

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

Date: April 6, 2021
Time: 4:00 p.m.
Location: City Hall Council Chambers

We respectfully acknowledge that the land on which we gather is the *unceded traditional territory of the K'ómoks First Nation*

Due to the Coronavirus COVID-19 emergency, the City of Courtenay with the authority of Ministerial Order No. M192 Local Government Meetings & Bylaw Process (COVID-19) Order No. 3 implemented changes to its open Council meetings.

In the interest of public health and safety, and in accordance with section 3(1) of Ministerial Order No. 3 M192, in-person attendance by members of the public at Council meetings will not be permitted until further notice. Council meetings are presided over by the Mayor or Acting Mayor with electronic participation by Council and staff via live web streaming.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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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 Cole-Hamilton
- 7.2. Councillor Frisch
- 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 April 6th, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-section of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 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) (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 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.

8.2. Councillor McCollum Resolution - Government of Canada - Opioid Crisis and Call for Overdose Action Plan

"WHEREAS the opioid crisis is one of the largest public health emergencies of our lifetime, with a death about every two hours on average and a death toll of over 16,360 since 2016 (January 2016 to March 2020);

WHEREAS other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use;

WHEREAS the federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well;

WHEREAS supports are needed, but measures that save lives are essential if people are to survive and access supports;

WHEREAS the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests "decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use"; and,

WHEREAS the overdose crisis rages, showing few signs of abating;

THEREFORE BE IT RESOLVED that Council request that the Government of Canada:

- a. declare the overdose crisis a national public health emergency; and*
- b. immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of legal reforms that other countries have implemented to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use."*

9. UNFINISHED BUSINESS

- 9.1. City of Prince George - Letter to Minister of Health - Opioid Crisis and Call for Overdose Action Plan 271

At the March 29th, 2021 Committee of the Whole meeting, Council resolved to postpone consideration of the the request from the City of Prince George until a future Council meeting.

Staff Note:

This item corresponds with Agenda Item 8.2 "Councillor McCollum Resolution - Government of Canada - Opioid Crisis and Call for Overdose Action Plan"

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

- 12.1. For First, Second and Third Reading

- 12.1.1. 2021 - 2025 Consolidated Financial Plan Bylaw 3032 273
(A bylaw to to adopt the consolidated five year financial plan)

- 12.2. For Final Adoption

- 12.2.1. Zoning Amendment Bylaw No. 2977, 2020 (2355 Mansfield Drive) 297
(A bylaw to rezone property from Commercial Two Zone (C-2) to Comprehensive Development Zone Twenty Eight (CD-28) - 2355 Mansfield Drive)

- 12.2.2. Zoning Amendment Bylaw No. 3009, 2020 (1550 Willemar Avenue) 307
(A bylaw to amend Zoning Bylaw No. 2500, 2007 to rezone property from Residential Two Zone (R-2) to a newly proposed Residential One E Zone (R-1E) and, amend Schedule No. 8, Zoning Map to facilitate compact infill development - 1550 Willemar Avenue)

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R6/2021
Date: March 15, 2021
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: T. Kushner, Interim CAO, via video/audio conference
W. Sorichta, Corporate Officer, via video/audio conference
I. Buck, Director of Development Services, via video/audio conference
C. Davidson, Director of Engineering Services, via video/audio conference
K. O'Connell, Director of Corporate Support Services, via video/audio conference
J. Nelson, Director of Financial Services, via video/audio conference
K. O'Connell, Director of Corporate Support Services, via video/audio conference
K. Shaw, Director of Public Works 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
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference

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1. ADOPTION OF MINUTES

1.1 Adopt March 1st, 2021 Regular Council meeting minutes (0570-03)

Moved By McCollum

Seconded By Frisch

That the March 1st, 2021 Regular Council meeting minutes be adopted as amended.

Carried

1.2 Adopt March 10th, 2021 Special Council meeting minutes (0570-03)

Moved By McCollum

Seconded By Frisch

THAT the March 10th, 2021 Special Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Comox Valley Community Health Network (CVCHN) - To provide an update on the development of a Community Substance Use Strategy

Lindsay McGinn, Facilitator, Comox Valley Community Health Network (CVCHN), and Evan Jolicoeur, Consultant, presented information to Council regarding the development of a regional Substance Use Strategy initiated by CVCHN in November 2019. Ms. McGinn shared some of the successes CVCHN has experienced such as partnerships with the “Walk With Me” project (arts-based community action project hosted by the Comox Valley Art Gallery) and the Canadian Drug Policy Coalition; increased public support for safe drug supply/decriminalization, and opportunities to access more funding sources to help the Strategy progress. Some challenges faced by CVCHN during the development phase have been attributed to the complexity of the proposed Strategy; staff/volunteer turnover; and implications from a dual health crises (COVID-19 pandemic and opioid crisis) leading to a lack of resource capacity from governmental agencies.

The Substance Use Strategy will be structured using a four pillars framework: Health Promotion and Prevention; Harm Reduction; Treatment and Recovery; and Community Safety.

The delegation requested Council’s continued support and advocacy to develop a regional Substance Use Strategy and asked Council to consider including an equity lens in Council’s future strategic planning initiatives.

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 Amendment to Lease Agreement for Lot 2, 100-20th Street - Courtenay Airpark (2380-30 Lot 2)

Moved By Frisch

Seconded By McCollum

THAT based on the March 15th, 2021 staff report “Amendment to Lease Agreement for Lot 2, 100-20th Street - Courtenay Airpark”, Council adopt OPTION 1 and authorize staff to work with external legal counsel to amend to the current lease agreement with Duane John Dubyk for the property having a legal description of PID: 000-892-149, Lot 1, Section 66, Comox Land District Plan 14942 except any portion of the bed of the Courtenay River and further identified as Lot 2 on Plan VIP64872 to temporarily permit a portable administrative office belonging to AP Aviation to be located and operating on Lot 2 under the following conditions:

1. That AP Aviation make best efforts to secure all relevant permits for the portable administration office located and operated on Lot 2 as soon as possible;
2. That AP Aviation maintain a \$5,000,000 commercial liability insurance policy (including personal injury, property, products and completed operations, cross liability, name the City of Courtenay and Duane Dubyk as additional insured, maximum deductible \$5,000) on the portable administration office;
3. That the portable administration office be removed from Lot 2 no later than August 31st, 2021; and,

THAT the Mayor and Corporate Officer be authorized to execute all documentation relating to the lease.

Carried

4.2 Development Services

4.2.1 Official Community Plan (OCP) Amendment Bylaw No. 2996 and Zoning Amendment Bylaw No. 2997 - 2700 Mission Road (3360-20-2003/6480-20-2001)

Moved By Frisch
Seconded By Hillian

THAT based on the March 15th, 2021 staff report “Official Community Plan (OCP) Amendment Bylaw No. 2996 and Zoning Amendment Bylaw No. 2997 - 2700 Mission Road” Council approve OPTION 1 and direct staff to schedule and advertise a new statutory Public Hearing for Bylaws 2996 and 2997 related to a revised design proposal for the development.

Carried

4.2.2 Zoning Amendment Bylaw No. 2986 to Allow for a Secondary Suite at 2129 Blue Jay Place (3360-20-1914)

Moved By Hillian
Seconded By McCollum

THAT based on the March 15th, 2021 staff report “Zoning Amendment Bylaw No. 2986 to Allow for a Secondary Suite at 2129 Blue Jay Place” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 2986, 2021; and,

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2986.

Carried

4.3 Engineering Services

4.3.1 Greenwood Trunk Sewer Funding Reallocation and Presentation (5335-20/5400-02)

Moved By McCollum
Seconded By Frisch

THAT based on the March 15th, 2021 staff report “Greenwood Trunk Sewer Funding Reallocation” Council approve OPTION 1 and direct Staff to:

1. Reallocate \$1,000,000 from the New Works Reserve - Community Gas Tax Funds into the Greenwood Trunk Sewer Capital project fund in 2021; and,
2. Reallocate \$492,500 from the prior year Sewer Operating surplus into the Greenwood Trunk Sewer Capital project fund in 2021.

Carried

4.4 Public Works Services

4.4.1 Level 2 Electric Vehicle (EV) Charging Station(s) Locations (8620-20)

Moved By Frisch

Seconded By Cole-Hamilton

THAT based on the March 15th, 2021 staff report “Level 2 Electric Vehicle (EV) Charging Station(s) Location” Council adopt OPTION 1 and direct staff to proceed with engineering assessments of the Level 2 EV charging stations based on the locations recommended in the report identified as:

- 6th Street & England Avenue Downtown Courtenay Business Improvement Association (DCBIA) - dual port station;
- Lewis Centre, 489 Old Island Highway - dual port station; and,
- Courtenay City Hall, 830 Cliffe Avenue - single port station.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1 Comox Strathcona Waste Management Board - RE: 50% Design Reached for Regional Organics Compost Project (0360-20)

Moved By Frisch

Seconded By Cole-Hamilton

THAT the correspondence dated March 1st, 2021 from Arzeena Hamir, Co-Chair, Comox Strathcona Waste Management (CSWM) Board, regarding the Regional Organics Compost Project having reached 50% completion of the design phase for the composting facility and transfer station, be received for information.

Carried

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

7.1 Councillor Frisch

Councillor Frisch reviewed his attendance at the following events:

- “The Junction” (988 - 8th Street) Community Advisory Committee (CAC) neighbourhood meeting

7.2 Councillor Morin

Councillor Morin participated in the following events:

- Comox Valley Social Planning Society meeting
- Community to Community Forum with K’ómoks First Nation (KFN)
- Comox Valley Sewage Commission meeting
- Comox Valley Water Committee meeting
- Comox Valley Recreation Commission meeting
- CVRD Board meeting
- Comox Strathcona Waste Management (CSWM) Board meeting
- Comox Valley Community Health Network (CVCHN) meeting regarding the regional Substance Use Strategy

7.3 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- *Virtual Community to Community Forum*, co-hosted by Chief and Council of the K’ómoks First Nation (KFN) and the CVRD Board

8. RESOLUTIONS OF COUNCIL

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For First and Second Reading

12.1.1 Zoning Amendment Bylaw No. 2986, 2021 - 2129 Blue Jay Place

Moved By Hillian
Seconded By McCollum

THAT “Zoning Amendment Bylaw No. 2986, 2021” pass first and second reading.

Carried

13. ADJOURNMENT

Moved By Frisch
Seconded By Hillian

THAT the meeting now adjourn at 6:31 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 6th day of April, 2021

Mayor

Minutes of a Committee of the Whole Meeting

Meeting #: CoW3/2021
Date: March 29, 2021
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: T. Kushner, Interim CAO, via video/audio conference
W. Sorichta, Corporate Officer, via video/audio conference
I. Buck, Director of Development Services, via video/audio conference
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1. DELEGATIONS

1.1 Tourism Vancouver Island - Guiding Principles and Services that Support Visitors, Businesses and Communities

Tourism Vancouver Island representatives including Anthony Everett, President and CEO; Karen Bannister, Director - Destination Marketing; and, Calum Matthews, Director - Destination Development, presented information to Council and provided an overview of Tourism Vancouver Island and tourism services for the Comox Valley.

2. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

2.1 BC Association of Farmers' Markets - Results of the 2020 BC Farmers' Market Nutrition Coupon Program - Courtenay

Moved By Cole-Hamilton

Seconded By Frisch

THAT the correspondence received March 11th, 2021 from the BC Association of Farmers' Markets regarding the results of the 2020 BC Farmers' Market Nutrition Coupon Program in Courtenay, BC; and, request for the City to send a letter of thanks to Honourable Adrian Dix, Minister of Health, in support of the provincial BC Farmers' Market Nutrition Coupon Program, be received for information.

Carried

Moved By McCollum

Seconded By Frisch

THAT in response to the request made by the BC Association of Farmers' Markets in their correspondence received March 11th, 2021 to send a thank you letter to Honourable Adrian Dix, Minister of Health, in support of the provincial BC Farmers' Market Nutrition Coupon Program;

THAT Council direct staff to write a letter thanking Honourable Adrian Dix, Minister of Health, for the provincial BC Farmers' Market Nutrition Coupon Program in an effort to strengthen support for ongoing funding for the program and to continue to build healthier BC communities.

Carried

2.2 Comox Valley Coalition to End Homelessness (CVCEH) and Comox Valley Transition Society (CVTS) - Request to Expand Temporary Emergency Shelter Operations and Extend Licence to Occupy Agreement - Connect Warming Centre, 685 Cliffe Avenue (0250-20/2380-20)

Moved By Hillian

Seconded By Frisch

THAT Council authorize staff to work with external legal counsel to amend the current Licence to Occupy Agreement between the Comox Valley Transition Society (CVTS) and the City for the property having a legal description of PID: 006-102-930, Lot 3, Section 61 Comox District plan VIP3817 to temporarily permit the operation of an Emergency Shelter at 685 Cliffe Avenue with the following conditions:

- a. Permit the operation of an emergency overnight shelter during which time a Provincial State of Emergency has been declared due to the COVID-19 pandemic, from April 1st, 2021 to April 30th, 2021;
- b. Include all applicable shelter operation terms and conditions originally contained within the February 22nd, 2021 Licence of Occupation Amendment #3, and other amendments deemed necessary by staff or under the advice of legal counsel to facilitate the temporary operation of an emergency shelter; and,

THAT the Mayor and Corporate Officer be authorized to execute all documentation relating to the amended terms of the Licence to Occupy Agreement.

Carried with Councillor Theos opposed

VARY AGENDA

Moved By Hillian

Seconded By Morin

THAT Council vary the order of the March 29th, 2021 Committee of the Whole agenda so that item 3.1 2021-2022 Comox Valley RCMP Annual Performance Plan Consultation (*Under 3. External Reports and Correspondence for Information*) is received before 2.3 City of Prince George - Letter to Minister of Health - Opioid Crisis and Call for Overdose Action Plan (*Under 2. Internal Reports and Correspondence for Information*).

Carried

3.1 2021-2022 Comox Valley RCMP Annual Performance Plan Consultation

Inspector Michael Kurvers, Comox Valley RCMP, presented information related to the "RCMP Annual Performance Plan Acknowledgement of Consultation" for the fiscal year 2021 - 2022.

General discussion followed regarding community policing priorities in Courtenay and areas of concern raised by Council with a focus on traffic road safety, crime reduction strategies, homeless encampments, domestic violence, sexual assault, organized crime linked to drug trade and opioid use; and the implications of the ongoing COVID-19 pandemic in relation to crime and crime reduction.

Council agreed that the items identified at the March 29th, 2021 Committee of the Whole meeting be submitted to Inspector Kurvers for inclusion in the 2021 - 2022 Comox Valley RCMP community priority issues acknowledgment of consultation.

3.1.1 2021-2022 RCMP Annual Performance Plan Priorities

The "2021-2022 RCMP Annual Performance Plan Priorities" was received for information.

3.1.2 2020-2021 Comox Valley RCMP Annual Performance Plan Acknowledgement of Consultation

The "2020-2021 Comox Valley RCMP Annual Performance Plan Acknowledgement of Consultation" was received for information.

2.3 City of Prince George - Letter to Minister of Health - Opioid Crisis and Call for Overdose Action Plan

Moved By Frisch
Seconded By Hillian

THAT receipt of the correspondence dated March 17th, 2021 from Mayor Lyn Hall, City of Prince George, to the Honourable Patty Hajdu, Minister of Health, House of Commons, regarding the opioid crisis and calling upon the Government of Canada to implement a National Overdose Action Plan, be postponed to a future Council meeting.

Carried

2.4 City of Prince George - Letter to BC Utilities Commission - BC Hydro Proposed 2020 Street Lighting Rate Application (Increase)

Moved By Frisch

Seconded By McCollum

THAT receipt of the correspondence dated March 17th, 2021 from Mayor Lyn Hall, City of Prince George, addressed to the BC Utilities Commission regarding the City of Prince George's opposition to the BC Hydro and Power Authority 2020 Street Lighting Rate Application, seeking approval for an increase in the monthly rate charged per street light, be postponed to a future Council meeting.

Carried

3. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

4. RESOLUTIONS OF COUNCIL

4.1 In Camera Meeting

Moved By McCollum

Seconded By Frisch

THAT A Special In-Camera meeting closed to the public will be held March 29th, 2021 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-sections of the *Community Charter*:

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

5. ADJOURNMENT

Moved By Hillian
Seconded By Morin

THAT the meeting now adjourn at 6:20 p.m.
Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 6th day of April, 2021

Mayor

Minutes of a Regular Council Meeting

Meeting #: S4/2021
Date: April 01, 2021
Time: 5:02 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 Teleconference
M. Theos, via teleconference

Staff: W. Sorichta, Corporate Officer, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference

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1. RESOLUTIONS OF COUNCIL

1.1 In Camera Meeting

Moved By Cole-Hamilton

Seconded By Morin

That a Special In-Camera meeting closed to the public will be held April 1st, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90 (1) (c) labour relations or other employee relations;

- 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) (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- 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

2. ADJOURNMENT

Moved By Hillian

Seconded By Cole-Hamilton

That the meeting now adjourn at 5:06 p.m.

Carried

CERTIFIED CORRECT

Corporate Officer

Adopted this 6th day of April, 2021

Mayor



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Nuisance Property - 1655 20th Street

File No.: 4020-20
Date: April 6th, 2021

PURPOSE:

To inform Council about ongoing activities at 1655 20th Street, Courtenay, BC, which substantially and unreasonably interfere with other persons' use and enjoyment of property, and require repeated calls for RCMP and bylaw services to abate nuisances.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 staff report "Nuisance Property - 1655 20th Street" Council approve OPTION 1 and declare 1655 20th Street a "Nuisance" pursuant to the *Nuisance Abatement and Cost Recovery Bylaw No. 2987, 2019*, and authorize Staff to record and charge for municipal services, including policing required to abate nuisance activities.

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

City Bylaw Services Division, Building Services Division, Fire Services, and the RCMP have received and investigated a significant number of complaints of bylaw non-compliance and nuisance issues at 1655 20th Street over several years, with notable escalation of violations and public complaints between February 1st, 2020 and February 1st, 2021. Complaints received relate to the following:

- Unsightly conditions
- Accumulation of garbage and debris
- People living in trailers and temporary accommodations (e.g. tent) in the yard
- Building bylaw violations
- Zoning bylaw violations
- Noise
- Disturbance
- Fighting
- Drugs
- Suspicious circumstances
- Traffic
- Public Health Order violations
- Fire bylaw violations

Complaints by the public have been persistent and consistent and have led to the City seeking voluntary compliance, issuing fines, and undertaking abatement actions to clean up the exterior of the property when compliance was not achieved within prescribed timelines.

In addition to nuisance enforcement and abatement activities undertaken by the Bylaw Services Division, the City's Building Division upon inspection revoked occupancy at the property on March 5, 2021 placing *Do Not Occupy Notices* on entrances to the dwelling. Occupancy was revoked as there were a variety of Building and Zoning Bylaw violations including (but not limited to) unpermitted suites, unpermitted plumbing modifications, inadequate fire separations, insufficient smoke detectors, lack of handrails, and sleeping rooms without windows (Attachment 1).

AUTHORITY:

Under the *Nuisance Abatement Cost Recovery Bylaw No. 2987*, Section 3.2, Order for Nuisance Abatement, Council may issue a written order directing that the owner or occupier abate or cause to be abated the nuisance activities. Before Council makes an order, under section 3.2(a), the owner or occupier must be provided an opportunity to be heard by Council in respect of the matter. A letter was issued to the property owner to provide the opportunity to attend the Council meeting at which this report is considered and speak to the matter at hand.

If an Nuisance Order is approved by Council, and the property owner who is subject to the order under section 3.2(a) fails to abate or cause to be abated the activity causing the nuisance, the City, by its employees, contractors or agents, and by the RCMP, may abate or cause to be abated the activity/activities which causes the nuisance in accordance with Section 17 of the *Community Charter*.

DISCUSSION:

The City has spoken with the landowner on numerous occasions about the persistent nuisance issues at their 1655 20th Street property. In spite of various compliance seeking measures undertaken by the City, ongoing nuisance issues remain unabated and public complaints continue to be received. Presently, the home remains occupied in contravention of the March 5th, 2021 *Do Not Occupy Notice* and daily fines are being issued to the property owner. There is no visible response from the property owner to prevent occupancy of the home and tenants continue to remain in the dwelling.

In addition to Bylaw and Building Division responses to bylaw non-compliance and nuisance issues, the RCMP have provided a letter (Attachment 2) to the City outlining the number of calls for service they have responded to related to a variety of nuisance and criminal activities at 1655 20th Street. Between February 1st, 2020 and February 1st, 2021, the RCMP have received 52 calls for service at the property, of which a significant number were nuisance-related matters.

FINANCIAL IMPLICATIONS:

A Council Order deeming the property a nuisance under the *Nuisance Abatement Cost Recovery Bylaw No. 2987*, Part 4, would authorize the City to impose the cost of abating a nuisance in accordance with Section 3.3 of the bylaw on one or more of the following: a person causing the nuisance, the occupier, and the owner of the land. If the property is declared a nuisance, staff will record and charge for all municipal services including police, fire and bylaw personnel required to abate the nuisance. The costs recoverable by the City for nuisance abatement are as follows:

CITY EMPLOYEES	HOURLY RATE
Manager of Legislative and Corporate Administrative Services	\$70
Bylaw Enforcement Officer	\$45
Animal Control Officer	\$40
Parking Control Officer	\$38
Building Inspector	\$50
Utilities Foreman	\$50
RCMP: Inspector	\$92
RCMP: Staff Sergeant	\$82
RCMP: Corporal	\$74
RCMP: Constable	\$70
FIRE: Fire Chief	\$80
FIRE: Deputy Fire Chief	\$70
FIRE: Assistant Fire Chief	\$70
FIRE: Fire Inspectors	\$50

The City may also recover costs for the use of vehicles or equipment and contractors.

If services are required and costs are billed and outstanding at the end of the year, any outstanding costs will be added to and form part of the property owners' property taxes.

ADMINISTRATIVE IMPLICATIONS:

Over the past year (Feb 2020 – Feb 2021) Corporate Support Services staff have dedicated over 1000 hours responding to complaints, investigating allegations of bylaw violations, drafting reports, seeking legal advice, and developing procedures to address the ongoing compliance issues at 1655 20th Street.

Unless the property owner takes immediate and significant action to abate the nuisance issues staff will continue to respond to issues on the property and undertake abatement activities as necessary.

Cost recovery financial processes will need to be developed to ensure abatement costs including hourly charge-outs are appropriately invoiced to the property owner.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications.

STRATEGIC PRIORITIES REFERENCE:

We Focus on Organizational & Governance Excellence

- Communicate appropriately with our community in all decisions we make
- ▲● 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:

Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

The property owner was provided notice of the Council meeting date at which this report is being considered and has been offered the opportunity to be heard by Council.

OPTIONS:

- OPTION 1: THAT based on the April 6th, 2021 staff report “Nuisance Property - 1655 20th Street” Council approve OPTION 1 and declare 1655 20th Street a “Nuisance” pursuant to the *Nuisance Abatement and Cost Recovery Bylaw No. 2987, 2019*, and authorize Staff to record and charge for municipal services, including policing required to abate nuisance activities. **(Recommended)**
- OPTION 2: That Council refer this item back to staff and provide direction on enforcement expectations.

Prepared by:



Kate O'Connell, BA, MPP, CLGA, PCAMP
Director of Corporate Support Service

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachments:

1. *1655 20th Street - Occupancy Revoked*
2. *RCMP Letter - Nuisance Property Abatement Bylaw*

ATTACHMENT 1

*Building Services Division
830 Cliffe Avenue
Courtenay, BC V9N 2J7*

*Phone (250) 703-4862
Fax (250) 334-4241
building@courtenay.ca*

File No. 4800-20

March 5, 2021

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Attention: [REDACTED]

Re: 1655 20th Street Occupancy Revoked

As you are aware, on March 4, 2021, the RCMP attended and inspected your property located at 1655 20th Street with officers from the City of Courtenay Fire and Building departments. As a result of this inspection, City of Courtenay has become aware of a number of changes that were made to the dwelling. As these projects were constructed without applying for permits from the Development Services Department and were not constructed to comply with City bylaws or the BC Building Code, the current state of the house is now unsafe. The house was specifically designed and approved to be occupied by a single family unit. However, following the inspection, we can confirm that the house is functioning as a de facto boarding house, in addition to containing a separate, unauthorized secondary suite. Due to the change of use for the building and the deterioration of living conditions, a *No Occupancy Notice* has been posted on the building.

The building is not to be occupied until it has been brought back into compliance with the City of Courtenay's *Building Bylaw, No. 3001 (2020)* and *Zoning Bylaw, No. 2500 (2007)*. It is the responsibility of the property owner to ensure that the building is not being occupied by any residents and that the building is secured and inaccessible until the *No Occupancy Notice* has been rescinded in writing by the Building Division.

In order to resume occupancy in the building, you will need to apply for building permits that address at a minimum, the following areas:

- Unpermitted secondary suite must be decommissioned or legalized
- Restore the condition of the building to meet the definition in the City's *Zoning Bylaw* of a dwelling unit or apply to allow for the property to be zoned as a boarding house
- Unpermitted plumbing modifications must be rectified
- Inadequate fire separations do not meet allowance for a building that houses multiple residents

{00700574; 1 }S:\Property File\20th Street\1655\No Occupancy - March 2021\Letter - 1655 20th Street No Occupancy Allowed - Revised (00700574).DOC

- Rooms that are used for sleeping quarters must have exterior windows
- Smoke detectors are required
- Handrails need to be added at each stairwell
- Deck guards are not to code

Failure to bring the building back into a safe state of compliance will result in further action from the City. Failure to ensure that the building remains unoccupied until written approval has been received from the City of Courtenay's Building Division will result in fines issued for every day that the occupancy is permitted to continue.

If you would like to discuss the above items, please do not hesitate to contact me at [REDACTED]

Regards,

[REDACTED]

[REDACTED]
Manager of Building and Administrative Services

/ku

ATTACHMENT 2

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Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Comox Valley Detachment
800 Ryan Road
Courtenay, B.C. V9N 7T1

City of Courtenay

Date:
March 22, 2021

Attention: Manager of Bylaw Services

Re: Nuisance Property Abatement Bylaw
Address: 1655 – 20th Street, Courtenay B.C.

Comox Valley RCMP Detachment have received continued police Calls for Service regarding the residential property located at 1655 – 20th Street, Courtenay, B.C. The owner of this property is [REDACTED].

Between February 1, 2020 and February 1, 2021, there were 52 Calls for Service at 1655 20th Street. Per month, there was between zero and 11 Calls for Service during this time period.

The most common Final Case Types for Calls for Service at 1655 20th Street between February 1, 2020 and February 1, 2021 were Suspicious Circumstances, Drugs, Intelligence Information, Assisting the General Public, and Traffic Incidents. These file types accounted for 54% of the Calls for Service at 1655 20th Street.

Final Case Type	Count of File
SUSPICIOUS CIRCUMSTANCES	7
DRUGS	6
INTELLIGENCE INFORMATION	5
ASSIST GENERAL PUBLIC	5
TRAFFIC INCIDENT	5
DISTURBANCE	4
BYLAW	3
FIGHT	3

Canada

RCMP GRC 2623 (2002-11) WPT

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THEFT	2
ASSIST POLICE/FIRE/AMBULANCE	2
CHECK WELLBEING	2
SUSPICIOUS PERSON	1
ANNOYING CIRCUMSTANCES	1
SUSPICIOUS VEHICLE	1
ASSIST OTHER AGENCY	1
DOMESTIC IN PROGRESS	1
TRAFFIC SUSPENSION/24 HR/12 HR/PROHIB NOTICE	1
SIPP/DIPP	1
ASSAULT	1
Grand Total	52

In March of 2021, there have been six Calls for Service at 1655 20th Street. Two of these files were Suspicious Circumstances, two were Intelligence Information, one was for Assisting the General Public, and one was a Property File.

Final Case Type	Count of File
SUSPICIOUS CIRCUMSTANCES	2
INTELLIGENCE INFORMATION	2
ASSIST GENERAL PUBLIC	1
PROPERTY	1
Grand Total	6

On March 4, 2021, the residence at 1655 20th Street was the subject of a planned drug investigation search warrant (Comox Valley File 2021-2560). Nineteen (19) individuals were located in the residence with most of these individuals known to police.

All but one of the Calls for Service to 1655 20th Street occurred after the search warrant was executed indicating that the residence continues to be a problem property.



RCMP GRC 2823 (2002-11) WPT

Page 3 of/de 3

The Comox valley RCMP recommend that the City of Courtenay consider designating this property as a nuisance under the City of Courtenay bylaw 2987 to prevent, abate and prohibit further nuisances.

Should you require further information or assistance, please contact [REDACTED] of the Comox Valley RCMP Bike Unit at [REDACTED]

Yours truly,

Insp. M.J. Kurvers
OIC Comox Valley Detachment

Canada

RCMP GRC 2823 (2002-11) WPT



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No. 3060-20-2004

From: Chief Administrative Officer

Date: April 06, 2021

Subject: Development Permit with Variance No. 2004 – 4847 North Island Highway (Dodge)

PURPOSE:

The purpose of this report is for Council to consider the issuance of a Development Permit with Variances to increase building height and reduce the landscape buffering along Island Highway North, Vanier Drive and Dundas Road for the construction of a new automobile dealership including sales and service facilities.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 staff report, “Development Permit with Variance No. 2004 - 4847 North Island Highway (Dodge)” Council support approving OPTION 1 and proceed with issuing Development Permit with Variance No. 2004 with the modifications specified in this report.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

The subject property is 10,966m² (2.71ac) in size and is located in a mixed use area defined by commercial uses along Island Highway North and Island Highway frontage Road and residential uses along Dundas Road. Vanier Drive and Topland Road are located north of the site and contain a mix of residential and agricultural uses.

The property is occupied by Comox Valley Dodge, an automobile dealership as well as a service and repair centre. The remainder of the site contains a large asphalt-surfaced parking lot, grass boulevards and two driveway accesses. The site slopes gently from the south end at Dundas Road north towards Vanier Drive.

Vehicular access to the property is from Dundas Road, a local residential road that abuts the west property boundary. The City’s Transportation Master Plan classifies North Island Highway and Vanier Drive as major arterial roads. Vanier Drive intersects with the Island Highway north of the site.



Figure 1: Subject Property (outlined in orange)

The City's Official Community Plan (OCP) designates the property as "Commercial". When referencing the surrounding land use designations the intent is that this property marks a transition between the commercial uses established around the intersection of the North Island Highway and Veteran's Memorial Parkway (VMP) and the residential lands to the west along Dundas Road.

The property is located within the Sandwick-Headquarters area and is subject to the commercial land use policies in Section 3 of the Sandwick-Headquarters Local Area Plan (LAP) as summarized below:

- There is no desire for more commercial development within the Plan area. Commercial lands located along Highway 19A will not be extended beyond current property boundaries (with the exception of possible future development of the northwest portion of the east undeveloped lands for commercial-nursery purposes);
- Buildings should not exceed 2 storeys on Commercial lands ; and
- Development and redevelopment of commercial lands will provide:
 - (a) Improved landscaping. A minimum 15% of total parking area should be dedicated to landscaping. Emphasis should be placed on landscaped strips (minimum width of 6 m) on road frontages and the creation of bioswales to provide stormwater treatment and part of street landscaping. Landscaping should favour native and/or low-maintenance shrubs, trees and groundcover that provide an attractive relief while still allowing business signage and entranceways to be clearly visible.
 - (b) Pedestrian Walkways should be provided between the landscaped areas and the building.



Figure 2: Land Use Designations

Proposed is a two storey automotive dealership for Comox Valley Dodge that includes both sales and service facilities. The proposed dealership has a height of 9.63m and a building footprint of 1,860 m² (20,000ft²) occupying approximately 17 percent of the site. The proposal requires a development permit evaluated against the Commercial Development Permit Area guidelines as well as variances to landscaping buffers and building height. There is a concurrent proposal for variances to the Subdivision and Development Servicing bylaw which is detailed in a separate report.

The main floor of the building includes a showroom, customer sales area, office space, retail space, a service drive through area and service bays. There is a small second floor with offices, a staff lunch room, restrooms and a gym.

The applicant has designed the site to allow the existing dealership to remain in operation during construction of the new building. Once the old dealership is demolished, it will be replaced with a new vehicle display and storage area and re-graded to match the existing conditions along Dundas Road.

Parking for customers and employees is available on the north portion of the site. For the receipt of deliveries, new vehicles and other goods, three loading stalls are proposed along the south, west and north building facades.

With this development, the existing site accesses off Vanier Drive and Dundas Road will be closed and developed with new landscaped areas. Sixty (60)m² of land will be dedicated to the City at the north edge of the property and 80m² of land will be dedicated to the City at the south edge of the property for future road widening and newly designed intersection geometry.

80m² land dedication

60m² land dedication

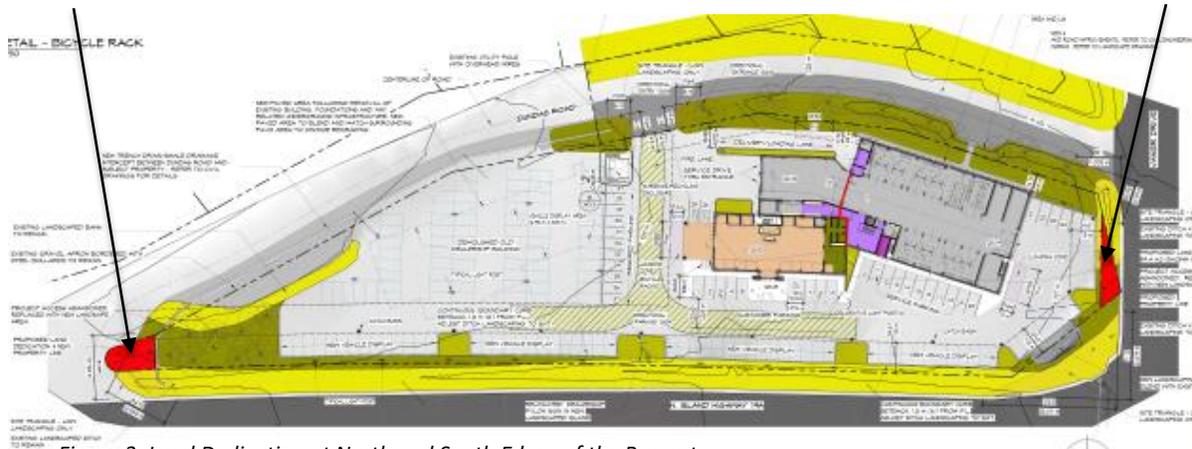


Figure 3: Land Dedication at North and South Edges of the Property

There are no trees on the site and vegetation is limited to the grass areas on the site’s periphery and within the off-site ditches.

The applicant’s architectural and landscape plans for the property are summarized in **Schedules No. 1 and No. 2** attached to this report.

Zoning Review

The proposed development will meet the provisions of Commercial 2 Zone (C-2) Zone with the exception of Sections 8.19.7, 8.19.11(1) and 8.19.11(2) summarized below. Table No. 1 outlines the zoning requirements and the proposed development specifications.

Bylaw 2500 Section	No.	Attribute	Requirement	Proposal
6.7.1		Site Triangle for Corner Lots	Maintain clearance of buildings and landscaping on corner lots 6.0m from the point of street intersection	Meets Requirement
7.2.1		Loading Spaces	2 spaces	3 spaces
7.1.2(1) Schedule 7A		Parking Spaces	Automotive Sales and Service 1 space per 70m ² of sales area(460m ² of floor area) = 7 spaces	Automotive Sales and Service 1 space per 70m ² of sales area (460m ²) of floor area = 7 spaces

		1 space per service bay (12 service bays) = 12 spaces 1 space per 2 employees (36 employees) = 18 spaces Total Required = 37 spaces	1 space per service bay (12 service bays) = 12 spaces 1 space per 2 employees (36 employees) = 18 spaces Total Provided = 37 spaces
7.1.2(1) Schedule 7B	Parking Drive Aisles	7.2m (90 degree parking)	7.2m (90 degree parking)
8.19.1	Permitted Uses	Automotive Sales, Service and Repairs	Automotive Sales, Service and Repairs
8.19.15	Lot Coverage	50%	17.1%
8.19.6 (1)	Front Setback (Vanier Drive)	7.5m	17.51m
8.19.6 (2)	Rear Setback (Opposite of Front)	4.5m	131.0m
8.19.6 (3)	Side Yard Setback (Dundas Road & N. Island Highway)	West Side Yard (Dundas Road) -0m East Side Yard (N. Island Highway) -0m <i>*No side yard is required except where a lot in this zone adjoins a residential zone without the intervention of a street or lane</i>	Dundas Road -14.8m N. Island Highway – 20.1m
8.19.7	Building Height	Commercial -9.5 m	9.63m
8.19.11(1)(2)	Landscape Buffering	Island Highway North -7.5m Dundas Road (west) 4.5m Vanier Drive (north) 4.5m	Island Highway North (east)-1.8m minimum Dundas Road (west) -0m minimum Vanier Drive (north) -1.2m minimum
8.19.11(3)	Screening for Garbage & Recycling Container (Fence Height)	2.0m	2.0m

Table 1: Zoning Analysis

**all landscaped areas include the land dedicated at the south end of the property along Dundas Road and the north edge of the site along Vanier Drive.*

Development Permit Guidelines

The application is subject to the Commercial Development Permit Area guidelines for elements including building and site design, landscaping, signage, lighting and parking. The Commercial Development Permit Checklist was submitted by the applicant in support of the application (as seen in **Attachment No. 3**).

Form and Character

The building and site design is generally consistent with the direction established in the Commercial Development Permit Guidelines. Proposed is a two storey automobile dealership building including sales and servicing facilities, a vehicle display area, parking and associated landscaping.

The building is proposed on the north portion of the site and is orientated in a north-south direction. Locating the building on the north portion of the site facilitates a larger customer service area in front of the dealership and provides for a continuous frontage for displaying vehicles along the N. Island Highway.

Consistent with the guidelines, the proposed building has a contemporary modern design finished with a combination of materials including aluminium composite panelling, glazing, exposed concrete and split faced concrete.

Visual interest is created by a large entry arch and dealership name sign placed at the front building entrance, large amounts of glazing including symmetrical glazing added to building facades and through the use of a varied colour palette on exterior building walls. Building walls have also been articulated with an architectural pattern that resembles the Dodge entry arch and the building's roofline features parapets which create visual interest and help to screen the building's rooftop's mechanical equipment.

To break up the mass of the building and to avoid a box like appearance the building has been designed with variations in height and building facades have been staggered. Staff note that the front drive through service area has been intentionally stepped back from the remainder of the building and has been reduced to one storey in height. The new Dodge entry arch also sits at a higher elevation than the adjacent showroom. Incorporating large amounts of glazing into the building facades and utilizing a diversity of siding materials also assists in breaking up the volume of the building into smaller components.

Consistent with DP guidelines all walls of the building are finished to the same standard and the building steps down in elevation towards the residential properties along Dundas Road.

Weather protection for customers is provided through a large arch situated over the front entryway of the dealership and a covered customer entrance located at the service area.



Figure 3: Street view of the Proposed Dealership along the N. Island Highway frontage (approximate location of property line in red)

Site Design

The site has an established internal roadway for the safe movement of vehicles. The proposal includes new surface parking areas on the north and south of the site with all stalls being accessed from the internal roadway. Surface parking for customers, employees and customer vehicles utilizing the service area is available on the north side of the site. Once the existing Dodge dealership is demolished the outdoor vehicle display will be established on the south side of the property.

Where feasible parking areas, loading stalls, the service drive through and the vehicle display area have been screened with new landscaping treatments (shrubs, grasses, trees) in locations along the Island Highway North, the west property boundary and the north and south edges of the site along Dundas Road and Vanier Drive.

Users of the site will have access to pedestrian walkways separated from driving surfaces. These walkways are located along the east building face abutting the customer and service parking areas and along the west building face between the landscaped area and the new building. The walkway along the west building face provides a direct pedestrian connection from the site to Dundas Road.

Foundation landscaping (planting beds) has been placed along the east walkway and west building face between the service drive through and the customer showroom.

Bicycle parking has been provided adjacent to the front building entrance and provides four bicycle parking stalls. The City's 2019 Cycling Network Plan's long term cycling network map identifies Vanier Drive for a full build-out bicycle network. Once fully implemented, cyclists will have convenient access to routes to other cycling corridors established throughout the City.

Exploring opportunities for electric vehicle charging stations is a strategic property for Council. The development plans show two (2) EV charging stations provided in the parking area adjacent to main entrance to the customer showroom and sales area (proposed stalls #25 and #26).

Landscaping

A landscape plan for the site has been provided with the proposal. The landscaping focuses on the vehicle display area along the N. Island Highway frontage, the new site access along the west property boundary and the north and south edges of the property along Dundas Road and Vanier Drive.

Along the N. Island frontage where the new vehicle display area is located, the applicant is proposing landscape bulges (planting beds) with clusters of plantings in four locations. Plantings include a combination of ornamental grasses, groundcovers, maple trees and native shrubs. A flowering lawn mix will be used to hydro seed the boulevards and additional grass plantings will be placed in the ditch running adjacent to the road.

Along the west property there will be modifications made to the ditch adjacent to the road as well as the addition of new landscaping. Landscaping along this frontage includes a variety of tree species (e.g. Chinese dogwood, pin oak) and clusters of native shrubs and groundcovers. Boulevards will be seeded with flowering grasses and the ditch will be re-planted with new drought tolerant grasses, shrubs and trees species that can survive in wet and damp environments.

The two site accesses located at the north and south end of the property will be closed and landscaped. The north edge of the property on Vanier Drive will see a new landscaped area featuring a truck display with natural rocks surrounded by clusters plants and the south edge of the property will see a landscape area featuring a forested grove of trees. This area is intended to provide useable outdoor amenity space (outdoor lunch area) for employees.

Lighting

Exterior lighting includes pole mounted lighting for parking areas, landscaped areas and the vehicle display area and mounted lighting for exterior building walls. All outdoor lighting will be full-cut off/flat lens and will be designed for safety and security and shielded to reduce glare on neighboring properties. Lighting proposed on the western portion of the site and along the west building face in close proximity to resident's living on Dundas Road is limited to the two (2) entry signs and mounted lighting on the west building facade. These signs have a shielded light source that reduces glare onto adjacent properties, roads and public rights-of-way. The application notes that all exterior site lighting will be automatically controlled to dim during regular evening sleeping hours.

Signage

In commercial areas signage should be coordinated with elements of the building and landscaping. With this development, applications will be made for new fascia signs for the service area, sales area and dealership name as well as directional signage for customer parking, the drive through and customer sales area. The applicant also intends on relocating the existing pylon sign on the north side of the site south into the new landscaped area along the N. Island Highway frontage. All development signage is subject to the regulations within Sign Bylaw No. 2760 and will be processed under a separate sign permit application.

Zoning Bylaw Variances

8.19.7 (Building Height): from 9.5m to 9.63m (to the top of the front entrance arch)

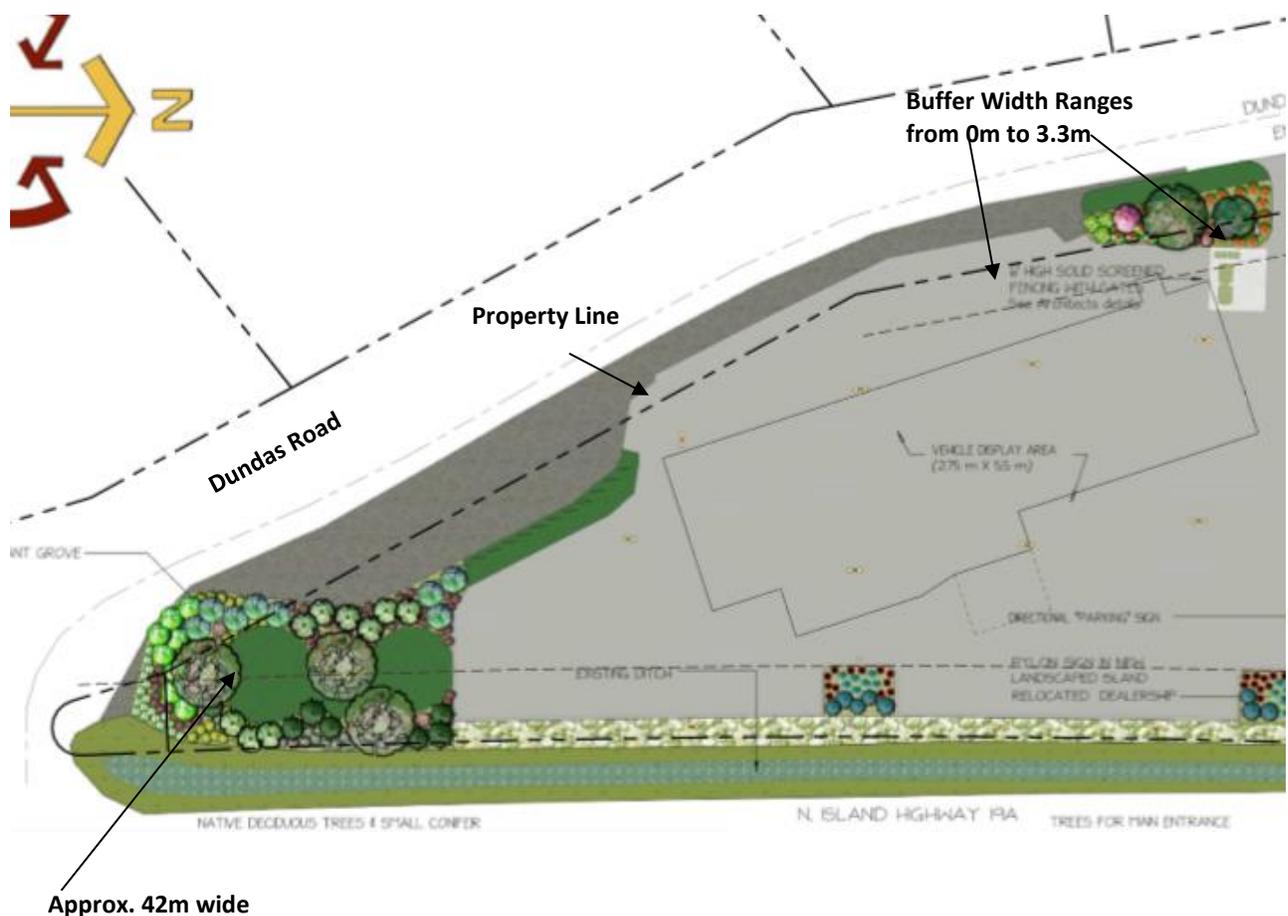
The additional 0.13m (.43ft) is required to accommodate the architectural features of the building, specifically the large entry arch at the main building entrance that is required by the national Dodge franchise.

Staff assesses this variance as minor and supportable noting that building height and mass has been minimized through staggering the building setbacks, breaking the building up into smaller components, employing colour scheme that avoids façade repetition, utilizing a flat style roofline, combining different building materials and incorporating large amounts of glazing. Staff support this variance request and it has been listed in the draft development variance permit (Attachment No. 1).

8.19.2(1) and (2) (Landscaping)

The applicant is proposing variances to reduce the width of the landscaping buffering required in the zoning bylaw. Landscape buffering along road frontages in commercial areas helps to maintain a visual separation between buildings and adjacent roads, assists in breaking up building mass, helps to screen parking areas and acts to enhance the overall aesthetics of the development and community as a whole.

The zoning bylaw requires a 4.5m wide landscape buffer be provided along the Vanier Drive and Dundas Road frontages. Regarding Dundas Road, the applicant is proposing a landscape buffer that ranges from 0m to 5.45m in width. South of the new site access the landscape buffer ranges from 0m to 3.3m and north of the new access the width of the landscape buffer ranges from 1.7m to 5.45m. The landscape areas along this frontage contain clusters of native trees, shrubs and lawn areas hydro seeded with a flowering lawn mix is proposed. No additional landscaping is proposed along this frontage with the exception of a cluster of native trees and shrubs immediately south of the new site access and a new landscaped area featuring a forested grove of trees at the south edge of Dundas Road (approx. 42m wide).





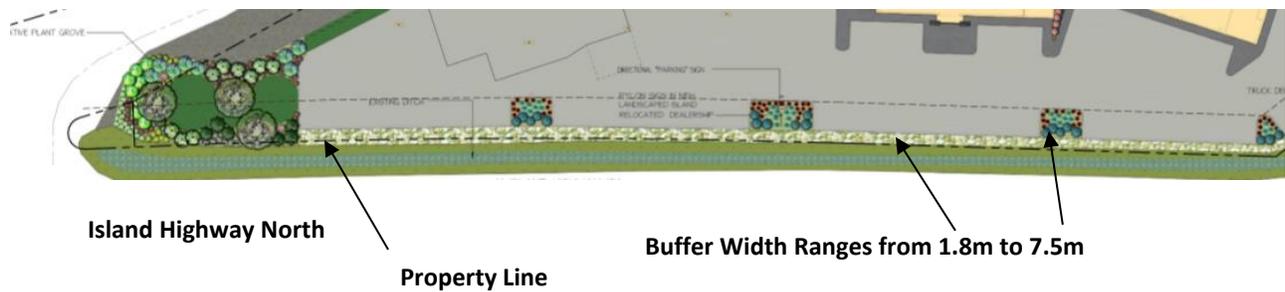
Staff assess this variance as unsupported given the length of the Dundas Road frontage and the views of the dealership from neighboring residential properties. The landscape buffer has been successfully implemented into the design adjacent to the proposed building and there is no reason or physical constraints for why this buffer cannot be continued the entire length of Dundas Road. Staff does not support this variance request and it has not been listed in the draft development variance permit (Attachment No. 1).

Along the Vanier Drive frontage the applicant is proposing a landscaped buffer that ranges in size from 1.2m to 7.5m. As stated, a buffer of 4.5m is required. Along this frontage the existing site entrance off Vanier Drive will be closed and landscaped with sumac trees and lawn areas hydro seeded with a flowering lawn mix. A natural appearing rock outcropping is proposed as the landscaping transitions from the ditch to the portion of the site that will be used to display off-road vehicles. This appears to have been included in the calculation of landscaped area but is not considered landscaped area under zoning definitions.



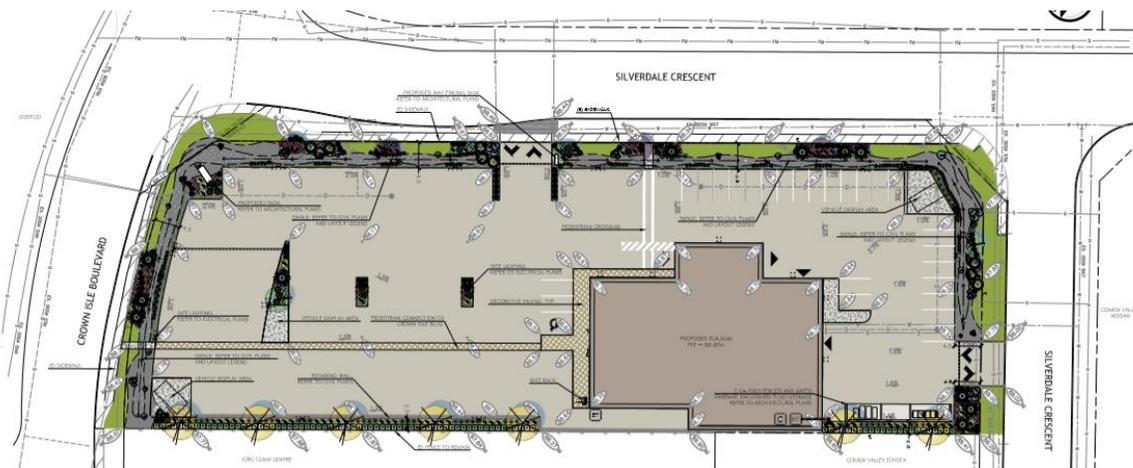
The intersection of Vanier Drive and the Island highway is a highly visible intersection. Staff has assessed this variance as unsupportable and feel that there is ample opportunity to maintain a landscape buffer that improves the overall aesthetics of the site. Staff does not support this variance and it has not been listed in the draft development variance permit (Attachment No. 1).

The third landscape variance involves reducing the width of the buffer along the N. Island Highway frontage. The zoning bylaw requires the provision of a 7.5m wide landscape buffer along the entire length of this frontage. As an alternative, the applicant is proposing four 7.5m wide landscape bulges in order to accommodate the new vehicle display area. The applicant rationalizes this variance as necessary as the buffering requirement is in direct conflict with the businesses need to display vehicles to those passing by (particularly along the Island Highway frontage). The applicant contends that the provision of the 7.5m wide landscape buffer along the N. Island Highway would significantly limit the ability for the dealership to display vehicles.



Staff have assessed this variance as unsupportable given the length of the N. Island Highway Frontage, the direction provided in the Local Area Plan and the fact there is no physical restriction that would provide justification to rationalize this change. Recognizing the conflict between vehicle display and landscape buffers staff propose averaging the landscape buffer where there would be areas with wider buffer and areas with narrower buffers, but the overall area of landscaping would remain as required. Further, there is the option to use low level plants or columnar trees that would not directly screen the vehicle display.

The Hyundai dealership, which is currently under construction on Crown Isle Blvd., provides an example where a vehicle display was balanced with landscaping. In this case a 4.5m buffer was required and was implemented along all road frontages. The landscape design shows this area as being a mix of rainwater swales, clusters of low level plantings and lawn areas.



Staff are recommending, as a compromise, that a minimum of sixty percent (60%) of the 7.5m required buffer area along the Island Highway frontage be landscaped with the balance being made available for the vehicle display. Sixty percent (60%) of the required buffer equates to a consistent 4.5m buffer along this frontage. Of this area, staff recommend a minimum of a 2.0m buffer along this entire frontage to ensure some physical separation between the vehicle display and property line/highway right-of-way. Staff note all areas outside of the required buffers are available for vehicle storage and display. Staff have listed this condition in the draft development variance permit (Attachment No. 1).

The table below summarizes the variances as proposed and staff's recommended alterations.

Variance	Zoning Requirement	Proposed	Staff Recommendation for Approval
Building Height	9.5m maximum	9.63m	9.63m
Landscape Buffer along Dundas Road	4.5m minimum	0m (Ranges from 0m to 4.5m)	4.5m along the entire length of the Dundas Road
Landscape Buffer along Vanier Road	4.5m minimum	1.2m (Ranges from 1.2m to 7.5m)	4.5m minimum along the entire length of the Vanier Drive
Landscape Buffer along the Island Highway Frontage	7.5m minimum	1.8m (ranges from 1.8m to 7.5m)	60% of the required 7.5m buffer with a minimum width of 2.0m

Table No. 2: Summary of Proposed Variances and Staff's Recommended Alterations

FINANCIAL IMPLICATIONS:

Development Cost Charges are applicable to this project. The total amount of these charges will be finalized at the time of building permit issuance.

ADMINISTRATIVE IMPLICATIONS:

Processing development variance permits is a statutory component of the work plan. Staff has spent approximately 30 hours processing this application to date. Should the proposed development variance permit be approved, an additional two hours of staff time will be required to register the permit and close the file.

ASSET MANAGEMENT IMPLICATIONS:

With this proposed development, the City will inherit new road infrastructure (curb, road pavement and sidewalk) on Vanier Drive including a new bike lane, pavement painting and signage. An upgraded roadway will be installed along Dundas Road and a new driveway letdown will be provided at the new site entrance. The development also includes new service infrastructure (water, sanitary and storm) that will be built to current City standards. The concurrent report on the variance to the Subdivision and Development Servicing Bylaw further explores implications.

These will be incorporated to the City's asset registers for ongoing maintenance.

2019 – 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- ▲ Support actions to address Climate Change mitigation and adaptation
- ▲ Explore opportunities for Electric Vehicle Charging Stations

OFFICIAL COMMUNITY PLAN REFERENCE

3.1 Growth Management:

3.1.3 Policies

7. Position itself as the regional commerce centre of the Comox Valley promoting new and existing industries to expand economic opportunities for growth and development within the municipal boundaries

4.2 Commercial

4.2.2 Goals

1. utilize existing services and designated lands prior to consideration of new commercial areas.
3. encourage a high standard of development to enhance the design of the city and streetscape through the issuance of Development Permits for all commercial developments.
4. support a strong, diversified commercial base within municipal boundaries which will provide employment and service opportunities.

4.2.3 Policies

The designation of new or the extension of commercial zoning along major routes within the City is not supported. The City supports more intensive utilization of existing serviced land and existing commercial space prior to outward expansion.

Sandwich-Headquarters Local Area Plan

There is no desire for more commercial development within the Plan Area. However, much of the existing commercial lands along Highway 19A will likely redevelop in the future, particularly with construction of the Lerwick Road intersection.

- 3.15 - The Commercial Lands located along Highway 19A, near the intersection with Vanier Road and the future Lerwick Road, will not be extended beyond their current property boundaries with the exception of possible future development of the northwest portion of the East Undeveloped Lands for commercial-nursery purposes (see previous section).
- 3.17 Buildings will not exceed 2 storeys on Commercial lands.
- 3.18 Future development and re-development of these lands will provide for the following:
- Improved landscaping. A minimum 15% of total parking area should be dedicated to landscaping. Emphasis should be placed on landscaped strips (minimum width of 6 m) on road frontages. Emphasis should also be placed on creating bioswales (shallow vegetated channels that collect runoff from the adjacent road surface) to provide stormwater treatment and part of the street landscaping. Landscaping should favour native and/or low-maintenance shrubs, trees and groundcover that provide an attractive relief while still allowing business signage and entranceways to be clearly visible.
 - Pedestrian walkways between the landscaped areas and the buildings.

REGIONAL GROWTH STRATEGY REFERENCE:

Objective 3-A: support local business retention, development and investment.

3-A Create a positive business-environment that helps to support and retain existing businesses and attracts new businesses and investment

3A-1 Encourage responsible expansion of the economic base of the Comox Valley the intent of enhancing wealth and employment opportunities

Objective 3-B: Increase regional job base.

3B-8 Investigate opportunities to support the expansion of regional employment where proposals are consistent with the policies of the RGS.

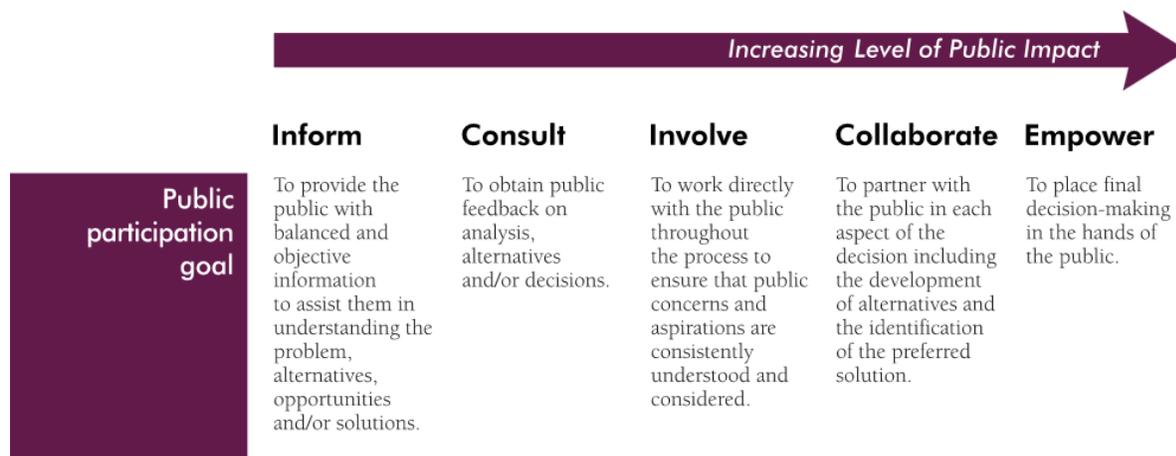
3-D: Promote designated Town Centres as regional employment centres.

3D-1 Update OCPs and implement zoning that supports intensification of mixed-use office, retail and other commercial employment activities in designated Town Centres located within Core Settlement Areas.

3D-2 Retain and attract new businesses, investment and employment in designated Town Centres located within Core Settlement Areas.

CITIZEN/PUBLIC ENGAGEMENT:

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



The applicant mailed out a public information meeting package on April 22, 2020 to adjacent property owners and occupiers within 30m of the property, this included a combination of households and businesses. The notice contained a description and details about the development proposal and contact information for the applicant.

Three public comments were received for this proposal from the public mail out. . The applicant’s mail out letter and the public comments received are provided in **Attachment No. 5**.

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

THAT based on the April 6th, 2021 staff report, "Development Permit with Variance No. 2004 - 4847 North Island Highway (Dodge)" Council support approving OPTION 1 and proceed with issuing Development Permit with Variance No. 2004 with the modifications specified in this report.

OPTION 2: That Council approved the Development Permit with Variances as proposed without the modifications specified in this report.

OPTION 3: That Council denies all proposed variances.

OPTION 4: Defer consideration of Development Permit with Variance No. 2004 pending receipt of further information.

OPTION 5: Not approve Development Permit with Variance No. 2004.

Prepared by:



Dana Beatson
Planner II

Reviewed by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by



Ian Buck RPP, MCIP
Director of Development Services

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachments:

1. Attachment No. 1: Draft Development Permit with Variances and Associated Schedules
2. Attachment No. 2: Draft Development Permit with Variances and Associated Schedules (without the modifications specified in the Staff Report)
3. Attachment No. 3: Commercial Development Permit Compliance Checklist
4. Attachment No. 4: Provincial Letter of Release
5. Attachment No. 5: Public Mailout Summary and Public Comments
6. Attachment No. 6: Sustainability Evaluation checklist
7. Attachment No. 7: Applicant's Written Rationale's for Proposed Variances

**Attachment No. 1: Draft Development Permit with
Variance and Associated Schedules**

Permit No. 3060-20-2004

DEVELOPMENT PERMIT WITH VARIANCES

To issue a Development Permit with Variances

To: Georgian Properties Ltd., Inc. No. BC 989257
19418 Langley By-Pass
Surrey BC
V3S 7R2

Property to which permit refers:

Legal: Lot A, Sections 18 & 45, Comox District, Plan 24116
Civic: 4847 North Island Highway

Conditions of Permit:

Permit issued to permit the construction of a new 1,860m² commercial building with variances granted as described below:

Variances to Zoning Bylaw No. 2500, 2007:

Section 8.19.7– Height of Building from a maximum of 9.5m to 9.63m

Section 8.19.11 (1)

An area equivalent to a 4.5m minimum landscape buffer is required along the entire Island Highway frontage. This area may be less or greater than 4.5m but the total area must equate to the area of a consistent 4.5m buffer. In no case shall the buffer be less than 2.0m.

Development Permit with Variances No. 2004 is also subject to the following conditions:

1. The development shall be substantially consistent with the plans as shown in **Schedule No. 1**, as designed by Thomas Dishlevoy Architect, dated on August 28, 2020;
2. That landscaping shall substantially conform to the plans and specifications contained in **Schedule No. 2**, as signed by Alison Mewett Landscape Architect, dated on August 28, 2020, subject to the revisions noted in the April 6, 2021 staff report;
3. Submission of landscape security in the amount of \$139,820.00 (\$111,856.00 x 125%), as estimated by Alison Mewett Landscape Architect, dated on August 26, 2020, subject to updated estimates to implement the revisions noted in the April 6, 2021 staff report;
4. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;

-
5. Prior to issuance of an occupancy permit for the new commercial building the existing automobile dealership must be demolished;
 6. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as follows: shrubs – 450mm; groundcover and grass – 300 mm; and trees -300 mm.
 7. All new street lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
 8. A sign permit shall be obtained prior to any signage being installed on the property;
 9. No alterations or amendments shall be made without the City’s permission; and
 10. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

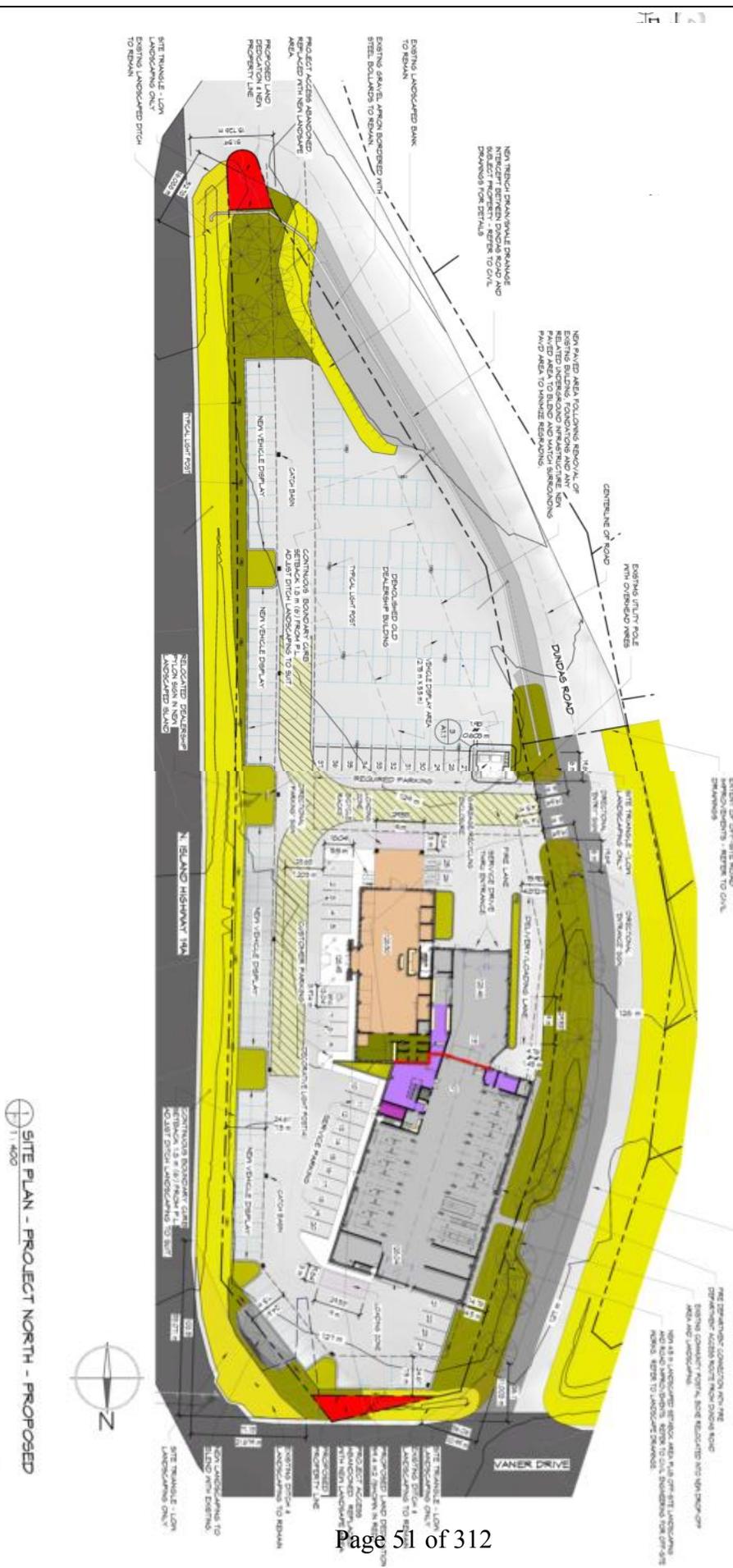
Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Corporate Officer

Schedule No. 1 – Architectural Submissions





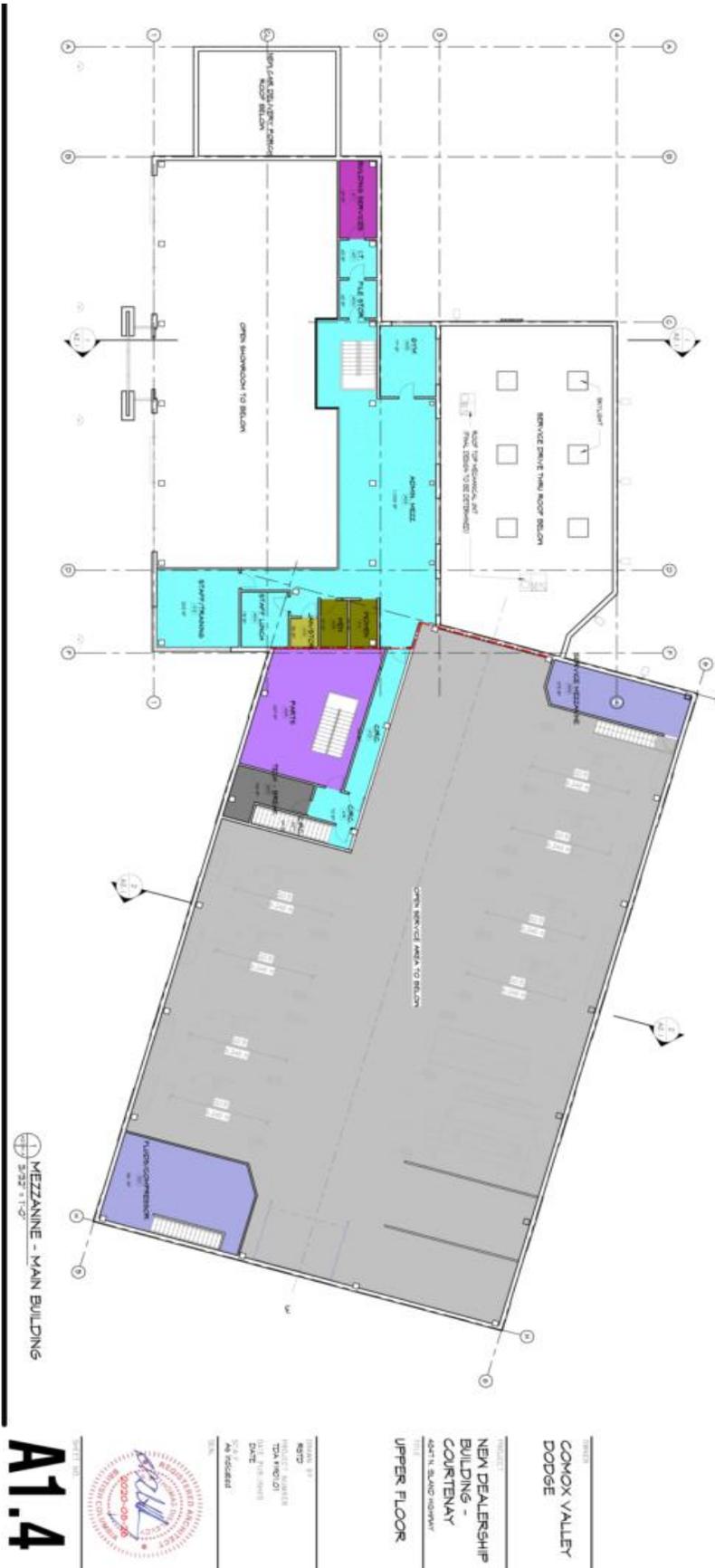
1 MAIN FLOOR PLAN
3/22/17

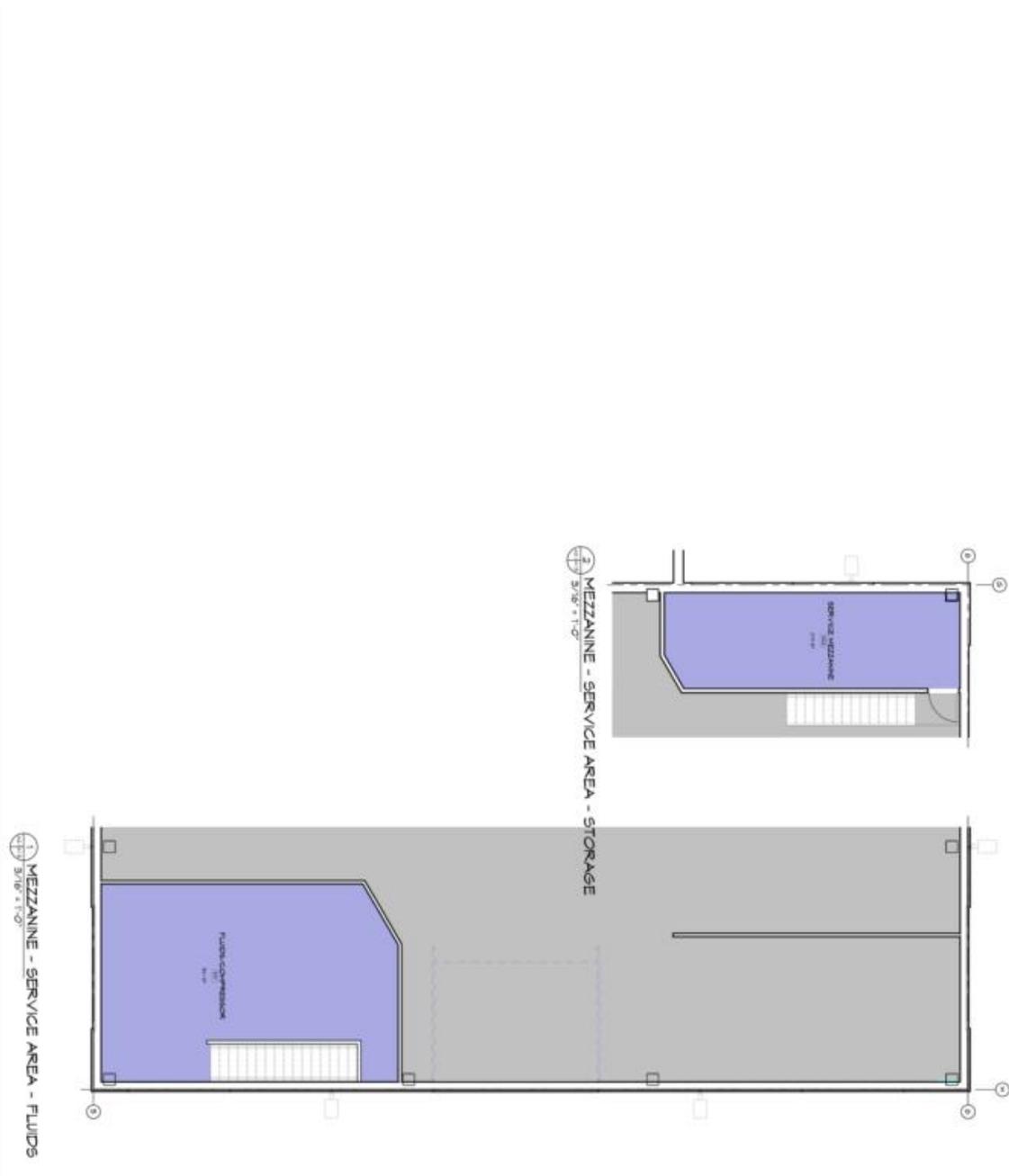
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PROJECT NO. 2004-4847
 PROJECT NAME: NEW DEALERSHIP BUILDING - COURTENAY COURT N. ISLAND HIGHWAY
 DATE: 03/22/17
 DRAWN BY: DAVID A. WILLIAMS
 CHECKED BY: DAVID A. WILLIAMS
 SCALE: AS SHOWN

PROJECT: COMOX VALLEY DODGE
 PROJECT: NEW DEALERSHIP BUILDING - COURTENAY COURT N. ISLAND HIGHWAY
 SHEET: MAIN FLOOR





THOMAS DISHLENOV
 ARCHITECTURE
 L I M I T E D
 305 - 4th FLOOR EAST
 COMOX, BC V8N 4R9
 PH (250) 339-0350
 CELL (250) 799-8777
 P.O. BOX 100

REVISIONS

Revised Scope	07 Jun 2020
PR Draft	28 Feb 2020
PR Submission	10 Mar 2020
PR Update	20 Aug 2020

OWNER
 COMOX VALLEY
 DODGE

PROJECT
 NEW DEALERSHIP
 BUILDING -
 COURTYARD
 4847 N. ISLAND HIGHWAY
 VICTORIA

MEZZANINE -
 SERVICE AREA

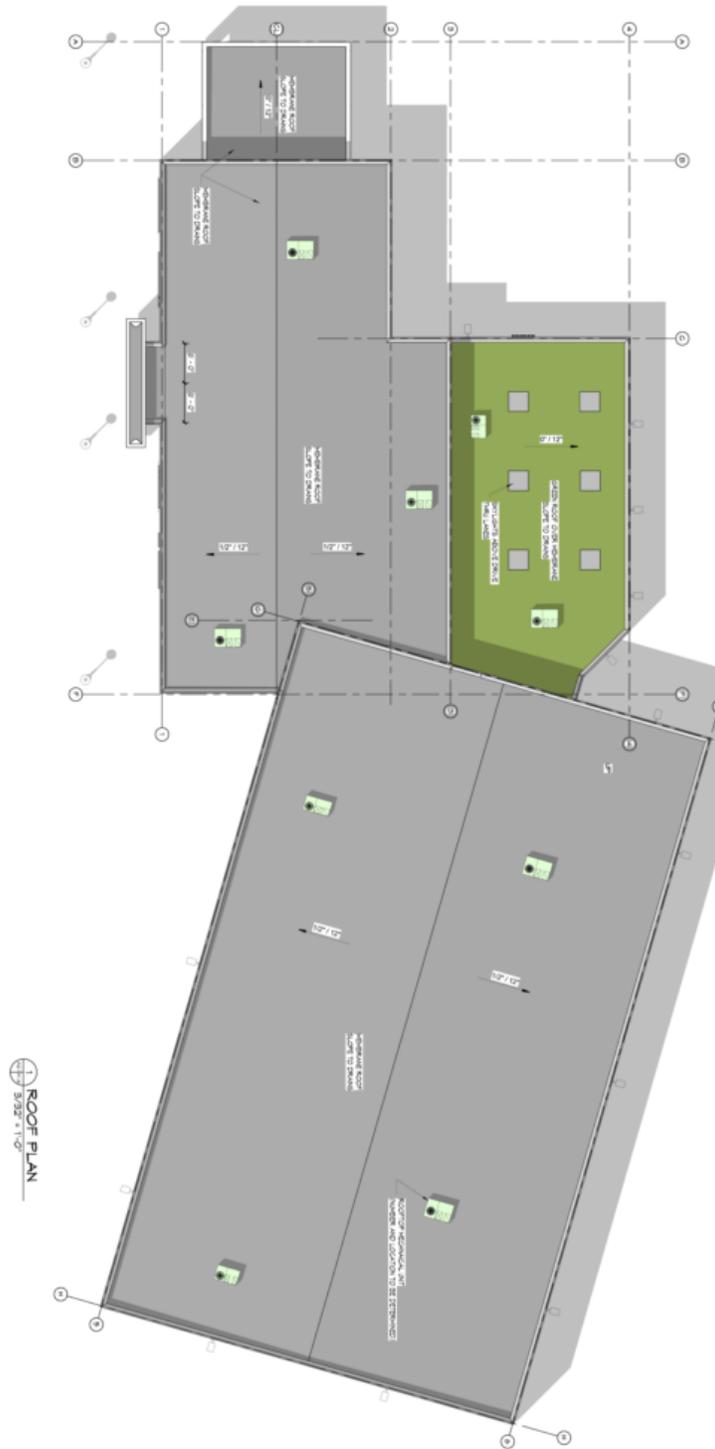
TITLE BLOCK

DATE: 20 Aug 2020
 TIME: 10:07 AM
 USER: [unclear]

PROJECT NUMBER: [unclear]
 DRAWING NUMBER: [unclear]
 SHEET NUMBER: [unclear]



SHEET NO.
A1.5



ROOF PLAN
SCALE: 1/8" = 1'-0"

A1.6



PROJECT:
 NEW DEALERSHIP
 BUILDING -
 COURTENAY
 4847 N. ISLAND HIGHWAY
 DODGE

DATE: 08/11/2020
 BY: T. HINGOLI
 FOR: [Redacted]



A1.7



DATE OF ISSUE: 20 Aug 2020
 TITLE: SERVICE AREA PLAN
 PROJECT: NEM DEALERSHIP BUILDING - COURTYARD
 CLIENT: CONOX VALLEY DODGE
 DRAWN BY: THOMAS DISHLIE
 CHECKED BY: THOMAS DISHLIE
 SCALE: AS SHOWN

SERVICE AREA PLAN

NEM DEALERSHIP BUILDING - COURTYARD

CONOX VALLEY DODGE

THOMAS DISHLIE ARCHITECTURE LIMITED

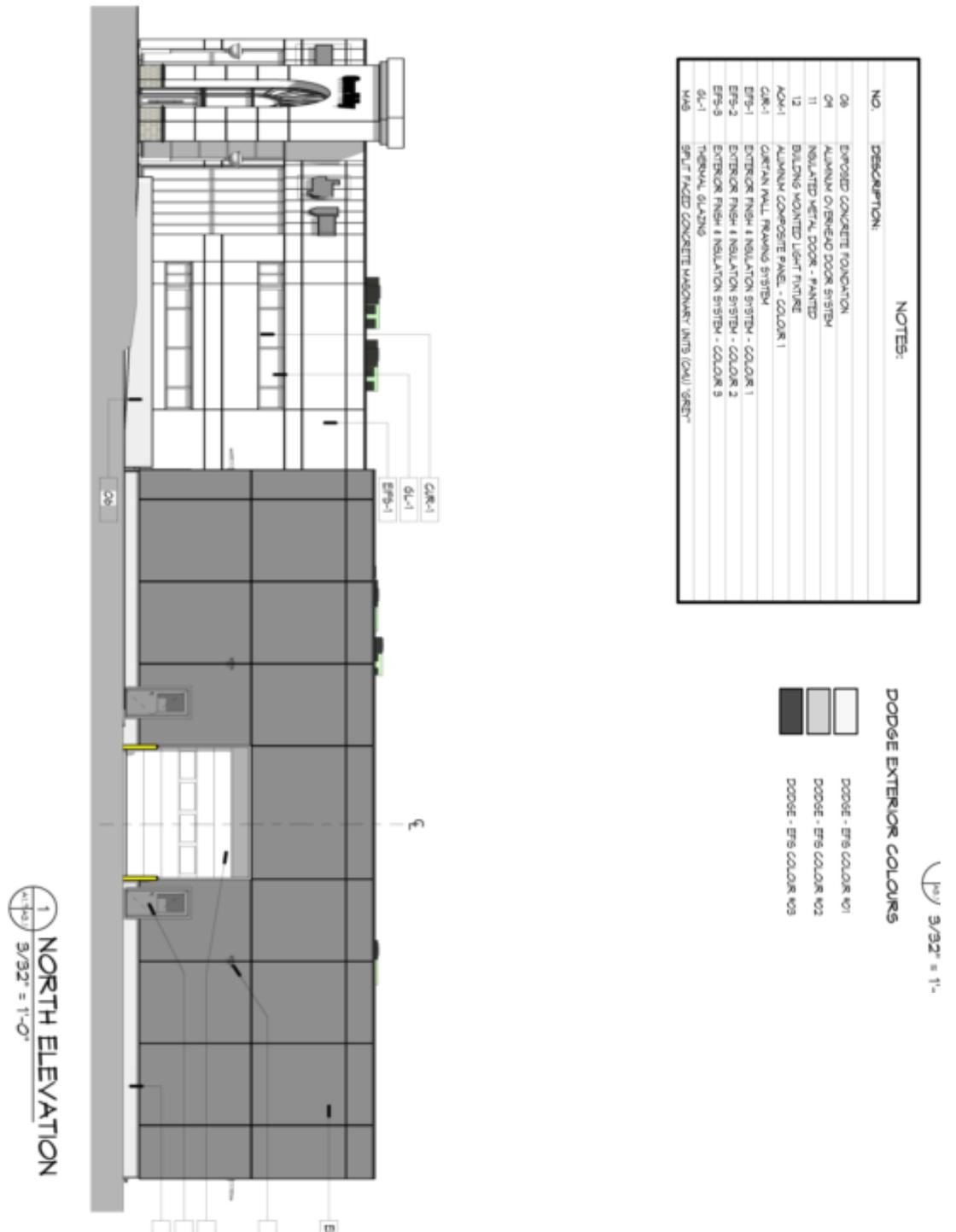
701 JANE STREET, SUITE 100
 VANCOUVER, BC V6P 6E6
 TEL: (604) 681-8877
 FAX: (604) 681-8877

DATE: 07 Jan 2020
 PROJECT: 20 Aug 2020
 PERMIT: 10 Sep 2020
 PRINTED: 20 Aug 2020

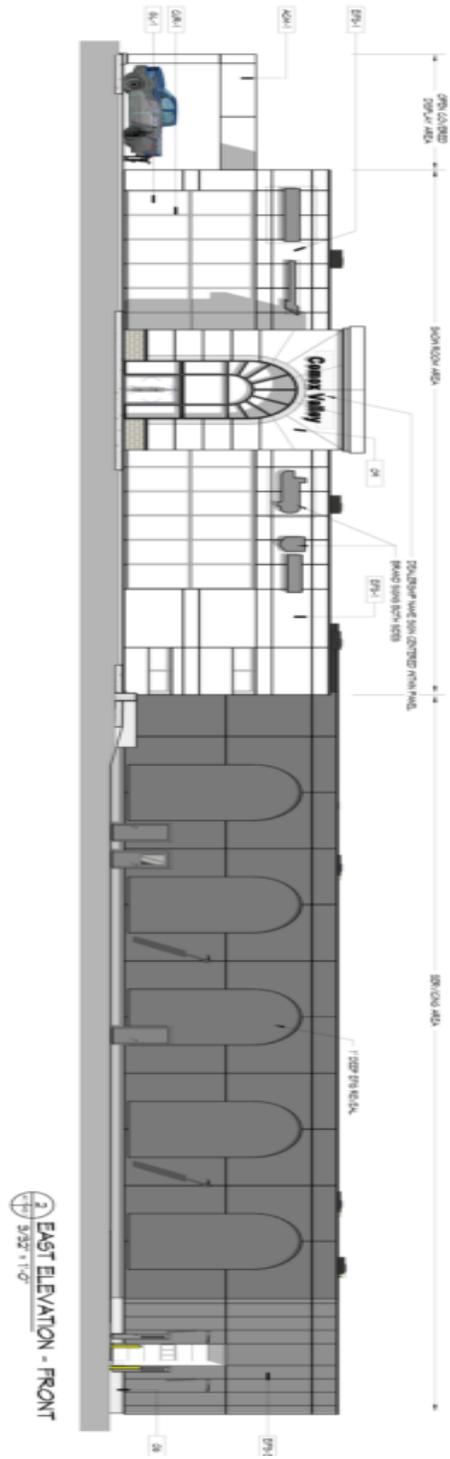
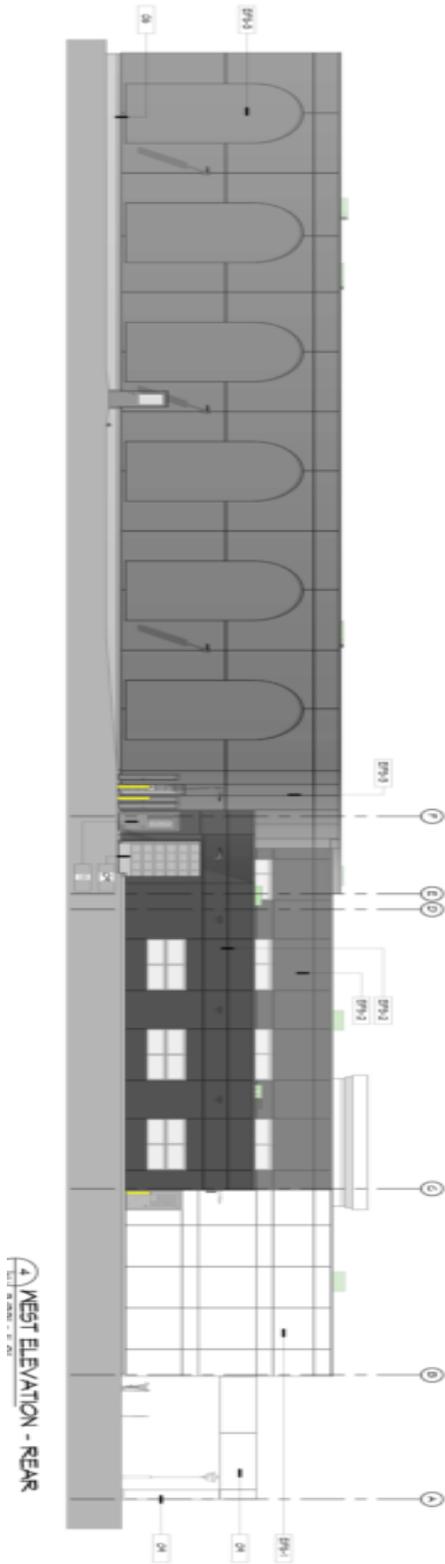
THOMAS DISHLIE ARCHITECTURE LIMITED
 701 JANE STREET, SUITE 100
 VANCOUVER, BC V6P 6E6
 TEL: (604) 681-8877
 FAX: (604) 681-8877

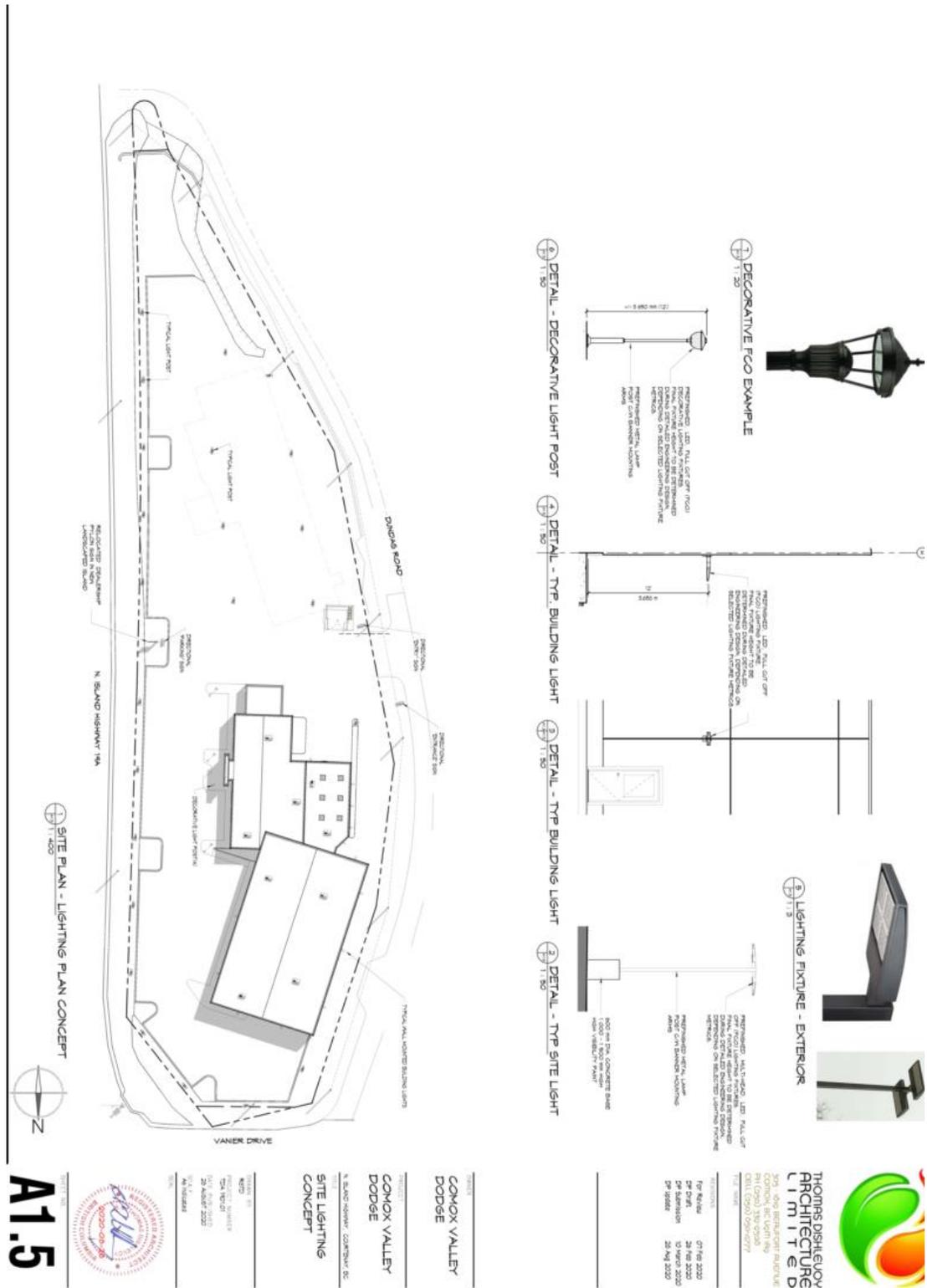
PROPOSED 15' HIGH LIGHTS
 EXISTING 15' HIGH LIGHTS











A1.5



PROJECT INFORMATION
 PROJECT NUMBER: 2004-4847-2004
 PROJECT NAME: DODGE
 PROJECT LOCATION: 4847 NORTH ISLAND HIGHWAY, VANCOUVER, BC
 PROJECT DATE: 2024

CLIENT INFORMATION
 CLIENT NAME: CONOMX VALLEY
 CLIENT ADDRESS: 4847 NORTH ISLAND HIGHWAY, VANCOUVER, BC
 CLIENT CONTACT: [REDACTED]

DESIGNER INFORMATION
 DESIGNER NAME: THOMAS DISHLEVOY ARCHITECTURE
 DESIGNER ADDRESS: 2000-01-26, VANCOUVER, BC
 DESIGNER CONTACT: [REDACTED]



THOMAS DISHLEVOY ARCHITECTURE
 2000-01-26
 2000-01-26
 2000-01-26

LANDSCAPE INSTALLATION ESTIMATE

August 26, 2020

LANDSCAPE ARCHITECT

Alison Mewett, BCSLA
 766 Lazo Road
 Comox, BC V9M 3V6
 (250) 339-3955
 amewett@gmail.com

PROJECT

Comox Valley Dodge
 4847 N Island Highway
 Courtenay, BC

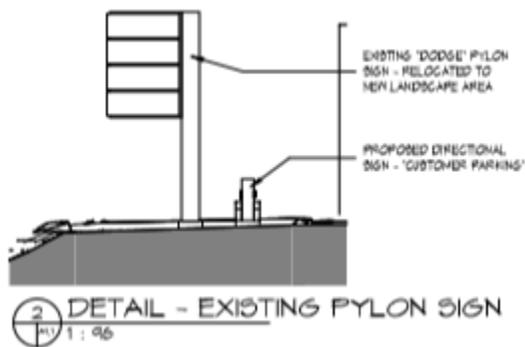
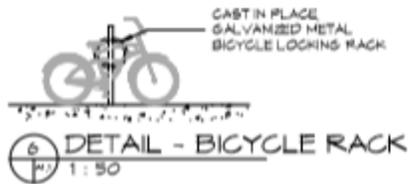
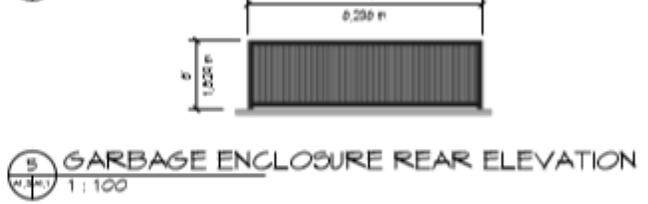
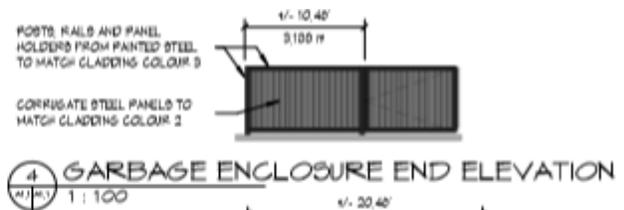
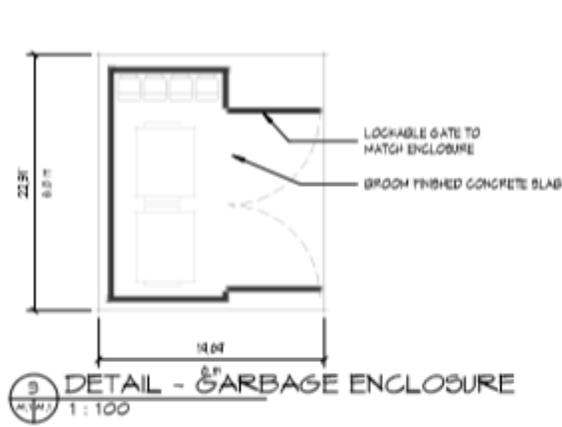
Planting beds: 1,358 m² (14,617 ft²)
 Fescue grass: 655 m² (7,050 ft²)
 White Flowering Grass: 508 m² (5,468 ft²)
 Bioswale: 102 m² (1,098 ft²)

Plant material	\$ 18,000
Topsoil delivered (shrubs) @ 18" – 812 cu yds @ \$35	28,420
Topsoil delivered (grass/groundcover) @ 12" – 464 cu yds @ \$30	13,920
Fine mulch delivered @ 4" – 175 cu yds @ \$55	9,625
Bioswale soil @ 18" 60 cu yds \$35	2,135
Hydroseed fescue grass @ .15/sqft	1,058
Hydroseed white flowering grass @ .22/sqft	1,203
Fertilizers, tree stakes, and miscellaneous	1,000
Machine work to grade and move materials	8,000
Labour to install plant materials and other work to complete	12,000
Irrigation system installed	<u>15,000</u>
Planting sub-total	\$ 110,361
Gravel building edge/ walkway 9 cu yds @ \$25	225
2 Bike racks @ \$635 each	<u>1,270</u>
Hardscape sub-total	\$ 1,495
	=====
TOTAL (not including taxes)	\$ 111,856

Materials estimated at cost. This estimate is approximate and may not reflect actual cost to install.

Alison Mewett, BCSLA
 Landscape Architect

Corinne Matheson, CLD, QP
 Mystic Woods Landscape Design



Attachment No. 2: Draft Development Permit with Variance (Without the Modifications specified in the Staff Report)

Permit No. 3060-20-2004

DEVELOPMENT PERMIT WITH VARIANCES

To issue a Development Permit with Variances

To: Georgian Properties Ltd., Inc. No. BC 989257
19418 Langley By-Pass
Surrey BC
V3S 7R2

Property to which permit refers:

Legal: Lot A, Sections 18 & 45, Comox District, Plan 24116
Civic: 4847 North Island Highway

Conditions of Permit:

Permit issued to permit the construction of a new 1,860m² commercial building with variances granted as described below:

Variances to Zoning Bylaw No. 2500, 2007:

Section 8.19.7– Height of Building from a maximum of 9.5m to 9.63m

Section 8.19.11 (1)

A minimum landscape area of 4.5m in width is required along the Dundas Road Frontage while a landscape area with a minimum width of 1.8m is proposed.

A minimum landscape area of 4.5m in width is required along the Vanier Drive Road Frontage while a landscape area with a minimum width of 1.2m is proposed.

A minimum landscape area of 7.5m in width is required along the Island Highway North Frontage while a landscape area with a minimum width of 1.8m is proposed.

Section 8.19.11(2)

Landscape area of 2.0m in width is required to separate parking and internal roads from adjacent properties while a landscape area with a minimum width of 0m is proposed.

Development Permit with Variances No. 2004 is also subject to the following conditions:

11. The development shall be substantially consistent with the plans as shown in **Schedule No. 1**, as designed by Thomas Dishlevoy Architect, dated on August 28, 2020;
12. That landscaping shall substantially conform to the plans and specifications contained in **Schedule**

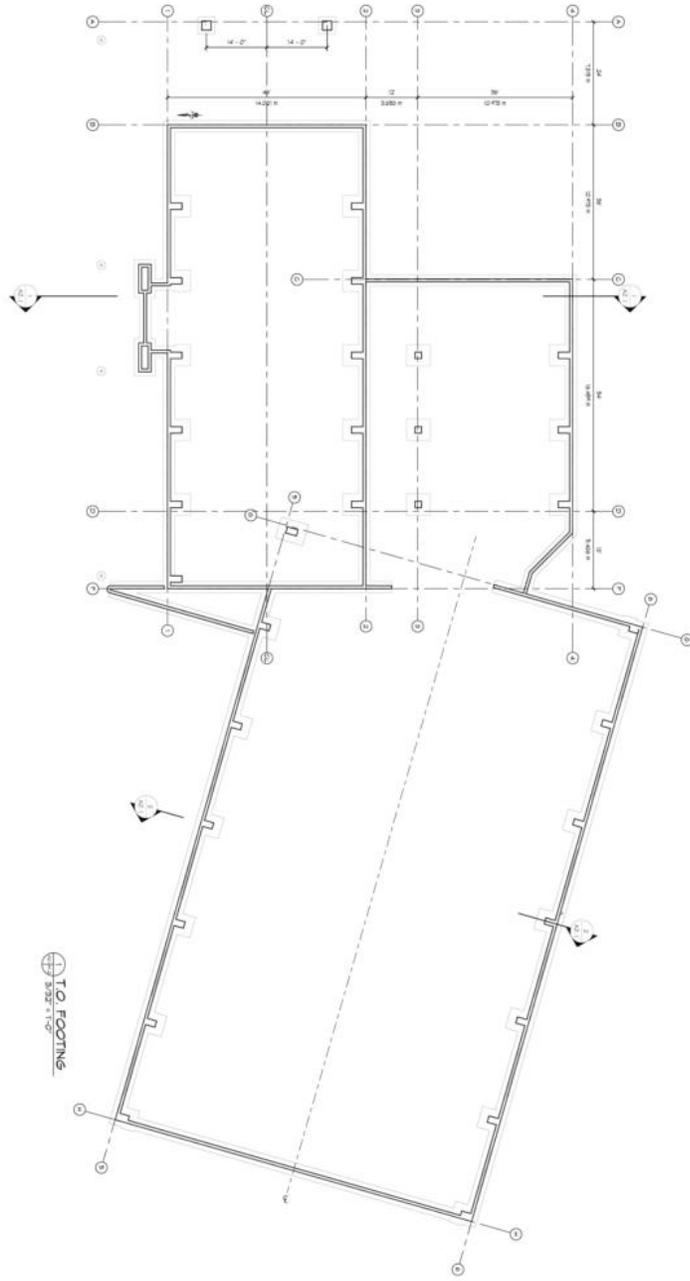
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- No. 2**, as signed by Alison Mewett Landscape Architect, dated on August 28, 2020;
 - 13. Submission of landscape security in the amount of \$139,820.00 (\$111,856.00 x 125%), as estimated by Alison Mewett Landscape Architect, dated on August 26, 2020;
 - 14. Landscaping must be completed within one year of the date of issuance of the occupancy permit by the City;
 - 15. Prior to issuance of an occupancy permit for the new commercial building the existing automobile dealership must be demolished;
 - 16. The minimum depth of topsoil or amended organic soil on all landscaped areas is to be as follows: shrubs – 450mm; groundcover and grass – 300 mm; and trees -300 mm.
 - 17. All new street lighting in the proposed development must use Full Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting must have FCO lighting fixtures;
 - 18. A sign permit shall be obtained prior to any signage being installed on the property;
 - 19. No alterations or amendments shall be made without the City’s permission; and
 - 20. A formal amendment application is required if the plans change or additional variances are identified after the permit is issued.

Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Corporate Officer



PLAN NOTES LEGEND

- 1. LOOK THE REFERENCED PLAN
- 2. LOOK THE REFERENCED PLAN
- 3. FULL SYMBOL, THIS MARK
- 4. REPORT THE MARK
- 5. SHOW THE MARK

T.O. FOOTINGS



**THOMAS DISTENLEY
ARCHITECTURE
LIMITED**

1000-1000
1000-1000
1000-1000
1000-1000
1000-1000

Revised/Revised: 01 Jan 2020
 Permitted/Permitted: 25 Feb 2020
 Approved/Approved: 25 Feb 2020
 Permitted/Permitted: 25 Aug 2020

**CONOX VALLEY
DODGE**

**NEW DEALERSHIP
BUILDING
COURTNEY**

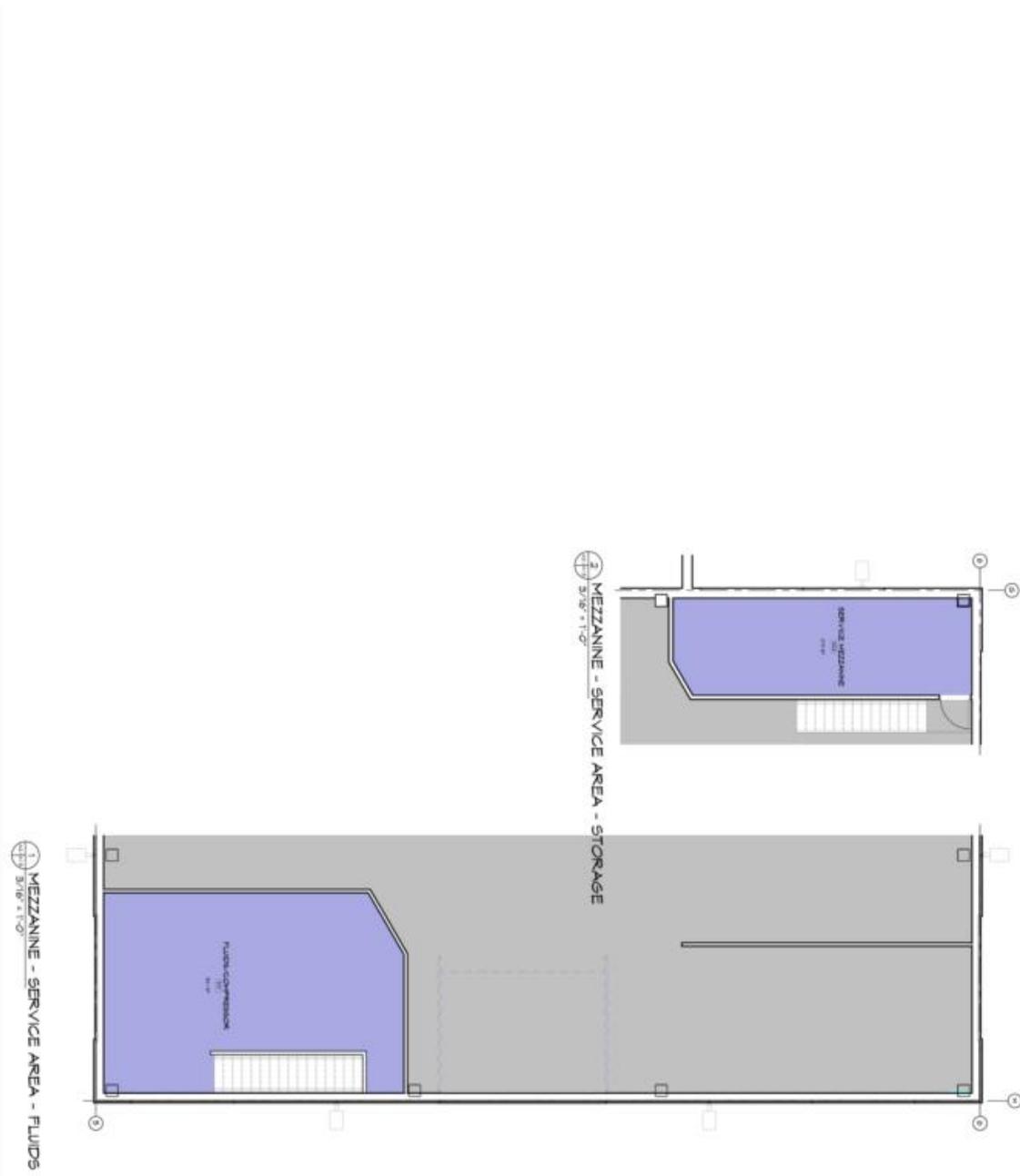
SLAB PLAN

REVISIONS

NO.	DATE	DESCRIPTION
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2	25/02/2020	ISSUED FOR PERMIT
3	25/02/2020	ISSUED FOR PERMIT
4	25/08/2020	ISSUED FOR PERMIT



A1.2



A1.5



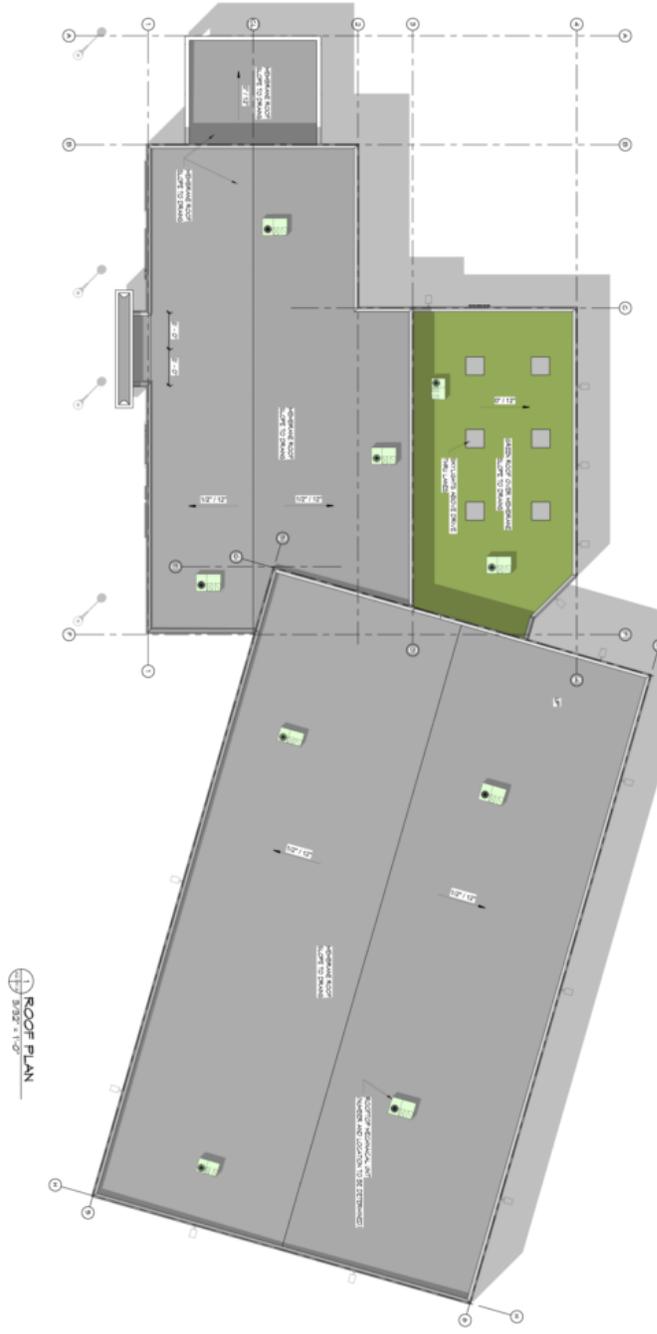
DESIGNER
 TOM HOUGHTON
 PROFESSIONAL ENGINEER
 LICENSE NO. 2000-02-26
 STATE OF BRITISH COLUMBIA

PROJECT
 NEW DEALERSHIP
 BUILDING -
 COURTYARD
 4847 N. ISLAND HIGHWAY
 V1V 1V1

CLIENT
 COMOX VALLEY
 DODGE

REVISIONS
 No. | Date | Description
 01 | 07 Jan 2020 | Initial Design
 02 | 24 Feb 2020 | Permitted
 03 | 10 Mar 2020 | Permitted
 04 | 20 Aug 2020 | Permitted

THOMAS DISHLEUOV
ARCHITECTURE
L I M I T E D
 3091 - 40th Street, Suite 100
 Victoria, BC V8N 1M9
 PH: (250) 330-0900
 CELL: (250) 599-8777
 FAX: (250) 330-0900



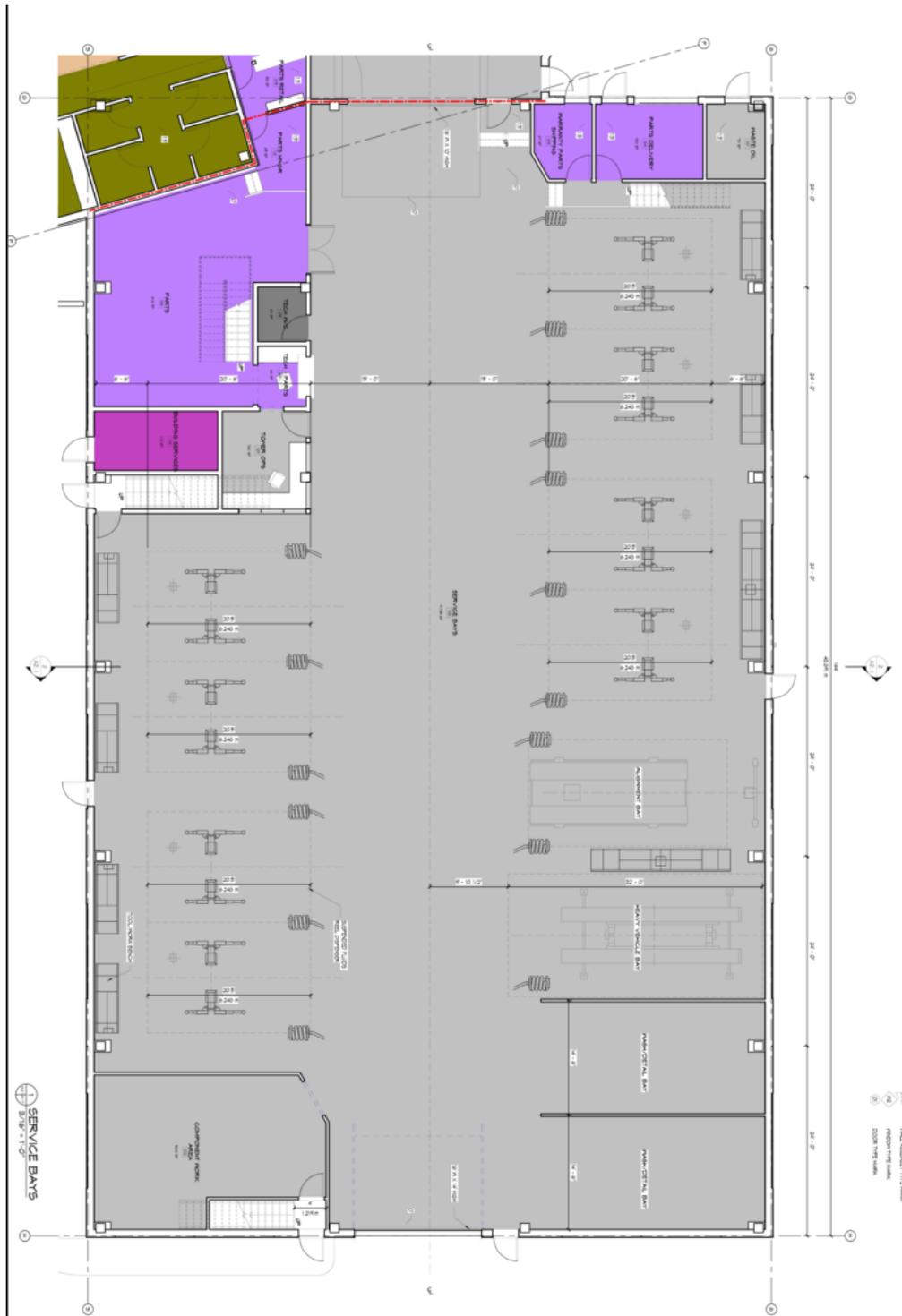
ROOF PLAN

A1.6

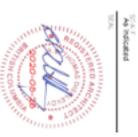


DATE: 01/15/2015
 PROJECT: NEW BUILDING -
 SHEET: A1.6
 DRAWN BY: R. WILLIAMS
 CHECKED BY: R. WILLIAMS

PROJECT:
 NEW BUILDING -
 BUILDING -
 CONSTRUCTION
 SHEET: A1.6
 ROOF PLAN



A1.7



DATE: 07/14/2022
 DRAWN BY: T. DISHLEUO
 CHECKED BY: T. DISHLEUO
 SCALE: AS SHOWN
 SHEET: A1.7

PROJECT:
 CONNOX VALLEY
 DODGE
 NEW DEALERSHIP
 BUILDING -
 COURTYARD
 4847 N. ISLAND HIGHWAY
 DODGE, CA 94024

PLAN:
 SERVICE AREA
 PLAN

DATE: 07/14/2022
BY: T. DISHLEUO
CHECKED BY: T. DISHLEUO
SCALE: AS SHOWN

PROJECT:
 CONNOX VALLEY
 DODGE
 NEW DEALERSHIP
 BUILDING -
 COURTYARD
 4847 N. ISLAND HIGHWAY
 DODGE, CA 94024

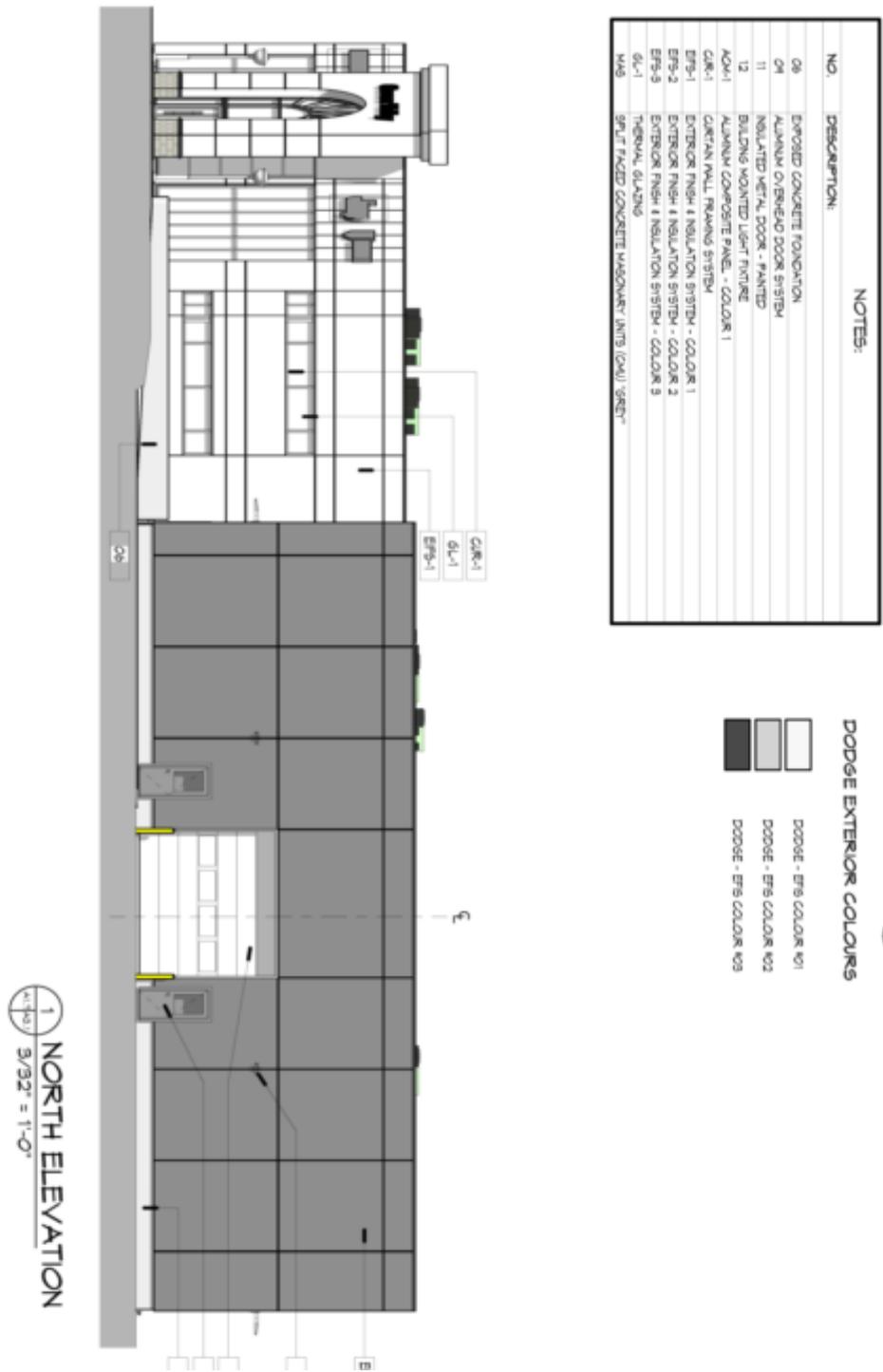
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BY: T. DISHLEUO
CHECKED BY: T. DISHLEUO
SCALE: AS SHOWN

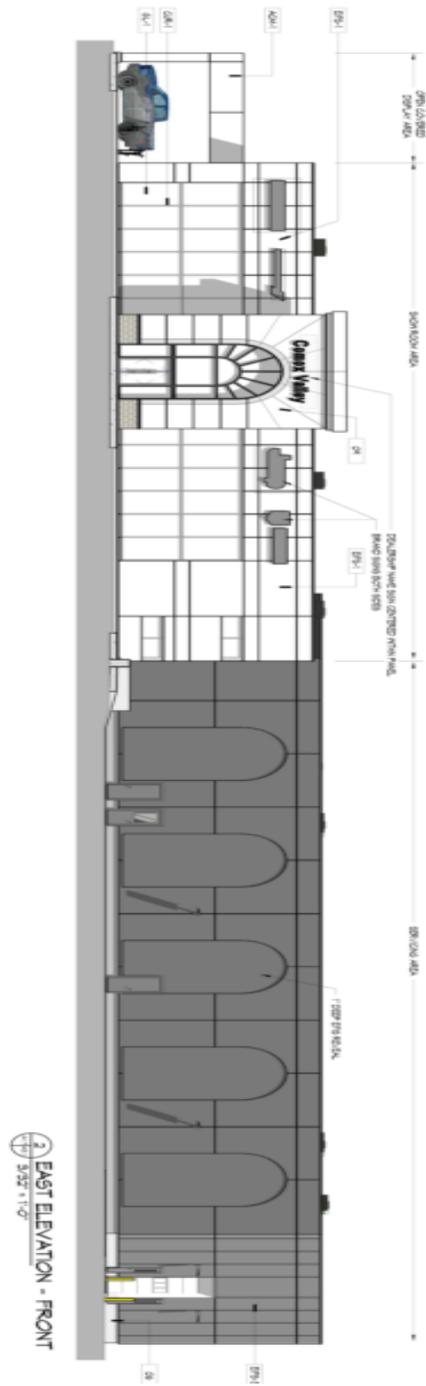
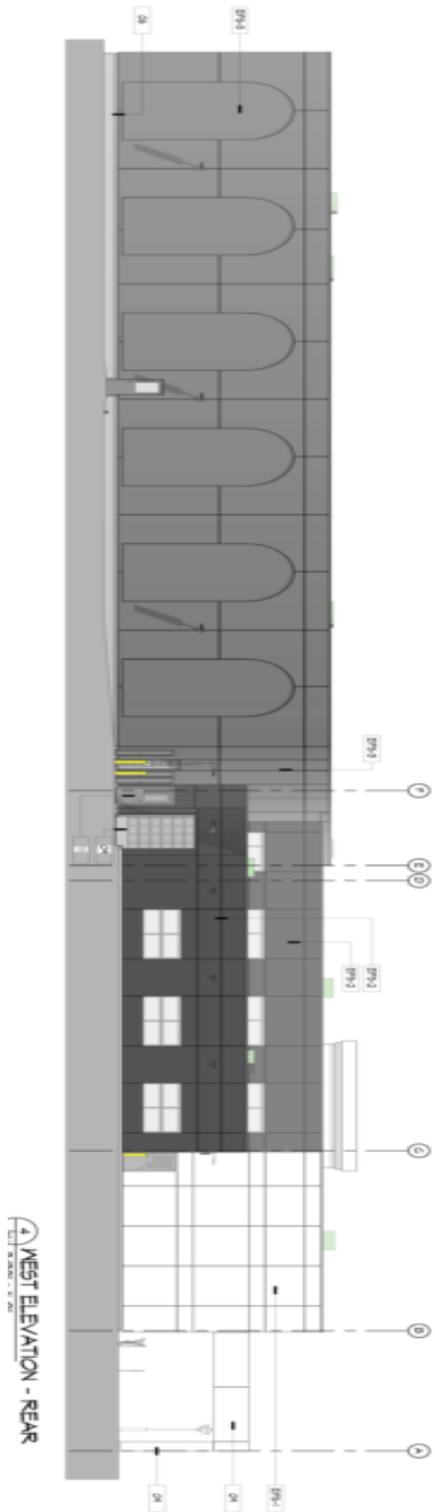
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 CONNOX VALLEY
 DODGE
 NEW DEALERSHIP
 BUILDING -
 COURTYARD
 4847 N. ISLAND HIGHWAY
 DODGE, CA 94024

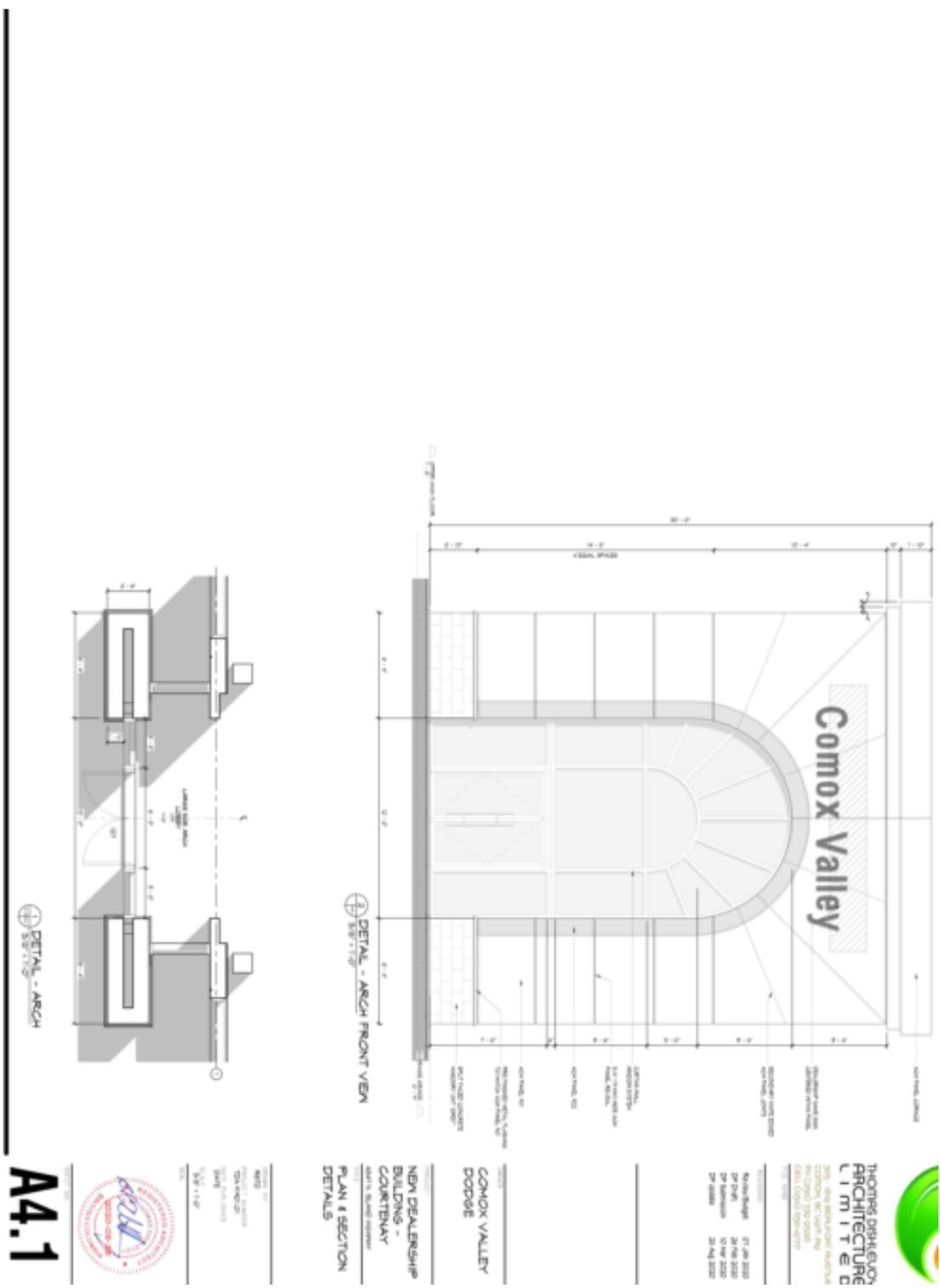
DATE: 07/14/2022
BY: T. DISHLEUO
CHECKED BY: T. DISHLEUO
SCALE: AS SHOWN

PROJECT:
 CONNOX VALLEY
 DODGE
 NEW DEALERSHIP
 BUILDING -
 COURTYARD
 4847 N. ISLAND HIGHWAY
 DODGE, CA 94024



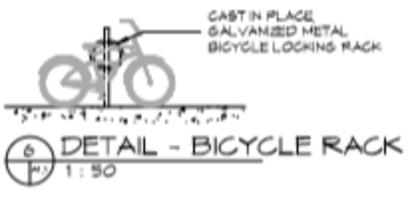
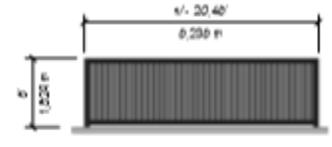
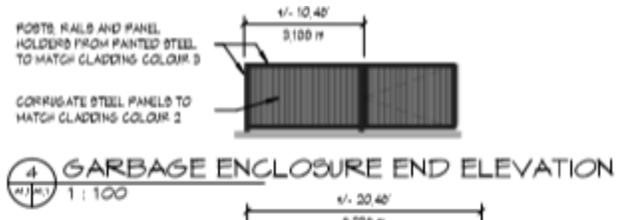
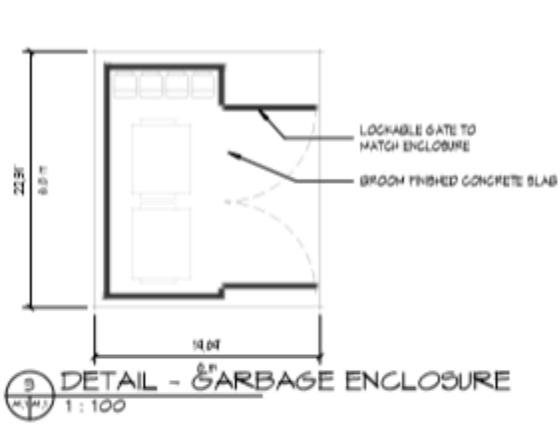






Schedule No. 2 – Landscape Plans





EXISTING UTILITY P
WITH OVERHEAD W

LANDSCAPE INSTALLATION ESTIMATE

August 26, 2020

LANDSCAPE ARCHITECT

Alison Mewett, BCSLA
 766 Lazo Road
 Comox, BC V9M 3V6
 (250) 339-3955
 amewett@gmail.com

PROJECT

Comox Valley Dodge
 4847 N Island Highway
 Courtenay, BC

Planting beds: 1,358 m² (14,617 ft²)
 Fescue grass: 655 m² (7,050 ft²)
 White Flowering Grass: 508 m² (5,468 ft²)
 Bioswale: 102 m² (1,098 ft²)

Plant material	\$ 18,000
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Topsoil delivered (grass/groundcover) @ 12" – 464 cu yds @ \$30	13,920
Fine mulch delivered @ 4" – 175 cu yds @ \$55	9,625
Bioswale soil @ 18" 60 cu yds \$35	2,135
Hydroseed fescue grass @ .15/sqft	1,058
Hydroseed white flowering grass @ .22/sqft	1,203
Fertilizers, tree stakes, and miscellaneous	1,000
Machine work to grade and move materials	8,000
Labour to install plant materials and other work to complete	12,000
Irrigation system installed	<u>15,000</u>
Planting sub-total	\$ 110,361
Gravel building edge/ walkway 9 cu yds @ \$25	225
2 Bike racks @ \$635 each	<u>1,270</u>
Hardscape sub-total	\$ 1,495
	<u>=====</u>
TOTAL (not including taxes)	\$ 111,856

Materials estimated at cost. This estimate is approximate and may not reflect actual cost to install.

Alison Mewett, BCSLA
 Landscape Architect

Corinne Matheson, CLD, QP
 Mystic Woods Landscape Design

Attachment No. 3 – Commercial DP Compliance Checklist



CITY OF COURTENAY
Planning Services
 830 Cliffe Avenue
 Courtenay, BC, V9N 2J7
 Tel: 250-334-4441 Fax: 250-334-4241
 Email: planning@courtenay.ca

COMPLIANCE CHECKLIST
COMMERCIAL DEVELOPMENT PERMIT AREA

The following checklist provides a quick reference for compliance with the guidelines contained within Section 8.2 Commercial Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Applicants are required to complete this checklist and indicate in the comment box how their proposal complies with each development permit guideline. Where an element of the design does not comply with a guideline, 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.**

Project Address: 4847 N. Island Highway **Date:** 30 March 2020

Applicant: **Signature:**

A. FORM AND CHARACTER	Yes	No	Comment
1. The scale, form, height, setback, materials and character of new development shall be compatible with neighbouring developments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. The perimeter of buildings shall relate to a pedestrian scale. This may be expressed by detailing of the façade, window size, awnings and roof canopies. Create visual interest by providing variations in height and massing. Awnings, lighting fixtures and other structures shall be architecturally integrated with the design of the buildings. Large expanses of any one material are not acceptable without architectural detail to create visual interest and to avoid a monotonous appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. All roof top, mechanical equipment shall be screened from view or screened to blend in with the roof and elevator penthousing and shall be incorporated into the overall architectural treatment of the building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. To support the pedestrian environment, continuous weather protection should be provided over pedestrian areas at all exterior building walls.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The pedestrian environment is located away from the building.
5. Buildings shall maintain and enhance existing views.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No existing views.
6. Buildings located on corner lots, lots adjacent to a residential property or next to public open spaces shall be stepped down toward the flanking street, adjacent building, or public open space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Any wall of a building which is visible from the street shall be finished to the same standard as the front of the building to provide an attractive appearance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Buildings should be designed so that their form does not restrict sun penetrations to public and pedestrian areas. Consider building orientation and stepped massing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Where more than one building is to be constructed on a site, the buildings shall share common architectural features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

12. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B. SIGNAGE	Yes	No	Explanation of Non-Conformity
1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2760, 2013 and all amendments thereto.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C. SITING, LANDSCAPING AND SCREENING	Yes	No	Explanation of Non-Conformity
1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping shall be submitted with the development permit application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. A continuous perimeter landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, Cliffe Avenue, 17 th Street, 29 th Street, Island Highway, Mission Road, Ryan Road and Lerwick Road. A continuous perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads, except at approved access points. All boulevard areas shall be landscaped and consistent with the onsite landscaping plans. Foundation landscaping along the face of buildings is encouraged. Landscaping shall be incorporated within all setback areas. Where a building is greater than 4500 m ² , a continuous perimeter landscaped area of at least 15 metres in width shall be provided along the inside of the adjacent property line.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Frontages along the Island Highway & Headquarters Road are reduced to allow for the display of vehicles. Frontages along Dundas Road are reduced to allow for intermittent vehicle movements, and to retain existing frontages to maintain existing current functions along the portion of frontage located away from the new dealership building.
4. Parking and outdoor storage shall not be permitted in the required landscape setback.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. A minimum 7.5 metre continuous landscape buffer shall be provided along all adjacent residential and institutional property boundaries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaping buffer area of at least 10 metres in width shall be provided along the inside of the property line.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Loading areas, garbage and recycling containers shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, solid decorative fence or a combination thereof.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Developments shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenity areas for employees are encouraged	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sidewalks are not provided as this is not a pedestrian oriented community.

<p>11. Sidewalks of an appropriate width shall be provided along the full length of the building along any façade featuring a customer entrance, and along any façade abutting a parking area. Planting beds for foundation landscaping, shall be incorporated, where appropriate into the design of the sidewalk along the façade of the buildings.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>12. All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks, or concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>13. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>14. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Stream Stewardship, 1993 guidelines and "Land Development Guidelines for the Protection of Aquatic Habitat 1992" prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>15. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>16. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City's stormwater management policies and plans and the City's Water Balance Model</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The site has been operating more or less as is for over 30 years. We are proposing to use these conditions as our "pre-development" conditions, and improving upon them.</p>
<p>17. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>18. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>19. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>20. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:</p> <ul style="list-style-type: none"> • shrubs – 450 mm • groundcover & grass – 300 mm • trees – 300 mm around and below the root ball 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>21. All landscape areas shall be serviced by an underground irrigation system.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

D. LIGHTING	Yes	No	Explanation of Non-Conformity
1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. PARKING	Yes	No	Explanation of Non-Conformity
1. Parking areas shall be screened from adjacent properties and from direct views of parked vehicles from the street. The screening should consist of landscaping and fencing. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. The exterior façade of parking structures should be architecturally integrated and provide continuity with commercial uses at street level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Pedestrian sidewalks connecting building entrances to and through parking areas and sidewalks of the adjacent streets shall be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Bicycle parking facilities shall be provided at grade near the primary building entrances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Attachment No. 4 - Provincial Letter of Release

December 15, 2020

Victoria File: 26250-20/23589
SITE: 23589VIA EMAIL: mmarchi@comoxvalleytovota.com and dbeatson@courtenav.caGeorgian Properties Ltd.
4847 North Island Highway
Courtenay, BC V9N 5Y8
Attention: Michael MarchiCity of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Attention: Dana Beatson

Dear Michael Marchi and Dana Beatson:

Re: Release Request – Development and Variance Permit Applications
4847 Island Highway North, Courtenay
PID: 000-888-249

This letter is to acknowledge receipt of the above-referenced release request. According to our records, there is an outstanding requirement for a preliminary site investigation for the subject site as outlined in our site profile decision letter dated July 7, 2020.

Based on the information provided by the applicant, please accept this letter as notice pursuant to the *Local Government Act* (section 557(2)(b)) that the City of Courtenay may approve the development and variance permits under this section because the Director does not require site investigation prior to approval of the development and variance applications. This decision is for the limited purpose of the development and variance applications.

Please note that the requirement for a site investigation is not extinguished by this release and this outstanding requirement will suspend the approval of future applications for the site identified in section 40 of the *Environmental Management Act* (the Act) until:

- the proponent has obtained one of the following contaminated sites legal instruments, as applicable: a Determination that the site is not a contaminated site, a Voluntary Remediation Agreement, an Approval in Principle of a remediation plan or a Certificate of Compliance confirming the satisfactory remediation of the site. A copy of the legal instrument must be provided to the approving authority; or

- 2 -

- the approving authority has received notice from the ministry that it may approve a specific application because a) in the opinion of the Director, the site would not present a significant threat or risk if the specified application were approved; b) the Director has received and accepted a Notification of Independent Remediation with respect to the site; or c) the Director has indicated that a site investigation is not required prior to the approval of the specified application.

Investigation of all environmental media must be conducted until the full extent of any contamination is determined at the site and which has migrated from the site. Section 58 and 59 of the Contaminated Sites Regulation describe the requirements for the conduct of preliminary and detailed site investigation and the content of reports based on those investigations.

For more information regarding the freeze and release provisions of the site profile process, refer to Fact Sheet 37, "[Site Profile Freeze and Release Provisions](#)" and Administrative Guidance 6, "[Site Profile Decisions and Requesting Release Where Local Government Approvals are Required](#)" available on the Site Remediation Section Website at <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation>.

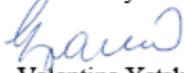
Please be advised of the following:

- The absence of a requirement to undertake a site investigation does not necessarily mean that the site is not a contaminated site. It is recommended that the proponent retain a qualified environmental consultant to identify and characterize any soil and/or groundwater of suspect environmental quality encountered during any subsurface work at the subject site;
- Those persons undertaking site investigations and remediation at contaminated sites in British Columbia are required to do so in accordance with the requirements of the Act and its regulations. The ministry considers these persons responsible for identifying and addressing any human health or environmental impacts associated with the contamination; and
- Penalties for noncompliance with the contaminated sites requirements of the Act and Regulation are provided in section 115 and 120(17) of the Act.

Decisions of a Director may be appealed under part 8 of the Act.

Please contact Pat Fortin at SiteProfiles@gov.bc.ca if you have any questions about this letter.

Yours truly



Valentina Yetskalo
for Director, *Environmental Management Act*

cc: Jason Wilkins, Hemmera Envirochem Inc., jwilkins@hemmera.com

kl\

Attachment No. 5: Public Mailout Summary and Public Comments

22 April 2020

Dear Owner/Occupant

As part of the approvals process for new developments in the City of Courtenay, comments are sought by the City of Courtenay and the Applicant from all neighbouring properties deemed to be impacted by the proposed development. A new development project in your neighbourhood is seeking a Development Permit that includes a number of Development Variances.

Project Description:

After many years in their old building, Comox Valley DODGE is proposing to construct a new dealership building on their existing Mission Hill site, located at 4847 Island Hwy N., where the current car dealership is located. The existing building will remain open during the construction and will be demolished upon completion of the new facility. The new 2 storey building will be located at the north end of the site and will include both sales and servicing components. The entire site will be cleaned up and redeveloped to accommodate the new building as well as the area of the demolished building, including new vehicle display areas, new landscaping, and improvements to Dundas Road.

Project Location:



Project Information:

Studio 305, 1819 Beaufort Avenue Courtenay, BC V9M1R9 250.339.9528 info@tda.ca



The complete application submission for this proposed development, including all details of the building and site development, can be viewed online at the City of Courtenay Development Tracker website: www.courtenay.ca/devapptacker

(Search by file number or project address **4847 Island Hwy N**)

Applicant Information:

Comox Valley DODGE, telephone: 250-338-5451, email: mmarchi@comoxvalleydodge.com

Contact: Michael Marchi

Or

Thomas Dishlevoy Architecture Limited, telephone: 250-650-4777, email: tom@tda.ca

Contact: Tom Dishlevoy

Time Frame:

Please return your Comments by: **May 8th, 2020**

Comments and questions can be submitted directly to the applicant above, or to the City of Courtenay by one of the following methods:

- Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay, or;
- Mail your comments to: City of Courtenay
Planning Services Department
830 Cliffe Avenue
Courtenay BC, V9N 2J7
- Email your comments to planning@courtenay.ca
- Fax your comments to: 250-334-4241

City of Courtenay
 Planning Services Dept
 Drop Box

May 8, 2020

I rec'd a letter by mail on April 29
 Re: Development Permit @ 4847 N. Is. Hwy.
 And requesting a reply by May 8, 2020.
 It was by May 3... that I obtained a copy
 of the 11 page application. (No computer by choice)
 The next few days spent time pouring through
 all the pages and sometimes not sure what
 I read. But liking the new site plan.
 I do have a question that I would like
 answered... As it is a concern to me.

Re: Dundas Road - South End & N. Is. Hwy Page 9 of 11
 "There still, will be an EXIT for turning
 Right off of Dundas Rd. onto N. Island Highway
 South to town." ?

Then page 8 of 11 - Bottom of page (Still South End)
 a little blump? Mostly dr changed??

That's why I am asking. Its really not that
 clear.. but very important to me.

All of Dundas Road is a neat little road. Its
 like an alley way to the Dodge Area. and I
 say this in kindness. They are our neighbors
 But this little road has seen lots of wear and
 tear in the past. Hoping for a nice upgrade
 up at this end also. Just saying!

Respectfully 4823 Dundas Road - Owner
 Since 1980

Beatson, Dana

From: [REDACTED]
Sent: May-01-20 6:45 AM
To: PlanningAlias

Follow Up Flag: Follow up
Flag Status: Flagged

Goodmorning,
I have no objection to the new construction of the car dealership as long as the entrance to the new building is not on Dundas Rd. As I live directly behind the dealership.
Thanks

[REDACTED]
Sent from my iPad

From: [REDACTED]
Sent: May-06-20 9:39 PM
To: PlanningAlias
Cc: mmarchi@comoxvalleydodge.com; tom@tda.ca
Subject: Development Permit (DPV00028) - 4847 Island Hwy N.

To Courtenay City Planning,

We are grateful for the opportunity to comment and submit questions regarding development within the city. The project that we're providing feedback for is the Dodge dealership at 4847 Island Hwy N. Our property is at 4847 Dundas Road, with our driveway directly behind the current dealership service bays on Dundas. We have been neighbours of the dealership since moving here in 2018. We have been clients of the dealership's vehicle service facility, and have had conversations with a number of the staff. We look forward to seeing the new buildings proposed under this plan/application.

The architectural drawings and details showing the proposed landscaping and drainage, submitted for this project were clear and well presented. We like that the project will include landscaping using a variety of plants, with many native species of trees and shrubs. It was good to see the inclusion of details relating to the water management and drainage for the site, including the proposed green roof, and retention of the swales along Dundas Road.

Question & Comments related to the Dodge Dealership development proposal

1. Surface run-off from the existing site's border on Dundas leads directly to storm drains with drains that are marked as being connected directly to fish habitats. Will the storm drains be better protected from direct exposure from contaminants associated with parked vehicles, and vehicle servicing once the site grading and new building are in place?
2. Will the site's single entrance from Dundas Road be fitted with a gate that will be closed after hours? There wasn't evidence of a gate shown in the drawings or text. Currently garbage, recycle, and metal collection containers are outside the gates of the property, and they are frequently accessed by after-hours visitors who (loudly) raid the metal recycle late at night or early in the morning. Storing metal within the property, with access restricted by a gate, would minimize this activity.
3. Used tires are presently stored in sizeable stacks at the rear of the current building, awaiting collection. Where will used tires be stored in the new facility?
4. There is mention in the project documents of outdoor parking area lighting that will auto-dim during normal sleeping hours, and the installation of parking area illumination that will direct light away from the residences. This aspect of the plan is very important to us, as we would prefer that the new facility will result in the reduction of the level of light emitted by the site. The entrance to the service bays in the new building include fully glazed garage doors, and the lower and upper floors of the building have windows facing the residences on Dundas Road. Can the interior lighting be turned off or turned down where windows face Dundas Road? This would minimize light pollution, and save energy costs when the building is unoccupied.
5. The proposed location for the garbage area is just inside the new main entrance, essentially making it the first thing that customers will see when turning into the dealership from Dundas Road. Residents and visitors to the dealership who leave to the south along Dundas, will be looking at the fenced garbage enclosure. Although solid fencing placed around the containers is far better than leaving them exposed, only the application of careful landscaping and tree planting can hide an enclosed garbage area. Would the dealership consider expanding the proposed landscaping further to the south of the proposed new entrance, specifically to shield the view of the fenced garbage area, by planting some additional trees along the road?
6. Could the dealership include a clearly visible address sign adjacent to the new entrance on Dundas? It would be terrific if the sign included "*4847 Island Hwy N*", or similar. We share the same street number as the dealership, and have frequently received deliveries intended for the Dealership. When the new entrance opens, our two driveways will be close together, so it would be good if the dealership included the street name with their address number, to avoid confusion. Otherwise it may appear that there are two properties numbered 4847, on opposite sides of Dundas.

7. The proposal documents describe how the new facility will contain equipment for servicing vehicles that no longer use combustion engines. Does the dealership have any plans to include charging stations for electric vehicles?

Questions and Comments for the City Planning & Services relating to this project

1. In the Development Permit Application document they propose to conduct testing of the soil for contamination following the demolition of the current structure on the site. A significant portion of the existing facility has been used as an auto repair garage for many decades. Will the city be overseeing the testing and any proposed site remediation based on the test results?
2. The development project drawings appear to indicate that the Dodge dealership plans to refinish the road surface from the new entrance on Dundas towards Vanier. Presumably, this will take place following the demolition of the old building, and completion of the parking & outdoor display for vehicles. The current road surface is in poor condition. Does the city plan to grade and resurface the remainder of Dundas Road, coincident with this project?
3. Dundas Road will transition from a very quiet street to a street that will have considerably more traffic, once the dealership closes the entrance off Vanier. All deliveries, staff access, service bays, test drives, etc. will be through the single entrance on Dundas. Can the City include a sidewalk along the edge of the road to accommodate pedestrian traffic, when the road is resurfaced?
4. Will the City install a sewer line along Dundas Road, and include stubs for each residential property, to the south of the current extent of sewer service? The street requires resurfacing and remediation along its length. The dealership's renovation plan includes changes to drainage and road surfacing. This would be an ideal time to install a sewer line to extend possible service to the 6 or 7 residents along Dundas Road with address numbers greater than 4853.

We look forward to hearing more about this project as preparations for construction are under way. We also hope that the City will incorporate upgrades to the sanitary sewer for the residents in this area, in conjunction with road surface improvements and traffic flow adjustments being made along Dundas Road.

Attachment No. 6: Sustainability Evaluation checklist



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: 4847 N. ISLAND HIGHWAY	Date: 10 MARCH 2020
Applicant: C.V. DODGE CHRYSLER JEEP LTD.	Signature:

APPLICATION REQUIREMENTS To be filled out by applicant

Land Use. The application:	Description of how the criteria are met
a) Provides a mix of housing types and sizes;	N/A
b) Balances the scale and massing of buildings in relation to adjoining properties;	YES
c) Complements neighboring uses and site topography;	SAME AS EXISTING
d) Provides or supports mixed used developments or neighborhoods;	N/A
e) Promotes walking to daily activities and recreational opportunities;	N/A
f) Supports a range of incomes;	N/A
g) Is a positive impact on views and scenery;	YES
h) Preserves and provides greenspace, trails and landscaping;	YES

Building Design. <i>The application:</i>	Description of how the criteria are met
a) Exhibits high standard of design, landscaping and environmental sensitivity;	YES
b) Maintains a high standard of quality and appearance;	YES
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;	YES
d) Avoids creating a strip development appearance;	YES
e) Satisfies Leadership in Energy and Environmental Design (LEED) certification (or accepted green building best practices);	YES
f) Uses environmentally sensitive materials which are energy sensitive or have accepted low pollution standards;	YES
g) Builds and improves pedestrian amenities;	N/A
h) Provides underground parking;	NO
i) Applies CPTED (Crime Prevention Through Environmental Design) principles;	YES
Transportation. <i>The application:</i>	Description of how the criteria are met
a) Integrates into public transit and closeness to major destinations;	EXISTING
b) Provides multi-functional street(s);	EXISTING
c) Prioritizes pedestrian and cycling opportunities on the public street system and through the site location that can provide an alternative to public road;	N/A
d) Provides or contributes towards trail system, sidewalks, transit facilities, recreation area or environmentally sensitive area;	EXISTING
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;	YES
b) Utilizes renewable energy sources (i.e. solar, geothermal) within servable area to City standards;	YES

Character & Identity. <i>The application:</i>	Description of how the criteria are met
a) Provides a positive image along waterfront areas and fronting road;	YES
b) Is designed with quality and variety of features within the project (i.e. street furniture, street lights, signs, curb treatments);	YES
c) Provides public and private amenity space;	YES
d) Preserves heritage fixtures;	N/A
e) Orients to views, open space and street;	YES
Environmental Protection & Enhancement. <i>The application:</i>	Description of how the criteria are met
a) Protects riparian areas and other designated environmentally sensitive areas;	YES
b) Provides for native species, habitat restoration/improvement;	YES
c) Includes tree lined streetscapes.	YES

Attachment No. 7: Applicant's Rationales for Variances

From: Tom Dishlevoy <tom@tda.ca>
Sent: March-04-21 11:06 AM
To:
Cc:
Subject: Re: Rationales for All Variances -CV Dodge-Request

Hi Dana

The rationale, or the why, of the landscape setback variance for example, was briefly mentioned in the list of Variance table we provide, ". . . to accommodate the display of vehicles. . ." and in our design rational documents, page 7 in reference to the required 7.5m landscape setback "This would seriously restrict the ability of the new car dealership to display vehicles on this high visibility frontage and we are applying for a Development Variance to this requirement." We have nothing more to offer you on this particular item. The intention of a "landscape buffer" is exactly the opposite to what we, a car dealership project, requires along our main frontage. We think that cleaning up the existing ditch, re-aligning it along the property line and the edge of the highway, and providing a curbed edge with a reduced width strip of low planting as described in our previous submission documents will be a significant improvement to what presently exists. If staff agrees, please support this variance in your report. If you don't agree, please say so in the report and let's see what the council has to say.

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Hello Mayor and Council

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As you are likely aware, municipalities across the Province have in the past few years provided broad, sweeping authorization to their staff to pursue extensive improvements to municipal infrastructure as a condition of all permit applications. I believe that Courtenay passed this bylaw in early 2018.

One of my first projects to come in under this new policy was caught completely by surprise, when shortly after achieving our Development Permit (DP), we received a letter from Staff listing a number of requirements that would need to be fulfilled prior to the issue of a Building Permit (BP). These requirements were expensive and mostly unrelated in any way to the proposed renovation work of the project. We were told that we would have to apply for a DVP and go through the full approval process again to challenge these requirements. Following the lengthy DP process, the Owner had little appetite to go through it again and they abandoned the project. I vowed that I would not let this happen again.

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You will see in the Staff report that our project has applied for a number of DVPs. To summarize our rationale, we are more than happy to undertake any and all infrastructure upgrades that pertain directly to City needs imposed by our project. On the other hand, we are opposed to our requirements that pertain to other properties and other municipal infrastructure. For example, we are being asked to extend our new sewer line beyond what our project needs, to accommodate the

connection of sewer to a number of neighbouring properties down the road, without compensation. We are also being asked to contribute to a new intersection at the corner of Vanier Drive and the Old Island Highway. Municipal infrastructure projects such as this are a direct benefit to all citizens and visitors. We feel that projects such as this should be funded by all taxpayers as a matter of ongoing City upkeep, where, and as it is needed. Furthermore, the DODGE Dealership property has been paying municipal taxes for years and their contribution to City coffers has been significant. Making these unrelated off-site works a condition of our approval simply drives up the development costs and makes the project less and less feasible economically. It should be noted that the DODGE project is offering to donate to the City a portion of land at each end of the property to allow the City to undertake traffic intersection improvements as needed.

We hope that you will take all of this into consideration when reviewing and ultimately voting on the approval of the DODGE development application DP and DVPs. I would be happy to speak with any or all of you regarding the specifics of this application, and if desired, on the more broad question of the wisdom and the sustainability of the City infrastructure policy.

I am happy to undertake a tel call, facetime, zoom, etc. at your convenience, individually, or as small, non-quorum groups.

T

Thomas Dishlevoy, ARCHITECT AIBC, MRAIC, Passive House Consultant
Studio 305 - 1819 Beaufort Avenue
Comox, BC V9M 1R9
P: 250.339.9528 M: 250.650.4777
E: tom@tda.ca
W: www.tda.ca



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THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Works and Services Development Variance Permit No. 2004 - 4847 North Island Hwy (Dodge)

File No. 3060-20-2004
Date: April 06, 2021

PURPOSE:

The purpose of this report is for Council to consider the issuance of a Development Variance Permit (DVP) to waive the requirements to provide works and services required as a result of the construction of a new vehicle sales and service facility.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 staff report, "Works and Services Development Variance Permit No. 2004 - 4847 North Island Hwy (Dodge)" Council approve OPTION 1 and approve Development Variance Permit No. 2004 with the modifications specified in this report.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

The applicant proposes to construct a new building to house Comox Valley Dodge. A separate, concurrent staff report provides a detailed description of the proposal. In conjunction with the proposed Development Permit, the applicant has applied for a development variance to waive the requirements for works and services as detailed below.

The *Local Government Act* gives municipalities the ability to require works and services when stipulated through bylaw. "Works and Services" is the legal term used to identify infrastructure more commonly referred to as "off-sites" or "frontage improvements". This includes a wide range of elements such as road surfacing, sidewalks, and street lighting.

In Courtenay, works and services are specified in the City's Subdivision and Development Servicing Bylaw No. 2919 (SDS). This bylaw was adopted in 2018 and replaces City bylaws dating back to 1986 with similar requirements.

The SDS bylaw requires that works and services are provided as a condition of obtaining a building permit and starting construction. This means that the developer is required to upgrade all road frontage to the centre line or midpoint of the right-of-way. Throughout the City, works and services requirements can vary significantly based on the local infrastructure conditions. For example, in newer areas where the infrastructure has been newly constructed there may be minimal or no works and services requirements since

the infrastructure meets current City standards. However, in other areas this can mean the complete reconstruction of the abutting roads due to their condition and alignment with the SDS. This is particularly pronounced in older areas or previously rural areas that were annexed into the City.

From a land development perspective works and services requirements can add significant costs to a development project. These development costs can be particularly challenging for lots with multiple frontages such as corner lots. The requirement to construct off-site works and services is not unique to Courtenay and is almost universal among local governments in the province. In most municipalities in the Province, works and services are required. A review of all 13 central Eastern Vancouver Island Municipalities between Duncan and Campbell River shows that all, from small municipalities like Lake Cowichan and Lantzville to larger ones like Nanaimo and Campbell River, have similar bylaws and requirements.

PROPOSAL

The applicant proposes a new building. This building triggers works and services. As applied to this site this means that the City can require all road frontages are upgraded to the centre line to current City standards. This is particularly pronounced for this parcel given that it is surrounded by road frontages. Upon submission of the preliminary off-site design, the City Engineer has determined that upgrades to Dundas Road and Vanier Drive are necessary but that the Island Highway North frontage does not warrant any upgrades. In response the applicant proposed the following variances:

1. Sanitary Sewer Extension on Dundas Road - currently sanitary sewer extends only about one third of the length of Dundas Road. SDS requires that the sanitary sewer service is extended the entire length of the property along Dundas Road. The applicant proposed not to extend the sanitary service beyond its current location.
2. Dundas Road Frontage Improvements - Dundas Road is classified as a “Local Road” (see the cross section in Attachment No. 3). SDS requires that the developer upgrades the entire frontage of the property, to the center line of the road, to this standard which includes curb and gutter, increases in the width of the asphalt, and sidewalks. The developer is requesting to vary this requirement proposing as an alternative to upgrade the full width of the roadway to approximately location of the proposed site access. The proposed roadway would utilize a gravel shoulder and existing ditching and not include curb and gutter or sidewalks.



Figure 1: Extent of Dundas Road Upgrades

3. Vanier Drive Frontage Improvements - Vanier Drive is classified as an "Arterial Road" (see detail in Attachment No. 4). The requested variance is to not require improvements to the existing road width, road structure, construct new curbs, sidewalks, and storm infrastructure along the frontage of Vanier Drive. The developer does propose to remediate and landscape the existing northern vehicle entrance to remove any necessary ditch crossings fronting Vanier Drive.

DISCUSSION:

The applicant's rationale for the variances is provided in Attachment No. 2 and centres on the cost of the offsite improvements and contends that the improvements should be financed through general taxation. Staff have assessed all three proposed variances as follows:

1. Sanitary Sewer Extension on Dundas Road – while the bylaw is clear in the City's power to require the sanitary services to be extended the entire length of Dundas Road, staff find this improvement is not directly attributable to what is proposed. The business is currently serviced by sanitary sewer and will continue to be serviced after redevelopment. While there is a benefit to the services being extended, and potentially allow houses currently serviced by septic fields to connect, this could more appropriately be done through a local area service where the benefiting property owners would bear the cost of the service extension. Staff have assessed this variance as supportable provided the sewer main is extended to the southern limit of the Dundas Road improvements. This will avoid the need to remove and replace new asphalt in the future.
2. Dundas Road Frontage Improvements – the proposal to repave the full width of Dundas Road to approximately half the length of the roadway results in about the same amount of repaving as would otherwise be required but focusses the improvement on the section of roadway that is most used by the business and has the highest traffic volumes. Curb and gutter will be required on the upgraded roadway abutting the subject property to the site access. Staff have assessed this variance as supportable.
3. Vanier Drive Frontage Improvements – the proposal is to waive the requirements for any improvements to this frontage aside from regrading of the existing ditch. Staff do not support this proposal as the business utilizes and benefits from the improvements.

Staff recommend that variances 1 and 2, as identified above, are approved and variance 3 is denied.

FINANCIAL IMPLICATIONS:

Granting of Variance 1 will have no identified financial impact as the sanitary service, if implemented, could be completed through a financing method such as a local area service whereby the cost is borne by the benefiting property owners.

Granting of Variance 2 may have financial implications should the City improve Dundas Road in the future in which case improvements would be financed through general taxation.

Granting of Variance 3 would mean that the planned improvements to Vanier Drive would be financed through general taxation.

The application fee for the DVP was \$1,500. Development Cost Charges (DCCs) will be collected at the time Building Permit at the rates set out in the City and Comox Valley Regional District DCC Bylaws.

ADMINISTRATIVE IMPLICATIONS:

Processing development variance permits is a statutory component of the work plan. Staff has spent approximately 15 hours processing this application to date. Should the proposed development variance permit be approved, an additional two hours of staff time will be required to register the permit and close the file.

ASSET MANAGEMENT IMPLICATIONS:

The asset management implications are discussed above. Granting this variance would mean that either the infrastructure is left in a deficient state or the City would have to allocate funds through general taxation to construct the improvements.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make
- Focus on asset management for sustainable service delivery

OFFICIAL COMMUNITY PLAN REFERENCE:

5.3.9 The City will require sidewalks to be constructed a minimum of 1.5 metres from the back of curb with street trees planted in the boulevard along all arterial and collector roads outlined on the Road Network Plan.

7.10.2 Proposed developments will be considered where a development:

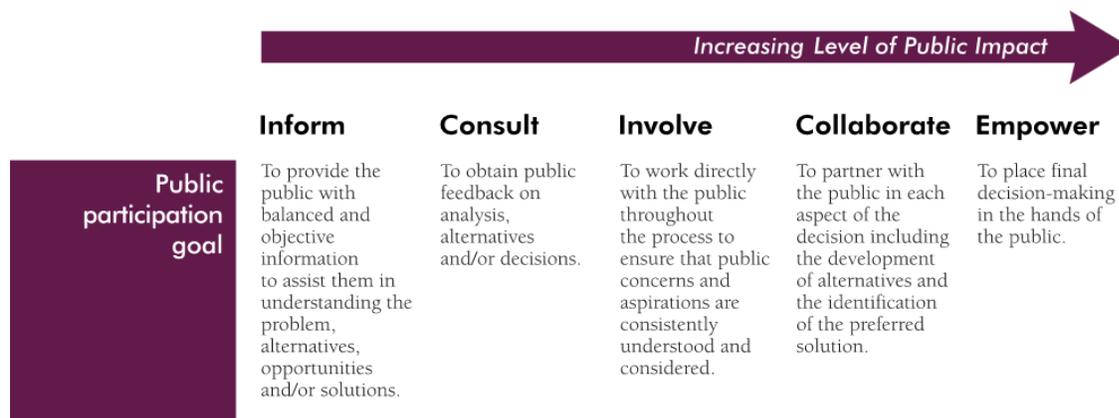
- a) provides substantial benefits to the City;
- b) will not negatively impact on the City’s infrastructure, neighbourhood or environment
- c) new development that supports destination uses such as the downtown, Riverway Corridor or a Comprehensive Planned Community.
- d) Meets applicable criteria set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

REGIONAL GROWTH STRATEGY REFERENCE:

There are no direct references in the RGS concerning variances to City’s Subdivision and Development Servicing Bylaw No. 2919.

CITIZEN/PUBLIC ENGAGEMENT:

As per Council’s direction, under the IAP2 Spectrum of Public Participation the level of public input that has been undertaken is “Consult”.



The applicant mailed out a public information meeting package on April 22, 2020 to adjacent property owners and occupiers within 30m of the property, this included a combination of households and businesses. The notice contained a description and details about the development proposal and contact information for the applicant. Three responses were received which are attached to the concurrent Development Permit with Variances report. Comments relative to the works and services variances include questions about the upgrades to Dundas Road (including the sewer extension) as well as concerns with the entrance location on Dundas Road.

In accordance with *the Local Government Act*, the City has notified property owners and occupants within 30 metres of the subject property of the requested variances and provided the opportunity to submit written feedback. To date, staff has not received any responses.

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

THAT based on the April 6th, 2021 staff report, "Works and Services Development Variance Permit No. 2004 - 4847 North Island Hwy (Dodge)" Council approve OPTION 1 and approve Development Variance Permit No. 2004 with the modifications specified in this report.

OPTION 2: That Council denies all three variances as proposed by the applicant

OPTION 3: That Council approve all three variances as proposed by the applicant.

OPTION 4: Defer consideration of Development Permit with Variance No. 2004 pending receipt of further information.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Reviewed by:



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachments:

1. Attachment No. 1 Draft Development Variance Permit
2. Attachment No. 2 Applicant's Rationale for the Variances
3. Attachment No. 3 Local Road Standard
4. Attachment No. 4 Arterial Road Standard

Attachment 1: Draft Development Variance Permit

THE CORPORATION OF THE CITY OF COURTENAY

Permit No. 3060-20-2004

DEVELOPMENT VARIANCE PERMIT

To issue a Development Variance Permit

To: Georgian Properties Ltd., Inc. No. BC 989257
19418 Langley By-Pass
Surrey BC
V3S 7R2

Property to which permit refers:

Legal: Lot A, Sections 18 & 45, Comox District, Plan 24116
Civic: 4847 North Island Highway

Conditions of Permit:

Permit issued to for the property legally described Lot A, Sections 18 & 45, Comox District, Plan 24116, waiving the requirement for works and services in accordance with The Subdivision and Development Servicing Bylaw No. 2919:

The Subdivision and Development Servicing Bylaw No. 2919:

Section 9 and 14 Sanitary Sewer Works in Dundas Road

From: Extend the sanitary sewer the full frontage of the subject property

To: Extend the sanitary sewer to the southern extent of the road improvements on Dundas Road.

Section 11 and 14 Dundas Road frontage improvements

From: Frontage improvements the full length of the property to the centre line of the right of way

To: Improvements to the full width of Dundas (8.4m) from Vanier Drive to the proposed site access. Curb and gutter is required on the frontage abutting the subject property to the access.

Time Schedule of Development and Lapse of Permit

That if the permit holder has not substantially commenced the construction authorized by this permit within (12) months after the date it was issued, the permit lapses.

Date

Corporate Officer

Attachment No. 2: Applicant's Rationales for Variances

From: Tom Dishlevoy <tom@tda.ca>
Sent: March-04-21 11:06 AM
To:
Cc:
Subject: Re: Rationales for All Variances - CV Dodge-Request

Hi Dana

The rationale, or the why, of the landscape setback variance for example, was briefly mentioned in the list of Variance table we provide, ". . . to accommodate the display of vehicles. . ." and in our design rational documents, page 7 in reference to the required 7.5m landscape setback "This would seriously restrict the ability of the new car dealership to display vehicles on this high visibility frontage and we are applying for a Development Variance to this requirement." We have nothing more to offer you on this particular item. The intention of a "landscape buffer" is exactly the opposite to what we, a car dealership project, requires along our main frontage. We think that cleaning up the existing ditch, re-aligning it along the property line and the edge of the highway, and providing a curbed edge with a reduced width strip of low planting as described in our previous submission documents will be a significant improvement to what presently exists. If staff agrees, please support this variance in your report. If you don't agree, please say so in the report and let's see what the council has to say.

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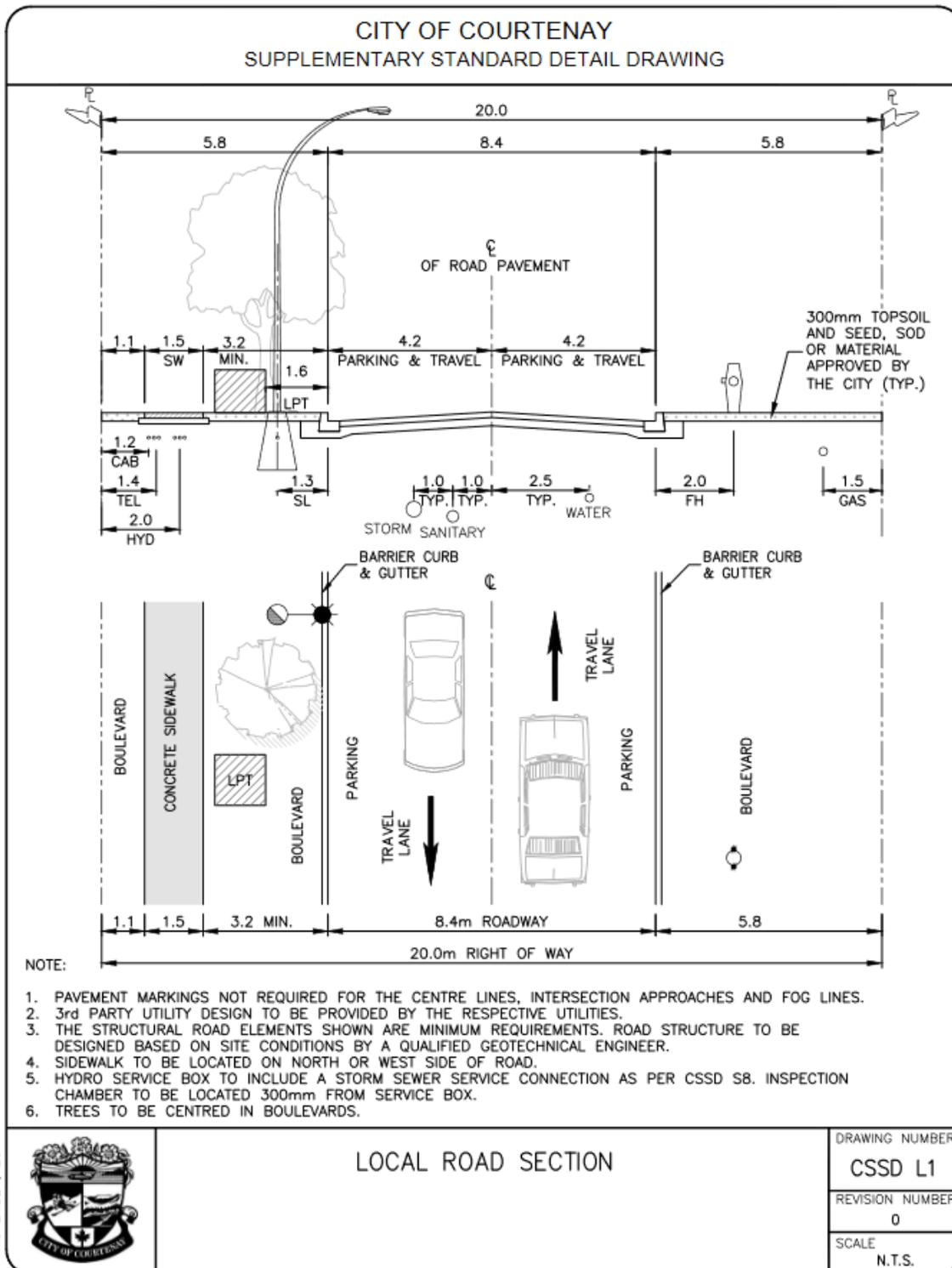
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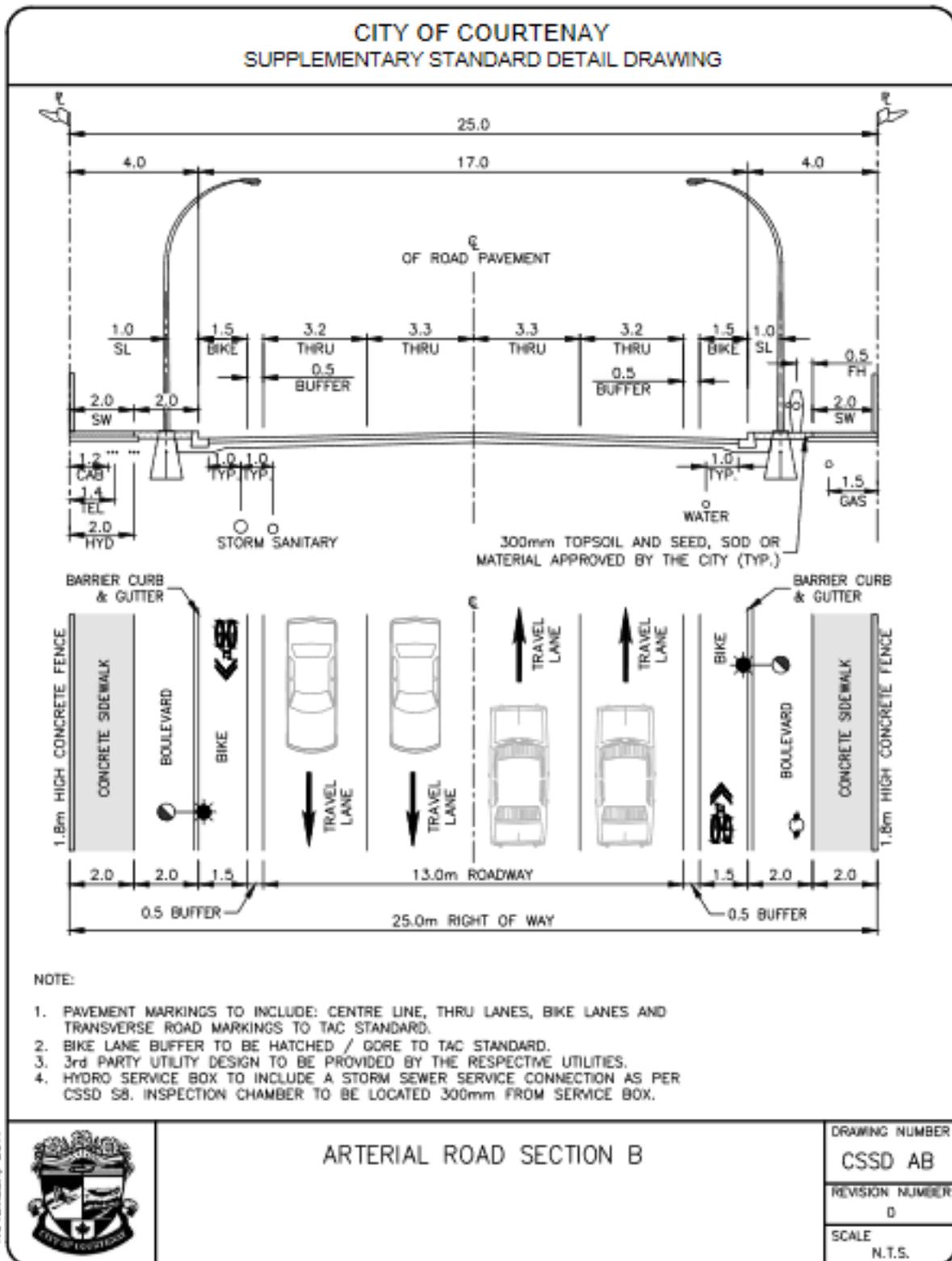
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Attachment No. 3: Local Road Standard



NOVEMBER, 2017

Attachment No. 4: Arterial Road Standard



NOVEMBER, 2017



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Zoning for Urban Agriculture

File No. 0640-20/3360-01
Date: April 06, 2021

PURPOSE:

The purpose of this report is to introduce and explore the implementation of urban agriculture land uses across the City.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 staff report “Zoning for Urban Agriculture” Council approve OPTION 1 and direct staff to prepare an online survey related to urban agriculture and include the link and brief information in the 2021 tax notices to gauge public opinion on the introduction of urban agriculture across the City.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

On June 8th, 2020 Council passed the following resolution pertaining to urban agricultural opportunities in the City:

“Whereas the onset of COVID-19 has significantly impacted food security for local residents; and

Whereas there has been an upsurge and interest in urban food production, and efforts to enhance local food security; and

Whereas food security policy aligns with Council’s strategic priorities of climate change mitigation and sustainability goals;

Therefore be it resolved that Council support urban agricultural opportunities and improved food security by directing staff to prepare a draft bylaw for Council’s consideration that considers past research done by LUSH Valley Food Action Society and North Island College, and current input from the Planning department, the Comox Valley Food Policy Council, and residents, to allow small-scale commercial urban food production, including but not limited to chickens (not roosters), bees, and urban farm stands on all residential property within the City of Courtenay; and Furthermore, that staff consult with the Town of Comox’s planning department in the interest of alignment with their proposed urban agriculture policy.”

As it pertains to zoning there are two key areas to examine. The first is urban agriculture as a permitted land use in some or all residential zones. The second is urban agriculture as a permitted home occupation (home based business) in which the products produced on the property are sold from the property. To initiate this process and develop the bylaw, this report assesses what is currently allowed in Courtenay, what other comparable communities allow (specifically within the Comox Valley), and recommends a next step in the development of a bylaw which reflects the desires of Courtenay’s many neighbourhoods.

Currently, the City permits agricultural uses and businesses in limited situations. “Agriculture” is allowed in the two primary agricultural zones as well as several large lot residential and rural residential zones. The key parameter for agricultural activities in residential zones is that the parcel is 4000m² (1ac.) in area or greater. There are also provisions for “Famer’s Markets” which is a permitted use in the C-1 zone which encompasses much of the Downtown area. The Home Occupation regulations of the zoning bylaw do not permit urban agriculture as a home based business. As a result, urban agricultural activities are permitted in some isolated, large lot areas of the City while urban agriculture as a home occupation is not permitted anywhere in the City.

In addition to the above noted zoning regulations the City’s Animal Control Bylaw No.1897, 1996 prohibits the keeping of any animal other than a dog or cat outdoors except on properties zoned for agricultural uses. This bylaw also specifically restricts the keeping of poultry on any property within the City, other than those zoned for agricultural use. Accordingly, if the City were to move forward with zoning amendments to allow chickens on residential properties amendments will be required to the Animal Control Bylaw No. 1897, 1996.

Staff conducted a scan of how other Comox Valley communities regulate urban agriculture to inform the potential bylaw’s development and ensure consistency. As outlined in Council’s resolution, urban agriculture contains three general components being: market gardens, bee keeping and raising of chickens. Market gardens are generally defined in other jurisdictions as growing food on a property which is then sold to the general public from that property. Bee keeping involves the raising and care of bee hives for the purpose of producing honey which is then used by the occupant or sold to the general public. Likewise, the raising of hens is strictly for the production of eggs which are then sold to the general public or consumed by the occupant. Table 1 below summarizes the three components of urban agriculture in the Comox Valley.

	Market Gardens	Bee Keeping	Raising of Hens
City of Courtenay	Permitted land use in agricultural zones but not as a home occupation	Permitted land use in agricultural and certain large lot residential zones but not as a home occupation	
Town of Comox	Only a permitted land use in agricultural zones but not as a home occupation		
Village of Cumberland	Permitted land use in most residential zones and as a home occupation	Permitted land use in most residential zones but not as a home occupation	

Table 1: Comox Valley Urban Agriculture

If the City is to introduce an urban agricultural land use and then permit the sale of agricultural products as a home based business the next question is in what residential zones, and perhaps areas of the City, should urban agriculture be permitted and with what parameters.

Cumberland provides a good, local example of well-rounded regulations which allow urban agriculture in a series of residential zones. Cumberland defines urban agriculture as a land use with market garden (or the sale of agricultural products) as a separate use. Both uses are permitted in most single family zones. The bylaw then contains a series of general regulations which must be met as conditions of establishing the urban agriculture or market gardens land use. For example, the regulations stipulate that bee keeping requires a lot to have a minimum lot width of 15.0metres (49 feet) and that only two hives with colonies shall be permitted on each lot.

Courtenay has 15 low density residential zones in addition to several comprehensive development zones regulating single family uses across the City. Many of the zones reflect specific areas such as the CD-1 which includes all of the Crown Isle community or the R-2B zone which covers much of the Old Orchard area. There are other zones that are more generally spread through the City such as the R-1 zone which includes much of East Courtenay as well as pockets in West Courtenay.

As discussed, urban agriculture has three components. Market gardens and bee keeping seem to have little controversy when implemented in other jurisdictions. In contrast, hen keeping and the sale of agricultural products on a property have been controversial in certain communities. The expectation is that certain areas of Courtenay will have little concerns with any of the components of urban agriculture or the sale of goods on a property while others will be opposed to some or all of the components.

A survey was included in the 2010 residential tax notice asking for public comment on amending the animal control bylaw to allow for the keeping of backyard chickens under specific conditions. Approximately 10,500 surveys were mailed and a total of 2379 were completed and returned to the city. The results indicated 61% opposed the amendments and 39% were in favour. The Council of the day directed staff not to pursue the amendments. The summary report is included in Attachment No.1

In 2017 the LUSH Valley Food Action Society conducted a survey to investigate public opinion toward beekeeping, keeping of hens and yard-gate sales (market gardens). The survey questions were generally well constructed and a summary is included in Attachment No.2. Of the 584 responses, 337 or 58% were from City of Courtenay residents. Overall the survey respondents were supportive of urban agriculture, but the data does not clearly indicate the level of support from Courtenay residents alone.

For this reason, Staff are recommending as a next step to development an online survey similar to the one conducted by LUSH Valley in 2017. Staff would include information about the survey in the 2021 tax notices in the hope of obtaining a high number of responses from Courtenay residents.

As an alternative (OPTION 2) Council may wish to direct staff to proceed without further consultation and rely solely on the 2017 LUSH Valley survey results.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to the bylaw development process as they are part of staff's regular administrative duties. Should Council direct staff to proceed with an online survey it will be prepared by staff and hosted on the City website with no additional financial impact. Staff are preparing a notice related to the OCP to be included in the 2021 tax notices and would add information pertaining to the Urban Agriculture in the same circular.

ADMINISTRATIVE IMPLICATIONS:

To date staff have spent approximately 20 hours on this file. The preparation and posting of a survey would require approximately 15 hours. Preparation of bylaw amendments and future reports and public hearings will require approximately 75 hours of staff time. Staff work plans will be updated accordingly to ensure that the additional work and timeline expectations are balanced with other priorities.

ASSET MANAGEMENT IMPLICATIONS:

There are no immediate asset management implications related to the proposed bylaw.

2019 - 2022 STRATEGIC PRIORITIES REFERENCE:

- Communicate appropriately with our community in all decisions we make.

OPTIONS:

OPTION 1: (Recommended)

THAT based on the April 6th, 2021 staff report “Zoning for Urban Agriculture” Council approve OPTION 1 and direct staff to prepare an online survey related to urban agriculture and include the link and brief information in the 2021 tax notices to gauge public opinion on the introduction of urban agriculture across the City.

OPTION 2: Direct Staff to prepare the necessary bylaw amendments to permit urban agriculture in the City based on the results of the 2017 LUSH Valley survey.

OPTION 3: Defer consideration pending receipt of further information.

OPTION 4: Not proceed with the zoning bylaw amendment.

Prepared by:



Matthew Fitzgerald, RPP, MCIP
Manager of Development Planning

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Concurrence by:



Ian Buck, RPP, MCIP
Director of Development Services

Attachments:

1. 2010 City Backyard Chicken Survey
2. 2017 LUSH Valley Survey Summary

2.

THE CORPORATION OF THE CITY OF COURTENAY

REPORT TO COUNCIL

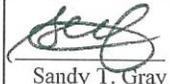
FROM: Planning Services Department

DATE: March 24, 2011
FILE: 640-20

SUBJECT: Backyard Chicken Survey

ADMINISTRATOR'S COMMENTS/RECOMMENDATIONS:

That the recommendation of the Director of Planning Services be accepted.



Sandy T. Gray

RECOMMENDATION:

That Council not pursue introducing changes to existing City bylaws or policies which would result in allowing for backyard chickens in residential zones within the City of Courtenay.

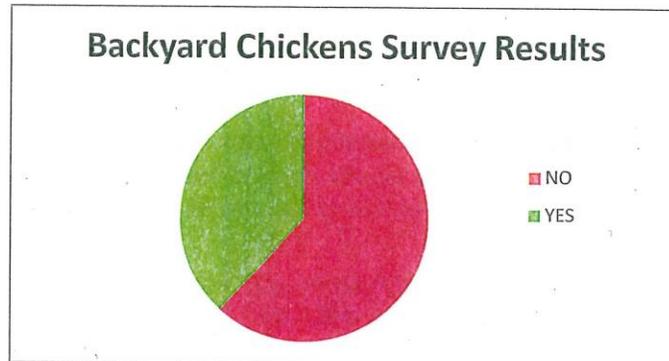
PURPOSE:

To provide information to Council on the results of the personal opinion survey regarding backyard chickens, which was included in the 2010 tax notices.

BACKGROUND:

In the spring of 2010 Council directed staff to include a brief survey in the 2010 residential tax notices asking public opinion on amending the animal control bylaw to allow for the keeping of backyard chickens under defined conditions (as attached).

Approximately 10,500 surveys were sent out, a total of 2379 or about 22% of these surveys were completed and returned to City Hall. The results of the survey indicated that 61% opposed the idea while 39% were in favour of allowing backyard chickens (with restrictions). The overall responses are summarized in the chart below.



The results indicate that some members of the community are supportive of allowing chickens in urban areas. However, the poll indicates that the majority of respondents are not in favour of amending City bylaws to allow for chickens at this time.

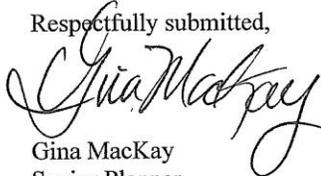
FINANCIAL IMPLICATIONS

None at this time.

STRATEGIC PLAN & OFFICIAL COMMUNITY PLAN REFERENCE

Engaging the public in decisions of Council is referenced in both the Strategic Plan and the City of Courtenay Official Community Plan.

Respectfully submitted,

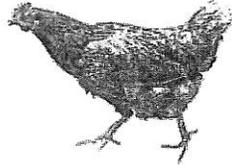


Gina MacKay
Senior Planner

GM/gmm



Peter Crawford, MCIP
Director of Planning Services



Backyard Chicken Survey

Are you in favour of allowing backyard chickens in the City of Courtenay, subject to the following amendments to the City's Animal Control Bylaw?

- chickens permitted only on single residential properties
- A maximum of four (4) chickens may be kept on a lot less than 0.4 hectares (1 acre) in size
- No more than two (2) chickens may be kept on a lot less than 650m² (7000ft²)
- No roosters, cocks, cockerels or peacocks and the like may be kept on the property
- Any structure containing chickens, be it portable or stationary, is subject to the setback requirements of the zone
- Chickens must be kept on the property and are not permitted to be at large
- Chicken manure and waste products are to be composted or disposed of to prevent odours

Yes

No

Your Postal Code: _____

Please return completed survey with your tax payment or Home Owner Grant, or deposit in drop-off box at City Hall by July 2, 2010.



Courtenay City Hall
830 Cliffe Avenue
Courtenay, BC V9N 2J7
250-334-4441 • www.courtenay.ca

P7

Attachment No. 2 – 2017 LUSH VALLEY SURVEY SUMMARY

City of Courtenay Urban Agriculture Survey SUMMARY

BC Healthy Communities “PLAN H” Grant

April 18, 2017

This report provides a summary of the findings of the Urban Agriculture Survey that was conducted in order to investigate public opinion towards changing urban agriculture bylaws in the City of Courtenay. Specifically, the public was invited to provide specific and general feedback on the proposal to allow for beekeeping, keeping hens and yard-gates sales within residential neighbourhoods on properties with a single-family home, including properties with a secondary dwelling. Currently these activities are not allowed.

The survey was 33 questions, took approximately 10 minutes to complete and was posted on-line for a total of xx days (to). LUSH Valley and community partners promoted the survey through press releases, articles in the local newspapers, local radio interviews, social media, organization email lists and at the public consultation events. Three public consultation events were held: .

In total, 584 surveys were submitted, which is considered a relatively high figure in the City of Courtenay public consultation context. Not all respondents answered every question. In the summaries below the sample size (N) is indicated for each question summarized.

The survey was designed by the project team which included LUSH Valley, City of Courtenay staff and North Island College staff and students. Not all survey results are presented in the summary and a number of the questions are modified in the summary for brevity. A copy of the survey is presented in Appendix A. A copy of the complete survey results is presented in Appendix B.

Summary of findings

Question 1: Where do you live? (N=561)

Anyone was permitted to complete the survey as allowing for bees, hens and yard-gate sales could have impacts on neighbouring jurisdictions (e.g. farmers in the rural lands, interests in and/or concern for urban agriculture generally, community aesthetics, consideration in locating to Courtenay). The majority of responses were however from Courtenay (58%), followed by the Rural areas in the Comox Valley Regional District (21%), the Comox (17%) and Cumberland (3%). The remaining 1% were from other locations on the island or were from the CVRD electoral area but answered a specific community (e.g. Royston rather than selecting the multiple-choice response provided).

Question 2: If you live in the City of Courtenay, what area of the city do you live? (N=337)

For the purposes of this study, the project team decided to designate 9 ‘neighbourhoods’ within the City to allow for more specific analysis of what areas of the city may be more amenable or opposed to the proposed land uses. The ‘neighbourhood’ with the most responses was West Courtenay – Zone 1. Note, that at this time analysis of degree of support within the different neighbourhoods, or proportionality of responses measured against relative population numbers for each neighbourhood, has not yet occurred.

Question 3: Do you grow any of your own food at home? (N=582); Question 4: Describe what foods you grow and how you grow them (N=483); and Question 5: If not, why not (check all that apply) (N=135).

81% of respondents grow their own food, in pots on a porch, on the ground in a yard and in raised garden beds. Fruit trees and bushes were also listed by a number of respondents.

Those who do not grow food at home cited lack of space (41%) and insufficient time (27%) as the most common factors for why they do not. 28% of those who answered this question indicated that they intend

City of Courtenay Urban Agriculture Survey SUMMARY

BC Healthy Communities "PLAN H" Grant

April 18, 2017

to do so in the next year. In the open responses a number of other factors were listed by a number of respondents: lack of fencing (from deer), lack of adequate sunlight, concern over pests (rats) and tenure (renting or strata rules).

For each of the following questions on yard-gate sales, beekeeping and keeping hens, each topic was introduced with a number of conditions that could be considered in designing regulatory allowances for the activities (e.g. size and location of yard-gate structures, number of hens or hives, requirements of animal welfare, etc.). Respondents were also reminded that the questions pertained only to residentially zoned properties in the City of Courtenay. The questions are condensed below for brevity. Full questions are presented in the survey in Appendix A.

Question 6: Do you support yard-gate sales? (N=573)

87% of respondents stated they support this activity. 6% stated they do not support. 7% stated they are undecided.

When asked *Do you have any other concerns or comments about yard-gate sales? (N=228)* the most common responses included concern that produce for sale would contain un-regulated pesticides, concern over hygiene of the produce, attractant of rats, enhanced foot and vehicle traffic, and tidiness of the yard-gate structure. A couple of respondents noted that the activity may compete with farm businesses and that water use could become a concern. Overall though the open ended responses indicated a strong support for the concept with many noting that yard-gate sales could provide opportunities for community building as well as access to local food.

Question 8: Do you support allowing beekeeping in your neighbourhood? (N=565)

91% of respondents stated they support this activity. 5% do not and 4% are undecided.

Question 9: Would you support mandatory training for residents to keep bees? (N=561)

The survey included the information that *beekeeping requires registration with provincial authorities*, and therefore the project team was only interested in asking about the public's support for training. 69% of respondents stated they would support requiring it, while 20% stated they are undecided and 13% stated they do not support mandatory training.

When asked *Do you have any other concerns or comments about keeping bees? (N=208)* the most common responses included support for beekeeping generally for the specific reason that bees are in decline generally. As expected, concern over allergies and potential to attract predators (bears) was noted, although not overwhelmingly so. Some respondents posed questions such as: would there be enough food for bees in an urban environment, is there an upper limit to the number of hives an area can support, can hives be too close to one another and how easily can bees transmit diseases. The concern for animal welfare (neglect) was also raised.

Question 11: Do you support allowing hens in your neighbourhood? (N=560)

85% of respondents stated they support this activity. 12% do not and 3% are undecided.

Question 12: Would you support mandatory registration and/or training for residents to keep hens? (N=337)

City of Courtenay Urban Agriculture Survey SUMMARY

BC Healthy Communities “PLAN H” Grant

April 18, 2017

Unlike beekeeping, the province does not require any registration for hens and therefore individual local governments decide whether registration and/or training will be part of their regulatory framework. Of the respondents who answered this question, there was overall support for registration (73%) and training (69%). Note however that a large number of respondents skipped this question (207). In the open-ended question Do you have any other concerns or comments about keeping hens (N=250), a number of comments included concern that registration and/or training could result in costs and an added layer of bureaucracy as barriers to the activity. The parallel of registration and training for keeping other common urban and suburban domestic animals such as cats and dogs was pointed out, with a number of respondents believing that if residents are allowed to keep these animals with few restrictions, then hens should also be permitted.

Of the concerns of keeping hens, noise and odours were the most commonly listed. The interaction of hens and rats was also raised by a number of respondents, with both perspectives being presented: that hen feed can be an attractant to rats, and that hens are known to kill rats. Another comment with some frequency was the concern over how the hens will be treated as they age (laying fewer or no eggs) or get sick.

Question 14: If allowed, would you personally participate in any of these activities? (N=553)

The following table shows the number respondents for each answer option and percentage of responses for a given activity. The most commonly cited activity that respondents stated they would participate in is buying produce from other residents. Note the relative similarity in ‘possibly’ and ‘no’ responses for for beekeeping, keeping hens and selling produce. Overall, these responses show that a relatively high number of the survey respondents would either participate in or possibly participate in the activities listed, thus suggesting that the respondents were personally motivated to conduct the survey.

	Yes	Possibly	No	Unsure	N/A	Total
Beekeeping	24.67% 132	30.09% 161	31.96% 171	6.17% 33	7.10% 38	535
Keeping hens	37.17% 200	25.65% 138	25.46% 137	5.20% 28	6.51% 35	538
Selling produce you've grown	25.05% 134	29.16% 156	31.96% 171	6.54% 35	7.29% 39	535
Buying produce from other residents	76.49% 423	14.83% 82	5.61% 31	1.08% 6	1.99% 11	553

Question 15: In general would you like urban agriculture opportunities in the City of Courtenay to increase? (N=553) And Question 16: If yes, why? (N=520)

94% of respondents indicated support for more opportunities. Respondents could choose from all the pre-populated responses listed, and could add additional comment. All of the pre-populated responses received 54% selection or higher. The top three reasons for support were: Increasing our community's food independence (95%), eating healthier foods (91%) and reducing food miles and decreasing your carbon footprint (91%).

City of Courtenay Urban Agriculture Survey SUMMARY

BC Healthy Communities "PLAN H" Grant

April 18, 2017

Common reasons listed in the open-ended opportunity to this question included: fostering a sense of community, promoting food education/literacy especially amongst children, and converting lawns into more productive landscapes.

Questions 17-29 asked a number of questions on personal food spending context and preference as well as participation in food security activities. For the purposes of a summary on regulatory considerations, these responses are not presented here.

Demographic information collected from the survey includes:

- There was representation from a variety of age ranges:

Answer Choices	Responses	
younger than 18	1.47%	8
18-30	10.83%	59
31-40	23.30%	127
41-50	15.05%	82
51-60	20.18%	110
61-70	22.20%	121
71-80	6.61%	36
81+	0.37%	2
Total		545

- 73% of the respondents identified themselves as female
- 75% of respondents describe their residence as 'single family home', followed by 'duplex' (12%)
- 79% of respondents own their home

151 respondents provided "other comments related to urban agriculture or food security" which are varied and reflect many of the views presented earlier in the survey. Overall, the sentiment that 'if other communities can allow these activities, then so should the City' was commonly cited, with a number of respondents believing the activities should be allowed outright, and others believing regulation is necessary.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Interim Chief Administrative Officer
Subject: 2021-2025 Consolidated Financial Plan Bylaw 3032

File No.: 1705-20
Date: April 6, 2021

PURPOSE:

The purpose of this report is for Council to consider three readings of the 2021-2025 Consolidated Financial Plan Bylaw 3032, 2021.

POLICY ANALYSIS:

Section 165 of the *Community Charter* requires a municipality to adopt a Five-Year Financial Plan. The Water, Sewer, and General Fund budgets have been previously presented to Council and approved. This document compiles them all together, along with two approved budget amendments, to form the Consolidated Five-Year Financial Plan and supports the 2021–2025 Financial Plan Bylaw that must receive Final Adoption by May 14, 2021.

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

EXECUTIVE SUMMARY:

The 2021–2025 Consolidated Financial Plan (combined General, Solid Waste, Water, and Sewer Budgets) provides for a total of \$56.26 million in operating expenditures including amortization, \$19.23 million in capital expenditures, \$1.56 million in long-term debt payments and \$4.09 million distributed to various surpluses and reserves.

All 2021-2025 Financial Plan documents and presentations have been made available on the City's website for public feedback until March 31, 2021 and Staff have received no comments or questions from the public.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 Staff Report "2021-2025 Consolidated Financial Plan Bylaw 3032" Council endorse OPTION 1 and approve the 2021-2025 Consolidated Financial Plan; and

THAT Council proceed to first, second and third reading of the 2021-2025 Consolidated Financial Plan Bylaw No. 3032, 2021.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

Consideration and approval of a Five-Year Financial Plan is an annual requirement under Section 165 of the *Community Charter*. Council approved, in separate reports, the Solid Waste, Water, Sewer and General Fund budgets. The proposed 2021-2025 Consolidated Financial Plan combines these budgets into one document.

Council was presented with the 2021-2025 Solid Waste, Recyclables, and Yard Waste Budget on October 19, 2020 and passed the following resolution:

4.3.1 2021 - 2025 Municipal Solid Waste, Recyclables, and Yard Waste Budgets (1705-20/1830-05)

Moved By McCollum

Seconded By Hillian

That based on the October 19th, 2020 staff report "2021 - 2025 Municipal Solid Waste, Recyclables, and Yard Waste Budgets" Council approve OPTION 1 and increase 2021 user fees by 5.0%, and;

That Bylaw Number 3022, 2020 a bylaw to amend the "City of Courtenay Fees and Charges Bylaw No. 1673, 1992", proceed to first, second and third reading in order to revise the proposed 2021 Municipal Solid Waste, Recyclables and Yard Waste user fees.

Carried

The 2021–2025 Water and Sewer budgets were presented to Council on November 30, 2020 at which time the following resolutions were passed:

1.1.1 2021-2025 Water Fund Financial Plan (1705-20/1715-20)

Moved By Frisch

Seconded By Cole-Hamilton

That the November 30th, 2020 staff report "2021 - 2025 Water Fund Financial Plan", be received for information.

Carried

Moved By Hillian

Seconded By Cole-Hamilton

That based on the November 30th, 2020 staff report "2021 - 2025 Water Fund Financial Plan", Council approve OPTION 1, and proceed with the proposed 2021 - 2025 Water Fund Financial Plan; and, that water user fee revenue remains unchanged for 2021.

Carried

1.1.2 2021-2025 Sewer Fund Financial Plan (1705-20/1715-20)

Moved By McCollum
Seconded By Cole-Hamilton

That the November 30th, 2020 staff report "2021-2025 Sewer Fund Financial Plan", be received for information.

Carried

Moved By Cole-Hamilton
Seconded By Morin

That based on the November 30th, 2020 staff report "2021-2025 Sewer Fund Financial Plan", Council approve OPTION 1, and proceed with the proposed 2021-2025 Sewer Fund Financial Plan; and, that sewer user fee revenue be increased by 2.0% for 2021.

Carried

The 2021-2025 General Fund Operating and Capital Financial Plans were presented to Council on March 10, 2021 at which time the following resolutions were passed:

1.1.1 2021-2025 General Capital Financial Plan (1705-20)

Moved By Cole-Hamilton
Seconded By Frisch

THAT the March 8th, 2021 staff report "2021-2025 General Capital Financial Plan", be received for information.

Carried

Moved By Cole-Hamilton
Seconded By Frisch

THAT based on the March 8th, 2021 staff report "2021-2025 General Capital Financial Plan" Council approves the 2021-2025 General Capital Financial Plan" with the following amendment:

THAT the \$30,000 allocated for design work in the 2022 Proposed General Capital budget listed as "Access and Parking to McPhee Meadows" under the Recreation and Culture Department be moved to the 2021 General Capital Budget; and,

THAT staff be directed to include the 2021-2025 General Capital Financial Plan into the 2021-2025 Financial Plan Bylaw as amended.

Carried

An amendment to the 2021-2025 Sewer Fund Capital Plan was also presented to Council on March 15, 2021 and Council passed the resolution to reallocate \$1,000,000 from the New Works Reserve - Community Gas Tax Funds into the Greenwood Trunk Sewer Capital project fund in 2021; and to reallocate \$492,500 from the prior year Sewer Operating surplus into the Greenwood Trunk Sewer Capital project fund in 2021.

All of the above approved budgets and amendments have been incorporated into the 2021-2025 Consolidated Financial Plan (Attachment # 1). All 2021-2025 Financial Plan documents and presentations have been made available on the City's website for public information and feedback until March 31, 2021. Staff have received no comments or questions from the public in regards to the 2021-2025 Consolidated Financial Plan.

DISCUSSION

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

The attached City of Courtenay 2021-2025 Consolidated Financial Plan compiles all of the financial plans for the General, Water, and Sewer Funds into one document and supports transparency and communication to the Public.

FINANCIAL IMPLICATIONS:

All of the financial implications for the various funds have been presented and discussed in separate reports and presentations to Council at previous public meetings and made available to the public on the City's website. The attached document compiles them together. Overall, the City's operating budget in 2021 is comprised of \$56.26 million in operating expenditures including amortization, \$19.23 million in capital expenditures, \$1.56 million in long-term debt payments and \$4.09 million distributed to various surpluses and reserves.

ADMINISTRATIVE IMPLICATIONS:

Preparation of the annual consolidated financial plan is a collaborative effort that involves all departments. The 2021-2025 Consolidated Financial Plan Bylaw 3032, 2021 will return to Council for final adoption at the next scheduled public Council meeting and must receive final adoption no later than May 14, 2021.

ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

In preparing the 2021-2025 Consolidated Financial Plan staff considered Council's 2019-2022 Strategic Priorities, the capacity of staff to deliver services and projects in a timely manner, and also considered the public's willingness to pay. The following strategic priorities informed the preparation of the 2021-2025 Consolidated Financial Plan.

We focus on organizational and governance excellence

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

We proactively plan and invest in our natural and built environment

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

We actively pursue vibrant economic development

- ▲ Continue to support Arts and Culture

We plan and invest in methods of multi-modal transportation

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

We support diversity in housing and reasoned land use planning

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

We continually invest in our key relationships

- Value and recognize the importance of our volunteers

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

OFFICIAL COMMUNITY PLAN REFERENCE:

The 2021–2025 Consolidated Financial Plan touches several of the OCP Goals including:

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

REGIONAL GROWTH STRATEGY REFERENCE:

The 2021–2025 Consolidated Financial Plan is presented to encourage sound financial management of City assets in order to provide services to all residents within the municipality and region. It touches on:

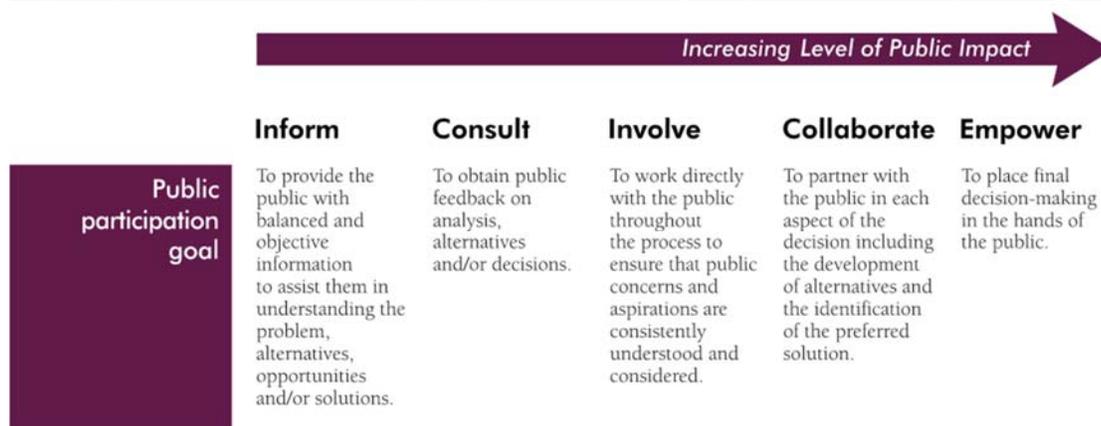
- ❖ Ecosystems, Natural Areas and Parks
- ❖ Transportation and Infrastructure
- ❖ Local Economic Development
- ❖ Climate Change

CITIZEN/PUBLIC ENGAGEMENT:

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

The City of Courtenay **informs** and **consults** with the public about the 2021-2025 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website.

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



OPTIONS:

OPTION 1: That Council approve the 2021-2025 Consolidated Financial Plan; and
That Bylaw number 3032, 2021, a bylaw to adopt the 2021-2025 consolidated five year financial plan proceed to first, second and third reading. (Recommended)

OPTION 2: That Council amends the 2021-2025 Consolidated Financial Plan.

OPTION 3: That Council defer the endorsement of the proposed 2021-2025 Consolidated Financial Plan for further discussion at a later Council meeting.

It should be noted that deferring endorsement of this financial plan may hinder Council's ability to meet the May 14, 2021 deadline to adopt a five year financial plan and therefore impact the City's ability to generate tax notices and revenue on time.

Prepared by:



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

Reviewed by:



Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachments:

1. 2021-2025 Consolidated Financial Plan Draft
2. 2021-2025 Consolidated Financial Plan Bylaw No. 3032, 2021

2021 - 2025 Consolidated Five Year Financial Plan

DRAFT

*photo by:
Kim Stallknecht*



CITY OF
COURTENAY
Financial Services

2021 – 2025 Five-Year Financial Plan Draft

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City of Courtenay – Quick Facts



Official City Crest

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

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

- **Incorporated:** January 1, 1915
- **Population:** 28,216 (2019 - BC Stats) | Comox Valley RD: 72,625 (2019 – BC Stats)
- **City Area:** 33.7 km² | 3,369 ha. | 8,324 acres
- **City Land Area (not incl Courtenay R. or Harbour):** 32.7 km² | 3,267 ha. | 8,075 acres
- **Private Dwellings:** 12,013 (2016 Census)
- **Private Dwellings occupied by usual residents:** 11,704 (2016 Census)
- **Density per km²:** 783
- **Population Growth (2015 – 2019):** +8.3% (BC Stats)

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

Statistics

Utilities

Sanitary

- **Sanitary Sewer Mains:** 164.7 km (Jan 2021) incl. 6.2km force main
- **Sanitary Sewer Connections:** 7,898 (Jan 2021)
- **Sanitary Lift Stations:** 11 Stations (20 Pumps)

Storm

- **Storm Sewer Mains:** 167.2 km (Jan 2021)
- **Storm Catch basins:** 4,323 (Jan 2021)
- **Storm Sewer Connections:** 6,797 (Jan 2021)

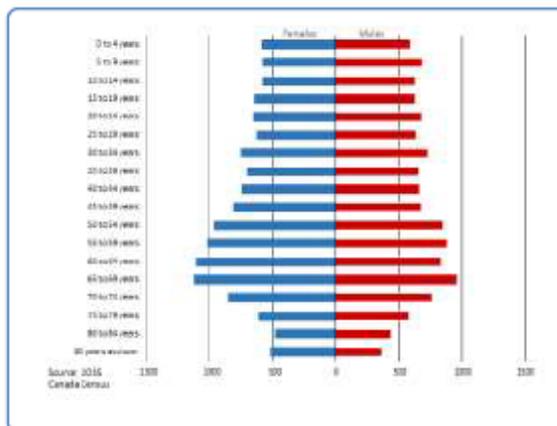
Water

- **Water Mains*:** 173.4 km (Jan 2021)
- **Water Service Connections:** 8,733 (Jan 2021)
- **Water Meters Setters (SFD):** 2,610 (Jan 2021)
- **Fire Hydrants:** 796 (Jan 2021) **Blow-off Valves:** 146 (Jan 2021)
- **Mainline Valves:** 1,883 (Jan 2021) **Air Valves:** 91 (Jan 2021)
- **Booster Station:** 5 pumps **PRV's:** 7 (Jan 2021)

Transportation

- **Roads:** 166 km | 351 lane km (Jan 2021)
Arterial: 64 lane km | Collector: 87 lane km | Local: 201 lane km
- **Sidewalks:** 173 km (Jan 2021) **Paved Walkways:** 10.8 km (2021)
- **Streetlights:** 1,497 (Jan 2021) incl. 323 Ornamental
- **BCH Rate: 1701:** 1,293 **BCH Rate: 1702:** 1,350 (Jan 2021)
- **Signalized Intersect's:** 20 **Ped Controlled X-ings:** 14 (Jan 2021)

Age Pyramid for Courtenay, BC (Census 2016)



Environment

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

Notes:

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

All Data compiled by the City of Courtenay AMTS (2021-02-01)

February 2, 2021 v2.00.9401



Introduction

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

This 2021-2025 financial plan was developed as a broad-based, collective effort and was strongly influenced by the six themes of Council's 2019-2022 Strategic Priorities as presented on the next page. Efforts were also made to remain within Council's "Area of Control", "Area of Influence" and "Area of Concern" as defined in the adopted strategic priorities document.

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

Municipal purposes include:

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

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

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

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

COVID-19 Pandemic

The ongoing COVID-19 pandemic was taken into consideration while developing the 2021 budget, to produce a realistic financial plan that minimizes the financial impact to residents and businesses. Reduced services and revenues, primarily in the Recreation Department, and the use of the COVID-19 Safe Restart Grant funding were included for the year 2021. Where possible, operating projects were delayed to future years. For the purpose of the 2021-2025 Financial Plan, the general assumption is that the pandemic will only impact the year 2021 and normal operations will resume in 2022.



STRATEGIC PRIORITIES 2019 – 2022

We focus on organizational & governance excellence	We proactively plan & invest in our natural & built environment	We actively pursue vibrant economic development	We plan & invest in methods of multi-modal transportation	We support diversity in housing & reasoned land use planning	We continually invest in our key relationships
<ul style="list-style-type: none"> ● Support and encourage initiatives to improve efficiencies ● Recognize staff capacity is a finite resource and support staff training and development ● Communicate appropriately with our community in all decisions we make ● Responsibly provide services at levels which the people we serve are willing to pay ● Value community safety and support our protective services 	<ul style="list-style-type: none"> ● Focus on asset management for sustainable service delivery ▲ Look for regional infrastructure solutions for shared services ▲ Support actions to address Climate Change mitigation & adaptation ● Make progress on the objectives of the BC Climate Action Charter ● Advocate, collaborate and act to reduce air quality contaminants ▲ Support social, economic & environmental sustainability solutions 	<ul style="list-style-type: none"> ● Engage with businesses and the public to continue revitalizing our downtown ▲ Continue to support Arts and Culture ● Work with the business and development sectors to mutually improve efficiencies ▲ Continue to explore innovative and effective economic development opportunities 	<ul style="list-style-type: none"> ● Move forward with implementing the City's Transportation Master Plan ▲ Collaborate with regional and senior government partners to provide cost-effective transportation solutions ● Explore opportunities for Electric Vehicle Charging Stations 	<ul style="list-style-type: none"> ● Complete an update of the City's OCP and Zoning Bylaws ● Assess how city-owned lands can support our strategic land purchases and sales ▲ Identify and support opportunities for lower cost housing and advocate for senior government support ● Encourage and support housing diversity ● Continue to develop and revisit all infrastructure master plans 	<ul style="list-style-type: none"> ● Build on our good relations with Kómoks First Nation and practice Reconciliation ● Value and recognize the importance of our volunteers ● Consider effective ways to engage with and partner for the health and safety of the community ▲ Advocate and cooperate with local and senior governments on regional issues affecting our community ● Support improving accessibility to all City services

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

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

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



CITY OF COURTENAY

Asset Management

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

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

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

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

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

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

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



Financial Plan Overview

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

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

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

Budgeting by Funds

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

The General Fund

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

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

The Water and Sewer Utility Funds

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

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

2021 – 2025 Five-Year Financial Plan Draft

Operating Budget Surplus

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

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

Capital Assets

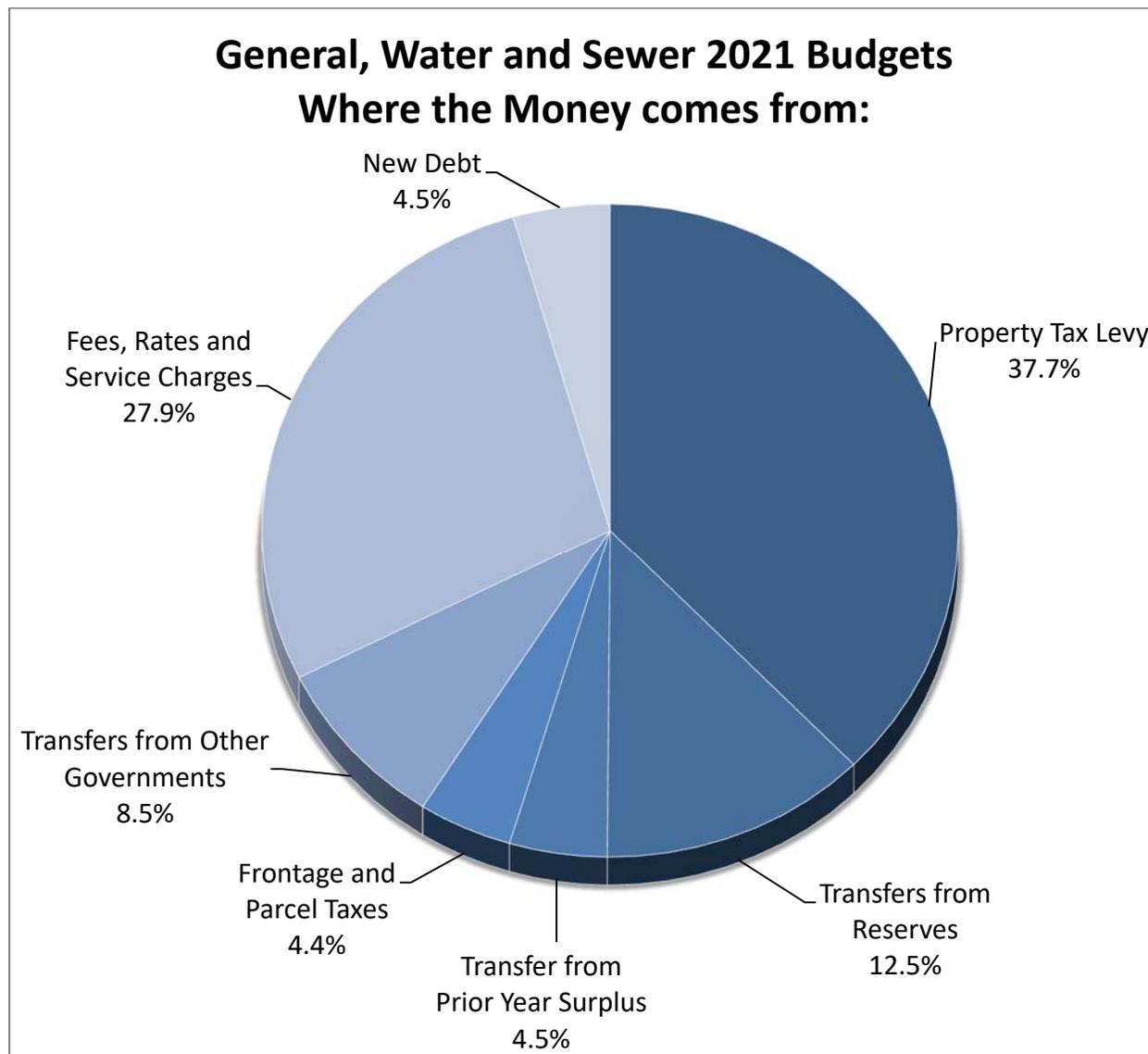
The Capital budget proposals have been developed based on the City's Asset Management Program. These were collectively identified by the Asset Management Working Group for consideration by the Interim Chief Administrative Officer, and developed from an organization-wide perspective while also considering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

A summary of the 2021 proposed budget is presented in the following table and graphs.

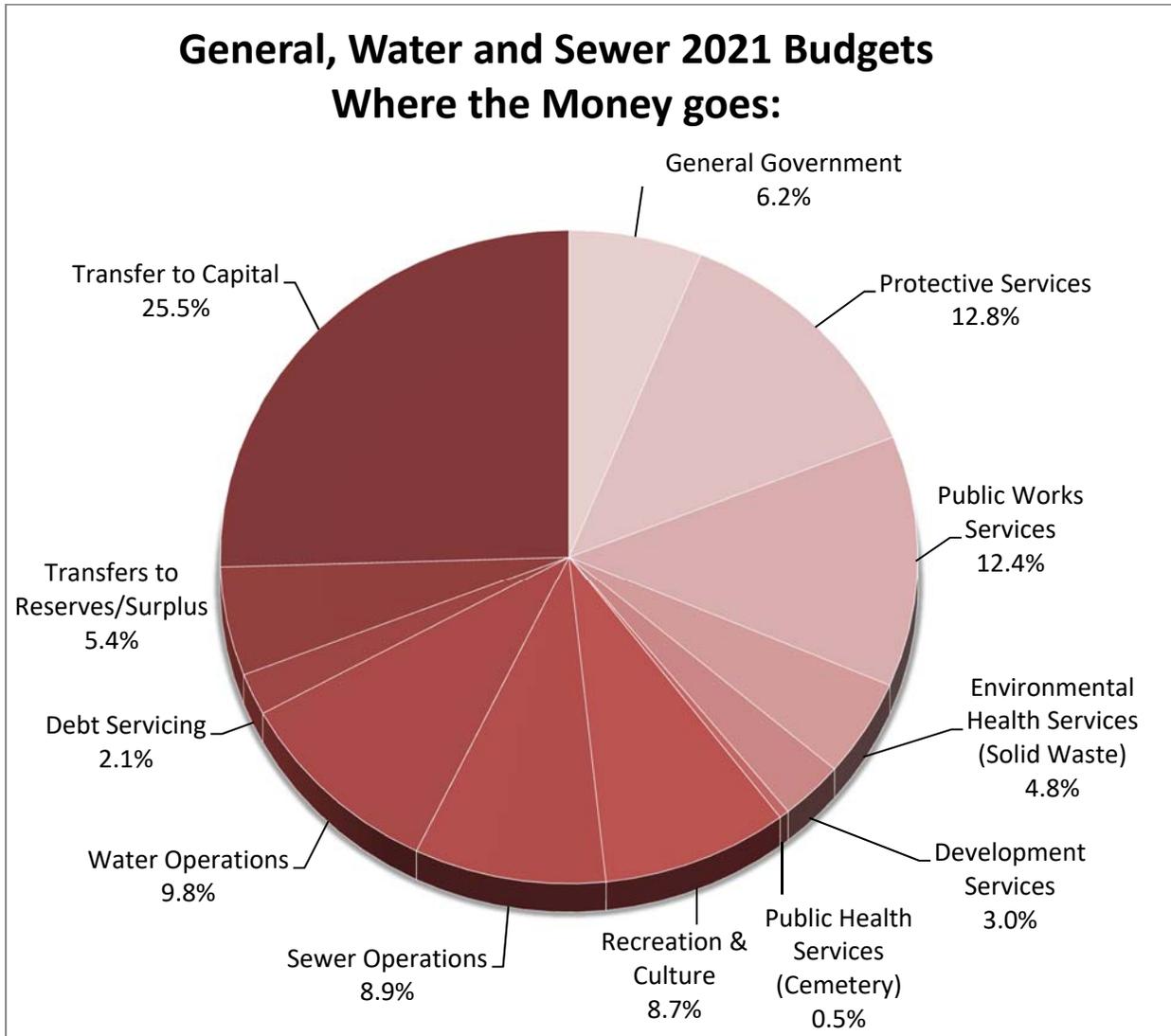
Consolidated Financial Plan Table

Consolidated Summary (without amortization)	2020 Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget	2025 Proposed Budget
Revenues						
Operating Revenues	54,939,500	59,247,100	59,878,400	62,368,200	63,807,300	64,794,500
Reserves & Surplus	9,898,900	12,833,200	8,746,700	6,389,000	6,026,800	5,471,500
New Debt Financing	3,000,000	3,400,000	4,200,000	10,500,000	10,250,000	6,000,000
	67,838,400	75,480,300	72,825,100	79,257,200	80,084,100	76,266,000
Expenses						
Operating Expenses	50,165,500	50,605,000	52,266,900	53,553,700	54,762,300	56,056,200
Capital Assets	11,780,600	19,229,800	14,837,000	19,607,500	18,284,300	12,035,000
Capital Debt Payments	1,511,100	1,557,800	1,655,500	1,906,200	2,556,500	2,951,900
Transfers to Reserves & Surplus	4,381,200	4,087,700	4,065,700	4,189,800	4,481,000	5,222,900
	67,838,400	75,480,300	72,825,100	79,257,200	80,084,100	76,266,000

Consolidated Financial Plan – Source of Funds Chart



Consolidated Financial Plan – Use of Funds Chart



Consolidated Financial Plan

Revenue and Funding Sources

The City's activities are supported by revenues from a variety of sources. This section provides information on the City's objectives and policies as established by Revenue and Tax Policy #1700.00.01, and includes information in light of these policies. Some of the information reported in this section is included in Schedule A of the Financial Plan Bylaw 3032 to meet the reporting requirements of the BC *Community Charter*, the primary provincial legislation that governs the financial operations of municipalities.

The consolidated Financial Plan identifies 2021 revenue sources. The table below summarizes revenue sources. More detail is presented further in this section.

Consolidated Financial Plan – Revenues Table

Consolidated Financial Plan	Budget 2020	Budget 2021	2022	Proposed Budget		
				2023	2024	2025
Revenues						
Taxes						
General Property Taxes	26,482,300	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	22,876,600	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Property Taxes	49,358,900	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Frontage & Parcel Taxes	3,427,100	3,297,800	3,330,600	3,363,700	3,397,100	3,430,900
Grants in Place of Property Taxes	493,500	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	415,700	409,400	409,400	409,400	409,400	409,400
Total Taxes Collected	53,695,200	55,877,100	57,878,900	59,865,500	62,031,300	64,221,100
Less: Transfers to Other Governments (Estimate)	(23,045,800)	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Taxes for Municipal Purposes	30,649,400	31,730,100	33,250,100	34,745,400	36,410,100	38,088,700
Other Revenues						
Fees and Charges	19,916,600	19,624,100	20,815,700	21,539,500	22,242,800	22,831,300
Revenue from Other Sources	1,415,800	1,253,700	1,351,200	1,356,700	1,361,300	1,363,900
Other Contributions	411,000	200,000	-	200,000	-	200,000
Transfers from Other Govt & Agencies	2,546,700	6,439,200	4,461,400	4,526,600	3,793,100	2,310,600
Total Other Revenues	24,290,100	27,517,000	26,628,300	27,622,800	27,397,200	26,705,800
Total Operating Revenues	54,939,500	59,247,100	59,878,400	62,368,200	63,807,300	64,794,500
Transfers From Reserves and Surplus						
From Reserves	7,199,100	9,406,000	6,263,100	4,948,100	5,418,000	4,872,700
From Surplus	2,699,800	3,427,200	2,483,600	1,440,900	608,800	598,800
Total from Reserves and Surplus	9,898,900	12,833,200	8,746,700	6,389,000	6,026,800	5,471,500
Funding from Debt						
	3,000,000	3,400,000	4,200,000	10,500,000	10,250,000	6,000,000
Total Revenues	67,838,400	75,480,300	72,825,100	79,257,200	80,084,100	76,266,000

Property value taxes and parcel taxes

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

2021 – 2025 Five-Year Financial Plan Draft

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

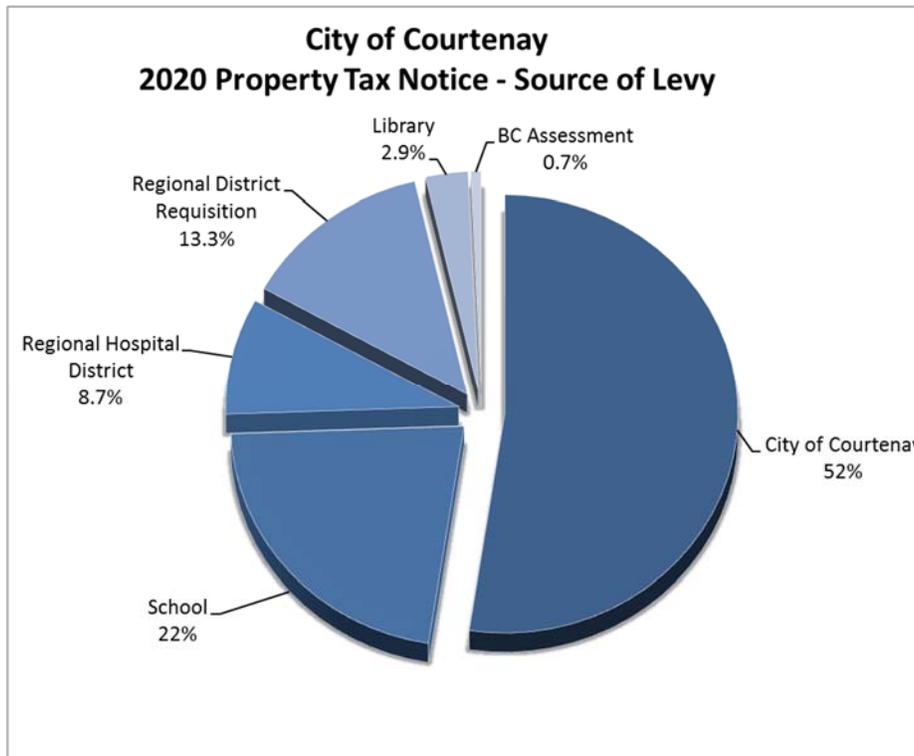
The City's policy is to utilize new sources of revenue from senior governments whenever it is available in order to reduce its dependency on property tax resources.

Transfers to other governments

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

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

2020 Sources of Property Tax Levy Chart (not updated - 2021 rates TBD)



2021 – 2025 Five-Year Financial Plan Draft

Property Tax Increases

The 2021 budget for municipal property taxes reflects an overall increase of 1.86% over the previous year's taxes to fund general operations. This increase is to ensure levels of service are maintained in response to a number of cost drivers that directly impact the City's operations. A more detailed list of specific external cost drivers is outlined in the "Cost Drivers" section of this report.

Unlike the 2020 budget, the 2021 budget doesn't include an increase for the capital infrastructure renewal levy. This is intended to provide additional relief to taxpayers during the COVID-19 pandemic and is planned to resume in 2022. This levy will be reviewed annually and informed by the refinement of specific asset management plans.

Projected Taxes for Municipal Purposes Table

Taxes for Municipal Purposes	Budget 2020	Budget 2021	2022	Proposed Budget		
				2023	2024	2025
Tax rate increase						
General Taxation	2.72%	2.00%	2.00%	2.50%	2.75%	2.75%
Debt Levy	0.00%	-0.14%	0.74%	0.24%	0.89%	0.99%
Infrastructure Reserve Levy	0.50%	0.00%	0.50%	0.75%	1.00%	1.00%
	3.22%	1.86%	3.24%	3.49%	4.64%	4.74%
Property Taxes						
General Property Taxes	23,373,700	24,402,200	25,781,000	27,070,500	28,330,200	29,623,100
General Property Taxes - New Construction	550,000	750,000	500,000	500,000	500,000	500,000
Infrastructure & Asset Management Levy	116,200	-	128,300	199,900	278,100	290,600
General Tax Supplementary Adjustment	(150,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Debt Levy	1,184,500	1,149,300	1,343,900	1,408,900	1,665,300	1,967,200
Library	1,407,900	1,452,100	1,481,100	1,510,700	1,540,900	1,571,700
Total Municipal Property Taxes	26,482,300	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	22,876,600	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Property Taxes	49,358,900	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Less:						
Property Taxes for Other Governments (Estimate)	(22,876,600)	(23,972,800)	(24,451,100)	(24,938,900)	(25,436,500)	(25,944,000)
Portion of Grants in Place of Taxes	(169,200)	(174,200)	(177,700)	(181,200)	(184,700)	(188,400)
	(23,045,800)	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Municipal Taxes	26,313,100	27,529,400	29,006,600	30,458,800	32,079,800	33,714,200
Frontage & Parcel Taxes	3,427,100	3,297,800	3,330,600	3,363,700	3,397,100	3,430,900
Grants in Lieu of Taxes	493,500	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	415,700	409,400	409,400	409,400	409,400	409,400
Taxes for Municipal Purposes	30,649,400	31,730,100	33,250,100	34,745,400	36,410,100	38,088,700

Property Tax Rates

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

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

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

2018 - 2020 Property Tax Rates Table (not updated - 2021 rates TBD)

Class #	Class	2018 Rates	2019 Rates	2020 Rates
1	Residential	3.4289	3.0332	3.0241
2	Utilities	24.002	21.2324	21.1684
3	Supportive Housing	3.4289	3.0332	3.0241
4	Major Industry	13.3725	11.8295	11.7938
5	Light Industry	13.3725	11.8295	11.7938
6	Business	10.4232	10.1612	9.8282
8	Recreation/Non-Profit	3.4289	3.0332	3.0241
9	Farm	3.4289	3.0332	3.0241
	Total	74.8858	67.1854	66.6805
	<i>Percentage Change between Current Year and Prior Year Municipal Tax Rates</i>			
		-11.67%	-10.28%	-0.75%

Proportion of revenue by source

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

In the 2021 budget, there is a noticeable reduction in fees and charges due to the anticipated reduction in revenues from Recreation, caused by limited program offering and lower registrations during the pandemic. It is planned to use the COVID-19 Safe Restart Grant funding, reported as other sources of revenue, to compensate for this anticipated loss of revenue in 2021. Other sources of revenue also includes external funding for capital projects, detailed further in this report.

2019 – 2021 Proportion of Revenue by Source Chart

Revenue Source	2019		2020		2021	
	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	25,869,200	39.01%	27,222,300	40.13%	28,432,300	37.67%
Parcel Taxes	3,186,500	4.80%	3,427,100	5.05%	3,297,800	4.37%
Fees and Charges	19,546,100	29.47%	19,916,600	29.36%	19,624,100	26.00%
Other Sources	4,297,200	6.48%	4,373,500	6.45%	7,892,900	10.46%
Reserves/Surpluses	13,418,300	20.23%	9,898,900	14.59%	12,833,200	17.00%
Borrowing	0	0.00%	3,000,000	4.42%	3,400,000	4.50%
TOTAL	\$66,317,300	100.00%	\$67,838,400	100.00%	\$75,480,300	100.00%

Frontage and Parcel Taxes

The City levies frontage taxes on all properties whether they are, or could be, connected to the City's water and sewer services. The purpose of these rates is to provide resources to support infrastructure maintenance and capital renewal for the water and sewer utilities. In 2021, the frontage tax rate for the sewer utility is unchanged at \$10.24 per meter of frontage and the 2021 frontage tax rate for the water utility is maintained at \$5.84 per meter.

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

Other Sources of Revenues

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

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

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

COVID-19 Safe Restart Grant for Local Governments

In November 2020, the City of Courtenay received notification from the Ministry of Municipal Affairs and Housing that Courtenay will receive a \$4,149,000 grant under the COVID-19 Safe Restart Grant for Local Governments funding stream to assist with the increased operating costs and lower revenue as a result of the pandemic. The Finance Select Committee met on January 15, 2021 to review the use of these funds in 2020, and the 2021-2025 Financial Plan. On January 25, 2021, Council approved having the following 2021 items funded with the Restart Grant instead of general taxation or gaming revenue:

- Funding for the Police contract (due to the anticipated loss of gaming revenue): \$405,000
- Funding for the Infrastructure Reserve contribution (due to the anticipated loss of gaming revenue): \$320,000
- Additional support for Bylaw Enforcement: \$84,000
- Fund the loss in various Community Services revenues: \$696,200 (includes unused 2020 allocation as well)
- City Hall Renovations to allow for safe reopening: \$100,000
- Downtown Washroom for Public and Vulnerable: \$200,000
- Other unexpected costs / revenue reduction: \$200,000

Revenue from other sources

The City also receives revenue from the following sources:

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

Permissive Tax Exemptions

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

The City's policy 1960.00.01 regarding permissive tax exemptions is that the cumulative value of permissive tax exemptions shall not exceed 2% of the total tax levy of the previous year. The permissive tax exemptions approved for 2021 are summarized below.

Permissive Property Tax Exemptions Table

Permissive Property Tax Exemptions	2019 (\$)	2020 (\$)	2021 (\$) estimate
City owned properties / managed by not-for-profit groups	189,954	192,967	192,967
Not-for Profit Organizations	166,505	179,219	182,079
Churches	16,795	18,684	18,684
TOTAL	373,254	390,870	393,729
Prior year tax levy for municipal purposes	22,901,225	23,945,244	25,224,457
As a percentage of municipal tax levy	1.63%	1.63%	1.56%

Tax Comparisons

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

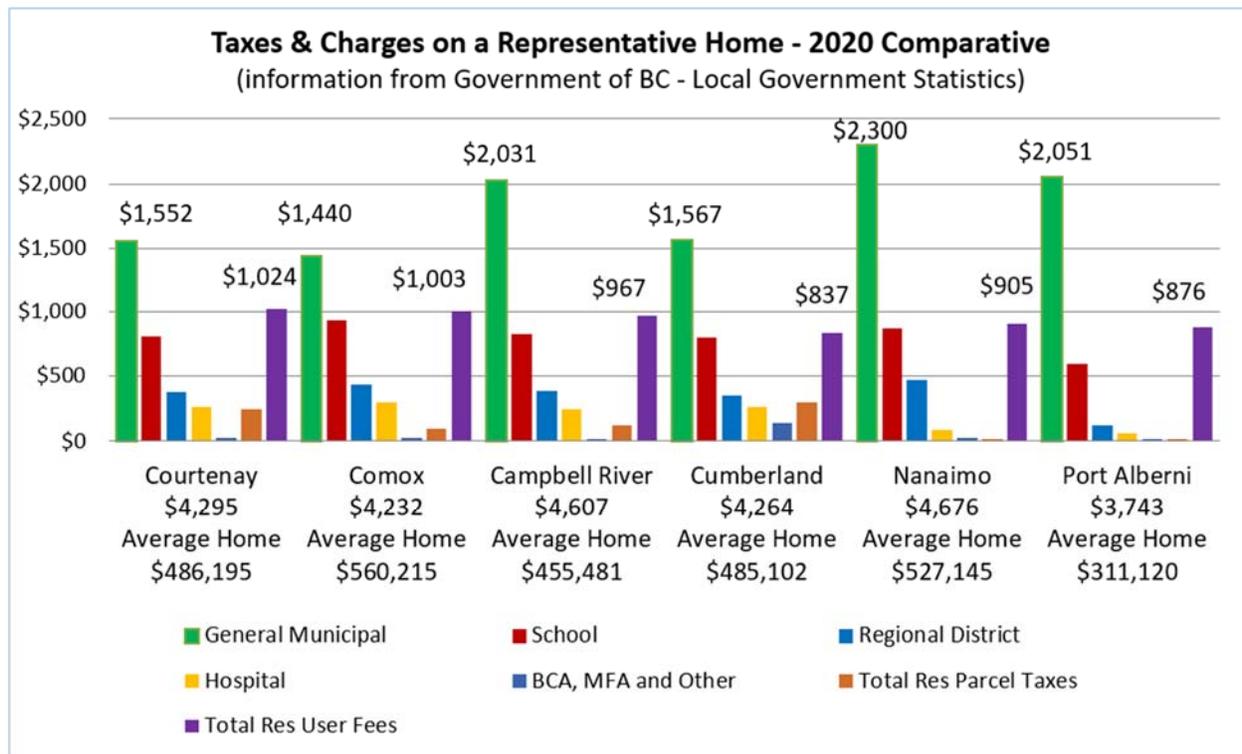
2021 Property tax on a representative home (estimate)

The property tax increase for an “average” residential property, valued at \$476,000 in 2021, is estimated to be an increase of approximately **\$50.00** for the municipal taxation portion of the tax notice. This is equivalent to **\$4.17 per month**.



The following graph provides a comparison of the 2020 taxes and charges with other local governments on Vancouver Island.

2020 Taxes and Charges on a Representative House Graph



2021 Property tax on a representative business (estimate)

Considering the “average” commercial property, valued at \$865,000 in 2021, the 2021 municipal annual property taxes are estimated to increase about \$325. The Commercial Class includes a wide range of businesses, with a wide range of assessment valuations and is subject to change once Council sets the commercial multiplier in April, 2021.



Environmental Services - Utilities

The primary revenue source for Solid Waste and Water and Sewer utilities are user fees. In order to provide sufficient funding for utilities, the sewer user fee increases by 2.0% and water user fee remains unchanged in 2021. This increase has been approved by City Council in order to ensure the utilities remain self-funded and provide sustainable service delivery.



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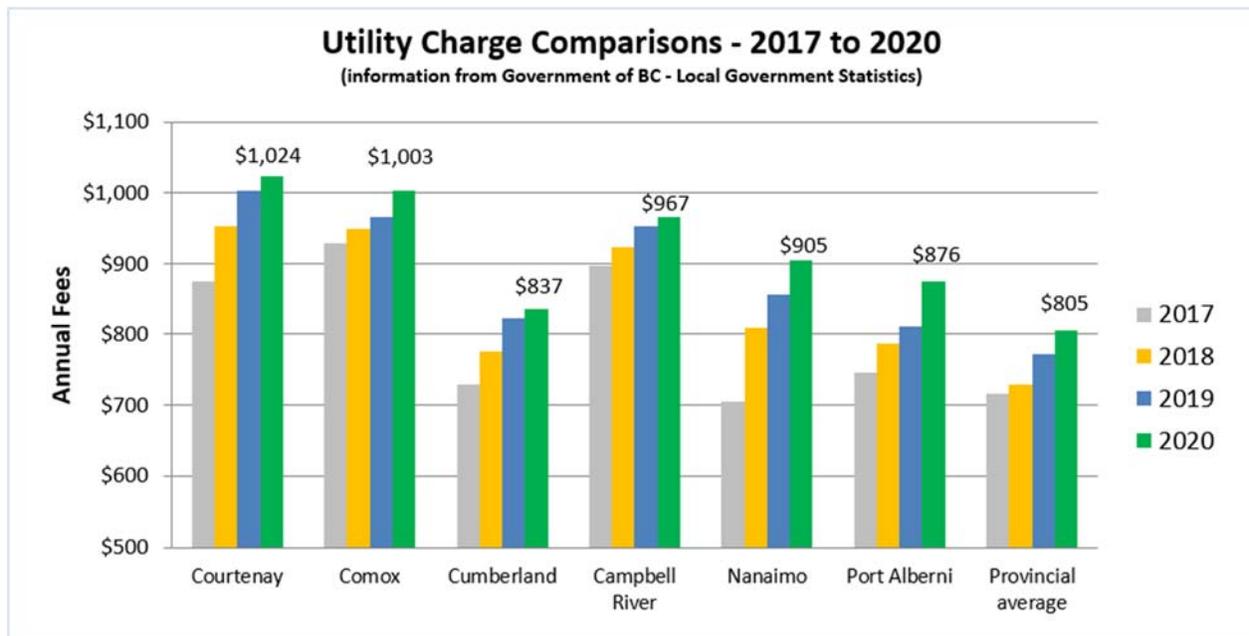
Tipping fees at the Regional District increased from \$130.00 per tonne to \$140.00 per tonne on September 1, 2020. The City has increased solid waste rates by 5.0% to provide additional revenue to cover for the increase in tipping fee and increase in contractor costs for the waste and recyclable collection and transport.

For 2021, the total increase for a single family dwelling is \$15.58 as presented in the table below.

Utility rates for Single Family	2020	2021	Increase	Increase %
Sewer	344.71	351.60	6.89	2.0%
Water	506.05	506.05	-	0.0%
Solid Waste	173.73	182.42	8.69	5.0%
Total	\$ 1,024.49	\$ 1,040.07	\$ 15.58	1.5%

The following graph provides a comparison of the 2017-2020 user fees for utilities with other local governments on Vancouver Island.

Utility User Fees on Single Family Dwelling Graph



Borrowing Capacity

Borrowing is typically utilized to fund large capital projects that provide benefits to taxpayers over a long period of time. In 2021, the City will be securing new borrowing in the amount of \$3.4 million for the 5th Street Bridge Rehabilitation project. For 2021, long-term debt payments will total \$1,268,700.

The City's outstanding debt as of December 31, 2020 is presented below.

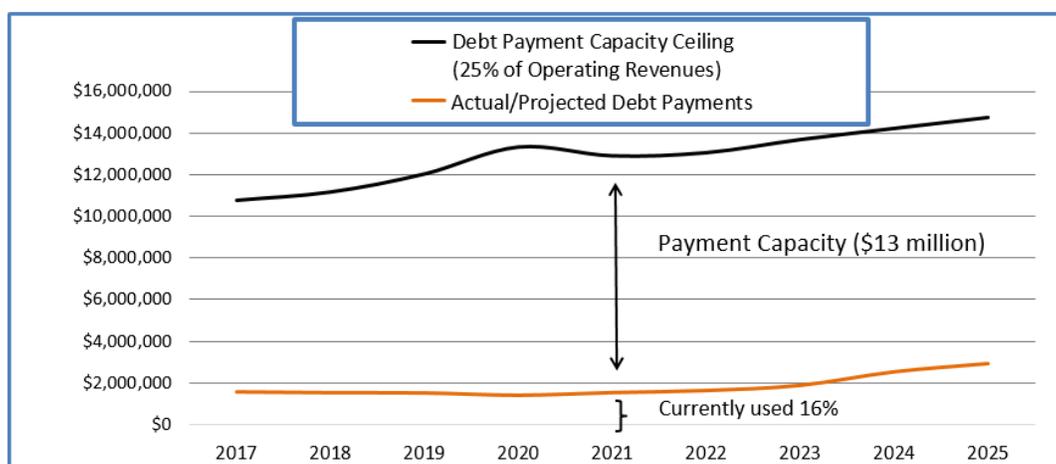
Outstanding Debt	As of December 31, 2020	
General	\$	6,796,862
Sewer	\$	4,541,455
Water	\$	231,435
Total	\$	11,569,753

The City follows *Community Charter* guidelines to determine long term debt capacity. Based on these guidelines, a municipality's long-term debt capacity is based on the total of all annual debt payments up to 25% of the municipality's prior year operating revenue from all funds (general, water and sewer). For the City of Courtenay, this total payment ceiling would be \$13 million. The City currently uses approximately 16% of the \$13 million payment servicing limit, leaving the City in a strong position to determine future opportunities to borrow.

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

The following graph depicts the City's borrowing capacity.

Borrowing Capacity Graph



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Reserves and Surplus

The City plans for future projects by creating reserve funds for initiatives requiring significant capital investment. This section summarizes the use of reserve and surplus funds for 2021. A summary of the anticipated balances in the various reserves and surplus accounts is provided for each of the funds later in this report.

The 2021 Financial Plan requires to draw just under \$13 million from reserves and surplus to fund projects, initiatives, and operations as detailed below.

Revenues from Reserves and Surplus for 2021 Table

Revenues from Reserves and Surplus 2021	General		Sewer		Water		Total
	Operating	Capital	Operating	Capital	Operating	Capital	
Reserves	2,165,000	4,919,000	1,920,000		27,000	375,000	9,406,000
Prior Year Surplus	1,066,600	298,200	404,700	867,300	307,800		2,944,600
Unexpended debt	482,600				-		482,600
Total	3,231,600	5,699,800	404,700	2,787,300	27,000	682,800	12,833,200

General Fund

Operating Expenses

Capital Transactions

Reserves and Surplus

General Fund

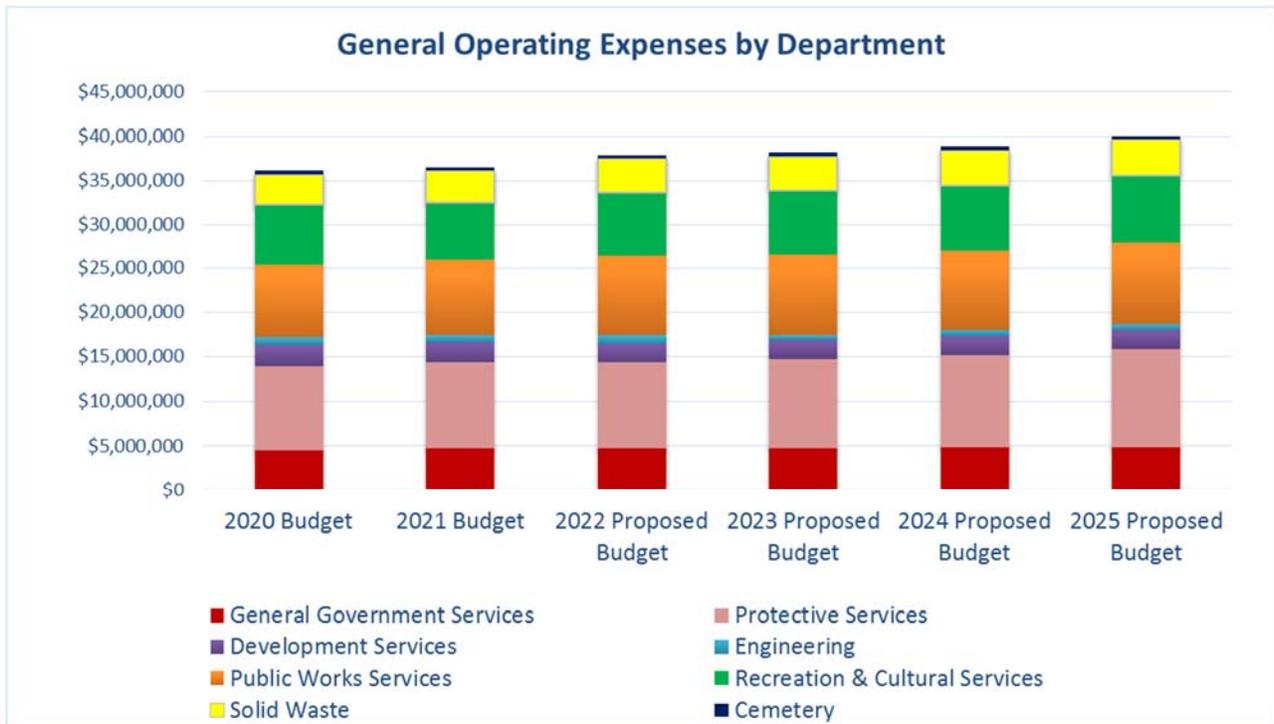
General Operating Expenses

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

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

The graph below illustrates the general operating expenses for 2020 budget and 2021 to 2025 proposed budget.

General Operating - Expenses by Department Graph



Cost Drivers

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

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

Contract Salary, Wage and Benefit Increases

The impact relating to the annual contractual salary and wage increases for unionized, exempt staff and Volunteer Firefighters amounts to approximately \$225,000 in 2021 in the General Fund. This increase also proportionally impacts benefit and employer payroll deduction costs, raising them by about \$70,000.



Increase in minimum wage

The Province of British Columbia is increasing the minimum wage from \$14.60 to \$15.20 an hour as of June 1, 2021. This impacts significantly the wages for instructors and summer staff working for Recreation Services, with an estimated impact of \$20,000.

Insurance and Utilities

An average increase of 10% is included for the 2021 insurance expenses. This is largely related to increased insured value of City assets and market conditions, for an overall impact of \$30,000. Electricity cost is increasing in 2021 by 6% or \$43,000. This is mostly to account for the planned BC Hydro LED light conversion project, impacting the Street Lighting 2021 budget by \$28,000.

Consumer Price Index (CPI)

The average CPI increase for the Province of British Columbia for 2020 is estimated at 0.8%. Some budget for goods and services were adjusted to reflect this increase in 2021.

COVID-19 Public Health Orders

The impact of the current public health orders were considered and as such, a \$112,200 reduction in travel and hotel expenses is included for 2021. The budget for some services offered to the public was also adjusted to reflect those restrictions.

The following table presents a summary of the General Operating expenses 2021 budget by department budget.

2021 – 2025 Five-Year Financial Plan Draft

General Operating - Expenses by Department Table

Department	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
General Government Services	4,494,100	4,659,700	165,600
Protective Services	9,418,000	9,679,700	261,700
Development Services	2,331,900	2,232,600	(99,300)
Public Works Services	8,180,000	8,577,200	397,200
Engineering	904,000	810,400	(93,600)
Recreation & Cultural Services	6,976,800	6,529,300	(447,500)
Solid Waste	3,432,900	3,627,100	194,200
Cemetery	355,700	346,100	(9,600)
Grand Total	36,093,400	36,462,100	368,700

General Government Services

General Government Services are the centralized services common to all functions of the organization. This includes the offices of Council, the CAO, Corporate Services, Communications, Human Resources, Financial Services, Purchasing, Information Technology, GIS, and other general services. The table below presents the 2021 budget by sub departments.

General Government Services - Expenses by Sub Department Table

Sub Department	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
City Council	324,800	307,300	(17,500)
Corporate Services	872,700	1,145,200	272,500
Corporate Communications	251,200	256,400	5,200
Finance	1,574,400	1,603,600	29,200
Business Performance	160,700	123,800	(36,900)
Purchasing	290,600	296,200	5,600
Human Resources	537,200	568,000	30,800
Occupational Health Safety	211,700	220,500	8,800
IT	1,449,600	1,519,300	69,700
Strategic Initiatives	181,500		(181,500)
Other General Government	67,900	62,800	(5,100)
City Hall Property Maintenance	157,200	168,000	10,800
Interfund Allocation	(1,585,400)	(1,611,400)	(26,000)
Grand Total	4,494,100	4,659,700	165,600

Legislative Services

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

A reduction is included for City Council travel and hotel expenses budgeted for 2021 as a result of the ongoing pandemic.

Corporate Administration

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

Some funding is included in 2021 to prepare business cases for a new Public Works building and a new Firehall. An increase is also included for the new General Manager of Operations position which is largely offset with the amalgamation of the Strategic Initiatives sub-department with Corporate Services and other contractual salary expenses.



Financial Services and Business Performance

The Financial Services Department is responsible for overseeing the City’s financial assets and long term financial planning. The department provides support to all other City departments and communicates financial information to Council, the general public, and other government agencies. Business Performance is a new group within the Finance Department supporting the development, implementation and management of the City’s analytical and performance measurement strategies. The Finance department budget includes the contractual salary, wage and benefit increases. The budget for Business Performance was adjusted to reflect the combination of two positions after the completion of a successful pilot project in 2020.

Purchasing Services

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

Human Resources and Occupational Health & Safety

The Human Resources Division provides various services to the City departments: staffing, development, compensation, safety and health, and employee and labor relations.

The budget includes the funding for a Fire Department and exempt staff compensation review and also some funding for staff education on the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). The amount budgeted in 2020 for consulting services to help with Union Bargaining is also carried forward to 2021.

Information Technology / Geographical Information System

The IT/GIS department provides computer systems and technology support to the organization. The increase in 2021 is mainly related to software license fees for new programs such as Active Net, Zoom, and Laserfiche.

Other Services

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

Protective Services

Protective Services includes policing, fire protection, emergency measures, bylaw enforcement and animal control. The 2021 budget is included in the next table.

Protective Services - Expenses by Sub Department Table

Sub Department	Activity	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
Police Protection		7,170,400	7,243,600	73,200
Fire Protection		1,830,300	1,881,600	51,300
Fire Protection Fleet		84,300	81,400	(2,900)
Other Protective Services	Animal Control	71,100	72,600	1,500
	Bylaw Enforcement	99,400	200,800	101,400
	Emergency Programs	96,800	132,700	35,900
	Parking Control	65,700	67,000	1,300
Grand Total		9,418,000	9,679,700	261,700

Police Protection

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

The policing budget is based on Council's approval in principle, on June 15, 2020, for the City's 2021/2022 RCMP contract for 31.4 members, which includes an estimated vacancy of 2 members, which is the same vacancy estimate used in 2020. The budget includes an increase of \$115,000 for the RCMP contract.

The Finance Select Committee also reviewed the Gaming fund on January 15, 2021 and approved to use \$405,000 from the COVID-19 Safe Restart Grant to fund the portion of the RCMP contract normally funded by lost gaming revenues in 2021 due to the COVID-19 pandemic.

In 2020, an amount of \$57,800 was included in the Policing budget for the Comox Valley Overdose Working Group which was entirely grant funded. A balance of \$8,700 is carried forward to 2021, which translates in a budget reduction of \$49,100.

Fire Protection

The Courtenay Fire Department provides fire protection and first responder services, including fire protection, prevention, suppression, and investigative services. The department conducts over 1,500 fire inspections annually. The budget includes the contractual salary, wage and benefit increases.



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

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

Emergency Measures

This function supports the municipality in responding to emergency events. The Comox Valley Regional District provides regional emergency services under contract with the City. The 2021 budget includes an increase of \$35,900 for the emergency program.

Bylaw Enforcement, Animal Control, Parking Control

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

The Bylaw Enforcement program encourages people to adhere to Bylaws, policies, procedures and guidelines set either by federal, provincial or municipal legislation held within the confines of the municipality. This budget provides funding that supports this particular function and includes \$84,000 for a Bylaw Enforcement temporary position for 2021, which is funded entirely by the COVID-19 Safe Restart Grant for Local Governments.

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Public Work Services

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

Public Works Services - Expenses by Sub Department Table

Sub Department	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
Public Works Administration	569,900	638,000	68,100
Public Works Operations	954,300	967,900	13,600
Asset Management	605,300	396,500	(208,800)
Transportation Services	3,098,000	3,444,700	346,700
Storm Sewer	535,100	584,700	49,600
Parks	2,577,700	2,713,600	135,900
Parks - Cultural Facilities Grounds Maintenance	6,000	6,200	200
Parks - Recreation Facilities Grounds Maintenance	27,800	28,100	300
Property Maintenance	272,100	303,200	31,100
Property Maintenance - Carpentry Shop	34,700	35,400	700
Property Maintenance - Recreation Facilities	616,500	635,000	18,500
Property Maintenance - Cultural Facilities	293,000	284,100	(8,900)
Property Maintenance - Miscellaneous Buildings	109,100	161,500	52,400
Property Maintenance - Park Buildings	81,100	84,200	3,100
Public Works Interfund Allocation	(1,600,600)	(1,705,900)	(105,300)
Public Works Services Total	8,180,000	8,577,200	397,200
Engineering Total	904,000	810,400	(93,600)

Engineering Services

The Engineering team provides technical support and project management oversight for all civic infrastructure capital projects within the framework of asset management. In 2021, Engineering will continue working on the Dike Replacement Strategy project and the Integrated Rain Water Master Plan, partly funded by Gas Tax.

Public Works Administration

The increase in Public Works Administration is attributable to the budget for new connections moved from Subdivision and Development Servicing as Public Works provides the service.

Asset Management

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

The reduction in the Asset Management budget is due to the completion of most of the storm sewer condition assessments in 2020. This project was funded by Gas Tax.

Transportation Services

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

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



Streets & Roads Quick Facts

- Roads: 166 km | 351 lane km (Jan 2021)
- Sidewalks: 173km (2021)
- Paved Walkways: 10.8 km (2021)

The budget for Roadway Surfaces and Snow and Ice Control includes an increase to align with prior year actuals and current levels of service.

Transportation services also include street lighting maintenance and electricity cost, as well as street signs and lines maintenance. The City maintains 1,497 street lights (as of January 2021).

The Traffic Signal budget was increased to align with actual levels of service. The Street Lighting budget includes more funds for the Re-lamp Program and an increase in electricity cost.



The Street Signs and Lines budget includes funding for the Wayfinding signs and the maintenance, in a phased approach, of the newly constructed bike lane lines.

Storm Sewers

Public Works Services maintains the storm sewer collection system throughout the City which is 167.2 km and includes 4,323 catch basins and 6,797 storm sewer connections (January 2021 estimate). The amount budgeted for Dike Maintenance and Creek Crossing has been moved from Transportation to Storm Sewers for 2021.

Parks and Playgrounds

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

Parks budget was increased for the boulevard maintenance and site remediation contracts. A new amount was also added for the Tree Program, funded by the Tree Reserve.



Parks and Playgrounds Quick Facts

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

Civic Properties Maintenance

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

The 2021 budget includes funding for various maintenance and repair projects for the Native Sons Hall, Sid Williams Theatre and Museum. These projects are a result of the 2019 Civic Buildings Condition Assessments.

This section also includes new funding for the demolition of one property owned by the City, the maintenance of the new downtown public washroom approved by Council in December 2020 and the maintenance of the Warming Centre, approved by Council in October 2020.

Environmental Health (Solid Waste)

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

Solid waste and recyclables collection

Through contract with a private sector provider, the City provides weekly curbside pickup of Municipal Solid Waste (MSW) and yard waste, bi-weekly pickup of recyclables for residential properties, and scheduled MSW/cardboard pickup for commercial properties. In addition to the City continuous growth, the MSW contract also increases. This is largely due to increased labour, fuel, and insurance costs faced by the contractor. The cost of the solid waste and recyclables collection contract has increased by 5.0% in 2021.

Regional landfill fees for disposal of the mixed waste

For 2021, the regional landfill tipping fee will remain at \$140 per tonne which was increased from \$130 per tonne on September 1, 2020.

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

Council has approved a 5.0% increase for the 2021 solid waste utility rates to ensure this program remains self-funding.



As presented in the table below, this section also includes the expenses for the general trash cleanup and dog stations maintenance across the City.

Environmental Health – Expenses by Activity Table

Activity	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
Solid Waste	3,304,300	3,497,400	193,100
Dog Stations/Bags	28,500	28,700	200
Pesticide Awareness	5,000	5,100	100
Trash Cleanup	95,100	95,900	800
Grand Total	3,432,900	3,627,100	194,200

Public Health Services (Cemetery)

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

The cemetery operating and maintenance costs have increased in response to additional demand for cemetery services. The Cemetery Master Plan is being implemented in order to develop a sustainable service to the public.



The 2021 budget presented below has been adjusted due to a lower allocation of administration salary. In 2020, the Public Works Parks Group along with Business Performance Group completed a thorough review of the cemetery operating budget and updated the activities used to plan and track operations and expenses. As such, Cemetery Graves has been combined with Cemetery Maintenance for 2021.

Public Health – Expenses by Activity Table

Activity	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
Cemetery Administration	86,100	74,700	(11,400)
Cemetery Maintenance	176,700	243,800	67,100
Cemetery Building - R & M	4,400	4,400	-
Cemetery Vehicle Charges	7,000	7,400	400
Cemetery Building Utilities	22,000	15,800	(6,200)
Cemetery Graves - OLD	59,500	-	(59,500)
Grand Total	355,700	346,100	(9,600)

Development Services

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

Development Services – Expenses by Sub Department Table

Sub Department	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
Building Inspections	653,200	655,100	1,900
Planning and Zoning	640,000	629,700	(10,300)
Subdivision and Development Servicing	562,900	519,800	(43,100)
Community and Sustainability Planning	450,300	422,900	(27,400)
Heritage Committee	25,500	5,100	(20,400)
Grand Total	2,331,900	2,232,600	(99,300)

Building Inspection Division

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

Planning and Zoning

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

Community and Sustainability Planning

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



Subdivision and Development Servicing Division

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

The favorable variance in 2021 is due to the budget for new connection projects moved to Public Works Services as they provide the service.

Heritage Committee

The 2020 budget included a one-time clock refurbishment project funded by Gaming.

Recreation and Cultural Services

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

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

The ongoing COVID-19 pandemic is considerably impacting the activities of the Recreation and Cultural Services, and lead to a significant reduction in both revenues and programming expenses budgeted for 2021. The COVID-19 Safe Restart Grant funding will be used to help offset the anticipated revenue loss in 2021. For the purpose of the 2021-2025 Financial Plan, the general assumption is that the pandemic will only impact the year 2021 and normal operations will resume in 2022.

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The table below shows the estimated revenues and expenses of the Recreation and Cultural Services. The budget by activity is available on page 41.

Recreation and Cultural Services – Revenue and Expenses Summary Table

Expense Type	Sub Department	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
Revenue	Recreation Admin	(27,000)	(27,000)	-
	Recreation Services - Programming	(1,549,800)	(936,800)	613,000
	Recreation Services - Operations	(546,800)	(493,700)	53,100
Revenue Total		(2,123,600)	(1,457,500)	666,100
Expense	Recreation Admin	1,365,700	1,200,700	(165,000)
	Recreation Services - Programming	1,970,600	1,570,400	(400,200)
	Recreation Services - Operations	1,836,000	1,800,900	(35,100)
	Cultural Services - Administration	1,804,500	1,957,300	152,800
Expense Total		6,976,800	6,529,300	(447,500)
Grand Total		4,853,200	5,071,800	218,600

Recreation Administration

The reduction in the Recreation Administration section is mostly due to the delay of three projects originally included for 2020: the Marketing Plan and Sponsorship Policy project to 2022 and the Greenway Connectivity Study postponed to 2023. An amount was also budgeted in 2020 for the new Recreation Active Net software license fee and reallocated to the IT budget for 2021.

Budgets for the July 1st Commission and Special Events have been adjusted to reflect reduced activities due to the ongoing COVID-19 pandemic.

Recreation Programming

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

The 2021 budget for Recreation Programming was carefully reviewed and adjusted to reflect a reduction in services offered to the public, given the ongoing pandemic and current public health orders and restrictions. Children and youth programs are mostly impacted. An increase is also factored in the 2021 budget for additional measures in place to protect the public and City staff. A consequent reduction was included in the Recreation Programming revenues budgeted for 2021. For the purpose of the 2021-2025 budget, staff are budgeting for normal activities to resume in 2022.

Recreation Facility Operations

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

The 2021 budget for Recreation Operations was also reviewed and adjusted to reflect a reduction in services offered to the public during the pandemic, although the expenses included in this section are mostly fixed costs. The main variance comes from a reduction for equipment and supplies purchase for the Lewis Centre and Filberg Centre. This section also includes a budget increase for janitorial supplies needed for the new downtown public washroom approved by Council Resolution in December 2020.

Lewis Centre



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

Florence Filberg Centre

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



LINC Youth Centre

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

Courtenay & District Memorial Pool



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

Native Sons Hall

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

Courtenay Library

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

The requisition to the library is increasing by 3.1% or \$44,200 in 2021. This increase is recovered by an equivalent increase in the library tax levy revenue.



Cultural groups

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

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

The Comox Valley Art Gallery was established in 1974 and since 2005 through a partnership with the City of Courtenay has occupied the main and lower level of the Comox Valley Centre of the Arts located at 580 Duncan Ave.

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



The budget for Cultural Services includes the annual grants to be paid per the new agreements with the Comox Valley Arts Council for \$55,000 and a \$42,100 increase for the Art Gallery. These grants were funded from the Gaming Fund in 2020 and from general taxation in 2021. The Art Gallery total grant for 2021 is \$107,100 and the other portion of \$65,000 is budgeted and funded from Gaming revenue.

Recreation and Cultural Services - Expenses by Activity Table

Sub Department	Activity	2020 BUDGET	2021 BUDGET	Budget increase (decrease)
Recreation Admin	Recreation Admin	1,260,900	1,147,700	(113,200)
	July 1st Commission	63,600	23,000	(40,600)
	Special Events	41,200	30,000	(11,200)
Recreation Admin Total		1,365,700	1,200,700	(165,000)
Recreation Services - Programming	Adults Programs	545,900	490,300	(55,600)
	Childrens Programs	439,900	304,600	(135,300)
	Youth Centre Programs	270,800	165,000	(105,800)
	Adapted Programs	232,300	194,500	(37,800)
	Summer Programs	226,700	175,400	(51,300)
	Pool Programs	147,800	141,900	(5,900)
	Preschool Programs	103,000	96,700	(6,300)
	Childrens Programs - Volunteer Development	4,200	2,000	(2,200)
Recreation Services - Programming Total		1,970,600	1,570,400	(400,200)
Recreation Services - Operations	Lewis Centre Operations	1,090,100	1,071,000	(19,100)
	Filberg Operations	630,200	599,600	(30,600)
	Pool Operations	59,100	63,700	4,600
	Youth Centre Operations	42,900	43,100	200
	Native Sons Operations	7,700	7,500	(200)
	Washrooms	6,000	16,000	10,000
Recreation Services - Operations Total		1,836,000	1,800,900	(35,100)
Cultural Services - Administration	Library Administration	1,411,000	1,455,500	44,500
	Sid Williams Theatre Administration	235,200	241,800	6,600
	Museum Administration	148,400	152,200	3,800
	Arts Centre Administration	9,900	52,800	42,900
	CV Arts Council	-	55,000	55,000
Cultural Services - Administration Total		1,804,500	1,957,300	152,800
Recreation & Cultural Services Total		6,976,800	6,529,300	(447,500)

General Capital Transactions

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



General Capital Expenditures Summary Table

General Capital Fund	Budget	Budget	Proposed Budget			
	2020	2021	2022	2023	2024	2025
Capital Assets						
Land & Improvements /						
Engineering Structures	4,410,400	11,226,900	7,335,000	8,560,000	5,806,000	2,775,000
Buildings	945,300	820,900	882,000	1,197,500	8,518,300	6,090,000
Equipment / Furniture / Vehicles	698,000	2,504,300	815,000	895,000	705,000	815,000
Other Tangible Capital Assets	200,000	175,000	215,000	115,000	115,000	215,000
Total Expenditures	6,253,700	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000

General Capital Funding

The 2021 General Fund Capital budget uses reserves, grants and surplus funds in order to keep the municipal tax levy at a reasonable rate for the general public and Council. Funding from external sources is maximized and a balanced approach is preferred to determine the funding from general taxation, surplus, reserves and borrowing in order to keep the tax rate increase reasonable, while maintaining a sufficient balance in the various surplus and reserves to meet future year estimated needs.

The next table summarizes the planned source of funding for the 2021 general capital projects.

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General Capital Funding Table

General Capital Fund	Budget 2020	Budget 2021	2022	Proposed Budget		
				2023	2024	2025
Revenues						
Other Revenues	411,000	200,000	-	200,000	-	200,000
Grants	411,000	4,358,300	2,410,000	2,460,000	1,710,000	210,000
	822,000	4,558,300	2,410,000	2,660,000	1,710,000	410,000
Transfers from Surplus						
Operating Funds	376,100	1,069,000	1,077,000	1,266,000	1,348,700	758,900
Capital Surplus - RFE	602,300	298,200	171,800	-	-	-
Unexpended Debt	300,500	482,600	181,200	-	64,200	-
	1,278,900	1,849,800	1,430,000	1,266,000	1,412,900	758,900
Transfers from Reserves						
Community Works Reserve	1,495,000	1,452,500	1,350,000	1,350,000	1,350,000	1,350,000
COVID-19 Safe Restart Grant		300,000				
Gaming Funds Reserve	175,000	175,000	-	-	-	-
Other Reserve Funds	2,482,800	2,991,500	1,857,000	1,991,500	2,171,400	1,376,100
	4,152,800	4,919,000	3,207,000	3,341,500	3,521,400	2,726,100
Total Transfers	4,528,900	5,988,000	4,284,000	4,607,500	4,870,100	3,485,000
Funding from Debt	-	3,400,000	2,200,000	3,500,000	8,500,000	6,000,000
Total Revenues	6,253,700	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000

Four major sources of external funding are included in the 2021 Financial Plan:

- Community Works Fund (CWF) – Gas Tax Grant Revenues:
 - \$1,452,500 used for various capital projects, primarily the paving program
 - \$50,000 used in the General Operating Budget to fund the Integrated Rain Water Master plan
- Building Canada grant:
 - \$1.97 million for the 5th Street Bridge Rehabilitation project
- Investing in Canada Infrastructure Program (ICIP) grant (pending application approval)
 - \$1.7 million funding for the 17th Street Bike Lanes project
- COVID-19 Safe Restart Grant
 - \$300,000 for the CityHall Renovation to allow for safe reopening
 - \$100,000 for the Downtown Washroom for the public and vulnerable

The various reserves provide just under \$3 million of funding for the 2021 general capital projects. This includes \$0.5 million from Development Cost Charges.



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Debt Payments and New Borrowing

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

For planning purposes, long term debt has been included in the 2021-2025 five year Financial Plan to fund the projects below:

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

The New Debt included in the 2021-2025 Financial Plan is summarized below:

New Debt Table

New Debt	2021	2022	2023	2024	2025	Total New Debt
General	3,400,000	2,200,000	3,500,000	8,500,000	6,000,000	23,600,000
Sewer	-	2,000,000	3,500,000	1,750,000		7,250,000
Water	-	-	3,500,000			3,500,000
Total	3,400,000	4,200,000	10,500,000	10,250,000	6,000,000	34,350,000

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

Estimated Debt Payments Table

Debt Payment	2021	2022	2023	2024	2025	Total New Debt
General	1,268,700	1,343,900	1,408,900	1,665,300	1,967,200	7,654,000
Sewer	258,500	281,000	427,300	634,100	727,600	2,328,500
Water	30,600	30,600	70,000	257,100	257,100	645,400
Total	1,557,800	1,655,500	1,906,200	2,556,500	2,951,900	10,627,900

Reserves and Surplus

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

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

Unlike the federal and provincial governments in Canada, municipalities are not permitted to operate with a deficit. In order to balance the 2021 General Budget and keep property tax rates reasonable, staff are recommending the use of \$1,066,600 in prior year surplus. Pending the final 2020 audited balances, the remaining surplus funds held in 2020 for the general operating fund are projected to total approximately \$6.4 million. This includes an estimated surplus of \$1.5 million coming from the COVID-19 Safe Restart Grant funding utilized in 2020 to offset the loss of revenue and projected to be used in 2021 and 2022.

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

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

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Reserve and Surplus Projected Closing Balances Table (Unaudited)

GENERAL Surplus, Reserves and DCC Summary	Estimated Actual	Budget	Proposed Budget			
Estimated Closing Balances	2020	2021	2022	2023	2024	2025
General Operating Surplus						
Prior Year Surplus	6,410,400	5,343,800	3,638,500	2,782,900	2,613,300	3,153,100
Gaming Funds	1,682,800	1,444,300	1,353,300	1,262,300	1,171,300	1,080,300
	<u>8,093,200</u>	<u>6,788,100</u>	<u>4,991,800</u>	<u>4,045,200</u>	<u>3,784,600</u>	<u>4,233,400</u>
General Capital Surplus						
Reserve For Future Expenditure (Unspent Capital 2020)	470,000	171,800	-	-	-	-
Unexpended Debt	1,203,500	720,800	539,700	539,700	475,500	475,500
	<u>1,673,500</u>	<u>892,600</u>	<u>539,700</u>	<u>539,700</u>	<u>475,500</u>	<u>475,500</u>
Total General Surplus	<u>9,766,700</u>	<u>7,680,700</u>	<u>5,531,500</u>	<u>4,584,900</u>	<u>4,260,100</u>	<u>4,708,900</u>
General Operating Reserves						
Risk Reserve	104,500	104,500	104,500	104,500	104,500	104,500
Assessment Appeals	319,400	319,400	319,400	319,400	319,400	319,400
Police Contingency	511,400	511,400	511,400	511,400	511,400	511,400
Trees	94,700	74,700	54,700	34,700	19,700	4,700
	<u>1,030,000</u>	<u>1,010,000</u>	<u>990,000</u>	<u>970,000</u>	<u>955,000</u>	<u>940,000</u>
General Capital Reserves						
Machinery and Equipment	1,597,600	1,103,300	1,228,300	1,238,300	1,413,300	1,533,300
Land Sale	778,900	778,900	778,900	778,900	778,900	778,900
New Works and Equipment	3,547,200	3,515,400	3,376,900	3,253,400	3,274,100	3,470,600
New Works - Community Gas Tax Fund	2,551,000	1,168,500	938,500	708,500	478,500	248,500
New Works - COVID Safe Restart Grant	2,005,200	-	-	-	-	-
Infrastructure Reserve	697,300	364,300	432,600	615,000	534,800	1,145,400
Housing Amenity	876,500	772,800	772,800	772,800	772,800	772,800
Parks Amenity	563,400	393,200	293,200	193,200	193,200	93,200
Public Parking	61,200	64,700	70,000	75,400	80,800	86,200
Parkland Acquisition	311,300	311,300	311,300	311,300	311,300	311,300
	<u>12,989,600</u>	<u>8,472,400</u>	<u>8,202,500</u>	<u>7,946,800</u>	<u>7,837,700</u>	<u>8,440,200</u>
Total General Reserves	<u>14,019,600</u>	<u>9,482,400</u>	<u>9,192,500</u>	<u>8,916,800</u>	<u>8,792,700</u>	<u>9,380,200</u>
Total General Surplus and Reserves	<u>23,786,300</u>	<u>17,163,100</u>	<u>14,724,000</u>	<u>13,501,700</u>	<u>13,052,800</u>	<u>14,089,100</u>
BYLAW #2755 RESERVE						
Highways Facilities	4,470,900	4,008,200	3,808,200	3,608,200	3,276,000	3,076,000
Storm Drain Facilities	2,028,300	2,028,300	2,028,300	2,004,300	2,004,300	2,004,300
Park Land Acquisition	691,900	679,500	679,500	679,500	544,400	518,300
Total DCC	<u>7,191,100</u>	<u>6,716,000</u>	<u>6,516,000</u>	<u>6,292,000</u>	<u>5,824,700</u>	<u>5,598,600</u>

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Gaming Fund

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

As a result of the COVID-19 pandemic, the local casino has been closed since March 2020. To consider this loss of revenue, the gaming fund distribution matrix was reviewed on January 15, 2021 by the Finance Select Committee. As recommended by the Committee, Council approved on January 25, 2021 using \$725,000 in 2021 of the COVID-19 Safe Restart Grant for Local Government to compensate the anticipated loss of gaming revenue for 2021 and fund the annual policing contract and infrastructure reserve contribution. In addition, Council made the difficult decision to cancel the grant in aid program in 2021, historically funded by the gaming revenue.

The table below shows the recommended use of the gaming funds for 2021.

Distribution by Major Categories	Expenses	2021 Budget
	Estimated Annual Funds Available	250,000
Support Downtown Arts and Culture	Annual Grants:	
	CV Art Gallery	65,000
	Ctny & Dist Historical Society	50,000
	Sid Williams Theatre Society	105,000
	Downtown cultural events	5,000
		225,000
Council Initiatives & Projects	Purple ribbon Campaign	3,500
	Feb 19, 2019 Resolution - LUSH Community Garden Annual Grant	10,000
	Other Council Initiatives/Projects	75,000
	Electric Charging Stations - Committed 2019-2023 Fin Plan	175,000
		263,500
Public Safety / Security	RCMP Contract Funding	Restart
Infrastructure Works	Annual Provision to Infrastructure Reserve	Restart
	Infrastructure Levy Reduction (Approx 1%)	Restart
Total Annual Distribution		488,500
Projected Gaming Fund Balance		1,444,299

Sewer Fund

Operating Revenues and Expenses

Capital Transactions

Reserves and Surplus

Sewer Fund

Overview

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

Sewer services are provided to property owners through two systems:

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

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

Quick Facts

- Sanitary Sewer Mains: 164.7 km (Jan 2021)
- Sanitary Sewer Connections: 7,898 (Jan 2021)
- Sanitary Lift Stations: 11 Stations (20 Pumps)

Operating and Capital Revenues

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

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

The Sewer User Fee rates are set by Bylaw. For 2021, the user fees increase by 2.0% from \$344.71 to \$351.60, for a single family dwelling, and is expected to generate \$5,490,100 to cover operating expenditures. The change in the user fees since 2017 is detailed in the following table.

No rate increase is planned for the frontage and parcel taxes in 2021. The frontage fees will remain constant at \$10.24 per meter and are expected to generate \$2,071,600, mostly to cover for capital renewal.

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Sewer user and frontage fees 2017-2021 Table

Annual	Sewer User Fee			Sewer Frontage Rate	
	One-time	Change	Change %	per meter	Change
2017	\$294.70	\$26.79	10.00%	\$10.24	\$ -
2018	\$324.17	\$29.47	10.00%	\$10.24	\$ -
2019	\$340.38	\$16.21	5.00%	\$10.24	\$ -
2020	\$344.71	\$4.33	1.27%	\$10.24	\$ -
2021	\$351.60	\$6.89	2.00%	\$10.24	\$ -

Operating Expenses

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

Sewer Operating Budget - Expenses by Activity Table

Activity	2020 BUDGET	2021 BUDGET	Variance 2021 Budget 2020 Budget
CVRD Sewer Requisition	4,494,200	4,717,200	223,000
Sewer ADMIN - Salaries/Wages	304,000	251,000	(53,000)
Sewer Administration	11,500	20,000	8,500
Sewer ADMIN - Training	11,000	11,000	-
Sewer Engineering Services	73,000	86,500	13,500
Sewer Operations			
Sewer Main		183,800	183,800
Sewer Service		94,100	94,100
Sewer Manhole/Chamber		6,300	6,300
Sewer Valve		13,100	13,100
Sewer Forcemain		13,200	13,200
Sewer Lift Station	217,200	253,200	36,000
Sewer Inflow & Infiltration		81,000	81,000
Sewer Operations - OLD	352,100		(352,100)
Sewer Inflow & Infiltration - OLD	46,500		(46,500)
Sewer Operations Total	615,800	644,700	28,900
Sewer Fleet	41,700	53,200	11,500
Sewer Work in Progress	40,000	40,000	-
Interfund Allocation	856,200	893,200	37,000
Grand Total	6,447,400	6,716,800	269,400

Comox Valley Sewer Service

The Comox Valley Regional District 2021-2025 Financial Plan includes a 6.3% increase for the 2021 Regional Sewer Service Requisition, which accounts for most of the 2021 sewer budget increase.

The sewer service requisition is the largest expense in the Sewer Operating Fund and represents 70% of the total expenses. The table below presents the increase in Courtenay's share of the sewer service requisition since 2018 to the proposed budget for 2025.

Comox Valley Sewer Service Requisition, Courtenay's Share 2018 – 2025 Table

Comox Valley Sewer Service Requisition per 2020-2024 approved Financial Plan		
	\$	% increase
Courtenay share		
2018 Actual	3,890,928	6.0%
2019 Actual	4,145,491	6.5%
2020 Actual	4,439,680	7.1%
2021 Proposed budget	4,717,160	6.3%
2022 Proposed budget	4,994,640	5.9%
2023 Proposed budget	5,272,120	5.6%
2024 Proposed budget	5,757,710	9.2%
2025 Proposed budget	5,757,710	-

Sewer Administration

Sewer Administration costs include wages and benefits for staff working in sewer utility operations, and a portion of the salaries, wages and benefits of Public Works management staff and Engineering team. The decrease is related to the Foreman wages and benefits now all budgeted in operations.

Sewer Engineering Services

This section includes \$30,000 carried forward from 2020 to complete the sewer rates review as recommended in the Water Smart Action Plan presented to Council on October 28, 2019. This review is conducted simultaneously with the water rates review. Also included is \$20,000 for the completion of the sewer master plan and \$16,500 for the warranty work estimated to address the last deficiencies of the Greenwood Trunk once the project is completed.

Sewer Operations

Following a thorough review of the sewer operating budget, the activities used to plan and track expenses were updated to reflect current operating procedures and better manage service levels and preventative versus reactive work. The budget for sewer operations is expected to remain stable for 2021 and is distributed amongst the new activities. It includes the crew wages and benefits as well as the material and services needed to perform regular operations, preventative and reactive work on the sewer infrastructure.



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Sewer Fleet

The Sewer Fleet budget is adjusted in 2021 based on actual and anticipated equipment and vehicle usage.

Internal Allocations

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

Capital Transactions

The 2021-2025 Sewer Capital Plan is a collaborative effort of all the departments following the City's Asset Management Bylaw and the CAO Asset Management Working Group Directive. These processes effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community in an environmentally responsible manner.



The projects included in the 2021 Sewer Capital Budget are presented below and include the amendment presented to Council on March 15, 2021 regarding the Greenwood Sewer Trunk Construction. The projects scheduled for the four following years and sources of funding are detailed in Schedules K and L.

Sewer Capital Budget Table

New / Renewal	Project description	2021 Proposed Budget
New	Sewer - Greenwood Trunk Construction	2,492,500
	South Courtenay Sewer System	200,000
	Sewer Cascara and Klanawa connection to Greenwood	100,000
New Total		2,792,500
Renewal	Sewer - 1st Street Lift Station Replacement	341,100
	Puntledge Sanitary Catchment Replacement	255,000
	Sewer - Mansfield Drive Forcemain	50,000
	Braidwood Road - Road & Utility - Sewer Component	31,300
Renewal Total		677,400
Total		3,469,900

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Debt payments

The Sewer Operating Fund also includes the debt servicing costs related to Bylaw 2305, 2353, 2423 and 2985. For 2021, the interest payment is expected to be \$73,100, of which \$27,300 relates to the borrowing secured in 2020 for the Greenwood Trunk Construction project. A principal payment of \$185,400 on existing debt is also included in 2021, of which \$97,700 is for the Greenwood Trunk, for a total debt servicing costs of \$258,500.

Reserves and Surplus

The table below shows the sewer surplus, reserves and Development Cost Charges (DCC) estimated closing balances for 2020 and the next five years.

Sewer Reserves and Surplus Table

SEWER Surplus, Reserves and DCC Summary	Estimated Actual	Budget	Proposed Budget			
	2020	2021	2022	2023	2024	2025
Sewer Fund Surplus						
Prior Year Surplus (unallocated)	2,501,100	2,096,400	1,703,100	1,277,700	1,220,100	962,100
Surplus Reserve For Future Expenditure (Unspent Capital 2020)	867,300	-	-	-	-	-
	<u>3,368,400</u>	<u>2,096,400</u>	<u>1,703,100</u>	<u>1,277,700</u>	<u>1,220,100</u>	<u>962,100</u>
Sewer Capital Reserves						
Sewer Reserve	539,100	539,100	539,100	539,100	539,100	539,100
Asset Management Reserve	2,387,700	2,087,700	787,700	587,700	637,700	437,700
Sewer Machinery and Equipment	643,400	718,400	793,400	868,400	943,400	1,018,400
	<u>3,570,200</u>	<u>3,345,200</u>	<u>2,120,200</u>	<u>1,995,200</u>	<u>2,120,200</u>	<u>1,995,200</u>
Total Sewer Surplus and Reserves	6,938,600	5,441,600	3,823,300	3,272,900	3,340,300	2,957,300
Sewer Development Cost Charges (DCC)						
Sewer DCC Bylaw #1638/2755	34,800	34,800	34,800	34,800	34,800	34,800
Sewer DCC Bylaw #2426/2755	748,400	428,400	428,400	428,400	428,400	428,400
Total Sewer DCC	783,200	463,200	463,200	463,200	463,200	463,200

Operating Surplus

The 2021 sewer budget includes the net use of \$404,700, funded from 2020 surplus, mainly to fund the Greenwood Trunk Construction capital project. A large portion of the prior year surplus is also used in the following years, mostly to fund future capital projects.

The estimated reserve for future expenditures of \$867,300 represents unspent monies collected in 2020 to fund 2020 capital projects carried forward and to be used in 2021.

Capital Reserves

The Community Works Fund - Gas Tax Grant Revenues will provide an additional \$1 million of funding for the Greenwood Trunk Construction in 2021. This fund is included in the General Fund Reserves.

The Sewer Asset Management reserve will provide \$600,000 in 2021 to fund the remaining portion of the Greenwood Trunk project.

Contributions of \$300,000 to the Asset Management Reserve and \$75,000 to the Machinery and Equipment Reserve are included for 2021, which is consistent with previous financial plans.

Development Cost Charges (DCC)

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

DCC monies will be used towards the Greenwood Trunk Construction project in 2021 in the amount of \$320,000.

Water Fund

Operating Revenues and Expenses

Capital Transactions

Reserves and Surplus

Water Fund

Overview

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

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

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

Quick Facts

- Water Mains: 173.4km (Jan 2021)
- Water Service Connections: 8,733 (Jan 2021)
- Water Meters Setters: 2,610 (Jan 2021)
- Fire Hydrants: 796 (Jan 2021)
- Mainline Valves: 1,883 (Jan 2021)
- Booster Station : 5 pumps

Operating and Capital Revenues

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

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

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Revenue User Fee Rates

User Fees

The water user fee remains unchanged for 2021 at \$506.05 annually for a single family dwelling. The water user fees are expected to generate \$6,809,100 for 2021. The change in the user and frontage fees since 2017 is detailed below.

Frontage Fees

The 2021 rate remains unchanged at \$5.84 per meter and is expected to generate \$1,205,800 to support the capital renewal program for the existing water distribution network.

Water user and frontage fees 2017-2021 Table

Annual	Water User Fee			Water Frontage Rate		
	One-time	Change	Change %	per meter	Change	Change %
2017	\$425.03	\$55.44	15.00%	\$4.68	\$0.94	25.1%
2018	\$467.53	\$42.50	10.00%	\$5.84	\$1.16	24.8%
2019	\$497.92	\$30.39	6.50%	\$5.84	\$0.00	0.0%
2020	\$506.05	\$8.13	1.63%	\$5.84	\$0.00	0.0%
2021	\$506.05	\$0.00	0.00%	\$5.84	\$0.00	0.0%

Additional Revenues

The water utility financial plan also includes miscellaneous revenues such as meter and hydrant rental and the park water user fees for a total of \$402,300 for 2021.



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Operating Expenses

Over the past year, the City of Courtenay Water System Asset Management plan has been refined and is providing guidance with respect to the sustainable operation, maintenance, and the long-term infrastructure renewal needs of the City. The table below presents the water operating budget expenses by activity. The overall decrease in operating costs between 2020 and 2021 budget is less \$198,600 or -2.6%.

Water Operating Budget - Expenses by Activity Table

Activity	2020 BUDGET	2021 BUDGET	Variance 2021 Budget 2020 Budget
CVRD Water Purchase	4,436,400	4,433,500	(2,900)
Water Admin - Salaries/Wages	372,300	301,300	(71,000)
Water Admin - Training	36,900	37,100	200
Water Administration	13,600	17,200	3,600
Water Engineering Services	78,000	78,000	-
Water Admin - BC One Call	3,800	5,000	1,200
Water Operations			
Water Main		200,000	200,000
Water Service		395,700	395,700
Water Distribution Valve		50,000	50,000
Water Hydrant/Blowoff	191,900	194,000	2,100
Water Meter	103,900	138,300	34,400
Water Pump Stations	68,300	77,500	9,200
Water Quality & Cross Connection Control		80,000	80,000
Water Conservation Programs	260,000	167,000	(93,000)
Water Transmission and Distribution - OLD	841,800		(841,800)
Water Meter Reading - OLD	11,000		(11,000)
Water Water Enforcement - OLD	26,600	-	(26,600)
Water Operations Total	1,503,500	1,302,500	(201,000)
Water Fleet	27,100	56,600	29,500
Water Work in Progress	100,000	100,000	-
Interfund Allocation	1,053,100	1,094,900	41,800
Grand Total	7,624,700	7,426,100	(198,600)

Comox Valley Bulk Water Purchase

The purchase of potable water from the CVRD is the largest cost driver in the water operating fund, which represents 60% of the total operating expenses. The City reviews and adjusts the estimated consumption every year. The 2021 estimate is based on prior year actual consumption and includes a general increase of 1% for annual population growth. The year 2020 was excluded from the calculation as the water consumption was unusually low.

Based on the CVRD Financial Plan available at the time of preparing the City's Water Fund Financial Plan, water rates are increasing in 2021 in order to fund regional capital projects. The rate is expected to raise from \$0.83 in 2020 to \$0.85 per cubic meter effective January 1, 2021.

Table 2 shows the combined financial impact of a greater consumption and higher rates on actual and estimated water consumption since 2017.

Courtenay Water Bulk Purchase 2017-2025

Courtenay Bulk Water Purchase	Consumption m3	Consumption % increase	CVRD rate \$ / m3	rate % increase	Courtenay Annual Cost	cost % increase
2017 Actual	5,113,154		\$0.71		\$3,630,339	
2018 Actual	4,947,081	-3.2%	\$0.75	5.6%	\$3,710,311	2.2%
2019 Actual	4,989,913	0.9%	\$0.80	6.7%	\$3,991,931	7.6%
2020 Budget	5,345,000	7.1%	\$0.83	3.7%	\$4,436,350	
2020 Estimation	4,860,810	-2.6%	\$0.83	3.7%	\$4,034,472	1.1%
2021 Budget	5,215,900	7.3%	\$0.85	2.4%	\$4,433,515	9.9%
2022 Estimation	5,268,100	1.0%	\$0.85	0.0%	\$4,477,885	1.0%
2023 Estimation	5,320,800	1.0%	\$0.96	12.9%	\$5,107,968	14.1%
2024 Estimation	5,374,000	1.0%	\$0.96	0.0%	\$5,159,040	1.0%
2025 Estimation	5,427,700	1.0%	\$0.96	0.0%	\$5,210,592	1.0%

Water Administration

Water Administration includes wages and benefits for staff working in water utility operations, and a portion of the salaries, wages and benefits of Public Works management staff and Engineering team. The decrease is related to the Foreman wages and benefits now all budgeted in operations.

Water Engineering Services

This section includes \$30,000 carried forward from 2020 to complete the water rates review as recommended in the Water Smart Action Plan presented to Council on October 28, 2019. This review is conducted simultaneously with the sewer rates review. Also included is \$20,000 for the completion of the water master plan.

Water Operations

Following a thorough review of the water operating budget, the activities used to plan and track expenses were updated to reflect current operating procedures and better manage service levels and preventative versus reactive work. The 2021 budget has been reallocated to the new activities. It includes the crew wages and benefits as well as the material and services needed to perform regular operations, preventative and reactive work on the various water infrastructure.

The overall decrease in the Water Conservation Programs is mostly due to the delay in the Leak Detection and Repair Program: \$200,000 was previously allocated in 2020 for this project, \$75,000 is carried-forward to 2021 and the balance to 2022. An amount of \$50,000 is also carried forward to conduct a study to prioritize the location of the zone meters to isolate the City's distribution system from the Regional transmission system. This is a requirement of the City's Cross Connection Control program as per Island Health operating permit conditions.

Another reduction is found in the Booster / Pump Stations budget due to the one-time \$50,000 included in 2020 for minor upgrades to SCADA and operating maintenance required at the Dingwall well, maintained by the City since 2020 as a result of the completion of the Sandwich Water System changeover.



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Water Fleet

The Water Fleet budget is adjusted in 2021 based on actual and anticipated equipment and vehicle usage.

Internal Allocations

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

Capital Transactions

The 2021-2025 Water Capital Plan is a collaborative effort of all the departments following the City's Asset Management Bylaw and the CAO's Asset Management Working Group Directive. These processes effectively manage existing and new municipal infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to the community in an environmentally responsible manner.

The projects included in the 2021 Water Capital Budget are presented in the table below. The source of funding and the projects scheduled for the four following years are detailed in Schedule N and O.

Water Capital Budget Table

2021 Proposed Budget	
Project description	Total
Sandpiper / Millard Water Main Upgrade (CF)	650,000
Water - Highway 19A Loop - Christie Parkway (CF)	100,000
Water - South Courtenay Secondary Transmission (CF)	81,500
Water Smart Initiatives - Transmission/Distribution Metering (CF)	75,000
City Watermain on private property (CF)	70,000
Braidwood Road - Road & Utility - Water Component (CF)	31,300
Water - Sandwich Area Fireflow Upgrade (CF)	25,000
Grand Total	1,032,800

Debt payments

The 2021 Water Operating Budget includes \$10,500 of interest payment and \$20,100 of principal payment for a total debt servicing cost of \$30,600 and relates to Bylaw 2424. The principal balance as of December 31, 2020 for this long-term debt instrument is \$231,400.

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Reserves and Surplus

The table below shows the water surplus, reserves and Development Cost Charges (DCC) estimated closing balances for 2020 and the next five years.

Water Reserves and Surplus Table

WATER Surplus, Reserves and DCC Summary Estimated Closing Balances	Estimated Actual	Budget	Proposed Budget			
	2020	2021	2022	2023	2024	2025
Water Fund Surplus						
Prior Year Surplus (unallocated) Surplus Reserve for Future Expenditures (Unspent Capital 2020)	2,424,000	2,675,600	2,517,900	2,097,700	1,673,200	1,357,400
	307,800	-	-	-	-	-
	2,731,800	2,675,600	2,517,900	2,097,700	1,673,200	1,357,400
Water Capital Reserves						
Water Reserve	1,676,700	1,601,700	1,251,700	1,251,700	1,251,700	1,251,700
Asset Management Reserve	658,100	658,100	958,100	1,258,100	1,058,100	858,100
Water Machinery and Equipment	280,200	310,200	340,200	370,200	400,200	430,200
	2,615,000	2,570,000	2,550,000	2,880,000	2,710,000	2,540,000
Total Water Surplus and Reserves	5,346,800	5,245,600	5,067,900	4,977,700	4,383,200	3,897,400
Total Water DCC Bylaw #2426/2755	376,400	376,400	376,400	376,400	376,400	376,400

Operating Surplus

The 2021 budget includes an estimated surplus of \$251,600, which is then used in the proposed 2022 budget. A significant portion of the prior year surplus is also used in the following years, mainly to fund the capital projects.

The reserve for future expenditures of \$307,800 represents unspent monies collected in 2020 to fund 2020 capital projects carried forward and to be used in 2021.

Capital Reserves

The Water Utility Reserve is to be used only to fund water efficiency programs and initiatives. In 2021, \$75,000 will fund the installation of distribution system zone meters at CVRD connection points.

The Asset Management reserve will provide \$300,000 in 2021 to fund the Sandpiper / Millard Water Main Upgrade project.

For 2021, contributions of \$300,000 to the Asset Management reserve and \$30,000 to the Water Machinery and Equipment reserve are included, which is consistent with previous financial plans.

Development Cost Charges (DCC)

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

Appendices

Appendices

The appendices provide the information used to prepare the Bylaw for the 2021 – 2025 Five Year Financial Plan, and includes the following.

1. OBJECTIVES AND POLICIES FOR SCHEDULE "A" BYLAW 3032
2. OBJECTIVES AND POLICIES FOR SCHEDULE "B" BYLAW 3032
3. CONSOLIDATED SUMMARY FOR SCHEDULE "C" BYLAW 3032
4. GENERAL OPERATING FUND SUMMARY FOR SCHEDULE "D" BYLAW 3032
5. SEWER OPERATING FUND SUMMARY FOR SCHEDULE "E" BYLAW 3032
6. WATER OPERATING FUND SUMMARY FOR SCHEDULE "F" BYLAW 3032
7. GENERAL CAPITAL FUND SUMMARY FOR SCHEDULE "G" BYLAW 3032
8. GENERAL CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE "H" BYLAW 3032
9. GENERAL 2021 CAPITAL EXPENDITURE – SOURCE OF FUNDING FOR SCHEDULE "I" BYLAW 3032
10. SEWER CAPITAL FUND SUMMARY FOR SCHEDULE "J" BYLAW 3032
11. SEWER CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE "K" BYLAW 3032
12. SEWER 2021 CAPITAL EXPENTIRURE – SOURCE OF FUNDING FOR SCHEDULE "L" BYLAW 3032
13. WATER CAPITAL FUND SUMMARY FOR SCHEDULE "M" BYLAW 3032
14. WATER CAPITAL EXPENDITURE PROGRAM FOR SCHEDULE "N" BYLAW 3032
15. WATER 2021 CAPITAL EXPENDITURE – SOURCE OF FUNDING FOR SCHEDULE "O" BYLAW 3032

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1. Objectives and Policies for Schedule “A” Bylaw 3032

Proportion of Revenue by Source

City of Courtenay Revenue and Tax Policy 1700.00.01, 2008

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

Revenue Source	2019		2020		2021	
	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	25,869,200	39.01%	27,222,300	40.13%	28,432,300	37.67%
Parcel Taxes	3,186,500	4.80%	3,427,100	5.05%	3,297,800	4.37%
Fees and Charges	19,546,100	29.47%	19,916,600	29.36%	19,624,100	26.00%
Other Sources	4,297,200	6.48%	4,373,500	6.45%	7,892,900	10.46%
Reserves/Surpluses	13,418,300	20.23%	9,898,900	14.59%	12,833,200	17.00%
Borrowing	0	0.00%	3,000,000	4.42%	3,400,000	4.50%
TOTAL	\$66,317,300	100.00%	\$67,838,400	100.00%	\$75,480,300	100.00%

2. Objectives and Policies for Schedule “B” Bylaw 3032

Permissive Tax Exemptions

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

Permissive Property Tax Exemptions	2019 (\$)	2020 (\$)	2021 (\$) estimate
City owned properties / managed by not-for-profit groups	189,954	192,967	192,967
Not-for Profit Organizations	166,505	179,219	182,079
Churches	16,795	18,684	18,684
TOTAL	373,254	390,870	393,729
Prior year tax levy for municipal purposes	22,901,225	23,945,244	25,224,457
As a percentage of municipal tax levy	1.63%	1.63%	1.56%

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3. Consolidated Summary for Schedule "C" Bylaw 3032

Consolidated Financial Plan	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Taxes					
General Property Taxes	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Property Taxes	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Frontage & Parcel Taxes	3,297,800	3,330,600	3,363,700	3,397,100	3,430,900
Grants in Place of Property Taxes	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	409,400	409,400	409,400	409,400	409,400
Total Taxes Collected	55,877,100	57,878,900	59,865,500	62,031,300	64,221,100
Less: Transfers to Other Governments (Estimate)	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Taxes for Municipal Purposes	31,730,100	33,250,100	34,745,400	36,410,100	38,088,700
Other Revenues					
Fees and Charges	19,624,100	20,815,700	21,539,500	22,242,800	22,831,300
Revenue from Other Sources	1,253,700	1,351,200	1,356,700	1,361,300	1,363,900
Other Contributions	200,000	-	200,000	-	200,000
Transfers from Other Govt & Agencies	6,439,200	4,461,400	4,526,600	3,793,100	2,310,600
Total Other Revenues	27,517,000	26,628,300	27,622,800	27,397,200	26,705,800
Total Operating Revenues	59,247,100	59,878,400	62,368,200	63,807,300	64,794,500
Transfers From Reserves and Surplus					
From Reserves	9,406,000	6,263,100	4,948,100	5,418,000	4,872,700
From Surplus	3,427,200	2,483,600	1,440,900	608,800	598,800
Total from Reserves and Surplus	12,833,200	8,746,700	6,389,000	6,026,800	5,471,500
Funding from Debt					
	3,400,000	4,200,000	10,500,000	10,250,000	6,000,000
Total Revenues	75,480,300	72,825,100	79,257,200	80,084,100	76,266,000
Equity in Capital Assets					
	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
	81,130,300	78,475,100	84,907,200	85,734,100	81,916,000
Expenses					
Operating Expenses					
General Government	4,659,700	4,680,900	4,690,700	4,821,200	4,817,500
Protective Services	9,679,700	9,705,500	10,031,300	10,314,900	11,058,000
Public Works Services	9,387,600	9,906,400	9,669,000	9,676,500	9,958,300
Environmental Health Services	17,770,000	18,255,500	19,348,800	20,004,900	20,108,400
Public Health Services	346,100	351,100	356,400	361,500	366,800
Development Services	2,232,600	2,037,000	2,074,200	2,109,400	2,146,400
Recreation & Cultural Services	6,529,300	7,330,500	7,383,300	7,473,900	7,600,800
	50,605,000	52,266,900	53,553,700	54,762,300	56,056,200
Amortization	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
Total Operating Expenses	56,255,000	57,916,900	59,203,700	60,412,300	61,706,200
Capital Transactions					
Capital Assets					
Land & Improvements / Engineering	15,729,600	12,925,000	17,400,000	8,946,000	4,915,000
Buildings	820,900	882,000	1,197,500	8,518,300	6,090,000
Equipment	2,504,300	815,000	895,000	705,000	815,000
Other Capital Assets	175,000	215,000	115,000	115,000	215,000
	19,229,800	14,837,000	19,607,500	18,284,300	12,035,000
Debt for Capital Assets					
Interest	554,700	594,200	745,600	975,000	1,094,500
Principal	1,003,100	1,061,300	1,160,600	1,581,500	1,857,400
	1,557,800	1,655,500	1,906,200	2,556,500	2,951,900
Total Capital Transactions	20,787,600	16,492,500	21,513,700	20,840,800	14,986,900
Transfers to Reserves & Surplus					
To Reserves	3,836,100	4,065,700	4,189,800	4,320,700	4,383,300
To Appropriated Surplus	251,600	-	-	160,300	839,600
Total to Reserves and Surplus	4,087,700	4,065,700	4,189,800	4,481,000	5,222,900
	81,130,300	78,475,100	84,907,200	85,734,100	81,916,000

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4. General Operating Fund Summary for Schedule "D" Bylaw 3032

General Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Tax rate increase					
General Taxation	2.00%	2.00%	2.50%	2.75%	2.75%
Debt Levy	-0.14%	0.74%	0.24%	0.89%	0.99%
Infrastructure Reserve Levy	0.00%	0.50%	0.75%	1.00%	1.00%
	1.86%	3.24%	3.49%	4.64%	4.74%
REVENUES					
Taxes					
General Municipal Taxes	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Taxes Collected	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Less:					
Property Taxes for Other Governments (Estimate)	(23,972,800)	(24,451,100)	(24,938,900)	(25,436,500)	(25,944,000)
Portion of Grants in Place of Taxes	(174,200)	(177,700)	(181,200)	(184,700)	(188,400)
	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Municipal Taxes	27,529,400	29,006,600	30,458,800	32,079,800	33,714,200
Grants in Lieu of Taxes	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	409,400	409,400	409,400	409,400	409,400
Taxes for Municipal Purposes	28,432,300	29,919,500	31,381,700	33,013,000	34,657,800
Fees and Charges	7,143,900	7,837,500	8,039,500	8,195,200	8,214,800
Revenue from Other Sources	971,900	1,067,100	1,070,400	1,072,700	1,072,700
Transfers from Other Govt & Agencies	2,080,900	2,051,400	2,066,600	2,083,100	2,100,600
Transfers-Reserves	2,340,000	1,078,500	1,078,500	1,118,500	1,118,500
Transfers-Surplus	1,364,800	1,751,400	595,300	62,500	25,000
General Operating Revenues	42,333,800	43,705,400	44,232,000	45,545,000	47,189,400
Equity in Capital Assets	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000
	47,133,800	48,505,400	49,032,000	50,345,000	51,989,400
EXPENDITURES					
Operating Expenditures					
General Government	4,659,700	4,680,900	4,690,700	4,821,200	4,817,500
Protective Services	9,679,700	9,705,500	10,031,300	10,314,900	11,058,000
Public Works Services	9,387,600	9,906,400	9,669,000	9,676,500	9,958,300
Environmental Health Services	3,627,100	3,812,000	3,940,100	4,071,400	4,071,400
Public Health Services	346,100	351,100	356,400	361,500	366,800
Development Services	2,232,600	2,037,000	2,074,200	2,109,400	2,146,400
Recreation & Cultural Services	6,529,300	7,330,500	7,383,300	7,473,900	7,600,800
Total Operating Expenses	36,462,100	37,823,400	38,145,000	38,828,800	40,019,200
Amortization	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000
Debt Servicing Costs	1,268,700	1,343,900	1,408,900	1,665,300	1,967,200
	42,530,800	43,967,300	44,353,900	45,294,100	46,786,400
Transfer to Capital Fund	1,542,200	1,248,800	1,266,000	1,348,700	758,900
Transfer to Reserve Funds	3,060,800	3,289,300	3,412,100	3,541,900	3,604,500
Transfer to Surplus	-	-	-	160,300	839,600
	4,603,000	4,538,100	4,678,100	5,050,900	5,203,000
	47,133,800	48,505,400	49,032,000	50,345,000	51,989,400

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5. Sewer Operating Fund Summary for Schedule "E" Bylaw 3032

Sewer Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Sewer Frontage Rate per taxable meter	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24
Sewer Utility Rate - Single Family Unit	\$ 351.60	\$ 370.94	\$ 391.34	\$ 412.86	\$ 435.57
Proposed increase %	2.0%	5.5%	5.5%	5.5%	5.5%
Revenues					
Operating					
Frontage & Parcel Taxes	2,083,600	2,104,300	2,125,200	2,146,300	2,167,700
Sale of Services	5,490,100	5,820,300	6,170,200	6,541,000	6,933,900
Revenue from Own Sources	60,500	60,500	60,500	60,500	60,500
Total Operating Revenues	<u>7,634,200</u>	<u>7,985,100</u>	<u>8,355,900</u>	<u>8,747,800</u>	<u>9,162,100</u>
Reserves & Surplus					
Future Expenditure Reserve	867,300	-	-	-	-
Surplus	404,700	393,300	425,400	57,600	258,000
Total Transfers from Reserves & Surplus	<u>1,272,000</u>	<u>393,300</u>	<u>425,400</u>	<u>57,600</u>	<u>258,000</u>
Equity in Capital Assets					
	350,000	350,000	350,000	350,000	350,000
	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
Total Revenues	<u><u>9,256,200</u></u>	<u><u>8,728,400</u></u>	<u><u>9,131,300</u></u>	<u><u>9,155,400</u></u>	<u><u>9,770,100</u></u>
Expenses					
Operating					
General Administration	1,300,200	1,264,600	1,285,600	1,310,000	1,323,800
CVRD	4,717,200	4,994,700	5,272,200	5,757,800	5,757,800
Collection	699,400	707,100	715,200	722,500	729,900
	<u>6,716,800</u>	<u>6,966,400</u>	<u>7,273,000</u>	<u>7,790,300</u>	<u>7,811,500</u>
Amortization	350,000	350,000	350,000	350,000	350,000
Debt Servicing Costs	258,500	281,000	427,300	634,100	727,600
Total Operating Expenses	<u>7,325,300</u>	<u>7,597,400</u>	<u>8,050,300</u>	<u>8,774,400</u>	<u>8,889,100</u>
Transfers to Other Funds					
Sewer Capital Fund - Prior Year Revenues	867,300	-	-	-	-
Sewer Capital Fund - Current Year Revenues	682,600	750,000	700,000	-	500,000
	<u>1,549,900</u>	<u>750,000</u>	<u>700,000</u>	<u>-</u>	<u>500,000</u>
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	500	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	<u>381,000</u>	<u>381,000</u>	<u>381,000</u>	<u>381,000</u>	<u>381,000</u>
Total Expenses	<u><u>9,256,200</u></u>	<u><u>8,728,400</u></u>	<u><u>9,131,300</u></u>	<u><u>9,155,400</u></u>	<u><u>9,770,100</u></u>

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6. Water Operating Fund Summary for Schedule "F" Bylaw 3032

Water Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Water Frontage Rate per taxable meter	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84
Water Utility Rate - Single Family Unit	\$ 506.05	\$ 516.17	\$ 526.49	\$ 537.02	\$ 547.76
Proposed increase %	0.0%	2.0%	2.0%	2.0%	2.0%
Revenues					
Operating					
Frontage & Parcel Taxes	1,214,200	1,226,300	1,238,500	1,250,800	1,263,200
Sale of Services	6,990,100	7,157,900	7,329,800	7,506,600	7,682,600
Revenue from Own Sources	221,300	223,600	225,800	228,100	230,700
Total Operating Revenues	8,425,600	8,607,800	8,794,100	8,985,500	9,176,500
Reserves & Surplus					
Future Expenditure Reserve	307,800	-	-	-	-
Water Efficiency	27,000	27,600	28,100	28,100	28,100
Surplus	-	157,700	420,200	424,500	315,800
Total Transfers from Reserves & Surplus	334,800	185,300	448,300	452,600	343,900
Equity in Capital Assets					
	500,000	500,000	500,000	500,000	500,000
Total Revenues	9,260,400	9,293,100	9,742,400	9,938,100	10,020,400
Expenses					
Operating					
General Administration	1,641,500	1,626,600	1,640,300	1,682,600	1,699,000
CVRD - Supply	4,433,500	4,477,900	5,108,000	5,159,000	5,210,600
Transmission and Distribution	1,351,100	1,372,600	1,387,400	1,301,600	1,315,900
	7,426,100	7,477,100	8,135,700	8,143,200	8,225,500
Amortization	500,000	500,000	500,000	500,000	500,000
Debt Servicing Costs	30,600	30,600	70,000	257,100	257,100
Total Operating Expenses	7,956,700	8,007,700	8,705,700	8,900,300	8,982,600
Transfers to Other Funds					
Water Capital Fund - Prior Year Revenues	307,800	-	-	-	-
Water Capital Fund - Current Year Revenues	350,000	890,000	640,000	640,000	640,000
	657,800	890,000	640,000	640,000	640,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Water Utility Reserve	58,700	59,800	61,100	62,200	62,200
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers to Reserves	394,300	395,400	396,700	397,800	397,800
Transfer to Appropriated Surplus					
Surplus contingency	251,600	-	-	-	-
Total Transfers	645,900	395,400	396,700	397,800	397,800
Total Expenses	9,260,400	9,293,100	9,742,400	9,938,100	10,020,400

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7. General Capital Fund Summary for Schedule "G" Bylaw 3032

General Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Other Revenues	200,000	-	200,000	-	200,000
Grants	4,358,300	2,410,000	2,460,000	1,710,000	210,000
	4,558,300	2,410,000	2,660,000	1,710,000	410,000
Transfers from Surplus					
Operating Funds	1,069,000	1,077,000	1,266,000	1,348,700	758,900
Capital Surplus - RFE	298,200	171,800	-	-	-
Unexpended Debt	482,600	181,200	-	64,200	-
	1,849,800	1,430,000	1,266,000	1,412,900	758,900
Transfers from Reserves					
Community Works Reserve	1,452,500	1,350,000	1,350,000	1,350,000	1,350,000
COVID-19 Safe Restart Grant	300,000				
Gaming Funds Reserve	175,000	-	-	-	-
Other Reserve Funds	2,991,500	1,857,000	1,991,500	2,171,400	1,376,100
	4,919,000	3,207,000	3,341,500	3,521,400	2,726,100
Total Transfers	5,988,000	4,284,000	4,607,500	4,870,100	3,485,000
Funding from Debt	3,400,000	2,200,000	3,500,000	8,500,000	6,000,000
Total Revenues	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000
Expenditures					
Capital Assets					
Land & Improvements /					
Engineering Structures	11,226,900	7,335,000	8,560,000	5,806,000	2,775,000
Buildings	820,900	882,000	1,197,500	8,518,300	6,090,000
Equipment / Furniture / Vehicles	2,504,300	815,000	895,000	705,000	815,000
Other Tangible Capital Assets	175,000	215,000	115,000	115,000	215,000
Loss of disposal of assets					
Total Expenditures	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000

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8. General Capital Expenditure Program for Schedule “H” Bylaw 3032

2021-2025 General Capital Expenditure Program (1 of 5)						2021	2022	2023	2024	2025	Total		
Department Responsible	Sub-Department Responsible	Area	Department	Project description		Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget		
Public Works	Public Works - Admin	Property Services	Other Buildings	Public Washrooms in Downtown Courtenay		200,000					200,000		
		Property Services Total				200,000						200,000	
		Public Works	Public Works	PUBLIC WORKS - New Public Works Building				500,000	7,000,000			7,500,000	
	Public Works Total						500,000	7,000,000			7,500,000		
	Public Works - Admin Total						200,000		500,000	7,000,000		7,700,000	
	Public Works - Transportation	Infrastructure	Bike Lane		17th Street Bike Lanes		1,720,400					1,720,400	
			Cycling Network Plan Improvements				156,000	150,000	150,000	150,000	150,000		756,000
			ROAD PAVING - Grind and Pave program				800,000	1,500,000	1,500,000	1,500,000	1,600,000		6,900,000
			Braidwood Affordable Housing - Storm & Road Servicing				103,700						103,700
			Walkways & Bikeways				375,000						375,000
			Infrastructure Total					3,155,100	1,650,000	1,650,000	1,650,000	1,750,000	9,855,100
	Public Works - Transportation Total						3,155,100	1,650,000	1,650,000	1,650,000	1,750,000	9,855,100	
	Public Works - Fleet	Fleet	Fleet	Fleet	2 Electric car charging stations EV DC Fast Charger 440V		200,000					200,000	
			2 Double Electric car charging stations Level 2 220V				100,000						100,000
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES				95,000	300,000	300,000	300,000	300,000		1,295,000
			FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES					300,000	300,000	300,000	300,000		1,200,000
			FLEET MANAGEMENT - NEW ASK					110,000	-				110,000
			Fleet Total					395,000	710,000	600,000	600,000	600,000	2,905,000
	Public Works - Fleet Total						395,000	710,000	600,000	600,000	600,000	2,905,000	
	Public Works	Infrastructure	Traffic Projects	TRAFFIC - Signal Controller Renewal - 8th and Fitzgerald				180,000				180,000	
TRAFFIC - Signal Controller Renewal - 8th St and Cliffe Ave						160,000					160,000		
TRAFFIC- Signal Controller Renewal - Old Island Highway at Comox Road							20,000	75,000				95,000	
Infrastructure Total							360,000	75,000				435,000	
Public Works Total						360,000	75,000	75,000	75,000	600,000	435,000		

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2021-2025 General Capital Expenditure Program (2 of 5)						2021	2022	2023	2024	2025	Total		
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget		
Public Works	Public Works - Civic Properties	Parks	Parks	Woodcote Park - Roof Replacement	45,000						45,000		
				Park Café - Roof Replacement		75,000					75,000		
				Lewis Washroom - Roof Replacement			45,000			45,000			
		Parks Total					45,000	75,000	45,000			165,000	
		Property Services	City Hall	Fire	Renovation of City Hall - Foyer area	169,000							169,000
					CITY HALL - Building Energy Reduction (roof ventilation)		10,000					10,000	
					FIRE HALL - Roof Replacement				500,000		500,000		
					Carpenter Shop Renovation	50,000						50,000	
		Property Services Total					219,000	10,000		500,000		729,000	
		Rec & Culture	Art Gallery	Fire	ART GALLERY - Hydraulic Passenger Elevator replacement	85,100							85,100
					ART GALLERY - HVAC Replacement	12,500	200,000					212,500	
					FILBERG - Hydraulic Passenger Elevator replacement	90,800					90,800		
					FIRE HALL - HVAC Replacement	13,500	200,000				213,500		
					LEWIS CENTRE - Squash Court Floor Replacement		80,000				80,000		
					LEWIS CENTRE - Squash Court Wall Replacement		72,000				72,000		
					LEWIS CENTRE - Roof Replacement				250,000		250,000		
					MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000					50,000		
					MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000	20,000	25,000	25,000	25,000	115,000		
					MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000		20,000	20,000	20,000	80,000		
					MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	20,000	25,000	25,000	25,000	115,000		
					MEMORIAL POOL - New Pool Covers	10,000	25,000				35,000		
					Museum	MUSEUM - Hydraulic Freight Elevator replacement			12,500	178,300	190,800		
		MUSEUM - Replace windows				50,000		50,000					
		Sid Theatre	SID THEATRE - Hydraulic Vertical Platform Lift replacement (elevator)			10,000	125,000	135,000					
			SID THEATRE - Stage Lift replacement (elevator)			10,000	125,000	135,000					
		Youth Centre	YOUTH CENTRE - Roof Replacement				250,000	250,000					
		Rec & Culture Total					321,900	637,000	632,500	498,300	70,000	2,159,700	
		Public Works - Civic Properties Total					585,900	722,000	677,500	998,300	70,000	3,053,700	

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2021-2025 General Capital Expenditure Program (3 of 5)						2021	2022	2023	2024	2025	Total			
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget			
Public Works	Public Works - Parks	Parks	Parks	Misc Playground (1 replacement every second year)	120,000		120,000			120,000	360,000			
				Sheffield Park (located in Crown Isle)	50,000					50,000				
				Spray park resurfacing	56,000				56,000					
				Tarling Park (Lake Trail / Arden Trail construction)				257,000	257,000					
				Bill Moore - Irrigation System Replacement				150,000	150,000					
				Woodcote - Irrigation System Replacement					80,000	80,000				
				Walkways & Bikeways	Dingwall to Muir Road trail development - stairs	363,400				363,400				
					Valleyview Greenway Erosion Remediation	50,000				50,000				
					Pedestrian Bridges replacement program	35,000	35,000	35,000	35,000	35,000	175,000			
					Lagoon Walkway Lookouts - Roof Replacement				30,000	30,000				
				Parks Total					674,400	65,000	155,000	442,000	235,000	1,571,400
				Public Works - Parks Total					674,400	65,000	155,000	442,000	235,000	1,571,400
				Public Works - Parks (Cemetery)	Parks (Cemetery)	Cemetery	Cemetery	CEMETERY - CEMETERY GENERAL WORK	40,000	40,000	50,000	50,000	50,000	230,000
								CEMETERY - IRRIGATION	10,000		15,000	15,000	15,000	55,000
								CEMETERY - LAWN CRYPTS	35,000	35,000	35,000	35,000	35,000	175,000
CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000	70,000	40,000					40,000	40,000	265,000				
Cemetery Total								160,000	145,000	140,000	140,000	140,000	725,000	
Public Works - Parks (Cemetery) Total					160,000	145,000	140,000	140,000	140,000	725,000				
Public Works Total					5,170,400	3,652,000	3,797,500	10,830,300	2,795,000	26,245,200				
Engineering	Engineering	Infrastructure	Major Road Construction	5th St Bridge Rehabilitation	6,508,800						6,508,800			
				6th St Bridge Multi-Use Active Transportation Bridge	150,000	4,400,000				4,550,000				
				MAJOR ROAD CONS - Cousins Ave - 20th to Willemar				3,224,000		3,224,000				
				Storm Drainage	Braidwood Road Design - Storm & Road	93,200		3,250,000		3,343,200				
					STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	200,000				200,000				
			Roads	STORM DRAINAGE - Willemar Culvert		200,000	1,500,000		1,700,000					
				STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction		25,000	570,000		595,000					
				MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction		25,000	570,000		595,000					
				Infrastructure Total					6,952,000	4,650,000	5,890,000	3,224,000		20,716,000
				Engineering Total					6,952,000	4,650,000	5,890,000	3,224,000		20,716,000
Engineering Total					6,952,000	4,650,000	5,890,000	3,224,000		20,716,000				

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2021-2025 General Capital Expenditure Program (4 of 5)					2021	2022	2023	2024	2025	Total		
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget		
Recreation & Culture	Recreation & Culture	Parks	Parks	Marina Storage Compound Relocation	25,000					25,000		
				Totem Pole at the Airpark	10,000					10,000		
				Partners in Parks program		50,000	50,000	50,000	50,000	200,000		
		Walkways & Bikeways			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400					20,400	
					Courtenay Riverway South Extension Beachwood to City Park - Phase 2		45,000	400,000			445,000	
					Courtenay Riverway South Extension City Park to Regional Trail - Phase 3				100,000	400,000	500,000	
					Access and Parking to McPhee Meadows	30,000	200,000				230,000	
		Parks Total				85,400	295,000	450,000	150,000	450,000	1,430,400	
		Rec & Culture			Lewis Centre	LEWIS CENTRE - Equipments > 5k	45,000	45,000	45,000	45,000	45,000	225,000
					Museum	MUSEUM - Loading Dock Storage & Fencing		50,000				50,000
	Sid Theatre				SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000					25,000	
					SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000					10,000	
					SID THEATRE - Future year estimation		20,000	20,000	20,000	20,000	80,000	
	Youth Centre				YOUTH CENTRE - Freestanding Sign & Exterior Facia Sign		60,000				60,000	
	Rec & Culture Total				80,000	175,000	65,000	65,000	65,000	450,000		
	Recreation & Culture Total				165,400	470,000	515,000	215,000	515,000	1,880,400		
	Recreation & Culture Total					165,400	470,000	515,000	215,000	515,000	1,880,400	
	Fire	Fire Department	Fire Services	Fire	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300					1,969,300	
					FIRE DEPT LIGHT VEHICLES			140,000			140,000	
					RESCUE TOOLS					80,000	80,000	
Fire Services Total				1,969,300		140,000		80,000	2,189,300			
Property Services			Fire			FIRE - NEW SATELLITE FIREHALL			500,000	6,000,000	6,500,000	
						Property Services Total			500,000	6,000,000	6,500,000	
Fire Department Total				1,969,300		140,000	500,000	6,080,000	8,689,300			
Fire Department Total					1,969,300		140,000	500,000	6,080,000	8,689,300		

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2021-2025 General Capital Expenditure Program (5 of 5)						2021	2022	2023	2024	2025	Total			
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget			
General Government Services	IT	Corporate Services	IT	LARGE FORMAT PLOTTER	30,000		30,000			30,000	90,000			
				New softwares	50,000	50,000	50,000	50,000	50,000	250,000				
				OFFSITE BACKUP DEVELOPMENT	40,000	40,000	40,000	40,000	40,000	200,000				
				PHOTOCOPIERS	40,000	40,000	40,000	40,000	40,000	200,000				
				SERVER REPLACEMENT	25,000	20,000	40,000	20,000	20,000	125,000				
				Hyper-Convergence Software (complement to back up solution)	50,000	25,000	25,000	25,000	125,000	250,000				
	Corporate Services Total					235,000	175,000	225,000	175,000	305,000	1,115,000			
	IT Total					235,000	175,000	225,000	175,000	305,000	1,115,000			
	Finance / IT	Corporate Services	IT	Great Plain Electronic Workflow	15,000						15,000			
				Organization Wide Software		100,000				100,000				
				Corporate Services Total					15,000	100,000			115,000	
	Finance / IT Total					15,000	100,000				115,000			
	Purchasing / IT	Corporate Services	IT	ProFuel	20,000						20,000			
				Corporate Services Total					20,000				20,000	
				Purchasing / IT Total					20,000					20,000
General Government Services Total					270,000	275,000	225,000	175,000	305,000	1,250,000				
Development Services	Development Services	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000			
				Infrastructure Total					200,000	200,000	200,000	200,000	200,000	1,000,000
				Development Services Total					200,000	200,000	200,000	200,000	200,000	1,000,000
Development Services Total					200,000	200,000	200,000	200,000	200,000	1,000,000				
Grand Total					14,727,100	9,247,000	10,767,500	15,144,300	9,895,000	59,780,900				

2021 – 2025 Five-Year Financial Plan Draft

9. General 2021 Capital Expenditure – Source of Funding for Schedule “I” Bylaw 3032

2021 General Capital Expenditure Source of Funding (1 of 3)					2021	2021	2021	2021 Reserve	2021	2021 Fed /	2021 Gas	2021	2021	
Department Responsible	Sub-Department Responsible	Area	Project description		Proposed Budget	General Revenues	Reserves	for Future Expenditures	Unexpended Funds	Prov Funding	Tax Fed Grant	Gaming Fund	CVRD Grant	
Public Works	Public Works - Admin	Property Services	Public Washrooms in Downtown Courtenay		200,000		200,000							
	Public Works - Admin Total					200,000		200,000						
	Public Works - Transportation	Infrastructure	17th Street Bike Lanes		1,720,400					1,720,400				
			ROAD PAVING - Grind and Pave program		800,000					78,500		721,500		
			Ryan Road sidewalk Sandwick to Braidwood		375,000							375,000		
			Cycling Network Plan Improvements		156,000							156,000		
			Braidwood Affordable Housing - Storm & Road Servicing		103,700		103,700							
	Public Works - Transportation Total					3,155,100		103,700		78,500	1,720,400	1,252,500		
	Public Works - Fleet	Fleet	2 Electric car charging stations EV DC Fast Charger 440V		200,000						50,000		150,000	
			2 Double Electric car charging stations Level 2 220V		100,000						75,000		25,000	
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES		95,000		95,000							
	Public Works - Fleet Total					395,000		95,000			125,000		175,000	
	Public Works - Civic Properties	Parks	Woodcote Park - Roof Replacement		45,000		45,000							
		Property Services	Renovation of City Hall - Foyer area		169,000		100,000	69,000						
			Carpenter Shop Renovation		50,000	50,000								
		Rec & Culture	FILBERG - Hydraulic Passenger Elevator replacement		90,800		90,800							
			ART GALLERY - Hydraulic Passenger Elevator replacement		85,100		85,100							
			MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT		50,000								50,000	
			MEMORIAL POOL - REPAIR CRACKS MAIN POOL		20,000								20,000	
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES		20,000								20,000	
			MEMORIAL POOL - MECH/ELEC UPGRADES											
			HEAT/CHEMICAL		20,000								20,000	
			FIRE HALL - HVAC Replacement		13,500	13,500								
			ART GALLERY - HVAC Replacement		12,500	12,500								
			MEMORIAL POOL - New Pool Covers		10,000								10,000	
	Public Works - Civic Properties Total					585,900	76,000	320,900	69,000					120,000

2021 – 2025 Five-Year Financial Plan Draft

2021 General Capital Expenditure Source of Funding (2 of 3)														
Department Responsible	Sub-Department Responsible	Area	Project description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund	2021 CVRD Grant	2021 Debt
	Public Works -	Parks	Dingwall to Muir Road trail development - stairs	363,400		100,000	13,400			250,000				
			Misc Playground (1 replacement every second year)	120,000	120,000									
			Spray park resurfacing	56,000	38,000					18,000				
			Sheffield Park (located in Crown Isle)	50,000		50,000								
			Valleyview Greenway Erosion Remediation	50,000			37,600		12,400					
			Pedestrian Bridges replacement program	35,000			35,000							
	Public Works - Parks Total			674,400	158,000	150,000	86,000		12,400	268,000				
	Public Works -	Parks (Cemetery)	CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000									75,000	
			CEMETERY - CEMETERY GENERAL WORK	40,000									40,000	
			CEMETERY - LAWN CRYPTS	35,000									35,000	
			CEMETERY - IRRIGATION	10,000									10,000	
	Public Works - Parks (Cemetery) Total			160,000									160,000	
Public Works Total				5,170,400	234,000	869,600	155,000	78,500	12,400	2,113,400	1,252,500	175,000	280,000	
Engineering	Engineering	Infrastructure	5th St Bridge Rehabilitation	6,508,800		477,100		404,100	262,700	1,964,900				3,400,000
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	200,000							200,000			
			6th St Bridge Multi-Use Active Transportation Bridge	150,000	150,000									
			Braidwood Road Design - Storm & Road	93,200			93,200							
	Engineering Total			6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000
Engineering Total				6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000
Recreation & Culture	Recreation & Culture	Parks	Access and Parking to McPhee Meadows	30,000			30,000							
			Marina Storage Compound Relocation	25,000	15,000		10,000							
			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400		20,400								
			Totem Pole at the Airpark	10,000			10,000							
		Rec & Culture	LEWIS CENTRE - Equipments > 5k	45,000		45,000								
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000		25,000								
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000		10,000								
	Recreation & Culture Total			165,400	15,000	100,400	50,000							
Recreation & Culture Total				165,400	15,000	100,400	50,000							

2021 – 2025 Five-Year Financial Plan Draft

2021 General Capital Expenditure Source of Funding (3 of 3)				2021	2021	2021 Reserve	2021	2021	2021 Fed	2021 Gas	2021	2021	2021				
Department Responsible	Sub-Department Responsible	Area	Project description	Proposed Budget	General Revenues	2021 Reserves	for Future Expenditures	Unexpended Funds	DCC Reserve	/ Prov Funding	Tax Fed Grant	Gaming Fund	CVRD Grant	2021 Proceeds Asset sales	2021 Debt		
Fire Department	Fire Department	Fire Services	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300	670,000	1,099,300								200,000			
			Fire Department Total	1,969,300	670,000	1,099,300										200,000	
Fire Department Total				1,969,300	670,000	1,099,300								200,000			
General Government Services	IT	Corporate Services	Hyper-Convergence Software (complement to back up solution)	50,000		50,000											
			New softwares	50,000		50,000											
			PHOTOCOPIERS	40,000		40,000											
			OFFSITE BACKUP DEVELOPMENT	40,000		40,000											
			LARGE FORMAT PLOTTER	30,000		30,000											
			SERVER REPLACEMENT	25,000		25,000											
		IT Total			235,000		235,000										
		Finance / IT	Corporate Services	Great Plain Electronic Workflow	15,000		15,000										
				Finance / IT Total	15,000		15,000										
		Purchasing / IT	Corporate Services	ProFuel	20,000		20,000										
Purchasing / IT Total	20,000				20,000												
General Government Services Total				270,000		270,000											
Development Services	Development Services	Infrastructure	Road, Storm, Parks DCC Projects	200,000	-					200,000							
			Development Services Total	200,000						200,000							
Development Services Total				200,000						200,000							
Grand Total				14,727,100	1,069,000	2,816,400	298,200	482,600	475,100	4,078,300	1,452,500	175,000	280,000	200,000	3,400,000		

2021 – 2025 Five-Year Financial Plan Draft

10. Sewer Capital Fund Summary for Schedule “J” Bylaw 3032

Sewer Capital Fund	Budget 2021	2022	Proposed Budget		
			2023	2024	2025
Revenues					
Funding from Operating Fund					
Sewer Operating Fund	682,600	750,000	700,000	-	500,000
	682,600	750,000	700,000	-	500,000
Reserves & Surplus					
Sewer Capital Surplus - RFE	867,300	-	-	-	-
Sewer Reserve Funds	1,600,000	1,600,000	500,000	250,000	500,000
DCC	320,000	-	-	-	-
	2,787,300	1,600,000	500,000	250,000	500,000
Funding from Debt	-	2,000,000	3,500,000	1,750,000	-
Total Revenues	3,469,900	4,350,000	4,700,000	2,000,000	1,000,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	677,400	4,050,000	3,700,000	2,000,000	1,000,000
Engineering Structures - New	2,792,500	300,000	1,000,000	-	-
Total Expenditures	3,469,900	4,350,000	4,700,000	2,000,000	1,000,000

11. Sewer Capital Expenditure Program for Schedule “K” Bylaw 3032

2021-2025 Sewer Capital Expenditure Program		2021	2022	2023	2024	2025	Total
Category	Project description	Proposed Budget	2021-2025 Budget				
New	Sewer - Greenwood Trunk Construction	2,492,500					2,492,500
	South Courtenay Sewer System	200,000					200,000
	Sewer Cascara and Klanawa connection to Greenwood	100,000	300,000	1,000,000			1,400,000
New Total		2,792,500	300,000	1,000,000			4,092,500
Renewal	Braidwood Road - Road & Utility - Sewer Component	31,300		500,000			531,300
	Sewer - 1st Street Lift Station Replacement	341,100	2,300,000				2,641,100
	Sewer - Arden Central Trunk Main			200,000	2,000,000		2,200,000
	Sewer - Mansfield Drive Forcemain	50,000	250,000	3,000,000			3,300,000
	Sewer - Projects identified through Master Plan					1,000,000	1,000,000
	Puntledge Sanitary Catchment Replacement	255,000	1,500,000				1,755,000
Renewal Total		677,400	4,050,000	3,700,000	2,000,000	1,000,000	11,427,400
Grand Total		3,469,900	4,350,000	4,700,000	2,000,000	1,000,000	15,519,900

2021 – 2025 Five-Year Financial Plan Draft

12. Sewer 2021 Capital Expenditure – Source of Funding for Schedule “L” Bylaw 3032

2021 Sewer Capital Expenditure Source of Funding		2021	2021	2021	2021	2021	2021
Category	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Tax Fed Grant	2021 DCC Reserve
New	Sewer - Greenwood Trunk Construction	2,492,500	522,500	600,000	50,000	1,000,000	320,000
	South Courtenay Sewer System	200,000			200,000		
	Sewer Cascara and Klanawa connection to Greenwood	100,000	100,000				
New Total		2,792,500	622,500	600,000	250,000	1,000,000	320,000
Renewal	Sewer - 1st Street Lift Station Replacement	341,100			341,100		
	Puntledge Sanitary Catchment Replacement	255,000	60,100		194,900		
	Sewer - Mansfield Drive Forcemain	50,000			50,000		
	Braidwood Road - Road & Utility - Sewer Component	31,300			31,300		
Renewal Total		677,400	60,100		617,300		
Grand Total		3,469,900	682,600	600,000	867,300	1,000,000	320,000

13. Water Capital Fund Summary for Schedule "M" Bylaw 3032

Water Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Funding from Operating Fund					
Water Operating Fund	350,000	890,000	640,000	640,000	640,000
	350,000	890,000	640,000	640,000	640,000
Reserves & Surplus					
Water Capital Surplus - RFE	307,800	-	-	-	-
Water Reserves	375,000	350,000	-	500,000	500,000
	682,800	350,000	-	500,000	500,000
Funding from Debt	-	-	3,500,000	-	-
Total Revenues	1,032,800	1,240,000	4,140,000	1,140,000	1,140,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	881,300	850,000	500,000	1,000,000	1,000,000
Engineering Structures - New	151,500	390,000	3,640,000	140,000	140,000
Total Expenditures	1,032,800	1,240,000	4,140,000	1,140,000	1,140,000

14. Water Capital Expenditure Program for Schedule “N” Bylaw 3032

2021-2025 Water Capital Expenditure Program		2021	2022	2023	2024	2025	Total
Category	Project description	Proposed Budget	2021-2025 Budget				
New	City Watermain on private property	70,000	140,000	140,000	140,000	140,000	630,000
	Water - South Courtenay Secondary Transmission	81,500	250,000	3,500,000			3,831,500
New Total		151,500	390,000	3,640,000	140,000	140,000	4,461,500
Renewal	Braidwood Road - Road & Utility - Water Component	31,300		500,000			531,300
	Sandpiper / Millard Water Main Upgrade	650,000					650,000
	Water - Highway 19A Loop - Christie Parkway	100,000					100,000
	Water - Projects identified through Master Plan				1,000,000	1,000,000	2,000,000
	Water - Sandwich Area Fireflow Upgrade	25,000	500,000				525,000
	Water Smart Initiatives - Transmission/Distribution Metering	75,000	350,000				425,000
Renewal Total		881,300	850,000	500,000	1,000,000	1,000,000	4,231,300
Grand Total		1,032,800	1,240,000	4,140,000	1,140,000	1,140,000	8,692,800

2021 – 2025 Five-Year Financial Plan Draft

15. Water 2021 Capital Expenditure – Source of Funding for Schedule “O” Bylaw 3032

2021 Water Capital Expenditure Source of Funding		2021	2021 General	2021	2021 Reserve
Category	Project description	Proposed Budget	Revenues	Reserves	for Future Expenditures
New	Water - South Courtenay Secondary Transmission	81,500			81,500
	City Watermain on private property	70,000			70,000
New Total		151,500			151,500
Renewal	Sandpiper / Millard Water Main Upgrade	650,000	350,000	300,000	
	Water - Highway 19A Loop - Christie Parkway	100,000			100,000
	Water Smart Initiatives - Transmission/Distribution Metering	75,000		75,000	
	Braidwood Road - Road & Utility - Water Component	31,300			31,300
	Water - Sandwick Area Fireflow Upgrade	25,000			25,000
Renewal Total		881,300	350,000	375,000	156,300
Grand Total		1,032,800	350,000	375,000	307,800

2021 – 2025 Five-Year Financial Plan Draft





*photo by
Kim Stallknecht*



THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3032

A bylaw to adopt the consolidated five year financial plan

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

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

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

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

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

1. This bylaw may be cited for all purposes as **“The 2021 – 2025 Consolidated Financial Plan Bylaw No. 3032, 2021”**.
2. Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 statement of objectives and policies for the proportion of total revenue from property value taxes, parcel taxes, fees and charges, borrowing, and other funding sources.
3. Schedule “B” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 statement of the use of permissive tax exemptions.
4. Schedule “C” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Consolidated Financial Plan.
5. Schedule “D” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 General Operating Fund Financial Plan.
6. Schedule “E” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Sewer Operating Fund Financial Plan.
7. Schedule “F” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Water Operating Fund Financial Plan.
8. Schedule “G” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 General Capital Fund Financial Plan.

9. Schedule “H” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 General Capital Expenditure Program.
10. Schedule “I” attached hereto and made part of this bylaw is hereby adopted as the 2021 General Capital Expenditure Source of Funding.
11. Schedule “J” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Sewer Capital Fund Financial Plan.
12. Schedule “K” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Sewer Capital Expenditure Program.
13. Schedule “L” attached hereto and made part of this bylaw is hereby adopted as the 2021 Sewer Capital Expenditure Source of Funding.
14. Schedule “M” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Water Capital Fund Financial Plan.
15. Schedule “N” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Water Capital Expenditure Program.
16. Schedule “O” attached hereto and made part of this bylaw is hereby adopted as the 2021 Water Capital Expenditure Source of Funding.
17. “The Final 2020 – 2024 Financial Plan Bylaw No. 2983, 2020” is hereby repealed.

Read a first time this day of April, 2021

Read a second time this day of April, 2021

Read a third time this day of April, 2021

Finally passed and adopted this day of April, 2021

Mayor

Corporate Officer

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule A

Objectives and Policies for Schedule “A” Bylaw 3032

Proportion of Revenue by Source

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

Revenue Source	2019		2020		2021	
	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	25,869,200	39.01%	27,222,300	40.13%	28,432,300	37.67%
Parcel Taxes	3,186,500	4.80%	3,427,100	5.05%	3,297,800	4.37%
Fees and Charges	19,546,100	29.47%	19,916,600	29.36%	19,624,100	26.00%
Other Sources	4,297,200	6.48%	4,373,500	6.45%	7,892,900	10.46%
Reserves/Surpluses	13,418,300	20.23%	9,898,900	14.59%	12,833,200	17.00%
Borrowing	0	0.00%	3,000,000	4.42%	3,400,000	4.50%
TOTAL	\$66,317,300	100.00%	\$67,838,400	100.00%	\$75,480,300	100.00%

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule B

Objectives and Policies for Schedule “B” Bylaw 3032

Permissive Tax Exemptions

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

Permissive Property Tax Exemptions	2019 (\$)	2020 (\$)	2021 (\$) estimate
City owned properties / managed by not-for-profit groups	189,954	192,967	192,967
Not-for Profit Organizations	166,505	179,219	182,079
Churches	16,795	18,684	18,684
TOTAL	373,254	390,870	393,729
Prior year tax levy for municipal purposes	22,901,225	23,945,244	25,224,457
As a percentage of municipal tax levy	1.63%	1.63%	1.56%

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule C

Consolidated Financial Plan	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Taxes					
General Property Taxes	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Property Taxes	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Frontage & Parcel Taxes	3,297,800	3,330,600	3,363,700	3,397,100	3,430,900
Grants in Place of Property Taxes	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	409,400	409,400	409,400	409,400	409,400
Total Taxes Collected	55,877,100	57,878,900	59,865,500	62,031,300	64,221,100
Less: Transfers to Other Governments (Estimate)	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Taxes for Municipal Purposes	31,730,100	33,250,100	34,745,400	36,410,100	38,088,700
Other Revenues					
Fees and Charges	19,624,100	20,815,700	21,539,500	22,242,800	22,831,300
Revenue from Other Sources	1,253,700	1,351,200	1,356,700	1,361,300	1,363,900
Other Contributions	200,000	-	200,000	-	200,000
Transfers from Other Govt & Agencies	6,439,200	4,461,400	4,526,600	3,793,100	2,310,600
Total Other Revenues	27,517,000	26,628,300	27,622,800	27,397,200	26,705,800
Total Operating Revenues	59,247,100	59,878,400	62,368,200	63,807,300	64,794,500
Transfers From Reserves and Surplus					
From Reserves	9,406,000	6,263,100	4,948,100	5,418,000	4,872,700
From Surplus	3,427,200	2,483,600	1,440,900	608,800	598,800
Total from Reserves and Surplus	12,833,200	8,746,700	6,389,000	6,026,800	5,471,500
Funding from Debt					
	3,400,000	4,200,000	10,500,000	10,250,000	6,000,000
Total Revenues	75,480,300	72,825,100	79,257,200	80,084,100	76,266,000
Equity in Capital Assets					
	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
	81,130,300	78,475,100	84,907,200	85,734,100	81,916,000
Expenses					
Operating Expenses					
General Government	4,659,700	4,680,900	4,690,700	4,821,200	4,817,500
Protective Services	9,679,700	9,705,500	10,031,300	10,314,900	11,058,000
Public Works Services	9,387,600	9,906,400	9,669,000	9,676,500	9,958,300
Environmental Health Services	17,770,000	18,255,500	19,348,800	20,004,900	20,108,400
Public Health Services	346,100	351,100	356,400	361,500	366,800
Development Services	2,232,600	2,037,000	2,074,200	2,109,400	2,146,400
Recreation & Cultural Services	6,529,300	7,330,500	7,383,300	7,473,900	7,600,800
	50,605,000	52,266,900	53,553,700	54,762,300	56,056,200
Amortization	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
Total Operating Expenses	56,255,000	57,916,900	59,203,700	60,412,300	61,706,200
Capital Transactions					
Capital Assets					
Land & Improvements / Engineering	15,729,600	12,925,000	17,400,000	8,946,000	4,915,000
Buildings	820,900	882,000	1,197,500	8,518,300	6,090,000
Equipment	2,504,300	815,000	895,000	705,000	815,000
Other Capital Assets	175,000	215,000	115,000	115,000	215,000
	19,229,800	14,837,000	19,607,500	18,284,300	12,035,000
Debt for Capital Assets					
Interest	554,700	594,200	745,600	975,000	1,094,500
Principal	1,003,100	1,061,300	1,160,600	1,581,500	1,857,400
	1,557,800	1,655,500	1,906,200	2,556,500	2,951,900
Total Capital Transactions	20,787,600	16,492,500	21,513,700	20,840,800	14,986,900
Transfers to Reserves & Surplus					
To Reserves	3,836,100	4,065,700	4,189,800	4,320,700	4,383,300
To Appropriated Surplus	251,600	-	-	160,300	839,600
Total to Reserves and Surplus	4,087,700	4,065,700	4,189,800	4,481,000	5,222,900
	81,130,300	78,475,100	84,907,200	85,734,100	81,916,000

Schedule C

City of Courtenay
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General Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Tax rate increase					
General Taxation	2.00%	2.00%	2.50%	2.75%	2.75%
Debt Levy	-0.14%	0.74%	0.24%	0.89%	0.99%
Infrastructure Reserve Levy	0.00%	0.50%	0.75%	1.00%	1.00%
	1.86%	3.24%	3.49%	4.64%	4.74%
REVENUES					
Taxes					
General Municipal Taxes	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Taxes Collected	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Less:					
Property Taxes for Other Governments (Estimate)	(23,972,800)	(24,451,100)	(24,938,900)	(25,436,500)	(25,944,000)
Portion of Grants in Place of Taxes	(174,200)	(177,700)	(181,200)	(184,700)	(188,400)
	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Municipal Taxes	27,529,400	29,006,600	30,458,800	32,079,800	33,714,200
Grants in Lieu of Taxes	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	409,400	409,400	409,400	409,400	409,400
Taxes for Municipal Purposes	28,432,300	29,919,500	31,381,700	33,013,000	34,657,800
Fees and Charges	7,143,900	7,837,500	8,039,500	8,195,200	8,214,800
Revenue from Other Sources	971,900	1,067,100	1,070,400	1,072,700	1,072,700
Transfers from Other Govt & Agencies	2,080,900	2,051,400	2,066,600	2,083,100	2,100,600
Transfers-Reserves	2,340,000	1,078,500	1,078,500	1,118,500	1,118,500
Transfers-Surplus	1,364,800	1,751,400	595,300	62,500	25,000
General Operating Revenues	42,333,800	43,705,400	44,232,000	45,545,000	47,189,400
Equity in Capital Assets	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000
	47,133,800	48,505,400	49,032,000	50,345,000	51,989,400
EXPENDITURES					
Operating Expenditures					
General Government	4,659,700	4,680,900	4,690,700	4,821,200	4,817,500
Protective Services	9,679,700	9,705,500	10,031,300	10,314,900	11,058,000
Public Works Services	9,387,600	9,906,400	9,669,000	9,676,500	9,958,300
Environmental Health Services	3,627,100	3,812,000	3,940,100	4,071,400	4,071,400
Public Health Services	346,100	351,100	356,400	361,500	366,800
Development Services	2,232,600	2,037,000	2,074,200	2,109,400	2,146,400
Recreation & Cultural Services	6,529,300	7,330,500	7,383,300	7,473,900	7,600,800
Total Operating Expenses	36,462,100	37,823,400	38,145,000	38,828,800	40,019,200
Amortization	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000
Debt Servicing Costs	1,268,700	1,343,900	1,408,900	1,665,300	1,967,200
	42,530,800	43,967,300	44,353,900	45,294,100	46,786,400
Transfer to Capital Fund	1,542,200	1,248,800	1,266,000	1,348,700	758,900
Transfer to Reserve Funds	3,060,800	3,289,300	3,412,100	3,541,900	3,604,500
Transfer to Surplus	-	-	-	160,300	839,600
	4,603,000	4,538,100	4,678,100	5,050,900	5,203,000
	47,133,800	48,505,400	49,032,000	50,345,000	51,989,400

Schedule D

City of Courtenay
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Sewer Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Sewer Frontage Rate per taxable meter	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24
Sewer Utility Rate - Single Family Unit	\$ 351.60	\$ 370.94	\$ 391.34	\$ 412.86	\$ 435.57
Proposed increase %	2.0%	5.5%	5.5%	5.5%	5.5%
Revenues					
Operating					
Frontage & Parcel Taxes	2,083,600	2,104,300	2,125,200	2,146,300	2,167,700
Sale of Services	5,490,100	5,820,300	6,170,200	6,541,000	6,933,900
Revenue from Own Sources	60,500	60,500	60,500	60,500	60,500
Total Operating Revenues	<u>7,634,200</u>	<u>7,985,100</u>	<u>8,355,900</u>	<u>8,747,800</u>	<u>9,162,100</u>
Reserves & Surplus					
Future Expenditure Reserve	867,300	-	-	-	-
Surplus	404,700	393,300	425,400	57,600	258,000
Total Transfers from Reserves & Surplus	<u>1,272,000</u>	<u>393,300</u>	<u>425,400</u>	<u>57,600</u>	<u>258,000</u>
Equity in Capital Assets					
	350,000	350,000	350,000	350,000	350,000
	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
Total Revenues	<u>9,256,200</u>	<u>8,728,400</u>	<u>9,131,300</u>	<u>9,155,400</u>	<u>9,770,100</u>
Expenses					
Operating					
General Administration	1,300,200	1,264,600	1,285,600	1,310,000	1,323,800
CVRD	4,717,200	4,994,700	5,272,200	5,757,800	5,757,800
Collection	699,400	707,100	715,200	722,500	729,900
	<u>6,716,800</u>	<u>6,966,400</u>	<u>7,273,000</u>	<u>7,790,300</u>	<u>7,811,500</u>
Amortization	350,000	350,000	350,000	350,000	350,000
Debt Servicing Costs	258,500	281,000	427,300	634,100	727,600
Total Operating Expenses	<u>7,325,300</u>	<u>7,597,400</u>	<u>8,050,300</u>	<u>8,774,400</u>	<u>8,889,100</u>
Transfers to Other Funds					
Sewer Capital Fund - Prior Year Revenues	867,300	-	-	-	-
Sewer Capital Fund - Current Year Revenues	682,600	750,000	700,000	-	500,000
	<u>1,549,900</u>	<u>750,000</u>	<u>700,000</u>	<u>-</u>	<u>500,000</u>
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	500	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	<u>381,000</u>	<u>381,000</u>	<u>381,000</u>	<u>381,000</u>	<u>381,000</u>
Total Expenses	<u>9,256,200</u>	<u>8,728,400</u>	<u>9,131,300</u>	<u>9,155,400</u>	<u>9,770,100</u>

City of Courtenay
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Water Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Water Frontage Rate per taxable meter	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84
Water Utility Rate - Single Family Unit	\$ 506.05	\$ 516.17	\$ 526.49	\$ 537.02	\$ 547.76
Proposed increase %	0.0%	2.0%	2.0%	2.0%	2.0%
Revenues					
Operating					
Frontage & Parcel Taxes	1,214,200	1,226,300	1,238,500	1,250,800	1,263,200
Sale of Services	6,990,100	7,157,900	7,329,800	7,506,600	7,682,600
Revenue from Own Sources	221,300	223,600	225,800	228,100	230,700
Total Operating Revenues	8,425,600	8,607,800	8,794,100	8,985,500	9,176,500
Reserves & Surplus					
Future Expenditure Reserve	307,800	-	-	-	-
Water Efficiency	27,000	27,600	28,100	28,100	28,100
Surplus	-	157,700	420,200	424,500	315,800
Total Transfers from Reserves & Surplus	334,800	185,300	448,300	452,600	343,900
Equity in Capital Assets					
	500,000	500,000	500,000	500,000	500,000
Total Revenues	9,260,400	9,293,100	9,742,400	9,938,100	10,020,400
Expenses					
Operating					
General Administration	1,641,500	1,626,600	1,640,300	1,682,600	1,699,000
CVRD - Supply	4,433,500	4,477,900	5,108,000	5,159,000	5,210,600
Transmission and Distribution	1,351,100	1,372,600	1,387,400	1,301,600	1,315,900
	7,426,100	7,477,100	8,135,700	8,143,200	8,225,500
Amortization	500,000	500,000	500,000	500,000	500,000
Debt Servicing Costs	30,600	30,600	70,000	257,100	257,100
Total Operating Expenses	7,956,700	8,007,700	8,705,700	8,900,300	8,982,600
Transfers to Other Funds					
Water Capital Fund - Prior Year Revenues	307,800	-	-	-	-
Water Capital Fund - Current Year Revenues	350,000	890,000	640,000	640,000	640,000
	657,800	890,000	640,000	640,000	640,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Water Utility Reserve	58,700	59,800	61,100	62,200	62,200
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers to Reserves	394,300	395,400	396,700	397,800	397,800
Transfer to Appropriated Surplus					
Surplus contingency	251,600	-	-	-	-
Total Transfers	645,900	395,400	396,700	397,800	397,800
Total Expenses	9,260,400	9,293,100	9,742,400	9,938,100	10,020,400

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General Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Other Revenues	200,000	-	200,000	-	200,000
Grants	4,358,300	2,410,000	2,460,000	1,710,000	210,000
	4,558,300	2,410,000	2,660,000	1,710,000	410,000
Transfers from Surplus					
Operating Funds	1,069,000	1,077,000	1,266,000	1,348,700	758,900
Capital Surplus - RFE	298,200	171,800	-	-	-
Unexpended Debt	482,600	181,200	-	64,200	-
	1,849,800	1,430,000	1,266,000	1,412,900	758,900
Transfers from Reserves					
Community Works Reserve	1,452,500	1,350,000	1,350,000	1,350,000	1,350,000
COVID-19 Safe Restart Grant	300,000				
Gaming Funds Reserve	175,000	-	-	-	-
Other Reserve Funds	2,991,500	1,857,000	1,991,500	2,171,400	1,376,100
	4,919,000	3,207,000	3,341,500	3,521,400	2,726,100
Total Transfers	5,988,000	4,284,000	4,607,500	4,870,100	3,485,000
Funding from Debt	3,400,000	2,200,000	3,500,000	8,500,000	6,000,000
Total Revenues	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000
Expenditures					
Capital Assets					
Land & Improvements / Engineer	11,226,900	7,335,000	8,560,000	5,806,000	2,775,000
Buildings	820,900	882,000	1,197,500	8,518,300	6,090,000
Equipment / Furniture / Vehicle:	2,504,300	815,000	895,000	705,000	815,000
Other Tangible Capital Assets	175,000	215,000	115,000	115,000	215,000
Total Expenditures	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000

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2021-2025 General Capital Expenditure Program (1 of 5)						2021	2022	2023	2024	2025	Total	
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget	
Public Works	Public Works - Admin	Property Services	Other Buildings	Public Washrooms in Downtown Courtenay	200,000						200,000	
		Property Services Total			200,000						200,000	
		Public Works	Public Works	PUBLIC WORKS - New Public Works Building			500,000	7,000,000			7,500,000	
	Public Works Total					500,000	7,000,000			7,500,000		
	Public Works - Admin Total					200,000		500,000	7,000,000		7,700,000	
	Public Works - Transportation	Infrastructure	Bike Lane	17th Street Bike Lanes	1,720,400							1,720,400
				Cycling Network Plan Improvements	156,000	150,000	150,000	150,000	150,000	150,000	756,000	
				Road Paving	800,000	1,500,000	1,500,000	1,500,000	1,600,000	6,900,000		
				Storm Drainage	103,700					103,700		
				Walkways & Bikeways	375,000					375,000		
				Infrastructure Total	3,155,100	1,650,000	1,650,000	1,650,000	1,750,000	9,855,100		
	Public Works - Transportation Total					3,155,100	1,650,000	1,650,000	1,650,000	1,750,000	9,855,100	
	Public Works - Fleet	Fleet	Fleet	2 Electric car charging stations EV DC Fast Charger 440V	200,000							200,000
				2 Double Electric car charging stations Level 2 220V	100,000						100,000	
				FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	95,000	300,000	300,000	300,000	300,000	1,295,000		
				FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES		300,000	300,000	300,000	300,000	1,200,000		
				FLEET MANAGEMENT - NEW ASK		110,000	-			110,000		
				Fleet Total	395,000	710,000	600,000	600,000	600,000	2,905,000		
	Public Works - Fleet Total					395,000	710,000	600,000	600,000	600,000	2,905,000	
	Public Works	Infrastructure	Traffic Projects	TRAFFIC - Signal Controller Renewal - 8th and Fitzgerald		180,000						180,000
				TRAFFIC - Signal Controller Renewal - 8th St and Cliffe Ave		160,000					160,000	
				TRAFFIC - Signal Controller Renewal - Old Island Highway at Comox Road			20,000	75,000		95,000		
Infrastructure Total					360,000	75,000		435,000				
Public Works Total					360,000	75,000	75,000	75,000	75,000	435,000		

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2021-2025 General Capital Expenditure Program (2 of 5)					2021	2022	2023	2024	2025	Total
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	2021-2025 Budget				
	Public Works - Civic Properties	Parks	Parks	Woodcote Park - Roof Replacement	45,000					45,000
				Park Café - Roof Replacement		75,000				75,000
				Lewis Washroom - Roof Replacement			45,000			45,000
		Parks Total			45,000	75,000	45,000			165,000
	Property Services	City Hall	City Hall	Renovation of City Hall - Foyer area	169,000					169,000
				CITY HALL - Building Energy Reduction (roof ventilation)		10,000				10,000
		Fire	Fire	FIRE HALL - Roof Replacement				500,000		500,000
		Public Works	Public Works	Carpenter Shop Renovation	50,000					50,000
		Property Services Total			219,000	10,000		500,000		729,000
	Rec & Culture	Art Gallery	Art Gallery	ART GALLERY - Hydraulic Passenger Elevator replacement	85,100					85,100
				ART GALLERY - HVAC Replacement	12,500	200,000				212,500
		Filberg Centre	Filberg Centre	FILBERG - Hydraulic Passenger Elevator replacement	90,800					90,800
		Fire	Fire	FIRE HALL - HVAC Replacement	13,500	200,000				213,500
		Lewis Centre	Lewis Centre	LEWIS CENTRE - Squash Court Floor Replacement		80,000				80,000
				LEWIS CENTRE - Squash Court Wall Replacement		72,000				72,000
				LEWIS CENTRE - Roof Replacement				250,000		250,000
		Memorial Pool	Memorial Pool	MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000					50,000
				MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000	20,000	25,000	25,000	25,000	115,000
				MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000		20,000	20,000	20,000	80,000
				MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	20,000	25,000	25,000	25,000	115,000
				MEMORIAL POOL - New Pool Covers	10,000	25,000				35,000
		Museum	Museum	MUSEUM - Hydraulic Freight Elevator replacement			12,500	178,300		190,800
				MUSEUM - Replace windows			50,000			50,000
		Sid Theatre	Sid Theatre	SID THEATRE - Hydraulic Vertical Platform Lift replacement (elevator)		10,000	125,000			135,000
				SID THEATRE - Stage Lift replacement (elevator)		10,000	125,000			135,000
		Youth Centre	Youth Centre	YOUTH CENTRE - Roof Replacement			250,000			250,000
		Rec & Culture Total			321,900	637,000	632,500	498,300	70,000	2,159,700
	Public Works - Civic Properties Total				585,900	722,000	677,500	998,300	70,000	3,053,700

Schedule H

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2021-2025 General Capital Expenditure Program (3 of 5)						2021	2022	2023	2024	2025	Total
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget
	Public Works - Parks	Parks	Parks	Misc Playground (1 replacement every second year)	120,000		120,000			120,000	360,000
				Sheffield Park (located in Crown Isle)	50,000						50,000
				Spray park resurfacing	56,000						56,000
				Tarling Park (Lake Trail / Arden Trail construction)				257,000			257,000
				Bill Moore - Irrigation System Replacement				150,000			150,000
				Woodcote - Irrigation System Replacement					80,000		80,000
			Walkways & Bikeways	Dingwall to Muir Road trail development - stairs	363,400						363,400
				Valleyview Greenway Erosion Remediation	50,000						50,000
				Pedestrian Bridges replacement program	35,000	35,000	35,000	35,000	35,000	35,000	175,000
				Lagoon Walkway Lookouts - Roof Replacement		30,000					30,000
				Parks Total	674,400	65,000	155,000	442,000	235,000	1,571,400	1,571,400
	Public Works - Parks Total				674,400	65,000	155,000	442,000	235,000	1,571,400	1,571,400
	Public Works - Parks (Cemetery)	Cemetery	Cemetery	CEMETERY - CEMETERY GENERAL WORK	40,000	40,000	50,000	50,000	50,000	50,000	230,000
				CEMETERY - IRRIGATION	10,000		15,000	15,000	15,000	15,000	55,000
				CEMETERY - LAWN CRYPTS	35,000	35,000	35,000	35,000	35,000	35,000	175,000
				CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000	70,000	40,000	40,000	40,000	40,000	265,000
				Cemetery Total	160,000	145,000	140,000	140,000	140,000	140,000	725,000
	Public Works - Parks (Cemetery) Total				160,000	145,000	140,000	140,000	140,000	140,000	725,000
	Public Works Total				5,170,400	3,652,000	3,797,500	10,830,300	2,795,000	26,245,200	26,245,200
Engineering	Engineering	Infrastructure	Major Road Construction	5th St Bridge Rehabilitation	6,508,800						6,508,800
				6th St Bridge Multi-Use Active Transportation Bridge	150,000	4,400,000					4,550,000
				MAJOR ROAD CONS - Cousins Ave - 20th to Willemar				3,224,000			3,224,000
			Storm Drainage	Braidwood Road Design - Storm & Road	93,200		3,250,000				3,343,200
				STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	200,000						200,000
				STORM DRAINAGE - Willemar Culvert		200,000	1,500,000				1,700,000
				STORM DRAINAGE - 13 St - Burgess to Willemar Storm Reconstruction		25,000	570,000				595,000
			Roads	MAJOR ROAD CONS - 13 St - Burgess to Willemar Road Reconstruction		25,000	570,000				595,000
				Infrastructure Total	6,952,000	4,650,000	5,890,000	3,224,000			20,716,000
	Engineering Total				6,952,000	4,650,000	5,890,000	3,224,000			20,716,000
Engineering Total					6,952,000	4,650,000	5,890,000	3,224,000			20,716,000

Schedule H

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2021-2025 General Capital Expenditure Program (4 of 5)					2021	2022	2023	2024	2025	Total	
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget	
Recreation & Culture	Recreation & Culture	Parks	Parks	Marina Storage Compound Relocation	25,000					25,000	
				Totem Pole at the Airpark	10,000					10,000	
				Partners in Parks program		50,000	50,000	50,000	50,000	200,000	
		Walkways & Bikeways			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400					20,400
					Courtenay Riverway South Extension Beachwood to City Park - Phase 2		45,000	400,000			445,000
					Courtenay Riverway South Extension City Park to Regional Trail - Phase 3				100,000	400,000	500,000
					Access and Parking to McPhee Meadows	30,000	200,000				230,000
					Parks Total	85,400	295,000	450,000	150,000	450,000	1,430,400
		Rec & Culture	Lewis Centre		LEWIS CENTRE - Equipments > 5k	45,000	45,000	45,000	45,000	45,000	225,000
					MUSEUM - Loading Dock Storage & Fencing		50,000				50,000
					SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000					25,000
					SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000					10,000
					SID THEATRE - Future year estimation		20,000	20,000	20,000	20,000	80,000
					YOUTH CENTRE - Freestanding Sign & Exterior Facia Sign		60,000				60,000
		Rec & Culture Total	80,000	175,000	65,000	65,000	65,000	450,000			
Recreation & Culture Total					165,400	470,000	515,000	215,000	515,000	1,880,400	
Recreation & Culture Total					165,400	470,000	515,000	215,000	515,000	1,880,400	
Fire	Fire Department	Fire Services	Fire	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300					1,969,300	
				FIRE DEPT LIGHT VEHICLES			140,000			140,000	
				RESCUE TOOLS					80,000	80,000	
		Fire Services Total	1,969,300		140,000		80,000	2,189,300			
		Property Services	Fire	FIRE - NEW SATELLITE FIREHALL			500,000	6,000,000	6,500,000		
Property Services Total				500,000	6,000,000	6,500,000					
Fire Department Total					1,969,300		140,000	500,000	6,080,000	8,689,300	
Fire Department Total					1,969,300		140,000	500,000	6,080,000	8,689,300	

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2021-2025 General Capital Expenditure Program (5 of 5)						2021	2022	2023	2024	2025	Total	
Department Responsible	Sub-Department Responsible	Area	Department	Project description		Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget	
General Government Services	IT	Corporate Services	IT	LARGE FORMAT PLOTTER		30,000		30,000		30,000	90,000	
				New softwares		50,000	50,000	50,000	50,000	50,000	250,000	
				OFFSITE BACKUP DEVELOPMENT		40,000	40,000	40,000	40,000	40,000	200,000	
				PHOTOCOPIERS		40,000	40,000	40,000	40,000	40,000	200,000	
				SERVER REPLACEMENT		25,000	20,000	40,000	20,000	20,000	125,000	
				Hyper-Convergence Software (complement to back up solution)		50,000	25,000	25,000	25,000	125,000	250,000	
		Corporate Services Total				235,000	175,000	225,000	175,000	305,000	1,115,000	
		IT Total				235,000	175,000	225,000	175,000	305,000	1,115,000	
		Finance / IT	Corporate Services	IT	Great Plain Electronic Workflow		15,000					15,000
	Organization Wide Software						100,000				100,000	
			Corporate Services Total			15,000	100,000					115,000
			Finance / IT Total			15,000	100,000					115,000
		Purchasing / IT	Corporate Services	IT	ProFuel		20,000					20,000
					Corporate Services Total		20,000					
			Purchasing / IT Total			20,000						20,000
		General Government Services Total			270,000	275,000	225,000	175,000	305,000		1,250,000	
Development Services	Development Services	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects		200,000	200,000	200,000	200,000	200,000	1,000,000	
				Infrastructure Total		200,000	200,000	200,000	200,000	200,000	1,000,000	
		Development Services Total			200,000	200,000	200,000	200,000	200,000		1,000,000	
		Development Services Total			200,000	200,000	200,000	200,000	200,000		1,000,000	
		Grand Total			14,727,100	9,247,000	10,767,500	15,144,300	9,895,000		59,780,900	

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2021 General Capital Expenditure Source of Funding (1 of 3)				2021	2021	2021	2021 Reserve	2021	2021 Fed /	2021 Gas	2021	2021	
Department Responsible	Sub-Department Responsible	Area	Project description	Proposed Budget	General Revenues	Reserves	for Future Expenditures	Unexpended Funds	Prov Funding	Tax Fed Grant	Gaming Fund	CVRD Grant	
Public Works	Public Works - Admin	Property Services	Public Washrooms in Downtown Courtenay	200,000		200,000							
	Public Works - Admin Total			200,000		200,000							
	Public Works - Transportation	Infrastructure	17th Street Bike Lanes	1,720,400				1,720,400					
			ROAD PAVING - Grind and Pave program	800,000				78,500		721,500			
			Ryan Road sidewalk Sandwick to Braidwood	375,000						375,000			
			Cycling Network Plan Improvements	156,000						156,000			
			Braidwood Affordable Housing - Storm & Road Servicing	103,700			103,700						
	Public Works - Transportation Total			3,155,100		103,700		78,500	1,720,400	1,252,500			
	Public Works - Fleet	Fleet	2 Electric car charging stations EV DC Fast Charger 440V	200,000					50,000		150,000		
			2 Double Electric car charging stations Level 2 220V	100,000					75,000		25,000		
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	95,000			95,000						
	Public Works - Fleet Total			395,000		95,000			125,000		175,000		
	Public Works - Civic Properties	Parks	Woodcote Park - Roof Replacement	45,000		45,000							
		Property Services	Renovation of City Hall - Foyer area	169,000			100,000	69,000					
			Carpenter Shop Renovation	50,000	50,000								
		Rec & Culture	FILBERG - Hydraulic Passenger Elevator replacement	90,800			90,800						
			ART GALLERY - Hydraulic Passenger Elevator replacement	85,100			85,100						
			MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000								50,000	
			MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000								20,000	
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000								20,000	
			MEMORIAL POOL - MECH/ELEC UPGRADES										
			HEAT/CHEMICAL	20,000								20,000	
			FIRE HALL - HVAC Replacement	13,500	13,500								
			ART GALLERY - HVAC Replacement	12,500	12,500								
			MEMORIAL POOL - New Pool Covers	10,000								10,000	
	Public Works - Civic Properties Total			585,900	76,000	320,900	69,000						120,000

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2021 General Capital Expenditure Source of Funding (2 of 3)				2021	2021	2021	2021	2021	2021	2021	2021	2021	2021	
Department Responsible	Sub-Department Responsible	Area	Project description	Proposed Budget	General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund	2021 CVRD Grant	2021 Debt
	Public Works -	Parks	Dingwall to Muir Road trail development - stairs	363,400		100,000	13,400			250,000				
			Misc Playground (1 replacement every second year)	120,000	120,000									
			Spray park resurfacing	56,000	38,000					18,000				
			Sheffield Park (located in Crown Isle)	50,000		50,000								
			Valleyview Greenway Erosion Remediation	50,000			37,600		12,400					
			Pedestrian Bridges replacement program	35,000			35,000							
	Public Works - Parks Total			674,400	158,000	150,000	86,000		12,400	268,000				
	Public Works -	Parks (Cemetery)	Cemetery											
			CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000									75,000	
			CEMETERY - CEMETERY GENERAL WORK	40,000									40,000	
			CEMETERY - LAWN CRYPTS	35,000									35,000	
			CEMETERY - IRRIGATION	10,000									10,000	
	Public Works - Parks (Cemetery) Total			160,000									160,000	
Public Works Total				5,170,400	234,000	869,600	155,000	78,500	12,400	2,113,400	1,252,500	175,000	280,000	
Engineering	Engineering	Infrastructure	5th St Bridge Rehabilitation	6,508,800		477,100		404,100	262,700	1,964,900				3,400,000
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	200,000							200,000			
			6th St Bridge Multi-Use Active Transportation Bridge	150,000	150,000									
			Braidwood Road Design - Storm & Road	93,200			93,200							
	Engineering Total			6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000
Engineering Total				6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000
Recreation & Culture	Recreation & Culture	Parks	Access and Parking to McPhee Meadows	30,000			30,000							
			Marina Storage Compound Relocation	25,000	15,000		10,000							
			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400		20,400								
			Totem Pole at the Airpark	10,000			10,000							
		Rec & Culture	LEWIS CENTRE - Equipments > 5k	45,000		45,000								
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000		25,000								
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000		10,000								
	Recreation & Culture Total			165,400	15,000	100,400	50,000							
Recreation & Culture Total				165,400	15,000	100,400	50,000							

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2021 General Capital Expenditure Source of Funding (3 of 3)																
Department Responsible	Sub-Department Responsible	Area	Project description	2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund	2021 CVRD Grant	2021 Proceeds Asset sales	2021 Debt	
Fire Department	Fire Department	Fire Services	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300	670,000	1,099,300								200,000		
Fire Department Total				1,969,300	670,000	1,099,300								200,000		
Fire Department Total				1,969,300	670,000	1,099,300								200,000		
General Government Services	IT	Corporate Services	Hyper-Convergence Software (complement to back up solution)	50,000		50,000										
			New softwares	50,000		50,000										
			PHOTOCOPIERS	40,000		40,000										
			OFFSITE BACKUP DEVELOPMENT	40,000		40,000										
			LARGE FORMAT PLOTTER	30,000		30,000										
			SERVER REPLACEMENT	25,000		25,000										
			IT Total	235,000		235,000										
	Finance / IT	Corporate Services	Great Plain Electronic Workflow	15,000		15,000										
			Finance / IT Total	15,000		15,000										
	Purchasing / IT	Corporate Services	ProFuel	20,000		20,000										
			Purchasing / IT Total	20,000		20,000										
General Government Services Total				270,000		270,000										
Development Services	Development Services	Infrastructure	Road, Storm, Parks DCC Projects	200,000	-				200,000							
			Development Services Total	200,000	-				200,000							
Development Services Total				200,000	-				200,000							
Grand Total				14,727,100	1,069,000	2,816,400	298,200	482,600	475,100	4,078,300	1,452,500	175,000	280,000	200,000	3,400,000	

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Sewer Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Funding from Operating Fund					
Sewer Operating Fund	682,600	750,000	700,000	-	500,000
	682,600	750,000	700,000	-	500,000
Reserves & Surplus					
Sewer Capital Surplus - RFE	867,300	-	-	-	-
Sewer Reserve Funds	1,600,000	1,600,000	500,000	250,000	500,000
DCC	320,000	-	-	-	-
	2,787,300	1,600,000	500,000	250,000	500,000
Funding from Debt	-	2,000,000	3,500,000	1,750,000	-
Total Revenues	3,469,900	4,350,000	4,700,000	2,000,000	1,000,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	677,400	4,050,000	3,700,000	2,000,000	1,000,000
Engineering Structures - New	2,792,500	300,000	1,000,000	-	-
Total Expenditures	3,469,900	4,350,000	4,700,000	2,000,000	1,000,000

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2021-2025 Sewer Capital Expenditure Program		2021	2022	2023	2024	2025	Total
Category	Project description	Proposed Budget	2021-2025 Budget				
New	Sewer - Greenwood Trunk Construction	2,492,500					2,492,500
	South Courtenay Sewer System	200,000					200,000
	Sewer Cascara and Klanawa connection to Greenwood	100,000	300,000	1,000,000			1,400,000
New Total		2,792,500	300,000	1,000,000			4,092,500
Renewal	Braidwood Road - Road & Utility - Sewer Component	31,300		500,000			531,300
	Sewer - 1st Street Lift Station Replacement	341,100	2,300,000				2,641,100
	Sewer - Arden Central Trunk Main			200,000	2,000,000		2,200,000
	Sewer - Mansfield Drive Forcemain	50,000	250,000	3,000,000			3,300,000
	Sewer - Projects identified through Master Plan					1,000,000	1,000,000
	Puntledge Sanitary Catchment Replacement	255,000	1,500,000				1,755,000
Renewal Total		677,400	4,050,000	3,700,000	2,000,000	1,000,000	11,427,400
Grand Total		3,469,900	4,350,000	4,700,000	2,000,000	1,000,000	15,519,900

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2021 Sewer Capital Expenditure Source of Funding		2021	2021	2021	2021	2021 Gas	2021 DCC
Category	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Tax Fed Grant	Reserve
New	Sewer - Greenwood Trunk Construction	2,492,500	522,500	600,000	50,000	1,000,000	320,000
	South Courtenay Sewer System	200,000			200,000		
	Sewer Cascara and Klanawa connection to Greenwood	100,000	100,000				
New Total		2,792,500	622,500	600,000	250,000	1,000,000	320,000
Renewal	Sewer - 1st Street Lift Station Replacement	341,100			341,100		
	Puntledge Sanitary Catchment Replacement	255,000	60,100		194,900		
	Sewer - Mansfield Drive Forcemain	50,000			50,000		
	Braidwood Road - Road & Utility - Sewer Component	31,300			31,300		
Renewal Total		677,400	60,100		617,300		
Grand Total		3,469,900	682,600	600,000	867,300	1,000,000	320,000

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Water Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Funding from Operating Fund					
Water Operating Fund	350,000	890,000	640,000	640,000	640,000
	350,000	890,000	640,000	640,000	640,000
Reserves & Surplus					
Water Capital Surplus - RFE	307,800	-	-	-	-
Water Reserves	375,000	350,000	-	500,000	500,000
	682,800	350,000	-	500,000	500,000
Funding from Debt	-	-	3,500,000	-	-
Total Revenues	1,032,800	1,240,000	4,140,000	1,140,000	1,140,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	881,300	850,000	500,000	1,000,000	1,000,000
Engineering Structures - New	151,500	390,000	3,640,000	140,000	140,000
Total Expenditures	1,032,800	1,240,000	4,140,000	1,140,000	1,140,000

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2021-2025 Water Capital Expenditure Program		2021	2022	2023	2024	2025	Total
Category	Project description	Proposed Budget	2021-2025 Budget				
New	City Watermain on private property	70,000	140,000	140,000	140,000	140,000	630,000
	Water - South Courtenay Secondary Transmission	81,500	250,000	3,500,000			3,831,500
New Total		151,500	390,000	3,640,000	140,000	140,000	4,461,500
Renewal	Braidwood Road - Road & Utility - Water Component	31,300		500,000			531,300
	Sandpiper / Millard Water Main Upgrade	650,000					650,000
	Water - Highway 19A Loop - Christie Parkway	100,000					100,000
	Water - Projects identified through Master Plan				1,000,000	1,000,000	2,000,000
	Water - Sandwick Area Fireflow Upgrade	25,000	500,000				525,000
	Water Smart Initiatives - Transmission/Distribution Metering	75,000	350,000				425,000
Renewal Total		881,300	850,000	500,000	1,000,000	1,000,000	4,231,300
Grand Total		1,032,800	1,240,000	4,140,000	1,140,000	1,140,000	8,692,800

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2021 Water Capital Expenditure Source of Funding		2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures
Category	Project description				
New	Water - South Courtenay Secondary Transmission	81,500			81,500
	City Watermain on private property	70,000			70,000
New Total		151,500			151,500
Renewal	Sandpiper / Millard Water Main Upgrade	650,000	350,000	300,000	
	Water - Highway 19A Loop - Christie Parkway	100,000			100,000
	Water Smart Initiatives - Transmission/Distribution Metering	75,000		75,000	
	Braidwood Road - Road & Utility - Water Component	31,300			31,300
	Water - Sandwich Area Fireflow Upgrade	25,000			25,000
Renewal Total		881,300	350,000	375,000	156,300
Grand Total		1,032,800	350,000	375,000	307,800



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1971-20

From: Interim Chief Administrative Officer

Date: April 6, 2021

Subject: Downtown Courtenay Business Improvement Association - 2021 Budget and Tax Levy Request

PURPOSE:

The purpose of this report is to receive the 2021 Budget and tax levy request submitted by the Downtown Courtenay Business Improvement Association (DCBIA).

POLICY ANALYSIS:

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

EXECUTIVE SUMMARY:

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

For the 2021 operating year, the DCBIA have submitted their budget and tax levy request in the amount of \$60,000.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 staff report "Downtown Courtenay Business Improvement Association - 2021 Budget and Tax Levy Request" Council approve OPTION 1 to approve the DCBIA 2021 Budget and Tax Levy request in the amount of \$60,000.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

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

DISCUSSION:

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

For the DCBIA fiscal year 2021, proposed budget expenditures and requested tax levy total \$60,000. This amount will be reflected under the category of “Collections for Other Authorities” in the 2021-2025 Financial Plan, and is the amount on which the 2021 DCBIA tax rate will be calculated.

ADMINISTRATIVE IMPLICATIONS:

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

STRATEGIC PLAN REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

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

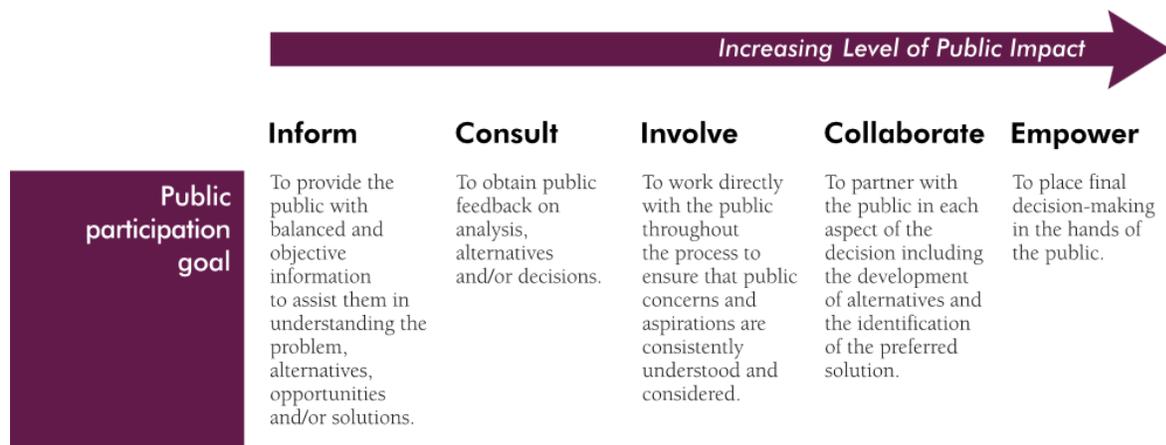
REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

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

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



OPTIONS:

OPTION 1: THAT Council approve the Downtown Courtenay Business Improvement Association (DCBIA) 2021 Budget and 2021 Tax Levy Request in the amount of \$60,000.

OPTION 2: THAT Council defer approval of the Downtown Courtenay Business Improvement Association (DCBIA) 2021 Budget and 2021 Tax Levy Request in the amount of \$60,000.

While Option 2 provides time for further discussion, it also impacts the schedule required to adopt the 2021 Tax Rates Bylaw by May 15, 2021, which is a statutory requirement.

Prepared by:



Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:



Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachment #1 – DCBIA 2021 Budget and Tax Levy Request

**Downtown Courtenay Business Improvement Association
2021 Budget**

Revenue	<u>2020</u>
City of Courtenay Tax Levy	60,000.00
Associate Membership Income	275.00
Banner Sponsorships	3,000.00
Other Grants	
Gross Revenues	<u><u>63,275.00</u></u>
Expenses	
Accounting & Legal	3,500.00
Annual General Meeting	700.00
Board Retreat	500.00
2021 BIA Conference	450.00
Business Mixers	500.00
Membership & Dues	700.00
Office	500.00
Office rent	1,845.00
Business Recruitment & retention	1,000.00
Executive Director Contract	21,000.00
Utilities/Phone	400.00
Website Maintenance (\$50 per month)	900.00
Sound system	5,000.00
Infrastructure	
banner	10,000.00
Walk of Achievement	500.00
Wayfinding	5,000.00
Façade Improvement	4,000.00
Marketing	
Moonlight Magic / Festive Friday / or equivalent	14,000.00
Bridge	10,000.00
COVID Recovery / Market Days	10,000.00
Advertising	500.00
Sponsorship	1,275.00
Insurance	1,700.00
Software purchases	500.00
Professional development	300.00
Total Expenses	<u><u>94,770.00</u></u>
Surplus/Deficit	<u><u>-31,495.00</u></u>



**DOWNTOWN
COURTENAY**
EXPERIENCE MORE

March 15, 2021
DCBIA
#203 580 Duncan Avenue
Courtenay , BC
V9N 2M7

Jennifer Nelson
Director of Financial Services
City of Courtenay

Dear Jennifer,

Please accept this letter as a formal request. The Downtown Courtenay Business Improvement Association would like to request the annual tax levy for 2021. As per Bylaw 2264, we are requesting the annual tax levy of \$60,000 to fund the DCBIA for 2021.

Attached are our prepared 2019 financial statements and our draft 2020 financial statements.

Please contact me at (250)800-9497 if you have any further questions.

In appreciation,

Tracey Clarke
Executive Director
Downtown Courtenay Business Improvement Association

PRESIDENT Jenny Deters -Design Therapy Inc 250-338-0211; **VICE-PRESIDENT** Sean Ferguson – Runge's Deli 250-650-5488; **TREASURER** Jamie Wigmore – MNP 250-338-5464; **RECORDING SECRETARY** Mackenzie Gartside – Mackenzie Gartside & Associates 250-331-0800

DIRECTORS: Abel O'Brennan – Engel & Volkers Vancouver Island North 250-203-1377; **Jorden Marshall** – Hot Chocolates & Cakebread Bakery 250-338-8211; **Lyndsey Bell** – BigFoot Donuts 250-871-6603; **Margaret McKenzie** – Silver Bowerbird Gallery 250-334-3656; **Sandra Viney** – Atlas Café 250-338-9838; **Colby Wilson** – Butcher's Block 250-338-1412; **Shona Hughes** – Shone's Cafe 250-338-2519; **Steve Stewart** – Edible Island Whole Foods Market 250-334-3116.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2021 Tax Rates Report

File No.: 1970-02
Date: April 06, 2021

PURPOSE:

The purpose of this report is for Council to establish the 2021 tax rates.

POLICY ANALYSIS:

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

EXECUTIVE SUMMARY:

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

Over the past year, 127 new residential properties were added to the Residential tax class. The combination of new properties and higher values for residential properties resulted in the Residential tax class growing by 6.30%. The Commercial sector experienced a decrease with no change to the number of properties and an overall decrease of -3.20% in value. These assessment value changes and the request for additional property tax revenues factor into the determination of tax rates for the property tax classes.

For 2021 Staff suggests the Residential Tax Class rate should be revised from 3.0241 (2020 rate) to 2.9890 and the Commercial multiplier changed from 3.25 (2020 multiplier) to 3.50. Using these revised values maintains the ratio of the tax burden between the tax classes to a similar percentage as last year. Should Council choose to modify the commercial multiplier, any change will shift the tax burden in favour of one tax class versus the other tax class.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 staff report "2021 Tax Rates Report" Council approve a Residential Tax Class rate of 2.9890 and a Commercial tax rate multiplier of 3.50 in order to generate property tax revenues to cover the budgeted expenditures identified in the 2021 – 2025 Consolidated Financial Plan.

Respectfully submitted,

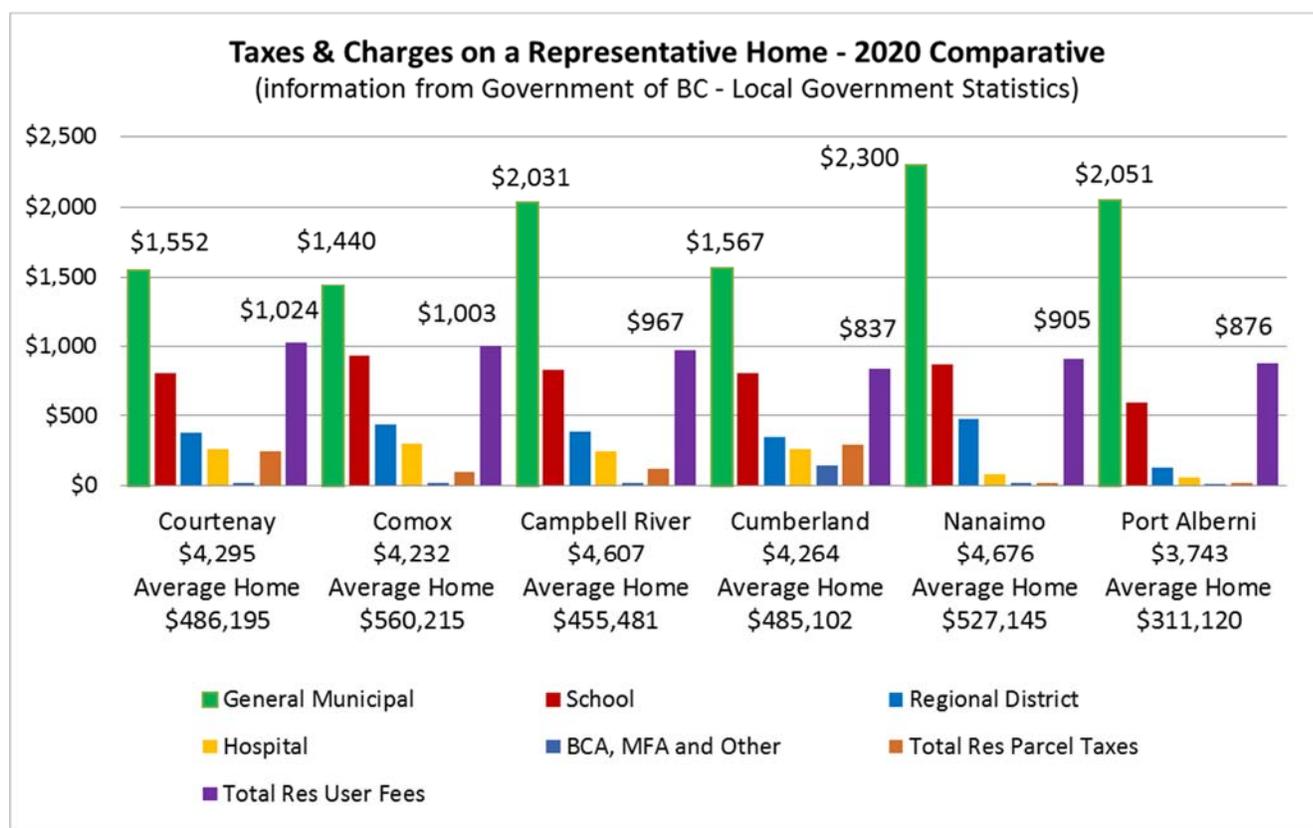
Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

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

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

The following 2020 comparison of property tax and utility costs from neighbouring municipalities on Vancouver Island has been compiled using BC Government statistics for Local Governments in the province. It shows how an “average” residential property in Courtenay compares to other municipalities in relation to property taxes levied, dollars collected for other taxing authorities, utility user fees and parcel taxes.



DISCUSSION:

The primary source of funding for the Consolidated Financial Plan is the Property Tax Levy. On March 10, 2021 Council approved a budgetary request to increase tax revenues by 1.86%. For 2021, the amount of property tax revenues the City requires is \$26.302M to provide revenue for all budgeted expenditures and the annual debt payments.

Assessment Trends

The March 24, 2021 BC Assessment Revised Assessment roll information is used to calculate the impact of the 1.86% tax increase across all Tax Classes. It provides the total number of properties in each Tax Class and their respective cumulative total assessment value. In 2021 there are a total of 12,011 residential properties and 1,011 commercial properties within the City of Courtenay.

- Residential Assessment (Class 01) Average property value *increase* = 5.14%
(from \$452,646₂₀₂₀ to \$475,915₂₀₂₁)

- Commercial Assessment (Class 06) Average property value *decrease* = -3.20%
(from \$883,590₂₀₂₀ to \$855,308₂₀₂₁)

Tax Rates and Commercial Multiplier:

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

The commercial multiplier is adjusted to proportionately distribute the tax revenue request of \$26.302M between the Residential Tax Class (01) and the Commercial Tax Class (06). It has been adjusted to provide for an even distribution of the increase between the two Tax Classes as was done in 2020.

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

Table #1:

		Average Assessment Change									
		2020	2021	%	2020 Multiplier						
Class 1 - Residential											
		\$ 452,646	\$ 475,915	5.14%							
Municipal General Tax \$ Increase					\$ 96.88	\$ 89.48	\$ 74.94	\$ 60.66	\$ 53.66	\$ 46.71	
% change in tax levy over 2020					7.08%	6.54%	5.47%	4.43%	3.92%	3.41%	
Class 6 - Commercial					Multiplier of 3.20	Multiplier of 3.25	Multiplier of 3.35	Multiplier of 3.45	Multiplier of 3.50	Multiplier of 3.55	
		\$ 883,590	\$ 855,308	-3.20%							
Municipal General Tax \$ Increase					\$ (254.87)	\$ (166.26)	\$ 8.22	\$ 179.37	\$ 263.62	\$ 347.10	
% change in tax levy over 2020					-2.93%	-1.91%	0.09%	2.07%	3.04%	4.00%	

What this means to the Average Taxpayer

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

Residential Class

The property tax increase for an average Class 1 residential property, valued at \$475,915, is estimated at \$53.66 for the municipal portion of the tax notice. (See Attachment #1)

When the water, sewer, and solid waste user fees are applied to this property, the impact of City rates, fees and property tax increases is \$69.24 or an overall increase of 2.52%.

Estimated decreases for tax collections for other authorities are projected to be about -\$50.13 for 2021. Which would result in an overall net increase of **\$19.12** for the average residential property.

Commercial Class

The property tax increase for an average commercial property, valued at \$883,590 is estimated at \$263.62 (See Attachment # 2).

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

Estimated decreases for tax collections for other authorities are projected to be about -\$465.70 for 2021. Which would result in an overall net decrease of **-\$202.08** for the average commercial property.

In 2020 the Province provided a reduced school tax rate for businesses only due to the COVID-19 pandemic, but to date we have not received any notifications regarding the 2021 school tax rate. These rates are outside the control of City Council.

FINANCIAL IMPLICATIONS:

Council’s decision with respect to the commercial multiplier is the key factor when determining the distribution of the property tax levy between property classes. If Council chooses to adjust the commercial tax rate multiplier lower than 3.50, it results in a higher percentage increase to residential property owners.

Table 2 provides a historical view of the commercial multiplier and tax load burden between the tax classes since 2018.

Table # 2:

Class	Descrip	2018		2019		2020		2021	
		@3.03986 % Tax Share	chnng	@3.35 % Tax Share	chnng	@3.25 % Tax Share	chnng	@3.50 % Tax Share	chnng
1	Residential	64.05	0.40	63.92	(0.13)	64.49	0.57	64.96	0.47
2	Utility	0.23	(0.01)	0.24	0.01	0.25	0.01	0.21	(0.04)
4	Major Industry	0.00	0.00	-	0.00	-	0.00	-	0.00
5	Light Industry	0.34	(0.04)	0.34	0.00	0.37	0.03	0.36	(0.01)
6	Business	35.29	(0.33)	35.42	0.13	34.81	(0.61)	34.39	(0.42)
8	Rec/Non-Profit	0.07	(0.01)	0.06	(0.01)	0.06	0.00	0.06	0.00
9	Farm	0.02	(0.01)	0.02	0.00	0.02	0.00	0.02	0.00

Table 3 provides a comparison of the business class 6 municipal tax rate and multiplier for neighbouring municipalities on Vancouver Island and BC for 2020. This information has been compiled using the BC Government statistics for Local Governments in the province.

Table #3:

Municipalities	2020 BC STATS Population Estimates	Municipal Purposes Tax Rates (Includes Library)	Tax Class Multiples	% Total Taxes	% Total Assess
Port Alberni	18,751	13.9721	2.12	17	12
Kelowna	142,146	7.0913	2.17	26	15
Qualicum Beach	9,166	6.8867	2.22	9	4
West Kelowna	35,818	7.50376	2.33	12	6
Cumberland	4,475	8.1929	2.54	16	8
Duncan	5,342	9.2068	2.56	41	23
Parksville	13,420	9.0327	2.57	24	11
Squamish	20,404	7.6419	2.57	23	12
Campbell River	35,849	12.1193	2.72	21	9
Nanaimo - C	99,856	12.9348	2.96	28	12
Courtenay	28,216	10.3776	3.25	34	14
Powell River - C	13,829	18.6927	3.36	17	8
Comox	14,981	10.0062	3.89	16	5
Saanich	122,173	12.2234	3.97	23	7

ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council approval of the commercial tax rate multiple to be used in setting the 2021 property tax rates, the property tax rates bylaw will be drafted and returned to Council for consideration following adoption of the 2021-2025 Financial Plan. Both the financial plan and the tax rates bylaws must be adopted no later than May 15th, 2021.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

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

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

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

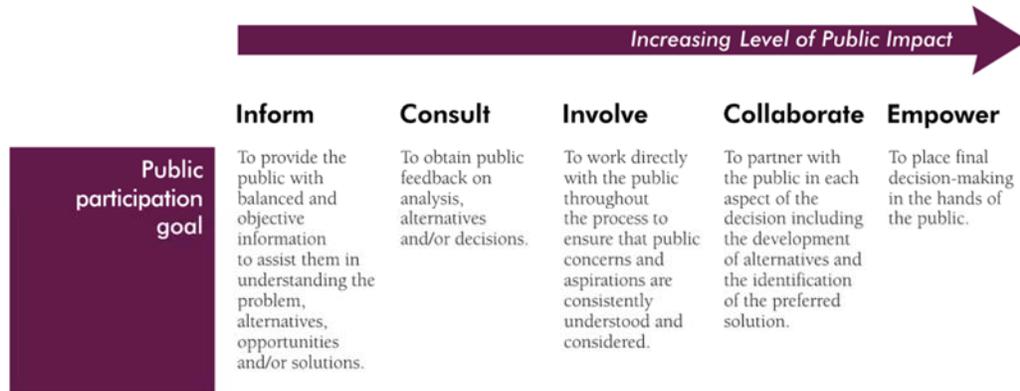
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** through adoption of policy based on the IAP2 Spectrum of Public Participation:

<https://www.iap2canada.ca/foundations>



OPTIONS:

- OPTION 1: That for 2021 Council approve a Residential Tax Class rate of 2.9890 and a Commercial tax rate multiplier of 3.50 in order to generate property tax revenues of \$26.302M as identified in the 2021 – 2025 Consolidated Financial Plan. **RECOMMENDED**
- OPTION 2: That for 2021 Council approve an increase to the Commercial tax rate multiplier by .10 and increase the multiplier to 3.35 for setting 2021 property tax rates.
- OPTION 3: That for 2021 Council approve a decrease to the Commercial tax rate multiplier by .05 and decrease the multiplier to 3.20 for setting the 2021 property tax rates.
- OPTION 4: That the 2020 Commercial tax rate multiplier of 3.25 be used for setting the 2021 property tax rates.
- OPTION 5: That for 2021 the Commercial tax rate multiplier be set to an amount determined by Council.

Prepared by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence by:

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

Attachments:

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



City of Courtenay

Comparison of Property Taxes and Utilities on an Average Residential Property

As at April 6, 2021 - Assume 2% increase to School, BCAA, MFA

	<u>2021</u>	<u>2020</u>	<u>Difference</u>	<u>% Change</u>
Average Residential Property per BCAA Revised Roll information -March 19, 2021	475,915	452,646	23,269	5.14%
Property Taxes Calculation				
	<u>2020</u>	<u>2020</u>		
General Municipal Taxes				
General Municipal & Debt Levy	\$ 1,422.51	1,368.85	53.66	3.92%
Frontage Taxes				
Water Frontage (avg 21.83 metres)	\$ 127.49	\$ 127.49	-	
Sewer Frontage (avg 21.83 meters)	\$ 223.54	\$ 223.54	-	
Subtotal Courtenay Municipal Taxes	1,773.54	\$1,719.87	53.66	3.12%
Tax Collections for Other Authorities				
School	\$765.22	\$750.22	15.00	2.00%
Library	\$78.53	\$76.50	2.03	2.65%
Regional District	\$352.75	\$357.55	(4.80)	-1.34%
Regional Hospital District	\$182.13	\$244.88	(62.75)	-25.62%
BC Assessment Authority	\$19.67	\$19.28	0.39	2.00%
Municipal Finance Authority	\$0.09	\$0.09	0.00	2.00%
Subtotal Other Authorities Taxes	\$1,398.39	\$1,448.51	(50.13)	-3.96%
Total Tax Levy	\$ 3,171.92	\$3,168.39	3.54	0.11%
Basic Home Owner Grant	\$ (770)	\$ (770)		
Total Tax Payable net of Basic Grant	\$ 2,401.92	\$2,398.39	3.54	
Utilities - Single Family User				
Water	\$ 506.05	\$ 506.05	-	0.00%
Sewer	\$ 351.60	\$ 344.71	6.89	2.00%
Solid Waste & Recycling	\$ 182.42	\$ 173.73	8.69	5.00%
	\$ 1,040.07	\$1,024.49	15.58	1.52%
Total Taxes & Utilities (net of Basic Grant)	\$ 3,441.99	\$3,422.88	19.12	0.56%

Total City Only Increases

69.24

2.52%



City of Courtenay

Comparison of Property Taxes on an Average Commercial Property

As at April 6, 2021 - Assume 2% increase to School, BCAA, MFA

	<u>2021</u>	<u>2020</u>		
Average Assessment Value	855,308	883,590	-3.20%	
Commercial Multiplier	3.50	3.25		
Property Taxes				
General Municipal Taxes				% Change
General Municipal & Debt Levy	\$ 8,947.72	8,684.10	263.62	3.04%
Frontage Taxes				
Water Frontage (avg 21.83M)	127.49	\$ 127.49	-	
Sewer Frontage (avg 21.83M)	223.54	\$ 223.54	-	
Subtotal City Municipal Taxes	9,298.75	9,035.13	263.62	2.92%
Tax Collections for Other Authorities				
School (<i>COVID-19 Reduction in 2020. 2021 Pending</i>)	\$ 997.70	978.13	19.56	
Library	\$ 494.03	485.44	8.58	
Regional District	\$ 1,897.42	2,023.86	(126.45)	
Regional Hospital District	\$ 801.85	1,171.20	(369.35)	
BC Assessment Authority	\$ 99.05	97.11	1.94	
Municipal Finance Authority	\$ 0.45	0.44	0.01	
Subtotal Other Authorities Taxes	4,290.49	4,756.19	(465.70)	
Total Tax Levy	13,589.23	13,791.31	(202.08)	-1.47%



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: 2021 Mile of Flowers Program

File No.: 5830-20
Date: April 06, 2021

PURPOSE:

The purpose of this report is to present Council with options regarding the delivery of the Mile of Flowers program for 2021.

EXECUTIVE SUMMARY:

The Mile of Flowers display has been an annual community tradition in the City of Courtenay for over 50 years. The 'Mile' is a highly visible and very involved initiative, requiring a great deal of staff time, both in preparation of the program rollout as well as in advance of the community volunteer plant-in event, this is then followed by on-going maintenance throughout the summer months.

Unforeseen safety challenges surrounding COVID19 resulted in the cancellation of the Mile of Flowers program in 2020. Staff believe the resumption of the program in 2021 is possible, but would require strategic delivery modifications in order to safeguard the health and safety of staff and public volunteers and remain compliant with WorkSafeBC Regulations and Public Health Office (PHO) Guidelines. The risks of navigating a large public volunteer event in the COVID19 environment are significant and not congruent with the recent PHO Order regarding outdoor events.

CAO RECOMMENDATIONS:

THAT based on the April 6th, 2021 staff report "2021 Mile of Flowers Program" Council approves OPTION 1 and direct staff to proceed with the 2021 Mile of Flowers Program with a staff-only installation compliant with COVID19 pandemic WorkSafeBC Regulations and Public Health Office (PHO) Guidelines.

Respectfully submitted,

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer

BACKGROUND:

The Mile of Flowers plant-in is an annual community event that typically draws hundreds of volunteers in late May, planting 30,000 colourful seasonal blooms in roadside boulevards along Cliffe Avenue. The event was initiated by Mrs. Kathleen Kirk in 1967, and has been an annual community tradition in the City of Courtenay for over 50 years. The plant-in is a very important event for many residents of the community and cancellation of the program in 2020 was a disappointment to many.

DISCUSSION:

Currently, the PHO is limiting outdoor gatherings to 10 people, and only if there is sufficient space to ensure two metre distancing between participants. Given the number of volunteers required to complete the planting, the nature of the work, and the tight spacing around the boulevard garden beds and sidewalks, these two requirements would be impracticable to achieve.

As such, resuming the Mile of Flowers for 2021 requires the evaluation of a number of considerations. First and foremost, the health and safety of both the public and staff must be considered. Continuing with the event in its current format would present a significant health risk given the uncertainty around COVID-19.

To mitigate this risk, options include cancelling the program, modifying the delivery of the planting, or having Parks staff complete the planting without volunteer assistance:

Cancellation

Cancelling the program would be disappointing to many residents and visitors and would bear minimal net operational savings. Staff would still need to apply mulch to the garden beds to suppress weed growth through the summer months, and there would be some limited staff time throughout the summer to ensure that they are kept tidy. Aesthetically Cliffe Avenue would be left void of any colorful plantings.

Modified Community Planting

A modified public planting would require the development of a strategic implementation plan to effectively work within the WorkSafeBC regulations and Public Health Office guidelines. The plan may include:

- Preparation of a planting plan in advance, structured to allow families and small groups the opportunity to book a specific bed(s) to plant on the day of the event.
- Restrictions on group sizes as mandated by Provincial Health Order at the time of planting.
- Spreading the planting opportunities throughout the day or across a number of days to reduce congestion.
- Cancellation of the post planting barbecue at Standard Park.
- Administration and management of this option would consume already limited staff resources.

Additionally it is possible that public concerns around gatherings in a COVID environment would reduce the number of people volunteering to participate further consuming staff capacity. In this case, any unplanted areas would be planted by staff in the days following the event.

Staff Only Delivery

Planting of the beds would be safely coordinated, with Parks staff completing all necessary planting internally. The planting process would take place in the early mornings over a one week timeline (2-3 hours per day). Staff would be able to plant the beds considerably quicker and safer than volunteers, utilizing early start times as an administrative control to lessen traffic safety concerns.

FINANCIAL IMPLICATIONS:

The Mile of Flowers has an annual budget of approximately \$98,000. This is composed of \$61,000 in labour and benefits, (approximately 400 hours of preparation and planning, as well as 600 hours of seasonal maintenance) and \$37,200 in materials, supplies, equipment and purchased services.

ADMINISTRATIVE IMPLICATIONS:

Planning the Mile of Flowers plant-in is included in the corporate work plan for 2021/2022. An additional 20 hours of administrative time would be required to deliver the modified community planning option, in order to organize staff and volunteers to ensure compliance with COVID safety protocol.

	TOTAL STAFFING HOURS		
	Modified Community Plant In	Staff Only Planting	Program Cancellation
Pre Event Activities			
Ordering/Admin/Bed Preparation	160	160	30
Plant In Activities			
Setup for event	40	0	0
Day-of (Plant layout, public direction, cleanup)	80	0	0
Staff Planting & Mulching	24	180	0
In Season Care			
Fertilizing (granular/liquid)	20	20	0
In season Mulching	120	0	0
Weeding & Bed Maintenance	300	300	40
Watering, Irrigation Repair	300	300	0
Off Season Care			
Off season care(mulching)	40	40	40
COVID Impact			
Extra COVID adaptation time	80	0	0
TOTAL HOURS:	1,164	1,000	110

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

We actively pursue vibrant economic development

- ▲ Continue to support Arts and Culture

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:

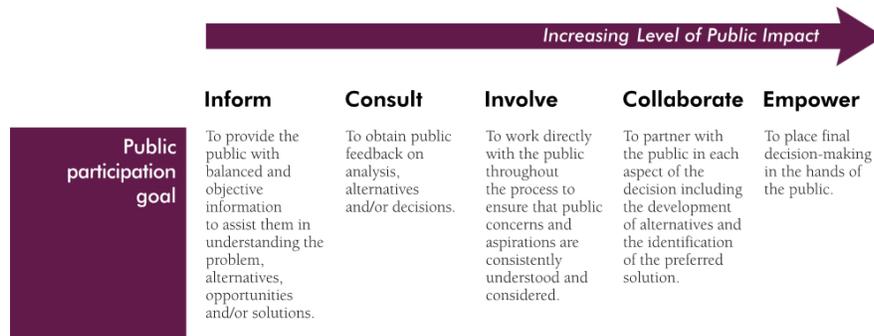
N/A

REGIONAL GROWTH STRATEGY:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

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



© International Association for Public Participation www.iap2.org

OPTIONS:

1. THAT Council direct staff to proceed with the 2021 Mile of Flowers Program with a staff only installation compliant with COVID19 pandemic WorkSafeBC Regulations and Public Health Office (PHO) Guidelines.
2. THAT Council direct staff to proceed with the Mile of Flowers utilizing a modified volunteer community planting compliant with COVID19 pandemic WorkSafeBC Regulations and Public Health Office (PHO) Guidelines.
3. THAT Council direct to staff to cancel the program for 2021.

Respectfully Submitted,

Kyle Shaw, ASCT, CPWI, CWP, CWWP
Director of Public Works Services

Concurrence by:

Trevor Kushner, BA, DLGM, CLGA, PCAMP
Interim Chief Administrative Officer



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

March 17, 2021

Transmitted via email: patty.hajdu@parl.gc.ca

The Honourable Patty Hajdu, P.C. M.P.
Minister of Health
House of Commons
Ottawa, Ontario K1A 0A6

RE: Opioid Crisis and Call for Overdose Action Plan

Dear Minister,

The City of Prince George Council and Staff have taken part in conversations with many stakeholders across our community regarding the impact of the opioid crisis on local health and policing resources. We acknowledge the steps taken by the Government of Canada thus far in addressing the need to improve access to treatment and harm reduction services, legal protection for individuals seeking emergency services during an overdose by way of the Good Samaritan Drug Overdose Act, awareness and prevention around the use of opioids, and the continued work to reduce the illegal and often tainted opioid supply.

To further support the country's effort in addressing the opioid crisis, the City of Prince George calls upon the Government of Canada to further its work through the implementation of a National Overdose Action Plan. As such, the City supports the following resolution shared by other municipal councils across the province:

WHEREAS the opioid crisis is one of the largest public health emergencies of our lifetime, with a death about every two hours on average and a death toll of over 16,360 since 2016 (January 2016 to March 2020);

AND WHEREAS other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use;

AND WHEREAS the federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well;

AND WHEREAS supports are needed, but measures that save lives are essential if people are to survive and access supports;

AND WHEREAS the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests “decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use”;

AND WHEREAS the overdose crisis rages, showing few signs of abating;

THEREFORE BE IT RESOLVED that Council:

- a) *request that the Government of Canada:*

 - i) *declare the overdose crisis a national public health; and*
 - ii) *immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma.*

On behalf of Council, thank you for your consideration of this request.

Sincerely,



Mayor Lyn Hall
City of Prince George

cc: All UBCM Member Local Governments
Todd Doherty, MP for Cariboo-Prince George
Bob Zimmer, MP for Prince George-Peace River-Northern Rockies

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3032

A bylaw to adopt the consolidated five year financial plan

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

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

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

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

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

1. This bylaw may be cited for all purposes as **“The 2021 - 2025 Consolidated Financial Plan Bylaw No. 3032, 2021”**.
2. Schedule “A” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 statement of objectives and policies for the proportion of total revenue from property value taxes, parcel taxes, fees and charges, borrowing, and other funding sources.
3. Schedule “B” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 statement of the use of permissive tax exemptions.
4. Schedule “C” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Consolidated Financial Plan.
5. Schedule “D” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 General Operating Fund Financial Plan.
6. Schedule “E” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Sewer Operating Fund Financial Plan.
7. Schedule “F” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Water Operating Fund Financial Plan.
8. Schedule “G” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 General Capital Fund Financial Plan.

9. Schedule “H” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 General Capital Expenditure Program.
10. Schedule “I” attached hereto and made part of this bylaw is hereby adopted as the 2021 General Capital Expenditure Source of Funding.
11. Schedule “J” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Sewer Capital Fund Financial Plan.
12. Schedule “K” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Sewer Capital Expenditure Program.
13. Schedule “L” attached hereto and made part of this bylaw is hereby adopted as the 2021 Sewer Capital Expenditure Source of Funding.
14. Schedule “M” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Water Capital Fund Financial Plan.
15. Schedule “N” attached hereto and made part of this bylaw is hereby adopted as the 2021 – 2025 Water Capital Expenditure Program.
16. Schedule “O” attached hereto and made part of this bylaw is hereby adopted as the 2021 Water Capital Expenditure Source of Funding.
17. “The Final 2020 - 2024 Financial Plan Bylaw No. 2983, 2020” is hereby repealed.

Read a first time this day of April, 2021

Read a second time this day of April, 2021

Read a third time this day of April, 2021

Finally passed and adopted this day of April, 2021

Mayor

Corporate Officer

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule A

Objectives and Policies for Schedule “A” Bylaw 3032

Proportion of Revenue by Source

Property Tax Policies

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

Parcel Tax Policies

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

Fees & Charges

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

Proceeds of Borrowing

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

Other Sources of Revenue

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

Revenue Source	2019		2020		2021	
	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue	Amount (\$)	% Total Revenue
Property Value Taxes	25,869,200	39.01%	27,222,300	40.13%	28,432,300	37.67%
Parcel Taxes	3,186,500	4.80%	3,427,100	5.05%	3,297,800	4.37%
Fees and Charges	19,546,100	29.47%	19,916,600	29.36%	19,624,100	26.00%
Other Sources	4,297,200	6.48%	4,373,500	6.45%	7,892,900	10.46%
Reserves/Surpluses	13,418,300	20.23%	9,898,900	14.59%	12,833,200	17.00%
Borrowing	0	0.00%	3,000,000	4.42%	3,400,000	4.50%
TOTAL	\$66,317,300	100.00%	\$67,838,400	100.00%	\$75,480,300	100.00%

City of Courtenay
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 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule B

Objectives and Policies for Schedule “B” Bylaw 3032

Permissive Tax Exemptions

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

Permissive Property Tax Exemptions	2019 (\$)	2020 (\$)	2021 (\$) estimate
City owned properties / managed by not-for-profit groups	189,954	192,967	192,967
Not-for Profit Organizations	166,505	179,219	182,079
Churches	16,795	18,684	18,684
TOTAL	373,254	390,870	393,729
Prior year tax levy for municipal purposes	22,901,225	23,945,244	25,224,457
As a percentage of municipal tax levy	1.63%	1.63%	1.56%

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule C

Consolidated Financial Plan	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Taxes					
General Property Taxes	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Property Taxes	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Frontage & Parcel Taxes	3,297,800	3,330,600	3,363,700	3,397,100	3,430,900
Grants in Place of Property Taxes	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	409,400	409,400	409,400	409,400	409,400
Total Taxes Collected	55,877,100	57,878,900	59,865,500	62,031,300	64,221,100
Less: Transfers to Other Governments (Estimate)	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Taxes for Municipal Purposes	31,730,100	33,250,100	34,745,400	36,410,100	38,088,700
Other Revenues					
Fees and Charges	19,624,100	20,815,700	21,539,500	22,242,800	22,831,300
Revenue from Other Sources	1,253,700	1,351,200	1,356,700	1,361,300	1,363,900
Other Contributions	200,000	-	200,000	-	200,000
Transfers from Other Govt & Agencies	6,439,200	4,461,400	4,526,600	3,793,100	2,310,600
Total Other Revenues	27,517,000	26,628,300	27,622,800	27,397,200	26,705,800
Total Operating Revenues	59,247,100	59,878,400	62,368,200	63,807,300	64,794,500
Transfers From Reserves and Surplus					
From Reserves	9,406,000	6,263,100	4,948,100	5,418,000	4,872,700
From Surplus	3,427,200	2,483,600	1,440,900	608,800	598,800
Total from Reserves and Surplus	12,833,200	8,746,700	6,389,000	6,026,800	5,471,500
Funding from Debt					
	3,400,000	4,200,000	10,500,000	10,250,000	6,000,000
Total Revenues	75,480,300	72,825,100	79,257,200	80,084,100	76,266,000
Equity in Capital Assets	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
	81,130,300	78,475,100	84,907,200	85,734,100	81,916,000
Expenses					
Operating Expenses					
General Government	4,659,700	4,680,900	4,690,700	4,821,200	4,817,500
Protective Services	9,679,700	9,705,500	10,031,300	10,314,900	11,058,000
Public Works Services	9,387,600	9,906,400	9,669,000	9,676,500	9,958,300
Environmental Health Services	17,770,000	18,255,500	19,348,800	20,004,900	20,108,400
Public Health Services	346,100	351,100	356,400	361,500	366,800
Development Services	2,232,600	2,037,000	2,074,200	2,109,400	2,146,400
Recreation & Cultural Services	6,529,300	7,330,500	7,383,300	7,473,900	7,600,800
	50,605,000	52,266,900	53,553,700	54,762,300	56,056,200
Amortization	5,650,000	5,650,000	5,650,000	5,650,000	5,650,000
Total Operating Expenses	56,255,000	57,916,900	59,203,700	60,412,300	61,706,200
Capital Transactions					
Capital Assets					
Land & Improvements / Engineering	15,729,600	12,925,000	17,400,000	8,946,000	4,915,000
Buildings	820,900	882,000	1,197,500	8,518,300	6,090,000
Equipment	2,504,300	815,000	895,000	705,000	815,000
Other Capital Assets	175,000	215,000	115,000	115,000	215,000
	19,229,800	14,837,000	19,607,500	18,284,300	12,035,000
Debt for Capital Assets					
Interest	554,700	594,200	745,600	975,000	1,094,500
Principal	1,003,100	1,061,300	1,160,600	1,581,500	1,857,400
	1,557,800	1,655,500	1,906,200	2,556,500	2,951,900
Total Capital Transactions	20,787,600	16,492,500	21,513,700	20,840,800	14,986,900
Transfers to Reserves & Surplus					
To Reserves	3,836,100	4,065,700	4,189,800	4,320,700	4,383,300
To Appropriated Surplus	251,600	-	-	160,300	839,600
Total to Reserves and Surplus	4,087,700	4,065,700	4,189,800	4,481,000	5,222,900
	81,130,300	78,475,100	84,907,200	85,734,100	81,916,000

Schedule C

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule D

General Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Tax rate increase					
General Taxation	2.00%	2.00%	2.50%	2.75%	2.75%
Debt Levy	-0.14%	0.74%	0.24%	0.89%	0.99%
Infrastructure Reserve Levy	0.00%	0.50%	0.75%	1.00%	1.00%
	1.86%	3.24%	3.49%	4.64%	4.74%
REVENUES					
Taxes					
General Municipal Taxes	27,703,600	29,184,300	30,640,000	32,264,500	33,902,600
Collections for Other Governments (Estimate)	23,972,800	24,451,100	24,938,900	25,436,500	25,944,000
Total Taxes Collected	51,676,400	53,635,400	55,578,900	57,701,000	59,846,600
Less:					
Property Taxes for Other Governments (Estimate)	(23,972,800)	(24,451,100)	(24,938,900)	(25,436,500)	(25,944,000)
Portion of Grants in Place of Taxes	(174,200)	(177,700)	(181,200)	(184,700)	(188,400)
	(24,147,000)	(24,628,800)	(25,120,100)	(25,621,200)	(26,132,400)
Net Municipal Taxes	27,529,400	29,006,600	30,458,800	32,079,800	33,714,200
Grants in Lieu of Taxes	493,500	503,500	513,500	523,800	534,200
% of Revenue Tax	409,400	409,400	409,400	409,400	409,400
Taxes for Municipal Purposes	28,432,300	29,919,500	31,381,700	33,013,000	34,657,800
Fees and Charges	7,143,900	7,837,500	8,039,500	8,195,200	8,214,800
Revenue from Other Sources	971,900	1,067,100	1,070,400	1,072,700	1,072,700
Transfers from Other Govt & Agencies	2,080,900	2,051,400	2,066,600	2,083,100	2,100,600
Transfers-Reserves	2,340,000	1,078,500	1,078,500	1,118,500	1,118,500
Transfers-Surplus	1,364,800	1,751,400	595,300	62,500	25,000
General Operating Revenues	42,333,800	43,705,400	44,232,000	45,545,000	47,189,400
Equity in Capital Assets	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000
	47,133,800	48,505,400	49,032,000	50,345,000	51,989,400
EXPENDITURES					
Operating Expenditures					
General Government	4,659,700	4,680,900	4,690,700	4,821,200	4,817,500
Protective Services	9,679,700	9,705,500	10,031,300	10,314,900	11,058,000
Public Works Services	9,387,600	9,906,400	9,669,000	9,676,500	9,958,300
Environmental Health Services	3,627,100	3,812,000	3,940,100	4,071,400	4,071,400
Public Health Services	346,100	351,100	356,400	361,500	366,800
Development Services	2,232,600	2,037,000	2,074,200	2,109,400	2,146,400
Recreation & Cultural Services	6,529,300	7,330,500	7,383,300	7,473,900	7,600,800
Total Operating Expenses	36,462,100	37,823,400	38,145,000	38,828,800	40,019,200
Amortization	4,800,000	4,800,000	4,800,000	4,800,000	4,800,000
Debt Servicing Costs	1,268,700	1,343,900	1,408,900	1,665,300	1,967,200
	42,530,800	43,967,300	44,353,900	45,294,100	46,786,400
Transfer to Capital Fund	1,542,200	1,248,800	1,266,000	1,348,700	758,900
Transfer to Reserve Funds	3,060,800	3,289,300	3,412,100	3,541,900	3,604,500
Transfer to Surplus	-	-	-	160,300	839,600
	4,603,000	4,538,100	4,678,100	5,050,900	5,203,000
	47,133,800	48,505,400	49,032,000	50,345,000	51,989,400

Schedule D

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule E

Sewer Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Sewer Frontage Rate per taxable meter	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24	\$ 10.24
Sewer Utility Rate - Single Family Unit	\$ 351.60	\$ 370.94	\$ 391.34	\$ 412.86	\$ 435.57
Proposed increase %	2.0%	5.5%	5.5%	5.5%	5.5%
Revenues					
Operating					
Frontage & Parcel Taxes	2,083,600	2,104,300	2,125,200	2,146,300	2,167,700
Sale of Services	5,490,100	5,820,300	6,170,200	6,541,000	6,933,900
Revenue from Own Sources	60,500	60,500	60,500	60,500	60,500
Total Operating Revenues	7,634,200	7,985,100	8,355,900	8,747,800	9,162,100
Reserves & Surplus					
Future Expenditure Reserve	867,300	-	-	-	-
Surplus	404,700	393,300	425,400	57,600	258,000
Total Transfers from Reseves & Surplus	1,272,000	393,300	425,400	57,600	258,000
Equity in Capital Assets					
	350,000	350,000	350,000	350,000	350,000
	350,000	350,000	350,000	350,000	350,000
Total Revenues	9,256,200	8,728,400	9,131,300	9,155,400	9,770,100
Expenses					
Operating					
General Administration	1,300,200	1,264,600	1,285,600	1,310,000	1,323,800
CVRD	4,717,200	4,994,700	5,272,200	5,757,800	5,757,800
Collection	699,400	707,100	715,200	722,500	729,900
	6,716,800	6,966,400	7,273,000	7,790,300	7,811,500
Amortization	350,000	350,000	350,000	350,000	350,000
Debt Servicing Costs	258,500	281,000	427,300	634,100	727,600
Total Operating Expenses	7,325,300	7,597,400	8,050,300	8,774,400	8,889,100
Transfers to Other Funds					
Sewer Capital Fund - Prior Year Revenues	867,300	-	-	-	-
Sewer Capital Fund - Current Year Revenues	682,600	750,000	700,000	-	500,000
	1,549,900	750,000	700,000	-	500,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Sewer Machinery/Equip Reserve	75,000	75,000	75,000	75,000	75,000
MFA Reserve Fund	500	500	500	500	500
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers	381,000	381,000	381,000	381,000	381,000
Total Expenses	9,256,200	8,728,400	9,131,300	9,155,400	9,770,100

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule F

Water Operating Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Water Frontage Rate per taxable meter	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84	\$ 5.84
Water Utility Rate - Single Family Unit	\$ 506.05	\$ 516.17	\$ 526.49	\$ 537.02	\$ 547.76
Proposed increase %	0.0%	2.0%	2.0%	2.0%	2.0%
Revenues					
Operating					
Frontage & Parcel Taxes	1,214,200	1,226,300	1,238,500	1,250,800	1,263,200
Sale of Services	6,990,100	7,157,900	7,329,800	7,506,600	7,682,600
Revenue from Own Sources	221,300	223,600	225,800	228,100	230,700
Total Operating Revenues	8,425,600	8,607,800	8,794,100	8,985,500	9,176,500
Reserves & Surplus					
Future Expenditure Reserve	307,800	-	-	-	-
Water Efficiency	27,000	27,600	28,100	28,100	28,100
Surplus	-	157,700	420,200	424,500	315,800
Total Transfers from Reserves & Surplus	334,800	185,300	448,300	452,600	343,900
Equity in Capital Assets					
	500,000	500,000	500,000	500,000	500,000
Total Revenues	9,260,400	9,293,100	9,742,400	9,938,100	10,020,400
Expenses					
Operating					
General Administration	1,641,500	1,626,600	1,640,300	1,682,600	1,699,000
CVRD - Supply	4,433,500	4,477,900	5,108,000	5,159,000	5,210,600
Transmission and Distribution	1,351,100	1,372,600	1,387,400	1,301,600	1,315,900
	7,426,100	7,477,100	8,135,700	8,143,200	8,225,500
Amortization	500,000	500,000	500,000	500,000	500,000
Debt Servicing Costs	30,600	30,600	70,000	257,100	257,100
Total Operating Expenses	7,956,700	8,007,700	8,705,700	8,900,300	8,982,600
Transfers to Other Funds					
Water Capital Fund - Prior Year Revenues	307,800	-	-	-	-
Water Capital Fund - Current Year Revenues	350,000	890,000	640,000	640,000	640,000
	657,800	890,000	640,000	640,000	640,000
Transfers to Reserves					
Asset Management Reserve	300,000	300,000	300,000	300,000	300,000
Water Utility Reserve	58,700	59,800	61,100	62,200	62,200
Water Machinery & Equip Reserve	30,000	30,000	30,000	30,000	30,000
MFA Reserve Fund	100	100	100	100	100
Carbon Offsets Reserve	5,500	5,500	5,500	5,500	5,500
Total Transfers to Reserves	394,300	395,400	396,700	397,800	397,800
Transfer to Appropriated Surplus					
Surplus contingency	251,600	-	-	-	-
Total Transfers	645,900	395,400	396,700	397,800	397,800
Total Expenses	9,260,400	9,293,100	9,742,400	9,938,100	10,020,400

City of Courtenay
 BYLAW NO. 3032, 2021
 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule G

General Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Other Revenues	200,000	-	200,000	-	200,000
Grants	4,358,300	2,410,000	2,460,000	1,710,000	210,000
	4,558,300	2,410,000	2,660,000	1,710,000	410,000
Transfers from Surplus					
Operating Funds	1,069,000	1,077,000	1,266,000	1,348,700	758,900
Capital Surplus - RFE	298,200	171,800	-	-	-
Unexpended Debt	482,600	181,200	-	64,200	-
	1,849,800	1,430,000	1,266,000	1,412,900	758,900
Transfers from Reserves					
Community Works Reserve	1,452,500	1,350,000	1,350,000	1,350,000	1,350,000
COVID-19 Safe Restart Grant	300,000				
Gaming Funds Reserve	175,000	-	-	-	-
Other Reserve Funds	2,991,500	1,857,000	1,991,500	2,171,400	1,376,100
	4,919,000	3,207,000	3,341,500	3,521,400	2,726,100
Total Transfers	5,988,000	4,284,000	4,607,500	4,870,100	3,485,000
Funding from Debt	3,400,000	2,200,000	3,500,000	8,500,000	6,000,000
Total Revenues	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000
Expenditures					
Capital Assets					
Land & Improvements / Engineering	11,226,900	7,335,000	8,560,000	5,806,000	2,775,000
Buildings	820,900	882,000	1,197,500	8,518,300	6,090,000
Equipment / Furniture / Vehicle:	2,504,300	815,000	895,000	705,000	815,000
Other Tangible Capital Assets	175,000	215,000	115,000	115,000	215,000
Total Expenditures	14,727,100	9,247,000	10,767,500	15,144,300	9,895,000

City of Courtenay
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 A Bylaw To Adopt the Consolidated Five Year Financial Plan of the
 City of Courtenay for the Years 2021 - 2025
 Schedule H

2021-2025 General Capital Expenditure Program (1 of 5)						2021	2022	2023	2024	2025	Total	
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget	
Public Works	Public Works - Admin	Property Services	Other Buildings	Public Washrooms in Downtown Courtenay	200,000						200,000	
		Property Services Total			200,000						200,000	
		Public Works	Public Works	PUBLIC WORKS - New Public Works Building			500,000	7,000,000			7,500,000	
	Public Works Total					500,000	7,000,000			7,500,000		
	Public Works - Admin Total					200,000	500,000	7,000,000			7,700,000	
	Public Works - Transportation	Infrastructure	Bike Lane	17th Street Bike Lanes	1,720,400							1,720,400
				Cycling Network Plan Improvements	156,000	150,000	150,000	150,000	150,000	150,000	756,000	
				ROAD PAVING - Grind and Pave program	800,000	1,500,000	1,500,000	1,500,000	1,600,000	6,900,000		
				Braidwood Affordable Housing - Storm & Road Servicing	103,700					103,700		
				Ryan Road sidewalk Sandwick to Braidwood	375,000					375,000		
				Infrastructure Total	3,155,100	1,650,000	1,650,000	1,650,000	1,750,000	9,855,100		
	Public Works - Transportation Total					3,155,100	1,650,000	1,650,000	1,650,000	1,750,000	9,855,100	
	Public Works - Fleet	Fleet	Fleet	2 Electric car charging stations EV DC Fast Charger 440V	200,000							200,000
				2 Double Electric car charging stations Level 2 220V	100,000						100,000	
				FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	95,000	300,000	300,000	300,000	300,000	1,295,000		
				FLEET MANAGEMENT - PW SERV - HEAVY VEHICLES		300,000	300,000	300,000	300,000	1,200,000		
				FLEET MANAGEMENT - NEW ASK		110,000	-			110,000		
				Fleet Total	395,000	710,000	600,000	600,000	600,000	2,905,000		
	Public Works - Fleet Total					395,000	710,000	600,000	600,000	600,000	2,905,000	
	Public Works - Infrastructure	Infrastructure	Traffic Projects	TRAFFIC - Signal Controller Renewal - 8th and Fitzgerald		180,000						180,000
				TRAFFIC - Signal Controller Renewal - 8th St and Cliffe Ave		160,000					160,000	
				TRAFFIC- Signal Controller Renewal - Old Island Highway at Comox Road			20,000	75,000		95,000		
				Infrastructure Total		360,000	75,000		435,000			
Public Works Total					360,000	75,000				435,000		

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2021-2025 General Capital Expenditure Program (2 of 5)					2021	2022	2023	2024	2025	Total
Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	2021-2025 Budget				
	Public Works -									
	Civic Properties									
		Parks	Parks	Woodcote Park - Roof Replacement	45,000					45,000
				Park Café - Roof Replacement		75,000				75,000
				Lewis Washroom - Roof Replacement			45,000			45,000
		Parks Total			45,000	75,000	45,000			165,000
		Property Services	City Hall	Renovation of City Hall - Foyer area	169,000					169,000
				CITY HALL - Building Energy Reduction (roof ventilation)		10,000				10,000
			Fire	FIRE HALL - Roof Replacement				500,000		500,000
			Public Works	Carpenter Shop Renovation	50,000					50,000
		Property Services Total			219,000	10,000		500,000		729,000
		Rec & Culture	Art Gallery	ART GALLERY - Hydraulic Passenger Elevator replacement	85,100					85,100
				ART GALLERY - HVAC Replacement	12,500	200,000				212,500
			Filberg Centre	FILBERG - Hydraulic Passenger Elevator replacement	90,800					90,800
			Fire	FIRE HALL - HVAC Replacement	13,500	200,000				213,500
			Lewis Centre	LEWIS CENTRE - Squash Court Floor Replacement		80,000				80,000
				LEWIS CENTRE - Squash Court Wall Replacement		72,000				72,000
				LEWIS CENTRE - Roof Replacement				250,000		250,000
			Memorial Pool	MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000					50,000
				MEMORIAL POOL - MECH/ELEC UPGRADES HEAT/CHEMICAL	20,000	20,000	25,000	25,000	25,000	115,000
				MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000		20,000	20,000	20,000	80,000
				MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000	20,000	25,000	25,000	25,000	115,000
				MEMORIAL POOL - New Pool Covers	10,000	25,000				35,000
			Museum	MUSEUM - Hydraulic Freight Elevator replacement			12,500	178,300		190,800
				MUSEUM - Replace windows			50,000			50,000
			Sid Theatre	SID THEATRE - Hydraulic Vertical Platform Lift replacement (elevator)		10,000	125,000			135,000
				SID THEATRE - Stage Lift replacement (elevator)		10,000	125,000			135,000
			Youth Centre	YOUTH CENTRE - Roof Replacement			250,000			250,000
		Rec & Culture Total			321,900	637,000	632,500	498,300	70,000	2,159,700
	Public Works - Civic Properties Total				585,900	722,000	677,500	998,300	70,000	3,053,700

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Department Responsible	Sub-Department Responsible	Area	Department	Project description	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget	
Recreation & Culture	Recreation & Culture	Parks	Parks	Marina Storage Compound Relocation	25,000						25,000	
				Totem Pole at the Airpark	10,000						10,000	
				Partners in Parks program		50,000	50,000	50,000	50,000	200,000		
		Walkways & Bikeways		Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400						20,400	
				Courtenay Riverway South Extension Beachwood to City Park - Phase 2		45,000	400,000			445,000		
				Courtenay Riverway South Extension City Park to Regional Trail - Phase 3				100,000	400,000	500,000		
				Access and Parking to McPhee Meadows	30,000	200,000				230,000		
		Parks Total				85,400	295,000	450,000	150,000	450,000	1,430,400	
		Rec & Culture	Lewis Centre		Lewis Centre	LEWIS CENTRE - Equipments > 5k	45,000	45,000	45,000	45,000	45,000	225,000
						MUSEUM - Loading Dock Storage & Fencing		50,000				50,000
						SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000					25,000
						SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000					10,000
						SID THEATRE - Future year estimation		20,000	20,000	20,000	20,000	80,000
		Youth Centre			Youth Centre	YOUTH CENTRE - Freestanding Sign & Exterior Facia Sign		60,000				60,000
						Rec & Culture Total				80,000	175,000	65,000
Recreation & Culture Total					165,400	470,000	515,000	215,000	515,000	1,880,400		
Recreation & Culture Total						165,400	470,000	515,000	215,000	515,000	1,880,400	
Fire	Fire Department	Fire Services	Fire	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300						1,969,300	
				FIRE DEPT LIGHT VEHICLES			140,000			140,000		
				RESCUE TOOLS					80,000	80,000		
		Fire Services Total				1,969,300		140,000		80,000	2,189,300	
		Property Services	Fire		Fire	FIRE - NEW SATELLITE FIREHALL			500,000	6,000,000	6,500,000	6,500,000
						Property Services Total						500,000
Fire Department Total					1,969,300		140,000	500,000	6,080,000	8,689,300		
Fire Department Total						1,969,300		140,000	500,000	6,080,000	8,689,300	

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Department Responsible	Sub-Department Responsible	Area	Department	Project description		Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	2021-2025 Budget	
General Government Services	IT	Corporate Services	IT	LARGE FORMAT PLOTTER		30,000		30,000		30,000	90,000	
				New softwares		50,000	50,000	50,000	50,000	50,000	250,000	
				OFFSITE BACKUP DEVELOPMENT		40,000	40,000	40,000	40,000	40,000	200,000	
				PHOTOCOPIERS		40,000	40,000	40,000	40,000	40,000	200,000	
				SERVER REPLACEMENT		25,000	20,000	40,000	20,000	20,000	125,000	
				Hyper-Convergence Software (complement to back up solution)		50,000	25,000	25,000	25,000	125,000	250,000	
		Corporate Services Total				235,000	175,000	225,000	175,000	305,000	1,115,000	
		IT Total				235,000	175,000	225,000	175,000	305,000	1,115,000	
		Finance / IT	Corporate Services	IT	Great Plain Electronic Workflow		15,000					15,000
	Organization Wide Software						100,000				100,000	
			Corporate Services Total			15,000	100,000					115,000
			Finance / IT Total			15,000	100,000					115,000
		Purchasing / IT	Corporate Services	IT	ProFuel		20,000					20,000
					Corporate Services Total		20,000					
			Purchasing / IT Total			20,000						20,000
		General Government Services Total			270,000	275,000	225,000	175,000	305,000		1,250,000	
Development Services	Development Services	Infrastructure	DCC Projects	Road, Storm, Parks DCC Projects		200,000	200,000	200,000	200,000	200,000	1,000,000	
				Infrastructure Total		200,000	200,000	200,000	200,000	200,000	1,000,000	
		Development Services Total			200,000	200,000	200,000	200,000	200,000		1,000,000	
		Development Services Total			200,000	200,000	200,000	200,000	200,000		1,000,000	
		Grand Total			14,727,100	9,247,000	10,767,500	15,144,300	9,895,000		59,780,900	

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Department Responsible	Sub-Department Responsible	Area	Project description	Proposed Budget	General Revenues	Reserves	for Future Expenditures	Unexpended Funds	Prov Funding	Tax Fed Grant	Gaming Fund	CVRD Grant
Public Works	Public Works - Admin	Property Services	Public Washrooms in Downtown Courtenay	200,000		200,000						
	Public Works - Admin Total			200,000		200,000						
	Public Works - Transportation	Infrastructure	17th Street Bike Lanes	1,720,400				1,720,400				
			ROAD PAVING - Grind and Pave program	800,000				78,500		721,500		
			Ryan Road sidewalk Sandwick to Braidwood	375,000						375,000		
			Cycling Network Plan Improvements	156,000						156,000		
			Braidwood Affordable Housing - Storm & Road Servicing	103,700			103,700					
	Public Works - Transportation Total			3,155,100		103,700		78,500	1,720,400	1,252,500		
	Public Works - Fleet	Fleet	2 Electric car charging stations EV DC Fast Charger 440V	200,000					50,000		150,000	
			2 Double Electric car charging stations Level 2 220V	100,000					75,000		25,000	
			FLEET MANAGEMENT - PW SERV - LIGHT VEHICLES	95,000			95,000					
	Public Works - Fleet Total			395,000		95,000			125,000		175,000	
	Public Works - Civic Properties	Parks	Woodcote Park - Roof Replacement	45,000		45,000						
		Property Services	Renovation of City Hall - Foyer area	169,000			100,000	69,000				
			Carpenter Shop Renovation	50,000	50,000							
		Rec & Culture	FILBERG - Hydraulic Passenger Elevator replacement	90,800		90,800						
			ART GALLERY - Hydraulic Passenger Elevator replacement	85,100		85,100						
			MEMORIAL POOL - INFRASTRUCTURE ASSESSMENT	50,000								50,000
			MEMORIAL POOL - REPAIR CRACKS MAIN POOL	20,000								20,000
			MEMORIAL POOL - VIHA INFRA/STRUCTURE UPGRADES	20,000								20,000
			MEMORIAL POOL - MECH/ELEC UPGRADES									
			HEAT/CHEMICAL	20,000								20,000
			FIRE HALL - HVAC Replacement	13,500	13,500							
		ART GALLERY - HVAC Replacement	12,500	12,500								
		MEMORIAL POOL - New Pool Covers	10,000								10,000	
Public Works - Civic Properties Total			585,900	76,000	320,900		69,000					120,000

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Department Responsible	Sub-Department Responsible	Area	Project description	Proposed Budget	General Revenues	2021 Reserves	2021 Reserve for Future Expenditures	2021 Unexpended Funds	2021 DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund	2021 CVRD Grant	2021 Debt
	Public Works -	Parks	Dingwall to Muir Road trail development - stairs	363,400		100,000	13,400			250,000				
			Misc Playground (1 replacement every second year)	120,000	120,000									
			Spray park resurfacing	56,000	38,000					18,000				
			Sheffield Park (located in Crown Isle)	50,000		50,000								
			Valleyview Greenway Erosion Remediation	50,000			37,600		12,400					
			Pedestrian Bridges replacement program	35,000			35,000							
	Public Works - Parks Total			674,400	158,000	150,000	86,000		12,400	268,000				
	Public Works -	Parks (Cemetery)	Cemetery											
			CEMETERY - NICHE DESIGN/DEVELOPMENT	75,000									75,000	
			CEMETERY - CEMETERY GENERAL WORK	40,000									40,000	
			CEMETERY - LAWN CRYPTS	35,000									35,000	
			CEMETERY - IRRIGATION	10,000									10,000	
	Public Works - Parks (Cemetery) Total			160,000									160,000	
Public Works Total				5,170,400	234,000	869,600	155,000	78,500	12,400	2,113,400	1,252,500	175,000	280,000	
Engineering	Engineering	Infrastructure	5th St Bridge Rehabilitation	6,508,800		477,100		404,100	262,700	1,964,900				3,400,000
			STORM DRAINAGE - 200 Back Rd Storm Inlet improvement	200,000							200,000			
			6th St Bridge Multi-Use Active Transportation Bridge	150,000	150,000									
			Braidwood Road Design - Storm & Road	93,200			93,200							
	Engineering Total			6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000
Engineering Total				6,952,000	150,000	477,100	93,200	404,100	262,700	1,964,900	200,000			3,400,000
Recreation & Culture	Recreation & Culture	Parks	Access and Parking to McPhee Meadows	30,000			30,000							
			Marina Storage Compound Relocation	25,000	15,000		10,000							
			Courtenay Riverway South Extension Sandpiper to Beachwood - Phase 1	20,400		20,400								
			Totem Pole at the Airpark	10,000			10,000							
		Rec & Culture	LEWIS CENTRE - Equipments > 5k	45,000		45,000								
			SID THEATRE - LIGHTING UPGRADE - LED THEATRE LIGHTS	25,000		25,000								
			SID THEATRE - THEATRE CAPITAL EQUIPMENT	10,000		10,000								
	Recreation & Culture Total			165,400	15,000	100,400	50,000							
Recreation & Culture Total				165,400	15,000	100,400	50,000							

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2021 General Capital Expenditure Source of Funding (3 of 3)				2021	2021	2021	2021 Reserve	2021	2021	2021	2021	2021	2021	2021	2021	2021
Department Responsible	Sub-Department Responsible	Area	Project description	Proposed Budget	General Revenues	2021 Reserves	for Future Expenditures	Unexpended Funds	DCC Reserve	2021 Fed / Prov Funding	2021 Gas Tax Fed Grant	2021 Gaming Fund	2021 CVRD Grant	2021 Proceeds Asset sales	2021 Debt	
Fire Department	Fire Department	Fire Services	FIRE DEPT - Ladder Truck (replacement truck #12)	1,969,300	670,000	1,099,300								200,000		
			Fire Department Total	1,969,300	670,000	1,099,300									200,000	
Fire Department Total				1,969,300	670,000	1,099,300								200,000		
General Government Services	IT	Corporate Services	Hyper-Convergence Software (complement to back up solution)	50,000		50,000										
			New softwares	50,000		50,000										
			PHOTOCOPIERS	40,000		40,000										
			OFFSITE BACKUP DEVELOPMENT	40,000		40,000										
			LARGE FORMAT PLOTTER	30,000		30,000										
			SERVER REPLACEMENT	25,000		25,000										
	IT Total			235,000		235,000										
	Finance / IT	Corporate Services	Great Plain Electronic Workflow	15,000		15,000										
			Finance / IT Total	15,000		15,000										
	Purchasing / IT	Corporate Services	ProFuel	20,000		20,000										
Purchasing / IT Total			20,000		20,000											
General Government Services Total				270,000		270,000										
Development Services	Development Services	Infrastructure	Road, Storm, Parks DCC Projects	200,000	-				200,000							
			Development Services Total	200,000	-				200,000							
Development Services Total				200,000	-				200,000							
Grand Total				14,727,100	1,069,000	2,816,400	298,200	482,600	475,100	4,078,300	1,452,500	175,000	280,000	200,000	3,400,000	

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Sewer Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Funding from Operating Fund					
Sewer Operating Fund	682,600	750,000	700,000	-	500,000
	682,600	750,000	700,000	-	500,000
Reserves & Surplus					
Sewer Capital Surplus - RFE	867,300	-	-	-	-
Sewer Reserve Funds	1,600,000	1,600,000	500,000	250,000	500,000
DCC	320,000	-	-	-	-
	2,787,300	1,600,000	500,000	250,000	500,000
Funding from Debt	-	2,000,000	3,500,000	1,750,000	-
Total Revenues	3,469,900	4,350,000	4,700,000	2,000,000	1,000,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	677,400	4,050,000	3,700,000	2,000,000	1,000,000
Engineering Structures - New	2,792,500	300,000	1,000,000	-	-
Total Expenditures	3,469,900	4,350,000	4,700,000	2,000,000	1,000,000

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2021-2025 Sewer Capital Expenditure Program		2021	2022	2023	2024	2025	Total
Category	Project description	Proposed Budget	2021-2025 Budget				
New	Sewer - Greenwood Trunk Construction	2,492,500					2,492,500
	South Courtenay Sewer System	200,000					200,000
	Sewer Cascara and Klanawa connection to Greenwood	100,000	300,000	1,000,000			1,400,000
New Total		2,792,500	300,000	1,000,000			4,092,500
Renewal	Braidwood Road - Road & Utility - Sewer Component	31,300		500,000			531,300
	Sewer - 1st Street Lift Station Replacement	341,100	2,300,000				2,641,100
	Sewer - Arden Central Trunk Main			200,000	2,000,000		2,200,000
	Sewer - Mansfield Drive Forcemain	50,000	250,000	3,000,000			3,300,000
	Sewer - Projects identified through Master Plan					1,000,000	1,000,000
	Puntledge Sanitary Catchment Replacement	255,000	1,500,000				1,755,000
Renewal Total		677,400	4,050,000	3,700,000	2,000,000	1,000,000	11,427,400
Grand Total		3,469,900	4,350,000	4,700,000	2,000,000	1,000,000	15,519,900

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2021 Sewer Capital Expenditure Source of Funding		2021	2021	2021	2021	2021 Gas	2021 DCC
Category	Project description	Proposed Budget	General Revenues	Reserves	Reserve for Future Expenditures	Tax Fed Grant	Reserve
New	Sewer - Greenwood Trunk Construction	2,492,500	522,500	600,000	50,000	1,000,000	320,000
	South Courtenay Sewer System	200,000			200,000		
	Sewer Cascara and Klanawa connection to Greenwood	100,000	100,000				
New Total		2,792,500	622,500	600,000	250,000	1,000,000	320,000
Renewal	Sewer - 1st Street Lift Station Replacement	341,100			341,100		
	Puntledge Sanitary Catchment Replacement	255,000	60,100		194,900		
	Sewer - Mansfield Drive Forcemain	50,000			50,000		
	Braidwood Road - Road & Utility - Sewer Component	31,300			31,300		
Renewal Total		677,400	60,100		617,300		
Grand Total		3,469,900	682,600	600,000	867,300	1,000,000	320,000

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Water Capital Fund	Budget		Proposed Budget		
	2021	2022	2023	2024	2025
Revenues					
Funding from Operating Fund					
Water Operating Fund	350,000	890,000	640,000	640,000	640,000
	350,000	890,000	640,000	640,000	640,000
Reserves & Surplus					
Water Capital Surplus - RFE	307,800	-	-	-	-
Water Reserves	375,000	350,000	-	500,000	500,000
	682,800	350,000	-	500,000	500,000
Funding from Debt	-	-	3,500,000	-	-
Total Revenues	1,032,800	1,240,000	4,140,000	1,140,000	1,140,000
Expenditures					
Capital Assets					
Engineering Structures - Renewal	881,300	850,000	500,000	1,000,000	1,000,000
Engineering Structures - New	151,500	390,000	3,640,000	140,000	140,000
Total Expenditures	1,032,800	1,240,000	4,140,000	1,140,000	1,140,000

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2021-2025 Water Capital Expenditure Program		2021	2022	2023	2024	2025	Total
Category	Project description	Proposed Budget	2021-2025 Budget				
New	City Watermain on private property	70,000	140,000	140,000	140,000	140,000	630,000
	Water - South Courtenay Secondary Transmission	81,500	250,000	3,500,000			3,831,500
New Total		151,500	390,000	3,640,000	140,000	140,000	4,461,500
Renewal	Braidwood Road - Road & Utility - Water Component	31,300		500,000			531,300
	Sandpiper / Millard Water Main Upgrade	650,000					650,000
	Water - Highway 19A Loop - Christie Parkway	100,000					100,000
	Water - Projects identified through Master Plan				1,000,000	1,000,000	2,000,000
	Water - Sandwich Area Fireflow Upgrade	25,000	500,000				525,000
	Water Smart Initiatives - Transmission/Distribution Metering	75,000	350,000				425,000
Renewal Total		881,300	850,000	500,000	1,000,000	1,000,000	4,231,300
Grand Total		1,032,800	1,240,000	4,140,000	1,140,000	1,140,000	8,692,800

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 Schedule O

2021 Water Capital Expenditure Source of Funding		2021 Proposed Budget	2021 General Revenues	2021 Reserves	2021 Reserve for Future Expenditures
Category	Project description				
New	Water - South Courtenay Secondary Transmission	81,500			81,500
	City Watermain on private property	70,000			70,000
New Total		151,500			151,500
Renewal	Sandpiper / Millard Water Main Upgrade	650,000	350,000	300,000	
	Water - Highway 19A Loop - Christie Parkway	100,000			100,000
	Water Smart Initiatives - Transmission/Distribution Metering	75,000		75,000	
	Braidwood Road - Road & Utility - Water Component	31,300			31,300
	Water - Sandwich Area Fireflow Upgrade	25,000			25,000
Renewal Total		881,300	350,000	375,000	156,300
Grand Total		1,032,800	350,000	375,000	307,800

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2977

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2977, 2020**”.

2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:

(a) Amending Division 8 – Classification of Zones through the addition of:

Part 55 - Comprehensive Development Twenty Eight Zone (CD-28) 2355 Mansfield Drive as attached in **Attachment A**.

(b) by rezoning Lot B, Section 66, Comox District, Plan 28292 (2355 Mansfield Drive) as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Commercial Two Zone (C-2) to Comprehensive Development Zone Twenty Eight (CD-28)

(c) That Schedule No. 8, Zoning Map be amended accordingly.

3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 6th day of July, 2020

Read a second time this 6th day of July, 2020

Published in two editions of the Comox Valley Record on the 2nd day of December, 2020 and the 9th day of December, 2020

Considered at a Public Hearing this 14th day of December, 2020

Read a third time this 11th day of January, 2021

Finally passed and adopted this day of , 2021

Mayor

Corporate Officer

Attachment A

Part 55 - Comprehensive Development Twenty Eight Zone (CD-28) (2355 Mansfield Drive)

8.55.1 Intent

The CD-28 Zone is intended to accommodate a combination of commercial and multi-residential uses on the property legally described as Lot B, Section 66, Plan 28292. The property shall be developed substantially in accordance with Schedules A and B which form part of this zone.

8.55.2 Permitted Uses

The following uses are permitted and all other uses are prohibited except as otherwise noted in this bylaw:

1. *Multi residential*
2. *Liquor Store*
3. *Licensed premises*
4. *Retail*
5. *Restaurant*

8.55.3 Lot Coverage

A *lot* shall not be covered by buildings to a greater extent than 50% of the total area of the lot.

8.55.4 Floor Area Ratio

The maximum *floor area ratio* shall not exceed 1.6.

8.55.5 Minimum Lot Size

A lot shall have an area of not less than 2,792 m².

8.55.6 Setbacks

Except where otherwise specified in this bylaw the following minimum building setbacks shall apply:

- (1) Front Yard (interpreted as the yard adjacent to the north property line): 0m
- (2) Rear Yard (interpreted as the yard adjacent to the south property line): 19.5m
- (3) Side Yard (interpreted as the yard adjacent to the west property line): 0.5m
- (4) Side Yard (interpreted as the yard adjacent to the east property line): 2.7m

8.55.7 Height of Buildings

Maximum building height shall be 18.0m and in accordance with Schedule B and includes rooftop parapets, elevator and roof top mechanical systems.

8.55.8 Usable Open Space

A minimum of 826m² of useable open space must be provided as shown in Schedule B. For clarity this includes private amenity space in the form of private balconies or patios.

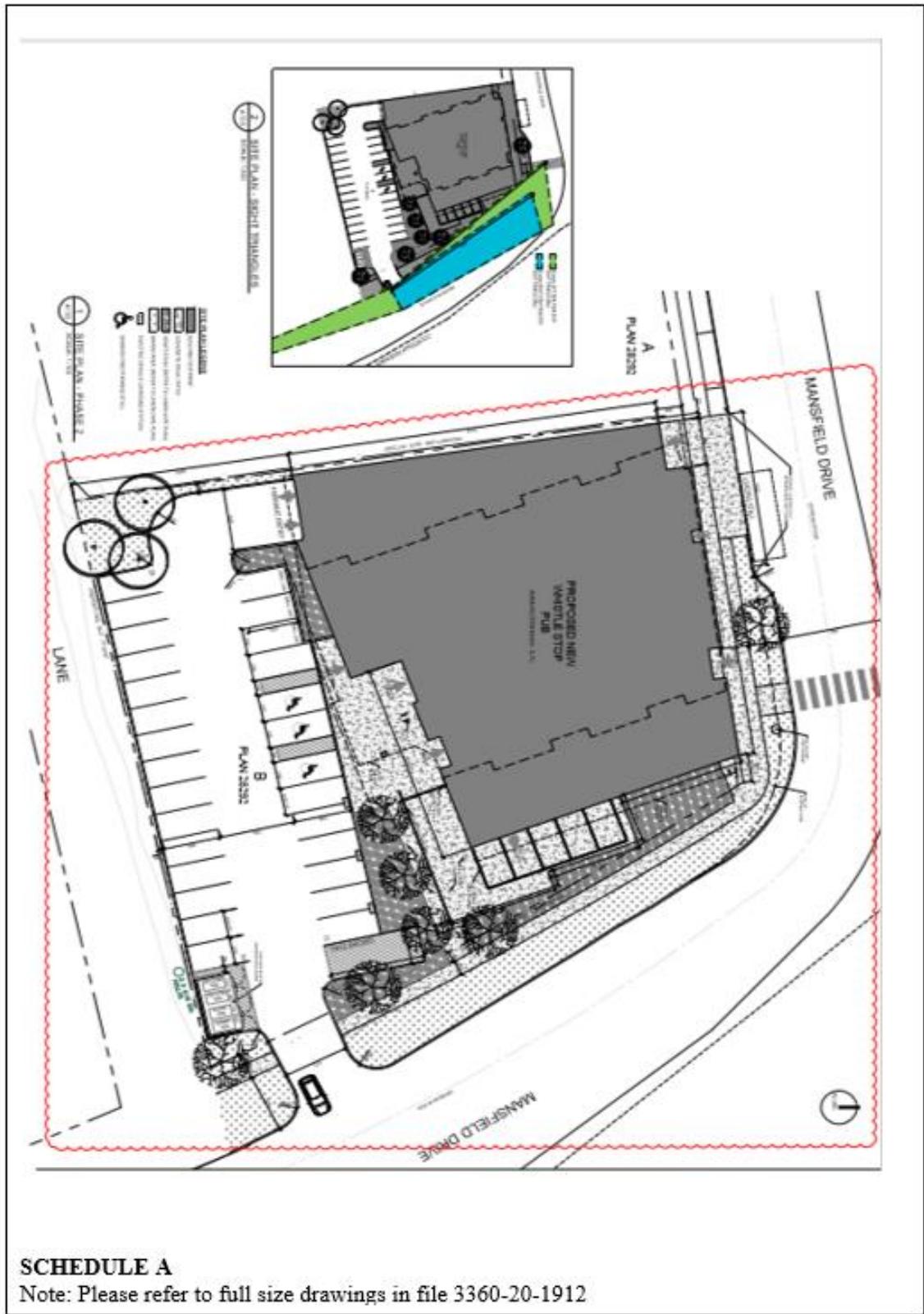
8.55.9 Accessory Structures

Shall not be permitted except for waste and recycling facilities.

8.55.10 Off-Street Parking and Loading

Off-street parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw except:

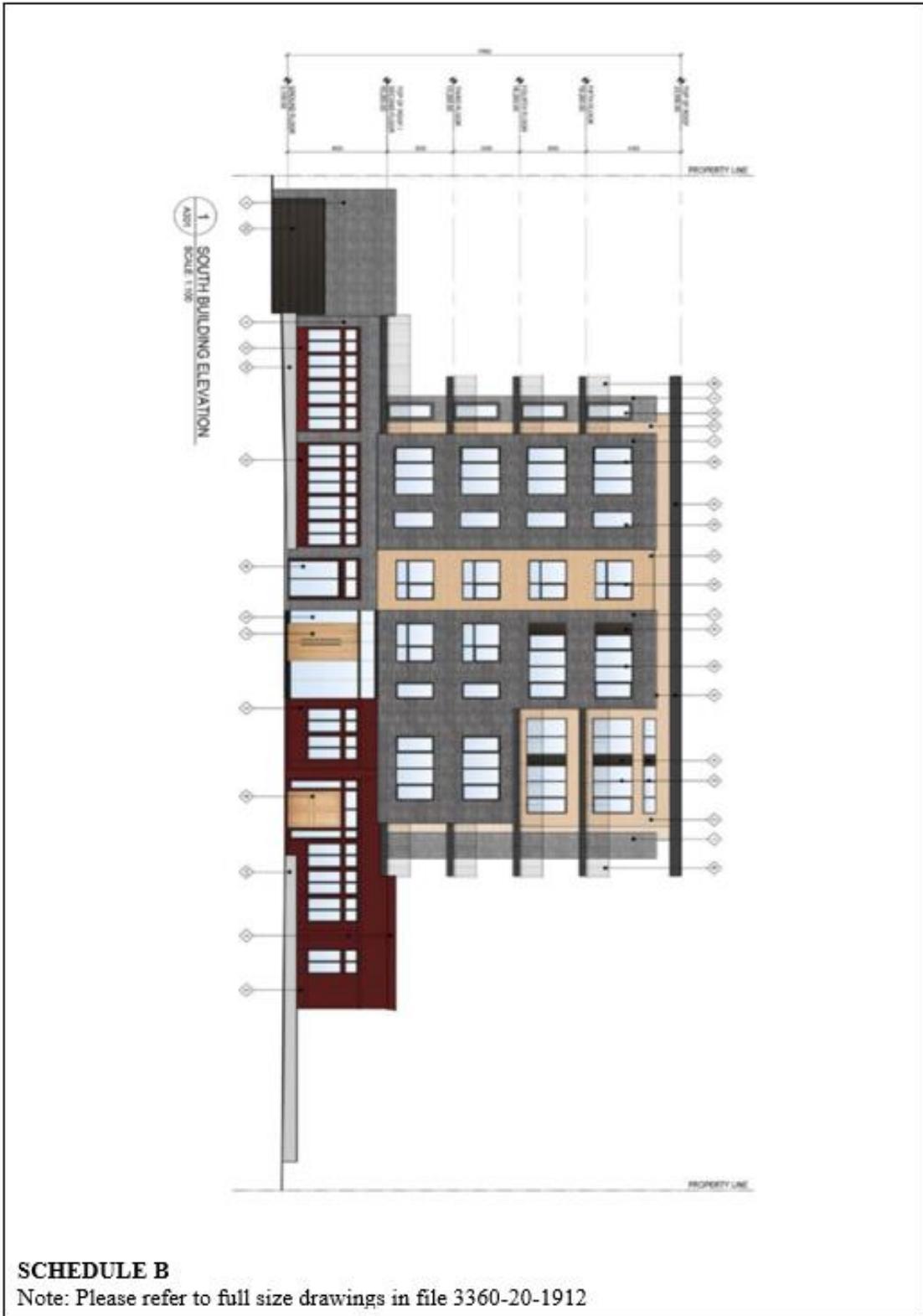
- (1) For *Multi Residential* uses parking shall be provided at a rate of 1.1 parking spaces per *dwelling unit* inclusive of visitor parking;
- (2) For *Liquor Store* use parking shall be provided at a rate of 1 space per 20m² of *floor area*; and
- (3) For *Neighborhood Pub* use parking shall be provided at a rate of 1 space per 6 seats.

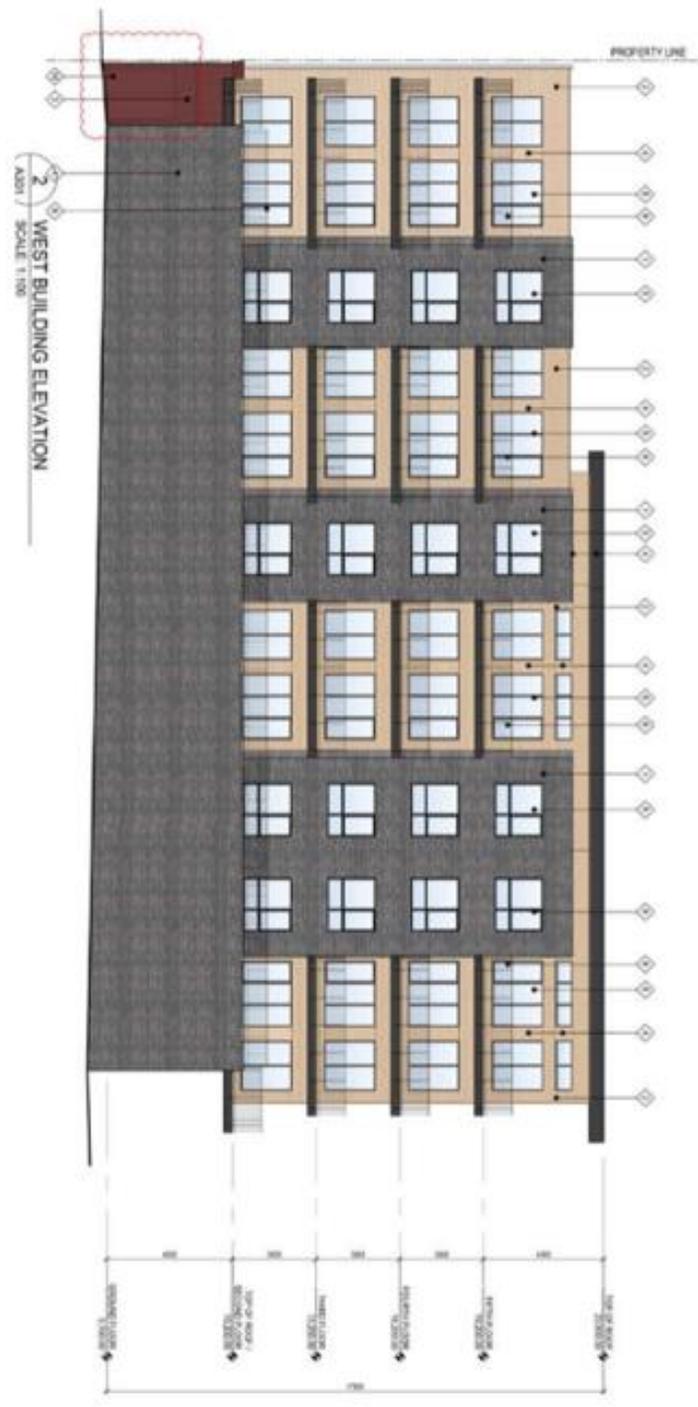




SCHEDULE B

Note: Please refer to full size drawings in file 3360-20-1912



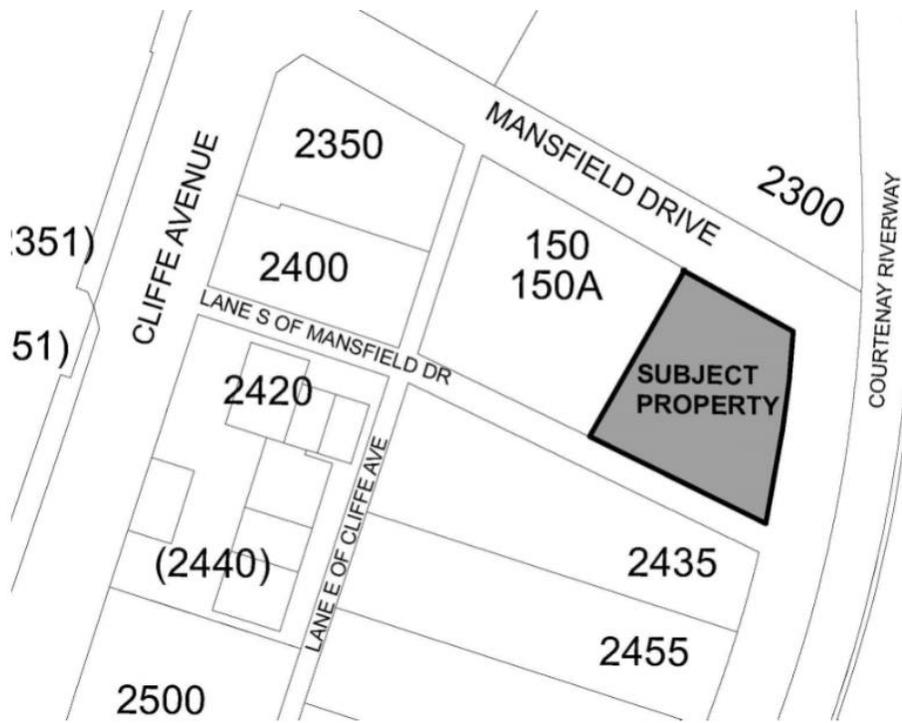


SCHEDULE B

Note: Please refer to full size drawings in file 3360-20-1912



Attachment B



Subject Property Map

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 3009

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 3009, 2020**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) Amending Division 8 – Classification of Zones through the addition of:

Part 1 – Residential One E Zone (R-1E) as attached in **Attachment A**.
 - (b) by rezoning That Part of Lot 9 of District Lot 104, Comox District, Plan 2317 Shown Outlined in Red on Plan 627R as shown in bold outline on **Attachment B** which is attached hereto and forms part of this bylaw, from Residential Two (R-2) to Residential One E (R-1E).
 - (c) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 19th day of October, 2020

Read a second time this 19th day of October, 2020

Published in two editions of the Comox Valley Record on the 2nd day of December, 2020 and the 9th day of December, 2020

Considered at a Public Hearing this 16th day of December, 2020

Read a third time this 18th day of January, 2021

Finally passed and adopted this day of , 2021

Mayor

Corporate Officer

Attachment A

Part 1 – Residential One E Zone (R-1E)

8.1.55 Intent

The R-1E zone is intended to provide appropriate zoning for compact infill residential development.

8.1.56 Permitted Uses

In the R-1E Zone, the following uses and development are permitted and all other uses are prohibited within the area identified on Schedule 8, Zoning Map, except as otherwise noted by this bylaw:

- (1) *Single residential dwelling*
- (2) *Secondary suite* located on a lot with an area of not less than 450 m²
- (3) *Secondary residence* located on a lot with an area of not less than 600 m², despite lot size requirements elsewhere in this Bylaw
- (4) *Carriage house* located on a lot with an area of not less than 600 m², with a total floor area of no more than 90 m²
- (5) *Home occupation*
- (6) *Accessory buildings and structures*

8.1.57 Density

- (1) Minimum Lot Size: A lot shall have an area of not less than 300 m²
- (2) Floor Area Ratio: The maximum permitted floor area ratio (FAR) is 0.7

8.1.58 Minimum Lot Frontage

A lot shall have a frontage of not less than 10 m except for a corner lot, where the frontage shall be not less than 13 m. In the case of a lot fronting the bulb of a cul-de-sac, the frontage is measured at the front yard setback line

8.1.59 Lot Coverage

The maximum *lot coverage* shall not exceed 40%

8.1.60 Setbacks

Except where otherwise specified in this bylaw the following minimum building setbacks shall apply:

- (1) Front yard: 6.0 m except that steps, landings, ramps, railings, decks, patios, awnings and covered entry features up to 3.5m in total width and up to 3.0m in height may project up to 1.0m into the front yard setback
- (2) Rear yard: 6.0 m except:

- i. steps, landings, ramps, railings, decks, patios, awnings and covered entry features up to 3.5m in total width and up to 3.0m in height may project up to 1.0m into the rear yard setback, and
 - ii. 1.5 m for a *carriage house* where it is accessed from a lane, where i. above does not apply
- (3) Side yard: 1.5 m except:
 - i. where a *side yard* flanks a street, excluding a lane, in which case, the minimum distance shall be 3.0 m, and
 - ii. where a secondary residence or carriage house behind the principal building lacks side or rear street or laneway access, the minimum side yard setback distance for the principal building on one side shall be 3.0m.

8.1.61 Height of Buildings

- (1) The *height* of a principal building shall not exceed 8.0 m
- (2) The *height* of a secondary residence building or carriage house shall not exceed 6.5 m

8.1.62 Accessory Buildings and Structures

- (1) Shall not exceed 4.5 m in *height*
- (2) Shall have a total *building area* not exceeding 45 m²
- (3) Shall be permitted in the side and *rear yard* provided they shall conform to all relevant siting regulations of this bylaw
- (4) Shall be permitted at the front of a principal *residence* provided they shall conform to all relevant siting regulations of this bylaw
- (5) Shall not be located within 1.5 m from the side and rear *lot line* except where the side or rear yard flanks a *street*, excluding a lane, in which case the minimum *yard* distance shall be 4.5 m

8.1.63 Off-Street Parking

- (1) Except as provided in this section, off-*street* parking shall be provided and maintained in accordance with the requirements of Division 7 of this bylaw
- (2) No more than 50% of the front yard area shall be used for off-*street* parking
- (3) Where a parking aisle is a strata access road, the minimum parking aisle width shall not exceed 6.5m
- (4) Where two secure, covered bicycle parking spaces are provided on a lot, the minimum number of vehicle parking spaces for a primary residence on the lot may be reduced by one space, except:
- (5) In the case of a strata lot, where 0.5 common property visitor parking spaces and two secure, covered bicycle parking spaces are provided per lot, the minimum number of vehicle parking spaces for primary residences on each strata lot may be reduced by one space

8.1.64 Landscaping and Screening

In addition to the Landscape Requirements identified in Division 6, Part 14 of this bylaw, the following landscape requirements shall be met:

- (1) A vegetated buffer that will reach a minimum of 3.0m in height upon maturity shall be provided and maintained to the satisfaction of the City on all pre-existing property lines adjoining all other adjoining properties

