

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

Date: June 21, 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 COVID-19 pandemic, and in accordance with Ministerial Order No. M192/2020 and the Class Order (mass gatherings), Council meetings will be conducted virtually and live-streamed on the City of Courtenay's YouTube channel.

K'OMOKS FIRST NATION ACKNOWLEDGEMENT

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4.4. Public Works Services

4.4.1. Presentation - Comox Valley Transit Infrastructure Study

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Presentation by:

- Mike Zbarsky, Manager of Transit and Facilities, Comox Valley Regional District
- Dan Casey, Transportation Planner, Urban Systems
- James Wadsworth, Project Development Manager, BC Transit

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

5.1. 2021 Union of BC Municipalities (UBCM) Appointment Book

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Staff Note: Ministerial Meetings will be scheduled via conference call the week prior (September 7th-13th, 2021) to the 2021 UBCM Virtual Convention; meeting request deadlines are as follows:

- Honourable John Horgan, Premier and Provincial Cabinet Minister Meetings
 - Deadline for submission: Wednesday, June 30th
- Honourable Josie Osborne, Minister of Municipal Affairs Meetings
 - Deadline for submission: Wednesday, June 30th
- Provincial Ministries, Agencies, Commissions, and Corporations (MACC) Staff Meetings
 - Deadline for submission: Friday, August 13th

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.1. Briefing Note - 6th Street Multi-Use Active Transportation Bridge - 2021 UBCM Convention

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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. Councillor Hillian - Kus-kus-sum Tax Exemption

“Whereas on June 12th, 2017, Courtenay City Council unanimously approved support in principle for a land partnership with K’ómoks First Nation and Project Watershed to facilitate the restoration of the Kus-kus-sum lands, based on indigenous reconciliation and the significant aesthetic, recreational, environmental and economic benefit to the City in the form of flood mitigation, green space and restored fish habitat; and

Whereas Courtenay City Council also agreed to support the fundraising campaign towards purchase of the lands by approving grant funding to cover municipal taxation during the period of the Project Watershed lease, starting in fiscal year 2018; and

Whereas the fundraising campaign has been successful, with title to the Kus-kus-sum lands now held by Project Watershed pending K’ómoks First Nation and the City of Courtenay assuming co-ownership;

Therefore be it resolved that Council approve payment of a grant to Project Watershed from current gaming funds in the amount of \$68,761.26., said amount to be applied to the current property taxes on the Kus-kus-sum lands, located at 1901 Comox Road; and

Be it further resolved that the Kus-kus-sum property be added to the list of permissive tax exemptions for the application of a 100% exemption effective in all future years.”

8.2. In Camera Meeting

THAT a Special In-Camera meeting closed to the public will be held June 21st, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (g) litigation or potential litigation affecting the municipality;
- 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- 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;
- 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

- 10.1. Mayor Wells - Notice of Motion - Full Service Hospital for Central and North Island at Nanaimo Regional General Hospital

"WHEREAS the Council of the City of Courtenay supports the March 9th, 2021 Regional District of Nanaimo resolution "Full Service Hospital for Central and North Island at Nanaimo Regional General Hospital";

THEREFORE BE IT RESOLVED THAT Council direct staff to write a letter to the Honourable John Horgan, Premier; the Honourable Adrian Dix, Minister of Health; and the Honourable Selina Robinson, Minister of Finance; requesting the Province of British Columbia commit to a plan and timeline of five to eight years for a new patient tower and diagnostic treatment centre, including cardiac services and cardiac cath lab, and a new full-service cancer centre at Nanaimo Regional General Hospital; and,

THAT a meeting be requested with the Honourable Adrian Dix, Minister of Health; and the Honourable Josie Osborne, Minister of Municipal Affairs to speak to the necessity of a full service hospital at the Nanaimo Regional General Hospital to better serve the medical needs of Central and North Island community members."

11. NEW BUSINESS

12. BYLAWS

13. ADJOURNMENT

Minutes of a Regular Council Meeting

Meeting #: R11/2021
Date: June 7, 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: G. Garbutt, CAO, via video/audio conference
D. Bardonnex, Fire Chief, via video/audio conference
I. Buck, Director of Development 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
R. Matthews, Executive Assistant/Deputy Corporate Officer, via video/audio conference
E. Gavelin, Network Technician, via video/audio conference

The Mayor respectfully acknowledged the lands on which the meeting was conducted is the unceded traditional territory of the K'ómoks First Nation.

Due to the COVID-19 pandemic, and in accordance with Ministerial Order No. M192/2020 and the Class Order (mass gatherings), Council meetings are conducted virtually and live-streamed on the City of Courtenay's YouTube channel.

1. ADOPTION OF MINUTES

1.1 Adopt May 17th, 2021 Regular Council meeting minutes (0570-03)

Moved By Cole-Hamilton

Seconded By Morin

THAT the May 17th, 2021 Regular Council meeting minutes be adopted.

Carried

1.2 Adopt May 31st, 2021 Committee of the Whole meeting minutes (0570-03)

Moved By Cole-Hamilton

Seconded By Morin

THAT the May 31st, 2021 Committee of the Whole meeting minutes be adopted.

Carried

1.3 Adopt May 31st, 2021 Special Council meeting minutes (0570-03)

Moved By Cole-Hamilton

Seconded By Morin

THAT the May 31st, 2021 Special Council meeting minutes be adopted.

Carried

2. INTRODUCTION OF LATE ITEMS

3. DELEGATIONS

3.1 Truck Loggers Association

Bob Brash, Executive Director, Truck Loggers Association, presented an overview of the value and importance of timber harvesting in Courtenay and the issues currently facing the forestry industry.

3.2 Hearth, Patio & Barbecue Association of Canada (HPBA Canada)

Jeff Loder, Director of Public Affairs, Hearth, Patio and Barbecue Association of Canada (HPBA Canada) presented information to Council regarding HPBA Canada's proposal for an Air Quality Improvement Plan. The Plan includes the following three pillars:

Pillar 1: Sustainable, dry and seasoned wood supply for clean burning

Pillar 2: General and targeted residential exchange program; and,

Pillar 3: Comprehensive public education and training programs.

The delegation requested Council to direct staff to work with HPBA Canada to implement the Air Quality Improvement Plan, provide financial assistance and in-kind support (where possible) recognizing the commitment of industry to lead and invest in the initiative, and revoke Part (19) "Solid Fuel Burning Appliance" from Building Bylaw No. 3001, 2020.

4. STAFF REPORTS/PRESENTATIONS

4.1 CAO and Legislative Services

4.1.1 19 Wing Mutual Aid Agreement - Fire Services (2240-20/7200-20)

Moved By Hillian

Seconded By Morin

THAT based on the June 7th, 2021 staff report "19 Wing Mutual Aid Agreement - Fire Services", Council approve OPTION 1 and the attached agreement between the City and the Minister of National Defence (19 Wing); and,

THAT the Mayor and Corporate Officer be authorized to execute the agreement on behalf of the City.

Carried

5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

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

7.1 Councillor Hillian

Councillor Hillian participated in the following events:

- Comox Strathcona Regional Hospital District Chairs meeting with Island Health
- BC Small Business Awards Week events
- K'ómoks First Nation Main Treaty Table meeting
- Comox Strathcona Hospital District Agenda Review meeting
- Meeting with local business operator regarding social issues in downtown Courtenay
- Comox Valley Sewage Commission Agenda Review meeting
- *Indigenous Awareness and Indigenous Relations Corporate Virtual Training* Online Course hosted by CVRD (Session #2)
- Comox Valley Community Justice Centre Committee meeting
- Comox Valley Sewage Commission meeting
- CVRD Board meeting (2 Total)
- Meeting with business owner regarding development application
- Comox Strathcona Regional Hospital District (CSRHD) Board meeting
- Comox Valley Coalition to End Homelessness leadership meeting
- CSRHD Chair & Vice-Chair meeting with Island Health
- Climate Caucus Elected Officials call
- Community Conversation re Men's Health and Wellness
- Meeting with citizen regarding traffic safety
- Downtown Courtenay Business Improvement (DCBIA) Annual General Meeting (AGM)
- Comox Valley Community Justice Centre Board meeting
- Meeting with the Honourable David Eby, Attorney General and Minister Responsible for Housing, regarding homelessness and street disorder
- Comox Valley Recreation Commission meeting
- K'ómoks First Nation (KFN) Chief & Council meeting with CVRD
- Meeting regarding air quality
- Association of Vancouver Island Coastal Communities (AVICC) Annual Convention (Virtual)
- Day one of Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show (Virtual)
- Community Vigil at Simms Park to honour the 215 First Nations children

Councillor Hillian mentioned the Association of Vancouver Island Coast Communities (AVICC) Convention (May 28th, 2021) and Federation of Canadian Municipalities (FCM) Conference & Trade Show (May 31st to June 4th, 2021) that were held virtually this year due to the COVID-19 pandemic.

Councillor Hillian also mentioned that he will be bringing forward a resolution to the June 21st, 2021 Regular Council meeting regarding property taxes for Kus-kus-sum (1901 Comox Road).

7.2 Councillor Morin

Councillor Morin participated in the following events:

- Comox Valley Substance Use Committee meeting
- Comox Valley Food Policy Council meeting
- Official Community Plan (OCP) stakeholder session: Food Systems Chapter
- Downtown Courtenay Business Improvement Association (DCBIA) Annual General Meeting (AGM)
- CVRD Regional Poverty Reduction 'Game Changer' workshop
- Comox Valley Recreation Commission meeting
- CVRD Board meeting
- Comox Valley Arts Community Roundtable
- Community Action Team (ACT) meeting with guest MP Gord Johns
- Association of Vancouver Island Coastal Communities (AVICC) Annual Convention (Virtual)
- Cumberland Community Forest Society's *Beaver Stories, Science, and Stewardship Science Pub* (Virtual)
- Community Vigil at Simms Park to honour the 215 First Nations children

Councillor Morin congratulated Daniel Arbour, Electoral Area A Director, CVRD, who has been elected to the Federation of Canadian Municipalities (FCM) Board.

7.3 Mayor Wells

Mayor Wells reviewed his attendance at the following events:

- Community Vigil at Simms Park to honour the 215 First Nations children
- Missing and Murdered Indigenous Women and Girls and 2-Spirit People (MMIWG2S) event at Simms Park
- Mothers Against Drunk Driving (MADD) Crashed Car display
- James Francis "Stocky" Edwards 100th Birthday celebration

8. RESOLUTIONS OF COUNCIL

8.1 In Camera Meeting

Moved By Cole-Hamilton

Seconded By McCollum

That a Special In-Camera meeting closed to the public will be held June 7th, 2021 at the conclusion of the Regular Council Meeting pursuant to the following subsections of the *Community Charter*:

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

Carried

9. UNFINISHED BUSINESS

10. NOTICE OF MOTION

11. NEW BUSINESS

12. BYLAWS

12.1 For Third and Final Adoption

12.1.1 Zoning Amendment Bylaw No. 3027, 2021 (1814 Grieve Avenue)

Moved By Morin

Seconded By Cole-Hamilton

THAT "Zoning Amendment Bylaw No. 3027, 2021" pass third reading.

Carried

Moved By Hillian

Seconded By Cole-Hamilton

THAT "Zoning Amendment Bylaw No. 3027, 2021" be finally adopted.

Carried

12.2 For Final Adoption

12.2.1 City of Courtenay Municipal and Regional District Tax Levy Bylaw No. 3041, 2021

Moved By McCollum

Seconded By Cole-Hamilton

THAT "City of Courtenay Municipal and Regional District Tax Levy Bylaw No. 3041, 2021" be finally adopted.

Carried

13. ADJOURNMENT

Moved By Cole-Hamilton

Seconded By Morin

THAT the meeting now adjourn at 5:59 p.m.

Carried

CERTIFIED CORRECT

Deputy Corporate Officer

Adopted this 21st day of June, 2021

Mayor



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Summer Meeting Schedule - 2021

File No.: 0570-01
Date: June 21, 2021

PURPOSE:

The purpose of this report is to consider amending the summer Council meeting schedule.

CAO RECOMMENDATIONS:

THAT based on the June 7th, 2021 staff report "Summer Meeting Schedule – 2021", Council approve OPTION 1 and cancel the following scheduled meetings:

- August 3rd, 2021 Regular Council meeting
- August 16th, 2021 Regular Council meeting
- August 31st, 2021 Committee of the Whole meeting; and,

THAT a Regular Council meeting be scheduled on July 26th, 2021 in place of the July 26th, 2021 Committee of the Whole meeting.

Respectfully submitted,

Geoff Garbutt, M.P.I., MCIP, RPP
Chief Administrative Officer

BACKGROUND:

Council, beginning in 2001 has historically passed a resolution to reduce the number of meetings during the months of July and August. Since that time, this reduced schedule has been recommended and implemented annually, with no issues related to a reduction in City services identified to date.

DISCUSSION:

Under the current schedule pursuant to Council Procedure Bylaw No. 2730, 2013, there are two Council meetings and one Committee of the Whole (COW) meeting per month with the exception of December as such a motion of Council is required to make adjustments to the annual schedule.

The proposed amendments vary from previous years as they seek to better meet operational needs of the community, acknowledge and mitigate the efficiency impacts of holidays in August, and concentrate work in an efficient manner.

Cancel August Meetings

As previously mentioned, the Council meeting calendar is determined by the *Courtenay Procedure Bylaw* however, the practice and benefits of a “summer break” has been realized by local governments throughout the province for some time with little-to-no service impact. The challenge with maintaining consistently the schedule of two Council meetings and one COW a month throughout the summer is the impact of not only the holidays of Council and Courtenay staff but the compounding impact on efficiency due to limited resources available at other municipalities and organizations during the summer months for the same reasons. With sufficient notice, creating a scheduled Council meeting break in the month of August would enable the City to better align resource availability with other stakeholders as staff would more likely schedule their vacation time during August when their absence would have the least operational impact.

Change the July 26th COW to a Council Meeting

Staff are mindful that there may be some impact to development processing timelines as a result of this change. However, it is difficult at this time to anticipate and mitigate all impacts as many applications are still working through the review process. To offset some anticipated impacts of cancelling the meetings scheduled in August staff propose changing the July 26th COW to a regular Council meeting. Should this change be approved, any unanticipated impacts on development timelines can likely be mitigated through changes to the public hearing schedule in September. Should this amendment be approved staff will monitor rezoning processes to determine if additional public hearings are required.

Proposed Summer Schedule

If approved, the revised schedule for July and August would be as follows

- July 5th, 2021 Regular Council meeting
- July 19th, 2021 Regular Council meeting
- July 26th, 2021 Regular Council meeting
- August – No meetings

The Council meeting schedule would return to normal on Tuesday, September 7th, 2021.

Council always has the option to call a special meeting if required.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ADMINISTRATIVE IMPLICATIONS:

The reduced meeting schedule in August reduces staff time spent on preparing Council and Committee of the Whole reports, meeting agendas and minutes, and allows for a scheduled seasonal break with minimal operational impacts, and focus on other strategic priorities and projects.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- Communicate appropriately with our community in all decisions we make

OFFICIAL COMMUNITY PLAN REFERENCE:

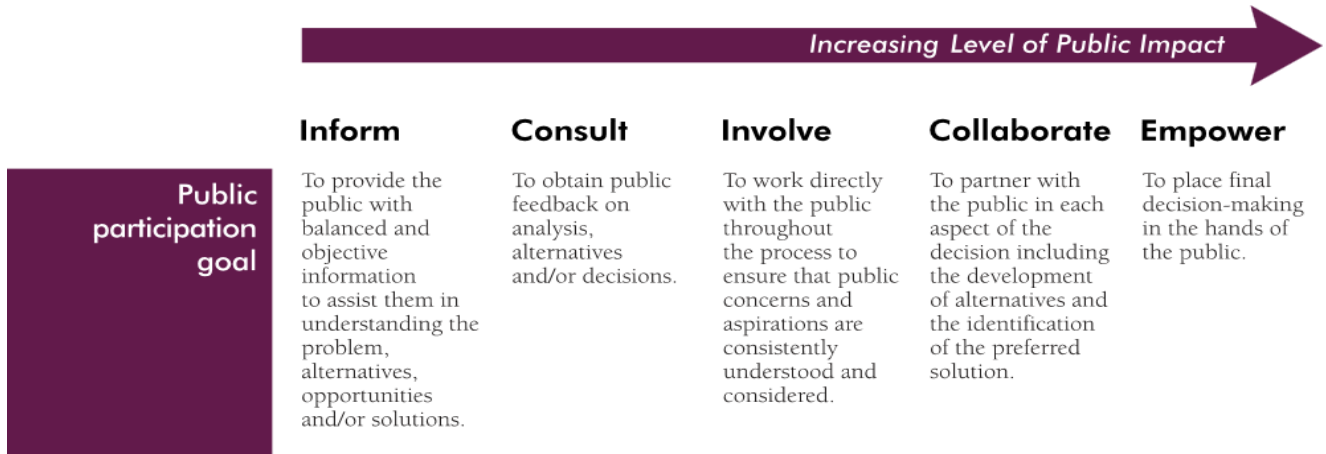
None.

REGIONAL GROWTH STRATEGY REFERENCE:

None.

CITIZEN/PUBLIC ENGAGEMENT:

Changes to the Council meeting schedule will be posted on the City’s website. The public participation level of “Inform” is recommended.



OPTIONS:

OPTION 1: THAT based on the June 7th, 2021 staff report “Summer Meeting Schedule – 2021”, Council approve OPTION 1 and cancel the following scheduled meetings:

- August 3rd, 2021 Regular Council meeting
- August 16th, 2021 Regular Council meeting
- August 31st, 2021 Committee of the Whole meeting; and,

THAT a Regular Council meeting be scheduled on July 26th, 2021 in place of the July 26th, 2021 Committee of the Whole meeting. **(Recommended)**

OPTION 2: THAT Council cancel the following meetings as per historical practice:

- July 26th, 2021 Committee of the Whole
- August 30th Committee of the Whole.

OPTION 3: Cancel other meetings as Council so resolves.

Prepared by:



Rayanne Matthews, BCom
Executive Assistant/Deputy Corporate Officer



Kate O'Connell, MPP
Director of Corporate Support Services

Concurrence by:



Geoff Garbutt, M.PI., MCIP, RPP
Chief Administrative Officer



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Remedial Action - 1655 20th Street

File No.: 4020-20
Date: June 21, 2021

PURPOSE:

For Council to consider imposing a remedial action requirement in relation to the building at 1655 20th Street that has become a health and safety hazard.

CAO RECOMMENDATIONS:

RECOMMENDATION:

THAT based on the June 21, 2021 staff report "Remedial Action – 1655 20th Street", and pursuant to Division 12 of Part 3 of the *Community Charter* Council hereby resolves that:

1. The building located at 1655 20th Street, Courtenay British Columbia, legally described at Parcel "C" (DD 401114I) of Lot B, District Lot 230, Comox District, Plan 12188, PID 004-982-312 is considered to be in or creating an unsafe condition; and
2. The owner of the building is hereby ordered to take the following remedial action within 30 days of the receipt of notice of this Order:
 - a. Not relocate the building from the property; and
 - b. Board it up so as to prevent entry and occupancy of the building and bring it up to requirements of the Provincial building regulations and the City's Building Bylaw; or
 - c. Demolish and remove the building and contents in their entirety located on the property;

AND BE IT FURTHER RESOLVED that the Director of Development Services of the City of Courtenay BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owner, to carry out or have such work carried out and the expense charged to the owner. If unpaid on December 31 in the year in which the works are done, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

Geoff Garbutt, M.PI., MCIP, RPP
Chief Administrative Officer

BACKGROUND:

The subject property has been a bylaw enforcement issue for a number of years with Council ultimately declaring it a nuisance property pursuant to the City's *Nuisance Abatement and Cost Recovery Bylaw* on April 6, 2021.

Related specifically to the unsafe condition of the property, on March 4, 2021 City Fire and Building Officials attended the property at 1655 20th Street as part of an RCMP action. At that time the Manager of Building and Administrative Services noted several modifications made to the dwelling without permits. It was also found there was a change in use from the original construction of a single family dwelling to a boarding house, with a secondary suite. Based on these observations the building was deemed unsafe and a “No Occupancy” Notice was posted and a letter sent to the owner via process server (**see Attachment No. 1**) advising that the building was deemed unsafe and occupancy had been revoked. The owner and occupants have ignored the notice and the dwelling continues to be occupied.

Subsequently on May 10th, 2021 the City was advised a chimney had been removed. A City inspector attended the site and documented the removal. On May 13th, 2021 the City sent an additional letter to the owner via process server advising them that a permit would be required to undertake any work on the building. The owner was further instructed to secure the site to bring it into conformance with BC Building Code and the City’s Building Bylaw to make the site safe and correct the unsafe condition (**see Attachment No.2**) - this work has not been done.

DISCUSSION:

The owner attempted to apply for a demolition permit in early May indicating he was going to move the building to another location. However, the application did not meet City requirements. . The owner was contacted by City staff and provided with instructions and forms to properly submit the application (**see Attachment No. 3**). To date the owner has not responded to that request.

A follow up inspection was conducted on June 3rd, 2021 (**see photo in Attachment No.4**) where it was confirmed the required works, including securing the building have not been undertaken. It was also evident that the building continues to be occupied despite the previously issued “do not occupy” notice. Continued occupation of the dwelling in the absence of remedial action poses a significant health and safety risk to the building residents and any who may visit or attend the property.

As the City has not received an application to bring the building into compliance with the BC Building Code and City bylaws, or to demolish the building, staff request that Council proceed to impose remedial action as outlined in this report recommendation with respect to the health and safety hazard created by the unpermitted works.

FINANCIAL IMPLICATIONS:

Should Council issue the recommended remedial action requirement and the owner fails to satisfy the requirements by the date specified for compliance, the City will undertake the work with cost recoverable through property tax.

Additionally, if the owner fails to satisfy the requirements of the order the City may considering selling the property and retain from the proceeds the costs incurred to sell the property and any costs incurred to exercise the City’s power to recoup unpaid costs for the default of the owner noted above. The remaining proceeds would be returned to the owner.

ADMINISTRATIVE IMPLICATIONS:

Over the past 15 months (Feb 2020 – May 2021) City staff have spent an estimated 1300 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 steps to obtain permits to either demolish the building, or secure it and bring it into compliance with Provincial and City building requirements the City will continue to expend time addressing this property.

If the owner is not compliant with the remedial action requirements and the City undertakes the works additional staff time will be required to do the work with City forces or to administer a contract to undertake them.

ASSET MANAGEMENT IMPLICATIONS:

NA

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:

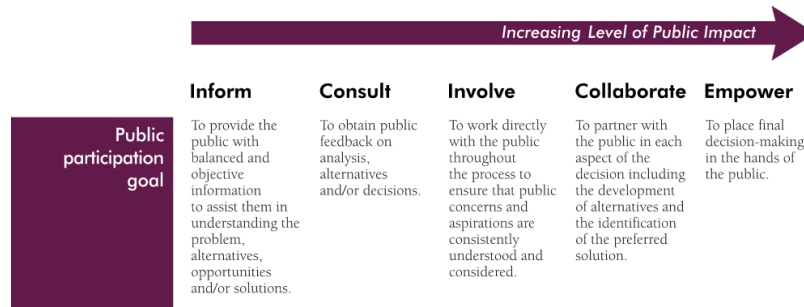
NA

REGIONAL GROWTH STRATEGY REFERENCE:

NA

CITIZEN/PUBLIC ENGAGEMENT:

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



Should Council issue a remedial action requirement, the owner will be sent a notice of the requirement and be given the opportunity to request that Council reconsider. Should the owner exercise this option, following the legislative requirements, they will be given the opportunity to make representation to Council.

OPTIONS:

OPTION 1

THAT based on the June 21, 2021 staff report "Remedial Action – 1655 20th Street", and pursuant to Division 12 of Part 3 of the *Community Charter* Council hereby resolves that:

1. The building located at 1655 20th Street, Courtenay British Columbia, legally described at Parcel "C" (DD 4011141) of Lot B, District Lot 230, Comox District, Plan 12188, PID 004-982-312 is considered to be in or creating an unsafe condition; and
2. The owner of the building is hereby ordered to take the following remedial action within 30 days of the receipt of notice of this Order:
 - a. Not relocate the building from the property; and
 - b. Board it up so as to prevent entry and occupancy of the building and bring it up to requirements of the Provincial building regulations and the City's Building Bylaw; or
 - c. Demolish and remove the building and contents in their entirety located on the property;

AND BE IT FURTHER RESOLVED that the Director of Development Services of the City of Courtenay BE AND IS HEREBY AUTHORIZED in default of such remedial measures being undertaken by the owner, to carry out or have such work carried out and the expense charged to the owner. If unpaid on December 31 in the year in which the works are done, the expense shall be added to and form part of the taxes to be paid on the real property as taxes in arrears or be collected as a debt.

OPTION 2

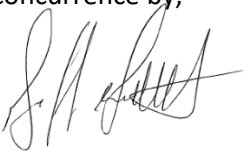
That Council refer this item back to staff and provide direction on enforcement expectations.

Prepared by,



Ian Buck, RPP, MCIP
Director of Development Services

Concurrence by,



Geoff Garbutt, M.Pl., MCIP, RPP
Chief Administrative Officer

Attachments:

Attachment No. 1 – Letter from Manager of Building and Administrative Services March 5, 2021

Attachment No. 2 – Letter from Manager of Building and Administrative Services May 13, 2021

Attachment No. 3 – Email correspondence with the owner

Attachment No.4 – Photo of property in use June 3, 2021

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

Amandio Santos
1781 Thurber Road
Comox, BC
V9M 1A4

Attention: Amandio Santos,

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

- 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 250-703-4862 or tsweeney@courtenay.ca.

Regards,



Trevor Sweeney, R.B.O
Manager of Building and Administrative Services

/ku

Attachment No. 2

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

Phone (250) 334-4441
Fax (250) 334-4241
building@courtenay.ca

File No. 3800-20

May 13, 2021

Amandio Santos
1781 Thurber Rd
Comox, BC
V9M 1A4

Re: 1655 20th Street

Dear Mr. Santos,

As originally noted on May 4th 2021, a Demolition Permit is required to complete work that was started to remove the chimney in addition to the removal of the deck and the prep work for the house to be moved. To date, an acceptable application has not been received. With the demolition having been started without a permit and subsequently having to be halted, has left the building in a state of unsafe partial deconstruction and this is compounded by the building and site not being adequately secured. As this is considered a demolition site the property must be brought into conformance with 8.2.1.3. of the BC Building Code. At this stage, the site is considered an unsafe condition as per 7.7(i) of Building Bylaw 3001, 2020. Failure to correct this unsafe condition carries with it the possibility of a \$500.00 per day fine, for every day that the building is permitted to be left in this condition. An application for demolition, measures ensuring the building is secure and conformance with the building code requirements for demolition sites is required immediately or fines under City's Building Bylaw will be applicable.

Thank you for your attention to these matters and if you have any questions or concerns of what is required do not hesitate to reach out to me, right away.

Regards,

Yours truly,



Trevor Sweeney, RBO
Building Manager

/ll

Attachment No 3. – email correspondence

-----Original Message-----

From: BuildingAlias
Sent: Wednesday, May 5, 2021 11:49 AM
To: [REDACTED]
Subject: 1655 20th Street - Permit Application

Good morning Amandio!

Thank you for your email. However, we do have a digital submission procedure in place - I have attached the information sheet for your use. We also require that the City of Courtenay application forms be submitted (you sent in a regional district application). I do believe you will need a hazmat survey as well.

I have created a digital upload link for you here: [REDACTED]
Please, when you have completed your submissions, you will need to respond to this email.

Thank you,

Kate

-----Original Message-----

From: PlanningAlias
Sent: Wednesday, May 5, 2021 11:36 AM
To: Sweeney, Trevor; BuildingAlias
Subject: FW: Attention Trevor

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, May 5, 2021 11:22 AM
To: PlanningAlias <planning@courtenay.ca>
Subject: Attention Trevor

Hello Trevor, please find the attached application to demolish for 1655 20th Street, Courtney

Regards
Amandio Santos

Attachment No 4 – Photo from June 3, 2021





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1870-06 [2020]

From: Chief Administrative Officer

Date: June 21, 2021

Subject: Financial Information Act - 2020 Statement of Financial Information (SOFI)

PURPOSE:

The purpose of this report is to request Council approval of the Statement of Financial Information for the year ended December 31, 2020.

POLICY ANALYSIS:

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

CAO RECOMMENDATIONS:

That based on the June 21, 2021 staff report "Financial Information Act – 2020 Statement of Financial Information", Council approve OPTION 1 and approve the City of Courtenay Statement of Financial Information for the year ended December 31, 2020.

Respectfully submitted,

Geoff Garbutt, M.Pl., MCIP, RPP
Chief Administrative Officer

BACKGROUND:

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

DISCUSSION:

Attached for Council's review and approval is the City of Courtenay Statement of Financial Information for the year ended December 31, 2020.

As prescribed by legislation, this annual report includes information on the City's audited financial statements, a schedule of remuneration and expenses for both Council and City employees, a schedule of payments made for supplies and services used by the City, as well as information on any active guarantee and indemnity agreements in place for the 2020 operational year.

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

FINANCIAL IMPLICATIONS:

N/A

ADMINISTRATIVE IMPLICATIONS:

Preparing the annual SOFI report for submission to Council utilizes resources from the Finance department.

ASSET MANAGEMENT IMPLICATIONS:

N/A

STRATEGIC PRIORITIES REFERENCE:

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

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

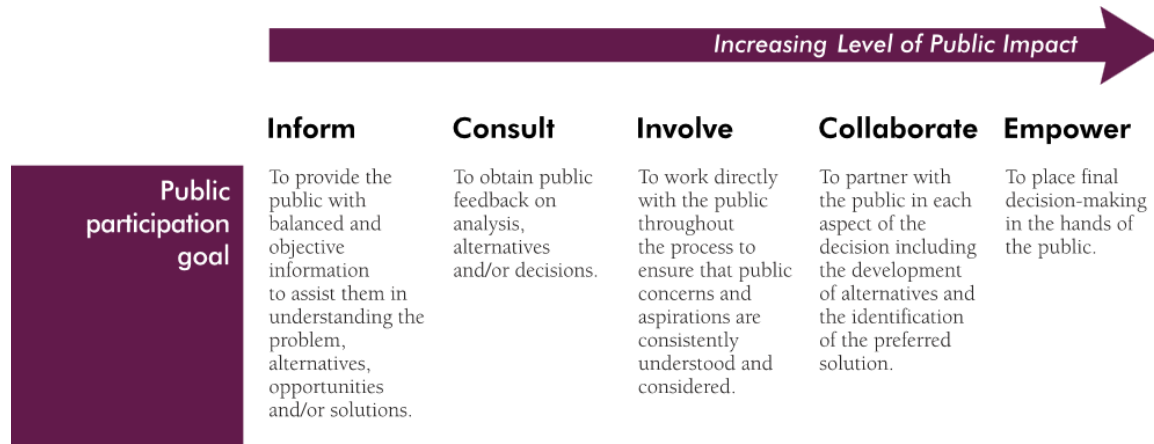
N/A

CITIZEN/PUBLIC ENGAGEMENT:

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

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

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



OPTIONS:

- 1: That Council approves the City of Courtenay Statement of Financial Information (SOFI) for the year ended December 31, 2020. (Recommended)
- 2: That Council request a subsequent report and not approve the 2020 Statement of Financial Information.

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:

Geoff Garbutt, M.PI., MCIP, RPP
Chief Administrative Officer

Attachment: City of Courtenay, Statement of Financial Information for the year ended December 31, 2020



**THE CORPORATION OF
THE CITY OF COURTENAY**

**Statement of Financial Information
For the Year Ended December 31, 2020**

STATEMENT OF FINANCIAL INFORMATION

For the Year Ended December 31, 2020

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MANAGEMENT REPORT

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

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

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

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

On behalf of the Corporation of the City of Courtenay:



Jennifer Nelson, CPA, CGA
Director of Financial Services
June 17, 2021

To the Mayor and Council of the City of Courtenay:

Opinion

We have audited the consolidated financial statements of the City of Courtenay (the "City"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net financial assets and cash flows and related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2020, and the results of its consolidated operations, changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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

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

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

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

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

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

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

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Courtenay, British Columbia

April 26, 2021

MNP LLP

Chartered Professional Accountants

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020**

STATEMENT A

| | 2020 | 2019 |
|--|----------------|----------------|
| FINANCIAL ASSETS | | |
| Cash on Hand and on Deposit (Schedule 5) | \$ 27,062,580 | \$ 23,580,932 |
| Receivables (Note 1j) | 3,763,857 | 3,512,739 |
| Term Deposits (Schedule 5) | 35,807,364 | 26,013,489 |
| | 66,633,801 | 53,107,160 |
| FINANCIAL LIABILITIES | | |
| Accounts Payable (Note 1k) | 10,888,816 | 8,267,696 |
| Trust and Other Deposits | 6,049,909 | 6,150,397 |
| Deferred Revenue - Development Cost Charges (Note 7) | 8,885,487 | 7,138,260 |
| Deferred Revenue - Other (Note 9) | 2,709,157 | 2,851,913 |
| Long-Term Debt (Schedule 4) | 11,569,753 | 10,043,266 |
| | 40,103,122 | 34,451,532 |
| NET FINANCIAL ASSETS | 26,530,679 | 18,655,628 |
| NON-FINANCIAL ASSETS | | |
| Inventories | 225,880 | 226,853 |
| Prepaid Expenses | 337,153 | 378,060 |
| Tangible Capital Assets (Note 13 & Schedule 3) | 163,018,502 | 159,448,579 |
| | 163,581,535 | 160,053,492 |
| ACCUMULATED SURPLUS (Schedule 2) | \$ 190,112,214 | \$ 178,709,120 |

CONTINGENT LIABILITIES AND COMMITMENTS (NOTE 2)

SIGNIFICANT EVENT (NOTE 16)



Jennifer Nelson, CPA, CGA
Director of Financial Services

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2020**

| REVENUE | 2020 Budget (Note 14) | 2020 | 2019 |
|---|-----------------------------|--------------------|--------------------|
| Taxes for Municipal Purposes | 29,410,700 | 29,339,207 | 27,967,952 |
| Sale of Services | 16,470,200 | 16,897,139 | 16,594,427 |
| Revenue From Own Sources | 3,688,000 | 3,248,232 | 4,194,740 |
| Federal Transfers | 1,173,800 | 1,133,150 | 2,252,626 |
| Provincial Transfers | 1,797,800 | 4,905,398 | 1,542,312 |
| Other Local Government Transfers | 458,500 | 214,431 | 318,565 |
| Contributions | 417,200 | 3,972,685 | 11,524,248 |
| DCC Revenue | - | 399,898 | 394,111 |
| Investment Income and Taxation Penalties | 687,200 | 912,018 | 1,485,653 |
| Other | 389,500 | 418,646 | 380,782 |
| Gain on Sale of Tangible Capital Assets | 301,000 | 873,017 | 370,490 |
| TOTAL REVENUE | 54,793,900 | 62,313,821 | 67,025,906 |
| EXPENSES | | | |
| General Government Services | 6,774,313 | 5,904,766 | 5,938,079 |
| Protective Services | 10,903,029 | 10,328,314 | 9,412,733 |
| Transportation Services | 8,113,194 | 7,792,469 | 8,604,498 |
| Sewer and Water Facilities | 13,807,810 | 12,751,544 | 13,018,155 |
| Environmental Health Services | 3,925,099 | 3,748,053 | 3,691,353 |
| Public Health and Welfare Services | 388,197 | 398,208 | 367,008 |
| Environmental Development Services | 1,683,767 | 1,500,510 | 1,473,938 |
| Recreational and Cultural Services | 10,450,092 | 8,486,863 | 9,761,840 |
| TOTAL EXPENSES | 56,045,500 | 50,910,727 | 52,267,604 |
| ANNUAL SURPLUS (DEFICIT) (Schedule 1) | (1,251,600) | 11,403,094 | 14,758,302 |
| ACCUMULATED SURPLUS AT BEGINNING OF YEAR | 178,709,120 | 178,709,120 | 163,950,818 |
| ACCUMULATED SURPLUS AT END OF YEAR | 177,457,520 | 190,112,214 | 178,709,120 |

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020**

STATEMENT C

| | 2020 Budget (Note 14) | 2020 | 2019 |
|--|-----------------------------|----------------------|----------------------|
| ANNUAL SURPLUS | (1,251,600) | \$ 11,403,094 | \$ 14,758,302 |
| Acquisition of tangible capital assets | (11,780,600) | (6,526,289) | (10,255,188) |
| Amortization of tangible capital assets | 5,450,000 | 6,303,193 | 5,899,542 |
| Gains and other adjustments to tangible capital assets | - | (702,017) | (58,358) |
| Proceeds on sale of tangible capital assets | - | 1,031,484 | 444,725 |
| Developer tangible capital asset contribution | - | (3,676,300) | (9,601,154) |
| | <u>(6,330,600)</u> | <u>(3,569,929)</u> | <u>(13,570,433)</u> |
| Acquisition of supplies inventories | - | (546,879) | (759,264) |
| Acquisition of prepaid expense | - | (1,165,761) | (783,939) |
| Consumption of supplies inventories | - | 547,857 | 739,716 |
| Use of prepaid expense | - | 1,206,669 | 958,186 |
| | <u>-</u> | <u>41,886</u> | <u>154,699</u> |
| CHANGE IN NET FINANCIAL ASSETS | (7,582,200) | 7,875,051 | 1,342,568 |
| NET FINANCIAL ASSETS AT BEGINNING OF YEAR | <u>18,655,628</u> | <u>18,655,628</u> | <u>17,313,060</u> |
| NET FINANCIAL ASSETS AT END OF YEAR | <u>\$ 11,073,428</u> | <u>\$ 26,530,679</u> | <u>\$ 18,655,628</u> |

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

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 2020**

STATEMENT D

| | 2020 | 2019 |
|--|---------------|---------------|
| CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS | | |
| OPERATING TRANSACTIONS | | |
| Annual Surplus | 11,403,094 | 14,758,302 |
| Changes in non-cash items | | |
| Amortization | 6,303,193 | 5,899,542 |
| Change in receivables | (251,118) | 1,390,743 |
| Change in accounts payable | 2,621,120 | (1,596,131) |
| Change in trust and other deposits | (100,488) | (44,803) |
| Change in deferred revenue | 1,604,477 | 1,334,230 |
| Change in inventories | 973 | (19,543) |
| Change in prepaids | 40,907 | 174,248 |
| Net gains and other adjustments to tangible capital assets | (702,017) | (58,358) |
| Developer Tangible Capital Asset Contribution | (3,676,300) | (9,601,154) |
| Actuarial adjustment | (537,979) | (480,011) |
| | 16,705,862 | 11,757,065 |
| CAPITAL TRANSACTIONS | | |
| Cash used to acquire tangible capital assets | (6,526,289) | (10,255,188) |
| Proceeds on sale of tangible capital assets | 1,031,484 | 444,725 |
| | (5,494,805) | (9,810,463) |
| INVESTING TRANSACTIONS | | |
| Purchase of term deposits | (9,793,875) | 2,195,617 |
| Cash Provided by (applied to) Investing Transactions | (9,793,875) | 2,195,617 |
| FINANCING TRANSACTIONS | | |
| Repayment of long-term debt | (935,534) | (934,846) |
| Long-term debt proceeds | 3,000,000 | - |
| Cash applied to Financing Transactions | 2,064,466 | (934,846) |
| INCREASE IN CASH ON HAND AND ON DEPOSIT | 3,481,648 | 3,207,373 |
| CASH ON HAND AND ON DEPOSIT AT BEGINNING OF YEAR | 23,580,932 | 20,373,559 |
| CASH ON HAND AND ON DEPOSIT AT END OF YEAR | \$ 27,062,580 | \$ 23,580,932 |
| Interest paid on outstanding debt and included in annual surplus above | \$ 502,306 | \$ 579,943 |

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

PAGE 1 OF 15

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

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

(b) Revenue and Expense Recognition

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

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

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

Taxes for Municipal Purposes are recognized in the year levied.

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

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

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

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

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

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

PAGE 2 OF 15

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(b) Revenue and Expense Recognition (continued)

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

(c) Accrued Payroll Benefits

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

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

(d) Use of Estimates

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

(e) Non-financial assets

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

(f) Inventories

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

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Tangible Capital Assets

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

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

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

(h) Financial Instruments

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

(i) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2020. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(j) Receivables

Following is a breakdown of receivables outstanding at December 31, 2020 with 2019 comparatives:

| | 2020 | 2019 |
|--------------------------------------|------------------|------------------|
| Federal Government | \$ 137,384 | \$ 60,462 |
| Provincial Government | 353,991 | 655,431 |
| Regional and other Local Governments | 808,102 | 266,936 |
| Property Taxes | 1,015,435 | 1,190,930 |
| Other | 1,448,945 | 1,338,980 |
| Total Receivables | \$ 3,763,857 | \$ 3,512,739 |

(k) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2020 with 2019 comparatives:

| | 2020 | 2019 |
|--|-------------------|------------------|
| Federal Government | \$ 2,900,445 | \$ 1,985,207 |
| Provincial Government | 100,214 | 227,672 |
| Regional and other Local Governments | 2,182,594 | 920,250 |
| Employee Retirement Benefits (Note 11) | 1,150,700 | 1,138,000 |
| Trade and accrued liabilities | 4,554,863 | 3,996,567 |
| Total Accounts Payable | \$ 10,888,816 | \$ 8,267,696 |

(l) Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when; contamination exceeding an environmental standard exists, the City of Courtenay is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2020.

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

**THE CORPORATION OF THE CITY OF COURTENAY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

2. CONTINGENT LIABILITIES AND COMMITMENTS

(a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2020 Audited Financial Statements for specific information and detail.

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

| | |
|------|---------------------|
| 2021 | 1,003,032 |
| 2022 | 928,150 |
| 2023 | 850,236 |
| 2024 | 828,149 |
| 2025 | <u>671,616</u> |
| | <u>\$ 4,281,183</u> |

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

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

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

(d) As at December 31, 2020, there existed outstanding claims against the City. These claims have been referred to legal counsel and to the City’s liability insurers. It is not possible to determine the City’s potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

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3. PENSION LIABILITY

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local government.

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2.866 billion funding surplus for basic pension benefits on a going concern basis.

The City of Courtenay paid \$1,222,922 (2019 - \$1,138,310) for employer contributions to the plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

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

4. HOST FINANCIAL ASSISTANCE AGREEMENT

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

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

5. FEDERAL GAS TAX AGREEMENT FUNDS

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

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

Following is a schedule of Gas Tax receipts and disbursements received in 2020 with comparatives to 2019.

| | 2020 | 2019 |
|----------------------------------|--------------|--------------|
| Opening Balance of Unspent Funds | \$ 2,796,599 | \$ 1,954,704 |
| Additions: | | |
| Amounts Received During the Year | 1,133,150 | 2,252,626 |
| Interest Earned | 14,024 | 44,193 |
| Deductions: | | |
| Amount Spent on Projects | (1,392,812) | (1,454,924) |
| Closing Balance of Unspent Funds | \$ 2,550,961 | \$ 2,796,599 |

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

6. PROVINCIAL COVID-19 – SAFE RESTART GRANT

COVID-19 Safe Restart Grant for Local Governments was provided to local governments to assist with the increased operating costs and revenue short falls as a result of the Covid-19 pandemic. Covid-19 Safe Restart Grant may be used towards specific eligible costs for funding such as addressing revenue short falls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, computer and other technology costs, services for vulnerable persons.

The City of Courtenay received \$4,149,000 in Covid-19 Safe Restart Grant and reports the balance in a General Fund Reserve – New Works Covid-19 Restart Grant (Schedule 2) until it is used to fund the eligible costs. Interest is accrued and allocated monthly to the balance.

Following is a schedule of Covid-19 Safe Restart Grant receipts and disbursements received in 2020.

| | | 2020 |
|--|----|-------------|
| Safe Restart Grant Received | \$ | 4,149,000 |
| Additions: | | |
| Interest Earned | | 527 |
| Deductions: | | |
| Gaming Revenue Shortfall - Infrastructure Reserve contribution | | (320,000) |
| Gaming Revenue Shortfall - Police Contract | | (405,000) |
| Community Services Revenue Shortfalls | | (1,351,789) |
| Other Revenue Shortfalls | | (67,492) |
| Closing Balance of Unspent Funds | \$ | 2,005,246 |

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

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7. DEFERRED REVENUE - DEVELOPMENT COST CHARGES

In order to conform to the Public Sector Accounting Standards of CPA Canada, the unspent development cost charges have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2020 and 2019.

| | 2020 | | | | |
|--|---------------------|-------------------|---------------------|------------------|---------------------|
| | General | Water | Sewer | Sewer | |
| | Reserve | Utility | Utility | Utility | |
| | DCC | DCC | DCC | DCC | 2020 |
| | BL #2840 | BL #2840 | BL #2840 | BL #1638 | Total |
| Balance Forward | \$ 5,848,556 | \$ 376,436 | \$ 878,444 | \$ 34,823 | \$ 7,138,260 |
| Increases | | | | | |
| Interest | 28,751 | 1,897 | 4,509 | 166 | 35,323 |
| Other Contributions | 1,452,393 | 159,663 | 499,746 | | 2,111,802 |
| | <u>1,481,144</u> | <u>161,559</u> | <u>504,255</u> | <u>166</u> | <u>2,147,125</u> |
| Decreases | | | | | |
| Revenue Recognized to Fund Capital Projects | (138,600) | - | (261,298) | - | (399,898) |
| Reclassifications, redemptions, refunds | - | - | - | - | - |
| | <u>(138,600)</u> | <u>-</u> | <u>(261,298)</u> | <u>-</u> | <u>(399,898)</u> |
| Ending Balance Deferred Revenue - DCC | <u>\$ 7,191,100</u> | <u>\$ 537,996</u> | <u>\$ 1,121,402</u> | <u>\$ 34,989</u> | <u>\$ 8,885,487</u> |
| | | | | | |
| | 2019 | | | | |
| | General | Water | Sewer | Sewer | |
| | Reserve | Utility | Utility | Utility | |
| | DCC | DCC | DCC | DCC | 2019 |
| | BL #2840 | BL #2840 | BL #2840 | BL #1638 | Total |
| Balance Forward | \$ 5,115,312 | \$ 489,706 | \$ 619,834 | \$ 34,254 | \$ 6,259,106 |
| Increases | | | | | |
| Interest | 94,671 | 8,629 | 13,943 | 569 | 117,813 |
| Other Contributions | 1,104,938 | 118,567 | 360,427 | | 1,583,932 |
| | <u>1,199,609</u> | <u>127,196</u> | <u>374,370</u> | <u>569</u> | <u>1,701,744</u> |
| Decreases | | | | | |
| Revenue Recognized to Fund Capital Projects | (281,411) | - | (112,700) | - | (394,111) |
| Reclassifications, redemptions, refunds | (184,954) | (240,466) | (3,060) | - | (428,479) |
| | <u>(466,365)</u> | <u>(240,466)</u> | <u>(115,760)</u> | <u>-</u> | <u>(822,590)</u> |
| Ending Balance Deferred Revenue - DCC | <u>\$ 5,848,556</u> | <u>\$ 376,436</u> | <u>\$ 878,444</u> | <u>\$ 34,823</u> | <u>\$ 7,138,260</u> |

**THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

8. TRUST AND ENDOWMENT FUNDS

- (a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2020 and 2019, which has been excluded from the City's consolidated financial statements.

| CEMETERY PERPETUAL CARE FUND FINANCIAL POSITION | <u>2020</u> | <u>2019</u> | CEMETERY PERPETUAL CARE FUND FINANCIAL ACTIVITIES | <u>2020</u> | <u>2019</u> |
|--|-------------------|-------------------|--|------------------|------------------|
| Financial Assets | | | Revenue | | |
| Cash on Hand | \$ 122,996 | \$ 114,331 | Fees Levied | \$ 14,296 | \$ 16,331 |
| Investments - MFA | <u>248,799</u> | <u>246,720</u> | Interest Revenue | <u>3,358</u> | <u>6,910</u> |
| Liabilities | | | Expenditure | | |
| Interest Payable to City | <u>3,358</u> | <u>6,910</u> | Interest Expense | <u>3,358</u> | <u>6,910</u> |
| Net Financial Position | <u>\$ 368,437</u> | <u>\$ 354,141</u> | Excess Revenue over Expenditure | <u>\$ 14,296</u> | <u>\$ 16,331</u> |

9. DEFERRED REVENUE – OTHER

Other Deferred Revenue recorded in the Liability section of the City's Consolidated Financial Statements consists of the revenues related to business license revenue levied and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met. Following is a breakdown of the change in this balance for 2020 and 2019:

| | <u>2020</u> | <u>2019</u> |
|---------------------------------------|---------------------|---------------------|
| Opening Balance | \$ 2,851,913 | \$ 2,396,837 |
| Additions to Deferred Revenue | 1,880,852 | 2,016,817 |
| Revenue Recognized | (2,023,608) | (1,561,741) |
| | <u>2,709,157</u> | <u>2,851,913</u> |
| Ending Balance Deferred Revenue Other | <u>\$ 2,709,157</u> | <u>\$ 2,851,913</u> |

10. MFA DEBT RESERVE FUNDS

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2020 the City had debt reserve funds of \$363,044 (\$342,394 in 2019).

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

11. EMPLOYEE RETIREMENT BENEFIT LIABILITY

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee's life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2020 were based on an interest (discount) rate of 2.00% per annum (2019 – 2.60%) and an inflation rate of 2.5% for both 2020 and 2019. The total estimated employee retirement benefit liability at December 31, 2020 is \$1,150,700 (\$1,138,000 in 2019) and is included in the accounts payable balance on Statement A. Following is a breakdown of the benefit liability:

| | 2020 | 2019 |
|--|--------------|--------------|
| Accrued benefit liability at beginning of year | \$ 1,138,000 | \$ 1,023,500 |
| Expense | 151,500 | 145,200 |
| Benefit Payments | (138,800) | (30,700) |
| Accrued benefit liability at end of year | \$ 1,150,700 | \$ 1,138,000 |

12. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2020 revenues and expenses with 2019 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

General Government Services

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

Protective Services

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

Transportation Services

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

Environmental Health Services

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

Public Health and Welfare Services

Includes cemetery services.

Environmental Development Services

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

Recreational and Cultural Services

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

Water Utility Services

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

Sewer Utility Services

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

THE CORPORATION OF THE CITY OF COURTENAY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020

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13. TANGIBLE CAPITAL ASSET DETAILS

(See Schedule 3 for further details)

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded in the consolidated financial statements in 2020 is \$3,676,300 (\$9,601,154 in 2019).

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

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

**THE CORPORATION OF THE CITY OF COURTENAY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

14. RESTATEMENT OF 2020 BUDGET

The budget amounts presented throughout these consolidated financial statements are based upon the Five Year Financial Plan approved by Council on April 6, 2020 except in regard to budget amounts for amortization, tangible capital assets, and the use of debt, reserves and prior year surpluses.

The summary below shows the adjustments to the April 6, 2020 budget approved by Council and reflected in these consolidated financial statements:

Adjustments to 2020 Budgeted Annual Surplus

| | | |
|--|-----------|---------------------------|
| Budgeted Surplus per Council approved Budget | \$ | - |
| Purchase of Capital Assets | | 11,780,600 |
| Amortization Budgeted | | (5,450,000) |
| Transfer from Reserves | | (7,199,100) |
| Transfer to Reserves | | 4,381,200 |
| Use of Prior Year Surplus | | (2,699,800) |
| Debt Issues in Financial Plan | | (3,000,000) |
| Debt principle repayments in Financial Plan | | 935,500 |
| Budgeted Deficit per Consolidated Statement of Operations | \$ | <u>(1,251,600)</u> |

**THE CORPORATION OF THE CITY OF COURTENAY
 NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020**

15. CONTRACTUAL RIGHTS

Following is the breakdown of the contractual rights at December 31, 2020:

| Contractual Right with | Description of Contractual Right | 2021 | 2022 | 2023 | 2024 | 2025 | Total |
|------------------------------------|---|-------------|-------------|-------------|-------------|-------------|--------------|
| Courtenay Fire Protection District | Courtenay Fire Protection | 437,732 | 530,904 | 541,522 | 552,352 | 563,399 | \$ 2,625,910 |
| Comox Valley Regional District | Greater Merville Fire Protection | 256,140 | - | - | - | - | \$ 256,140 |

16. SIGNIFICANT EVENT

During the year, there was an outbreak of COVID-19 (coronavirus), which has had a significant impact on organizations through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, municipal operations and isolation/quarantine orders. At this time, the extent of the impact the COVID-19 outbreak may have on the City is unknown as it will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographical spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2020

SCHEDULE 1
(Note 12)
Page 1 of 2

| | General Government Services | | Protective Services | | Transportation Services | | Environmental Health Services | | Public Health and Welfare Services | |
|---------------------------------|-----------------------------|----------------------|-----------------------|-----------------------|-------------------------|---------------------|-------------------------------|---------------------|------------------------------------|--------------------|
| | 2020 | 2019 | 2020 | 2019 | 2020 | 2019 | 2020 | 2019 | 2020 | 2019 |
| REVENUE | | | | | | | | | | |
| Taxation | 26,070,165 | 24,761,750 | - | - | - | - | - | - | - | - |
| Sales of Services | - | - | 810,924 | 845,895 | - | - | - | - | - | - |
| Revenue from Own Sources | - | - | 1,558,585 | 1,006,190 | 85,353 | 146,581 | - | - | - | - |
| Government Transfers | 4,734,232 | 1,442,553 | 95,602 | 19,700 | 1,150,750 | 2,285,588 | - | - | 64,511 | 178,200 |
| Transfer from Other Funds | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | 126,362 | 83,439 | - | - | 142,320 | 134,623 | - | - | 149,964 | 162,720 |
| Other Contributions | 16,330 | 1,000 | - | - | 3,341,783 | 9,371,824 | - | - | - | - |
| Interest Earned | 836,741 | 1,208,264 | 8,133 | 25,106 | 27,194 | 91,493 | - | - | - | - |
| Gain on sale of TCA | 543,006 | 445 | - | - | 51,159 | 368,856 | - | - | - | - |
| Total Revenues | 32,326,836 | 27,497,451 | 2,473,244 | 1,896,891 | 4,798,559 | 12,398,965 | 3,565,976 | 3,437,934 | 214,475 | 340,920 |
| EXPENSES | | | | | | | | | | |
| Salaries and Benefits | 4,193,372 | 3,998,399 | 2,408,795 | 2,328,039 | 2,611,800 | 2,872,417 | 68,570 | 76,722 | 220,078 | 231,953 |
| Goods and Services | 1,234,537 | 1,341,527 | 7,577,103 | 6,740,553 | 1,698,043 | 2,515,574 | 3,242,308 | 3,242,629 | 139,555 | 100,244 |
| Depreciation | 331,243 | 310,475 | 328,646 | 340,679 | 3,317,490 | 3,063,889 | 376,526 | 345,952 | 38,575 | 34,811 |
| Administration Expense | (32,641) | (17,523) | (6,468) | (3,348) | 13,565 | 87,422 | - | - | - | - |
| Debt Servicing | 178,255 | 305,201 | 2,418 | 6,810 | - | - | 58,580 | 26,050 | - | - |
| Other Expenditures | - | - | 17,820 | - | 151,111 | 64,900 | 2,069 | - | - | - |
| Loss on Disposal of TCA | - | - | - | - | - | - | - | - | - | - |
| Total Expenses | 5,904,766 | 5,938,079 | 10,328,314 | 9,412,733 | 7,792,469 | 8,604,498 | 3,748,053 | 3,691,353 | 398,208 | 367,008 |
| ANNUAL SURPLUS (DEFICIT) | \$ 26,422,070 | \$ 21,559,372 | \$ (7,855,070) | \$ (7,515,842) | \$ (2,993,910) | \$ 3,794,467 | \$ (182,077) | \$ (253,419) | \$ (183,733) | \$ (26,088) |

THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
YEAR ENDED DECEMBER 31, 2020

SCHEDULE 1
(Note 12)
Page 2 of 2

| | Environmental Development Services | | Recreational and Cultural Services | | Water Utility Services | | Sewer Utility Services | | Consolidated | |
|---------------------------------|------------------------------------|---------------------|------------------------------------|-----------------------|------------------------|---------------------|------------------------|---------------------|----------------------|----------------------|
| | 2020 | 2019 | 2020 | 2019 | 2020 | 2019 | 2020 | 2019 | 2020 | 2019 |
| REVENUE | | | | | | | | | | |
| Taxation | - | - | - | - | 1,202,909 | 1,175,166 | 2,066,133 | 2,031,036 | 29,339,207 | 27,967,952 |
| Sales of Services | - | - | - | - | 7,079,917 | 7,043,027 | 5,440,322 | 5,267,571 | 16,897,139 | 16,594,427 |
| Revenue from Own Sources | 576,244 | 607,291 | 659,500 | 2,003,554 | 300,417 | 369,231 | 68,133 | 61,893 | 3,248,232 | 4,194,740 |
| Government Transfers | 69,388 | 52,797 | 138,296 | 124,665 | - | 10,000 | - | - | 6,252,979 | 4,113,503 |
| Transfer from Other Funds | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | - | - | - | - | - | - | - | - | 418,646 | 380,782 |
| Other Contributions | 114,105 | 116,608 | 73,171 | 112,063 | 484,667 | 1,205,524 | 342,527 | 1,111,340 | 4,372,583 | 11,918,359 |
| Interest Earned | 6,242 | 18,959 | 5,604 | 20,503 | 11,371 | 49,549 | 16,733 | 71,779 | 912,018 | 1,485,653 |
| Gain on sale of TCA | - | - | 1,150 | 1,189 | 277,702 | - | - | - | 873,017 | 370,490 |
| Total Revenues | 766,179 | 795,655 | 877,721 | 2,261,974 | 9,356,983 | 9,852,497 | 7,933,848 | 8,543,619 | 62,313,821 | 67,025,906 |
| EXPENSES | | | | | | | | | | |
| Salaries and Benefits | 1,121,195 | 1,040,755 | 4,614,311 | 5,206,229 | 900,393 | 989,438 | 462,808 | 583,588 | 16,601,322 | 17,327,540 |
| Goods and Services | 275,340 | 237,863 | 2,527,101 | 3,236,955 | 5,280,017 | 5,490,460 | 783,889 | 731,676 | 22,759,893 | 23,637,481 |
| Depreciation Expense | 1,267 | 2,533 | 1,021,205 | 973,555 | 521,187 | 478,666 | 367,054 | 348,982 | 6,303,193 | 5,899,542 |
| Debt Servicing | - | - | (4,645) | 30,617 | (2,711) | (1,399) | (2,773) | 4,167 | (35,673) | 99,936 |
| Other Expenditures | 102,708 | 192,787 | 328,891 | 314,338 | - | - | 4,439,680 | 4,145,491 | 5,110,992 | 4,990,973 |
| Loss on Disposal of TCA | - | - | - | 146 | - | 2,636 | - | 244,450 | 171,000 | 312,132 |
| Total Expenses | 1,500,510 | 1,473,938 | 8,486,863 | 9,761,840 | 6,698,886 | 6,959,801 | 6,052,658 | 6,058,554 | 50,910,727 | 52,267,604 |
| ANNUAL SURPLUS (DEFICIT) | \$ (734,331) | \$ (678,283) | \$ (7,609,142) | \$ (7,499,866) | \$ 2,658,097 | \$ 2,892,696 | \$ 1,881,190 | \$ 2,485,265 | \$ 11,403,094 | \$ 14,758,302 |

SCHEDULE 2
THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS & RESERVES
YEAR ENDED DECEMBER 31, 2020

| | <u>2020</u> | <u>2019</u> |
|--|-----------------------|-----------------------|
| SURPLUS | | |
| Invested in Tangible Capital Assets | \$ 151,448,746 | \$ 149,405,314 |
| General Operating Fund | 7,804,685 | 4,512,740 |
| General Capital Fund | 1,216,307 | 1,426,306 |
| Water Utility Operating Fund | 3,857,366 | 2,356,860 |
| Water Utility Capital Fund | 108,869 | 108,869 |
| Sewer Utility Operating Fund | 3,221,528 | 2,369,239 |
| Sewer Utility Capital Fund | 21,706 | 21,706 |
| Gaming Fund | 1,683,464 | 1,831,240 |
| Total Surplus | <u>\$ 169,362,671</u> | <u>162,032,274</u> |
| RESERVES | | |
| General Fund Reserves: | | |
| Machinery and Equipment | 1,656,316 | 1,431,296 |
| Land Sale | 778,916 | 390,704 |
| New Works and Equipment | 3,547,179 | 3,319,838 |
| New Works - Community Gas Tax Funds (Note 5) | 2,550,961 | 2,796,599 |
| New Works - Covid-19 Restart Grant (Note 6) | 2,005,246 | - |
| General Asset Management Reserve | 697,285 | 467,278 |
| Risk Reserve | 104,525 | 104,030 |
| Public Parking | 61,224 | 58,145 |
| Parkland Acquisition | 311,255 | 309,781 |
| Police Contingency Reserve | 511,413 | 670,590 |
| Assessment Appeal | 319,390 | 200,771 |
| Housing Amenity | 876,475 | 775,213 |
| Tree Reserve | 94,690 | 58,482 |
| Amenity | 563,386 | 613,943 |
| | <u>14,078,261</u> | <u>11,196,670</u> |
| Water Utility Reserves: | | |
| Water Utility | 1,742,065 | 1,676,652 |
| Water Asset Management Reserve | 1,037,014 | 358,106 |
| Machinery and Equipment | 281,448 | 250,229 |
| | <u>3,060,527</u> | <u>2,284,987</u> |
| Sewer Utility Reserves: | | |
| Sewer Utility | 566,687 | 539,110 |
| Sewer Asset Management Reserve | 2,397,909 | 2,087,695 |
| Machinery and Equipment | 646,159 | 568,384 |
| | <u>3,610,755</u> | <u>3,195,189</u> |
| Total Reserves | <u>20,749,543</u> | <u>16,676,846</u> |
| ACCUMULATED SURPLUS (Statement A) | <u>\$ 190,112,214</u> | <u>\$ 178,709,120</u> |

THE CORPORATION OF THE CITY OF COURTENAY
 CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
 FOR THE YEAR ENDED DECEMBER 31, 2020

| | Land | Land Improvements | Buildings | Equipment/ Furniture/ Vehicles | Engineering Structures | | | | Other Tangible Capital Assets | Total | 2019 |
|---|------------|-------------------|------------|--------------------------------------|------------------------|------------|------------|------------|-------------------------------------|--------------|-------------|
| | | | | | Roads | Water | Sewer | Other | | | |
| Opening Balance Construction-in-progress (CIP) | - | 100,565 | 796,066 | 25,737 | 727,826 | 55,291 | 421,561 | 305,554 | 51,448 | \$ 2,484,048 | 6,197,693 |
| Add: Construction-in-progress (CIP) | - | - | 4,719 | 2,400 | 197,379 | 2,137 | 3,261,298 | 19,775 | - | 3,487,708 | 1,470,968 |
| Less: Transfers into Service | - | (60,581) | (385,864) | (23,237) | (114,869) | - | - | (126,867) | (51,448) | (762,866) | (5,184,613) |
| Closing Balance Construction-in-progress | - | 39,984 | 414,921 | 4,900 | 810,336 | 57,428 | 3,682,859 | 198,462 | - | 5,208,890 | 2,484,048 |
| Opening Balance Tangible Capital Assets | 23,137,423 | 7,565,694 | 31,904,283 | 19,672,148 | 104,055,480 | 26,233,043 | 13,865,520 | 26,172,553 | 1,087,776 | 253,693,920 | 231,591,901 |
| Add: Additions (including Transfers into Service) | 787,263 | 195,461 | 610,103 | 708,486 | 3,072,160 | 484,667 | 120,168 | 1,397,862 | 101,570 | 7,477,740 | 23,568,382 |
| Less: Disposals | (5,870) | - | - | (602,803) | (311,564) | (199,228) | - | (5,173) | - | (1,124,638) | (1,466,363) |
| Closing Balance Tangible Capital Assets and CIP | 23,918,816 | 7,801,139 | 32,929,307 | 19,782,731 | 107,626,412 | 26,575,910 | 17,668,547 | 27,763,704 | 1,189,346 | 265,255,912 | 256,177,967 |

COST

Opening Balance Construction-in-progress (CIP) \$ 2,484,048
 Add: Construction-in-progress (CIP) 1,470,968
 Less: Transfers into Service (5,184,613)
 Closing Balance Construction-in-progress 2,484,048

Opening Balance Tangible Capital Assets 231,591,901
 Add: Additions (including Transfers into Service) 23,568,382
 Less: Disposals (1,466,363)
 Closing Balance Tangible Capital Assets and CIP 256,177,967

ACCUMULATED AMORTIZATION

Opening Balance 91,911,453
 Add: Amortization 5,899,542
 Less: Accum Amortization on Disposals (1,081,607)
 Closing Balance 96,729,388

Net Book Value for year ended
 December 31, 2020 \$ 159,448,579

THE CORPORATION OF THE CITY OF COURTENAY
 CONSOLIDATED SCHEDULE OF DEBENTURE AND OTHER LONG-TERM DEBT
 YEAR ENDED DECEMBER 31, 2020

| Bylaw Number | Maturity Date | Interest Rate | Principal Outstanding Dec 31/19 | Current Year Borrowing | Actuarial Adjustment/ Princ. Reduction | Principal Outstanding Dec 31/20 |
|---|---------------|---------------|---------------------------------|------------------------|--|---------------------------------|
| General Capital Fund | | | | | | |
| Debenture Debt | | | | | | |
| 2139 Library | 2021 | 1.75 | 373,010 | - | 181,956 | 191,054 |
| 2227 Fifth Street Bridge | 2023 | 2.90 | 149,363 | - | 35,173 | 114,190 |
| 2304 Lerwick Road Ext. Prop Acquisition | 2029 | 2.85 | 547,876 | - | 43,559 | 504,317 |
| 2227 City Hall Retaining Wall | 2020 | 1.55 | 13,837 | - | 13,837 | - |
| 2354 Repaving Program | 2025 | 5.10 | 177,204 | - | 27,706 | 149,498 |
| 2355 Lerwick Road Extension | 2030 | 0.91 | 392,543 | - | 29,107 | 363,436 |
| 2356 City Hall Renovation | 2020 | 1.55 | 73,509 | - | 73,509 | - |
| 2425 Lerwick Road Construction | 2026 | 1.75 | 317,982 | - | 40,260 | 277,722 |
| 2453 Police Property Acquisition | 2026 | 1.75 | 631,327 | - | 79,932 | 551,395 |
| 2458 Public Works Maintenance Building | 2022 | 2.25 | 393,112 | - | 125,933 | 267,179 |
| 2539 Capital Infrastructure Work | 2023 | 2.25 | 1,261,266 | - | 232,864 | 1,028,402 |
| 2538 Native Sons Hall Renovation | 2025 | 1.28 | 282,890 | - | 42,649 | 240,241 |
| 2680 Lewis Centre Renovation | 2027 | 2.90 | 2,543,312 | - | 276,020 | 2,267,292 |
| 2681 Infrastructure Works - Road Paving | 2027 | 2.90 | 944,659 | - | 102,522 | 842,137 |
| TOTAL GENERAL CAPITAL FUND | | | 8,101,890 | - | 1,305,027 | 6,796,863 |
| Water Capital Fund | | | | | | |
| Debenture Debt | | | | | | |
| 2424 Water Extension - Lerwick Road | 2026 | 1.75 | 264,985 | - | 33,550 | 231,435 |
| TOTAL WATER CAPITAL FUND | | | 264,985 | - | 33,550 | 231,435 |
| Sewer Capital Fund | | | | | | |
| Debenture Debt | | | | | | |
| 2305 Sewer Extension | 2029 | 2.85 | 410,907 | - | 32,669 | 378,238 |
| 2353 Sewer Extension | 2030 | 0.91 | 1,104,727 | - | 81,914 | 1,022,813 |
| 2423 Sewer Extension - Lerwick Road | 2026 | 1.75 | 160,757 | - | 20,353 | 140,404 |
| 2985 Sewer Extension - Greenwood Trunk | 2045 | 0.91 | 3,000,000 | 3,000,000 | - | 3,000,000 |
| TOTAL ALL CAPITAL FUNDS | | | 10,043,266 | 3,000,000 | 1,473,513 | 11,569,753 |

**THE CORPORATION OF THE CITY OF COURTENAY
CONSOLIDATED SCHEDULE OF INVESTMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

SCHEDULE 5

| | 2020 | 2019 |
|---|---------------|---------------|
| GENERAL OPERATING FUND | | |
| Cash on Hand | \$ 26,041,686 | \$ 22,049,977 |
| GAMING FUND | | |
| Cash on Hand | 1,020,894 | 1,530,955 |
| Total Cash on Hand and on Deposit | \$ 27,062,580 | \$ 23,580,932 |
| GENERAL OPERATING FUND TERM DEPOSITS | | |
| Municipal Finance Authority, Money Market Fund at fluctuating rate, no maturity date | 15,019,377 | 17,578 |
| The Bank of Nova Scotia, various guaranteed investment certificates | 20,787,987 | 25,995,911 |
| Total Term Deposits | 35,807,364 | 26,013,489 |
| TOTAL CASH AND INVESTMENTS | \$ 62,869,944 | \$ 49,594,421 |

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information
(as required under the Financial Information Act)
Schedule of Remuneration and Expenses of Elected Officials
For the Year 2020

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

Remuneration and Expense Payments

| <u>Elected Official</u> | <u>Position</u> | <u>Remuneration</u> | <u>Expenses</u> |
|-------------------------|-----------------|---------------------|-----------------|
| Wells, Robert | Mayor | \$ 75,090 | \$ 450 |
| Frisch, David | Councillor | \$ 26,309 | \$ - |
| Hillian, Douglas A. | Councillor | \$ 26,309 | \$ 350 |
| Theos, Manno | Councillor | \$ 26,509 | \$ - |
| McCollum, Melanie | Councillor | \$ 26,309 | \$ - |
| Morin, Wendy | Councillor | \$ 26,309 | \$ 350 |
| Cole-Hamilton, Will | Councillor | \$ 26,309 | \$ 2,458 |
| TOTAL | | <u>\$ 233,144</u> | <u>\$ 3,608</u> |

Benefits

Insurance Policy Coverage: Personal Accident Insurance, Mayor and Council

AON Risk Solutions

| | |
|---|------------|
| Principal Sum: | \$ 250,000 |
| Weekly Accident Indemnity: | \$ 750 |
| Accidental Dental Reimbursement Benefit: | \$ 5,000 |
| Accidental Medical Reimbursement Benefit: | \$ 25,000 |

Total premium - all members \$ 336

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

No contracts

The Schedule of Remuneration and Expenses of Elected Officials, usually based on 26 pay periods, includes an additional pay period for 2020, based on calendar year. This situation occurs once every 11 years.

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

Schedule of Employee Remuneration and Expenses for the Year 2020

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

| <u>Employee</u> | <u>Position</u> | <u>Total Remuneration</u> | | <u>Expenses</u> |
|------------------|---|---------------------------|---------|-----------------|
| Adams, J. | Utilities Maintenance - Sewer 1 | \$ | 76,471 | \$ 334 |
| Aikens, D. | Roads 2 | \$ | 77,923 | \$ 25 |
| Allen, D. | Chief Administrative Officer | \$ | 173,303 | \$ 1,659 |
| Armstrong, R. | Manager of Asset Management Technical Services | \$ | 107,183 | \$ 2,588 |
| Bardonnex, D. | Fire Chief | \$ | 121,811 | \$ 275 |
| Beatson, D. | Planner 2 | \$ | 76,320 | \$ 564 |
| Bell, M. | Parks Utility Supervisor | \$ | 82,960 | \$ 422 |
| Berard, A. | Manager of Financial Planning, Payroll & Business Performance | \$ | 103,170 | \$ 1,826 |
| Berg, D. | Utilities Maintenance - Sewer 2 | \$ | 84,236 | \$ 614 |
| Boguski, B. | Manager of Transportation Maintenance | \$ | 95,733 | \$ 423 |
| Borecky, N. | Manager of Information Systems | \$ | 87,862 | \$ 113 |
| Brand, B. | Acting Manager of Utilities | \$ | 99,092 | \$ 818 |
| Brooks, B. | Engineering Technologist - Utilities | \$ | 79,298 | \$ 380 |
| Buck, I. | Director of Development Services | \$ | 140,830 | \$ 636 |
| Carmichael, S. | Turfgrass Supervisor | \$ | 82,848 | \$ 937 |
| Carter, R. | Roads 1 | \$ | 82,433 | \$ 783 |
| Chan, J. | Manager of Business Administration | \$ | 92,506 | \$ 1,244 |
| Coelho, N. | Roads 2 | \$ | 87,493 | \$ 113 |
| Collins, K. | Manager of Recreation Programming | \$ | 101,310 | \$ - |
| Cox, T. | Office Supervisor | \$ | 76,614 | \$ 29 |
| Davidson, C. | Director of Engineering Services | \$ | 123,058 | \$ 2,852 |
| Dojack, T. | Foreman - Civic Properties | \$ | 92,628 | \$ 1,354 |
| Donais, B. | Engineering Technologist | \$ | 80,490 | \$ 2,424 |
| Dooris, C. | Assistant Manager - Recreation Programming | \$ | 77,089 | \$ 62 |
| Doty, L. | Engineering Technologist | \$ | 81,605 | \$ 380 |
| Featherstone, B. | Equipment Operator | \$ | 78,821 | \$ 162 |
| Feucht, R. | Development Engineer | \$ | 118,063 | \$ 450 |
| Fisher, K. | Utilities Maintenance - Water 2 | \$ | 78,187 | \$ 360 |
| Fitzgerald, M. | Manager of Development Planning | \$ | 104,110 | \$ 564 |
| Forsythe, R. | Painter / Signman | \$ | 82,631 | \$ - |
| Franceshini, G. | Custodial Supervisor | \$ | 76,061 | \$ 187 |
| Gavelin, E. | Network Technician | \$ | 80,987 | \$ 2,975 |
| Gothard, N. | Policy Planner | \$ | 82,187 | \$ 597 |
| Grant, D. | Carpenter | \$ | 84,571 | \$ 898 |
| Grimsrud, M. | Planner 2 | \$ | 75,860 | \$ 990 |
| Guderjahn, B. | Manager of Purchasing | \$ | 101,331 | \$ 534 |
| Guillo, A. | Manager of Communications | \$ | 104,190 | \$ 650 |
| Hayes, S. | Engineering Technologist | \$ | 79,012 | \$ 1,470 |
| Henderson, D. | Deputy Fire Chief / Training Officer | \$ | 107,410 | \$ 320 |

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

Schedule of Employee Remuneration and Expenses for the Year 2020

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

| <u>Employee</u> | <u>Position</u> | <u>Total Remuneration</u> | | <u>Expenses</u> |
|------------------|--|---------------------------|---------|-----------------|
| Innis, M. | Utilities Maintenance - Water 1 | \$ | 84,064 | \$ 2,123 |
| Jernslet, E. | Manager of Civic Properties Maintenance | \$ | 98,446 | \$ 4,354 |
| Johns, T. | Horticulture Supervisor | \$ | 83,035 | \$ 536 |
| Kanigan, J. | Building Inspector 1 | \$ | 78,454 | \$ 370 |
| Kearns, M. | Manager of Parks Maintenance | \$ | 106,634 | \$ 2,464 |
| Kellinghusen, J. | Equipment Operator | \$ | 78,916 | \$ 261 |
| Kerr, C. | EVT / Fire Inspector | \$ | 96,437 | \$ - |
| Kitching, L. | Pay & Benefits Coordinator | \$ | 79,255 | \$ 1,646 |
| Knapman, P. | Occupational Health & Safety Coordinator | \$ | 94,668 | \$ 1,057 |
| Kushner, T. | Interim Chief Administrative Officer | \$ | 175,848 | \$ 935 |
| Lamb, G. | Fire Inspector | \$ | 103,461 | \$ 790 |
| Law, C. | Engineering Technologist | \$ | 81,145 | \$ 160 |
| Love, D. | Senior Advisor - Strategic Initiatives | \$ | 107,995 | \$ 3,911 |
| MacDonald, K. | Deputy Fire Chief | \$ | 108,646 | \$ 2,743 |
| Machin, J. | GIS Coordinator | \$ | 78,474 | \$ 1,575 |
| Matthews, R. | Executive Assistant / Deputy Corporate Officer | \$ | 78,057 | \$ - |
| McBryan, M. | Utilities Maintenance - Water 2 | \$ | 79,246 | \$ 261 |
| McClintock, K. | Accountant | \$ | 77,122 | \$ 1,390 |
| Millar, C. | Manager of Recreation Facility Operations | \$ | 101,310 | \$ - |
| Miller, C. | Engineering Technologist - Transportation | \$ | 76,075 | \$ 446 |
| Moore, B. | Shop Foreman | \$ | 91,629 | \$ 1,117 |
| Mossing, S. | Assistant Manager - Recreation Facility Operations | \$ | 76,346 | \$ 1,790 |
| Mousseau, C. | Engineering Technologist | \$ | 81,245 | \$ 180 |
| Nelson, J. | Director of Financial Services | \$ | 138,642 | \$ 1,179 |
| Park, N. | Programmer Analyst | \$ | 84,965 | \$ - |
| Peterson, G. | Procurement Specialist | \$ | 76,359 | \$ 699 |
| Pitcher, A. | Engineering Technologist | \$ | 81,145 | \$ 3,207 |
| Roach, L. | Manager of Human Resources | \$ | 89,685 | \$ 2,984 |
| Robson, D. | Custodial Supervisor | \$ | 76,826 | \$ 187 |
| Rose, L. | Utilities Construction Foreman | \$ | 103,698 | \$ 360 |
| Salmon, D. | Network Coordinator | \$ | 91,274 | \$ 2,529 |
| Schleppe, S. | Utilities Maintenance - Water 2 | \$ | 89,749 | \$ 1,549 |
| Setta, T. | Manager of Community & Sustainability Planning | \$ | 102,204 | \$ 1,384 |
| Shaw, D. | Public Works Inspector | \$ | 82,507 | \$ 510 |
| Shaw, K. | Director of Public Works Services | \$ | 137,666 | \$ 1,971 |
| Smith, C. | Assistant Manager - Active Recreation | \$ | 75,219 | \$ 126 |
| Snider, D. | Director of Recreation & Cultural Services | \$ | 124,044 | \$ 2,161 |
| Sorichta, W. | Corporate Officer | \$ | 108,771 | \$ - |
| Stevenson, S. | Roads 1 | \$ | 77,911 | \$ 235 |
| Strachan, D. | Roads Maintenance Foreman | \$ | 102,182 | \$ 945 |

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

Schedule of Employee Remuneration and Expenses for the Year 2020

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

| <u>Employee</u> | <u>Position</u> | <u>Total Remuneration</u> | | <u>Expenses</u> | |
|--|--|---------------------------|------------|-----------------|---------|
| Styles, C. | Administrative Assistant - Public Works Services | \$ | 75,805 | \$ | 78 |
| Sweeney, T. | Manager of Building and Administrative Services | \$ | 100,318 | \$ | 2,582 |
| Thompson, C. | Asset Management Technologist | \$ | 81,145 | \$ | 1,518 |
| Tillapaugh, S. | Arboriculture Supervisor | \$ | 83,303 | \$ | 1,193 |
| Ward, J. | Director of Legislative Services / Deputy CAO | \$ | 106,256 | \$ | 916 |
| Welsh, J. | Fire Inspector | \$ | 93,271 | \$ | - |
| Wood, I. | Mechanic | \$ | 84,819 | \$ | - |
| Wyka, R. | Manager of Finance | \$ | 103,170 | \$ | 1,725 |
| Total for employees where remuneration is over \$75,000 | | \$ | 8,125,126 | \$ | 87,156 |
| Consolidated total for employees where remuneration less than \$75,000 | | \$ | 5,381,939 | \$ | 38,109 |
| Elected Officials, direct payments | | \$ | 233,144 | \$ | 3,608 |
| TOTAL REMUNERATION | | \$ | 13,740,208 | \$ | 128,873 |

The Schedule of Employee Remuneration and Expenses, usually based on 26 pay periods, includes an additional pay period for 2020, based on calendar year. This situation occurs once every 11 years.

Statement of Severance Agreements

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

There were three severance agreements under which payment commenced between the City of Courtenay and its non-unionized employees during the fiscal year 2020.

These agreements represent from 2 to 10 months of compensation.

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

Schedule of Payments Made to Suppliers of Goods and Services For the Year 2020

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

| Vendor Name | Amount Paid YTD 2020 |
|---|-----------------------------|
| ABC PRINTING | \$ 32,388 |
| ACME SUPPLIES LTD | \$ 39,832 |
| ACS COMPUTER SOLUTIONS | \$ 55,783 |
| ACTIVE NETWORK | \$ 127,206 |
| ANDREW SHERET LTD | \$ 196,008 |
| AON REED STENHOUSE INC | \$ 322,750 |
| ASSOCIATED ENGINEERING (B.C.) LTD. | \$ 53,305 |
| ASSOCIATED FIRE & SAFETY | \$ 39,532 |
| BC ASSESSMENT AUTHORITY | \$ 339,669 |
| BC HYDRO | \$ 834,003 |
| BEE CLEAN BUILDING MAINTENANCE | \$ 126,034 |
| BLACK PRESS GROUP | \$ 51,170 |
| BUMPER TO BUMPER | \$ 61,124 |
| C3 MAINLINE INSPECTIONS INC. | \$ 212,839 |
| CENTRAL BUILDERS' SUPPLY LTD | \$ 65,730 |
| CENTRAL SQUARE TECHNOLOGIES | \$ 62,556 |
| COMMISSIONAIRES (THE) | \$ 348,931 |
| COMOX VALLEY REGIONAL DISTRICT | \$ 18,269,123 |
| COURTENAY DOWNTOWN BUSINESS ASSOC | \$ 60,000 |
| CUMBERLAND READY MIX LTD | \$ 34,501 |
| CUMBERLAND, VILLAGE OF | \$ 58,805 |
| CUPE LOCAL 556 | \$ 136,731 |
| CURRENT ENVIRONMENTAL LTD | \$ 31,829 |
| D.K.I SERVICES LTD. | \$ 71,933 |
| DIALOG BC ARCHITECTURE ENGINEERING INTERIOR DESIGN PLANNING INC. | \$ 217,524 |
| E B HORSMAN & SON | \$ 101,565 |
| EDDIE'S EQUIPMENT REPAIR LTD. | \$ 33,751 |
| EDGETT EXCAVATING | \$ 303,920 |
| EMPLOYER HEALTH TAX | \$ 170,392 |
| EMTERRA ENVIRONMENTAL | \$ 1,896,985 |
| ESRI CANADA | \$ 94,152 |
| FITNESS EXPERIENCE | \$ 26,679 |
| FOOTPRINTS SECURITY PATROL INC. | \$ 119,856 |
| FORTIS BC - NATURAL GAS | \$ 67,714 |
| GEOADVICE ENGINEERING INC | \$ 65,213 |

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

Schedule of Payments Made to Suppliers of Goods and Services For the Year 2020

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

| Vendor Name | Amount Paid YTD 2020 |
|--|-----------------------------|
| GROW TREE CARE | \$ 49,091 |
| GUILLEVIN INTERNATIONAL INC | \$ 94,370 |
| HEALTH SOURCE PLUS | \$ 917,827 |
| ICONIX WATERWORKS LTD PARTNERSHIP | \$ 71,093 |
| INFINITE ROAD MARKING LTD. | \$ 93,222 |
| INSURANCE CORPORATION OF BC | \$ 86,063 |
| INTERGROUP CONSULTANTS | \$ 26,520 |
| INTERNATIONAL WEB EXPRESS INC. | \$ 25,630 |
| INTERPROVINCIAL TRAFFIC SERVICES LTD. | \$ 88,433 |
| J WATERS ELECTRIC LTD | \$ 68,614 |
| JENNER CHEVROLET BUICK GMC | \$ 55,487 |
| JOMA Environmental Ltd | \$ 25,942 |
| JSF TECHNOLOGIES INC | \$ 29,456 |
| KMI COLUMBARIA | \$ 27,340 |
| KNAPPETT PROJECTS INC | \$ 34,267 |
| LEIGHTON CONTRACTING (2009) LTD | \$ 3,425,818 |
| LIDSTONE & COMPANY | \$ 80,663 |
| MCELHANNEY LTD | \$ 99,510 |
| METRO MOTORS LTD | \$ 48,076 |
| MEYERS NORRIS PENNY LLP | \$ 60,427 |
| MICROSOFT LICENSING GP | \$ 58,699 |
| MINISTER OF FINANCE | \$ 2,791,227 |
| MONK OFFICE SUPPLY LTD | \$ 84,085 |
| MUNICIPAL INSURANCE ASSOC OF | \$ 235,459 |
| MUNICIPAL PENSION FUND | \$ 2,219,816 |
| NELSON ROOFING AND SHEET METAL LTD | \$ 73,789 |
| PACIFIC AIR MECHANICAL | \$ 131,697 |
| PFM EXECUTIVE SEARCH | \$ 43,697 |
| PILON TOOL RENTALS (1972) LTD | \$ 56,937 |
| PIPE-EYE VIDEO INSPECTIONS & SERVICES LTD. | \$ 86,588 |
| PLANET CLEAN COURTENAY | \$ 33,181 |
| POSTAGE-ON-CALL | \$ 30,000 |
| PRECISION TREE SERVICES LTD. | \$ 97,763 |
| PRESTIGE LINE PAINTING LTD | \$ 26,354 |
| R HENN & ASSOCIATES | \$ 27,036 |
| RAYLEC POWER LTD | \$ 91,791 |

THE CORPORATION OF THE CITY OF COURTENAY

Statement of Financial Information

(as required under the Financial Information Act)

**Schedule of Payments Made to Suppliers of Goods and Services
For the Year 2020**

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

| Vendor Name | Amount Paid YTD 2020 |
|---|-----------------------------|
| RECEIVER GENERAL FOR CANADA | \$ 5,692,156 |
| RECEIVER GENERAL FOR CANADA | \$ 3,558,391 |
| REGIONAL HOSPITAL DIST OF | \$ 4,166,324 |
| RICOH CANADA INC | \$ 46,980 |
| RIDGELINE MECHANICAL LTD. | \$ 36,254 |
| ROPER GREYELL LLP | \$ 75,206 |
| SHAW CABLE | \$ 39,633 |
| SID WILLIAMS THEATRE SOCIETY | \$ 198,375 |
| SUNCOR ENERGY PRODUCTS | \$ 175,612 |
| SUPERIOR FARMS INC. | \$ 33,627 |
| SUTTON ROAD MARKING LTD | \$ 109,471 |
| TAYCO PAVING | \$ 1,491,130 |
| TELUS COMMUNICATIONS (BC) | \$ 58,351 |
| TELUS COMMUNICATIONS INC. | \$ 477,171 |
| TELUS MOBILITY (BC) | \$ 92,505 |
| THE COURTENAY & DISTRICT HISTORICAL SOCIETY | \$ 136,055 |
| TLC HOME & PROPERTY MAINT | \$ 255,780 |
| TOWER FENCE PRODUCTS | \$ 46,313 |
| URBAN SYSTEMS LTD. | \$ 928,931 |
| V+M STRUCTURAL DESIGN INC | \$ 39,365 |
| VANCOUVER ISLAND REGIONAL LIBRARY | \$ 1,407,850 |
| VIMAR EQUIPMENT LTD | \$ 384,217 |
| WEST ISLAND CAPITAL CORPORATION | \$ 51,769 |
| WESTERN TRAFFIC | \$ 146,410 |
| WISHBONE INDUSTRIES LTD. | \$ 37,512 |
| WORKERS COMPENSATION BOARD | \$ 273,625 |
| YOUNG ANDERSON | \$ 34,390 |
| | <hr/> |
| Total Amounts over \$25,000 | \$ 56,218,902 |
| Total Amounts less than \$25,000 | \$ 2,488,620 |
| | <hr/> |
| TOTAL | <u><u>\$ 58,707,521</u></u> |

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The City of Courtenay describes guarantees and indemnities in the Notes to the Consolidated Financial Statements. For 2020, the schedule and additional notes are not required and have been omitted.

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

Bob Wells
Mayor



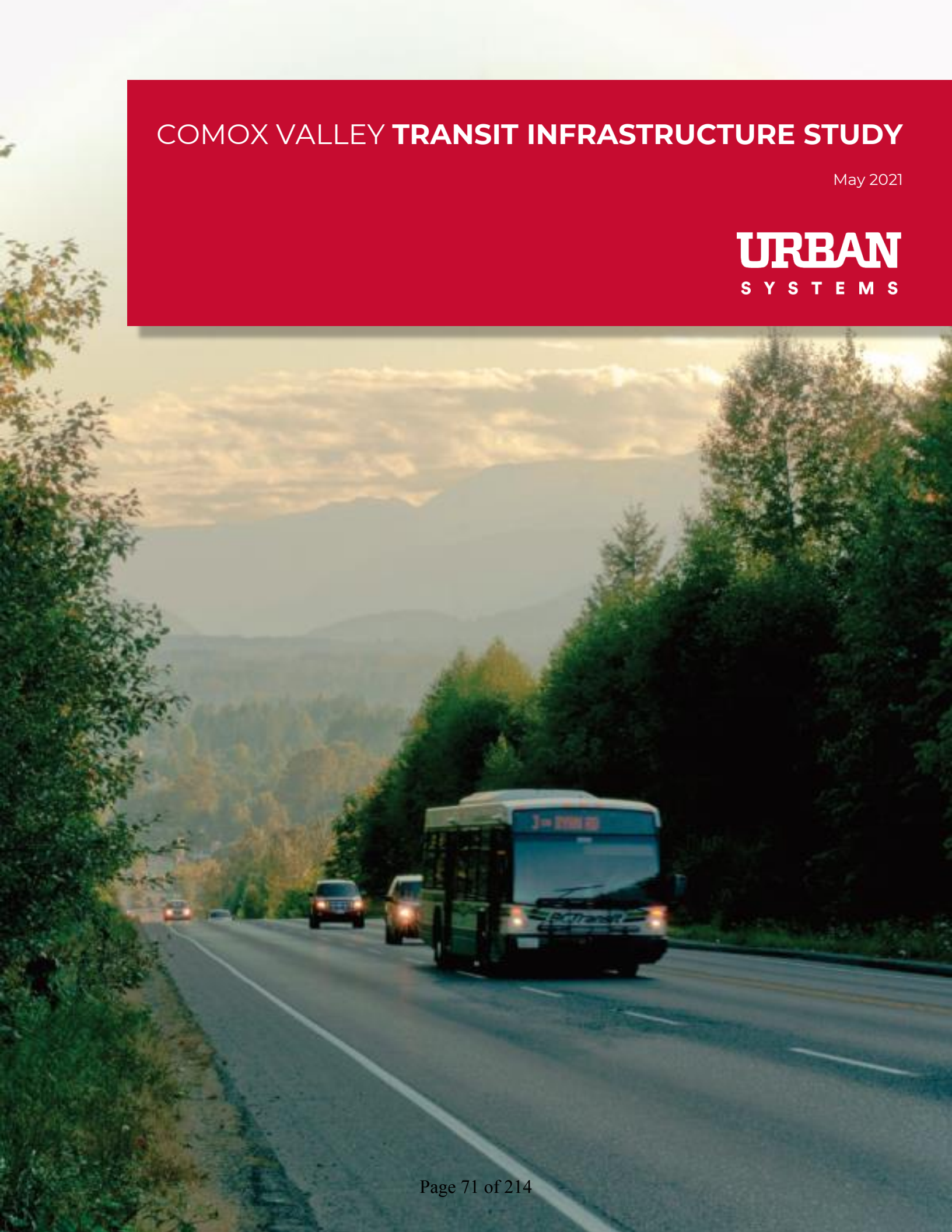
Jennifer Nelson, CPA, CGA
Director of Financial Services

Date

June 17, 2021

COMOX VALLEY TRANSIT INFRASTRUCTURE STUDY

May 2021



Submitted to

Comox Valley Regional District

770 Harmston Avenue
Courtenay, BC V9N 0G8

May 2021

Prepared by

Urban Systems

312, 645 Fort Street
Victoria, BC V8W 1G2

URBAN
S Y S T E M S

Contact

Dan Casey, RPP MCIP
dcasey@urbansystems.ca

File no. 003023.0014.01

Executive Summary

The 2014 Comox Valley Transit Future Plan (TFP) identifies a 25-year plan for the Comox Valley Transit System. The TFP included the development of a Frequent Transit Network (FTN) as the “highest order” transit corridor that would allow riders to spontaneously travel without having to consult a transit schedule. The FTN is to consist of frequent transit service (i.e., 15-minute service during peak periods), a high level of bus stop amenities, transit priority measures, and service branding.

Through the Transit Future Plan and Frequent Transit Corridor Study (2017), the FTN has been confirmed along a corridor connecting South Courtenay, Downtown Courtenay, East Courtenay and Comox. With the FTN in-place, infrastructure improvements are identified through this study that include new transit exchange facilities to support service increases, ridership growth and an enhanced passenger experience, as well as transit priority opportunities that enhance transit operations along the FTN to reduce transit travel times and expand system ridership.

Transit Exchanges

Five (5) transit exchange locations are the focus of this study - South Courtenay, Downtown Courtenay, North Island College, Downtown Comox and Oyster River. A preferred location and configuration have been identified for each exchange location (described below), with consideration for transit passenger experience, safety, transit operations, community impact and coordination with community plans and implementation.

| | |
|-----------------------------|--|
| <u>South Courtenay</u> | A new on-street facility with three or four bus bays on the west side of Cliffe Avenue, immediately adjacent the Anfield Centre. |
| <u>Downtown Courtenay</u> | A new location at the south end of downtown with two bus bays for the Route 1 on 8 th Street and four bus bays for local routes immediately adjacent on England Avenue. |
| <u>North Island College</u> | An expansion to the existing bus stops on College Way opposite the Comox Valley Aquatic Centre. This location provides access to the North Island College campus, as well as the Aquatic Centre and North Island Hospital. |
| <u>Downtown Comox</u> | An expansion to the existing facility on Port Augusta Road to include four bus bays on the east side, adjacent the Comox Mall. |
| <u>Oyster River</u> | An expansion of the current facility on Glenmore Road to include a second bus bay on the south side adjacent the Discovery Foods commercial centre. |

Transit Priority

Opportunities to prioritize transit operations along the identified FTN have been identified consistent with the TFP objective of growing ridership through an enhanced service on the identified TFN corridor. This includes making the FTN service competitive with vehicle travel by continually increasing service levels, coupled with reduced transit travel times and improved service reliability.

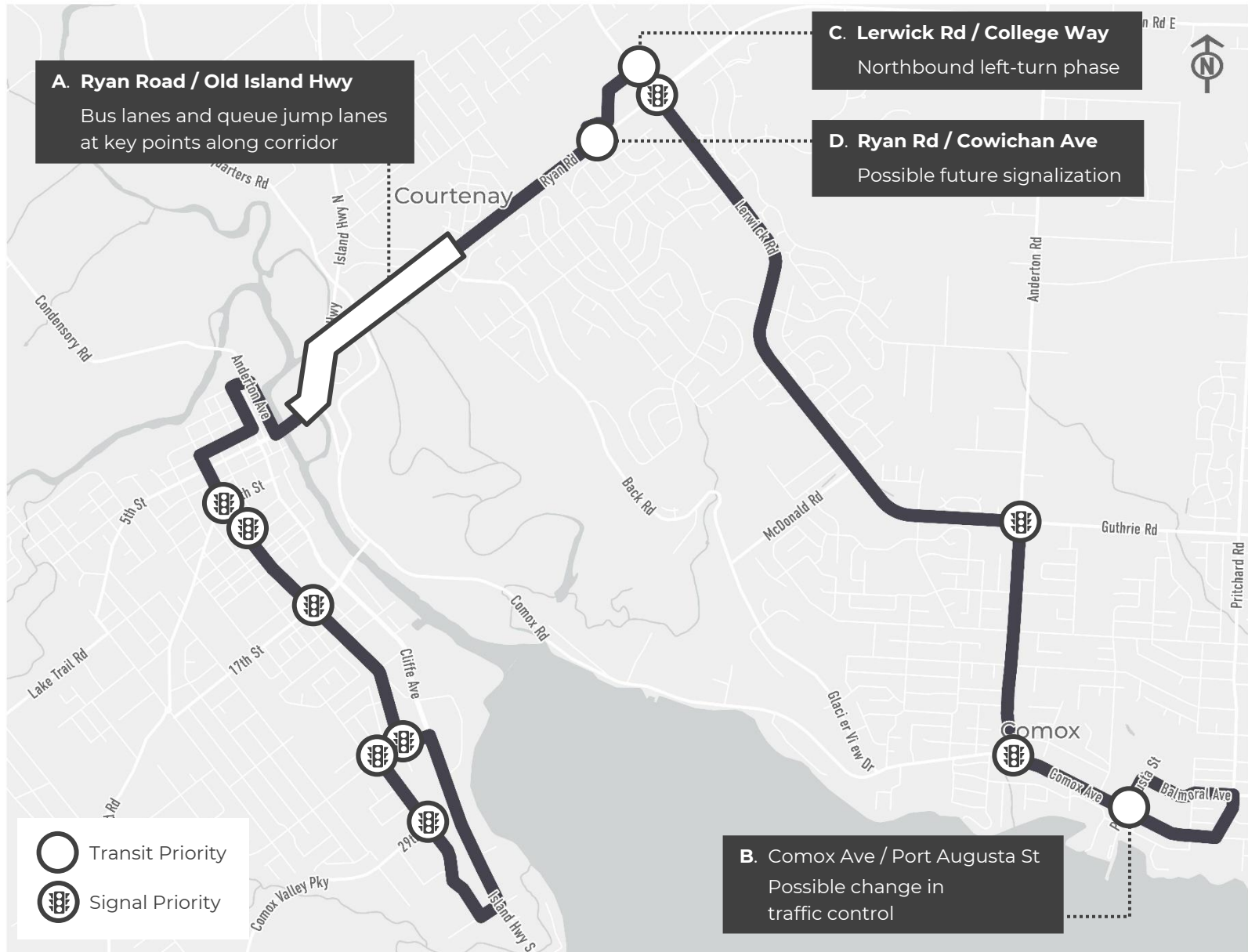
An in-depth study of transit priority opportunities was undertaken to determine where the FTN service could benefit from prioritizing transit operations. The focus was on addressing locations of congestion and delay where transit operations are negatively impacted, while also considering coordination with planned multi-modal improvements along the corridor. This includes ensuring that identified options do not unduly impact traffic conditions and do not preclude cycling facility upgrades on identified cycling corridors.

Opportunities for transit priority measures and future transit signal priority are identified in **Figure 1**. The focus of transit priority measures is on addressing congestion and transit delay along the Ryan Road / Old Island Highway corridor. Options for queue jump treatments at the Old Island Highway/ Comox Road and Old Island Highway / Ryan Road intersections are shown in **Figure 2**. There is also the possibility of dedicated bus lanes along Old Island Highway and Ryan Road at full build-out that would allow buses to bypass congestion without significant impact on general purpose traffic conditions.

FIGURE 1. QUEUE JUMP LANE OPTIONS AT OLD ISLAND HIGHWAY / COMOX ROAD (LEFT) AND OLD ISLAND HIGHWAY / RYAN ROAD (RIGHT)



FIGURE 2. FTN CORRIDOR TRANSIT PRIORITY CONCEPT



Implementation

A detailed implementation strategy has been developed led by the CVRD and BC Transit, and with the City of Courtenay, Town of Comox, Village of Cumberland, Ministry of Transportation and Infrastructure, and PW Transit as key project partners. The recommended implementation approach and project costs are identified in **Table 1**.

TABLE 1. RECOMMENDED IMPLEMENTATION APPROACH + PROJECT COSTS

| Phasing | Project | Capital Cost (estimated) |
|----------------------|--|--------------------------|
| Short-Term | South Courtenay Transit Exchange | \$1.7-million |
| | Ryan Rd / Old Island Hwy Queue Jump | \$225,000 |
| | Downtown Courtenay Transit Exchange (advance planning and design work) | N/A |
| Medium-Term | Downtown Courtenay Transit Exchange | \$600,000 |
| | Old Island Hwy / Comox Rd Queue Jump | \$250,000 |
| | Oyster River Transit Exchange | \$650,000 |
| Long-Term | Downtown Comox Transit Exchange | \$650,000 |
| | North Island College Transit Exchange | \$700,000 |
| | Lerwick Rd / College Way NB left turn phase | \$50,000 |
| | Ryan Rd / Cowichan Ave Signal | \$350,000 |
| | Signal Priority (up to 9 locations) | \$50,000 (per location) |
| Future Possibilities | Ryan Road and Old Island Highway Bus Lanes | TBC |

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Old Island Highway + Ryan Road Corridor

1.0 Overview

The Comox Valley Transit System provides transit service throughout the Comox Valley Regional District (CVRD), including the K'omoks First Nation lands and three incorporated municipalities – Courtenay, Comox and Cumberland. The region covers approximately 1,700 km² and has a population of approximately 66,000, the majority residing in the urban areas of Courtenay, Comox and Cumberland.

The 2014 Comox Valley Transit Future Plan (TFP) identifies a 25-year plan for the Comox Valley Transit System. The TFP included the development of a Frequent Transit Network (FTN) as the “highest order” transit corridor that would allow riders to spontaneously travel without having to consult a transit schedule. The FTN is to consist of frequent transit service (i.e., 15-minute service during peak periods), a high level of transit stop amenities, transit priority measures, and service branding.

Through the Transit Future Plan and more recent Frequent Transit Corridor Study, the FTN has been confirmed along a corridor connecting South Courtenay, Downtown Courtenay, East Courtenay and Comox. A route restructuring and increases in service hours have been added in recent years.

With the FTN in-place, the next logical step is to identify infrastructure improvements that support improved frequent service, enhance the passenger experience, and accommodates future service and ridership growth. This is to be achieved through this technical study that specifically considers opportunities to improve transit travel times through priority measures and the location and design of future transit exchanges that support the FTN and local routes.

The following are the specific objectives and outcomes for this study:

- Identify preferred transit exchange locations and design options for five locations (South Courtenay, Downtown Courtenay, North Island College, Downtown Comox, Oyster River);
- Identify and test possible transit priority opportunities that would allow buses to operate more efficiently along the FTN corridor;
- Develop cost estimates for the identified transit infrastructure; and
- Create a prioritized implementation plan for infrastructure investments.

An important consideration and outcome for this study is establishing regional priorities with respect to transit infrastructure investment to maximize opportunities to achieve external funding support.

1.1 Consultation

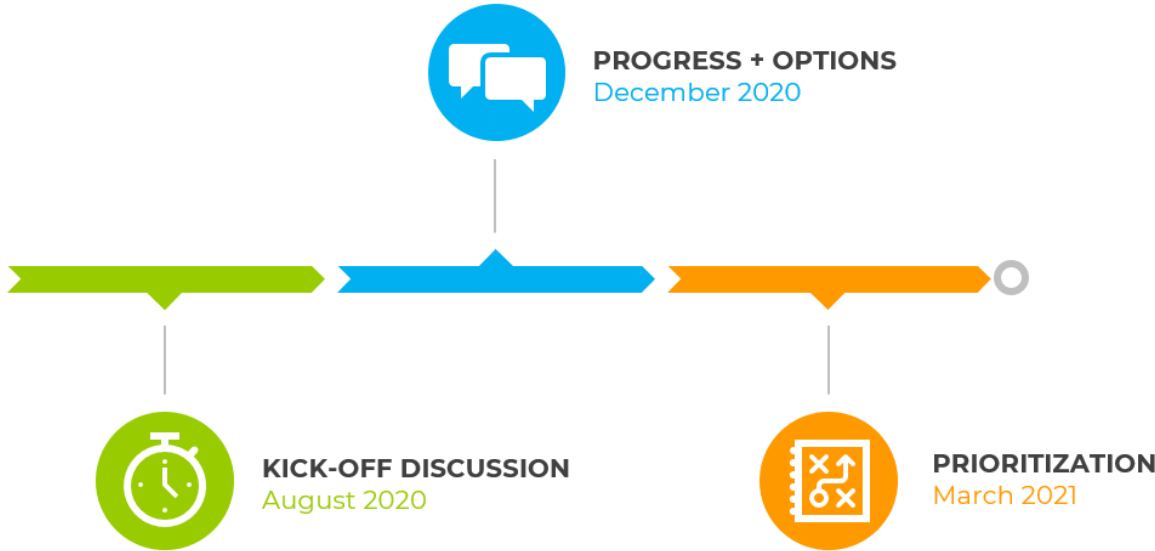
A Project Working Group was assembled to provide background understanding and information to the consulting team, and help guide the recommendations of the study. The Project Working Group included representatives from the following organizations:

- City of Courtenay
- Town of Comox
- Village of Cumberland
- Comox Valley Regional District
- PW Transit Services (local system operator)
- Ministry of Transportation & Infrastructure
- BC Transit

Meetings and targeted discussions were held with Project Working Group members at the following points in the project:

- August 26 2020 – Group meeting
- December 2020 – Targeted discussions with each agency
- March 11 2021 – Group meeting

Targeted outreach was also undertaken with organizations with a specific interest in the transit infrastructure options being given consideration through the project. These included representatives from North Island College, the Downtown Courtenay Business Improvement Association (BIA), and private property owners with a specific stake in select infrastructure locations.



2.0 Background

Comox Valley Transit Future Plan

The Comox Valley Transit Future Plan (TFP) was prepared in 2014 and identifies a 25-year plan for the Comox Valley Transit System. The plan included the development of a Frequent Transit Network (FTN) between South Courtenay and Downtown Comox via Downtown Courtenay and North Island College. The FTN is the “highest order” transit corridor that would allow riders to spontaneously travel without having to consult a transit schedule. It is to consist of frequent transit service (i.e., 15-minute service during peak periods), a high level of transit stop amenities, transit priority measures, and service branding.



The TFP sets a transit mode share target of three percent of all trips by 2038, which will require transit ridership in the Comox Valley to grow from 790,000 (as of 2019) to 2.7 million trips per year. It is acknowledged in the TFP that a number of factors such as transit system growth and investment and transit supportive land use are required to meet this target.



Long-term requirements are established for transit exchanges in Downtown Courtenay and North Island College, as well as Anfield Centre / Driftwood Mall and Downtown Comox.

Transit priority measures are identified as an opportunity to improve transit service. The TFP makes note of the need to consider transit priority opportunities in municipal and regional transportation planning initiatives, specifically noting the Ryan Road, 5th Street and Comox Road corridors as locations of congestion where transit priority may be considered.

Comox Valley Frequent Transit Corridor Study

The Comox Valley Frequent Transit Corridor Study was completed in 2017. This report compared the FTN corridor identified in the TFP against an alternative alignment focused on Cliffe Avenue, as shown in **Figure 1**. The study considered a number of factors in assessing the possible advantages of each of the two corridor options, including transit travel time, potential ridership, land use context and capital cost. The study recommended the same alignment included in the TFP (focused on Fitzgerald Avenue) primarily due to the reduced transit travel time associated with this corridor.

Route restructuring has occurred since the 2017 study, including establishing the Route 1 – Anfield Centre / Comox Mall along the FTN alignment, as shown in **Figure 2**, and prioritizing service frequency on this route.

In addition to establishing the preferred FTN alignment, the 2017 study also identifies preferred transit exchange locations and layouts, as well as opportunities for transit priority measures along the identified FTN corridor. Preferred exchange locations were identified for four of the exchange locations that are the focus of this study – South Courtenay, Downtown Courtenay, North Island College, Downtown Comox (see **Figure 3**). These concepts have been included in **Section 3** and are given consideration throughout this study.

Transit priority measures were recommended for four key locations of congestion along the FTN corridor, as shown in **Figure 3**. These included the Cliffe Avenue / 5th Street, Old Island Highway / Ryan Road, Ryan Road / Island Highway and Ryan Road / Cowichan Avenue intersections. None of the transit priority measures have been implemented to-date. The identified locations have been given consideration throughout this study.

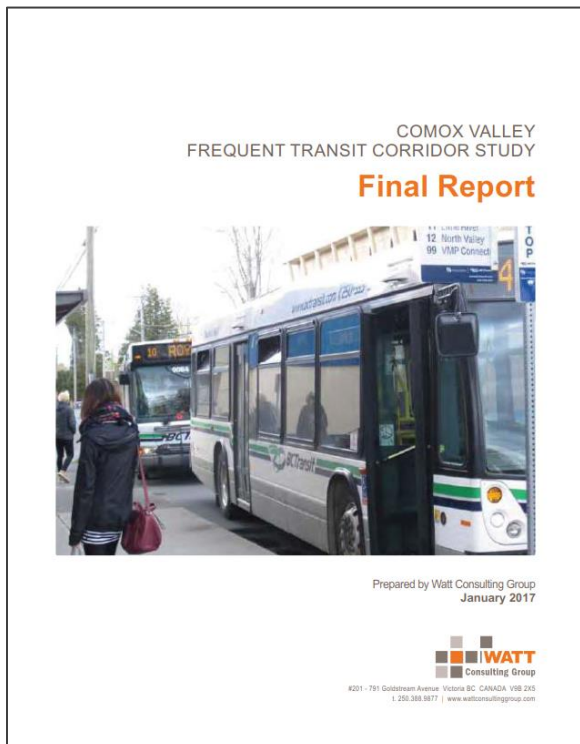
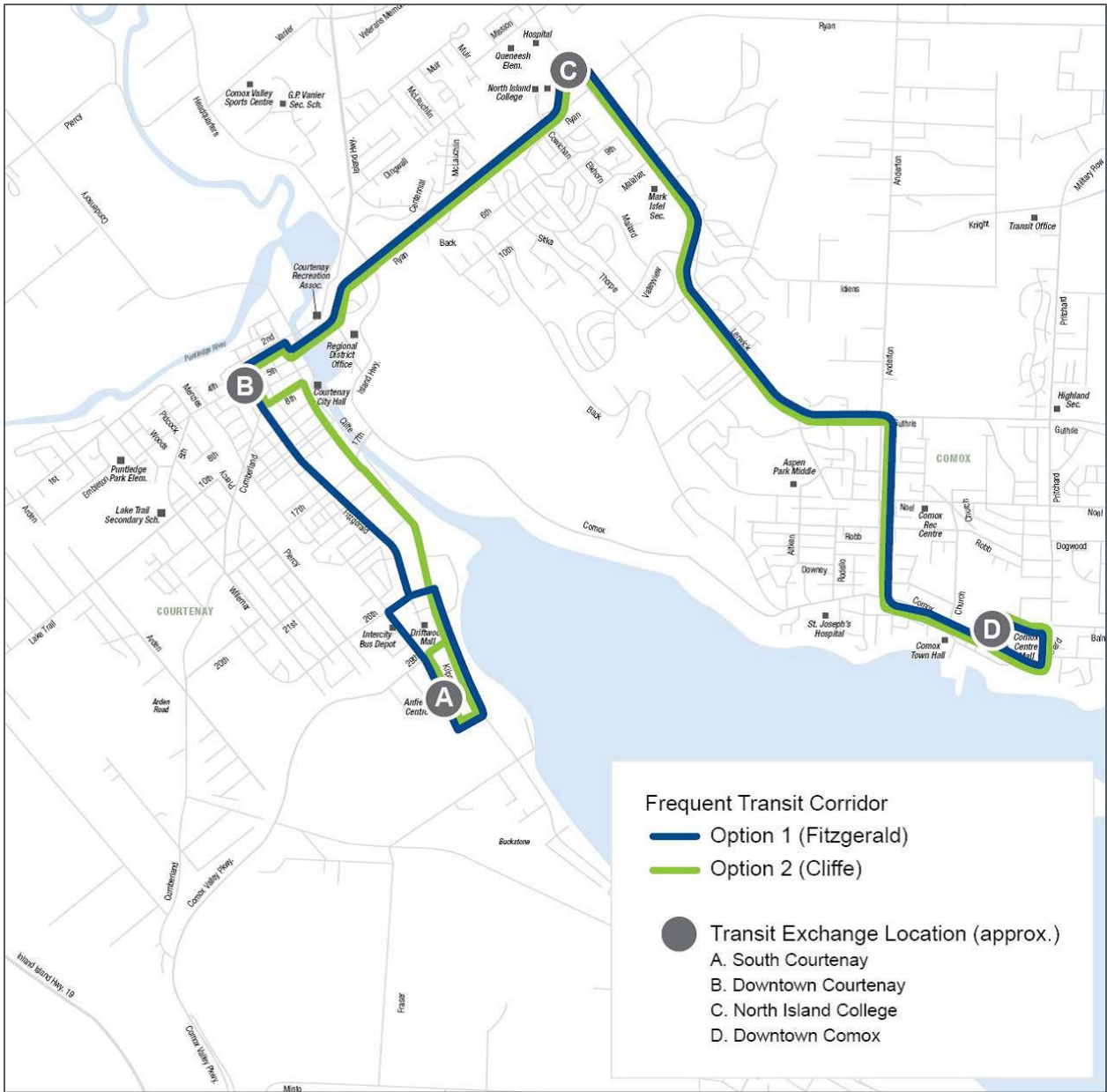


FIGURE 1. FREQUENT TRANSIT CORRIDOR OPTIONS, FREQUENT TRANSIT CORRIDOR STUDY¹



¹ Watt Consulting Group, Comox Valley Frequent Transit Corridor Study, January 2017, Page 4 , Map 1.

FIGURE 2. ROUTE 1 – ANFIELD CENTRE / COMOX MALL

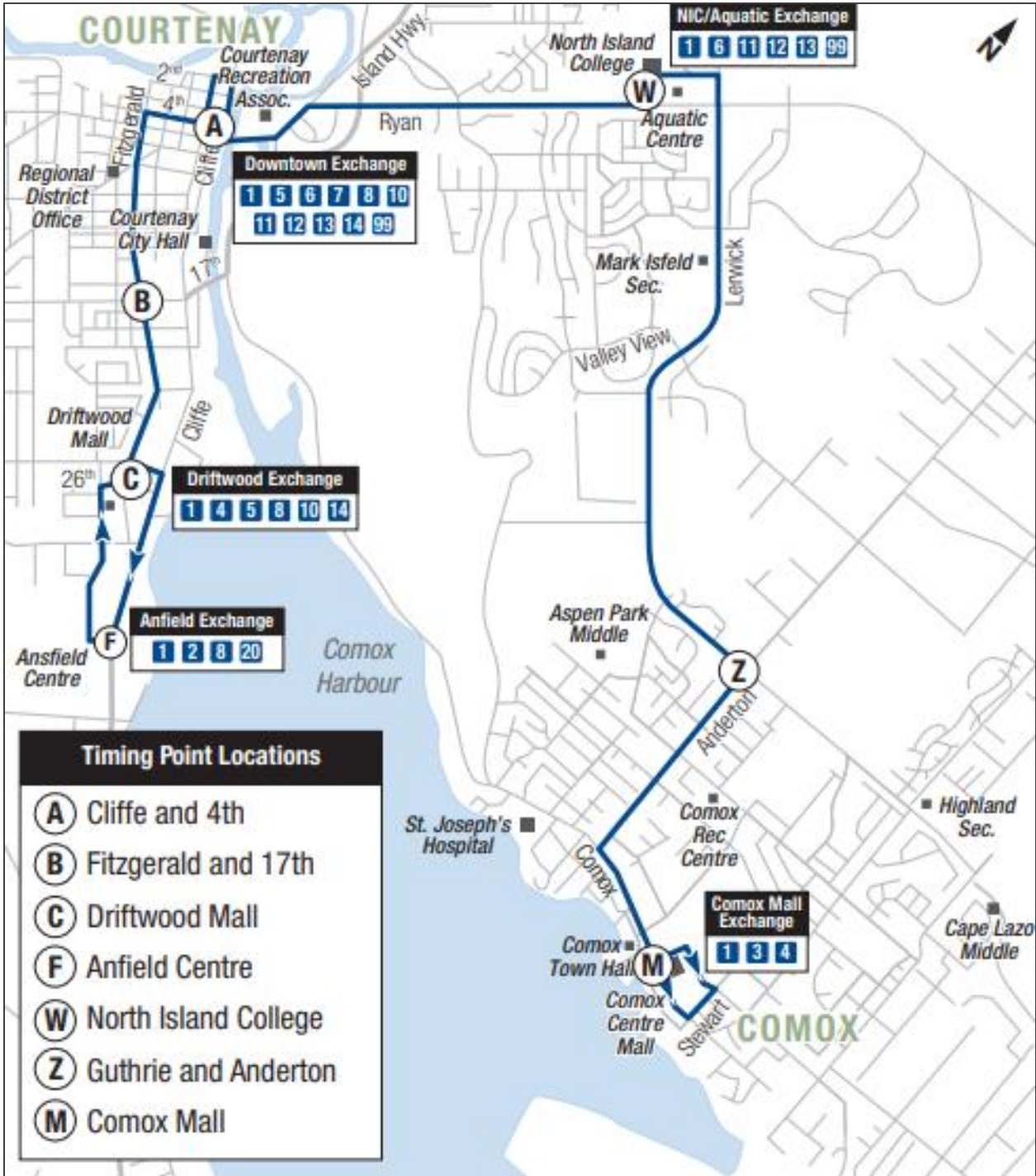
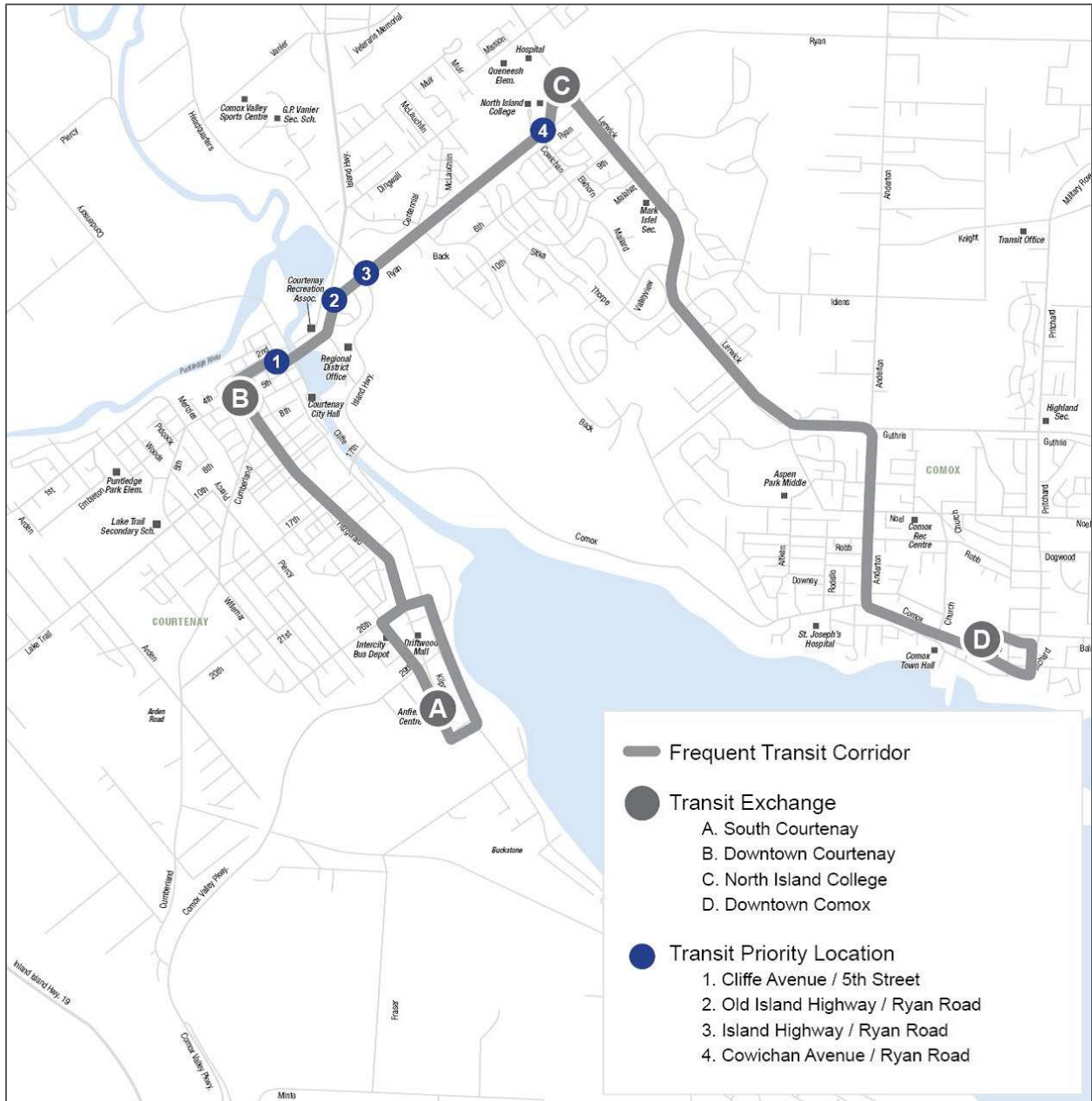


FIGURE 3. TRANSIT EXCHANGE + TRANSIT PRIORITY LOCATIONS²



² Watt Consulting Group, Comox Valley Frequent Transit Corridor Study, January 2017, Page 7 , Map 2

Courtenay Transportation Master Plan

Completed in 2019, the Courtenay Transportation Master Plan supports the TFP by planning for improvements to bus stops, transit exchanges and transit priority measures that reduce the impacts of delay on transit operations. Transit priority measures were recommended for three locations of congestion along the FTN corridor, including the following:

- Signal upgrades at the Cliffe Avenue / 5th Street intersection to allow for transit priority;
- A westbound queue jump lane and transit signal priority at the Old Island Highway / Ryan Road intersection (consistent with recommendation from 2017 Study); and
- A pedestrian activated crossing at the Cowichan Avenue / Ryan Road intersection with on-board signal communications to facilitate bus turns in/out of North Island College.

3.0 Transit Exchanges

Exchange Locations

This study specifically addresses the following five (5) transit exchange locations:

- A. South Courtenay
- B. Downtown Courtenay
- C. North Island College
- D. Downtown Comox
- E. Oyster River

Capacity

The number of buses intended to be accommodated at each exchange location is identified in **Table 1**.

TABLE 1. EXCHANGE CAPACITY NEEDS

| | Bus Bays Required | Buses per Hour |
|-------------------------|-------------------|----------------|
| A. South Courtenay | 4 | 16 |
| B. Downtown Courtenay | 6 | 20 |
| C. North Island College | 4 | 12 |
| D. Downtown Comox | 4 | 10 |
| E. Oyster River | 2 | 2 |

Site Selection

The following is considered in determining possible transit exchange locations:

- Exchanges may be on- or off-street, and public or private property may be utilized (with additional outreach needed where private land).
- Locations nearby areas of high activity are preferred, including those in a downtown area or commercial centre.
- Route deviation (i.e., distance) from the FTN corridor should be limited (does not apply to Oyster River).
- Safe and efficient access / egress must be achievable for buses, avoiding congestion, queuing and unsafe turn movements.
- Sites should provide high visibility to pedestrians, motorists and others, minimizing personal safety concerns for passengers using the facility in evenings and at other off-peak times.
- Limit negative impacts on adjacent land uses, such as noise, parking loss or driveway/circulation impacts.
- Sites must have the ability to meet the bus bay capacity requirements identified in **Table 1**.

Design + Amenities

The following design and amenities are to be considered for transit exchanges:

- Bus bays are to accommodate standard 12m buses
- Buses should be able to arrive and depart from platforms independently
- Concrete pads in the bus platform area to expand road life (optional).
- Changes may be required to road geometry, signage, traffic control, laning or transit priority measures to accommodate a new transit exchange and bus movements
- Passenger waiting area should have a hard surface landing/waiting area and be universally accessible
- Passenger facilities should include:
 - Passenger amenities, including weather protection, seating, pedestrian-oriented lighting, waste bins and bicycle storage
 - Accessibility to all areas of the exchange for persons with disabilities
 - Bus stop ID posts, wayfinding signage and customer information
- Exchanges should include access to an operator washroom with multi-stalled men's and women's washrooms
- Public washrooms (optional)

Methodology

A three-step process was undertaken in determining the preferred transit exchange location and concept design for each of the five locations, as follows:

Step 1. Preliminary Screening

Identify and screen possible exchange locations to consider the general suitability, feasibility and effectiveness of each option with the intent to determine where options have significant obstacles that are not to be given further consideration. Preliminary screening criteria are included in **Table 2**.

Step 2. Assess Candidate Locations

A more thorough investigation of candidate locations was undertaken, including developing concept designs for each. Each candidate location was considered using the criteria identified in **Table 3**.

Step 3. Identify Preferred Location

The preferred location and design option has been selected for each of the five locations and a cost estimate developed to understand the relative cost of each.

TABLE 2.
PRELIMINARY SCREENING CRITERIA

| Category | Criteria | Measures |
|--------------------------|----------------------|---|
| Feasibility | Physical feasibility | Availability of site of sufficient size for exchange(s) |
| Riders | Walking distance | Proportion of land use / generators within 400 m of transit exchange(s) |
| | Amenities | Room to accommodate transit amenities |
| | Clarity | Ease of understanding of routes, connections and stop locations |
| Local Gov't Plans | Alignment | Consistency with and support for local government plans |
| Community | Neighbours | Potential benefits and impacts to adjacent land uses |
| | Parking | Changes to parking |
| Cost | Operating | Efficiency of transit routing |
| | Capital | Order-of-magnitude costs of transit exchange(s) |

Evaluation Ratings

The various transit exchange options have been evaluated on the following pages for each of the evaluation criteria identified in **Table 3**. The evaluation rating is based on the following:

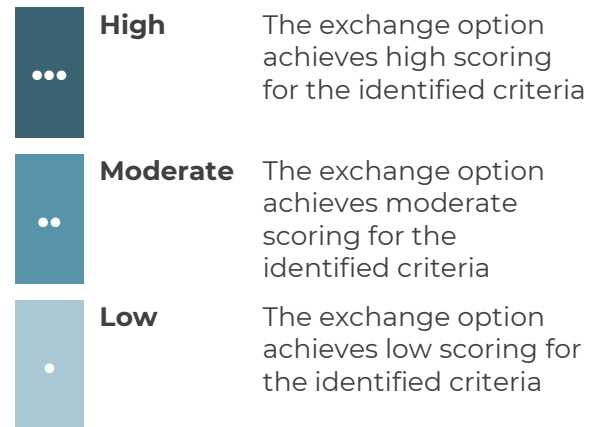


TABLE 3.
EVALUATION CRITERIA FOR CANDIDATE LOCATIONS

| Category | Criteria | Measures |
|---------------------------|----------------------|---|
| Rider Experience | Proximity | Walking distance to key trip origins / destinations |
| | Clarity | Ease of understanding of routes, connections and stop locations |
| | Amenities | Room to accommodate transit amenities, opportunities/amenities provided on adjacent properties |
| | Integration | Fit with transportation options providing access to/from the exchange, including surrounding pedestrian network |
| Safety | Pedestrians/Cyclists | Potential for conflicts with pedestrians and cyclists |
| | Traffic | Potential for bus-motor vehicle conflicts |
| | Personal | Issues associated with personal safety, visibility at night and access to assistance |
| Community | Parking | Impacts on parking |
| | Neighbours | Potential benefits and impacts to adjacent land uses |
| | Traffic | Impacts on vehicle circulation or traffic operations |
| | Appearance | Visual impact of transit service and facilities |
| Transit Operations | Travel Time | FTN route deviation required due to exchange location |
| | Delays | Potential for delays to buses |
| Local Gov't Plans | Alignment | Consistency with and support for local government plans (i.e., Official Community Plan, Local Area Plan, Transportation Plan) |
| Implementation | Capital Cost | Extent of works involved in developing transit exchange and associated improvements (note: full cost estimates to be developed for preferred options) |
| | Feasibility | Level of coordination required to pursue exchange (i.e., property acquisition, use of private land, agency coordination, etc) |

3.1 South Courtenay (A)

The South Courtenay area is focused on the Anfield Centre and Driftwood Mall as key generators of transit trips, as well as more recent residential densification focused on Kilpatrick Avenue and Cliffe Avenue.

South Courtenay is the western terminus of the FTN corridor. Exchanges are currently provided at both Driftwood Mall and Anfield Centre. Route 1 – Anfield Centre / Comox Mall currently terminates at the Anfield Centre.

This location is an opportunity for transfer between the FTN service and local routes operating in South Courtenay (i.e., 4, 5, 8), as well as services extending south to Cumberland (2, 20). Royston (10, 14, 20) and Union Bay (10, 14).

An improved South Courtenay exchange is to accommodate four bus bays. The location is to be in the vicinity of the Anfield Centre or Driftwood Mall.

3.1.1 Preliminary Screening

Seven possible exchange locations were included in the preliminary screening, shown in **Figure 4**. Each location was considered at a high level for its suitability and to be brought forward for further consideration as a candidate location. The results are shown below in **Table 4**.

TABLE 4. PRELIMINARY SCREENING, SOUTH COURTENAY EXCHANGE

| | | Comments |
|---|---|--|
| ✗ | 1 | <ul style="list-style-type: none"> • Constrained roadway on 26th Street with relatively high traffic volumes • Transit travel is slowed through Driftwood Mall site |
| ✗ | 2 | <ul style="list-style-type: none"> • Possible off-street exchange with direct access to Cliffe Street • Would result in significant parking loss on Driftwood Mall site |
| ✓ | 3 | <ul style="list-style-type: none"> • Opportunity for on-street bus bays with pedestrian access to Driftwood Mall • May make use of centre left turn lanes on Kilpatrick Avenue |
| ✓ | 4 | <ul style="list-style-type: none"> • On-street bus bays close to Anfield Centre and nearby residential sites • Kilpatrick Avenue alignment makes for challenging sightlines |
| ✗ | 5 | <ul style="list-style-type: none"> • Space for 3-4 bus bays on Anfield Centre entry (identified in 2017 Study) • Challenging location due to traffic entering/exiting Anfield Centre |
| ✓ | 6 | <ul style="list-style-type: none"> • Space for 3-4 bus bays on Cliffe Avenue (Anfield Centre frontage) • Impacts on boulevard landscape, unless one southbound travel removed |
| ✓ | 7 | <ul style="list-style-type: none"> • On-street bus bays making use of extra lanes on Anfield Road |



FIGURE 4.
 SOUTH COURTENAY
 TRANSIT EXCHANGE LOCATIONS

- Candidate Location
- Alternative Location

3.1.2 Candidate Locations

The results of the preliminary screening (above) identified four candidate transit exchange locations for more in-depth consideration:

- Kilpatrick Avenue / Driftwood Mall (3)
- Kilpatrick Avenue / 30th Street (4)
- Cliffe Avenue at Anfield Centre (6)
- Anfield Road / Cliffe Avenue (7)

Each location was evaluated using the defined evaluation criteria. The evaluation results are summarized in **Table 5** below, with detailed results and explanation included in **Appendix A**.

The Cliffe Avenue location (6) is identified as the preferred location due primarily to the limited impacts and location nearby a major commercial centre. The key considerations are the impact on boulevard landscape, as well as the requirement to access the adjacent commercial site to locate a portion of sidewalk and driver washroom. The concept design included on the following page highlights how this location would provide a logical south terminus for the FTN service and exchange opportunities to other local routes.

TABLE 5. EVALUATION SUMMARY, SOUTH COURTENAY

| Category | Criteria | Location 3. KILPATRICK / DRIFTWOOD MALL | Location 4. KILPATRICK / 30th | Location 6. CLIFFE @ ANFIELD CENTRE | Location 7. ANFIELD / CLIFFE |
|---------------------------|---------------------------|---|----------------------------------|---|---------------------------------|
| Rider Experience | Proximity | •• | • | •• | •• |
| | Clarity | •• | ••• | •• | •• |
| | Amenities | •• | • | •• | •• |
| | Integration | •• | • | •• | •• |
| Safety | Pedestrians / Cyclists | •• | •• | •• | ••• |
| | Traffic | ••• | ••• | •• | ••• |
| | Personal | •• | • | ••• | •• |
| Community | Parking | ••• | ••• | ••• | ••• |
| | Neighbours | ••• | •• | ••• | ••• |
| | Traffic | ••• | •• | ••• | ••• |
| | Appearance | ••• | •• | •• | ••• |
| Transit Operations | Travel Time | •• | ••• | ••• | ••• |
| | Delays | ••• | •• | •• | •• |
| Local Gov't Plans | Alignment | •• | • | •• | •• |
| Implementation | Capital Cost | ••• | •• | •• | ••• |
| | Feasibility | ••• | ••• | •• | •• |

3.1.3 Preferred Location

The preferred exchange concept includes up to four bus bays along the west side of Cliffe Avenue, immediately adjacent Anfield Centre. Refer to **Figure 5**. The concept includes a series of shelters, modifications to the current walkway and boulevard landscape, and new driver restroom facilities. Traffic capacity on Cliffe Avenue remains unchanged.

FIGURE 5. SOUTH COURTENAY TRANSIT EXCHANGE CONCEPT



This Cliffe Avenue location was chosen after the evaluation of the candidate locations (refer to Section 3.1.2) and through conversations with the City of Courtenay. This option provides many of the same benefits of the Anfield Road location, but with a safer location with improved surveillance and reduced walking distance to key locations within Anfield Centre.

The preferred location will impact existing boulevard landscape and trees along the Anfield Centre frontage, as well as require that a portion of the sidewalk and driver facilities are located on the Anfield Centre property (note: the current sidewalk is partially on the Anfield Centre property). Retaining structures will be required due to grades through the boulevard / landscape area, with further consideration given at detailed design stage to sidewalk grades at the south end of the exchange facility to ensure they meet accessibility guidelines.

An alternative option could be considered for this location as the improvement is advanced that includes the reduction of one southbound travel lane. This would allow for bus bays to be located along the existing curb and without impacts on the adjacent boulevard area. The cost associated with this option would be approximately half the cost of the primary option.

The preferred location will require that northbound buses (10, 14, 20) make a left turn at Anfield Road and circulate through the Anfield Centre site to access the exchange location. Turns within the Anfield Centre site were tested and found to be sufficiently wide to accommodate bus turning. Consideration may also be given to alternative bus stop locations for certain routes to avoid added route deviation and extra travel time.

As the exchange is relocated from its current location at the north entry to Driftwood Mall to Cliffe Avenue, changes in routing to the FTN Route 1 and nearby bus stops are required. This includes re-routing the northbound FTN Route 1 route along Kilpatrick Avenue to 26th Street so that it no longer circulates through the Driftwood Mall site, a new stop location on 26th Street immediately east of Kilpatrick Avenue (adjacent the theatre site), and improved bus stop amenities at both 26th Street bus stop locations. Refer to **Figure 6**. This change in routing presents a modest reduction in the northbound FTN travel time.

FIGURE 6. DRIFTWOOD MALL RECONFIGURATION



3.2 Downtown Courtenay (B)

The existing Downtown Courtenay exchange is centred on the 4th Street / Cliffe Avenue intersection. The location provides the opportunity for transfer between the Route 1 - Anfield Centre / Comox Mall route and 10 local routes, including routes operating in West Courtenay (i.e., 6, 7), South Courtenay and communities south of Courtenay (10, 13, 14) and areas in East Courtenay (5, 11, 99).

In addition to facilitating transfers, the exchange is a key boarding location and alighting point for transit passengers destined for Downtown Courtenay.

An improved Downtown Courtenay exchange is to accommodate six bus bays in a location that is central to downtown, allowing transit riders to walk between the exchange and their end destination.

3.2.1 Preliminary Screening

Eight possible exchange locations were included in the preliminary screening. Locations are shown in **Figure 7**.

Each location was considered at a high level for its suitability as a transit exchange and to be brought forward for further consideration as a candidate location. The results are shown below in **Table 6**.

TABLE 6. PRELIMINARY SCREENING, DOWNTOWN COURTENAY

| | | Comments |
|---|---|--|
| ✓ | 1 | <ul style="list-style-type: none"> • Expansion of existing location |
| ✗ | 2 | <ul style="list-style-type: none"> • Possible on-street exchange in the centre of downtown • Significant impacts to parking |
| ✓ | 3 | <ul style="list-style-type: none"> • On-street exchange on 6th Street |
| ✗ | 4 | <ul style="list-style-type: none"> • On-street bus bays on 4th Street • Negative impacts on adjacent residential uses |
| ✗ | 5 | <ul style="list-style-type: none"> • On-street bus bays on Fitzgerald Avenue • Incompatible with cycling facilities installed in recent years |
| ✓ | 6 | <ul style="list-style-type: none"> • On-street bus bays on England Avenue, low traffic street • Requires turn restrictions on Cumberland Road |
| ✓ | 7 | <ul style="list-style-type: none"> • On-street bus bays on 8th Street • Limited parking impact • Possible issues with buses on slope |
| ✗ | 8 | <ul style="list-style-type: none"> • On-street bus bays using wide right-of-way on Harmston Avenue • Location beyond centre of downtown |



FIGURE 7.
 DOWNTOWN COURTENAY
 TRANSIT EXCHANGE LOCATIONS

- Candidate Location
- Alternative Location

3.2.2 Candidate Locations

The results of the preliminary screening (above) identified four candidate transit exchange locations for more in-depth consideration - Cliffe Avenue / 4th Street (1), 6th Street (3), England Avenue (6), 8th Street (7).

Each location was evaluated using the defined evaluation criteria. The results of the evaluation are summarized in **Table 7** below, with detailed results and explanation included in **Appendix A**.

Generally, the results of the evaluation favour the England Avenue and existing Cliffe Avenue / 4th Street locations. The England Avenue location was discussed among Working Group members, City of Courtenay staff and presented to the Downtown Courtenay Business Improvement Association (BIA), and received support due to its location and the potential for reduced circulation and travel time, as well as the limited impacts on parking and traffic.

TABLE 7. EVALUATION SUMMARY, DOWNTOWN COURTENAY

| Category | Criteria | Location 1. | Location 3. | Location 6. | Location 7. |
|---------------------------|------------------------|---------------------------------|------------------------|----------------|------------------------|
| | | CLIFFE / 4 th STREET | 6 th STREET | ENGLAND AVENUE | 8 th STREET |
| Rider Experience | Proximity | •• | ••• | ••• | •• |
| | Clarity | •• | ••• | ••• | •• |
| | Amenities | ••• | •• | •• | •• |
| | Integration | ••• | ••• | ••• | ••• |
| Safety | Pedestrians / Cyclists | ••• | ••• | ••• | •• |
| | Traffic | ••• | ••• | ••• | •• |
| | Personal | •• | ••• | ••• | •• |
| Community | Parking | •• | • | •• | •• |
| | Neighbours | ••• | • | •• | ••• |
| | Traffic | •• | ••• | •• | ••• |
| | Appearance | ••• | • | ••• | ••• |
| Transit Operations | Travel Time | •• | •• | •• | ••• |
| | Delays | •• | ••• | ••• | •• |
| Local Gov't Plans | Alignment | ••• | ••• | •• | •• |
| Implementation | Capital Cost | •• | •• | •• | ••• |
| | Feasibility | ••• | • | ••• | ••• |

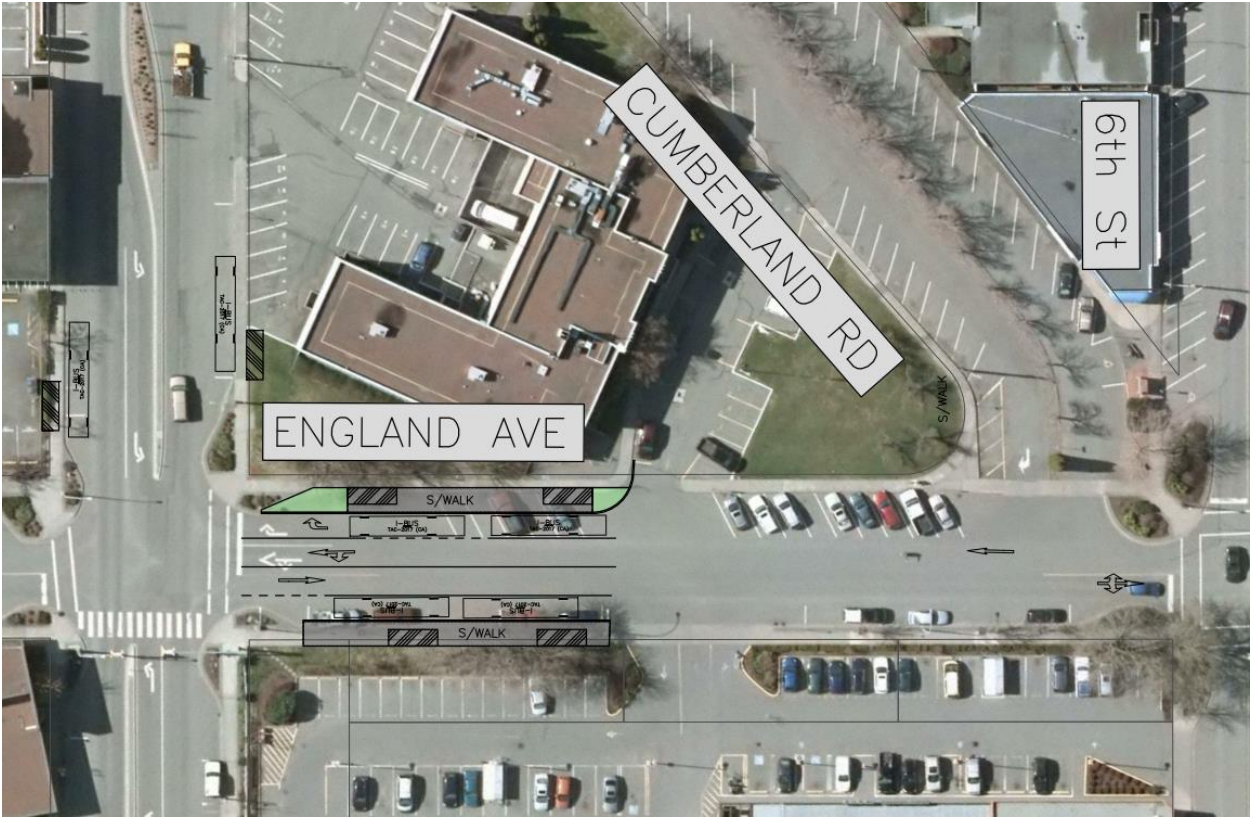
3.2.3 Preferred Location + Configuration

The England Avenue location (6) is the preferred downtown Courtenay location. Exchange design options were considered that best fit the available space, minimize surrounding impacts and achieve functional and efficient transit routing. The preferred configuration is shown in **Figure 8**, which includes two bus bays on 8th Street intended to be used by the FTN route and four bus bays on England Avenue immediately north of 8th Street that would facilitate local routes.

Buses on the FTN would remain on 8th Street, whereas local routes would flow through the exchange circulating via 8th Street and 6th Street. Circulation is explored in more detail on the following pages. A key consideration associated with the changes in routing is the need to provide FTN service to downtown Courtenay by way of bus stops as close to the Cliffe Avenue / 5th Street intersection as possible (preferably on Cliffe Avenue between 5th and 6th Street, details to be determined).

Pedestrian activity is accommodated across 8th Street via the existing crosswalk location, facilitating transfers between regional and local routes. Modest infrastructure improvements are needed to increase space for passenger loading/unloading and shelters.

FIGURE 8. DOWNTOWN COURTENAY EXCHANGE CONCEPT



Circulation

A key consideration for the preferred England Avenue exchange concept is transit circulation through downtown streets, particularly along 6th Street where turn geometry is tight and enhanced cycling facilities are envisioned in future as part of the City's *Cycling Network Plan* implementation³. A route realignment and circulation concept has been included in **Figure 9** that identifies how the FTN and local routes may be realigned to provide service to the exchange location.

The concept includes re-routing the FTN service along Fitzgerald Avenue, 8th Street and Cliffe Avenue in both the eastbound and westbound directions. This results in a more efficient service due to reductions of approximately 450m in trip distance⁴ and 1-2 minutes in travel time⁵. With an overall trip time of 25-30 minutes along the length of the FTN route (dependent on time-of-day), a savings of 1-2 minutes is a meaningful improvement to the service and operating cost.

Local route realignment is also identified that would allow routes to/from west Courtenay (7, 8) to serve the bus bays on the west side of the exchange, and routes primarily to/from east Courtenay and communities to the north to serve the bus bays on the east side of the exchange. Some alteration may be required as local routes and service levels are confirmed.

Overall the proposed changes represent a reduction of approximately 4,800 km in annual trip distance among all routes, representing an annual operational cost savings of approximately \$50,000. The full impact of the proposed route realignment is summarized in **Table 8**.

The exchange relocation and associated route realignment will result in reduced transit service to the downtown north end / Old Orchard area. As exchange improvements are advanced, consideration should be given to opportunities to extend local service nearby the current exchange location to continue to serve important destinations in these areas with transit, such as the Florence Filberg Centre.

Consideration may also be required for additional intersection geometric improvements to allow for bus turn movements (particularly right-turns).

³ More information on the City of Courtenay's *Cycling Network Plan* available online at: <https://www.courtenay.ca/EN/main/departments/engineering/traffic-programs-studies/connecting-courtenay-transportation-master-plan-2019.html>

⁴ Current routing differs in each direction, resulting in changes in travel distance of approximately 200m westbound and 700m eastbound

⁵ Travel time estimates based on Google Maps

FIGURE 9. PROPOSED ROUTE REALIGNMENT FOR ENGLAND AVENUE EXCHANGE



TABLE 8. SERVICE CHANGES FOR ENGLAND AVENUE EXCHANGE⁶

| Route(s) | | Trips per Year | Distance (portion in Downtown only) | | Total Distance Difference |
|---------------------------|----|----------------|-------------------------------------|----------|---------------------------|
| | | | Existing | Proposed | |
| 1 - Anfield / Comox | WB | 10,474 | 884 m | 668 m | -2,262 km |
| | EB | 10,475 | 1,389 m | | -7,552 km |
| 5 - Vanier | | 2,354 | 940 m | 1,638 m | +1,643 km |
| 6 - Uplands | | 4,634 | | | +3,235 km |
| 7 - Arden | | 3,270 | 1,415 m | 1,087 m | -1,073 km |
| 8 - Willemar | | 8,414 | | | -2,760 km |
| 10 - Fanny Bay | | 3,166 | 1,051 m | 683 m | -1,166 km |
| 11 - Little River | | 4,020 | 940 m | 1,638 m | +2,806 km |
| 12 - North Valley | | 2,708 | | | +1,890 km |
| 13 - Seal Bay / Merville | | 309 | | | +216 km |
| 14 - Union Bay / Downtown | | 309 | | | +216 km |
| Total | | | | | -4,807 km |

⁶ Bus routing assessment provided by BC Transit Planning staff members

3.2.4 Alternate Options

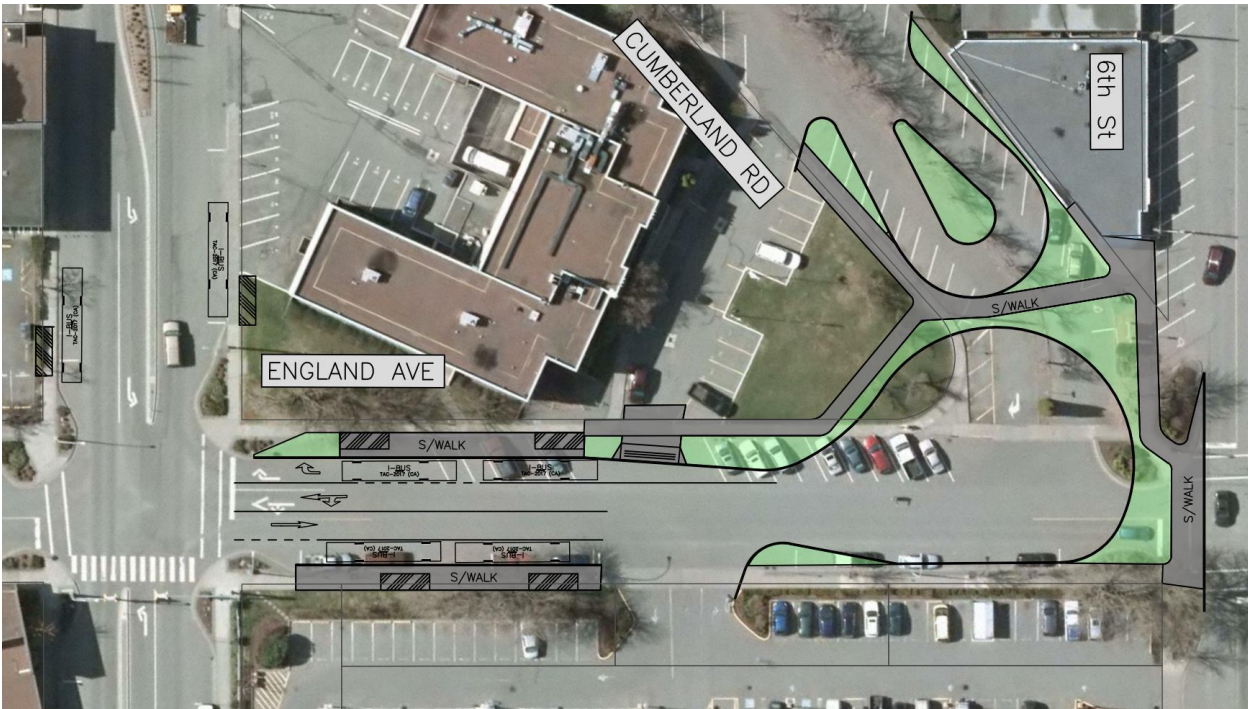
The England Avenue location and configuration option is the preferred option for the Downtown Courtenay exchange. It is acknowledged that there are details of bus circulation, property acquisition and further public and business owner conversation required before this option is advanced.

In the case that these details cannot be successfully addressed, two alternative options have been identified. Each is described below.

Alternative 1. England Avenue, Turnaround

In the case that bus circulation on 6th Street required to serve the preferred England Avenue concept cannot be realized, an option that includes a bus turnaround on England Avenue has been developed that would allow all bus circulation to occur to/from 8th Street. See **Figure 10**. This option would not allow for general purpose traffic to travel east-west on England Avenue and would result in Cumberland Road being closed to through traffic at the south end, including the loss of approximately 35 parking spaces. This option would provide the opportunity to create new public open space adjacent the 6th Street / England Avenue intersection as part of the City’s downtown enhancement initiatives. The cost of the turnaround option (\$1.4-million) is approximately twice the preferred option.

FIGURE 10. ALTERNATE ENGLAND AVENUE EXCHANGE CONCEPT (BUS TURNAROUND)



Alternative 2. Expanded Current Location

In the case that a suitable England Avenue option cannot be achieved, the current downtown exchange location focused on the Cliffe Avenue / 4th Street intersection could be improved and expanded to accommodate six bus bays. A concept for the facility expansion is included in **Figure 11** that includes two bus bays on 4th Street and four bays on Cliffe Avenue.

Improvements at this location may include re-routing the FTN service along Cliffe Avenue and 4th Street in both directions (served by eastbound and westbound stops on 4th Street), eliminating the current routing via Anderton Avenue and 1st Street in the westbound direction and presenting time savings of 1-2 minutes. Improvements to the Cliffe Avenue / 5th Street intersection northwest corner would be required to facilitate the westbound right-turn bus movement.

FIGURE 11. ALTERNATE DOWNTOWN COURTENAY EXCHANGE CONCEPT (EXPANDED EXISTING FACILITY)



3.2.5 Next Steps

While the conversations regarding the England Avenue location were generally supportive, this represents a significant change from the current Cliffe Avenue / 4th Avenue location. Further investigation and conversations are recommended before confirming the preferred location and configuration. This has been included in the implementation strategy contained within this study (Section 5).

Next steps should include:

- Outreach to the Downtown Courtenay BIA and area businesses to confirm support for the England Avenue location
- Conversations with property owners in the vicinity of the England Avenue location to identify any key challenges and gauge support
- Confirm alignment with the City of Courtenay's downtown planning directions, including as through the Official Community Plan (OCP) review being carried out while this study was undertaken
- Confirm ability for bus circulation on portions of 6th Street in combination with possible future cycling improvements
- Explore options to adjust local routes to address loss of service in the downtown Courtenay north end / Old Orchard area
- Confirm location and space availability for new bus stops on Cliffe Avenue immediately south of the 5th Street intersection (to provide service nearby the center of downtown Courtenay)

3.3 North Island College (C)

The North Island College transit exchange location serves the College, North Island Hospital and Comox Valley Aquatic Centre, all key destinations within the Comox Valley.

The current location, directly adjacent the Aquatic Centre, is served by the Route 1 - Anfield Centre / Comox Mall route and 6 local routes, including those extending north of Courtenay (i.e., 12, 13).

In future, the exchange is intended to continue to be a key location along the FTN corridor, with transfer to local routes and access to key civic uses. The facility is to be expanded with capacity for up to six bus bays, as well as improved pedestrian connections to nearby destinations.

3.3.1 Preliminary Screening

Two possible exchange locations were included in the preliminary screening. Locations are shown in **Figure 12**.

Each location was considered at a high level for its suitability as a transit exchange and to be brought forward for further consideration. The results are shown below in **Table 9**.

TABLE 9. PRELIMINARY SCREENING, NORTH ISLAND COLLEGE

| | | Comments |
|---|---|---|
| ✓ | 1 | <ul style="list-style-type: none"> • On-street bus bays directly adjacent the Aquatic Centre and backside of the hospital • Careful consideration of crosswalk required • Location not immediately adjacent North Island College key entrances |
| ✓ | 2 | <ul style="list-style-type: none"> • On-street bus bays near Ryan Road entrance and future student housing site • Not directly adjacent North Island College key entrances, nor adjacent Aquatic Centre and hospital rear access |



On-street facility
(4 bus bays, 2 each side)

1

On-street facility
(4 bus bays, 2 each side)

2

North Island
College

North Island
Hospital

Comox Valley
Aquatic Centre

Lerwick Rd

Ryan Rd



FIGURE 12.
NORTH ISLAND COLLEGE
TRANSIT EXCHANGE LOCATIONS

-  Candidate Location
-  Alternative Location

3.3.2 Candidate Locations

The two candidate locations were evaluated using the defined evaluation criteria. The results of the evaluation are summarized in **Table 10** below, with detailed results and explanation included in **Appendix A**.

The results generally show that the College Way / Aquatic Centre location provides better access to the Aquatic Centre and North Island Hospital, as well as to the North Island College campus. This location also provides more direct access to established sidewalks and would provide for better personal security due to open sightlines and the presence of activity associated with the Aquatic Centre. Through conversations with North Island College staff, this location was also determined to be aligned with long-range campus development plans and generally meet their needs.

TABLE 10. EVALUATION SUMMARY, NORTH ISLAND COLLEGE

| Category | Criteria | Location 1. | |
|---------------------------|---------------------------|---|---|
| | | COLLEGE WAY / AQUATIC CENTRE / HOSPITAL | Location 2. COLLEGE WAY / RYAN ROAD |
| Rider Experience | Proximity | ●●● | ●●● |
| | Clarity | ●●● | ●●● |
| | Amenities | ●●● | ●● |
| | Integration | ●●● | ● |
| Safety | Pedestrians / Cyclists | ●●● | ● |
| | Traffic | ●● | ●● |
| | Personal | ●● | ●● |
| Community | Parking | ●●● | ●● |
| | Neighbours | ●●● | ●●● |
| | Traffic | ●●● | ●●● |
| | Appearance | ●●● | ●●● |
| Transit Operations | Travel Time | ●●● | ●●● |
| | Delays | ●●● | ●●● |
| Local Gov't Plans | Alignment | ●●● | ●● |
| Implementation | Capital Cost | ●● | ●● |
| | Feasibility | ●● | ●● |

3.3.3 Preferred Location

The location adjacent the Aquatic Centre is identified as the preferred location primarily due to immediate access to the Aquatic and North Island Hospital, as well as good access to the rest of the North Island College campus. The proposed design concept, shown in **Figure 13**, includes two bus bays on either side of the primary NIC east access that would remove stationary buses from through travel lanes, minimizing impacts on vehicle traffic. The recently installed crosswalk is retained and provides access between the bus stops on either side of the street, through to the Aquatic Centre and Hospital. A dedicated walkway through the Aquatic Centre parking lot would help facilitate pedestrian access. The west side sidewalk and shelters are partially location on the Hospital site.

Improvements may be pursued in a phased approach, with short-term investments in shelters and stop amenities aligned around the current bus stop locations. Amenities installed in the short-term could be relocated into positions consistent with the preferred design as those improvements are made.

North Island College has also historically considered a future transit exchange on the internal access / turnaround directly adjacent the main building access to the College (Discovery Hall, Puntledge Hall). This preferred location would eliminate the need for the internal access / turnaround location, eliminating the need for internal campus circulation and minimizing transit travel time through the campus.

As this location is advanced, consideration may be given to a possible transit exchange and associated parking facility improvements on the Aquatic Centre site. This is a Regional District facility and could be pursued entirely by the CVRD. Some change in parking lot circulation and drive aisle widening may be required to accommodate transit operations.

FIGURE 13. NORTH ISLAND COLLEGE EXCHANGE CONCEPT



3.4 Downtown Comox (D)

The Downtown Comox transit exchange is the eastern terminus of the FTN corridor. The current exchange location is on the east side of Port Augusta Road, directly adjacent the Comox Mall.

The location provides an opportunity for transfer between Route 1 – Anfield Centre / Comox Mall route and FTN service and local routes operating in Comox (i.e., 3, 4).

An improved Downtown Comox exchange is to be expanded with capacity for four bus bays. The location is to provide service to the centre of Downtown Comox via Comox Avenue, and ideally within walking distance of key downtown destinations.

3.4.1 Preliminary Screening

Four possible exchange locations were included in the preliminary screening. Locations are shown in **Figure 14**.

Each location was considered at a high level for its suitability as a transit exchange and to be brought forward for further consideration as a candidate location. The results are shown below in **Table 11**.

TABLE 11. PRELIMINARY SCREENING, DOWNTOWN COURTENAY

| | | Comments |
|---|---|---|
| ✓ | 1 | <ul style="list-style-type: none"> • On-street facility on the west side of Port Augusta Road • New crosswalk required on Port Augusta Road and sidewalk connection to Comox Avenue |
| ✓ | 2 | <ul style="list-style-type: none"> • Expansion of current exchange facility |
| ✗ | 3 | <ul style="list-style-type: none"> • Opportunity for on-street bus bays on Balmoral Avenue adjacent Comox Mall • Location is further removed from Comox Avenue |
| ✗ | 4 | <ul style="list-style-type: none"> • Opportunity for on-street bus bays on Beaufort Avenue • Part of a possible terminating loop of the FTN service via Beaufort Avenue • Grades on local streets may be a challenge (buses, pedestrian) |



On-street facility on the west side of Port Augusta Rd

1

2

On-street facility on the east side of Port Augusta Rd

3

On-street facility on Balmoral Ave

4

On-street facility on Beaufort Ave

FIGURE 14.
DOWNTOWN COMOX
TRANSIT EXCHANGE LOCATIONS

- Candidate Location
- Alternative Location

3.4.2 Candidate Locations

The results of the preliminary screening (above) identified two candidate transit exchange locations for more in-depth consideration - Port Augusta Road, West Side (1) and Port Augusta Road, East Side (2). Each location was evaluated using the defined evaluation criteria. The results of the evaluation are summarized in **Table 12** below, with detailed results and explanation included in **Appendix A**.

The results generally show that the east side of Port Augusta Road is the preferred location due to reduced walking distance to the Comox Mall, eliminating the need for a crosswalk to cross Port Augusta Road, and better personal security due to natural surveillance and existing lighting. The east side location was confirmed to be the preferred location in conversations with Town of Comox staff and was the preferred location identified in the 2017 *Frequent Transit Corridor Study*.

TABLE 12. EVALUATION SUMMARY, DOWNTOWN COMOX

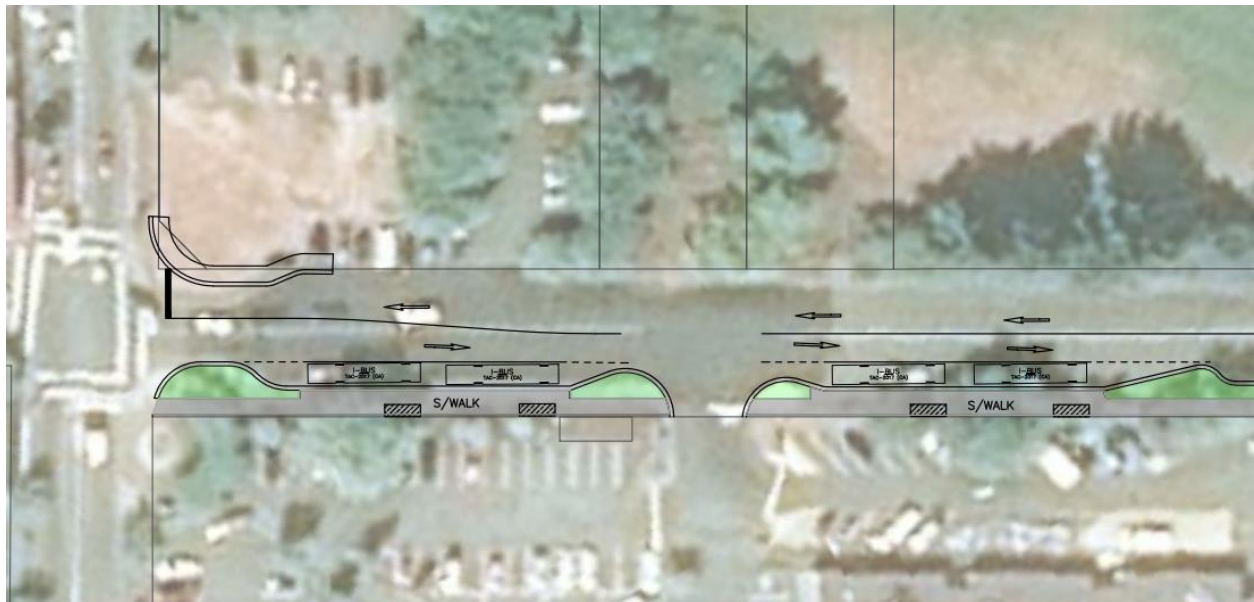
| Category | Criteria | Location 1. | Location 2. |
|---------------------------|------------------------|----------------------------|----------------------------|
| | | PORT AUGUSTA, WEST SIDE | PORT AUGUSTA, EAST SIDE |
| Rider Experience | Proximity | •• | ••• |
| | Clarity | •• | •• |
| | Amenities | ••• | ••• |
| | Integration | •• | ••• |
| Safety | Pedestrians / Cyclists | •• | ••• |
| | Traffic | ••• | ••• |
| | Personal | •• | ••• |
| Community | Parking | ••• | •• |
| | Neighbours | ••• | ••• |
| | Traffic | ••• | ••• |
| | Appearance | ••• | ••• |
| Transit Operations | Travel Time | •• | •• |
| | Delays | ••• | •• |
| Local Gov't Plans | Alignment | ••• | ••• |
| Implementation | Capital Cost | •• | ••• |
| | Feasibility | ••• | ••• |

3.4.3 Preferred Location

The preferred exchange concept for Downtown Comox includes four bus bays on the east side of Port Augusta Street, as shown in **Figure 15**. This builds on the existing two bus bays that are in-place and allows for facility expansion and improved amenities as exchange improvements are required.

Improvements are being considered by the Town of Comox at the Comox Avenue / Port Augusta Street intersection to better facilitate westbound right-turn bus movements and has been reflected in the concept design. This would allow buses to access the proposed exchange facility from both directions. This also allows for the possible removal of the westbound bus stop on Comox Avenue (ID 111323) (buses would stop on Port Augusta Street instead) to increase on-street parking supply by 2 – 3 spaces, although further analysis on the impact to transit customer experience is required prior to considering change to this stop location.

FIGURE 15. PREFERRED EXCHANGE CONCEPT, DOWNTOWN COMOX



3.5 Oyster River (E)

Oyster River is where the Comox Valley and Campbell River transit systems overlap, facilitating transfer between Route 12 – Oyster River / Downtown (Comox Valley) and Route 6 – Oyster River / Willow Point (Campbell River) routes. This provides the opportunity for Comox Valley residents to access employment, health care, education and other services in Campbell River (and vice versa).

There is currently one bus stop on Glenmore Road (north side) opposite the Discovery Foods grocery store that facilitates transfer between the two routes. The current configuration is particularly challenging for the Comox Valley Route 12 bus as it requires added circulation and travel time to properly align buses at the north-side bus stop. Improvements to this facility are to include capacity for two buses.

3.5.1 Preliminary Screening

Four possible exchange locations were included in the preliminary screening. Locations are shown in **Figure 16**.

Each location was considered at a high level for its suitability as a transit exchange and to be brought forward for further consideration. The results are shown below in **Table 13**.

TABLE 13. PRELIMINARY SCREENING, OYSTER RIVER EXCHANGE

| | | Comments |
|---|---|--|
| ✓ | 1 | <ul style="list-style-type: none"> • Potential for bus layover on Lambeth Road, with service through bus stops on Glenmore Road • Eliminates stopped buses impeding access to Discovery Foods site |
| ✓ | 2 | <ul style="list-style-type: none"> • Improvement to current bus stop on Glenmore Road, with additional bus stop on Discovery Foods site frontage |
| ✓ | 3 | <ul style="list-style-type: none"> • Opportunity for bus bays in Regent Road right-of-way • Bus turn arounds may be accommodated in wide road right-of-way |
| ✗ | 4 | <ul style="list-style-type: none"> • On-street bus bays adjacent fire hall, with bus circulation through fire hall site • Bus circulation may impact emergency response |



FIGURE 16.
OYSTER RIVER
TRANSIT EXCHANGE LOCATIONS



3.5.2 Candidate Locations

The results of the preliminary screening (above) identified three candidate transit exchange locations for more in-depth consideration:

- Glenmore Road at Discovery Foods (1)
- Glenmore Road east of Discovery Foods (2)
- Island Highway / Regent Road (3)

Each location was evaluated using the defined evaluation criteria. The results of the evaluation are summarized in **Table 14** below, with detailed results and explanation included in **Appendix A**.

The results suggest that the location immediately adjacent the Discovery Foods centre to be preferred due to greater proximity to key destinations (the commercial centre), limited impact of surrounding neighbours, and limited impact on traffic, parking and visually.

TABLE 14. EVALUATION SUMMARY, OYSTER RIVER

| Category | Criteria | Location 1. | Location 2. | Location 3. |
|---------------------------|------------------------|--------------------------------|--------------------------------------|-------------|
| | | GLENMORE RD AT DISCOVERY FOODS | GLENMORE RD, EAST OF DISCOVERY FOODS | REGENT ROAD |
| Rider Experience | Proximity | ••• | •• | • |
| | Clarity | ••• | ••• | ••• |
| | Amenities | •• | •• | • |
| | Integration | •• | •• | • |
| Safety | Pedestrians / Cyclists | •• | •• | • |
| | Traffic | •• | ••• | •• |
| | Personal | •• | •• | • |
| Community | Parking | ••• | ••• | ••• |
| | Neighbours | ••• | •• | ••• |
| | Traffic | ••• | ••• | ••• |
| | Appearance | ••• | ••• | ••• |
| Transit Operations | Travel Time | •• | •• | • |
| | Delays | ••• | ••• | ••• |
| Local Gov't Plans | Alignment | •• | •• | • |
| Implementation | Capital Cost | ••• | ••• | ••• |
| | Feasibility | •• | ••• | ••• |

3.5.3 Preferred Location

The preferred exchange concept shown in **Figure 17** includes an expansion of the current facility to include bus bays on both the north and south side of Glenmore Road to facilitate buses approaching the facility from both the Comox Valley and Campbell River systems. The concept includes a crossing of Glenmore Road to facilitate exchange between the two bus stops, as well as access between the northside stop and the Discovery Foods commercial centre. A dedicated pedestrian space is shown along the Discover Foods frontage to facilitate safe, comfortable pedestrian travel between the two bus stops, which may also present opportunities for landscape and drainage at the roadside.

Exchange improvements may be accompanied by traffic safety improvements at the Highway 19a / Glenmore Road intersection to further prevent illegal turn movements, particularly where they may present safety concern relative to transit operations and related pedestrian infrastructure.

As an alternative, the recommended bus bay location on the south side of Glenmore Road could be relocated approximately 100m to the west. While a solution to avoid possible conflict with vehicles exiting the highway, this alternate location is not preferred due to visibility / surveillance concerns and added walking distance for passengers making transfers and access commercial businesses nearby.

Given the overall cost of improvements in this location relative to the other exchange locations in the system, consideration should be given to pursuing funding available through the Ministry of Transportation and Infrastructure's *Transit Minor Betterment Program*.

FIGURE 17. PREFERRED EXCHANGE CONCEPT, OYSTER RIVER



4.0 Transit Priority

Opportunities to prioritize transit operations along the identified FTN have been identified consistent with the TFP objective of growing ridership through an enhanced service on the identified TFN corridor. This includes making the FTN service competitive with vehicle travel by continually increasing service levels, coupled with reduced transit travel times and improved service reliability.

An in-depth study of transit priority opportunities was undertaken to determine where the FTN service could benefit from prioritizing transit operations. The focus was on addressing locations of congestion and delay where transit operations are negatively impacted, while also considering coordination with planned multi-modal improvements along the corridor. This includes ensuring that identified options do not unduly impact traffic conditions and do not preclude cycling facility upgrades on identified cycling corridors.

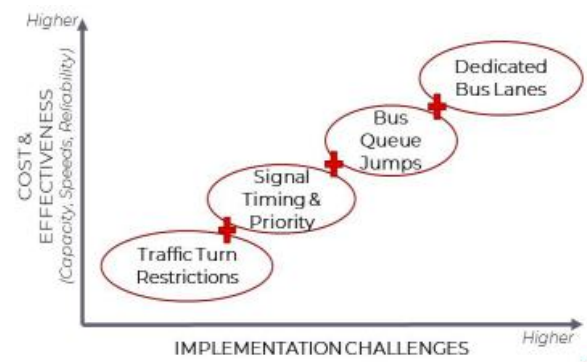
4.1 Background

Transit Priority Toolkit

The range of possible transit priority interventions available to help improve transit operations along the FTN can broadly be considered in four categories, as shown in **Figure 19**, each with differing costs, effectiveness and implementation challenges.

The objective is to determine for each identified location which transit priority option best suits the, with consideration of key variables such as the magnitude of delay and queuing, right-of-way availability, adjacent land use and context, and reasonable cost allocation.

FIGURE 19. TRANSIT PRIORITY MEASURES



Each transit priority measure is described in greater detail on the following pages.

Guidance from the *Transit Street Design Guide* resource is used in understanding the “toolkit” of transit priority measures

Option 1.

Manage Conflicts

The presence of left- and/or right-turn vehicles at key intersection can add to overall delay and reduce capacity for buses. Turn movements may be managed in strategic locations along the FTN to minimize delay to transit operations.

Option 2.

Signal Timing + Priority

Options to prioritize transit operations through signal modifications.

a. Signal Progression

Coordination of signals along a transit corridor to allow buses to move efficiently through intersection without delay.

b. Signal Pre-emption

Technology allowing buses to communicate to a traffic signal on approach to hold a green light to allow transit to clear the intersection without delay.

b. Signal Priority

Signal timing / phasing modifications that favour transit operations or specific movements made by buses.

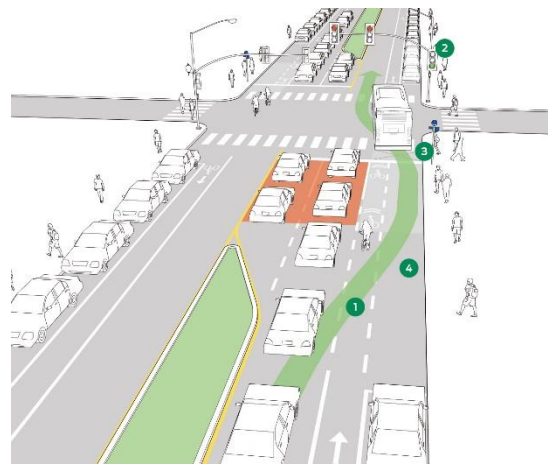
Option 3.

Bus Queue Jump Lane

Dedication of priority lanes near key intersections of congestion and delay that allow buses to proceed more efficiently through the intersection.

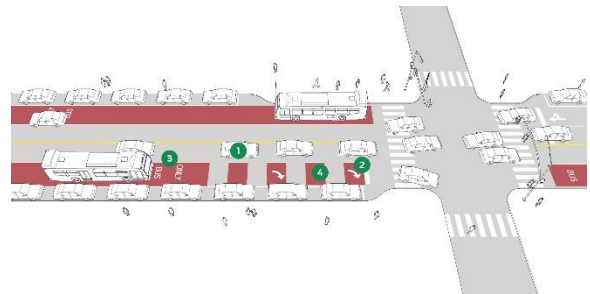
a. Queue Jump Lane

Dedicated transit queue jump lane that allows buses to bypass vehicle queues.



b. Right-turn Shared Lane

Where a low-volume right-turn lane is shared between vehicles and buses



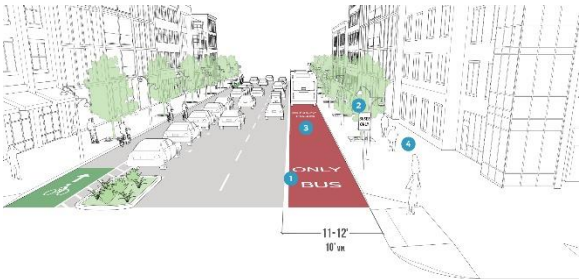
Option 4.

Dedicated Bus Lanes

Dedicated travel lanes that allow buses to travel entirely independent of vehicle traffic to improve transit operations along key corridors.

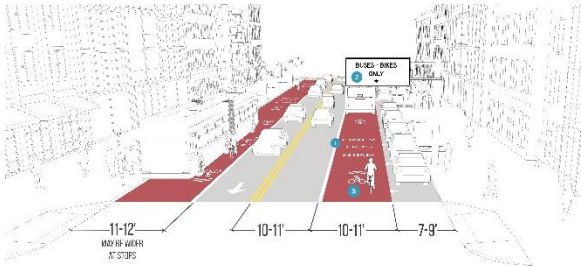
a. Curb Bus Lane

Where the outer-most lane is reserved for buses, may be mixed with right-turn vehicles.



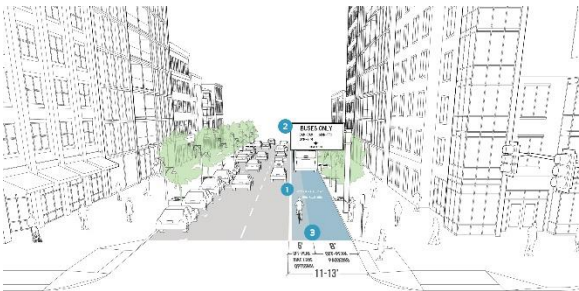
c. Shared Bus-Bike Lane

Dedicated bus lanes that may also be occupied by bicycles in the absence of a high-level cycling facility.



b. Peak-Only Bus Lane

Where the curb lane operates as a bus lane during peak periods but accommodates other activities during off-peak periods, such as on-street parking.



d. Bus-On-Shoulder Lane

Similar to curb bus lanes, bus-on-shoulder lanes are found in rural areas and make use of the roadside shoulder for bus travel.

Past Study

As introduced earlier in this document, the 2017 Frequent Transit Corridor Study identified opportunities for transit priority at four locations, as follows:

1. Cliffe Avenue / 5th Street
A dedicated protected-permitted left turn signal phase to reduce delay for buses making the southbound left turn.
2. Old Island Highway / Ryan Road
A queue jump lane for the westbound left turn to move buses more quickly through this location.
3. Ryan Road / Island Highway
Signal prioritization for through movements on Ryan Road that holds the “green” phases to allow approaching buses to progress through the intersection.
4. Ryan Road / Cowichan Ave
Consideration of signaling this location to create gaps in traffic on Ryan Road to facilitate bus turns in/out of North Island College.

The locations and recommendations from past study are being considered as part of this study, along with other possible locations where transit priority may help reduce travel time.

4.2 Corridor Assessment

Transit travel times along the FTN corridor have been assessed to identify locations where transit operations are impacted by queuing and delay.

Median automobile travel speeds are shown along the FTN corridor for the AM peak hour (8am to 9am) in **Figure 18** and for the PM peak hour (4pm to 5pm) in **Figure 19**. The travel speed data was obtained from “big data” provider TomTom⁷ for the period of September 1, 2019 to October 31, 2019 (pre-COVID conditions). This data excludes weekends and statutory holidays so that it represents typical weekday conditions.

As illustrated in the figures on the following pages, the median travel speeds along the FTN corridor are generally greater than 40 km/hr along much of the corridor, with median speeds reduced on the approaches to major intersections and through downtown Courtenay, south Courtenay and on the approach to downtown Comox. The median travel speeds are generally lower in the PM peak hour compared to the AM peak hour, resulting in longer delays and queue lengths in the PM peak hour. The median travel speed data also suggests a relatively balanced travel pattern, whereby median travel speed (and presumably queue length and delay) are relatively balanced in opposing directions during peak hours.

A few key locations are noted where travel speeds are lowest:

- Most streets within downtown Courtenay, a result of the small block sizes and traffic control (stop signs, signals) in place at most intersection causing vehicles to slow.
- The Ryan Road / Old Island Highway corridor between the 5th Street Bridge and Back Road, with median travel speeds lowest at the Old Island Highway / Ryan Road and Ryan Road / Highway 19a intersections.
- At major intersections along the Fitzgerald Avenue / Kilpatrick Avenue corridor, including 17th Street, 26th Street and 29th Street.
- On Comox Avenue on the approach to downtown Comox, particularly focused on the Comox Avenue / Port Augusta Street intersection.
- At the Lerwick Road / Ryan Road intersection and on Lerwick Road in the vicinity of North Island College and through the College campus (where context and street design precludes fast travel).
- At the Guthrie Road / Anderton Road and Anderton Road / Comox Avenue intersections in Comox.

⁷ TomTom website:
<https://www.tomtom.com/products/historical-traffic-stats/>

FIGURE 18. MEDIAN TRAVEL SPEED, AM

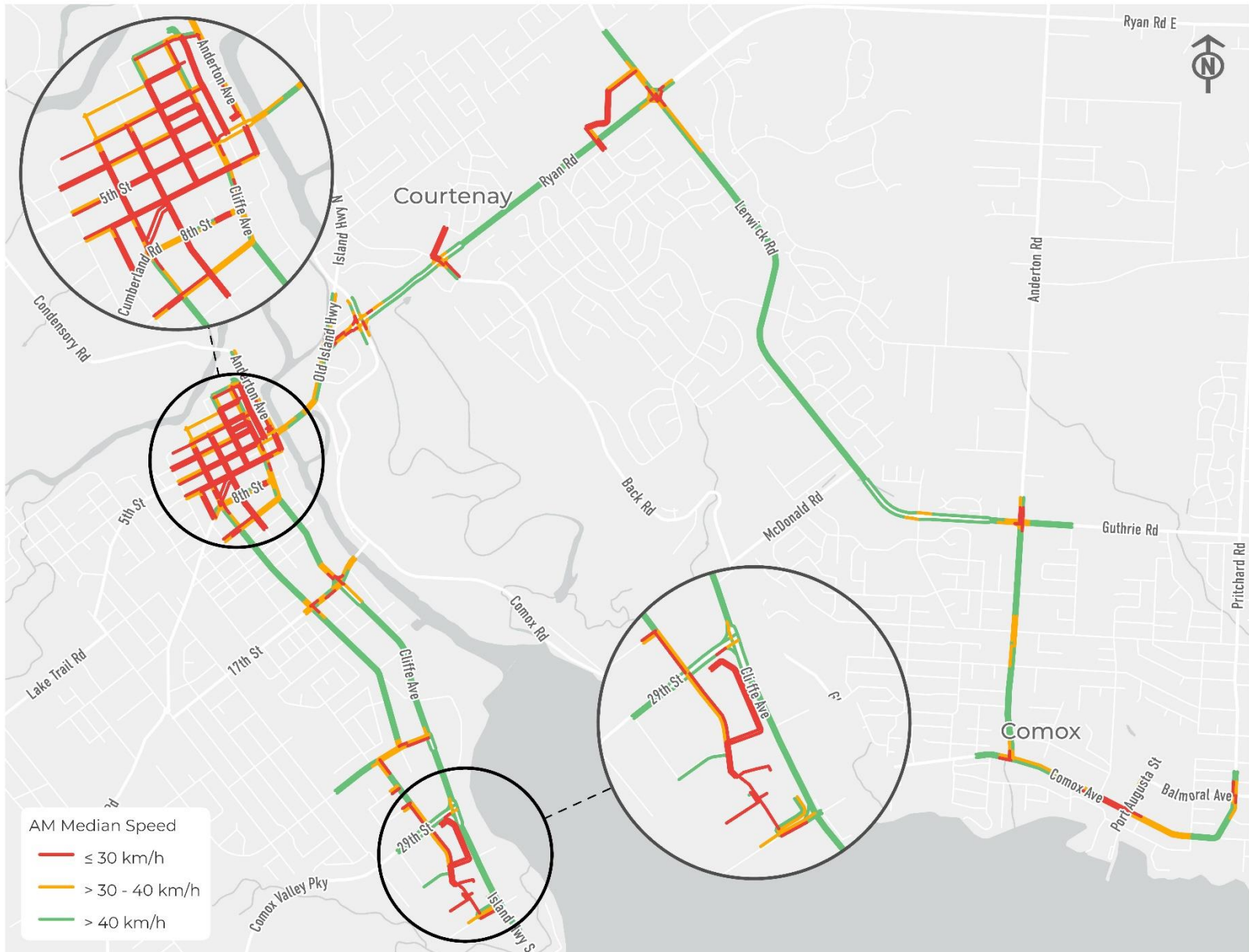
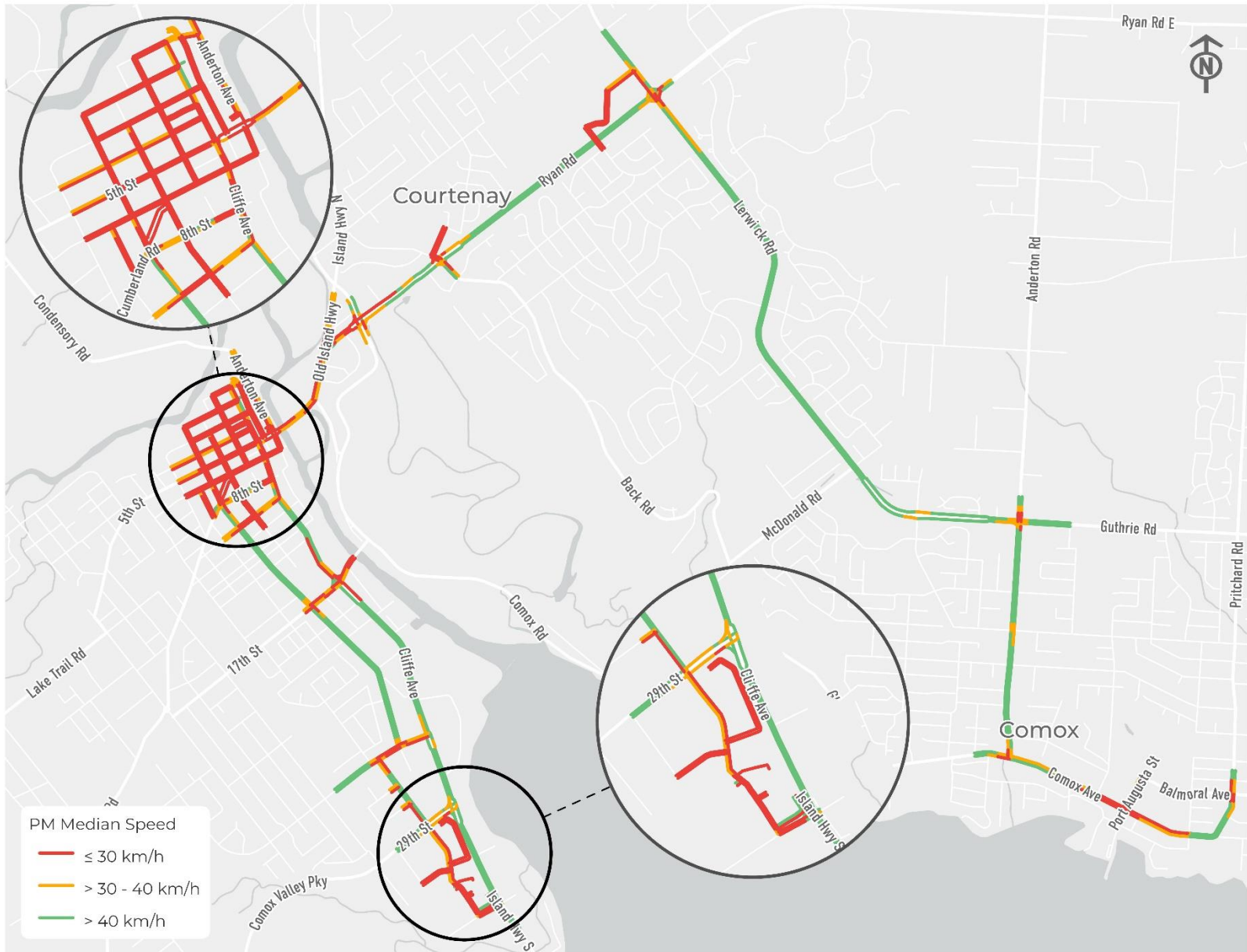


FIGURE 19. MEDIAN TRAVEL SPEED, PM



4.3 Transit Priority

Concept

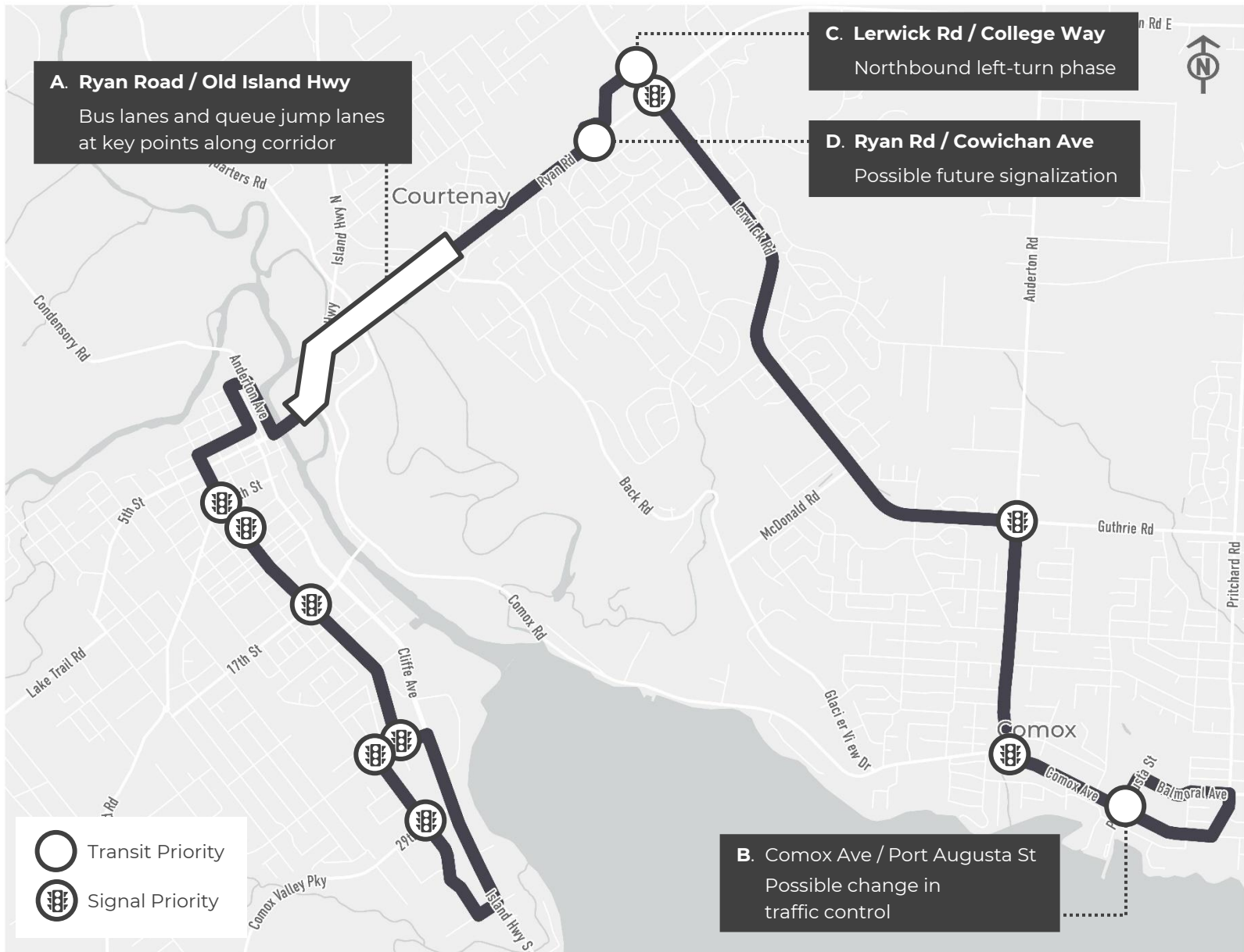
A long-term transit priority concept has been developed for the FTN corridor. The concept identifies opportunities to prioritize transit operations through locations where median travel speeds are low and transit operations may be improved through targeted interventions. The long-term transit priority concept is identified in **Figure 20**. A description of some of the key locations and priority measures are described below.

Improvement Types

Transit priority opportunities have been identified as three generalized types, each referring to a general timeframe for implementation.

1. Interim Improvements – Opportunities that may reasonably be pursued in the short-term as conditions warrant and funding is available.
2. Protecting Possibilities – Opportunities that may not be possible currently but should be pursued if/when road construction or land development occurs.
3. Ultimate Build-Out – Improvement options that represent the long-term (“ultimate”) build-out of the frequent transit network.

FIGURE 20. FTN CORRIDOR TRANSIT PRIORITY CONCEPT



Key Locations

A. Ryan Road / Old Island Highway

The most challenging location along the FTN corridor in terms of reduced transit travel speed and delay is the Ryan Road / Old Island Highway corridor between Comox Road (west) and Back Road (east). These challenges are well documented in the Courtenay Transportation Master Plan (2019) and Comox Valley Frequent Transit Corridor Study (2017).

The ultimate and long-term solution to address congestion and reduced transit performance along these corridors is dedicated bus lanes in both the eastbound and westbound directions. Bus lanes would allow buses to bypass queued vehicles at key locations of congestion and proceed along the corridor with reduced travel time as compared to general purpose traffic. This would make transit an increasingly desirable travel option, help support increases in ridership and reduce operating costs.

The addition of dedicated bus lanes would have little to no impact on general purpose traffic conditions as buses would operate in dedicated runningways created by widening the roadway and without adding dedicated signal phases (as a queue jump lane would).

The dedicated bus lane concept is a long-term intervention that would come at both a high capital cost and require property acquisition along much of the corridor. Preferred cross-sections have been developed for the subject sections of Ryan Road and Old Island Highway, as shown in **Figure 21** and **Figure 22**, that align with the City's *Transportation Master Plan* and confirmed with the MOTI.

It is recommended that any infrastructure upgrades or improvements made along the corridors do not preclude achieving dedicated bus lanes in the long-term. Further, as subdivision and redevelopment occurs along these corridors, it is recommended that property is acquired along the frontage consistent with the identified cross-section and overall right-of-way width identified for each corridor.

A more detailed account of the right-of-way expansion required to achieve the full build-out is included in **Appendix B**.



Example of dedicated bus lanes on Douglas Street in Victoria

FIGURE 21. CROSS-SECTION FOR LONG-TERM TRANSIT PRIORITY, RYAN ROAD

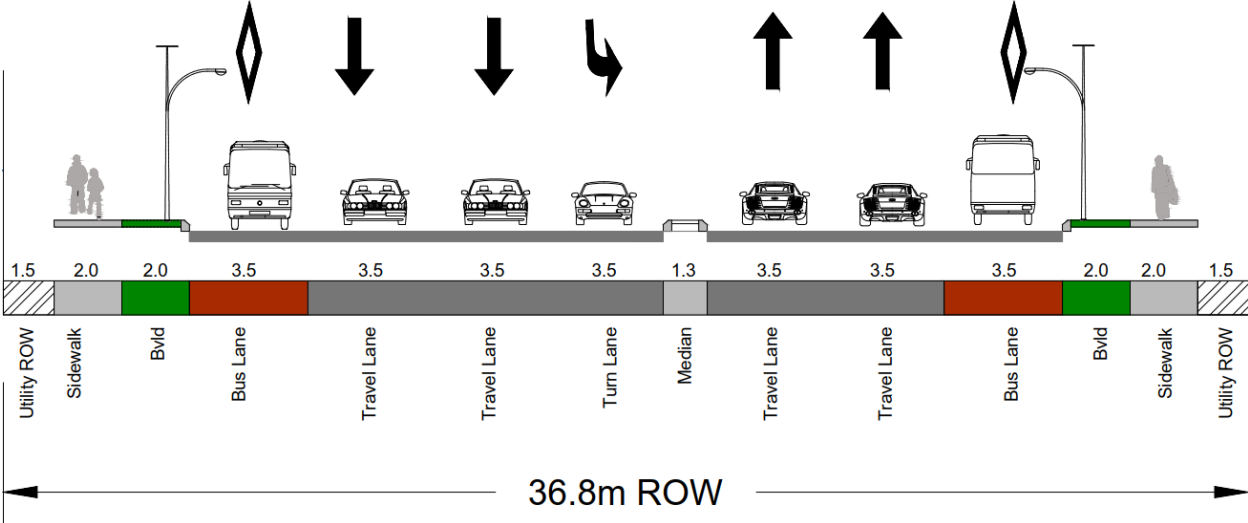
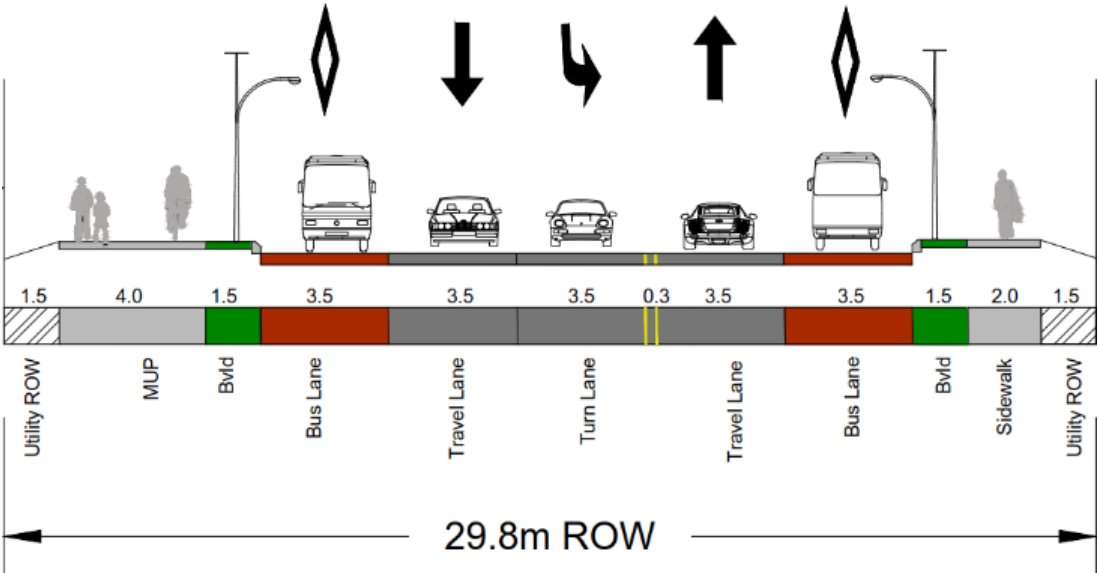


FIGURE 22. CROSS-SECTION FOR LONG-TERM TRANSIT PRIORITY, OLD ISLAND HIGHWAY



Given the long-term nature of the dedicated bus lanes concept identified above, there are interim queue jump lane improvements that may be pursued within the current road right-of-way at relatively low capital cost. The following specific intersection locations have been identified:

- Old Island Highway / Comox Road
Repurpose the eastbound right-turn lane as a shared queue jump / right-turn lane to allow buses to bypass vehicle queues and clear the intersection more quickly, as illustrated in **Figure 23**.
- Old Island Highway / Ryan Road
Reallocate space on the intersection's east leg to add a westbound queue jump lane that would allow buses to bypass queued left-turn vehicles (identified in 2017 Transit Priority Corridor Study), as illustrated in **Figure 24**.
- Ryan Road / Back Road
Widening on the eastbound approach where sufficient right-of-way is in-place to achieve a right-turn / queue jump lane that would allow buses to bypass queued vehicles.

Portions of this corridor are under the City of Courtenay's and Ministry of Transportation and Infrastructure's jurisdiction and would require the cooperation of both organizations.

B. Comox Avenue / Port Augusta Street

The Comox Avenue / Port Augusta Street intersection is currently a 4-way stop. As transit exchange options are being explored for the section of Port Augusta Street north of Comox Avenue, there may be opportunities to alter traffic control at this intersection to better accommodate transit operations along the FTN corridor. Options to consider may include:

1. A traffic signal
2. Two-way stop control
(stop on Port Augusta St,
free flow on Comox Ave)

C. Lerwick Road / College Way

A dedicated northbound left-turn phase may be pursued for the Lerwick Road / College Way intersection to allow buses (and left turn vehicles) entering North Island College to clear the intersection prior to southbound through traffic moving through the intersection, eliminating any delay experienced by buses in making this movement. A dedicated northbound left-turn lane is already in-place with approximately 30m storage length (approx. 4 vehicles, 2 buses), requiring that only signal modifications are made to facilitate this improvement.

D. Ryan Road / Cowichan Avenue

Historically a traffic signal has been considered for the Ryan Road / Cowichan Avenue intersection as an opportunity to create gaps in through traffic on Ryan Road to allow buses to enter / exit North Island College, as well as to facilitate safe crossing of Ryan Road by pedestrians and cyclists (this concept was explored in the 2017 Frequent Transit Corridor Study). It is understood that an enhanced pedestrian crossing is to be installed in 2021 or 2022, and that signalization of this location would be a long-term improvement.

E. Signal Priority (various)

A number of locations are identified along the FTN corridor where traffic signal timing may be altered to favour specific movements where the FTN transit service operates. These improvements would involve giving more “green time” to key transit movements, allowing both buses and general traffic to make these movements more efficiently. The impact that each location may have in improving transit operations will depend on the slow down / delay incurred at each location and the level of signal prioritization that is granted to transit movements.

The capital costs associated with these improvements would vary depending on the capability of the traffic controller that is in-place.

The locations specifically identified for consideration as part of the transit priority concept include the following:

- Kilpatrick Avenue / 29th Street
- Kilpatrick Avenue / 26th Street
- Fitzgerald Avenue / 26th Street
- Fitzgerald Avenue / 17th Street
- Fitzgerald Avenue / 8th Street
- Ryan Road / Lerwick Road
- Guthrie Road / Anderton Road

FIGURE 23.
OLD ISLAND HIGHWAY / COMOX ROAD EASTBOUND QUEUE JUMP LANE CONCEPT

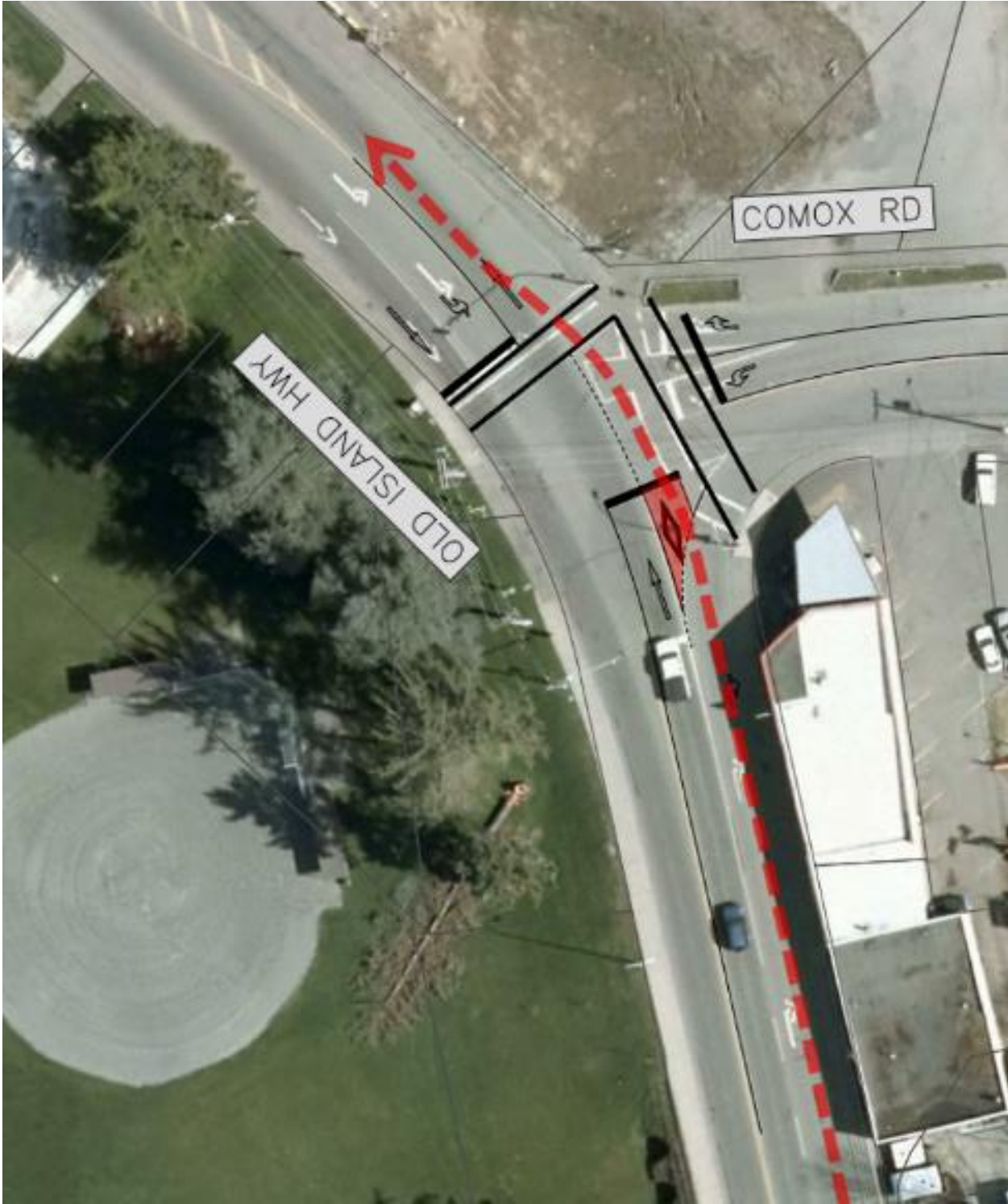


FIGURE 24.
RYAN ROAD / OLD ISLAND HIGHWAY WESTBOUND QUEUE JUMP LANE CONCEPT



Impacts of Transit Priority

High-level traffic analysis has been completed that considers the impact of each transit priority measures in improving transit operations. The review also considers impacts on general purpose traffic. The results are summarized in **Table 15**.

While traffic and transit operations are important considerations, additional criteria such as multi-modal safety, as well as capital cost, should be given consideration in determining candidate transit priority locations.

It should be noted that the analysis considers PM peak hour conditions only, which have been shown to represent the greatest levels of delay and congestion. The analysis is based on high-level functional options that would need to be proven out through design to confirm and refine the impacts on transit operations and general purpose traffic.

TABLE 15. SUMMARY OF TRANSIT PRIORITY OPTIONS ON TRANSIT + GENERAL PURPOSE TRAFFIC OPERATIONS (PM PEAK HOUR)

| Location | Transit Priority Measures | Movement | Existing Conditions | | | Future (20 Years) Conditions | | | | | |
|--|--------------------------------|----------|-------------------------|-------------------------|-------------|------------------------------|-------------------------|-------------|--|--|--|
| | | | Impact on Transit Delay | General Purpose Traffic | | Impact on Transit Delay | General Purpose Traffic | | | | |
| | | | | Base LOS | Updated LOS | | Base LOS | Updated LOS | | | |
| Short-Term Improvements | | | | | | | | | | | |
| A. 5 th Street / Comox Road | Bus queue jump (EB) | EB thru | < 10 sec | A | B | < 10 sec | B | B | | | |
| | | EB right | -- | A | A | -- | A | A | | | |
| | | WB thru | (10 sec) | A | B | (10 sec) | A | C | | | |
| A. Old Island Hwy / Ryan Rd | Bus queue jump (WB left) | WB left | 60 – 90 sec | F | F | 90 – 120 sec | F | F | | | |
| | | WB right | -- | A | C | -- | A | C | | | |
| | | NB thru | (30 – 45 sec) | E | F | (30 – 45 sec) | F | F | | | |
| | | SB thru | -- | B | B | -- | B | C | | | |
| A. Ryan Rd / Back Rd | Bus queue jump (EB) | EB thru | < 10 sec | B | B | 15 sec | C | C | | | |
| | | WB thru | -- | C | D | - | B | B | | | |
| B. Comox Ave / Port Augusta St | Two-way stop | EB left | < 10 sec | B | A | N/A | | | | | |
| | | WB thru | 5 – 15 sec | B | A | | | | | | |
| | Signal | EB left | < 10 sec | B | A | | | | | | |
| | | WB thru | < 10 sec | B | A | | | | | | |
| C. Lerwick Rd / College Access | Advanced left-turn phase (NBL) | NB left | < 10 sec | A | A | | | | | | |
| Long-Term Improvements | | | | | | | | | | | |
| Ryan Rd / Old Island Hwy Corridor | Bus lane (EB, WB) | EB thru | 60 – 90 sec | -- | -- | 120 – 150 sec | -- | -- | | | |
| | | WB thru | 60 – 120 sec | -- | -- | 60 – 120 sec | -- | -- | | | |

5.0 Implementation Strategy

A detailed implementation strategy has been developed identifying how the transit infrastructure investments identified in this study are to be pursued. This includes consideration of project costs, level of importance / priority, and timeline for implementation.

The implementation strategy is the outcome of a collaborative process led by the CVRD and BC Transit, and with the City of Courtenay, Town of Comox, Village of Cumberland, Ministry of Transportation and Infrastructure, and PW Transit as key project partners. From this perspective, it represents the collective vision of priorities and investment in infrastructure throughout the Comox Valley system from all local partners. This unified approach and commitment is important to pursuing and securing possible external funding opportunities.

The recommended implementation approach for pursuing transit infrastructure investments in the Comox Valley is summarized in the following section.

5.1 Cost Estimates

Cost estimates have been prepared as the basis for understanding the capital cost associated with each transit infrastructure improvement. Cost estimates for each identified transit infrastructure project are summarized in **Table 16** below.

TABLE 16. TRANSIT INFRASTRUCTURE COST ESTIMATES

| Project | Cost |
|--|----------------------------|
| Transit Exchanges | |
| a. South Courtenay | \$1.7-million |
| b. Downtown Courtenay | \$600,000 |
| c. North Island College | \$700,000 |
| d. Downtown Comox | \$650,000 |
| e. Oyster River | \$650,000 |
| Transit Priority | |
| Ryan Rd / Old Island Hwy Queue Jump | \$225,000 |
| Old Island Hwy / Comox Rd Queue Jump | \$250,000 |
| Lerwick Rd / College Way NB Left Phase | \$50,000 |
| Ryan Rd / Cowichan Ave Signalization | \$350,000 |
| Signal Priority (up to 9 locations) ⁸ | \$50,000 (per location) |

Cost estimates are order-of-magnitude (Class “D”) estimates suitable for prioritization and budgeting purposes. Costing includes construction contingency (50%) and allocations for engineering, administration and construction supervision. Estimates do not address any required underground utility improvements or lighting relocation or additions, and do not account for environmental mitigation and/or remediation, municipal and utility type charges, legal and topographic surveys and any required property acquisition or legal fees.

Further cost estimate refinements will be required as each improvement project is progressed to subsequent design phases. Cost escalation is anticipated to occur in future, which may require that added budget and/or further cost refinements are undertaken to understand the full cost associated with projects.

⁸ Cost estimate assumes \$35,000 in signal upgrades per location, plus \$6,000 per bus (20 buses) to equip with transponder technology

5.2 Project Prioritization

A prioritization exercise has been undertaken to identify and support the preferred sequencing of transit infrastructure investments. Prioritization was considered through conversations with the CVRD, BC Transit and local partner agencies, supported by an objective prioritization method that considers each project across specified criteria. Reference was made to BC Transit's *Project Prioritization Framework* to ensure the process used for the Comox Valley aligns with the Province-wide approach to prioritization.

The following criteria were used in understanding project priority:

| | | Transit Exchanges | Transit Priority |
|---------------------|---|--------------------------|-------------------------|
| Capacity | The extent to which transit service is negatively impacted by a current lack of exchange capacity (i.e., bus bays) and the improvement will help support system growth. | ✓ | |
| Operations | The extent to which transit travel times and schedules will be enhanced by the improvement. | ✓ | ✓ |
| Enhancement | The level of enhancement that the improvement would provide over current facilities, including personal safety, comfort, aesthetics and passenger amenities. | ✓ | |
| Condition | The physical condition and remaining lifespan of current facilities, and the benefit afforded by the improvement. | ✓ | |
| Community | The level of support from established community plans and/or public commentary. | ✓ | |
| Environment | Consideration of how the improvement supports greenhouse gas emissions reduction and represents responsible environmental stewardship. | ✓ | ✓ |
| Value | The capital cost of the improvement relative to other projects, in consideration of the overall benefit afforded by the investment. | ✓ | ✓ |
| Coordination | Opportunities to realize the identified improvement concurrent with other planned works in the vicinity and / or likelihood of receiving external funding. | ✓ | ✓ |

5.3 Implementation Summary

A targeted and strategic approach to implementation is recommended that prioritizes investments that have the greatest immediate need and represent good value. Prioritization has been established based on an improvements overall benefit to the Comox Valley system.

The recommended implementation approach is summarized in **Table 17**. The highest priority investments that are recommended as the focus of short-term implementation over the next five years include the following:

1. South Courtenay Transit Exchange

The South Courtenay Transit Exchange is identified as the highest priority project as the expanded exchange capacity would facilitate expanded local service in South Courtenay, as well as create a more logical southern terminus for the FTN route inline with FTN direction and the more recent *Frequent Transit Corridor Study*. This location also eliminates the need to serve the current Driftwood Mall location, improving operations for the FTN route and other local routes.





2. Ryan Road / Old Island Highway Queue Jump Lane

The Ryan Road / Old Island Highway Queue Jump Lane improvement decreases westbound / southbound transit travel times by approximately 60 - 90 seconds, providing significant benefit to transit operations at relatively limited cost. The improvement requires only new signal infrastructure and line painting, and can otherwise be achieved within existing curb geometry. This improvement was identified in both the *Frequent Transit Corridor Study* and the City of Courtenay's *Transportation Master Plan*.

3. Downtown Courtenay Transit Exchange

The Downtown Courtenay Transit Exchange is identified as a short-term improvement. A key recommendation of this study is further investigation, coordination with the City of Courtenay and community / stakeholder engagement to confirm the location and configuration of this facility. These activities should be pursued as a short-term priority, followed by establishing budget and pursuing implantation.

TABLE 17. SUMMARY OF RECOMMENDED IMPLEMENTATION

| Phasing | Project | Capital Cost (estimated) | Leadership | Partner Agencies |
|---|--|--------------------------|----------------------------------|---|
|  | South Courtenay Transit Exchange | \$1.7-million | CVRD | BC Transit, City of Courtenay |
| | Ryan Rd / Old Island Hwy Queue Jump | \$225,000 | City of Courtenay | CVRD, BC Transit |
| | Downtown Courtenay Transit Exchange (advance planning and design work) | N/A | CVRD | BC Transit, City of Courtenay |
|  | Downtown Courtenay Transit Exchange | \$600,000 | CVRD | BC Transit, City of Courtenay |
| | Old Island Hwy / Comox Rd Queue Jump | \$250,000 | City of Courtenay | CVRD, BC Transit |
| | Oyster River Transit Exchange | \$650,000 | CVRD | MOTI, BC Transit, City of Campbell River |
|  | Downtown Comox Transit Exchange | \$650,000 | CVRD | Town of Comox, BC Transit |
| | North Island College Transit Exchange | \$700,000 | CVRD | North Island College, BC Transit |
| | Lerwick Rd / College Way NB left turn phase | \$50,000 | City of Courtenay | CVRD, BC Transit, MOTI, North Island College |
| | Ryan Rd / Cowichan Ave Signal | \$350,000 | MOTI | CVRD, BC Transit, City of Courtenay, North Island College |
| | Signal Priority (up to 9 locations) | \$50,000 (per location) | City of Courtenay, Town of Comox | CVRD, BC Transit |
|  | Ryan Road and Old Island Highway Bus Lanes | TBC | MOTI | CVRD, BC Transit, City of Courtenay |

Phasing

A recommended implementation timeframe has been identified for each of the identified infrastructure projects to establish expectations for when each project might be pursued, help guide implementation of transit infrastructure by partner agencies, and communicate regional priorities for possible infrastructure funding agencies (i.e., Provincial, Federal).

The phasing assigned to each infrastructure project has been assigned based on the definitions below:



Short-Term Improvements

Highest priority projects that are to be the focus of implementation efforts over the first five years.



Medium-Term Improvements

Projects of secondary priority that are to be pursued once short-term projects have been completed.



Long-Term Improvements

Lower priority projects that are to be pursued once short- and medium-term projects have been completed.



Future Possibilities

Projects that are unlikely to be realized in the timeframe of this initiative, but are valuable long-term improvements that partner agencies are to work to retain the ability to achieve if / when investments are warranted.

5.4 Next Steps

The preceding material summarizes the recommended implementation sequencing for transit infrastructure improvements. A series of follow-up action items are suggested to begin realizing the directions identified in this study, as follows:

- The CVRD, in cooperation with BC Transit and the municipal system partners, should liaise with each government organization to assess the level of support for the identified infrastructure investments and recommendation prioritization. This may include formal endorsement from the CVRD Regional Board and/or municipal councils.
- Confirm the priority infrastructure investments, including exploring opportunities to align transit improvements with other planned capital investments among the CVRD, member municipalities and the Ministry of Transportation + Infrastructure.
- Once infrastructure priorities have been confirmed, each project is advanced through execution of a project term sheet, business case prepared by BC Transit, and a formal project agreement confirming intent from member municipalities, the CVRD and BC Transit to pursue the project.

Recent experiences developing transit infrastructure in other B.C. communities has shown that it takes a minimum of two years between confirming intent to pursue a project and new facilities becoming operational.

The following is a step-by-step process and approximate timeline that should be expected as transit exchange projects are advanced:

- Local Government approval of option(s) and project term sheet execution
- Approval of BC Transit business case (3-6 months)
- Investing in Canada Infrastructure Program (ICIP) application made (3 months)
- ICIP application approved (3-6 months)
- Negotiation period and signature of project agreement (3 months)
- Complete engineering and design (6 months)
- Tendering and construction contract award (6-9 months)
- Project completion



Appendix A.

DETAILED ASSESSMENT,
CANDIDATE TRANSIT EXCHANGE LOCATIONS

EVALUATION CRITERIA

| Category | Criteria | Measures |
|---------------------------|----------------------|---|
| Rider Experience | Proximity | Walking distance to key transit trip origins / destinations |
| | Clarity | Ease of understanding transit routes, connections and bus stop locations |
| | Amenities | Opportunities to accommodate transit amenities, as well as supporting amenities and opportunities provided on adjacent properties |
| | Integration | Fit with transportation options providing access to/from the exchange, including surrounding pedestrian network and barrier-free access |
| Safety | Pedestrians/Cyclists | Level of safe, comfortable pedestrian and cyclist access provided |
| | Traffic | Level of safe transit operations within the roadway, including avoiding possible bus-vehicle conflict |
| | Personal | Issues associated with personal safety, visibility at night and access to assistance |
| Community | Parking | Impacts on parking |
| | Neighbours | Potential benefits and impacts to adjacent land uses |
| | Traffic | Impacts on vehicle circulation or traffic operations |
| | Appearance | Visual impact of transit service and facilities |
| Transit Operations | Travel Time | FTN route deviation and/or added travel time resulting from the exchange location |
| | Delays | Potential for delay to buses |
| Local Gov't Plans | Alignment | Consistency with and support for local government plans (i.e., Official Community Plan, Local Area Plan, Transportation Plan) |
| Implementation | Capital Cost | Extent of works involved in developing transit exchange and associated improvements (note: full cost estimates to be developed for preferred options) |
| | Feasibility | Level of coordination required to pursue exchange (i.e., property acquisition, use of private land, agency coordination, etc) |

EVALUATION RATINGS



High

The exchange option achieves high scoring for the identified criteria



Moderate

The exchange option achieves moderate scoring for the identified criteria



Low

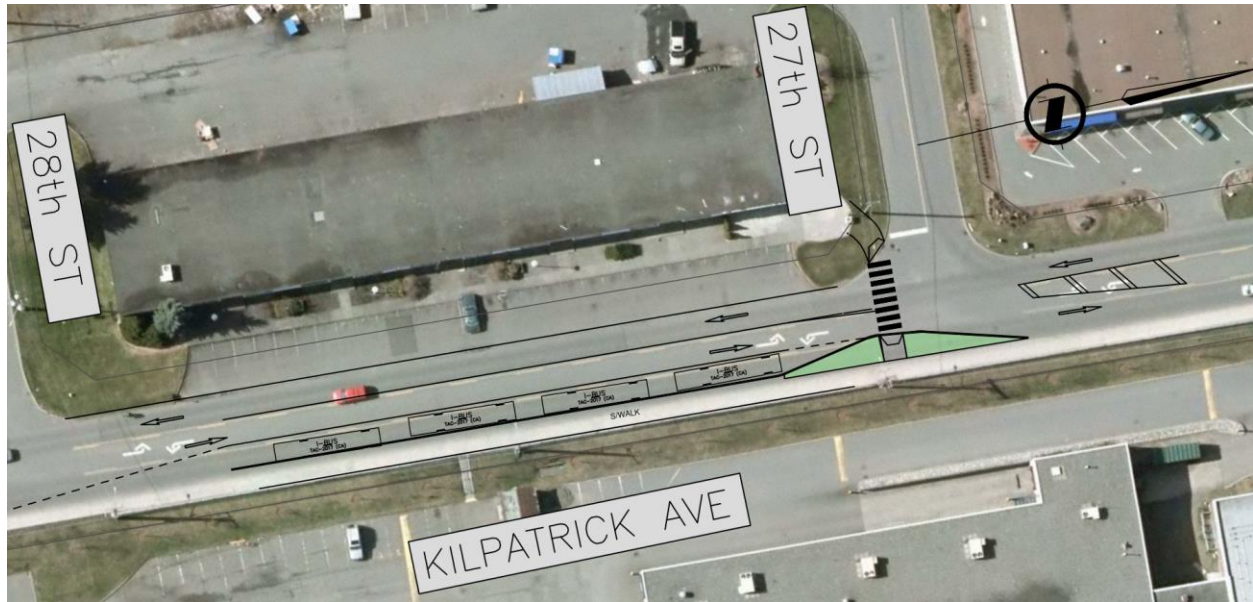
The exchange option achieves low scoring for the identified criteria

SOUTH COURTENAY
SUMMARY

| Category | Criteria | Location 1. KILPATRICK / DRIFTWOOD MALL | Location 2. KILPATRICK / 30th | Location 3. CLIFFE @ ANFIELD CENTRE | Location 4. ANFIELD / CLIFFE |
|---------------------------|---------------------------|---|----------------------------------|---|---------------------------------|
| Rider Experience | Proximity | •• | • | •• | •• |
| | Clarity | •• | ••• | •• | •• |
| | Amenities | •• | • | •• | •• |
| | Integration | •• | • | •• | •• |
| Safety | Pedestrians / Cyclists | •• | •• | •• | ••• |
| | Traffic | ••• | ••• | •• | ••• |
| | Personal | •• | • | ••• | •• |
| Community | Parking | ••• | ••• | ••• | ••• |
| | Neighbours | ••• | •• | ••• | ••• |
| | Traffic | ••• | •• | ••• | ••• |
| | Appearance | ••• | •• | •• | ••• |
| Transit Operations | Travel Time | •• | ••• | ••• | ••• |
| | Delays | ••• | •• | •• | •• |
| Local Gov't Plans | Alignment | •• | • | •• | •• |
| Implementation | Capital Cost | ••• | •• | •• | ••• |
| | Feasibility | ••• | ••• | •• | •• |

SOUTH COURTENAY

KILPATRICK / DRIFTWOOD MALL (LOCATION 1)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | ●● | Located immediately adjacent Driftwood Mall, although with rear mall access not open at all times potentially creating longer walking distances |
| | Clarity | ●● | Bus travel in one direction may be more difficult to intuitively understand |
| | Amenities | ●● | Ability to fit all necessary bus stop amenities, drivers and passengers may benefit from amenities at Driftwood Mall |
| | Integration | ●● | Connected to rear access to Driftwood Mall |
| Safety | Pedestrians / Cyclists | ●● | No conflicts with pedestrians or cyclists, crosswalk in front of EB bus bay not preferable |
| | Traffic | ●●● | Limited bus-vehicle conflict expected, buses enter/exit through travel lane to access bus bays |
| | Personal | ●● | Location has limited public activity, not particularly visible |
| Community | Parking | ●●● | No impact on parking |
| | Neighbours | ●●● | No issue anticipated with adjacent neighbours, Driftwood Mall to benefit from added pedestrian traffic |
| | Traffic | ●●● | Limited impact on traffic, removal of centre left turn lane |
| | Appearance | ●●● | Limited visual impact, facility mid-block on a collector road |
| Transit Operations | Travel Time | ●● | Located directly on FTN alignment, not located directly at the end of Route 1 and may require some bus dead-heading and/or re-routing to align buses on the east side of Kilpatrick Ave |
| | Delays | ●●● | No delay to transit operations |
| Local Gov't Plans | Alignment | ●● | Area identified as Commercial Shopping Centre and Industrial in existing OCP (OCP being reviewed) |
| Implementation | Capital Cost | ●●● | Capital costs include new sidewalk on east side of Kilpatrick Ave and curb extensions on Kilpatrick Ave |
| | Feasibility | ●●● | Limited coordination required with adjacent property owners |

SOUTH COURTENAY
KILPATRICK / 30TH (LOCATION 2)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | • | Approx. 200-400m from key destinations at Anfield Centre |
| | Clarity | ••• | Easily identified, two-directional bus routing |
| | Amenities | • | Ability to fit all necessary bus stop amenities, not located adjacent supplementary passenger and driver amenities |
| | Integration | • | Relatively poor access to surrounding networks |
| Safety | Pedestrians / Cyclists | •• | No conflicts with pedestrians or cyclists Maintains all sidewalk facilities, added sidewalks on west side New crosswalk to connect stops, crosswalk in front of EB bus bay not preferable |
| | Traffic | ••• | Limited bus-vehicle conflict expected, buses enter/exit through travel lane to access bus bays |
| | Personal | • | Location has limited public activity, not particularly visible |
| Community | Parking | ••• | No impact on parking |
| | Neighbours | •• | Added residential density in vicinity may not like noise associated with bus facilities |
| | Traffic | •• | Limited impact on traffic, removal of centre left turn lane |
| | Appearance | •• | Limited visual impact, facility mid-block on a collector road |
| Transit Operations | Travel Time | ••• | Located directly on FTN alignment, not located directly at the end of Route 1 and may require some bus dead-heading |
| | Delays | •• | Modest delays through Anfield Centre site |
| Local Gov't Plans | Alignment | • | Area identified as Commercial Shopping Centre in existing OCP (OCP being reviewed) |
| Implementation | Capital Cost | •• | Capital costs include new sidewalks and related bus stop infrastructure, existing curb work retained |
| | Feasibility | ••• | Limited coordination required with adjacent property owners |

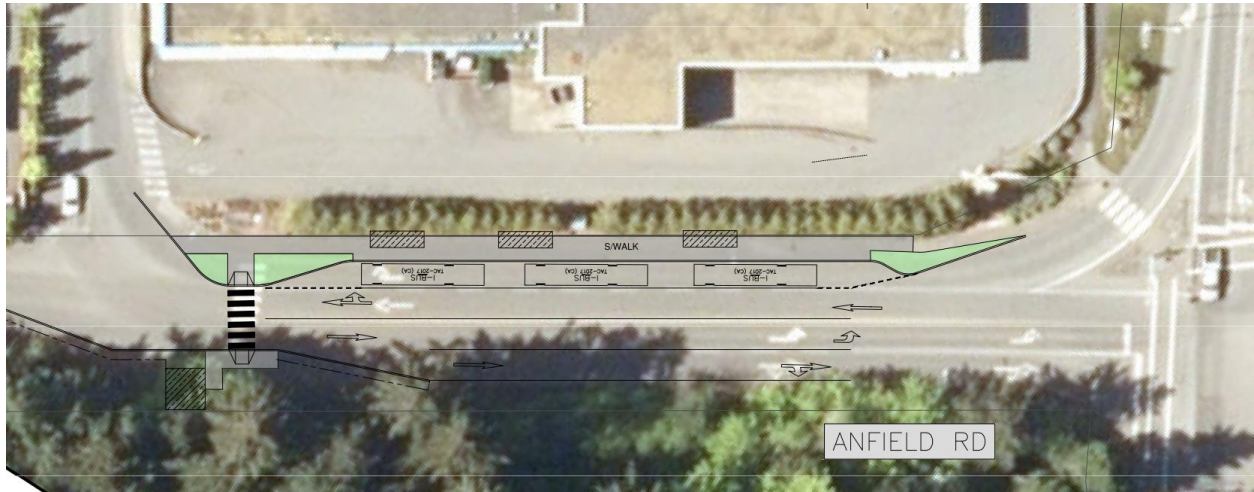
SOUTH COURTENAY

CLIFFE AT ANFIELD CENTRE (LOCATION 3)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|--|
| Rider Experience | Proximity | ●● | Approx. 50-250m from key destinations at Anfield Centre |
| | Clarity | ●● | Bus travel in northbound direction may be more difficult to understand due to deviation through Anfield Centre |
| | Amenities | ●● | Ability to fit all necessary bus stop amenities (although will require access to Anfield Centre property), drivers and passengers may benefit from amenities at Anfield Centre |
| | Integration | ●● | Walking access to Anfield Centre, poor cycling conditions on Cliffe Ave |
| Safety | Pedestrians / Cyclists | ●● | No conflicts with pedestrians or cyclists, limited direct cyclist access |
| | Traffic | ●● | Limited bus-vehicle conflict expected, although some possible conflict with southbound right-turn vehicles and buses exiting bus bays to travel southbound toward Royston merging into inside lane |
| | Personal | ●●● | Location has good visibility due to steady traffic on Cliffe Ave and activity at adjacent mall site |
| Community | Parking | ●●● | No impact on parking |
| | Neighbours | ●●● | No issue anticipated with adjacent neighbours, Anfield Centre to benefit from added pedestrian activity |
| | Traffic | ●●● | No impact on traffic (note: alternative option to reduce to one southbound travel lane should include traffic study) |
| | Appearance | ●● | Impact on existing boulevard landscape and trees |
| Transit Operations | Travel Time | ●●● | Located directly at the western terminus of the FTN alignment, located directly on the corridor, involved minor route deviation for routes originating/destined to the south |
| | Delays | ●● | Routing through Anfield Centre may result in modest delay |
| Local Gov't Plans | Alignment | ●● | Facility adjacent lands identified Commercial Shopping Centre |
| Implementation | Capital Cost | ●● | High capital cost due to need for sidewalk replacement, retaining walls and inclusion of driver washroom |
| | Feasibility | ●● | Coordination required with commercial property to locate a portion of sidewalk and driver washroom on mall site |

SOUTH COURTENAY
ANFIELD / CLIFFE (LOCATION 4)

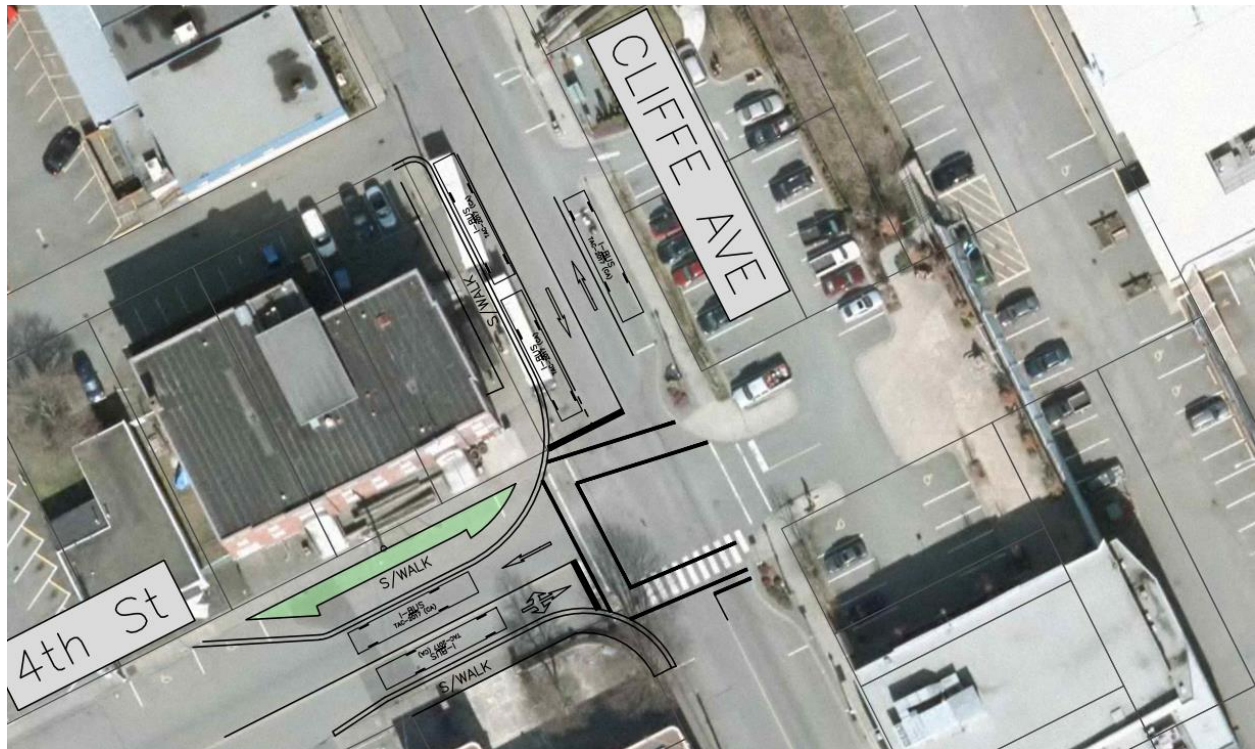


| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|--|
| Rider Experience | Proximity | ●● | Approx. 100-300m from key destinations at Anfield Centre |
| | Clarity | ●● | Bus travel in one direction may be more difficult to intuitively understand, drop-off / pick-up on Cliffe Ave may not be intuitive |
| | Amenities | ●● | Ability to fit all necessary bus stop amenities, drivers and passengers may benefit from amenities at Anfield Centre |
| | Integration | ●● | Pedestrian access to Anfield Centre, poor cycling connections |
| Safety | Pedestrians / Cyclists | ●●● | No conflicts with pedestrians or cyclists, improved crosswalk at Mallard Park |
| | Traffic | ●●● | Limited bus-vehicle conflict expected, some possible conflict with southbound and westbound right-turn movements conflicting with buses enter/exit through travel lane |
| | Personal | ●● | Location has limited public activity / not particularly visible, although much of the passenger drop-off and pick-up activity would occur at up- and downstream stops |
| Community | Parking | ●●● | No impact on parking |
| | Neighbours | ●●● | No issue anticipated with adjacent neighbours, Anfield Centre to benefit from added pedestrian activity |
| | Traffic | ●●● | Loss of capacity with removal of westbound travel lane on Anfield Rd |
| | Appearance | ●●● | Limited visual impact, facility is at the rear of Anfield Centre, possible conflict opposite Mallard Park |
| Transit Operations | Travel Time | ●●● | Located directly at the western terminus of the FTN alignment, located directly on the corridor |
| | Delays | ●● | Routing through Anfield Centre may result in modest delay |
| Local Gov't Plans | Alignment | ●● | Facility adjacent lands identified Commercial Shopping Centre |
| Implementation | Capital Cost | ●●● | Capital costs include widened sidewalk on north side of Anfield Rd and improved crosswalk |
| | Feasibility | ●● | Coordination required with commercial properties and park interests, necessary right-of-way is in-place |

DOWNTOWN COURTENAY
SUMMARY

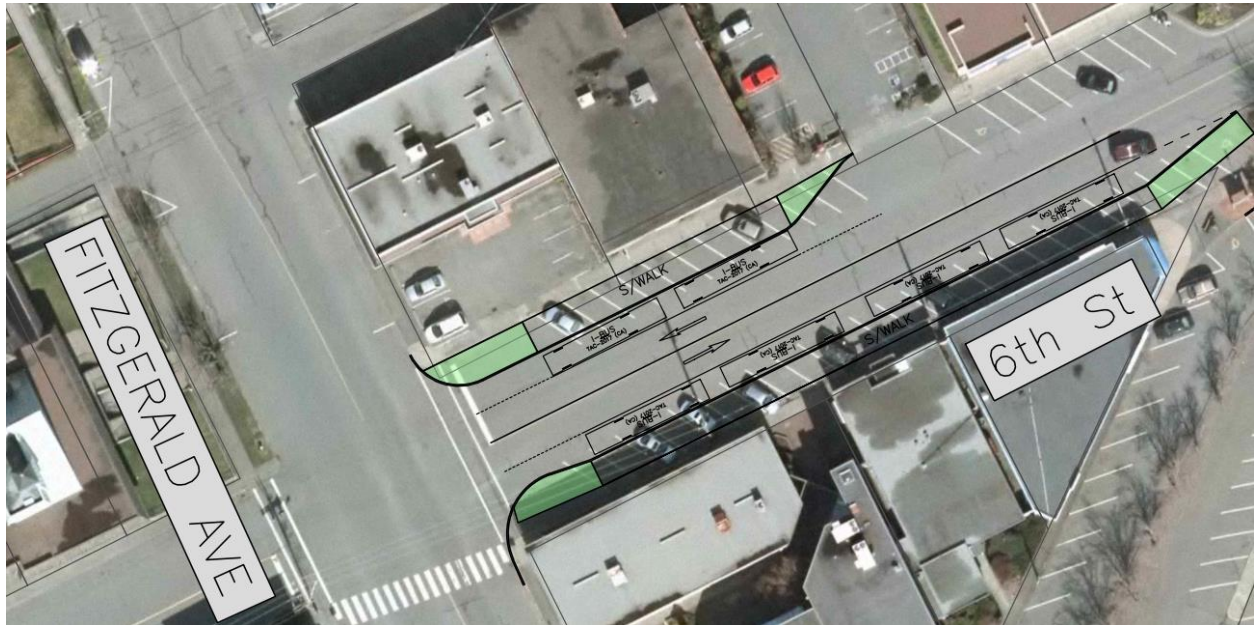
| Category | Criteria | Location 1. CLIFFE / 4 th STREET | Location 2. 6 th STREET | Location 3. ENGLAND AVENUE | Location 4. 8 th STREET |
|---------------------------|------------------------|--|---------------------------------------|-------------------------------|---------------------------------------|
| Rider Experience | Proximity | •• | ••• | ••• | •• |
| | Clarity | •• | ••• | ••• | ••• |
| | Amenities | ••• | •• | •• | •• |
| | Integration | ••• | ••• | ••• | ••• |
| Safety | Pedestrians / Cyclists | ••• | ••• | ••• | •• |
| | Traffic | ••• | ••• | ••• | •• |
| | Personal | •• | ••• | ••• | •• |
| Community | Parking | •• | • | • | •• |
| | Neighbours | ••• | • | •• | ••• |
| | Traffic | •• | ••• | • | ••• |
| | Appearance | ••• | • | ••• | ••• |
| Transit Operations | Travel Time | •• | •• | •• | ••• |
| | Delays | •• | ••• | ••• | •• |
| Local Gov't Plans | Alignment | ••• | ••• | •• | •• |
| Implementation | Capital Cost | •• | •• | •• | ••• |
| | Feasibility | ••• | • | ••• | ••• |

DOWNTOWN COURTENAY
CLIFFE / 4th STREET (LOCATION 1)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|--|
| Rider Experience | Proximity | ●● | Location near centre of downtown, good walking distance to activities on 5 th and 6 th Street |
| | Clarity | ●● | Easily comprehended, builds on current exchange location |
| | Amenities | ●●● | Bus stop amenities located with right-of-way, added space on 4 th Street, possible access to nearby public uses |
| | Integration | ●●● | Good sidewalk coverage in the vicinity, small block sizes allow for short walking distance |
| Safety | Pedestrians / Cyclists | ●●● | No conflicts with pedestrians or cyclists, improved crossing design at 4 th St / Cliffe Ave |
| | Traffic | ●●● | No issues with traffic safety or bus-vehicle conflict |
| | Personal | ●● | Located in an area of high pedestrian activity, some concerns over concentration of social services in this location |
| Community | Parking | ●● | Removal of a small number of parking spaces on Cliffe Ave |
| | Neighbours | ●●● | Limited impact on neighbouring uses, builds on existing transit exchange location |
| | Traffic | ●● | Option for bus stopping in-lane on 4 th Street will result in reduced vehicle travel times |
| | Appearance | ●●● | Expansion of existing facility |
| Transit Operations | Travel Time | ●● | No change in FTN routing |
| | Delays | ●● | No added delay |
| Local Gov't Plans | Alignment | ●●● | Aligned with community plans |
| Implementation | Capital Cost | ●● | Limited capital cost, includes new side on 4 th Street |
| | Feasibility | ●●● | Builds on current transit exchange infrastructure |

DOWNTOWN COURTENAY
6th STREET (LOCATION 2)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | ●●● | Good proximity to the centre of downtown Courtenay |
| | Clarity | ●●● | Good clarity, two-directional routing with only minimum route deviation for Fitzgerald Ave |
| | Amenities | ●● | Bus stop amenities, possible access to adjacent retail amenities |
| | Integration | ●●● | Good sidewalk coverage in the vicinity, great access from cycling facilities on Fitzgerald Ave |
| Safety | Pedestrians / Cyclists | ●●● | Good sidewalk coverage, opportunities to access the exchange from buffered cycling facilities on Fitzgerald Ave |
| | Traffic | ●●● | No traffic safety concerns |
| | Personal | ●●● | Good surveillance, nearby pedestrian activity |
| Community | Parking | ● | Significant loss of on-street parking |
| | Neighbours | ● | Likely concern over sound, visual and air quality concerns from adjacent retail businesses |
| | Traffic | ●●● | Limited impact on traffic conditions |
| | Appearance | ● | Bus facilities may negative impact visual appearance of retail commercial activities |
| Transit Operations | Travel Time | ●● | Route deviation required from Fitzgerald Ave via 6 th St / England Ave / 8 th St |
| | Delays | ●●● | Limited delays |
| Local Gov't Plans | Alignment | ●●● | Located within identified downtown area |
| Implementation | Capital Cost | ●● | Moderate costs associated with expanded curb extensions, sidewalks largely in-place |
| | Feasibility | ● | Coordination with adjacent business owners required, likely to be unsupported due to loss of on-street parking |

DOWNTOWN COURTENAY
ENGLAND AVENUE (LOCATION 3)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | ●●● | Good proximity to the centre of downtown Courtenay |
| | Clarity | ●●● | Two-direction routing with small deviation from Fitzgerald Ave |
| | Amenities | ●● | Bus stop amenities, access to downtown retail activities although not immediately adjacent |
| | Integration | ●●● | Well integrated with surrounding context, limited volume road where transit does not impact traffic operations, good access for pedestrians |
| Safety | Pedestrians / Cyclists | ●●● | Good sidewalk coverage nearby, crossing opportunities on 6 th St and 8 th St |
| | Traffic | ●●● | No traffic safety impact |
| | Personal | ●●● | Good natural surveillance, moderate pedestrian activity |
| Community | Parking | ● | Significant loss of on-street parking |
| | Neighbours | ●● | Impacts on driveway access / circulation on adjacent western property |
| | Traffic | ● | Impacts on traffic circulation (Cumberland Rd closure) |
| | Appearance | ●●● | Well suited to this location, limited immediately adjacent fronting land uses |
| Transit Operations | Travel Time | ●● | FTN route deviation required via 8 th St / England Ave / 6 th St |
| | Delays | ●●● | No delay to transit operations |
| Local Gov't Plans | Alignment | ●● | At the edge of the identified downtown area |
| Implementation | Capital Cost | ●● | Makes use of existing sidewalks, some addition sidewalk width and boulevard required to narrow roadway |
| | Feasibility | ●●● | Coordination required with adjacent property owners primarily regarding circulation and access |

DOWNTOWN COURTENAY
8th STREET (LOCATION 4)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | ●● | 8 th Street location is further from the centre of downtown than other options |
| | Clarity | ●●● | Location would facilitate two directional bus service with adjacent crosswalk, no issue with clarity |
| | Amenities | ●● | Limited amenities in the immediate vicinity, adequate sidewalk width for shelters |
| | Integration | ●●● | Full sidewalk coverage on adjacent streets |
| Safety | Pedestrians / Cyclists | ●● | No cycling infrastructure in-place and not part of the identified long-term cycling network |
| | Traffic | ●● | Possible conflict with stationary buses accelerating up 8 th Street while merging with through traffic |
| | Personal | ●● | Limited pedestrian activity as compared to other downtown locations |
| Community | Parking | ●● | Modest loss of on-street parking |
| | Neighbours | ●●● | Little issue with compatibility with neighbouring uses, greater number of surface parking and building setback from the street as compared to other locations |
| | Traffic | ●●● | No impact on traffic |
| | Appearance | ●●● | Limited visual impact, facility is adjacent lower density commercial uses |
| Transit Operations | Travel Time | ●●● | FTN route would be re-routed via 8 th Street and Cliffe Avenue, resulting in most improvements in transit travel time |
| | Delays | ●● | Location would result in rerouting FTN via 8 th Street, with possible challenges for buses navigating southbound right-turn at 8 th St / Cliffe Ave |
| Local Gov't Plans | Alignment | ●● | Located outside the identified downtown area |
| Implementation | Capital Cost | ●●● | Limited capital cost, makes use of existing sidewalks |
| | Feasibility | ●●● | Limited coordination required with adjacent property owners |

NORTH ISLAND COLLEGE
SUMMARY

| Category | Criteria | Location 1. | |
|---------------------------|---------------------------|---|---|
| | | COLLEGE WAY / AQUATIC CENTRE / HOSPITAL | Location 2. COLLEGE WAY / RYAN ROAD |
| Rider Experience | Proximity | ●●● | ●●● |
| | Clarity | ●●● | ●●● |
| | Amenities | ●●● | ●● |
| | Integration | ●●● | ● |
| Safety | Pedestrians / Cyclists | ●●● | ● |
| | Traffic | ●● | ●● |
| | Personal | ●● | ●● |
| Community | Parking | ●●● | ●● |
| | Neighbours | ●●● | ●●● |
| | Traffic | ●●● | ●●● |
| | Appearance | ●●● | ●●● |
| Transit Operations | Travel Time | ●●● | ●●● |
| | Delays | ●●● | ●●● |
| Local Gov't Plans | Alignment | ●●● | ●● |
| Implementation | Capital Cost | ●● | ●● |
| | Feasibility | ●● | ●● |

NORTH ISLAND COLLEGE

COLLEGE WAY / AQUATIC CENTRE / HOSPITAL (LOCATION 1)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|--|
| Rider Experience | Proximity | ●●● | Located immediately adjacent Aquatic Centre and North Island Hospital, further from the future student residence building as compared to other exchange option |
| | Clarity | ●●● | Easily understood, two-way bus travel |
| | Amenities | ●●● | Bus stop amenities, access to nearby civic uses |
| | Integration | ●●● | Good integration, immediately adjacent walkway to hospital |
| Safety | Pedestrians / Cyclists | ●●● | Good connections to pedestrian facilities |
| | Traffic | ●● | Bus bays provided, no traffic safety concerns |
| | Personal | ●● | Good activity levels at adjacent Aquatic Centre providing natural surveillance |
| Community | Parking | ●●● | No impact on parking |
| | Neighbours | ●●● | Compatible with adjacent Aquatic Centre, no impact |
| | Traffic | ●●● | No impact on traffic |
| | Appearance | ●●● | No visual impact on campus entrance |
| Transit Operations | Travel Time | ●●● | No impact on transit travel time |
| | Delays | ●●● | No delays |
| Local Gov't Plans | Alignment | ●●● | Not obviously aligned with community plans |
| Implementation | Capital Cost | ●● | New sidewalk and bus bays |
| | Feasibility | ●● | Coordination with North Island College and Aquatic Centre |

NORTH ISLAND COLLEGE
COLLEGE WAY / RYAN ROAD (LOCATION 2)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|--|
| Rider Experience | Proximity | ●●● | Located immediately adjacent future student residence building, further from Aquatic Centre and North Island Hospital as compared to other exchange option |
| | Clarity | ●●● | Easily understood, two-way bus travel |
| | Amenities | ●● | Bus stop amenities, no land uses immediately nearby |
| | Integration | ● | Limited sidewalk coverage nearby, may require pedestrians walk through parking lots and/or new walkway are constructed |
| Safety | Pedestrians / Cyclists | ● | Poor surrounding pedestrian facilities |
| | Traffic | ●● | Bus stops on curved road may lead to sightline challenges |
| | Personal | ●● | No immediately adjacent land use or pedestrian activity |
| Community | Parking | ●● | Modest parking lot in gravel parking area |
| | Neighbours | ●●● | Limited adjacent uses, no impact |
| | Traffic | ●●● | No impact on traffic conditions |
| | Appearance | ●●● | No visual impact |
| Transit Operations | Travel Time | ●●● | No impact on transit travel time |
| | Delays | ●●● | No delays |
| Local Gov't Plans | Alignment | ●● | Not obviously aligned with community plans |
| Implementation | Capital Cost | ●● | New sidewalks and bus bays |
| | Feasibility | ●● | Coordination required with North Island College |

DOWNTOWN COMOX
SUMMARY

| Category | Criteria | Location 1. PORT AUGUSTA, WEST SIDE | Location 2. PORT AUGUSTA, EAST SIDE |
|---------------------------|------------------------|---|---|
| Rider Experience | Proximity | •• | ••• |
| | Clarity | •• | •• |
| | Amenities | ••• | ••• |
| | Integration | •• | ••• |
| Safety | Pedestrians / Cyclists | •• | ••• |
| | Traffic | ••• | ••• |
| | Personal | •• | ••• |
| Community | Parking | ••• | •• |
| | Neighbours | ••• | ••• |
| | Traffic | ••• | ••• |
| | Appearance | ••• | ••• |
| Transit Operations | Travel Time | •• | •• |
| | Delays | ••• | •• |
| Local Gov't Plans | Alignment | ••• | ••• |
| Implementation | Capital Cost | •• | ••• |
| | Feasibility | ••• | ••• |

DOWNTOWN COMOX

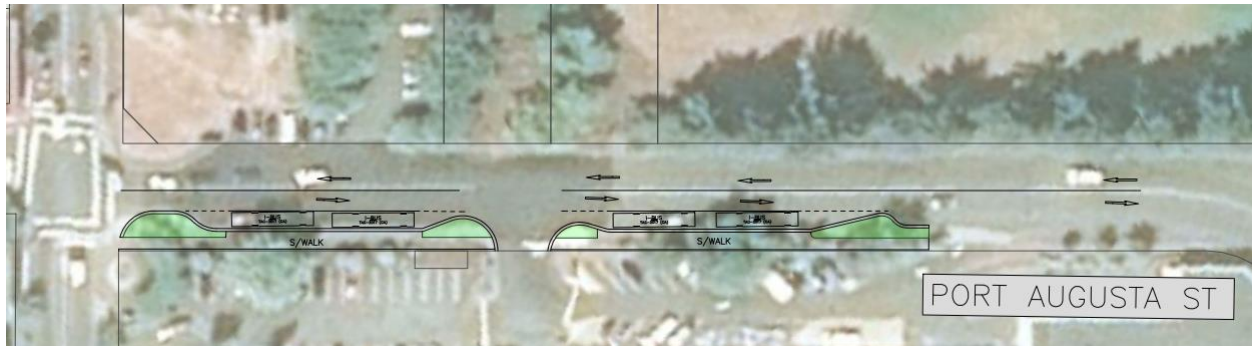
PORT AUGUSTA STREET, WEST SIDE (LOCATION 1)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | ●● | Located opposite Port Augusta St from Comox Mall |
| | Clarity | ●● | Requires that eastbound bus circulate via Comox Ave / Pritchard Rd / Balmoral Ave to access bus stops |
| | Amenities | ●●● | Good bus stop amenities, with access to Comox Mall |
| | Integration | ●● | Sidewalk extension required to Comox Ave to connect pedestrians, crosswalk required on Port Augusta St |
| Safety | Pedestrians / Cyclists | ●● | Requires both a crosswalk on Port Augusta St and sidewalk extension to Comox Ave to provide safe pedestrian connections |
| | Traffic | ●●● | No traffic safety concern |
| | Personal | ●● | Bus stops located adjacent property frontage (golf course) with limited activity / surveillance |
| Community | Parking | ●●● | No impact on parking |
| | Neighbours | ●●● | No impact on adjacent land uses |
| | Traffic | ●●● | No impact on traffic |
| | Appearance | ●●● | No significant visual impact |
| Transit Operations | Travel Time | ●● | Added circulation required via Balmoral Ave / Pritchard Rd |
| | Delays | ●●● | No significant delay to transit service |
| Local Gov't Plans | Alignment | ●●● | Located within identified town centre |
| Implementation | Capital Cost | ●● | Cost associated with new bus bays, sidewalk improvements and crosswalk |
| | Feasibility | ●●● | No issue, coordination with adjacent property owner suggested |

DOWNTOWN COMOX

PORT AUGUSTA STREET, EAST SIDE (LOCATION 2)



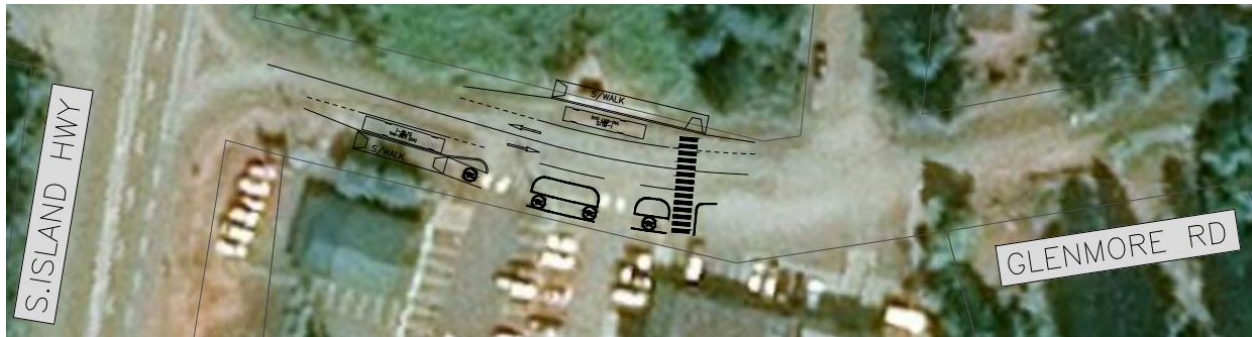
| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|--|
| Rider Experience | Proximity | ●●● | Located immediately adjacent Comox Mall |
| | Clarity | ●● | Requires that westbound bus circulate via Balmoral Ave / Pritchard Rd / Comox Ave on exiting bus stop location |
| | Amenities | ●●● | Good bus stop amenities, with access to adjacent Comox Mall |
| | Integration | ●●● | Well integrated with sidewalk network |
| Safety | Pedestrians / Cyclists | ●●● | Good pedestrian facilities in the vicinity |
| | Traffic | ●●● | No traffic safety concern |
| | Personal | ●●● | Located immediate adjacent Comox Mall and parking lot, with good surveillance |
| Community | Parking | ●● | Modest loss of on-street parking on Port Augusta St |
| | Neighbours | ●●● | No impact on adjacent land uses |
| | Traffic | ●●● | No impact on traffic |
| | Appearance | ●●● | No significant visual impact |
| Transit Operations | Travel Time | ●● | Added circulation required via Balmoral Ave / Pritchard Rd |
| | Delays | ●● | Possible delay on eastbound left-turn at Comox Ave / Port Augusta St (improvement options to be explored) |
| Local Gov't Plans | Alignment | ●●● | Located within identified town centre |
| Implementation | Capital Cost | ●●● | Low capital cost, makes use of existing sidewalk infrastructure |
| | Feasibility | ●●● | No issues, coordination with adjacent property owner suggested |

OYSTER RIVER
SUMMARY

| Category | Criteria | Location 1. GLENMORE RD AT DISCOVERY FOODS | Location 2. GLENMORE RD, EAST OF DISCOVERY FOODS | Location 3. REGENT ROAD |
|---------------------------|---------------------------|--|---|-------------------------------|
| Rider Experience | Proximity | ●●● | ●● | ● |
| | Clarity | ●●● | ●●● | ●●● |
| | Amenities | ●● | ●● | ● |
| | Integration | ●● | ●● | ● |
| Safety | Pedestrians / Cyclists | ●● | ●● | ● |
| | Traffic | ●● | ●●● | ●● |
| | Personal | ●● | ●● | ● |
| Community | Parking | ●●● | ●●● | ●●● |
| | Neighbours | ●●● | ●● | ●●● |
| | Traffic | ●●● | ●●● | ●●● |
| | Appearance | ●●● | ●●● | ●●● |
| Transit Operations | Travel Time | ●● | ●● | ● |
| | Delays | ●●● | ●●● | ●●● |
| Local Gov't Plans | Alignment | ●● | ●● | ● |
| Implementation | Capital Cost | ●●● | ●●● | ●●● |
| | Feasibility | ●● | ●●● | ●●● |

OYSTER RIVER

GLENMORE ROAD AT DISCOVERY FOODS (LOCATION 1)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | ●●● | Immediately adjacent Discovery Foods and other retail uses |
| | Clarity | ●●● | Easily understood, two-way service (one bay for each of Comox Valley and Campbell River services) |
| | Amenities | ●● | Full bus stop amenities provided, access to basic facilities at adjacent retail uses |
| | Integration | ●● | Moderate integration with nearby walking routes |
| Safety | Pedestrians / Cyclists | ●● | Limited walking and cycling infrastructure, challenging crossing of Island Hwy to residential areas to the west |
| | Traffic | ●● | Possible conflict with northbound right-turn vehicles exiting Island Hwy and bus bay on south side of Glenmore Rd |
| | Personal | ●● | Exchange located with good surveillance from Discovery Food and retail activities |
| Community | Parking | ●●● | No impact on parking |
| | Neighbours | ●●● | Added customer base for adjacent commercial uses |
| | Traffic | ●●● | No impact on traffic |
| | Appearance | ●●● | No visual impact |
| Transit Operations | Travel Time | ●● | Modest circulation required via Regent Rd to allow buses to access exchange location (similar to current circulation pattern) |
| | Delays | ●●● | No additional delays |
| Local Gov't Plans | Alignment | ●● | Located adjacent identified commercial uses |
| Implementation | Capital Cost | ●●● | Limited capital costs include two bus bays and associated pedestrian improvements |
| | Feasibility | ●● | Coordination with MoTI and adjacent commercial property owner required over change in driveway / site access |

OYSTER RIVER

GLENMORE ROAD, EAST OF DISCOVERY FOODS (LOCATION 2)



| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|--|
| Rider Experience | Proximity | ●● | Located nearby Discovery Foods and other retail uses |
| | Clarity | ●●● | Easy comprehension |
| | Amenities | ●● | Bus stop amenities and access to nearby businesses |
| | Integration | ●● | Moderate integration with nearby walking routes |
| Safety | Pedestrians / Cyclists | ●● | Limited walking and cycling infrastructure, challenging crossing of Island Hwy to residential areas to the west |
| | Traffic | ●●● | No concern with traffic safety |
| | Personal | ●● | Bus bays located away from Discovery Foods and retail uses, more limited natural surveillance |
| Community | Parking | ●●● | No impact on parking |
| | Neighbours | ●● | Exchange adjacent residential uses, although transit activity will be limited and residential uses are more rural than elsewhere in the system |
| | Traffic | ●●● | No impact on traffic |
| | Appearance | ●●● | No visual impact |
| Transit Operations | Travel Time | ●● | Modest circulation required via Regent Rd to allow buses to access exchange location (similar to current circulation pattern) |
| | Delays | ●●● | No additional delays |
| Local Gov't Plans | Alignment | ●● | Located adjacent identified commercial uses |
| Implementation | Capital Cost | ●●● | Limited capital costs (2 bus bays) |
| | Feasibility | ●●● | Coordination with MoTI required |

OYSTER RIVER
REGENT ROAD (LOCATION 3)

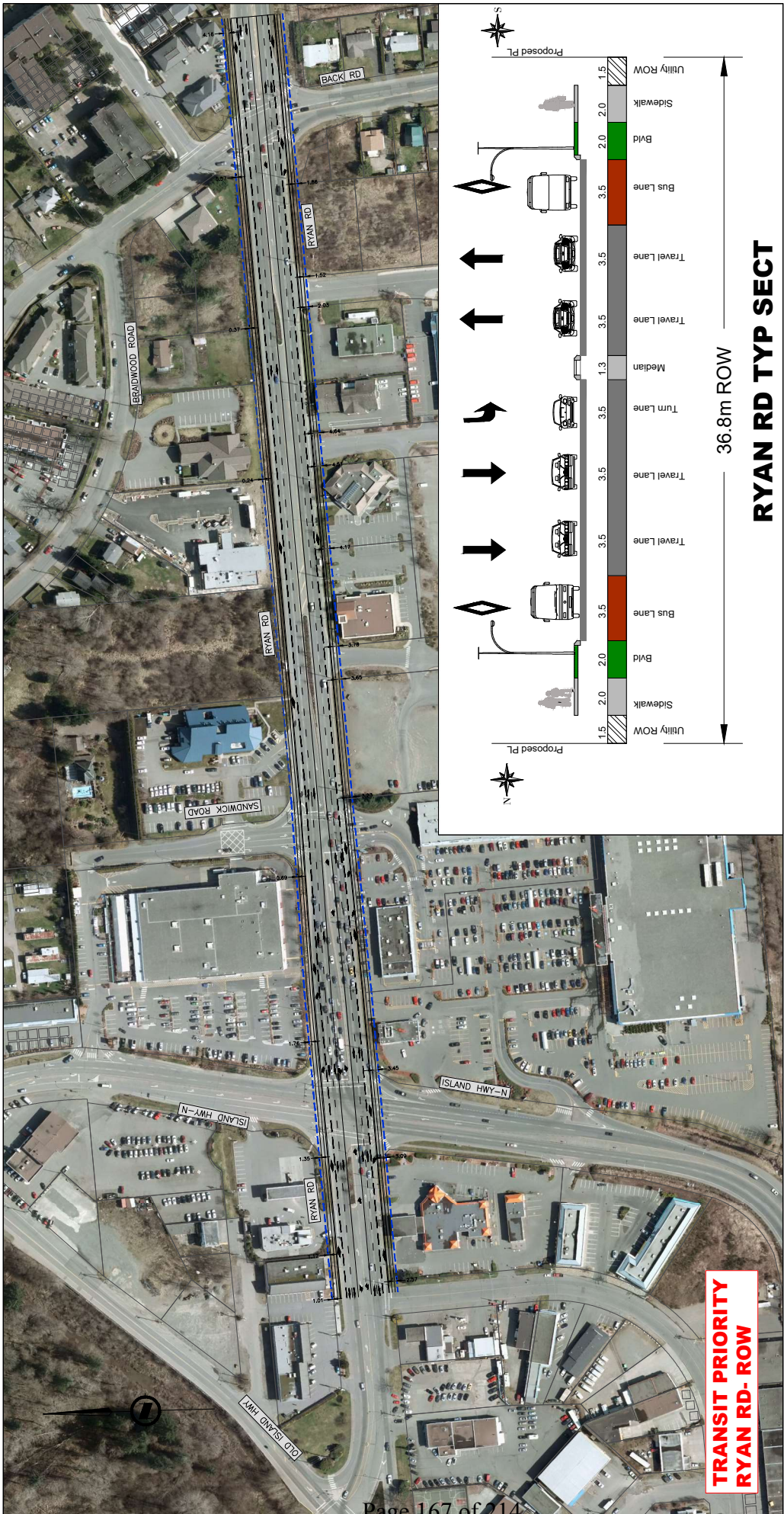


| Category | Criteria | Evaluation | Notes |
|---------------------------|------------------------|------------|---|
| Rider Experience | Proximity | • | Limited ability to walk to nearby destinations, no nearby transit trip generators |
| | Clarity | ••• | Easily transfer between Comox Valley and Campbell River systems |
| | Amenities | • | No amenities |
| | Integration | • | Limited transportation opportunities |
| Safety | Pedestrians / Cyclists | • | Does not connect with walking infrastructure, challenging crossing of Island Hwy to Catherwood Rd and areas to the west |
| | Traffic | •• | Possible challenge with northbound right-turn vehicles |
| | Personal | • | No activity in the area, limited surveillance |
| Community | Parking | ••• | No impact on parking |
| | Neighbours | ••• | No impact on neighbouring uses |
| | Traffic | ••• | No impact on traffic |
| | Appearance | ••• | No visual impact |
| Transit Operations | Travel Time | • | Results in excessive re-routing of buses through Regent Rd / Saratoga Beach area to access the Island Hwy |
| | Delays | ••• | No delays anticipated (other than excessive circulation, per above) |
| Local Gov't Plans | Alignment | • | Not reflected in community plans, not located within identified village areas or future growth areas |
| Implementation | Capital Cost | ••• | Low cost, only single platform required |
| | Feasibility | ••• | Coordination required to locate new bus stops in Ministry of Transportation and Infrastructure right-of-way |

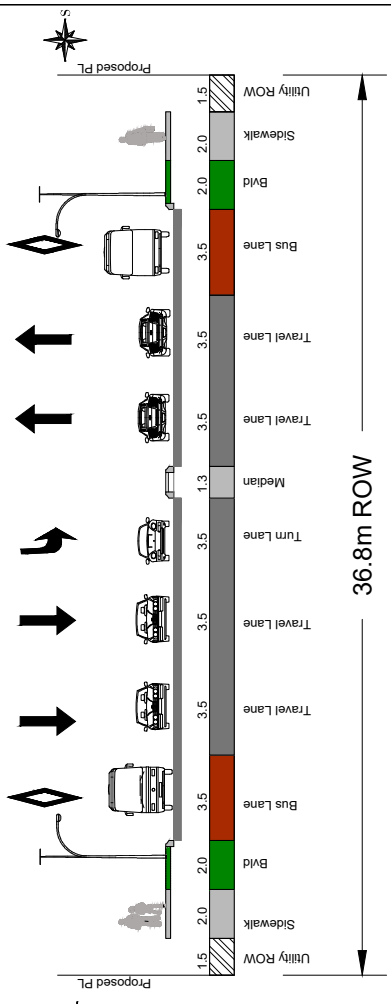


Appendix B.

TRANSIT CORRIDOR
RIGHT-OF-WAY REQUIREMENTS,
RYAN ROAD + OLD ISLAND HIGHWAY



**TRANSIT PRIORITY
RYAN RD-ROW**



RYAN RD TYP SECT

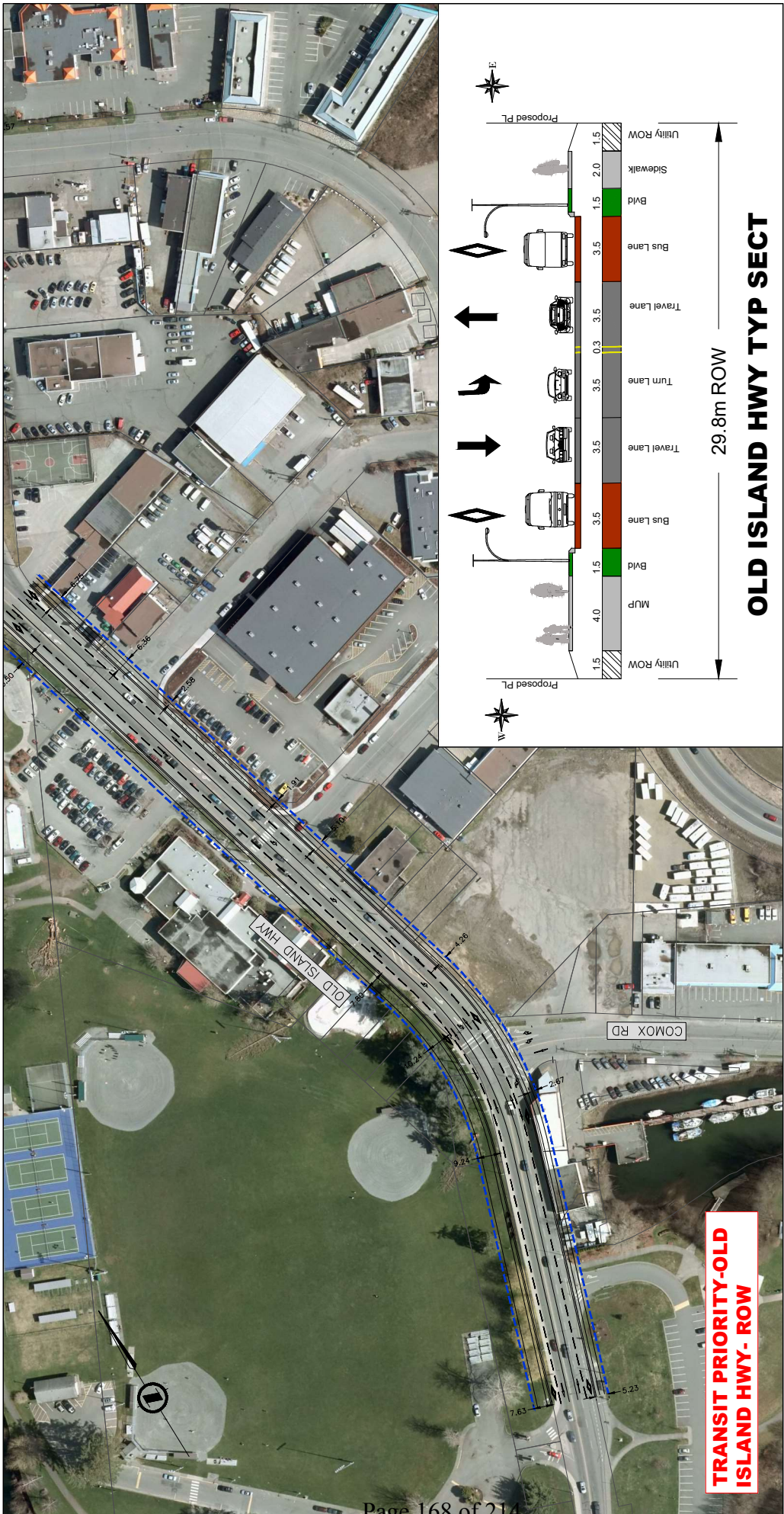
36.8m ROW

**URBAN
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| | |
|-----------------------------|--------------|
| Client/Project | COMOX VALLEY |
| TRANSIT PRIORITY- RYAN RD | |
| Revision Date | 2021-01-26 |
| Figure | A |
| Title | 3043.0014.01 |
| TRANSIT OPTION - ROW | |



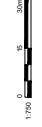
TRANSIT PRIORITY-OLD ISLAND HWY- ROW

OLD ISLAND HWY TYP SECT

29.8m ROW

URBAN SYSTEMS

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Client/Project
COMOX VALLEY
TRANSIT PRIORITY- OLD ISLAND HWY
Revision Date
2021-01-26
Figure
A
Title
TRANSIT OPTION - ROW



URBAN
S Y S T E M S

312, 645 Fort Street Victoria, BC V8W 1G2
(250) 220 7060 | urbansystems.ca

2021 PROVINCIAL APPOINTMENT BOOK

Meeting Requests with:

The Premier and Cabinet Ministers and
Provincial Government Staff from Ministries,
Agencies, Commissions and Corporations (MACC)

Will be scheduled the week prior to 2021 UBCM CONVENTION
September 7 – 13, 2021

Via Conference Call



Ministry of
Municipal Affairs



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INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and provincial ministries, agencies, commissions and corporations (MACC) program staff, to be scheduled the week prior to 2021 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister Josie Osborne, Municipal Affairs and responsible for local governments; and
3. Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All activities are taking place in a virtual format for the 2021 UBCM Convention.

All meetings for the 2021 UBCM Convention will take place by conference call. Conference call details will be provided when meetings are confirmed.

Meeting Dates

Meetings with the Premier and Cabinet Ministers including the Minister of Municipal Affairs will take place by conference call during the following dates:

**Tuesday, September 7, 2021
to
Monday, September 13, 2021**

Meetings with MACC staff will take place by conference call during the following dates:

**Tuesday, September 7, 2021
to
Thursday, September 9, 2021**

Provincial Appointment Desk

If you have any questions or need assistance regarding your meeting request, contact:

Eri Moriya
MACC Staff Meeting Coordinator
Phone: 778 698-1686

Katie Carrothers
MUNI Minister's Meeting Coordinator
Phone: 236 478-0537

Email:
MUNI.UBCM.MeetingRequest@gov.bc.ca

MEETING REQUEST INFORMATION AND LINKS

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

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

Invitation Code: MeetingRequest2021
(case sensitive)

Deadline: Wednesday, June 30, 2021

Questions:

Contact the Premier's UBCM Meeting Request Coordinator, Marlene Behrens by email at: UBCM.Meetings@gov.bc.ca,

or by telephone at: 250 213-3856

**Honourable Josie Osborne,
Minister of Municipal Affairs**

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

Deadline: Wednesday, June 30, 2021

Questions:

Contact the MUNI Minister's Meeting Coordinator, Katie Carrothers by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 236 478-0537

**Provincial Government (MACC)
Staff**

(Ministries, Agencies, Commissions and Corporations)

Click: [MACC Staff Meeting Requests](#)

Deadline: Friday, August 13, 2021

Questions:

Contact the MACC Staff Meeting Coordinator, Eri Moriya, by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 778 698-1686

Once meetings are scheduled, confirmation will be sent to UBCM local government and First Nations members.

PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2021 UBCM CONVENTION

MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING

| DIVISION/BRANCH | TOPIC |
|--|---|
| <i>Finance, Technology and Management Services and Division Responsible for Student Housing</i> | <ul style="list-style-type: none"> Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, Ministry's 10-year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C. |
| <i>Governance, Legislation and Corporate Planning Division</i> | <ul style="list-style-type: none"> Post-secondary governance, legislation, degree quality assurance, private career training regulation, data and analytical support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, sector labour relations and bargaining. |
| <i>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</i> | <ul style="list-style-type: none"> 25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, health and medical education, student mental health initiatives, and leading strategic policy/liaison function for the sector. |
| <i>Workforce Innovation and Division Responsible for Skills Training</i> | <ul style="list-style-type: none"> Development and management of targeted labour market programs and, policies, including the Community Workforce Response Grant and the BC Employer Training Grant, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs. |

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES

| DIVISION/BRANCH | TOPIC |
|---|---|
| <i>Business Risk Management Branch</i> | <ul style="list-style-type: none"> Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests and market declines, that cause income losses and lead to financial instability. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - offers insurance protection for agricultural crops against weather perils; Agri-Stability - protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife. |
| <i>Corporate, Policy and Priorities Branch</i> | <ul style="list-style-type: none"> Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, for agriculture and seafood. Also responsible for the ministry's emergency management planning and preparedness activities, develops ministry climate change policy and provides support and coordination on climate related issues. |
| <i>Extension and Support Services Branch</i> | <ul style="list-style-type: none"> Provides extension and support services to enhance sector growth, competitiveness, sustainability, and adaptability. Working with industry associations, local governments, academic partners and the farming community, the Branch leads environmental, climate change and traceability programming, supports agriculture planning, provides sector knowledge and technical expertise, facilitates emergency preparedness and response and supports industry to meet existing and emerging market and regulatory requirements. |
| <i>Fisheries, Aquaculture and Wild Salmon Branch</i> | <ul style="list-style-type: none"> Leads provincial efforts to support stable, diverse, and sustainable commercial and recreational marine fisheries, aquaculture operations and seafood processing that maximize social and economic benefits for British Columbians. Staff support the Minister, Parliamentary Secretary and Ministry Executive on provincial, national, and other relevant committees and working groups to develop and advance provincial policy and programs in support of government and industry initiatives on fisheries, seafood and wild salmon issues. This branch ensures that Provincial fisheries, aquaculture and seafood objectives are met by examining, interpreting and applying existing and new policies, and by providing leadership, design and implementation of seafood sector operational programs and projects. |

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES CONTINUED...

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| <p><i>Food and Beverage Branch</i></p> | <ul style="list-style-type: none"> • Supports agriculture, food and beverage sector businesses and organizations through a wide variety of economic development and food system services and programs. Leads market, business, and value chain activities to support food and beverage producers, processors, Indigenous communities, and regional economies as well as key initiatives including Feed BC, Buy BC, and the BC Food Hub Network. Working closely with Ministry branches including Extension and Support Services Branch and other provincial and federal agencies, the branch helps activate and grow the next generation of agriculture and food leaders and Indigenous entrepreneurs, food and beverage production and processing capacity, and market access and diversification of B.C. products into distribution channels including retail, public sector institutions, and export markets. Leads numerous stakeholder partnerships, and policy work including trade and liquor production and processing. |
| <p><i>Food Safety Inspection Branch</i></p> | <ul style="list-style-type: none"> • Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products, and inspection of farm worker accommodations for COVID protocol compliance. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement. |
| <p><i>Labour Unit</i></p> | <ul style="list-style-type: none"> • Works closely with the Ministry of Labour to improve food security and the safety of temporary foreign workers (TFWs) and domestic farm workers (DFWs) in farming communities. The Labour Unit is responsible for ministry oversight, coordination, and direction regarding all labour initiatives, including the agriculture TFW Quarantine Program. The Labour Unit is responsible for developing a comprehensive Agriculture Labour Strategy and action plan which includes all facets of agriculture labour supply, demand, training, accommodations, etc. focused on farm labour currently relying on TFWs and DFWs. The Labour Unit coordinates with other ministries, federal and local government representatives, and industry associations to support labour-related issues and inform future direction and action plans. |
| <p><i>Plant and Animal Health Branch</i></p> | <ul style="list-style-type: none"> • Supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit. |

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES CONTINUED...

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| <p><i>Regenerative Agriculture and Agri-Tech Team</i></p> | <ul style="list-style-type: none"> • Works in close collaboration with the Ministry of Jobs, Economic Recovery and Innovation in the delivery of strategies and programs to support innovation and use of technology in the agritech sector to increase food security and support the Ministry of Agriculture, Food and Fisheries' ongoing efforts to build a safe, sustainable and resilient food system. • The team is responsible for leading industry engagement, liaison with other levels of government (federal, local, Agriculture Land Commission) and developing a comprehensive strategy to support emerging opportunities for agritech and regenerative agriculture and inform future direction and action plans. |
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MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING

| DIVISION/BRANCH | TOPIC |
|--|---|
| <p><i>Office of Housing and Construction Standards</i></p> | |
| <p><i>Building and Safety Standards Branch</i></p> | <ul style="list-style-type: none"> • Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas, elevator, and energy codes, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada. • Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires). • Nationally harmonized technical requirements to make new buildings more accessible. |
| <p><i>Homelessness Policy and Partnerships Branch</i></p> | <ul style="list-style-type: none"> • Homelessness policy and program development such as Rent Banks, Homeless Counts, Integrated Data Project, coordinated encampment response. Leading engagement and facilitation across government with partners and stakeholders towards a more coordinated and effective approach to addressing homelessness as well as leading government's efforts to address homelessness by delivering a homelessness strategy. |

MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING CONTINUED...

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| <i>Housing and Policy Branch</i> | <ul style="list-style-type: none"> • Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing. |
| <i>Multiculturalism and Anti-Racism Branch</i> | <ul style="list-style-type: none"> • Race-based data legislation and new Anti-Racism Act, Multiculturalism Grant program, Legacy Initiatives, Report on Multiculturalism, Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives; Multicultural Advisory Council. |
| <i>Residential Tenancy Branch</i> | <ul style="list-style-type: none"> • The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes. |

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

| DIVISION/BRANCH | TOPIC |
|-----------------------------------|---|
| <i>Child Care Division</i> | <ul style="list-style-type: none"> • The Child Care Division leads the development and implementation of B.C.'s Childcare BC plan and has operational accountability for government's child care funding programs and registry of Early Childhood Educators. • Childcare BC: <ul style="list-style-type: none"> ○ New Spaces Fund ○ UBCM Child Care New Spaces Grants ○ UBCM Child Care Planning Grants ○ BC Maintenance Fund ○ Start-up Grants ○ Child Care Fee Reduction Initiative ○ Affordable Child Care Benefit ○ Child Care Operating Funding ○ Young Parent Program ○ Early Childhood Educator (ECE) Wage Enhancement ○ Funding for ECE Bursaries ○ ECE Registry ○ Aboriginal Head Start ○ Aboriginal / Support Child Development funding/strategy |

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

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| <p><i>Service Delivery Division</i></p> | <ul style="list-style-type: none"> • Service Delivery Division is responsible for delivering community services to children, youth and families across the province, including adoption and guardianship, child and youth mental health, children and youth with support needs (including specialized provincial services, Autism Information Services, and Provincial Deaf and Hard of Hearing Services), child protection and family services, resources, Services to Adults with Developmental Disabilities, youth justice and forensics, and supporting youth transitioning to adulthood. • Our professional and support staff work closely with extended families, Delegated Aboriginal Agencies, First Nations, Métis and Inuit partners, foster caregivers, community social service agencies, service providers and ministry partners in pursuit of our ministry's vision. |
| <p><i>Strategic Integration, Policy and Legislation Division / Strategic Initiatives</i></p> | <ul style="list-style-type: none"> • The Strategic Initiatives Branch is responsible for the development of strategic complex, large-scale and cross-divisional projects, including improving supports for youth and young adults transitioning from care, and prevention and family supports. The branch also leads the Service Frameworks for each of these areas. |
| <p><i>Strategic Integration, Policy and Legislation Division/ Strategic Integration, CYMH Policy and In-Care Network Branch</i></p> | <ul style="list-style-type: none"> • The Strategic Integration, CYMH Policy and In-Care Network branch is responsible for identifying opportunities, risks, and system-wide challenges to cross-ministry integration of the Strategic Framework. Strategic Integration leads the research, development, and implementation of the In-Care Service Framework. • Child and Youth Mental Health (CYMH) responsible for providing evidence-informed prevention and early intervention mental health resources for educators, caregivers and families, as well as developing strategic and operational policy to improve mental health outcomes for children, youth and their families. |
| <p><i>Strategic Integration, Policy and Legislation Division/Policy and Legislation</i></p> | <ul style="list-style-type: none"> • The Policy & Legislation Division (PLD) creates and implements strategic and operational policy, manages the ministry's legislation and litigation processes and research programs. Policy areas include child welfare, adoption, child and youth mental health, cross-divisional policy and quality assurance. |

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

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| <p><i>Strategic Integration, Policy and Legislation Division / Strategic Services</i></p> | <ul style="list-style-type: none"> • The Strategic Services Branch provides expertise to enable the large-scale, cross divisional and complex transformation envisioned in the Ministry’s Strategic Framework. The branch leads: <ul style="list-style-type: none"> ○ Strategic planning and engagement – directs planning, reporting, internal and web-based communications and staff engagement; ○ Project management and lean services – supports strategic initiatives and continuous improvement; and ○ Implementation and change management – champions organizational change and effective implementation. |
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MINISTRY OF CITIZENS’ SERVICES

| <p>DIVISION/BRANCH</p> | <p>TOPIC</p> |
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| <p><i>Government Digital Experience</i></p> | <ul style="list-style-type: none"> • The Division executes quality public engagement on behalf of various ministries across government, designing services and policies with people affected by them. • Provides technical infrastructure that enables gov.bc.ca and all of its pages, including COVID-19 and vaccination information. • Creates standards to make government’s web site accessible and ensure that the site is easy to navigate and read. • The division also delivers digital policy advice and technology services to Government Communications and Public Engagement (GCPE) to support its day-to-day operations. |
| <p><i>Office of Chief Information Officer</i></p> | <ul style="list-style-type: none"> • The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the province. The OCIO provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the province. The OCIO is responsible for the province’s technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations. It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security. |

MINISTRY OF CITIZENS' SERVICES CONTINUED...

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| <p><i>OCIO Connectivity</i></p> | <ul style="list-style-type: none"> • NetworkBC provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. • Connected Communities supports local governments and regional districts by assisting with connectivity planning and helping communities to better understand how to achieve greater economic, environmental, public safety and social benefits enabled through high-speed internet. • Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies and major events. |
| <p><i>Procurement and Supply</i></p> | <ul style="list-style-type: none"> • The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality. • Procurement Services Branch (PSB) is the lead contact for the Single Point of Access (SPA) initiative; a federal initiative in which all Municipalities, Advanced Education, Schools and Hospitals will be required to post all of their procurement activity on a Single Point of Contact web site so that we comply with the requirements of the Comprehensive Economic and Trade Agreement (CETA). Compliance by all provinces and Territories is required by Sept 2022. • PSB is also the lead for coordinating access to the Federal National Memorandum of Understanding (NMUA) which grants access to Provinces and Territories to numerous Corporate Supply Agreements created by the Federal Government. |

MINISTRY OF CITIZENS' SERVICES CONTINUED...

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| <p>Real Property</p> | <ul style="list-style-type: none"> • The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers. |
| <p>Service BC</p> | <ul style="list-style-type: none"> • Service BC is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the Provincial Contact Center, SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government. • Our BC Corporate Registries branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information. |

MINISTRY OF EDUCATION

| <p>DIVISION/BRANCH</p> | <p>TOPIC</p> |
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| <p>Capital Management Branch</p> | <ul style="list-style-type: none"> • The Capital Management Branch establishes and administers the Ministry of Education's Capital Program, estimated at \$1 billion annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments. |

MINISTRY OF EDUCATION CONTINUED...

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| <p>Resource Management Division</p> | <ul style="list-style-type: none"> The Resource Management Division is responsible for the oversight and management of approximately \$7 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting. |
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MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION

| DIVISION/BRANCH | TOPIC |
|---|--|
| <p>Electricity and Alternative Energy Division</p> | <ul style="list-style-type: none"> The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, the Zero-Emission Vehicle Act, the Utilities Commission Act, and the Clean Energy Act. The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government. Property Assessed Clean Energy (PACE). |
| <p>LNG Canada Implementation Secretariat</p> | <ul style="list-style-type: none"> This division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management. |

MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

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| <p><i>Mines Competitiveness and Authorizations Division</i></p> | <ul style="list-style-type: none"> • Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards. |
| <p><i>Mines Health, Safety and Enforcement Division</i></p> | <ul style="list-style-type: none"> • The Division was created in 2019 and is responsible for mine worker health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. • Oversees the regulation of orphaned and abandoned mines. • Manages the ongoing review of the Health, Safety and Reclamation Code for Mines in B.C. • Oversees policy and Indigenous engagement in its core business areas. • The Division includes the Chief Auditor, responsible for conducting audits for regulatory effectiveness. |
| <p><i>Strategic and Indigenous Affairs Division</i></p> | <ul style="list-style-type: none"> • Supports mandate delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI's Divisions on its energy, mining and natural gas mandates. • Leads implementation of the Environmental Stewardship Initiative (ESI), and the development of policy related to collaborative stewardship with Indigenous Nations, in partnership with other NR ministries. • Supports EMLI efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters, and the delivery of the ESI with over 30 northern Indigenous Nations. This work is consistent with Government's objectives under the Declaration on the Rights of Indigenous Peoples Act and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMLI takes a strategic approach to the delivery of its programs and services. |

MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

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| <p><i>Oil and Gas Division</i></p> | <ul style="list-style-type: none"> • This Division is accountable for the management and responsible development of the province’s oil and gas resources. This includes issuing and administrating Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province’s royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province’s liquefied natural gas industry and other industries that add value to British Columbia’s oil and gas resources. • The Division develops provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial liquefied natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects. • The Division develops and maintains petroleum geology databases. It assesses and collaborates across-government on environmental monitoring and research, as well as managing cumulative effects, guiding land use planning, oil and natural gas restoration programs and resource access. |
| <p><i>Woodfibre Implementation Group</i></p> | <ul style="list-style-type: none"> • Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management. |

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

| DIVISION/BRANCH | TOPIC |
|-------------------------------|--|
| <p><i>BC Parks</i></p> | <ul style="list-style-type: none"> • Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province’s parks and protected areas. |

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

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| <p><i>Climate Change Strategy</i></p> | <ul style="list-style-type: none"> Province-wide coordination and management with other ministries of systems to address and respond to climate change including: CleanBC, CleanBC Communities Fund, Property Assessed Clean Energy (PACE), CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Offset Program, Centre for Innovation and Clean Energy, Climate Preparedness and Adaptation Strategy, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Attorney General and Ministry responsible for Housing and Ministry of Energy, Mines & Low Carbon Innovation, province-wide greenhouse gas reduction targets, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory. Climate action pieces of legislation related to climate change including: Greenhouse Gas Industrial Reporting and Control Act, Climate Change Accountability Act (formerly called Greenhouse Gas Reduction Targets Act), Carbon Tax, Greenhouse Gas Reduction - Emissions Standards, Renewable and Low Carbon Fuel Requirements Act, Vehicle Emissions Standards Act, and Clean Energy Act. |
| <p><i>Conservation Officer Service</i></p> | <ul style="list-style-type: none"> A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities. |
| <p><i>Environmental Assessment Office</i></p> | <ul style="list-style-type: none"> <i>Environmental Assessment Act</i>. Environmental assessment (EA) process. Federal EA Substitution. Relationship to federal environmental assessment and review processes, including Canada National Energy Regulator (CER). Compliance and enforcement of certified projects. Public consultation regarding EAS or EA certificate amendment applications. Implementation of the 2018 EA Act. COVID-19 impact and response. |

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

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| <p><i>Environmental Protection Division</i></p> | <ul style="list-style-type: none"> • Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i>, contaminated sites, brownfields, hazardous and industrial waste, Integrated <i>Pest Management Act</i>, extended producer responsibility, recycling, Provincial Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Recycled Plastics Manufacturing Stimulus Fund, bonding financial assurance, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions. |
| <p><i>Environmental Sustainability Division</i></p> | <ul style="list-style-type: none"> • Species at Risk policy and legislation development; conservation and sustainability of biodiversity; conservation science; Conservation Data Centre; species and ecosystem status assessments; conservation data and information; terrestrial ecosystem mapping; habitat supply modelling. <i>Water Sustainability Act</i>: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector, library services. Corporate Indigenous relations and partnership development. |
| <p><i>Information, Innovation and Technology</i></p> | <ul style="list-style-type: none"> • NRM Transition to Digital Government, Implementation of IM/IT Initiatives, Product Portfolio Management, Application Development and Delivery, Business Service Desk, Application Maintenance and Support, Application Infrastructure & Database Services, Radio, Technology & Field Services, Information Management, Information Security and Privacy, Critical Infrastructure Support. |
| <p><i>Strategic Policy Division</i></p> | <ul style="list-style-type: none"> • Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. |

MINISTRY OF FINANCE

| DIVISION/BRANCH | TOPIC |
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| <i>Crown Agencies Secretariat</i> | <ul style="list-style-type: none"> • The Crown Agencies Secretariat (CAS) is the branch within government responsible for a number of Crowns, Agencies or Organizations, including: <ul style="list-style-type: none"> ○ BC Lottery Corporation, including BCLC’s oversight of casinos and community gaming facilities; and ○ Liquor Distribution Branch sales and policy, including BC Liquor Stores and provincially authorized legal cannabis retail. • CAS provides direct support to the Minister of Public Safety and Solicitor General as the lead branch responsible for the Insurance Corporation of BC. • CAS is also lead for a number of cross-government efforts and stakeholder liaison functions, including leading: <ul style="list-style-type: none"> ○ the Anti-Money Laundering Secretariat, and coordinating government’s overall response to implement the Dr. German report recommendations; and ○ coordination with the liquor and hospitality industry on implementation of the Business Technical Advisory Panel (BTAP) report recommendations. |
| <i>Policy and Legislation Division /Intergovernmental Fiscal Relations</i> | <ul style="list-style-type: none"> • Federal-provincial fiscal relations (e.g., intergovernmental transfers). • Joint federal-provincial social policy priorities (e.g., income security and pensions). • Local government fiscal relations, with Municipal Affairs. • First Nations fiscal relations, with Indigenous Relations and Reconciliation. • Cannabis revenue sharing. |
| <i>Policy & Legislation Division /Property Assessment Services</i> | <ul style="list-style-type: none"> • Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, long-term business property tax relief and housing affordability. |
| <i>Policy & Legislation Division /Tax Policy Branch</i> | <ul style="list-style-type: none"> • Provincial tax policy, including: <ul style="list-style-type: none"> ○ Provincial property taxes (school, rural, police) ○ Property Transfer Tax ○ Speculation and Vacancy Tax ○ Provincial Sales Tax ○ Carbon Tax ○ Motor Fuel Tax ○ Provincial Income Tax ○ Cannabis Tax ○ Indigenous Taxation • Employer Health Tax. |

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

| DIVISION/BRANCH | TOPIC |
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| <i>BC Timber Sales</i> | <ul style="list-style-type: none"> BC Timber Sales (BCTS) manages about 20 per cent of the province's allowable annual cut for Crown timber supporting the BC Timber Market Pricing System and generating economic prosperity for British Columbians through the safe, sustainable development and auction of Crown timber. BCTS operates in 33 communities and directly supports over 8,000 jobs across B.C. |
| <i>BC Wildfire Service</i> | <ul style="list-style-type: none"> Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative. |
| <i>Forest Policy and Indigenous Relations Division</i> | <ul style="list-style-type: none"> Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations. |
| <i>Integrated Resource Operations Division</i> | <ul style="list-style-type: none"> Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails. |
| <i>Lands and Natural Resource Operations Secretariat</i> | <ul style="list-style-type: none"> To determine whether land use objectives that support economic activity, environmental sustainability and reconciliation with Indigenous peoples throughout the natural resource sector can be more effectively achieved through ministry restructuring. |
| <i>Office of the Chief Forester</i> | <ul style="list-style-type: none"> The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and supporting the ministry dealing with intergovernmental affairs. All these activities are carried out to achieve sustainable management of B.C.'s forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and five branches and one unit: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Climate Change and Integrated Planning Branch and Resource Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities and the Inter-governmental Affairs unit. |

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT CONTINUED...

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| <i>Regional Operations</i> | <ul style="list-style-type: none"> • FrontCounter BC, resource management coordination, land use policy projects and implementation, Crown land water, fish & wildlife and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Range Branch: Invasive Species and Ecosystem Restoration. |
| <i>Resource Stewardship Division</i> | <ul style="list-style-type: none"> • Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat; Strategic Projects and Indigenous Policy; Provincial Stewardship Strategies and Planning. Includes land use planning, cumulative effects and the Forest and Range Evaluation program, integrated monitoring, policy that guides wildlife, fish and water management, land-based investment program, non-timber forest values, resource management objectives, species at risk recovery, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship, old growth strategic review, land stewardship and protection policy. |
| <i>Rural Opportunities, Tenures and Engineering Division</i> | <ul style="list-style-type: none"> • Engineering, Resource Worker Safety, Lands, Forest Tenures, Crown Land Opportunities and Restoration and Rural Development. |

MINISTRY OF HEALTH

| DIVISION/BRANCH | TOPIC |
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| <i>COVID Response and Health Emergency Management</i> | <ul style="list-style-type: none"> • Ensure an ongoing, focused response to supporting the health system within the context of COVID-19. • Coordinate the Ministry of Health and Health Sector's response to the pandemic. • Continue to provide health system coordination for new emergency events and ongoing provincial level response planning for natural hazard and public health emergencies that may disrupt health service delivery. |

MINISTRY OF HEALTH CONTINUED...

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| <p><i>Finance and Corporate Services</i></p> | <ul style="list-style-type: none"> • Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. • Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations. |
| <p><i>Health Sector Workforce and Beneficiary Services</i></p> | <ul style="list-style-type: none"> • Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services. |
| <p><i>Health Services</i></p> | <ul style="list-style-type: none"> • Focuses on implementing specialized community and surgical services and programs, provincial health services, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAiD). • Works towards service transformation across the health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives. • Community Care – seniors services, assisted living registry operations and oversight, mental health and substance use services. • Work on access and wait times – surgical and diagnostic services; implementing waitlist policies and approaches in the specialized community services programs and other general health services. • The Division works closely with providers and stakeholders, provides strategic oversight, policy development, performance and issues monitoring and evaluation. |
| <p><i>Office of Indigenous Health</i></p> | <ul style="list-style-type: none"> • Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness. • Key focus: Using the Recommendations of the <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system. |
| <p><i>Population and Public Health</i></p> | <ul style="list-style-type: none"> • Focuses on improving people’s overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm, and ensuring particular focus on key groups including Indigenous peoples, women and children. |

MINISTRY OF HEALTH CONTINUED...

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| <p>Primary Care</p> | <ul style="list-style-type: none"> • Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. • The Division also includes HealthLink BC due to its role as a key community services enabler of primary care. |
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MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

| DIVISION/BRANCH | TOPIC |
|---|---|
| <p>Community and Social Innovation Branch</p> | <ul style="list-style-type: none"> • Leads the Ministry’s efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities. |
| <p>Implementation and Lands Services Branch</p> | <ul style="list-style-type: none"> • Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> ○ Provincial representative on treaty Implementation Committees; ○ Tri-partite treaty closing to reach Effective Date; ○ Research/advice and survey for crown land negotiations; and ○ Implementation best practices to ensure agreement obligations are met. |
| <p>Negotiations and Regional Operations Division</p> | <ul style="list-style-type: none"> • Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives. |
| <p>Reconciliation Transformation & Strategies Division</p> | <ul style="list-style-type: none"> • Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous People Act</i>. • Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional and provincial levels. • Provides strategic advice and coordination to support Indigenous economic development and sustainability as a means to advance self-determination. |

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

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| <p><i>Socio-Economic Partnerships Branch</i></p> | <ul style="list-style-type: none"> Leads the development and implementation of key corporate Indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous peoples in B.C. living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government. |
| <p><i>Strategic Liaison, Consultation and Safety Branch</i></p> | <ul style="list-style-type: none"> Provincial accountability for government consultation and accommodation procedures and associated tools to support statutory decision makers. |

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION

| DIVISION/BRANCH | TOPIC |
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| <p><i>Small Business and Economic Development Division</i></p> | <ul style="list-style-type: none"> Economic analysis and policy, including LNG economic and workforce impacts and opportunities; Business growth and scale-up, including the B.C. supplier development pilot; Better Regulations for British Columbians; and Business and Economics Implications Framework. Supports the development and delivery of policies, programs and initiatives supporting inclusive economic recovery, local, regional and Indigenous economic development, outreach, engagement and community investment readiness. Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians. Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness. Support the COVID Industry Engagement Table which focuses on ways to reduce the transmission of COVID-19 in workplaces, and to provide input and advice to the government on the impacts and effectiveness of new public health measures and restrictions. Focus on increasing Indigenous participation in the economy, promoting Indigenous businesses and entrepreneurs, and industry partnerships. |

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

Investment and Innovation Division

Innovation, Technology and Investment Capital Division

- Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives.
- Responsible for InBC - a \$500 million strategic investment fund with a “triple bottom line” mandate that invests in high-growth potential businesses to help them scale up. InBC will continue to be accountable for the administration of the legacy investments of the BC Renaissance Capital Fund, which include 10 investments in venture capital funds, including the BC Tech Fund.
- Major Investments and Strategic Partnerships including:
- Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.
- Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.
- Works closely with the Ministry of Energy, Mines, and Low Carbon Innovation to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.
- Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives, including economic recovery.
- Develops partnerships with investors to match project financing needs with strategic sources of capital.
- Develops relationships with industry associations, investors, and other investment focused stakeholders to identify projects that could benefit from the branch’s involvement.
- The division also manages the BC Knowledge Development Fund Program, the province’s participation in the Digital Supercluster, provides expertise on B.C.’s research strengths and leads the planning and coordination of provincial technology and innovation policy and programming, including oversight of Innovate BC and digital marketing initiatives.
- Coordination of the province’s StrongerBC programming.
- Cannabis economic development including challenges and opportunities for local and indigenous governments in supporting the development of licit cultivation and retail operations in their communities.
- Develop and implement “pan-economic” frameworks to support provincial investment policy decision-making.
- Leads the ministry’s investment evaluation process.
- Provide secretariat support for StrongerBC - tracking & reporting.

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

Trade and Industry Development Division

- Delivers economic recovery “StrongerBC” initiatives that help B.C. businesses adapt and recover from the impacts of COVID-19 (Agritech, Manufacturing, Supply Chain).
- Develops programming and strategies for major and emerging sectors of B.C.’s economy.
- Spurs economic opportunities through Canada’s free trade agreements and our own international networks in support of diversified and growing exports and investment attraction.
- Drives prosperity and global opportunities for B.C. businesses in collaboration with Global Affairs Canada in the USA, Europe and Asia.
- Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and overseas.
- Manages international and industry focused domestic marketing efforts in order to promote B.C. internationally as an attractive place to do business.
- Delivers and coordinates trade readiness and trade services programs serving communities across the province including indigenous communities, helping develop prosperous exporting companies positively impacting these communities.
- Supports the delivery of the Export Navigator Program.
- Supports the delivery of the Agritech Concierge Program and co-lead for implementation of the recommendations of the Food Security Task Force.
- Develops and delivers initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with B.C. communities and federal partners to optimize the best investment opportunities for B.C.
- Advances and defends B.C. interests in international and domestic trade negotiations, agreements, and disputes.
- Monitors, analyzes, and communicates trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making.
- Leads the development of a Trade Diversification Strategy and an Industrial and Manufacturing Strategy.

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

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| <p><i>Office of Mass Timber Implementation</i></p> | <ul style="list-style-type: none"> • The Office is tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production. • Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC, advancing the Mass Timber Action Plan, cross-government and external partner co-ordination & collaboration and supporting the Minister’s Mass Timber Advisory Council. |
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MINISTRY OF LABOUR

| DIVISION/BRANCH | TOPIC |
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| <p><i>Labour Relations</i></p> | <ul style="list-style-type: none"> • Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the Fire and Police Services Collective Bargaining Act. |
| <p><i>Employment Standards</i></p> | <ul style="list-style-type: none"> • Administration of the Employment Standards Act to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new Temporary Foreign Worker Protection Act. |
| <p><i>Workers’ Compensation</i></p> | <ul style="list-style-type: none"> • Administration of the Workers Compensation Act and responsible for WorkSafeBC (provincial Workers’ Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The Ministry is also responsible for the Employers’ Advisers Office, the Workers’ Advisers Office, and the Workers’ Compensation Appeal Tribunal. |

MINISTRY OF MENTAL HEALTH AND ADDICTIONS

| DIVISION/BRANCH | TOPIC |
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| <i>Strategic Policy & Planning Division</i> | <ul style="list-style-type: none"> • Setting strategic direction and responsible for leading the development and implementation of an overarching, integrated mental health and addictions strategic framework and associated actions plans. • Leading child and youth mental health and substance use initiatives including the expansion of Foundry Youth Centres, developing a youth substance use system of care, and establishing integrated child and youth teams. • Supporting Indigenous partnerships including partnering on Indigenous-led solutions and advancing broader commitments related to Indigenous reconciliation. • Developing a framework for services and supports for people with complex mental health and substance use needs who are not adequately served by supportive housing in B.C. |
| <i>Strategic Priorities & Initiatives Division</i> | <ul style="list-style-type: none"> • Lead for substance use policy, system integration and innovation, including the overdose public health emergency. This includes the full continuum of substance use services and supports from prevention, early intervention, harm reduction as well as treatment and recovery. • Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province. • Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces. |

MINISTRY OF MUNICIPAL AFFAIRS

| DIVISION/BRANCH | TOPIC |
|---|---|
| <i>Local Government Division</i> | |
| <i>Governance Structures Governance Services Governance Relations</i> | <ul style="list-style-type: none"> • Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. • Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. • Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations. |

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

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| <p><i>Infrastructure and Engineering</i></p> | <ul style="list-style-type: none"> • Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund, COVID-19 Resilience Infrastructure Stream), Community Economic Recovery Infrastructure Program, Clean Water and Wastewater Fund and Small Communities Fund]. |
| <p><i>Local Government Finance</i></p> | <ul style="list-style-type: none"> • Local government finance, including: <ul style="list-style-type: none"> ○ budgeting and financial plans; ○ audited financial statements; ○ unconditional grants; Safe Restart – Local Government grants; reserve funds; ○ investments and municipal corporations; long-term liabilities; ○ development financing (including Development Cost Charges); ○ user-fees; ○ taxation (including tax sale); ○ COVID-19 response temporary financial measures; and • Property Assessment Clean Energy (PACE) Programs. |
| <p><i>Local Government Policy, Research and Legislation</i></p> | <ul style="list-style-type: none"> • Overall responsibility for local government legislation development for Community Charter, Local Government Act, Local Elections Campaign Financing Act and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities. |
| <p><i>Planning and Land Use Management Programs</i></p> | <ul style="list-style-type: none"> • Local government planning and land use management framework, including: rental zoning, housing needs reports; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review. • CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action including consideration of UBCM’s Special Committee on Climate Action recommendations. • Dispute resolution related to Regional District service review/withdrawal, RGS and other intergovernmental disputes. • Socio-economic effects of LNG Canada and Coastal GasLink’s LNG projects on local governments and Indigenous Nations in northern B.C. • Funding programs: Safe Restart -- Strengthening Communities’ Services, Safe Restart -- Local Government Development Approvals Program, Northern Healthy Communities Fund. |

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

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| <p><i>Public Libraries Branch</i></p> | <ul style="list-style-type: none"> • The Public Libraries Branch works together with public library boards, library staff and local governments to improve and ensure the public's access to information, resources, and services under the Library Act. Responsible for areas covering legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services and provincial policies. Responsible for implementation of B.C.'s strategic plan for public library services. |
| <p><i>Immigration Services and Strategic Planning Division</i></p> | |
| <p><i>Community Gaming Grants</i></p> | <ul style="list-style-type: none"> • Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including: Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. • Eligible not-for-profit can also apply for Capital Grants through the program. |
| <p><i>Community Policy and Legislation</i></p> | <ul style="list-style-type: none"> • The branch provides services and leadership in the areas of legislative services, community policy, corporate priorities and strategic planning related to local governments and communities. • The branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders and board appointments for the ministry. |
| <p><i>Immigration Services</i></p> | <ul style="list-style-type: none"> • Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international entrepreneurs and skilled and semi-skilled workers. The Entrepreneur Immigration Regional Pilot and the PNP Tech Pilot are supported by a dedicated PNP Concierge service; Settlement and Integration services, foreign qualifications recognition and interprovincial labour mobility. |

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

| DIVISION/BRANCH | TOPIC |
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| BC Coroners Service | <ul style="list-style-type: none"> Responsible for investigating and determining the circumstances of all unnatural, sudden and unexpected, unexplained or unattended deaths in the province. Makes recommendations to improve public safety and prevent death in similar circumstances. Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody. |
| BC Corrections | <ul style="list-style-type: none"> Responsible for the supervision of individual, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years, or on an immigration hold. |
| Cannabis Legalization and Regulation Secretariat | <ul style="list-style-type: none"> The Secretariat leads and supports the development and implementation of provincial non-medical cannabis policy. The lead for negotiating and entering into government-to-government agreements with Indigenous nations in respect to cannabis under section 119 of the <i>Cannabis Control and Licensing Act</i>. |
| Community Safety and Crime Prevention Branch | <ul style="list-style-type: none"> Civil Forfeiture; Victim Services and, Violence Against Women Programming; Domestic Violence; Gender Based Violence; Crime Prevention; Restorative Justice; and Human Trafficking. |
| Emergency Management BC (EMBC) **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness. | <ul style="list-style-type: none"> Is the lead coordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. Works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention. |
| Insurance Corporation of BC (ICBC) | <ul style="list-style-type: none"> ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance. |

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

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| <p><i>Policing and Security Branch</i></p> | <ul style="list-style-type: none"> • Police Services provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. • Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, regulation of the security industry in B.C., as well as programs regulating Metal Dealers and Recyclers, Pill Presses, and Armored Vehicles / Body Armor. • The Community Safety Unit was established under the Cannabis Control and Licensing Act. It delivers a province wide regulatory compliance and enforcement program to enhance public safety by focusing on the illegal sale of cannabis. • Police and Public Safety Modernization project is tracking the work of the Special Committee on reforming the <i>Police Act</i> in anticipation of their report, expected to be tabled April 28, 2022. • The Indigenous Policing Unit is currently involved in the renewal of the First Nations Policing Program (FNPP) Framework Agreement and provides ongoing oversight of the FNPP, work with RCMP regarding the Community Tripartite Agreements (CTA) and police agencies (Stl’atl’imx Tribal Police Service & Delta Police Service) on issues management through participation in various working groups and committees. Work with Public Safety Canada and other Provinces and Territories on the co-development of the federal legislative framework to make the FNPP an essential service and the expansion of the FNPP. |
| <p><i>RoadSafety BC</i></p> | <ul style="list-style-type: none"> • Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C. • The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to: <ul style="list-style-type: none"> ○ Prohibit a person from driving a motor vehicle; ○ Require a driver to take part in a program to improve their driving; ○ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions; and • Make sure B.C. drivers are medically fit to drive. |

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

| DIVISION/BRANCH | TOPIC |
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| <i>Accessibility Secretariat</i> | <ul style="list-style-type: none"> • Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C. • Accessible British Columbia Act. |
| <i>Employment and Labour Market Services Division</i> | <p>WorkBC Employment Services: WorkBC provides British Columbians with the employment services and supports to find good jobs and supports businesses in B.C. to access workers with the right skills. WorkBC Employment Services are delivered through 102 WorkBC Centres across B.C., as well as through a strong online presence. Services are currently available in-person by appointment and virtually. Services include access to job search resources, employment planning, skills training, financial supports, work experience placements, assistive technology supports, apprentice services and more.</p> <p>Community and Employer Partnerships The Community and Employer Partnerships (CEP) Fund is a component of WorkBC Employment Services by investing in training and skills for unemployed job seekers and supporting people to find and keep good jobs. The Community and Employer Partnerships fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see job creation, positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians.</p> <p>In response to the rapidly changing labour market and to support recovery efforts, CEP is prioritizing applications and funding projects that:</p> <ul style="list-style-type: none"> • Create work experience and training opportunities to prepare job seekers for available jobs; and • Support an inclusive economic recovery in B.C. communities. |

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

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| <p>Research, Innovation and Policy Division</p> | <ul style="list-style-type: none"> • The Research, Innovation and Policy Division (RIPD) provides research, policy and legislation support to the ministry, enabling the Service Delivery Division to successfully deliver the BC Employment and Assistance Program and provide financial assistance to British Columbians most in need. • Income and Disability Assistance – Effective May 2021, the B.C. Government has provided the largest-ever permanent increase to Income Assistance and Disability Assistance rates. • RIPD also undertakes reconsideration activities for clients disputing decisions regarding eligibility for or amounts granted through Income and Disability Assistance programs. • RIPD also leads government on Together BC, BC’s Poverty Reduction Strategy, including recent mandate items regarding food security and period poverty. The Division also supports the Parliamentary Secretary for Community Development and Non-Profits. |
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MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

| DIVISION/BRANCH | TOPIC |
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| <p>Arts and Culture</p> | <ul style="list-style-type: none"> • Supports the arts and culture sector through COVID-19 response and recovery. • Leads research, analysis, policy, and program development to provide broad access to and increase participation in arts and culture. • Implements the BC Arts Council Strategic Plan focusing on increasing equity, diversity and access; improving sustainability and creative development; enhancing engagement with Indigenous arts and culture; and expanding regional and community arts. • Administers application-based grant programs for artists/cultural practitioners, and non-profit arts and culture organizations, including programs for artistic development & capacity building, small arts infrastructure projects, and arts-based community development. • Provides oversight of cultural infrastructure priority projects, including the Royal BC Museum modernization and the establishment of a Chinese Canadian Museum. |
| <p>BC Athletic Commission</p> | <ul style="list-style-type: none"> • Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration. |

MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT CONTINUED...

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| <i>Creative Sector</i> | <ul style="list-style-type: none"> • Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network. |
| <i>Sport</i> | <ul style="list-style-type: none"> • Lead on policy development and program implementation related to amateur sport development in B.C. Work is guided by B.C.'s Sport Framework (<i>Pathways to Sport</i>) which identifies three key priority areas of focus for the provincial sport system: sport participation; athlete development; sport event hosting. |
| <i>Tourism</i> | <ul style="list-style-type: none"> • Policies, programs, destination development and strategic engagement to support B.C. tourism sector's recovery and resilience; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with Ministry of Finance and Destination BC). Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework. |

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

| DIVISION/BRANCH | TOPIC |
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| <i>Highway Operations</i> | <ul style="list-style-type: none"> • The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways. The department, through their Commercial Vehicle Safety Enforcement (CVSE) program, also regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond. |

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

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| <p><i>Highway Services</i></p> | <ul style="list-style-type: none"> • The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles. Highway Services also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter and inter-city (scheduled) buses, in accordance with the Passenger Transportation Act. |
| <p><i>Major Projects, Infrastructure and Properties Department</i></p> | <ul style="list-style-type: none"> • The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, capital programming, including development and management of the provincial 10-year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation. |
| <p><i>Transportation Policy & Programs Department</i></p> | <ul style="list-style-type: none"> • The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy, legislation, and grant programs in British Columbia. This includes air, rail, public transit service delivery through BC Transit and coastal and inland ferry delivery, governmental relations, active transportation and airport grant programs, Clean BC and climate change initiatives, corporate planning, strategic initiatives and writing services. The department has direct oversight of the province's coastal ferry service through BC Ferries and also supports the Minister Responsible for TransLink. |

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION

| DIVISION/BRANCH | TOPIC |
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| <i>Agricultural Land Commission</i> | <ul style="list-style-type: none"> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance. |
| <i>BC Emergency Health Services (BCEHS)</i> | <ul style="list-style-type: none"> As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics, emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient inter-facility transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C. <ul style="list-style-type: none"> Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders. |
| <i>BC Housing</i> | <ul style="list-style-type: none"> BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing. Through the Homeowner Protection Act, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector. |
| <i>BC Hydro</i> | <ul style="list-style-type: none"> BC Hydro's mission is to safely provide reliable, affordable, clean electricity throughout B.C. Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations. |

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION CONTINUED...

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| <i>BC Oil and Gas Commission</i> | <ul style="list-style-type: none"> • The BC Oil and Gas Commission regulates oil, gas and geothermal activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight. |
| <i>BC Transit</i> | <ul style="list-style-type: none"> • From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request. |
| <i>Insurance Corporation of British Columbia (ICBC)</i> | <ul style="list-style-type: none"> • ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations. |

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION CONTINUED...

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| <p><i>Police Victim Services British Columbia</i></p> | <ul style="list-style-type: none"> • Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the Province of B.C. • PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police services to the citizens of each community. • Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services. • PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs. • Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues. • PVSBC will have staff present at the Convention to engage delegates in any issue related to the delivery of police-based victim services as well as the linkage to police and other local partner/stakeholders within their community. |
| <p><i>Royal Canadian Mounted Police (RCMP)</i></p> | <ul style="list-style-type: none"> • The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service. |



Ministry of
Municipal Affairs





BRIEFING NOTE

To: Council

File No.: 5335-20/5400-02

From: Chief Administrative Officer

Date: June 21, 2021

Subject: 6th Street Multi-Use Active Transportation Bridge – 2021 UBCM Convention

PURPOSE:

The purpose of this Briefing Note is to provide background on the 6th Street Multi-Use Active Transportation Bridge Project to support a potential meeting with the Ministry of Transportation and Infrastructure at the 2021 UBCM convention.

BACKGROUND:

The 6th Street Multi-Use Active Transportation Bridge has been identified as a Strategic Priority by Council. At the December 7, 2020 Council meeting, a Staff Report was presented to Council to seek direction to proceed into detailed design for the symmetrical cable-stayed bridge option, which was recommended in the recently completed Detailed Options Analysis. The following resolution was carried:

That based on the December 7th, 2020 staff report "6th Street Multi-Use Active Transportation Bridge Update" Council approve OPTION 1, and direct:

1. Staff to include a line item in 2021 of the 2021-2025 Financial Plan to support design works with potential construction in 2022 subject to successful grant funding and borrowing in place.
2. Staff to proceed with detailed design of a 4 metre wide Symmetrical Cable Stayed Bridge, as per the project schedule presented;
3. Staff to commence public engagement to Inform the public of the project ;
4. Staff to further review potential grant opportunities in 2021, with the goal of supporting construction in late 2022.
5. That staff consult with the Comox Valley Arts Council, Comox Valley Art Gallery and K'ómoks First Nation on bridge design elements; in particular regarding the inclusion of public art and potential partnership opportunities for grant funding.

A 6th Street Multi-Use Bridge is included in the recently completed Parks & Recreation Master Plan and referenced in the Transportation Master Plan for the City of Courtenay. The bridge is listed as a long-term improvement in the Parks and Trails Master Plan. In addition, the Downtown Courtenay Playbook also notes an additional crossing at 6th Street should be explored further.

A 6th Street Multi-Use Bridge would provide a dedicated cycling and pedestrian connection between downtown Courtenay and Simms Millennium Park as well as a connection to the future cycling network along 6th Street and Anderton Avenue, the Courtenay Riverway Trail, and the Lewis Park pathway connection to the Lewis Centre.

DISCUSSION:

2021 UBCM CONVENTION

The 6th Street Multi-Use Active Transportation Bridge has been identified as a Strategic Priority by Council. As such, staff recommend to request a meeting with the Ministry of Transportation and Infrastructure (MoTI) to lobby for support for the 6th Street Multi-Use Active Transportation Bridge at the upcoming UBCM convention. The Ministry of Transportation and Infrastructure's Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy, legislation, and grant programs in British Columbia. This includes active transportation grant programs, Clean BC and climate change initiatives among others.

Subsequent to this UBCM meeting, staff recommend to seek further meetings with other governmental representatives, to garner as much support for the project as possible, including:

1. Local Members of the Legislative Assembly and Ministers
2. Federal Members of Parliament
3. BC Ministries including Tourism, Arts, Culture and Sport

In 2019, the City of Courtenay developed Connecting Courtenay: Transportation Master Plan. Included in the Transportation Master Plan is the Vision for transportation in the city:

“The City of Courtenay supports a transportation network that prioritizes connectivity and access to daily destinations and, through a balanced approach to transportation planning, provides all road users safe choices in their mode of transportation.”

The Transportation Master Plan Vision is supported by six Shared Values that further guide the direction, priorities and investments to be made in Courtenay's transportation network. These values include:

1. Sustainability, Liveability and Health
2. Safety and Efficiency
3. Economic Prosperity
4. Connectivity
5. Affordability
6. Sustainable Land Use

Following in this vision and shared values, the City is now working to address a major barrier to active transportation in Courtenay. The Courtenay River was identified in the recent Cycling Network Plan as a barrier between downtown Courtenay and east Courtenay. Currently there are only two bridge crossings of the river - the 5th Street Bridge and the Highway 19A Bridge- neither provides a safe, efficient, or well-connected crossing for pedestrians and cyclists. This limits the City's ability to increase its pedestrian and cycling mode share, which is already a notable 12% (4% cycling, 8% walking – Census, 2016). Although not within the City limits, the Condensory Bridge is widely used by vehicles, pedestrians and cyclists. This bridge is not well regarded as safe for pedestrians or cyclists.

The City is working to encourage walking and cycling by making these active transportation options safe and comfortable. Walking and cycling have several benefits to individuals, the community, and the environment. Walking and cycling are enjoyable, efficient, affordable, healthy, sociable, and a sustainable form of transportation. Walking and cycling help to reduce vehicle trips, congestion, air pollution, and GHG emissions. Promoting walking and cycling also helps with efforts towards climate change mitigation while supporting the protection and improvement of the natural environment.

The recently completed Courtenay Parks and Recreation Master Plan, as well as the Connecting Courtenay Transportation Master Plan and the Cycling Network Plan all propose the creation of a new river crossing of the Courtenay River from 6th Street at Anderton Avenue to Simms Millennium Park. The Cycling Network Plan states: “There is a need to provide a safe, comfortable cycling connection between Downtown Courtenay and east Courtenay, and especially to the Lewis Centre. Stakeholders and the public expressed a need for this connection and noted that the Courtenay River is a barrier to cycling in Courtenay.”

By continuing to invest in active transportation infrastructure and address critical gaps in the walking and cycling networks, it is anticipated that projects such as the proposed 6th Street Multi-Use Bridge will encourage more people to walk or bicycle instead of drive thereby reducing greenhouse gas emissions for the City.

DETAILED DESIGN STATUS:

Procurement for detailed design has now been completed, and this work is expected to start in July. A completed design is required to begin a borrowing process to fund construction of the project or to apply for shovel ready grants.

PROJECT BUDGET/BUDGET REALLOCATION:

A detailed Class C (+35%/-25%) cost estimate for a 4 metre wide cable stayed bridge was prepared for the staff report in December 2020. It estimates the total cost for the base scope of the project at \$4.4M in 2020 dollars. Included in this scope is connectivity improvements on both sides of the bridge, lighting and a 25% contingency.

Current budget available for this work is \$150,000 for 2021. A budget reallocation of approximately \$300,000 will be coming to Council in the very near future, to support completion of Detailed Design this year.

PROJECT SCHEDULE:

The next step for the project is to advance detailed design, to facilitate grant application. Detailed design is estimated to take four to six months to complete. Advancing the project to construction would be subject Council’s approval, and availability of funding from grants and/or borrowing.

Due to the presence of an eagles nest in the project area, construction is likely limited to a winter construction window when eagles are expected to be away from their nest. Construction would be expected to last five to seven months and would be scheduled to align with nesting season window. A thorough environmental review will begin immediately that will help inform when construction could begin.

Prepared by:



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Reviewed by:



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Concurrence:



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