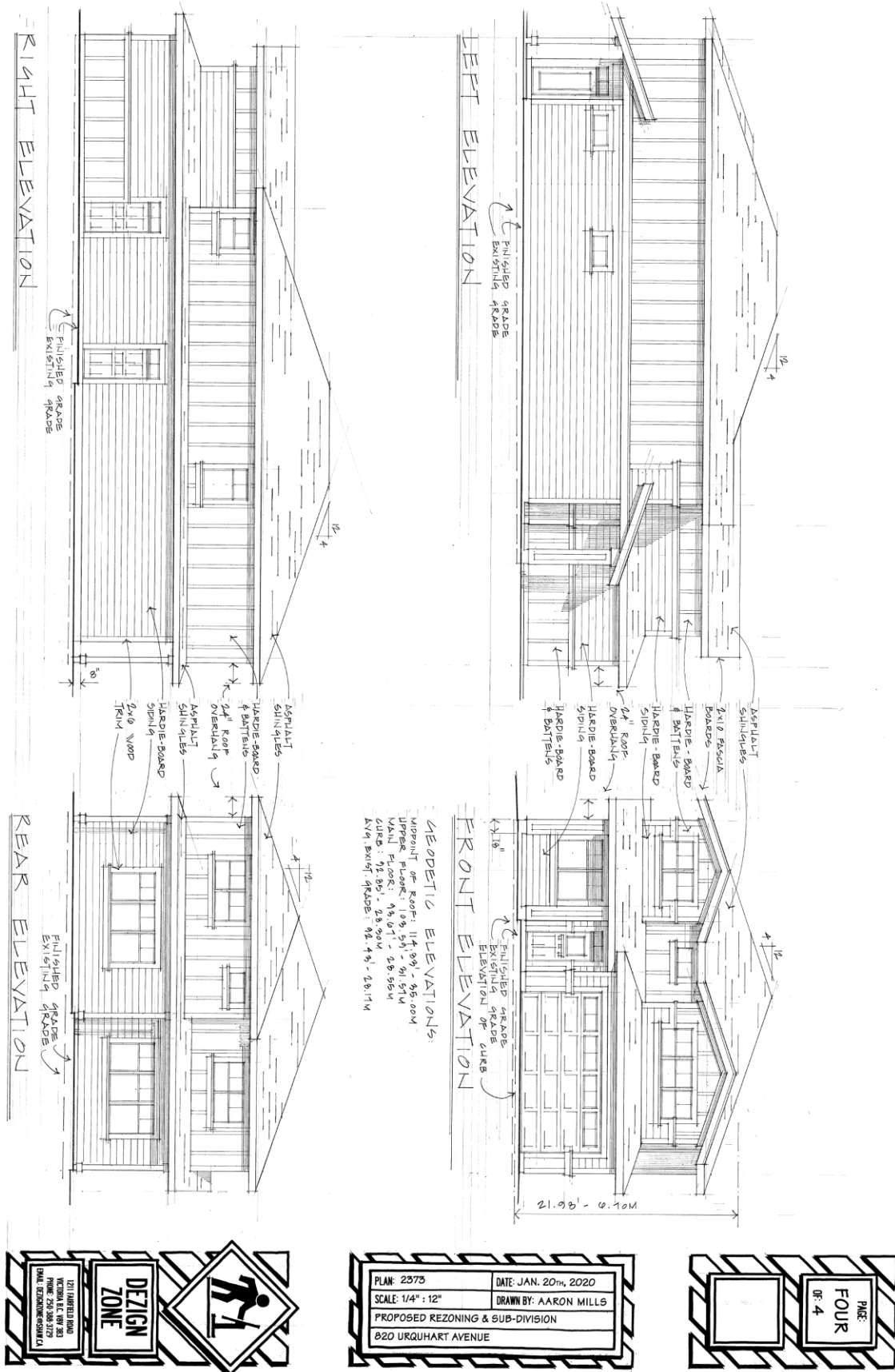
SCALE: 1/8" = 12" DRAWN BY: AARON MILLS

PROPOSED REZONING & SUB-DIVISION

820 URQUHART AVENUE



Zoning Amendment Bylaw No. 2999 to allow for a subdivision at 820 Urquhart Ave



Attachment No. 2: Public Information Meeting Summary

Deborah Shaughnessy
c/o 1-505 Fisgard Street,
Victoria, BC V8W 1R3

February 24, 2020

City of Courtenay
Development Services Department
830 Cliffe Avenue,
Courtenay, BC V9N 2J7

Attention: Mike Grimsrud, Planner II

Dear Mr. Grimsrud

Re: Application # RZ000044 – 820 Urquhart Avenue, Courtenay, BC
Applicant: Deborah Shaughnessy

SUMMARY REPORT OF PUBLIC INFORMATION MEETING HELD BY THE APPLICANT
DEBORAH SHAUGHNESSY

A) Location – 820 Urquhart Avenue, Courtenay, BC

A) Duration – 12:00 to 2:00 p.m. - *stayed at property until 3:30 p.m.*

B) Number of attendees - 0

C) How meeting advertised – Applicant was not required to advertise

C) How surrounding property owners were notified – The attached **Notice A** was sent out to all surround property owners/occupants as on the Lists attached and marked as **List B**.

D) Information provided at the meeting –

1. Sign-in sheet;	7. Streetscape of Urquhart Avenue
2. 50 Comment sheets to provide written feedback	8. Site Data
3. Site plan	9. Neighbourhood Plan
4. Floor plan	10. Copy of Sign as erected and directed by the City of Courtenay
5. Left, Front, Right and Rear Elevations	11. Survey performed November 1, 2019.
6. Landscape Plan	

Deborah Shaughnessy Application # RZ000044 – 820 Urquhart Avenue, Courtenay, BC

Page 2

SUMMARY REPORT OF PUBLIC INFORMATION MEETING HELD BY THE APPLICANT

E) Summation of questions raised and major discussion points at the meeting.

as no one attended no discussion.

see page 3 regarding telephone call from neighbour.

Deborah Shaughnessy Application # RZ000044 – 820 Urquhart Avenue, Courtenay, BC

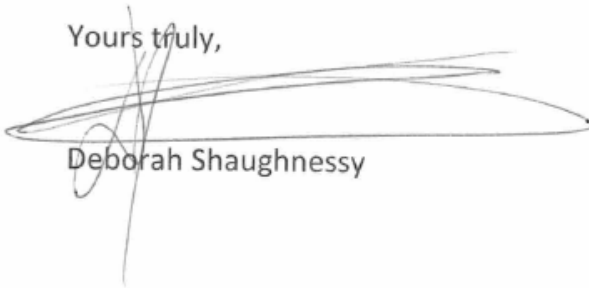
Page 3

On February 13, 2020 I received a telephone call from [REDACTED] the Occupant at #102-1252 9th Street, Courtenay, BC Telephone Number [REDACTED] advising she could not attend at the meeting but wanted to let me know she thought it is a good idea to provide more housing.

Please feel free to contact me with any questions regarding any of the above.

I look forward to hearing from you.

Yours truly,



Deborah Shaughnessy

February 10, 2020

Deborah Shaughnessy - Applicant
3154 Millgrove Street,
Victoria, BC V9A 1X6
Email: debbieismobile@gmail.com
Telephone: 250-592-6488

Notice A

Dear Neighbour,

I own the property located at 820 Urquhart Avenue, Courtenay, BC and am the applicant for this rezoning application.

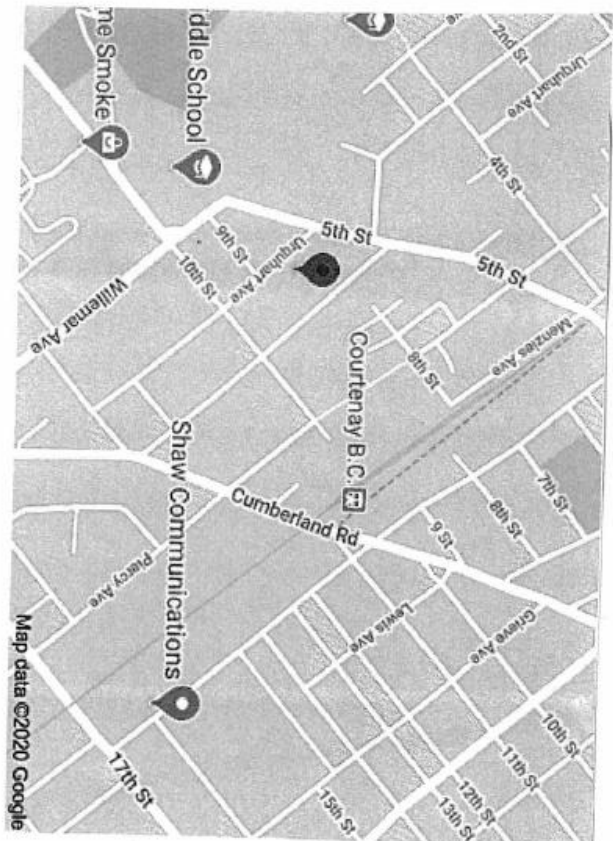
I am in the process of applying to rezone the property located at 820 Urquhart Avenue, Courtenay, BC from Residential Two Zone (R-2) to Residential One Zone (R-1D)

The purpose of this application is to allow the subdivision of the existing property into 2 lots. The existing house would stay and plans have been submitted for a single family dwelling with suite to be built.

I am holding a Public Information Meeting:

DATE: SATURDAY, FEBRUARY 22, 2020
WHERE: 820 URQUHART AVENUE, IN THE GARAGE
TIME: 12:00 to 1:00 pm
MAP: SEE MAP BELOW FOR DIRECTIONS

If you are unable to attend the meeting I would like to offer you the opportunity to provide written feedback. You may provide this to me by email at: debbieismobile@gmail.com



Attachment No. 3: Rationale and Sustainability Evaluation Checklist

January 28th 2020

City of Courtenay, Planning Services Department
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

RE: Proposed Rezoning & Subdivision of 820 Urquhart Avenue.

To Whom It May Concern:



My name is Aaron Mills, & I am the designer for the proposed rezoning & subdivision at 820 Urquhart Avenue. I am writing today to provide a description of the application, as well as provide a design rationale of the proposal.

I am working on behalf of my client, Debbie Shaughnessy, who owns the property & is looking to rezone it to R-1D & subdivide the existing property into 2 equal parcels, with the existing home to stay in place.

Originally, we looked at rezoning the property to R-2B as it allowed for construction of a new Duplex on the new lot. However, initial discussions with staff in the Planning Department led us to consider the R-1D zoning, which allows a single-family home with a secondary suite.

After reviewing the input from our discussions with the City of Courtenay's Planning Department, as well as input gained from canvassing the neighbourhood, we prepared a layout that provides a modest home with suite that would fit in nicely with the existing neighbourhood. The proposed home would be perfect for a family as it features 3 bedrooms, with an additional suite that could be used to rent out, or could be used by extended family members. The subject property is close to an Elementary School & a Middle School, and is surrounded by various size parks. The size of the proposed home has intentionally been kept modest to increase affordability. The size of the secondary suite has also been kept modest to provide a less expensive 1 bedroom rental suite for the community.

The proposed development has been designed to fit in alongside the existing neighbourhood homes, with minimal impact on the surrounding residents. Our proposed lot layout will require that we apply for one variance to the proposed R-1D zoning, specifically Bylaw item 8.1.39, which dictates "Lot Frontage". This bylaw requires lot frontage to be 16.0m (52.49'), & we proposing a lot frontage of 15.24m (50.00') for each lot. This would provide 2 equal width lots that are 608.99 sq. m. (6555 sq. ft.) each. No other variances will be necessary with this proposal, including size of the proposed home, proposed setbacks for the existing home & proposed home, building heights & parking. The proposed location of the existing home has been centered between the existing homes so we are not crowding either neighbour.

Our proposed landscape design works to provide a balance between open usable green-space & privacy for the neighbours. There are no trees on the existing property, but we are fortunate to have a mature tree beside the proposed new lot. The layout & construction of the new property respects the health & viability of that tree.

My Clients & I look forward to presenting this comprehensive proposal. We feel it will really complement the existing neighbourhood. Thank you for your consideration of our proposal.

Sincerely,

Aaron Mills - Dezin Zone Development Ltd.
1211 Fairfield Road
Victoria, B.C. V8V3B3
dezinzone@shaw.ca



CITY OF COURTENAY
Development Services

830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-703-4839 Fax: 250-334-4241
 Email: planning@courtenay.ca

SUSTAINABILITY EVALUATION

COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required sustainability criteria that, where applicable, shall be satisfied for all development applications including Official Community Plan (OCP) and Zoning Bylaw amendments, Development Permits, Development Variance Permits, Tree Cutting and Soil Removal Permits, Agricultural Land Reserve and Subdivision applications. These criteria are established to ensure that the goals and objectives of the OCP are satisfied. **Please briefly state in the "Description" column how the application achieves the stated criterion.** Where an element of the development proposal does not comply with a sustainability criterion, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

The Sustainability Evaluation Checklist Policy states: *Proposed developments will be considered where a development:*

- a. *provides substantial benefits to the City;*
- b. *will not negatively impact on the City's infrastructure, neighborhood or environment;*
- c. *new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community;*
- d. *Meets applicable criteria set out in the OCP.*

The complete Sustainability Evaluation Checklist policy is contained within the City of Courtenay Official Community Plan No. 2387, 2005.

Project Address: 820 Urquhart Ave

Date: January 31st 2020

Applicant:

Signature:

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. <i>The application:</i>	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	Existing single family home to remain, and a new residence with a secondary suite is proposed.
b) Balances the scale and massing of buildings in relation to adjoining properties;	Yes. The proposed home is similar in size and scale to existing homes.
c) Complements neighboring uses and site topography;	Existing neighbourhood features a mixture of duplexes, multi-family homes, single family homes and homes with secondary suites.
d) Provides or supports mixed used developments or neighborhoods;	Proposed zoning allows for "Home Occupation" and the secondary suite would allow further flexibility for a use other than residential, such as a small business.
e) Promotes walking to daily activities and recreational opportunities;	Schools and numerous parks are in the vicinity, and the neighbourhood is a 15 minute walk to the downtown core.
f) Supports a range of incomes;	The proposed home will be affordable due to its modest size, and the addition of the secondary suite will make a mortgage easier to support. The secondary suite is also of a modest size and will rent out on the lower end of the rental market as it is only a 1 bedroom unit.
g) Is a positive impact on views and scenery;	The construction of the new home with tasteful landscaping will compliment the neighbourhood. This includes retaining trees, and the addition of tasteful fencing.
h) Preserves and provides greenspace, trails and landscaping;	The property features a great deal of usable level greenspace with the majority of it in a private back yard, perfect for outdoor use. The design of the proposed home will allow for outdoor living areas that are integrated with the interior areas of the home.

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	The proposed home is tasteful but not overwhelming to the style of the existing homes. The landscaping considered for the application will beautify the area as well as provide privacy at key areas for the neighbouring residence. The existing neighbouring tree will be retained and protected.
b) Maintains a high standard of quality and appearance;	The proposed home is designed to blend in with the existing neighbourhood, but will feature a level of fit and finish that is above average compared with the surrounding homes.
c) Includes articulation of building faces and roof lines with features such as balconies, entrances, bay windows, dormers and vertical and horizontal setbacks with enhanced colors;	The design features ample changes to building faces to help break up the massing. The front walls of the home are set back at various points with roof lines that further break up the size of the upper floor. The entry is identified by a covered veranda that will break up the front facade of the home further. The main roof features a hip layout with gables on the main features to provide a mix of roof lines that are sensitive to the size and scale of the neighbouring homes. The rear of the home also features covered outdoor areas that break up the mass of the home.
d) Avoids creating a strip development appearance;	The design of the proposed home is a custom layout and is different than the surrounding homes, but complimentary to the existing neighbourhood.
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	Standard building practices and materials are proposed for this application to further help with affordability for the end users.
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	Proposed materials used will be typical to the majority of homes currently being constructed. This will further assist with affordability for the end users. The proposed home will be constructed with durable materials that will last many years and will not need to be replaced or refinished, keeping building materials and chemicals out of the landfill for as long as possible.
g) Builds and improves pedestrian amenities;	Existing property currently has a sidewalk that will be maintained and kept in good condition during the project.
h) Provides underground parking;	All parking to be garage parking, or surface parking.
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	The proposed design provides a balance of privacy for the homeowner but keeps open view corridors from the Avenue to discourage criminal behaviour. The proposed privacy fence height is lowered at the front of the home to provide a physical barrier that can still be viewed over from the Avenue.
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	There is a bus route on 5th St and Urquhart Ave which is about 80m away. The downtown core is approximately 1.5km away from the property.
b) Provides multi-functional street(s);	Existing roads and laneway are typical and allow for multi-functional uses.
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	Existing sidewalk is to remain. No additional development is proposed to address cycling specific uses.
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	The existing sidewalk is to be maintained with a new curb drop at proposed driveway.
Infrastructure. <i>The application:</i>	Description of how the criteria are met
a) Includes stormwater techniques that are designed to reduce run-off, improve groundwater exchange and increase on-site retention;	The applicant is happy to provide stormwater management as per usual developmental requirements.
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	The applicant can consider making the home "solar ready" if staff thinks it's appropriate for an application this small.

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	The streetscape will be updated and cleaned up by the addition of the proposed home. See "Streetscape Plan" on page 2 of the application for a view along Urquhart Ave.
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	Existing offsite hardscaping and fixtures to remain, other than a proposed curb drop on the Urquhart Ave sidewalk to be built for the proposed residence's driveway, and it to be built to municipal standards.
c) Provides public and private amenity space;	No amenity spaces have been incorporated with this proposal.
d) Preserves heritage fixtures;	The existing property features no heritage fixtures.
e) Orients to views, open space and street;	Where possible all windows are directed to the street or the lane, with emphasis on privacy for the neighbouring homes on each side. The few windows that are on the side of the proposed home are orientated so they don't look directly at the neighbouring homes when looking out from inside of the proposed home.
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	No riparian areas or other designated environmentally sensitive areas on this property.
b) Provides for native species, habitat restoration/improvement;	The new plantings we have included are typical for proposals in our area, which will thrive in our climate and will mature nicely over the years and compliment the site.
c) Includes tree lined streetscapes.	The existing large tree neighbouring the site will be retained and protected during the project. It is a large tree at the front of the property on the corner of the neighbouring lot.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1660-20

From: Chief Administrative Officer

Date: June 15, 2020

Subject: 2021/2022 RCMP Municipal Policing Contract: Approval in Principle

PURPOSE:

The purpose of this report is to consider and provide “approval in principle” of the RCMP’s Municipal Contract Policing Multi-Year Financial Plan for the 2021/2022 contract year.

POLICY ANALYSIS:

In April 2012, the City of Courtenay renewed its Provincial Municipal Police Unit Agreement for the employment of the Royal Canadian Mounted Police in the provision of policing services within the City. This Agreement has a twenty year term and will provide policing in the City until March 31, 2032. In order to secure the 10% Federal share of the Contract, Council’s “approval in principle” of the contract expenditure cap is required each year.

EXECUTIVE SUMMARY:

For the RCMP 2021/2022 Contract Year, Council has been requested to consider providing “approval in principle” of an RCMP Municipal Policing Expenditure in the amount of \$6,561,243 for a complement of 31.4 members.

During the upcoming 2021 budget deliberations, Council will have the opportunity to revisit this “approval in principle” and provide “final” approval by the end of April 2021 for the 2021/22 policing contract year.

CAO RECOMMENDATIONS:

That based on the June 15, 2020 staff report “2021/2022 RCMP Municipal Policing Contract: Approval in Principle”, Council approve OPTION 1 which provides approval in principle for an expenditure of \$6,561,243 of which Courtenay is responsible for 90% (\$5,950,756).

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

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

DISCUSSION:

Under the terms of the Municipal Policing Agreement, the letter of “approval in principle” for the 2021/2022 Municipal Policing Expenditure Cap is due by June 15, 2020. The Municipal Contract Policing Multi-Year Financial Plan – (2021/22) was received by the City on May 27, 2020.

The following cost drivers impacting the 2021/22 RCMP contract are:

- Estimated pay increases of 2.5% for RCMP members;
- Estimated pay increases for Public Service Employees (PSE) is set at 1.25%;
- Increased Training and recruiting costs;
- Increased software expenses;
- Indirect costs such as Member Pension, CPP, EI and Division Administration;
- Settlement of division administration/Green Timbers - annual impact of \$18,568;
- Settlement of severance liquidation costs – annual impact of \$27,070.

Table 1 identifies the estimated 2021/2022 budget impact for the City including Accommodation, furniture and PSE staff costs.

TABLE 1 – City of Courtenay, RCMP Contract Expenditure Cap: 2021/22 Projections

	Approved 2020/21 CAP	Approved 2020/21 Budget	Estimated 2021/22 CAP	Estimated 2021/22 Budget
Contract Strength	31.4	31.4	31.4	31.4
Funded Strength	31.4	29.4	31.4	29.4
Expenditure Cap (100%)	\$6,375,449	\$5,969,369	\$6,561,243	\$6,143,329
Courtenay Share (90%) of Contract costs	\$5,737,904	\$5,397,778	\$5,950,756	\$5,529,581
Municipal Costs – 100% (Accommodation, furniture, PSE staff)	\$1,093,411	\$1,093,411	\$1,103,112	\$1,103,112
Total Municipal Policing Costs	\$6,831,315	\$6,491,189	\$7,053,868	\$6,632,693

FINANCIAL IMPLICATIONS:

The City utilizes Gaming Fund revenues (\$405,000), Provincial Traffic Fine/Police Contingency Reserve (\$240,000) funds, Prior Year’s surplus dollars (\$200,000) and general property tax dollars to pay for RCMP policing costs. To more accurately reflect anticipated actual costs, the City also budgets for a projected “position vacancy pattern” to more accurately project anticipated costs and avoid over taxation for this

service. For 2020, the budgeted anticipated vacancy pattern of 2 members has been incorporated into the budget. Actual experienced vacancy pattern over the past few years has been 5 to 6 members, however is expected to reduce in the near future.

These budgetary estimates are preliminary and necessary for the federal government's annual budgeting processes. Council has the opportunity to make the final decision on the contract and the funded strength for policing during the 2021 budget deliberations set to occur in the latter part of 2020 and early 2021.

ADMINISTRATIVE IMPLICATIONS:

On Council's decision, Staff will provide the RCMP with the "approval in principle" confirmation letter for the 2021/2022 Municipal Policing Contract year. Annual financial management of the 2021/2022 policing contract requires approximately 40 hours of staff time and includes review of the monthly financial statements, payment of quarterly invoicing, and budget approval reports to Council.

ASSET MANAGEMENT IMPLICATIONS:

Not Applicable

STRATEGIC PRIORITIES REFERENCE:

The following 2019-2022 Council strategic priorities relate to the 2021/2022 RCMP Municipal Policing Contract:

We focus on organizational and governance excellence

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

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

OFFICIAL COMMUNITY PLAN REFERENCE:

4.11.4 Police Protection

Policing services are provided by the RCMP with the detachment located on Ryan Road.

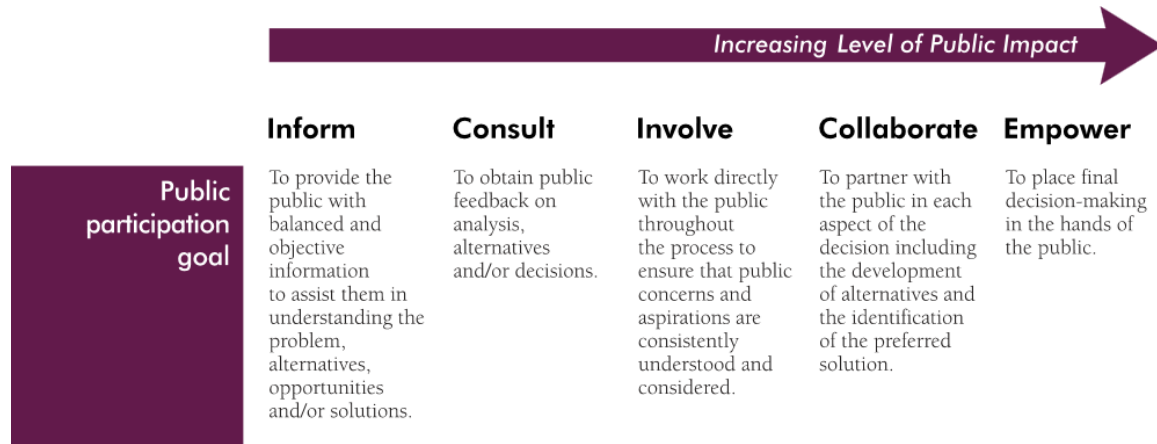
REGIONAL GROWTH STRATEGY REFERENCE:

Not Applicable

CITIZEN/PUBLIC ENGAGEMENT:

While citizen engagement specific to the policing contract and the annual expenditure cap is not required, the public will have an opportunity to provide comments regarding budgeted police protection during the 2021-2025 Financial Plan budget process.

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



OPTIONS:

OPTION 1: That Council provide “approval in principle” for an expenditure cap of \$6,561,243 for the 2021/22 Municipal Policing Contract of which Courtenay is responsible for 90% (\$5,950,756). [Recommended]

OPTION 2: That Council defers “Approval in Principle” of the 2021/22 Municipal Policing Contract for further discussion.

While Option 2 is presented as an alternative, Council must be aware that, under the terms of the Municipal Policing Agreement, Approval in Principle must be provided to the RCMP as soon as possible.

Prepared by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

Attachments: 2021/22 RCMP Municipal Contract Policing Multi-Year Financial Plan



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

May 26, 2020

David Allen
Chief Administrative Officer
Corp. of the City of Courtenay
830 Cliffe Ave.
Courtenay, BC V9N 2J7

Your File Votre

Our File Notre
E753-28-1

Dear Mr. Allen:

Re: Municipal Contract Policing Multi-Year Financial Plan – (2021/22)

In keeping with the *Municipal Police Service Agreement* of 2012, we are communicating with our Municipal Partners to establish projections of our human and financial resource needs for **2021/22**.

Please confer with your Detachment Commander on the police services needs of the community, and the related human and financial resource requirements.

For this 5-year planning cycle, we have included the cost matrix prepared for local governments per updates from the Contract Management Committee (see Appendix A). It should be noted that this document will be updated annually as changes become known, and is current as of May 15, 2020.

Attached for your information are:

- Our Multi-Year Financial Plan (MYFP) for your RCMP Municipal Policing costs (Schedules 1, 2 and 3). This is a detailed listing of:
 - a. actual costs for fiscal year 2018/19
 - b. pre-final costs for 2019/20
 - c. current year budget for 2020/21, and
 - d. budget estimates for 2021/22 to 2025/26
- Five-year budget estimates for Division Administration Costs (Schedule 4)
- Sample Response Letter (Schedule 5)
- Sample Request Letter to Decrease/Increase Authorized Strength (Schedule 6)

The following items should be considered when reviewing the provided information:

Settlement of Disputed Items: The Provincial and Federal governments have recently resolved three long-standing disputed items, including the funding for Green Timbers and for the liability from Member Severance Liquidation. Specific information on financial impacts for each municipality are detailed in a letter from the Province to each local government dated May 15th. Related considerations for this MYFP are:

Division Administration costs associated to Green Timbers: In previous years, a provisional amount of \$900 per member was included in the Divisional Administration estimate while this item was being negotiated. This estimate has now been excluded from the Division Administration estimate.

Settlement amount for Green Timbers: The Annual Payment amount as prescribed in the Settlement Agreement for your municipality has been included in our MYFP for the current year budget and onwards as a standalone item. This amount will be billed to you on an annual basis.

Severance Liquidation (Earned Retirement Benefits): Since April 1, 2012, severance no longer accumulates for members who resign or retire, but continues to accrue for lay-offs, deaths, and disabilities. In previous years, an estimate of \$1,023 multiplied by your contract strength was provided to you as the annual budgeted amount. The payment amounts and schedule for severance liquidation have now been settled. Provisions for severance liquidation have been included in the MYFP for 2021/22 at the negotiated annual rate.

Cost Recoveries: Where applicable, costs for local events and/or prisoner costs that will now be invoiced through the contract have been included in the MYFP.

Member Pay: The RCMP's most recent salary agreement expired on December 31, 2016. An estimated pay increase of 2.5% per year has been included in the MYFP for RCMP members, and are reflected from 2017 onwards. Depending on the rates and provisions of the new pay package, the actual per member amount could vary from the included estimate. Although a provision for retroactive pay has not been included in the estimates, we encourage you to carry forward any budget savings to future periods in preparation of when a new package will be finalised and retroactive pay is realized.

Pay for Public Service Employees: Public Service Employees (PSEs) supporting Municipal Policing are mostly represented by Public Service Alliance of Canada (PSAC), and the collective agreement expired on June 20, 2018. An estimated pay increase of 1.25% per year has been reflected from expiry if applicable to your municipality. The included pay raise estimates are not based on final negotiations and do not represent amounts requested or proposed. As with our above suggestion for Member Pay, although a provision for retroactive PSE pay has not been included in the estimates, we encourage you to carry forward any budget savings to future periods in preparation of when a new package will be finalised and retroactive pay is realized.

Integrated Teams: If applicable, these MYFP projections include your municipality’s share of costs for the Real Time Intelligence Centre (RTIC), and the Lower Mainland District (LMD) Integrated Teams. These costs represent proposed budgets based on current information.

LMD Integrated Homicide Investigation Team (IHIT): Effective April 1, 2019, the existing LMD IHIT is included as a part of the RCMP Provincial Service. Associated costs and billings will be administrated to and from the Province, and have been excluded from the noted Integrated Teams MYFP projections. Please refer to the aforementioned Provincial letter for details.

Response Letters: Please provide the requested information as detailed below to facilitate the Federal Treasury Board in securing their share of the Municipal contract policing costs within the federal budget cycle timelines.

Please provide us with a letter of “Approval in Principle” (“AIP”) by **June 15, 2020**. The letter should address all requirements for fiscal year 2021/22, including:

- Proposed establishment increase/decrease in regular and/or civilian members;
- Municipal Policing budget in principle (at 100% costs)
- If applicable, the budget in principle for Integrated Teams, RTIC, PSEs, and Accommodation (at 100% costs)
- If applicable, approval in principle and basis of payments for any equipment costing \$150,000 or more per item.

We would like to emphasize that this AIP is for planning purposes only to facilitate the Federal Government’s Annual Reference Level Update (ARLU) process. It is important to include any anticipated changes in establishment at the AIP stage, as this impacts both recruitment and financial planning at the federal government level. The AIP is not your final commitment for the additional personnel or for the increased financial budget indicated. A copy of a sample response is provided for your reference (Schedule 5).

First Reply Requested:

Approval in Principle Letter for 2021/22 (Schedule 5)

Due: June 15, 2020

A) Please address the letter to:

Ms. Maricar Bains
Director of Finance, RCMP Pacific Region
Mailstop #908, 14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

B) Please forward a copy to Police Services addressed to:

Ms. Brenda Butterworth-Carr
Assistant Deputy Minister and Director of Police Services
Policing and Security Branch
Ministry of Public Safety and Solicitor General
P.O. Box 9285 Stn Prov Govt.
Victoria, BC V8W 9J7

**Second Reply Requested:
Final Confirmation Letter for 2021/22**

Due: April 26, 2021

By **April 26, 2021**, please forward a confirmation letter for the 2021/22 budget to:

- A. Director of Finance, RCMP Pacific Region
- B. Assistant Deputy Minister and Director of Police Services

Annex “A” Amendment Letter

Due on: Authorized Strength Change

To enact changes in authorized member strength (establishment), you must request an amendment to the Annex “A” of your Municipal Police Unit Agreement through the provincial minister (sample provided as Schedule 6), in accordance to terms of Article 6.0 of the agreement.

A) Please address the letter to:

The Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
P.O. Box 9010 Stn Prov Gov’t.
Victoria, BC V8W 9L5

B) Please forward a copy of the letter to:

- A. Member in Charge, Local RCMP Detachment
- B. Establishment Coordinator, Establishment Unit, RCMP “E” Division Headquarters
- C. Contract Management Unit, BC RCMP Operations Strategy Branch
- D. Director of Finance, RCMP Pacific Region

If you have any questions regarding your municipal budget or your contractual obligations, please contact Paul Richardson, Financial Manager Municipal Policing at 778-290-2490.

Yours truly,



Max Xiao, MBA, CPA, CMA
Executive Director, Corporate Management & Comptrollership Branch
Royal Canadian Mounted Police, Pacific Region
Mailstop # 906, 14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

Cc: Mayor Bob Wells, Corp. of the City of Courtenay
C/Supt. Sean Sullivan, District Commander, Island District
OIC Comox Valley Detachment
Maricar Bains, Director of Finance, RCMP Pacific Region

Canada 

RCMP E Division
Finance Section, Mailstop #908
14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

**List of Potential RCMP Policing Costs/Savings to RCMP "E" Division Municipalities
As at May 15, 2020**

Item	Estimated Incremental Cost/Savings per FTE OR per Item @100%	Notes/Status	Included in Multi-Year Financial Plan (MYFP)?
*Severance Liquidation		Status: Concluded. A letter from the Province to impacted local governments has been sent and will provide specific information on any savings or amounts owing by each municipality. The Settlement Agreement is considered a success as it provides cost-certainty for Green Timbers general administration costs, locked-in at their current price until March 31, 2032; local governments have until March 31, 2032 to retire their Earned Retirement Benefits interest free; and, if other governments receive a better deal than what Public Safety Canada is currently proposing for the retirement of Earned Retirement Benefits, B.C. will receive the same benefit.	Yes. Included at the negotiated annual rate.
*Green Timbers - Div. Admin.			Yes. As per the settlement it will be invoiced separately from the regular quarterly billings.
*Green Timbers - LMD Integrated Teams' Occupancy			Yes. As per the settlement it will be invoiced separately from the regular quarterly billings.
*Cadet Training/Recruiting	\$3,372/FTE	Status: Ongoing monitoring of costs by CMC's National Programs Standing Committee. 2020/21 projected rates of \$5,366/FTE for Cadet Training and \$1,506/FTE for recruiting are included in the Municipal MYFP. Estimated incremental cost = \$6,872/FTE (\$5,366 + \$1,506) less \$3,500/FTE (rate under the 1992 MPSA & used for the 1st 3 yrs of 2012 MPSA) = \$3,372/FTE.	Yes. Next MYFP will have updated rates.
*Police Dogs Service Training (only applicable to Municipalities with police dogs)	\$37,304/team Member FTE	Status: Ongoing monitoring of costs by CMC's National Programs Standing Committee. Projected rate of \$37,304 per team Member FTE for 2020/21 is included in the Municipal MYFP.	Yes. Next MYFP will have updated rates.
RCMP Members' Pay Increase		Status: Ongoing. Pay package expired Dec. 31/16; MYFP placeholder of 2.5%/year pay raise for periods after expiry. RCMP "E" Division will provide financial impact estimate as soon as a new pay package becomes available. Please note that a provision for retroactive pay has not been included in the estimates.	Yes. Estimate of 2.5% per year included.
RCMP PSEs' Pay Increase (impact mainly through Div. Admin.)		Status: Ongoing. In mid Apr. 2018 Public Service Alliance of Canada (PSAC) served notice to Federal TB to begin collective bargaining negotiations. Majority of RCMP Public Service Employees (PSEs) are PSAC members; last collective agreement expired June 20/18. Impact to majority of RCMP municipalities on Div. Admin., with additional impact to municipalities that have PSEs. MYP placeholder of 1.25%/year pay raise for periods after expiry. RCMP "E" Division will provide cost impact estimate as soon as the new rates are settled.	Yes. Estimate of 1.25% per year included.
Shared Services Canada (SSC)		Status: Ongoing monitoring of costs and service delivery. SSC created a dedicated support team for RCMP, to address backlogs and improve service delivery. To date, FY 2011/12 costs of telephones, computer/communication equipment etc continue to be used for the per FTE cost calculation, as CMC demands for cost details such as basket of goods and costs allocation methodology. No incremental costs/savings can be identified at this time.	Yes. \$721 per FTE.
Other Consolidated Services - internal within RCMP (already in place)		Status: Ongoing monitoring of expenses vs Div. Admin. offset, by CMC's Finance & Cost Containment (FCC) Standing Committee. Impact of all of the following 4 programs should be very minimal as contract partners have been paying for these services through Div. Admin. and, in the long run, should generate savings due to efficiencies. 1) Accounting Ops and 2) Members' Compensation Service were centralized in 2012/13 in RCMP NHQ; contract partners were charged within Div. Admin. actual costs of the units when data became available commencing FY 2014/15. Relocation Services for Members has been moved in-house and is no longer included in the National Accounting Services rate; it is non-billable to municipalities. 3) NCO Promotions was centralized in Surrey in 2012/13. 4) Efficiencies realized in Disability Mgmt. Program (DMP) should offset any incremental costs within the current Div. Admin. rate. Should DMP be successful as planned, additional savings on OT will likely be achieved, as Members are expected to return to work sooner.	Yes. Next MYFP will have updated rates.

Item	Estimated Incremental Cost/Savings per FTE OR per Item @100%	Notes/Status	Included in Multi-Year Financial Plan (MYFP)?
Other Consolidated Services - external (already in place)		Status: Ongoing monitoring of expenses vs Div. Admin. offset, by CMC's FCC Standing Committee. 1) PSEs' Compensation Service centralized in Miramichi, NB in Sept./13; have been charged within Div. Admin. based on 2011/12 Actuals until 2014/15. Ongoing monitoring req'd to ensure the potential replacement of the payroll system (Phoenix) does not have financial impact on contract partners. 2) Eff. April 1/13 RCMP's in-house program, Employee Assistance Services , was discontinued; all RCMP Members & PSEs are now supported by Health Canada. 3) Eff. Jan. 1/17, temp. MOU in place with Canada School of Public Service to provide access to TB mandatory training for the next 15 months (further update not available), based on common curriculum that's grouped into Foundational, Specialized, Management and Executive Development. Cost will be \$230/member. Long term solution will be developed. Financial impact should be minimal.	Yes. Next MYFP will have updated rates.
MacNeil Report (Moncton)		Status: Ongoing. 64 recommendations in 5 key areas (Supervision, Training, Technology/Equipment, Communications and Aftercare) were provided through the Jan./15 comprehensive and critical assessment of the tragic events in Moncton NB (June 4, 2014). Nov. 2018 update: Majority implemented; remaining recommendations incl. IT solutions require additional time to be fully implemented. Employees' Health & Safety continues to be RCMP's top priority. See MacNeil Report & RCMP responses on RCMP website for more details.	No
*Android Team Awareness Kit (ATAK)		Status: Ongoing testing of software across RCMP Divisions. ATAK is a situational awareness software that would allow for Members to be tracked/monitored via GPS when they exited their vehicle, by front-line supervisors, Critical Incident Commander, Operational Communications Centres (OCC), Division Emergency Operations Centres (DEOC) and/or the National Operations Centre (NOC). If implemented, each Member will be issued an Android phone. Financial impact/timelines are unknown at this time.	No
*Auxiliary Program		Status: Pending direction of the program in BC. In Dec./16 RCMP Senior Executive Committee (SEC) renamed the program from RCMP Auxiliary Cst. Program to RCMP Auxiliary Program and implemented a 3-tiered model. Update: the Auxiliary Program policy was updated and published in Sept. 2019, the title of "Auxiliary Cst" was officially changed to "Auxiliary", and, all key training deliverables are completed and training materials are now available for Auxiliaries and their supervisors. Procurement of new uniform items is expected to be completed in 6 to 24 mos. A formal evaluation of the Program by RCMP Internal Audit, Evaluation and Review was launched in Oct. 2019 to explore possible future changes to the Program.	No
*RCMP Labour Relations		Status: Ongoing. Fed. Gov't was given, up to May/16, to implement changes to allow Members the right to collective bargaining. Federal Treasury Board is preparing for collective bargaining. Canada will provide updates at the CMC meetings, whenever new info. becomes available. Financial impact is unknown at this time.	No
*eMCM Renewal - Major Case Mgmt. Software Update		Status: Ongoing. This system replaces the current Evidence and Reporting (E&R) System and interfaces with other RCMP Records Mgmt. Systems; standardizes operations by implementing a centralized solution to better support police operations in managing major cases; facilitates responding to escalating demands for info. sharing with policing and law enforcement partners. This new system may require additional staff for data input. April 2020 update: vendor selected, contract awarded.	No
Breaching Equipment	~ \$160/unit	Status: Pending decision if the equip. will be mandatory. Currently no approved breaching equipment for General Duty Members. It is designed to be stored in a marked police vehicle for dealing with Immediate Action Rapid Development (IARD) type incidents. Research of 9 different types of breaching tools have been conducted/evaluated, ranging from \$160 to \$2K per tool. The preferred tool costs \$160. Moved forward to procurement, and, once the tool is selected, policy and training will be finalized.	No
*Extended Range Impact Weapon (ERIW) (40mm; less lethal)	\$3,528/weapon incl. ancillaries	Status: Ongoing procurement and training. These weapons are provided to Members with a less lethal option that can be deployed at a greater distance. The low velocity rounds are accurate and effective up to 35 metres. An increase in distance provides Members with additional time to react to the situation. Feb. 2020 update: The 1-year General Duty pilot project ended on May 31/19; during the 12 month pilot, there have been a total of 41 general duty deployments of the weapon. Work is underway for a new standing offer for munitions. Draft policy is currently being reviewed.	No
Portable Ballistic Shields (PBS)	\$8K to \$10K/unit	Status: Pending decision if the equip. will be mandatory for every detachment, and, if there's a minimum # required per detachment. It is an extra ballistic protection that will supplement soft/hard body armours for General Duty Members in some situations. National Use of Force has reviewed the new standard from National Institute of Justice (NIJ) and will forward to senior mgmt. at Contract & Indigenous Policing (C&IP) for approval. Training on the use of a PBS will cover containment and officer/citizen rescues in exigent circumstances to preserve life.	No. "E" Div. Finance has not been instructed to incl. estimates for this item within MYFP.

Item	Estimated Incremental Cost/Savings per FTE OR per Item @100%	Notes/Status	Included in Multi-Year Financial Plan (MYFP)?
*Hard Body Armour (HBA II)	\$632/unit	Status: Pending decision. Ongoing review & development for presentation to RCMP Senior Executive Committee (SEC). RCMP NHQ continues to explore the option of issuing HBA to all Members as part of the personal issued kit. With industry advancements, lighter weight HBA plates and plates of different sizes are available, to allow a better fit for different body shapes.	No. "E" Div. Finance did not receive breakdown by unit to include this.
*Pistol Modernization/Rifle Conversion		Status: Pending finalization of strategy document. After a review of the current General Duty pistol, RCMP made a proposal to adopt a modern pistol to ensure Members have the appropriate equip. to perform their job. This proposal led to a more thorough review of all firearms in the RCMP inventory, and, a strategy document to incorporate all current firearms in one modernization package is being finalized.	No. "E" Div. Finance has not been instructed to incl. estimates for this item within MYFP.
*New Uniform Proposal		Status: Pilot project in several RCMP Divisions incl. "E" Division. Vision 150 is a RCMP initiative to modernize RCMP. The new uniform proposal is part of Vision 150 and one of the recommendations in the MacNeil Report mentioned above. Members selected are to provide feedback on the fit/functionality of new uniform possibilities. There are also proposed uniforms for specialized teams, e.g. ranger green uniform for all Police Dog Handlers (\$5K per uniform), to blend in with surrounding foliage as a significant tactical and officer safety advantage to the responding officers, and, for national consistency. There should be minimal incremental cost, if any, as new proposed uniforms will replace current uniform through an evergreening process, i.e. no initial bulk costs anticipated.	No. Some detachments have requested moderate increases to their Kit & Clothing budgets per the current pilot prgm, but "E" Div. Finance has not been instructed to incl. general estimates for this item within MYFP.
*Greening Government		Status: Met 1st mandatory greenhouse gas emissions reporting requirement in 2019 & Ongoing. In response to Federal Government's national strategy to combat climate change and to support Canada's sustainability goals already established internationally, RCMP is required to transition to low-carbon and climate-resilient operations, while also reducing environmental impacts beyond carbon. RCMP is developing strategy and consultation document on future plans. Financial impact, if any, is unknown at this time.	No
*Accumulated Excess Annual Leave		Status: Ongoing monitoring of Non-Commissioned RMs' excess leave/potential \$ liability. Currently, Non-Commissioned Regular Members (RMs) and Civilian Members (CMs) are not permitted to accumulate annual leave above 400 hours. RCMP Senior Executive Committee announced a 5-year plan to draw down the excess annual leave balances for Non-Commissioned RMs eff. Apr. 1/17, while ensuring leave policies are being enforced. And, CMs' excess leave balances are being paid out at each fiscal year-end; the financial impact to municipalities was minimal (less than \$3K in total) as there are only approx. 30 CMs under the RCMP municipal business line, and, any impact through Div. Admin. is spread over all business lines. "E" Division will prepare a status report on the draw down plan and its progress.	No. "E" Div. Finance has not been instructed to incl. estimates for this item within MYFP.
Savings:			
*Employer's Contribution to Members' Pension	Total Estimated Savings: (\$9.5M) per year @cost share	Status: Implementation of 3.63% rate reduction eff. Apr. 1/18 for 3 Fiscal Years. CMC has endorsed the Pension Panel's recommendation to reduce the employer's contribution to Members' pension from 22.7% of pensionable salaries to 19.07% eff. Apr. 1/18 for 3 Fiscal Years (2018/19, 2019/20, 2020/21). Update: The Pension Panel will reconvene in 2020 to determine the next recommended rate eff. FY 2021/22.	Yes. Ongoing savings reflected.

Note: * = new items or updates added to the previous Matrix

FINANCIAL BUDGET COMPARATIVE 20/21 TO 21/22						
COURTENAY 2020-21 to 2021-22 Fiscal Estimates	Contract Strength Funded Strength	20/21 Budget	21/22 Estimates	\$ Change	% Change	Notes
		31.40	31.40	-	-	
		29.40	31.40	2	6.8%	
COST ELEMENT GROUP (CEG)						
01 - PERSONNEL						
REGULAR PAY		3,045,570	3,112,168	66,598	2.2%	Increase in FTE count plus 2.5% pay increase
OVERTIME - MEMBERS		345,425	350,000	4,575	1.3%	
PAYROLL ALLOWANCES *		200,428	206,305	5,877	2.9%	
OTHER PAYROLL ITEMS **		160,660	174,732	14,073	8.8%	Increase in FTE count plus 2.5% pay increase
01 - PERSONNEL: TOTAL		3,752,083	3,843,205	91,123	2.4%	
02 - TRANSPORT & TELECOM		87,617	94,361	6,744	7.7%	
03 - INFORMATION		822	1,173	352	42.8%	
04 - PROFESSIONAL & SPEC SVCS		163,649	175,971	12,323	7.5%	Estimate for training costs related to MCM, Fair & Impartial Policing, Initial Critical Incident Response (ICIR), OST, Field Mentorship and Program Support
05 - RENTALS		16,021	17,978	1,958	12.2%	
06 - PURCHASE, REPAIR AND MAINT		55,738	57,454	1,715	3.1%	
07 - UTIL, MATERIAL AND SUPP		188,294	200,792	12,498	6.6%	
09 - MACHINERY & EQUIPMENT		201,857	250,572	48,715	24.1%	Estimate for software applications related to GCDocs, Next Gen 911, DFS software, DEMS, Atak tracking and eMCM plus slight increase in vehicles
12 - OTHER SUBSIDIES & PMTS		5,135	5,610	475	9.2%	
TOTAL DIRECT COST		4,471,215	4,647,117	175,902	3.9%	
COST OF RM PENSIONS						
		609,444	622,861	13,417	2.2%	Increase in FTE
COST OF DIVISIONAL ADMINISTRATION						
		871,033	871,884	851	0.1%	slight increase in Div admin rate
COST OF OTHER INDIRECT COSTS ***						
		403,126	419,381	16,255	4.0%	
TOTAL INDIRECT COST		1,883,604	1,914,126	30,522	1.6%	
TOTAL COSTS (Direct + indirect)		6,354,819	6,561,243	206,424	3.2%	
FEDERAL COST 10 %		635,482	656,124	20,642	3.2%	
MUNICIPAL POLICING COSTS 90%		5,719,337	5,905,118	185,782	3.2%	
ANNUAL PAYMENTS per SETTLEMENT AGREEMENT						
Earned Retirement Benefit Payment (Severance)		27,070	27,070	0	-	
Green Timbers		18,568	18,568	0	-	
TOTAL MUNICIPAL POLICING COSTS 90%		5,764,974	5,950,756	185,782	3.2%	
ESTIMATED COST PER RM (90%)		194,535	188,081	-6,454	(3.3%)	

PSE & ACCOMMODATION ESTIMATES @ 100%		
PUBLIC SERVICE EMPLOYEES	725,358	735,782
CM Position	73,259	78,463
ACCOMMODATION	294,795	288,867
TOTAL PSE & ACCOMMODATION	1,093,411	1,103,112

* Payroll Allowances include: Service Pay, Senior Constable, Occupational Clothing, and Shift Differential
 ** Other Payroll items include: Acting Pay and Reservists

COURTENAY	18/19 Final	19/20 Pre Final	20/21 Budget	21/22 Estimates	22/23 Estimates	23/24 Estimates	24/25 Estimates	25/26 Estimates
2021/22 to 2025/26 Fiscal Estimates								
CONTRACT STRENGTH	30.4	31.4	31.4	31.4	32.4	33.4	34.4	34.4
ACTUAL / FUNDED STRENGTH	23.59	24.87	29.4	31.4	32.4	33.4	34.4	34.4
COST ELEMENT GROUP (CEG)								
STD OBJ. 01 - PERSONNEL								
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES -	0							
CEG 30 - PAY - MEMBERS:								
CE 500110 - REGULAR PAY	2,122,988	2,271,691	3,045,570	3,112,168	3,289,468	3,473,687	3,665,062	3,756,689
CE 500112 - RETROACTIVE PAY		2,518						
CE 500113 - ACTING PAY	10,630	14,426	16,195	16,600	17,015	17,440	17,876	18,323
CE 500114 - SERVICE PAY	70,402	73,769	85,178	87,307	89,490	91,727	94,020	96,371
CE 500117 - SHIFT DIFFERENTIAL	28,648	32,249	37,720	38,663	39,630	40,620	41,636	42,677
CE 500119 - PERFORMANCE AWARD		400						
CE 500164 - SENIOR CST ALLOWANCE	56,741	59,834	65,080	66,708	68,375	70,085	71,837	73,633
CE 501127 - RETRO PAY - PRIOR YEARS		3,413						
CE 501194 - REGULAR TIME RESERVISTS	172,309	101,744	144,465	158,132	167,248	176,721	186,563	191,227
CE 501198 - BILINGUAL BONUS - Current	797	804						
CE 502103 - OPERATIONAL CLOTHING ALLOV	7,538	6,179	12,450	13,628	14,413	15,230	16,078	16,480
MISC. CE's incl. under CEG 30	23,797	12,620						
CEG 30 - PAY - MEMBERS - TOTAL	2,493,850	2,579,645	3,406,658	3,493,205	3,685,638	3,885,510	4,093,072	4,195,398
CEG 31 - OVERTIME - MEMBERS	314,215	262,932	345,425	350,000	370,176	391,143	412,926	423,249
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Cr	48,373	71,252						
CEG 33 - RCMP PAY - OTHER								
CEG 40 - ALLOWANCES - INTRA MEMBERS (Cre	1,220	7,852						
CEG 41 - ALLOWANCES - INTER MEMBERS (Cre	86							
CEG 45 - PERSONNEL - OPERATIONAL CONTIN								
TOTAL STD OBJ. 01 - PERSONNEL	2,857,744	2,921,681	3,752,083	3,843,205	4,055,815	4,276,653	4,505,998	4,618,648
STD OBJ. 02 - TRANSPORTATION & TELECOM								
CEG 50 - TRAVEL	30,059	14,673	31,734	34,669	36,596	38,593	40,663	41,598
CEG 51 - TRAVEL ADVANCES								
CEG 52 - TRAINING TRAVEL (DCCEG)	30,148	10,793	31,052	31,984	32,943	33,932	34,950	35,998
CEG 53 - TRAINING TRAVEL (POST)	14,374	7,658	14,357	15,685	16,556	17,460	18,396	18,820
CEG 54 - IPA & FSD TRAVEL								
CEG 55 - CENTRALIZED TRAINING TRAVEL								
CEG's 60-66 - TRANSFER COSTS (Credit Item	23,063	72,481						
CEG 70 - FREIGHT, POSTAGE, ETC.	8,917	8,201	10,474	11,442	12,078	12,737	13,420	13,729
CEG 100 - TELEPHONE SERVICES (DCCEG)	663	1,029		582	611	642	674	708
CEG 101 - TELEPHONE SERVICES (POST)								
CEG 140 - COMPUTER COMM SERVICES								
TOTAL STD OBJ. 02 - TRANSPORT & TELECOM	107,224	114,835	87,617	94,361	98,785	103,364	108,103	110,853
STD OBJ. 03 - INFORMATION								
CEG 120 - ADVERTISING			616	673	711	749	790	808
CEG 130 - PUBLICATIONS SERVICES	288	737	205	500	528	557	586	600
TOTAL STANDARD OBJ. 03 - INFORMATION	288	737	822	1,173	1,238	1,306	1,376	1,408
STD OBJ. 04 - PROFESSIONAL & SPEC. SVCS								
CEG 160 - LEGAL SERVICES (Credit Item)	3,499	8,360						
CEG 170 - CONTRACTED SERVICES (DCCEG)	0							
CEG 171 - CONTRACTED SERVICES (Post)	0	1,764						
CEG 190 - TRAINING & SEMINARS (DCCEG)	50,017	37,694	62,784	65,923	69,219	72,680	76,314	80,130
CEG 191 - TRAINING & SEMINARS (POST)	10,549	3,261	3,883	4,243	4,478	4,723	4,976	5,091
CEG 192 - OFFICIAL LANGUAGE TRAINING								
CEG 219 - PROFESSIONAL SERVICES	33,903	47,954	44,248	48,339	51,026	53,811	56,697	58,001
CEG 220 - OTHER SERVICES	1,386	1,498	8,238	8,999	9,500	10,018	10,555	10,798
CEG 221 - OTHER SERVICES IM/IT	38,216	38,937	39,276	43,198	43,569	45,070	46,619	48,231
CEG 223 - RADIO COMMUNICATION SYSTEMS	4,151	7,990	5,220	5,269	5,288	5,328	5,348	5,369
CEG 229 - CAD/CALC ALLOCATED	-758	-134						
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPE	140,964	147,324	163,649	175,971	183,081	191,630	200,510	207,620
STD OBJ. 05 - RENTALS								
CEG 240 - RENTAL-LAND,BLDG & WORKS (D	0							
CEG 241 - RENTAL-LAND,BLDG & WORKS (P	1,746	1,632		2,000	2,111	2,226	2,346	2,400
CEG 250 - RENTAL COMNS EQUIP (DCCEG)	53	130	102	104	110	108	111	113
CEG 258 - RENTAL MOTORIZED VEHICLES	1,701							
CEG 265 - LEASED VEHICLES								
CEG 280 - RENTAL COMPUTER EQUIP	2,335	3,473	5,546	5,263	5,422	5,585	5,753	5,926
CEG 290 - RENTAL - OTHERS	1,023	910	10,373	10,611	10,855	11,105	11,360	11,622
TOTAL STANDARD OBJ. 05 - RENTALS	6,858	6,144	16,021	17,978	18,498	19,024	19,570	20,060
STD OBJ. 06 - PURCHASE, REPAIR AND MAINT								
CEG 311 - REPAIR OF BUILDINGS & WORKS		1,300						
CEG 370 - REPAIR OF VEHICLES	41,901	27,459	49,501	50,640	51,805	52,996	54,215	55,462
CEG 380 - REPAIR OF OFFICE & LAB EQUIP								
CEG 390 - REPAIR OF MISC. EQUIP	6,704	10,169	6,237	6,814	7,193	7,585	7,992	8,176
CEG 392 - REPAIR OF AFIS EQUIP								
CEG 393 - REPAIR OF EDP EQUIPMENT	2,406	-21						
TOTAL STANDARD OBJ. 06 - PURCHASE, REPAIR AN	51,011	38,907	55,738	57,454	58,997	60,581	62,207	63,638
STD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES								
CEG 400 - UTILITIES	0	-	-					
CEG 430 - FUEL	70,019	68,038	70,730	72,357	74,021	75,723	77,465	79,247
CEG 470 - PHOTOGRAPHIC GOODS	3,568	3,158	3,061	3,344	3,530	3,722	3,922	4,012
CEG 500 - STATIONERY	11,069	12,030	30,008	32,783	34,606	36,494	38,452	39,336
CEG 510 - CLOTHING & KIT	10,812	8,087	24,477	26,741	28,227	29,768	31,364	32,086
CEG 530 - LAB SUPPLIES								
CEG 540 - POST BUDGET EXPENDITURES	46,253	31,108	60,017	65,567	69,211	72,989	76,903	78,672
TOTAL STD OBJ. 07 - UTIL, MATERIAL AND SU	141,722	122,423	188,294	200,792	209,595	218,697	228,106	233,353

COURTENAY	18/19 Final	19/20 Pre Final	20/21 Budget	21/22 Estimates	22/23 Estimates	23/24 Estimates	24/25 Estimates	25/26 Estimates
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CONTRACT STRENGTH	30.4	31.4	31.4	31.4	32.4	33.4	34.4	34.4
ACTUAL / FUNDED STRENGTH	23.59	24.87	29.4	31.4	32.4	33.4	34.4	34.4
COST ELEMENT GROUP (CEG)								
STD OBJ. 09 - MACHINERY & EQUIP ACQ<\$10,000								
CEG 440 - TRANSPORT SUPPLIES	13,540	11,497	16,000	17,480	18,451	19,458	20,502	20,973
CEG 441 - VEHICLE CHANGEOVERS		14,391	24,000	26,219	27,677	29,187	30,753	31,460
CEG 450 - COMNS PARTS & CONSUMABLES	2,307	1,996	2,201	2,139	2,182	2,226	2,270	2,316
CEG 480 - FIREARMS & AMMUNITION	11,294	5,950	11,745	12,215	12,704	13,212	13,740	14,290
CEG 770 - COMMS. SYSTEMS (CAPITAL)	15,226	18,864	20,199	21,595	22,473	23,497	24,688	24,700
CEG 771 - COMMS. EQUIPMENT			471	514	543	572	603	617
CEG 810 - LABORATORY EQUIP.	34	4,350						
CEG 830 - FURNITURE & FIXTURES								
CEG 840 - COMPUTER EQUIPMENT (CAPITAL)								
CEG 841 - COMPUTER EQUIP.	15,118	27,271	21,000	24,823	25,568	26,336	27,127	27,941
CEG 842 - COMPUTER S/WARE - INFORMATI	20,960	120	1,231	20,231	29,063	33,311	36,224	36,662
CEG 845 - SPECIALIZED EQUIPMENT								
CEG 850 - AUDIO VISUAL AIDS								
CEG 860 - INVESTIGATIONAL EQUIP.		3,462	6,472	7,071	7,464	7,871	8,293	8,484
CEG 890 - VEHICLES (CAPITAL)	52,188	63,273	70,000	90,000	90,000	90,000	90,000	90,000
CEG 891 - MISC. VEHICLES								
CEG 900 - OTHER EQUIP.	1,939		5,531	6,042	6,378	6,726	7,087	7,250
CEG 910 - OFFICE MACHINES	2,535	8,921	10,886	9,000	9,207	9,419	9,635	9,857
CEG 920 - SECURITY EQUIP.		556	12,121	13,242	13,978	14,741	15,531	15,889
TOTAL STD OBJ. 09 - MACHINERY & EQUIPMEN	135,139	166,404	201,857	250,572	265,687	276,558	286,454	290,440
STD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS								
CEG 570 - PRISONER EXPENSES		1,030						
CEG 580 - SECRET EXPENSES	6,045	4,660	5,135	5,610	5,922	6,245	6,580	6,731
CEG 581 - SPECIAL "I" EXPENDITURES								
CEG 590 - MISC EXPEND	-4,646	3,720						
CEG 591 - DISCOUNT FOR EARLY PAYMENT								
CEG 592 - PAYMENT IN LIEU OF TAXES	0							
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Cre		57,500						
CEG 650 - WRITE-OFF								
TOTAL STD OBJ. 12 - OTHER SUBSIDIES & PMT	1,399	66,909	5,135	5,610	5,922	6,245	6,580	6,731
TOTAL DIRECT COSTS (Before Credits & Adjust	3,442,349	3,585,364	4,471,215	4,647,117	4,897,618	5,154,058	5,418,905	5,552,750
LESS - YEAR TO DATE CREDITS								
SO 01 - CEG 32 - Medical Leave / Suspension >	48,373	71,252						
SO 01 - CEG 40 & 41 -Transfer Allowances	1,305	7,852						
SO 02 - CEG's 60-66 Transfer Cost	23,063	72,481						
TRAVEL ADVANCES - CEG 051 & SALARY OVEF	-4,646							
SO 04 - CEG 160 - Legal Services	3,499	8,360						
SO 04 - CEG's 200, 201 & 202 - Health Services								
SO12 - CEG 620 - Compensation Claims/Ex-Gra		57,500						
TOTAL CREDITS	71,595	217,444						
ADJUSTMENTS TO DIRECT COSTS (See 'A' bel	-1,011							
TOTAL DIRECT COSTS AFTER ADJUSTMENTS:	3,369,743	3,367,920	4,471,215	4,647,117	4,897,618	5,154,058	5,418,905	5,552,750
INDIRECT COSTS (Summary)								
1) RM Pensions	429,252	460,050	609,444	622,861	657,406	693,290	730,556	748,820
2) RM CPP	62,101	72,316	89,013	95,907	101,435	107,180	113,150	115,978
3) Employer's Contr. to E.I. for R/M's	23,953	25,747	33,495	34,146	36,114	38,160	40,285	41,292
4) Division Administration (per cap x avg.# RM's	593,652	622,929	871,033	871,884	932,699	1,007,910	1,080,054	1,124,082
5) Recruitment & Training	131,747	150,752	211,896	215,758	231,215	238,352	245,489	245,489
6) National Programs	33,850	37,463	46,073	47,458	49,058	50,665	52,279	52,377
7) Police Dog Service Training			22,650	26,113	25,208	25,208	25,208	25,208
8) Amortization of Equipment > \$150,000 @ 10%								
9) Reservists - CPP & EI	7,674	4,892						
TOTAL INDIRECT COST	1,282,229	1,374,149	1,883,604	1,914,126	2,033,136	2,160,764	2,287,021	2,353,246
TOTAL COSTS (Direct + Indirect) @ 100%	4,651,972	4,742,069	6,354,819	6,561,243	6,930,753	7,314,822	7,705,925	7,905,996
FEDERAL COST 10 %	465,197	474,207	635,482	656,124	693,075	731,482	770,593	790,600
MUNICIPAL COST 90%	4,186,775	4,267,862	5,719,337	5,905,118	6,237,678	6,583,340	6,935,333	7,115,396
MUNICIPAL COSTS - 100 % (Schedule 3,3B &3C)	861,072	703,163	1,093,411	1,103,112	1,116,900	1,130,862	1,144,997	1,159,310
TOTAL COSTS PRIOR TO SETTLEMENT	5,047,847	4,971,026	6,812,748	7,008,230	7,354,579	7,714,202	8,080,330	8,274,706
ANNUAL PAYMENTS per SETTLEMENT AGREEMENT								
Earned Retirement Benefit Payment (Serverance)			27,070	27,070	27,070	27,070	27,070	27,070
Green Timbers			18,568	18,568	18,568	18,568	18,568	18,568
TOTAL MUNICIPAL POLICING COSTS	5,047,847	4,971,026	6,858,385	7,053,868	7,400,216	7,759,839	8,125,968	8,320,344
FTE - FULL TIME EQUIVALENTS								
RM / CM - ESTABLISHED	23.6	24.87	31.4	31.4	32.4	33.4	34.4	34.4
CM			0.7	0.7	0.7	0.7	0.7	0.7
RESERVISTS	2.00	1.18	1.51	1.61	1.66	1.72	1.77	1.77
PSE's	8.13	6.73	8.25	9.00	9.00	9.00	9.00	9.00

COURTENAY		18/19 Final	19/20 Pre Final	20/21 Budget	21/22 Estimates	22/23 Estimates	23/24 Estimates	24/25 Estimates	25/26 Estimates
2021/22 to 2025/26 Fiscal Estimates									
CONTRACT STRENGTH		30.4	31.4	31.4	31.4	32.4	33.4	34.4	34.4
ACTUAL / FUNDED STRENGTH		23.59	24.87	29.4	31.4	32.4	33.4	34.4	34.4
COST ELEMENT GROUP (CEG)									
INDIRECT COSTS - REGULAR & CIVILIAN MEMBERS									
1) Pensions (Total Pensionable Earnings)	2,250,928	2,412,428	3,195,828	3,266,182	3,447,333	3,635,499	3,830,919	3,926,692	
Pension Rate	19.07%	19.07%	19.07%	19.07%	19.07%	19.07%	19.07%	19.07%	
Total Cost of RM/CM Pension	429,252	460,050	609,444	622,861	657,406	693,290	730,556	748,820	
2) CPP (Pensionable Earnings) on a Per Capita Cost	2,633	2,907	2,835	3,055	3,131	3,209	3,290	3,372	
Total Cost (Per Capita x FTE Utilization)	62,101	72,316	89,013	95,907	101,435	107,180	113,150	115,978	
3) Employer's Contr. to E.I. on a Per Capita Cost	1,015	1,035	1,067	1,088	1,115	1,143	1,171	1,200	
Total Cost (Per Capita x FTE Utilization)	23,953	25,747	33,495	34,146	36,114	38,160	40,285	41,292	
4) Division Administration on a Per Capita Cost	25,166	25,045	27,743	27,770	28,790	30,180	31,400	32,680	
Total Cost of Div. Administration	593,652	622,929	871,033	871,884	932,699	1,007,910	1,080,054	1,124,082	
5) Recruitment & Training									
Per Capita Cost of Recruitment	4,346	4,768	5,231	5,366	5,523	5,523	5,523	5,523	
Per Capita Cost of Training	1,239	1,293	1,518	1,506	1,614	1,614	1,614	1,614	
Total Cost of Recruitment & Trng	131,747	150,752	211,896	215,758	231,215	238,352	245,489	245,489	
6) Other National Indirects Per Capita (Addendum)	1,435	1,506	1,467	1,512	1,514	1,517	1,520	1,523	
Total Cost (Per Capita x FTE Utilization)	33,850	37,463	46,073	47,458	49,058	50,665	52,279	52,377	
7) Police Dog Svc. Trng. as a Per Cap. cost	28,576	32,540	32,357	37,304	36,012	36,012	36,012	36,012	
Total Cost (Per cap X PD Teams) - COURTENAY	-	-	22,650	26,113	25,208	25,208	25,208	25,208	
TOTAL INDIRECT COSTS - RM's & CM's	1,274,555	1,369,257	1,904,235	1,914,126	2,033,136	2,160,764	2,287,021	2,353,246	
INDIRECT COSTS - RESERVISTS									
a) CPP for Reservist on a Per Capita Cost..	2,633	2,907	2,835	3,055	3,131	3,209	3,290	3,372	
Total Cost (Per Capita x FTE)	5,268	3,435	-	-	-	-	-	-	
b) Employer's Contr. to E.I. on a Per Capita Cost	1,202	1,233	1,263	1,295	1,328	1,361	1,395	1,430	
Total Cost (Per Capita x FTE)	2,406	1,457	2,792	2,996	3,139	3,287	3,441	3,527	
TOTAL INDIRECT COSTS - RESERVISTS	7,674	4,892	2,792	2,996	3,139	3,287	3,441	3,527	
ADDENDUM 'A'									
OTHER INDIRECT COSTS									
Civilian Review & Complaints Committee	491	491	449	491	491	491	491	491	
Legal Advisory Services	174	177	180	182	185	188	190	193	
Enhanced Reporting & Accountability	118	118	118	118	118	118	118	118	
Estimated Annual Severance	-	-	-	-	-	-	-	-	
CONSOLIDATED SERVICES									
Shared Services Canada (SSC)	652	721	721	721	721	721	721	721	
Accounting Operations	-	-	-	-	-	-	-	-	
Pay & Compensation	-	-	-	-	-	-	-	-	
TOTAL PER CAPITA COST (Indirects #6)	1,435	1,506	1,467	1,512	1,514	1,517	1,520	1,523	
FISCAL YEAR TO CALENDAR YEAR CONVERSION TABLE									
Calendar Year	2018	2019	2020	2021	2022	2023	2024	2025	
Fiscal Year Total Current	5,047,847	4,971,026	6,858,385	7,053,868	7,400,216	7,759,839	8,125,968	8,320,344	
Fiscal per Qtr Current	1,261,962	1,242,756	1,714,596	1,763,467	1,850,054	1,939,960	2,031,492	2,080,086	
Fiscal Year Total Prior Year	5,154,160	5,047,847	4,971,026	6,858,385	7,053,868	7,400,216	7,759,839	8,125,968	
Fiscal per Qtr Prior Year	1,288,540	1,261,962	1,242,756	1,714,596	1,763,467	1,850,054	1,939,960	2,031,492	
Calendar									
Jan - Mar	1,288,540	1,261,962	1,242,756	1,714,596	1,763,467	1,850,054	1,939,960	2,031,492	
Apr - June	1,261,962	1,242,756	1,714,596	1,763,467	1,850,054	1,939,960	2,031,492	2,080,086	
Jul - Sept	1,261,962	1,242,756	1,714,596	1,763,467	1,850,054	1,939,960	2,031,492	2,080,086	
Oct - Dec	1,261,962	1,242,756	1,714,596	1,763,467	1,850,054	1,939,960	2,031,492	2,080,086	
City Calendar Year Total	5,074,425	4,990,231	6,386,545	7,004,997	7,313,629	7,669,934	8,034,436	8,271,750	

Colour Legend

- Red = Post Budget CEG controlled by OIC
- Black = Division Controlled CEG (DCCEG)
- Blue lettering = Standard Object (SO)
- Blue background = CEG credited to Direct Costs

**NOTES & ASSUMPTIONS for 2021/22
Municipal Police Unit Agreements**

Our terminology for the grouping of General Accounts:

- Cost Element Group (CEG)
- Cost Element (CE)

DIRECT COSTS

CEG 30 - RCMP Members Pay (CE 110 - Regular Pay)

- 2.50% estimated salary increase each year starting from January 1, 2017
- The deeming of the Civilian Member (CM) category of employees has been further delayed with no update as to the conversion date. However, we have included the related pay and pension projections for 2021/22 and onwards at the pertinent PSE rates. Other indirect costs will continue to be charged on a per FTE basis.
- Potential impact of cash outs relating to member excess leave is dependent on policy and management direction and has not been reflected in the MYFPs.

CEG 190 - Training

- For Training, growth is related to Major Case Management, Fair and Impartial Policing, Initial Critical Incident Response (ICIR), Operational Skills Training (OST), Field Mentorship, and Program Support (e.g. Curriculum Designer, Admin Support). Stability is expected in 2025/26 onwards.

DIRECT COST DEDUCTIONS

The following are cost categories that are deducted from the Total Direct Cost incurred for each municipality:

A. Non-billable costs are credited from municipal billings, and paid by the Federal Government:

- CEGs 40 & 41 - Transfer Allowances
- CEGs 60 to 66 - Relocation Costs
- CEG 160 - Legal Services
- CEG 620 - Claims and Compensation Settlements

B. Costs that are deducted from Direct Costs and included in Division Administration:

- CEG 32 - Pay Members (Severance, Maternity and Parental allowances)
- CEGs 200 to 202 - Health Services

INDIRECT COSTS

With the exception of Member Pension, all costs below are charged on a per member FTE basis:

- Member Pension - 19.07% of pensionable cost element items. The Pension Panel will reconvene in 2020 to determine the next recommended rate eff. Apr. 1, 2021.
- Member Canada Pension Plan - \$2,905.98
- Member Employment Insurance - \$1,093.51
- Division Administration - \$27,770 (Please refer to attached schedule 4)
- A separate calculation is listed for EI and CPP with respect to Reservists and PSE's (if applicable)
- Other Indirect Costs*:
 - Civilian Review and Complaints Commission (formerly PCC) - \$449.03
 - Legal Advisory Services - \$182.46
 - Enhanced Reporting & Accountability - \$117.65
 - Shared Services Canada (SSC) - \$721: SSC provides telecommunication and email services, networks, data centres, and servers to the RCMP. This rate is based on the historical costs for certain covered services. Units requesting additional services will be billed separately for those services
 - Training & Recruiting: Based on the rolling average of actual costs for the previous 3 fiscal years. For 2021/22, the per FTE rates are estimated at \$5,366 for the Cadet Training Program and \$1,506 for Recruiting.
 - Police Dog Service (PDS) Training: Based on both the rolling average of actual costs for the previous 3 fiscal years and on established PDS teams in each Contract jurisdiction. For 2021/22, the rate is estimated at \$37,304 per PDS team member FTE. For municipalities within the Lower Mainland District, this cost is included in the Integrated Teams budget projections.

COSTS BILLABLE AT 100%

The following are some of the items that are billable at 100%:

- Accommodation costs (including occupancy charge) for municipal units in federally owned buildings
- PSEs Support staff costs (including backfills, overtime, pension, CPP, etc.)
- Furniture and fixtures
- House Furnishings
- Prisoner costs (including guards & matrons, mattresses and blankets for cells)
- Kit and Clothing for auxiliaries

Courtenay - 5 Year Salary Forecast

	2020-21		2021-22		2022-23		2023-24		2024-25		2025-26		
Annual Raise			2.50%		2.50%		2.50%		2.50%		2.50%		
Effective Increment for Fiscal Year			2.50%		2.50%		2.50%		2.50%		2.50%		
<i>(April to March: applying 9 months @ current year raise + 3 months following year raise)</i>													
	FTE	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost	FTE	Avg Sal	Cost
Regular Members	30.70	30.70		\$ 3,112,168	31.70		\$ 3,289,468	32.70		\$ 3,473,687	33.70		\$ 3,665,062
Spl CST	-	-	-	-	-	-	-	-	-	-	-	-	-
CST	21.70	21.70	97,069	2,106,395	22.70	99,496	2,258,550	23.70	101,983	2,416,997	24.70	104,533	2,581,954
CPL	5.00	5.00	106,569	532,843	5.00	109,233	546,164	5.00	111,964	559,818	5.00	114,763	573,814
SGT	3.00	3.00	115,385	346,156	3.00	118,270	354,810	3.00	121,227	363,680	3.00	124,257	372,772
SGT MAJ	-	-	-	-	-	-	-	-	-	-	-	-	-
S/SGT	1.00	1.00	127,205	126,775	1.00	130,385	129,944	1.00	133,644	133,193	1.00	136,985	136,522
S/SGT MAJ	-	-	-	-	-	-	-	-	-	-	-	-	-
INSP	-	-	-	-	-	-	-	-	-	-	-	-	-
SUPT	-	-	-	-	-	-	-	-	-	-	-	-	-
C/SUPT	-	-	-	-	-	-	-	-	-	-	-	-	-
Civilian Members	0.70	0.70		\$ 78,463	0.70		\$ 80,425	0.70		\$ 82,435	0.70		\$ 84,496
ESS	0.70	0.70	112,090	78,463	0.70	114,893	80,425	0.70	117,765	82,435	0.70	120,709	84,496
CMP	-	-	-	-	-	-	-	-	-	-	-	-	-
GTE	-	-	-	-	-	-	-	-	-	-	-	-	-
LIN	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	31.40	31.40		\$ 3,190,631	32.40		\$ 3,369,893	33.40		\$ 3,556,123	34.40		\$ 3,749,559
% Variance				2.50%			5.62%			5.53%			5.44%
Average \$/FTE			\$ 101,623		\$ 104,020		\$ 106,482		\$ 109,010		\$ 111,735		

CITY OF COURTENAY
COST of PUBLIC SERVICE EMPLOYEES

	2019/20 Pre Final	2020/21 Budget	2021/22 Estimate
FTEs	6.73	9.0	9.0
DIRECT COSTS:			
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES			
CE 500100 REGULAR PAY F/T IND. PSE	227,464	376,600	384,100
CE 500107 EMERGENCY SAL ADV	10,432	-	11,000
CE 500131 PAY OUT OF VACATION LEAVE - ACTIVE	7,730		50,000
CE 500136 REG. PAY P/T IND. PSE	12,621	33,700	12,900
CE 500141 PSE CASUALS	39,789	78,000	40,600
CE 500142 PSE TERM > 6 MONTHS	12,282	40,000	12,500
CE 500143 PSE TERM < 6 MONTHS	60,475		61,700
CE 500173 VAC. PAY PT	15		
CE 500180 VACATION PAY TERM/CASUAL	2,449	4,000	4,000
CE 500301 PREMIUM PAY & ALLOWANCES	5,171	5,000	5,000
CE 501154 GOVT EMPL COMPENSATION	1,702		1,700
CE 502202 RETROACTIVE PAY - PRIOR YEAR	2,948		3,000
CEG 11 - OVERTIME - PS	17,459	39,700	25,000
CEG 12 - PSE ALLOWANCES	2,971	30,000	20,000
TOTAL DIRECT COSTS	403,508	637,000	651,500
INDIRECT COSTS:			
A) COST OF PS PENSIONS (CE 100, 136,142)	255,316	450,300	409,500
PENSION RATE	10.05%	9.99%	9.99%
TOTAL COST OF PS PENSIONS	25,659	44,985	40,909
B) COST OF PS CPP			
AS A PER CAPITA COST	2,907.49	2,835.10	2,835.10
X PSE UTILIZATION	6.73	9.0	9.0
TOTAL COST OF PS CPP	19,555	25,516	25,516
C) COST OF EMPLOYERS CONTRIB. to E.I.			
AS A PER CAPITA COST	1,232.85	1,263.07	1,263.07
X PSE UTILIZATION	6.73	9.0	9.0
TOTAL COST OF E.I. CONTRIBUTIONS	8,292	11,368	11,368
D) COST OF SHARED SERVICES			
AS A PER CAPITA COST	721	721	721
X PSE UTILIZATION	6.73	9.0	9.0
TOTAL COST OF SSC	4,849	6,489	6,489
TOTAL INDIRECT COSTS	58,355	88,358	84,282
TOTAL COST OF PUBLIC SERVICE EMPLOYEES	461,863	725,358	735,782

Municipal Contract Accommodation Estimate 2021-22

City of Courtenay

Direct Operating Costs:

CEG		2019-20 PRE-FINAL	2020-21 ORG. EST	2021-22 ESTIMATE
700170	Contracted Services - Real Property	70,202	72,100	73,903
700171	Contracted Services - Real Property - Unit Commander Authority		-	-
700218	Contaminated Sites	-	-	-
700240	Rental of Buildings, Land & Works	23,529	60,500	51,250
700310	Repair of Buildings & Works	5,347	18,000	18,450
700311	Repair of Buildings & Works - Unit Commander Authority		-	-
700400	Utilities	21,218	20,400	20,910
700592	Payment in Lieu of Taxes	19,560	22,351	22,910
Total O&M Charge		139,856	193,351	187,423

Occupancy Charge Calculation:

RCMP Municipal Contract EST	38.0	38.0	38.0
Municipal Employee EST	2.0	2.0	2.0
Total Municipal EST (RM plus ME)	40.0	40.0	40.0
Total EST in building (RM plus support)	137.5	137.5	137.5
Municipal percentage of total building EST	29.1%	29.1%	29.1%
Building Gross Interior Space (sq. m)	1,687.7	1,687.7	1,687.7
Prorated space charged to Municipal Contract	491.0	491.0	491.0
x Provincial rate per square meter	206.62	206.62	206.62
Occupancy Charge	101,444	101,444	101,444

Total Property Cost Estimates for Municipal Contract:	241,299	294,795	288,867
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Division Administration							
Core Administration, Payment in Lieu of Leave, Health Services, Special Leave							
2020-2021 5-YEAR FORECAST							
	2019/20	YR0	YR1	YR2	YR3	YR4	YR5
	Pre-Final	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Cost Category							
Core Administration	7,618	8,340	8,590	8,660	9,049	9,212	9,377
Payment in Lieu of Leave	541	557	573	591	608	627	645
Health Services	4,359	4,664	4,990	5,340	5,714	6,114	6,541
Special Leave	12,527	13,060	13,616	14,199	14,809	15,448	16,116
Total Per Capita Divisional Administration	25,045	26,620	27,770	28,790	30,180	31,400	32,680
Cost Category as a % of Total Divisional Administration							
Core Administration	30%	31%	31%	30%	30%	29%	29%
Payment in Lieu of Leave	2%	2%	2%	2%	2%	2%	2%
Health Services	17%	18%	18%	19%	19%	19%	20%
Special Leave	50%	49%	49%	49%	49%	49%	49%
Total Divisional Administration	100%	100%	100%	100%	100%	100%	100%

Reference Information	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Previous 19/20 5 Year Forecast	27,200	28,400	29,700	31,100	32,600	34,200	NA
Current 20/21 5 Year Forecast	25,045	26,620	27,770	28,790	30,180	31,400	32,680
Change in Forecast (= current minus previous forecast)	(2,155)	(1,779)	(1,929)	(2,310)	(2,421)	(2,800)	

Variables (Growth)	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Personnel	1.02	1.02	1.02	1.02	1.02	1.02	1.02
O&M	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Mat/Pat	1.05	1.02	1.02	1.02	1.02	1.02	1.02
Pay in Lieu of Leave	1.03	1.03	1.03	1.03	1.03	1.03	1.03
Medical Leave, Gradual Return to Work, Other LWP	1.05	1.05	1.05	1.05	1.05	1.05	1.05
Health Services Costs	1.10	1.07	1.07	1.07	1.07	1.07	1.07

Note: RM Unionization - negotiations continue. At this time, financial impacts are unknown and are not included in above calculation.

Schedule 5

City of XXXXXXX
XXXXX Ave
XXXXXX, BC

**Municipality Over 15,000
Sample Response**

June 15, 2020

Ms. Maricar Bains
Director of Finance, RCMP Pacific Region
Mailstop #908, 14200 Green Timbers Way
Surrey, BC
V3T 6P3

Dear Ms. Bains:

Re: [Municipality Name] MPUA – Budget Approval in Principle (AIP) Letter – 2021/22

This “approval in principle” letter is being forwarded to confirm to the Federal Treasury Board our anticipated Municipal Policing requirements, enabling the Federal Government to set aside sufficient financial resources for their proportionate share of Municipal RCMP contract costs.

The City of XXXXXXX anticipates that we will require the addition of ### (#) members to our detachment strength of ## to bring the total detachment strength to ## for the 2021/22 fiscal year. The budget estimate that is approved in principle is \$##.# million at 100% (90% of which our municipality is responsible for). It includes \$### of capital equipment costing (>\$150K).

This letter provides an “approval in principle” and is issued for planning purposes only. It should not be taken as approval to add the anticipated ## of members to the detachment. City Council will be meeting on XXX, 2020 to confirm the 2021/22 budget and the number of additional human resources, if any. We will inform you of that decision once it is made.

If you have any questions, please give me a call at ###-###-####.

Sincerely,

John Doe
Treasurer/Deputy Administrator

cc: XXXXXXX RCMP Detachment
Contract Management Unit, BC RCMP Operations Strategy Branch
Ms. Brenda Butterworth-Carr, Assistant Deputy Minister and Director of Police Services,
Policing and Security Branch, Ministry of Public Safety and Solicitor General

Schedule 6

City of XXXXXX
XXXXX Ave
XXXXXX, BC

Month, Date Year

The Honourable Mike Farnworth
Solicitor General & Minister of Public Safety
P.O. Box 9010 Prov. Govt.
Victoria, British Columbia V8W 9L5

Dear Minister Farnworth:

**RE: Request for Decrease/Increase in Member(s) to [Municipality Name] RCMP
Municipal Police Unit**

The Council of the [Municipality Name] has authorized and is requesting a decrease/increase of ___ (#) regular member(s) assigned to its RCMP Municipal Police Unit for the 20##/20## fiscal year. The current [Municipality Name] RCMP Municipal Police Unit's authorized strength is ___ (#) members. With the increase/decrease of ___ position(s), the authorized establishment to be recorded in Annex "A" of the [Municipality Name] Municipal Police Unit Agreement will be ___ (#). As per the terms of the *Agreement*, the number of members will be increased/decreased as soon as practicable within one year of the federal government's receipt of your letter to the federal minister.

I confirm our incremental financial commitment for the costs of the requested increase.

Since establishment increases/decreases require amendments to Annex "A" of the Federal/Provincial Agreement, please take the necessary steps to amend the Annex "A" by contacting the Solicitor General of Canada.

Thank you for your attention to this matter.

[name/signature]

Cc:

Member in Charge, Local RCMP Detachment
Establishment Coordinator, Establishment Unit, RCMP "E" Division Headquarters
Contract Management Unit, BC RCMP Operations Strategy Branch
Regional Director, Financial Management, RCMP "E" Division Headquarters



BRIEFING NOTE

To: Council

File No.: 7130-20

From: Chief Administrative Officer

Date: June 05, 2020

Subject: Update - Virtual Union of BC Municipalities (UBCM) 2020 Convention

ISSUE:

The 2020 Union of BC Municipalities (UBCM) Convention scheduled September 22-24, 2020 cannot proceed due to restrictions resulting from the COVID-19 pandemic. Therefore, authorizations and plans are developing to allow for a virtual convention in lieu of an in person event.

BACKGROUND:

- An in person convention would violate Public Health Order “Mass Gatherings” updated May 22nd, 2020.
- Conventions are part of the BC Restart Plan Phase 4. Implementation timing of this Phase is “To be determined - conditional on at least one of the following: wide vaccination, ‘community’ immunity or broad successful treatments”.
- Ministerial Order “Electronic Attendance at UBCM Convention (COVID-19)” dated May 22nd, 2020 states:

“A person who is entitled to participate in, including vote at, the UBCM convention may do so by telephone or other communications medium if all of the persons participating in the UBCM convention, whether by telephone, by other communications medium or in person, are able to communicate with each other and, if applicable, vote at the UBCM convention.”

- Consequently the UBCM Executive has decided the convention will proceed on the originally intended dates, but in a virtual format. *See the UBCM website for member updates*¹.

KEY CONSIDERATIONS:

- With the far lower cost of attending a virtual convention, all council members may attend and the budgeted travel expenses may be reallocated.
- There will potentially be connectivity challenges, but staff will liaise with the event organizers to determine requirements with the intent of meeting them.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Attachment: Ministerial Order No. M168 - Electronic Attendance at UBCM Convention (COVID-19) Order

¹ https://www.ubcm.ca/EN/meta/news/news-archive/2020-archive/ubcm-pulling-out-the-stops-for-virtual-convention.html?utm_source=The+Compass+-+May+27%2C+2020&utm_campaign=The+Compass+-+May+27%2C+2020&utm_medium=email

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M168

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS the annual convention of the Union of British Columbia Municipalities must be able to be conducted in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of individuals who participate in the annual convention;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that meetings that are required by statute be enabled to proceed with limitations on participation in person;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that the attached Electronic Attendance at UBCM Convention (COVID-19) Order is made.

May 22, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; OIC 241/2020

ELECTRONIC ATTENDANCE AT UBCM CONVENTION (COVID-19) ORDER

Definitions

1 In this order:

“**Act**” means the *Union of British Columbia Municipalities Act*;

“**executive**” means the Executive of the UBCM, as provided for in the Union of British Columbia Municipalities Bylaws;

“**UBCM**” means the Union of British Columbia Municipalities continued under section 2 of the Act;

“**UBCM convention**” means, collectively, the following events scheduled for 2020 and all related activities, as authorized, required or otherwise provided for in a UBCM enactment:

(a) the annual convention of the UBCM;

(b) the annual general meeting of the UBCM;

“**UBCM enactment**” means the Act, or a regulation, article, memorandum, bylaw, rule or other enactment made under the Act, including a policy or procedure made under the Act, that authorizes, requires or provides for the UBCM convention.

Application

2 This order applies during the period that starts on the date this order is made and ends on the date on which the last extension of the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* expires or is cancelled.

Electronic attendance at UBCM convention

- 3 (1) A person who is entitled to participate in, including vote at, the UBCM convention may do so by telephone or other communications medium if all of the persons participating in the UBCM convention, whether by telephone, by other communications medium or in person, are able to communicate with each other and, if applicable, vote at the UBCM convention.
- (2) Subsection (1) does not obligate the UBCM or the executive to take any action to facilitate the use of any communications medium at the UBCM convention or by a person participating in the UBCM convention.
- (3) The UBCM convention may be held solely by telephone or one or more other communications medium if
- (a) in the case of the UBCM convention with respect to which notice must be given under a UBCM enactment, notice of the UBCM convention provides instructions for attending at or participating in the UBCM convention by the communications medium, including, if applicable, instructions for how to vote at the UBCM convention,

- (b) all of the persons participating in the UBCM convention are able to communicate with each other and, if applicable, vote at the UBCM convention, and
 - (c) the UBCM facilitates the use of the communications medium at the UBCM convention.
- (4) If the UBCM convention is held as contemplated by subsection (3),
- (a) the UBCM convention is not required to have a physical location,
 - (b) any notice of the UBCM convention is not required to specify a location for the UBCM convention, and
 - (c) the UBCM convention is deemed to be held in British Columbia.
- (5) A person who participates in, or attends or votes at, the UBCM convention in a manner contemplated by subsection (1) or (3) is deemed, for the purposes of the enactment, to be present in person at the UBCM convention.
- (6) If the UBCM convention is held in a manner contemplated by subsection (1) or (3),
- (a) the UBCM or the executive may determine the particular communications medium that will be facilitated at the UBCM convention,
 - (b) the ability to communicate with one another for the purposes of subsection (1) or (3) (b) may be facilitated by means the UBCM or the executive considers appropriate to the circumstances and the communications medium, and
 - (c) a procedural requirement in a UBCM enactment that applies to the UBCM convention that would otherwise require attendance in person, including a vote by a show of hands or other means of physical participation, may be satisfied by other means appropriate to the circumstances.
- (7) This section applies despite anything in a UBCM enactment that applies to the UBCM convention.

**Rules and procedures for
electronic attendance**

- 4** (1) The executive may establish rules and procedures for holding the UBCM convention as contemplated in section 3 of this order, including rules and procedures in relation to the following:
- (a) the holding of votes;
 - (b) the consideration and adoption of resolutions.
- (2) This section applies despite anything in a UBCM enactment that applies to the UBCM convention.



BRIEFING NOTE

To: Council

File No.: 6120-02

From: Director of Recreation and Cultural Services

Date: June 11, 2020

Subject: Continued Closure of the Courtenay and District Memorial Pool for 2020

ISSUE:

The purpose of this report is to advise Council that the Courtenay and District Outdoor Memorial Pool will remain closed for the 2020 season due to the COVID-19 Pandemic.

BACKGROUND:

Typically the Courtenay and District Memorial Pool operates from the end of May to the first week of September each year, serving approximately 10,000 patrons. With the onset of COVID-19, the pool has not opened for the 2020 season.

Guidelines have been issued periodically since April. City staff have been monitoring the various guidelines to consider the impacts on the operation of the outdoor pool. There are several guidelines that apply to the operation of the outdoor pool that were considered in the decision to keep the pool closed for 2020.

These guidelines include:

- BC Restart Plan
- Worksafe BC guidelines
- BC Recreation and Parks Association (BCRPA) Guidelines for Restarting Operations
- BC Lifesaving Society (BCLSS) Guidelines for Reopening BC's Pools and Waterfronts
- Guidelines from the local health authority

KEY CONSIDERATIONS:

Staff have assessed the viability of this pool season based on ability to meet compliance with the guidelines above within the context of staff and public safety with a mind to the economic viability of the service.

Below are some of the key points that staff have considered:

- The BCLSS guidelines for safe pool operation were issued on May 20, 2020. Compliance with guidelines will require additional:
 - o Intensive staff training
 - o unique personal protective equipment
 - o equipment that would normally be shared but now must be dedicated to the individual
 - o time to develop procedures and policies to keep staff and the public safe
 - o costs for facility modification, materials, training, and supplies
- The time required to achieve compliance with the guidelines above will result in the pool operating for approximately 1 month. The economic viability of the facility is substantially reduced with a season that is less than one third of a normal year.
- The pool is often closed mid-season due to the need for chemical balancing and reducing contaminants. During COVID these typical closures would heighten concerns and further shorten the season.

- The public expectation of managed risk is heightened at an aquatic facility. With limited staff capacity during this pandemic, the due diligence required to achieve the high public expectations would reduce the ability for staff to get other facilities and programs ready for reopening.
- Due to physical distance restrictions, program offerings would be significantly limited this year further reducing the facility benefit relative to associated costs.
- The layout of the building change rooms, showers and washrooms present substantial limitations in achieving compliance to guidelines. Staff have considered many alterations and contingencies, but each further reduce the viability of the facility plus require budget funds to accommodate that are not in the 2020 Financial Plan.
- The pool will cost far more to operate this year than on a regular year, yet at 1/3 the season. It should be noted that some operating funds come from the CVRD which may be returned thereby easing their financial challenges as well. As a regional asset, the pool is partly funded through a \$70,000 grant from the regional district. The three month season typically yields approximately \$79,000 in revenues from lessons, public swims and rentals. The pool budget was \$206,000 for 2019 and was subsidized by \$57,000 in the same year. It is anticipated that the increased costs associated with compliance to COVID guidelines will require more expense and far less revenue than prior years with only one third of the available season.
- Each year City trades staff repair cracks in the pool basin, paint the pool and repair the building in preparation for a summer season. With these efforts halted, staff can be redeployed to other high priority facility modifications.

Respectfully submitted,



Dave Snider MBCSLA
Director of Recreation and Cultural Services

Reviewed by:



Trevor Kushner, BA, DLGM, CLGA
Deputy Chief Administrative Officer

Concurrence by:



David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

Section 1 –Administration	Policy # 540.00.02
Subject: Routine Release of In Camera Resolutions	Revision #

PURPOSE:

To provide for the routine release of In Camera resolutions.

The routine release of In Camera meeting resolutions, once the requirement for confidentiality has passed, will support the Council objective of being open and transparent.

POLICY:

Council will consider for approval the release of In-Camera meeting resolutions on a semi-annual basis.

The Corporate Officer will ensure the implementation of the Routine Release of In-Camera Resolutions Policy by reviewing and preparing a list of resolutions for Council’s consideration at an in-camera meeting on a semi-annual basis.

Once Council has approved the release of the appropriate resolutions, a report will appear as “Internal Reports and Correspondence for Information” on the next regular open Council agenda, to allow full publication in the Council meeting agenda package including the City’s website.

It is acknowledged that this policy does not limit a person’s right of access to records under the *Freedom of Information & Protection of Privacy Act*.

AUTHORIZATION: R14/2017 4.03	DATE: July 17, 2017
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City of Courtenay
Routine Release of In Camera Resolutions
July 2019 to February 3, 2020

August 19, 2019

David Allen, Chief Administrative Officer, provided a verbal update related to the upcoming fall 2019 Council strategic priorities session facilitated by Gord McIntosh, Civic Excellence, October 15 and 16, 2019.

Staff is preparing the 2019 project information for presentation to Council in mid-September for Council feedback and is seeking direction from Council regarding inputs for discussion to be incorporated into the fall strategic planning session itinerary.

Further discussion followed related to the number of workshop sessions required and it was agreed that one full-day session with Council and senior leadership staff on Tuesday, October 15th would be preferred.

Councillors Hillian and Morin expressed their regrets as they are away during the scheduled session dates, October 15 & 16, 2019, and will not be available to participate.

An update will follow at a future In Camera session.

September 16, 2019

Council unanimously agreed to defer approval of the public release of the non-redacted In Camera Council resolutions contained in the September 16, 2019 In Camera agenda, for the period of January - June 2019, until the September 30, 2019 In Camera meeting.

September 30, 2019

Moved by Frisch and seconded by McCollum that Council approve the public release of the non-redacted in camera Council resolutions attached to the September 30th, 2019 Special In Camera agenda for the period of January - June 2019.

November 18, 2019

Moved by Hillian and seconded by Cole-Hamilton that the City support the use of the City owned building located at 685 Cliffe Avenue as a seasonal warming centre by the Comox Valley Coalition to End Homelessness (CVCEH) and Homelessness Response Team (HRT) to provide safe respite space for our homeless community during seasonal cold weather months; and,

That Council direct staff to begin negotiating an agreement for a licence to occupy between the City of Courtenay and the CVCEH and Comox Valley Transition Society, for the period of December 1st, 2019 to March 31, 2020; and,

That Council rise and report on this resolution as deemed appropriate by staff.

The report dated November 14, 2019 from the Comox Valley Coalition to End Homelessness providing background information related to CVCEH's proposal to pilot a seasonal warming centre, was received for information.

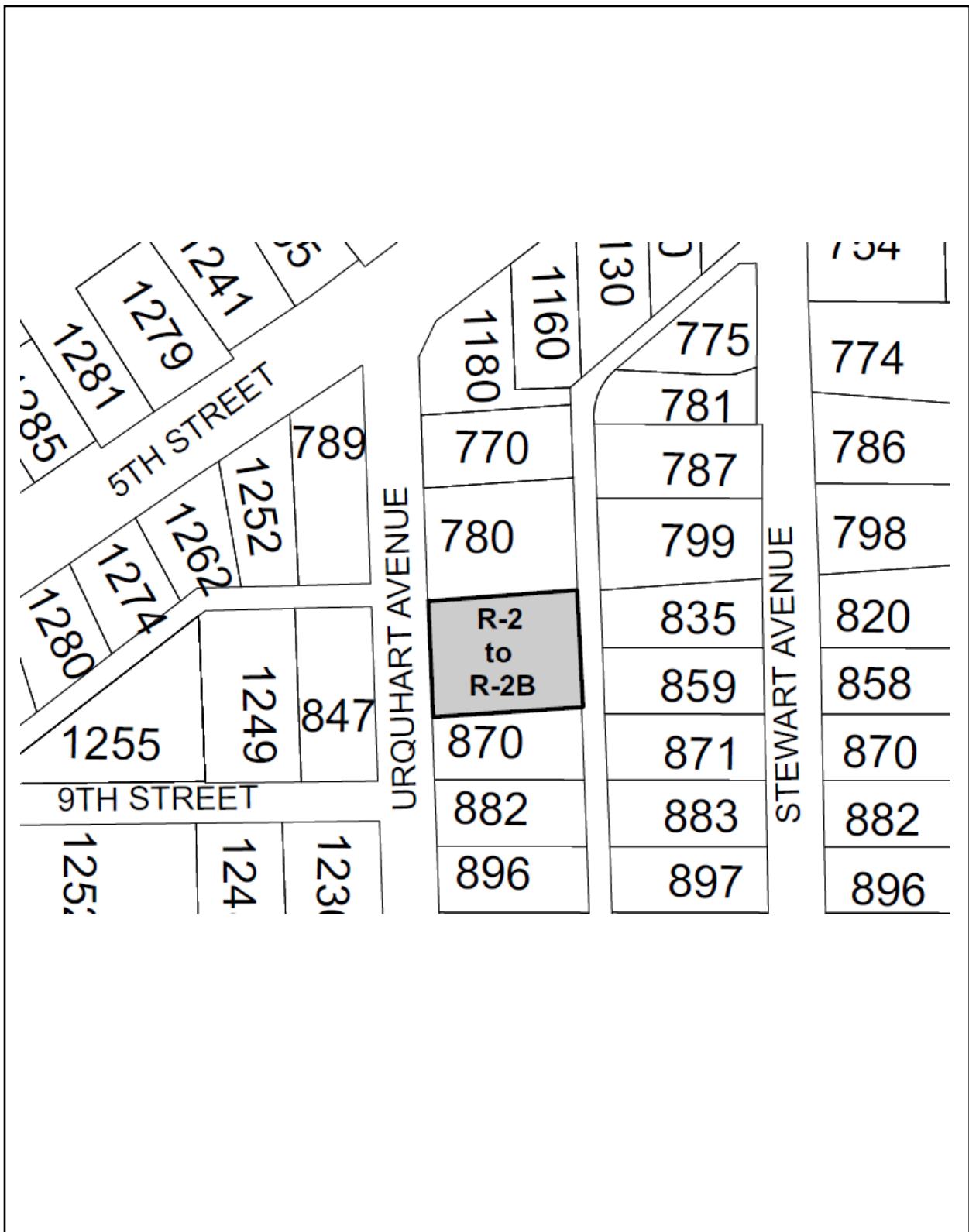
February 3, 2020

Moved by Frisch and seconded by McCollum that based on the February 3rd, 2020 confidential staff report "Solid Waste Collection Contract Extension" Council endorse a two and a half years (2.5) plus six (6) month optional extension of the existing Emterra Environmental Solid Waste Collection Contract for additional increases of 7.5% for 2020, 5% for 2021 and 4% for 2022 to March 31st, 2022;

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

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

End of Document



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2999, 2020
 Amendment to the
 Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3008

A bylaw to amend Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020

The Municipal Council of the Corporation of the City of Courtenay, in open meeting assembled enacts as follows:

1. That “Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Bylaw No. 3000, 2020” be amended as follows:

(a) That Section 2 *OFFICERS* (c) *Director of Legislative & Corporate Services (DLCS)* be deleted and substituted with the following:

2. OFFICERS

(c) Corporate Officer (CO)

(b) That section 3.3 *DIRECTOR OF LEGISLATIVE & CORPORATE SERVICES* be deleted and substituted with the following:

3. POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS

3.3 CORPORATE OFFICER

The Corporate Officer is hereby assigned the responsibility of corporate administration for the Municipality including the statutory powers, duties, and functions specified in Section 148 of the *Community Charter (Corporate Officer)*, and the powers, duties, and responsibilities established in the Corporate Officer Position Description, including the duties of the City Clerk.

2. This Bylaw may be cited for all purposes as “**Officer’s Designation and Establishment of Powers, Duties, and Responsibilities Amendment Bylaw No. 3008, 2020**”.

Read a first time this day of , 2020

Read a second time this day of , 2020

Read a third time this day of , 2020

Finally passed this day of , 2020

Mayor

Corporate Officer

CITY OF COURTENAY

BYLAW REFERENCE FORM

BYLAW TITLE

“Revenue Anticipation Borrowing Bylaw No. 3011, 2020”

REASON FOR BYLAW

To provide for borrowing to meet current lawful expenditures of the City. Value has been increased as a precaution due to Coronavirus COVID-19 potential cash flow uncertainty.

STATUTORY AUTHORITY FOR BYLAW

Section 177 of the *Community Charter*

OTHER APPROVALS REQUIRED

STAFF COMMENTS AND/OR REPORTS

Council passed the following resolution at the May 11th, 2020 closed (In Camera) meeting:

That based on the May 11th, 2020 confidential staff report “COVID 19 – 2020 Preliminary Financial Impact and Tax Cycle Considerations”, Council not approve an Alternative Tax Collection Scheme bylaw in 2020 and default to the regular July 2nd due date with the 10% penalty for Class 1, 2, and 9 properties on July 3rd; and

That Council direct staff to draft an operating reserve fund bylaw to address current year cash flow short falls as a precaution; and

That Council direct staff to update the current Revenue Anticipation bylaw in place to allow for up to \$10 Million dollars to be borrowed to meet current year lawful expenditures as a precaution and,

That Council rise and report on this resolution as deemed appropriate by staff.

This will replace the current Revenue Anticipation bylaw in place for \$3.5M. This does not mean the City intends to borrow \$10M, this is simply as a precaution to ensure the City has the appropriate line of credit available if required. The City has not need to use Revenue Anticipation borrowing in the past 20 years.

Staff recommend **three readings and final adoption**, as approved by 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 (COVID-19).

OTHER PROCEDURES REQUIRED

June 15, 2020

J. Nelson
Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3011

A bylaw authorizing the City of Courtenay to borrow the sum of Ten Million Dollars (\$10,000,000.00) to meet current expenditures of the Corporation

WHEREAS, pursuant to Section 177 of the *Community Charter*, Council may by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures of the municipality;

AND WHEREAS the debt outstanding under this section shall not exceed the sum of seventy-five percent (75%) of all taxes levied for all purposes in the preceding year and the money remaining due from other governments;

AND WHEREAS in order to borrow the said sum, the Corporation shall set aside as security the unpaid taxes from two consecutive prior years and the whole of the taxes for the current year, and the money borrowed shall be a first charge thereon.

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 **“Revenue Anticipation Borrowing Bylaw No. 3011, 2020”**
2. It shall be lawful for the Corporation to borrow the sum of up to Ten Million Dollars (\$10,000,000.00) between all institutions, including purchasing card programs, in such amounts and at such times as may be so required.
3. There shall be set aside as security for the payment of such money, the whole of the unpaid taxes for the two years prior to and the whole of the taxes for the current year.
4. The monies so borrowed and the interest thereon shall be paid on or before the 31st of December of the current year.
5. The form of obligation to be given as an acknowledgment of such liability shall be a promissory note or notes for sums as may be required and advanced from time to time, signed by the Mayor and Director of Financial Services and bearing the seal of the Corporation or other agreements as required by the lender.

6. That “Revenue Anticipation Borrowing Bylaw No. 2908, 2017” be hereby repealed.

Read a first time this day of June, 2020

Read a second time this day of June, 2020

Read a third time this day of June, 2020

Finally passed and adopted this day of , 2020

Mayor

Corporate Officer