

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

**Date:** November 29, 2021  
**Time:** 4:00 p.m.  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

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

**K'OMOKS FIRST NATION ACKNOWLEDGEMENT**

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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 Cole-Hamilton - Amenity Contributions & Development Variance Permits

*"WHEREAS the impact of growth and development imposes a special burden on the demand for amenities, particularly affordable housing; and,*

*WHEREAS the City's development variance permitting process does not currently identify or include amenity contribution requirements or options; and,*

*WHEREAS the basic premise of amenity packages is that the increased value conveyed with development variance permits should be shared between the community and the applicant.*

*THEREFORE BE IT RESOLVED that staff be directed to negotiate amenity contributions as part of the development variance permit application process."*

**9. UNFINISHED BUSINESS**

**10. NOTICE OF MOTION**

**11. NEW BUSINESS**

11.1. Change to December 2021 Council Meeting Schedule

**Suggested motion:**

*"WHEREAS the December 20<sup>th</sup>, 2021 Council meeting is scheduled during the 2021 holiday season;*

*THEREFORE BE IT RESOLVED that the December 20<sup>th</sup>, 2021 Council meeting be cancelled with the next regular Council meeting scheduled in year 2022."*

**12. BYLAWS**

13. ADJOURNMENT

**Minutes of a Regular Council Meeting**

**Meeting #:** R22/2021  
**Date:** November 15, 2021  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay and via video/audio conference

**Attending:**

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

**Staff:** G. Garbutt, CAO  
K. Macdonald, Fire Chief  
J. Nelson, Director of Financial Services  
K. O'Connell, Director of Corporate Support Services  
S. Saunders, Director of Recreation, Culture & Communities Services, via video/audio conference  
N. Borecky, Manager of Information Systems, via video/audio conference  
M. Fitzgerald, Manager of Development Planning, via video/audio conference  
R. Matthews, Deputy Corporate Officer

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

On behalf of Council, the Mayor also acknowledged National Indigenous Veterans Day on November 8<sup>th</sup> and Remembrance Day on November 11<sup>th</sup>, 2021.

**1. ADOPTION OF MINUTES**

**1.1 Adopt November 1<sup>st</sup>, 2021 Regular Council meeting minutes (0570-03)**

**Moved By** Theos

**Seconded By** Frisch

THAT the November 1<sup>st</sup>, 2021 Regular Council meeting minutes be adopted.

**Carried**

**2. INTRODUCTION OF LATE ITEMS**

**2.1 Councillor Cole-Hamilton Resolution - 24 Hour Access to Washroom in Downtown Courtenay**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT the resolution brought forward by Councillor-Cole Hamilton regarding 24 hour access a day to a washroom facility within Downtown Courtenay be added to the November 15<sup>th</sup>, 2021 Regular Council agenda for consideration under Item 11. *New Business*.

**Carried**

**Vary Agenda:**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council vary the order of the November 15<sup>th</sup>, 2021 Council agenda so that Item 4.2.1 *Draft Terms of Reference for the Tourism Advisory Committee and Municipal Regional District Tax (MRDT) Update* (Under Item 4.1 *Staff Reports/Presentations* and Item 4.2 *Financial Services*) is received following Item 3. *Delegations*.

**Carried**

**3. DELEGATIONS**

**3.1 Sid Williams Theatre Society - Annual Update**

Richard Clarke, President, and Deborah Renz, General Manager, Sid Williams Theatre Society (SWTS), provided an update on the theatre's operations and financials during the COVID-19 pandemic, including challenges faced and progress made over recent months.

**4.2 Financial Services**

**4.2.1 Draft Terms of Reference for the Tourism Advisory Committee (TAC) and Municipal Regional District Tax (MRDT) Update (6900-01)**

Calum Matthews, Director of Destination Development, Tourism Vancouver Island (TVI), provided a status update on all of TVI's activities to date and next steps.

**Moved By** Frisch

**Seconded By** McCollum

THAT based on the November 15<sup>th</sup>, 2021 staff report “Draft Terms of Reference for the Tourism Advisory Committee (TAC) and Municipal Regional District Tax (MRDT) Update” that Council receive the MRDT and tourism information services progress report; and

THAT Council endorse the Tourism Advisory Committee (TAC) Engagement Strategy to establish the TAC Terms of Reference.

**Carried**

#### **4. STAFF REPORTS/PRESENTATIONS**

##### **4.1 Development Services**

##### **4.1.1 Development Permit with Variances No. 2107 - 1600 Riverside Lane (3060-20-2017)**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT the November 15<sup>th</sup>, 2021 staff report “Development Permit with Variances No. 2107 - 1600 Riverside Lane”, be received for information.

**Carried**

Rick Browning, Applicant, and Maris Macdonald, Architect, were in attendance during the meeting to receive and answer questions of Council.

**Moved By** Hillian

**Seconded By** Theos

1. THAT based on the November 15, 2021 staff report “Development Permit with Variances No. 2107 - 1600 Riverside Lane” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 2107; and,
2. THAT Council approve an exemption, as outlined in Section 524(7) of *The Local Government Act*, for the minimum floodplain setback specified in the City of Courtenay Floodplain Management Bylaw No 1743, 1994 subject to the registration of a covenant under Section 219 of *The Land Title Act* to ensure the property is constructed with the recommendations outlined in the Simpson Biotechnical Ltd. report “Report of Geotechnical Assessment, Proposed Apartment Building, 1600 Riverside Lane, Courtenay, BC” dated November 20, 2020 and

that the applicant saves harmless the City from any claims for flood damage or injury.

**Defeated**

**OPPOSED: Councillor Cole-Hamilton, Councillor Frisch, Councillor McCollum, and Councillor Morin**

**Moved By** Frisch

**Seconded By** McCollum

THAT based on the November 15, 2021 staff report “Development Permit with Variances No. 2107 - 1600 Riverside Lane”, Council approve OPTION 2 and DEFER consideration of Development Permit with Variances No. 2107 pending receipt of further information.

***The Council meeting recessed at 6:02 p.m.***

***The meeting reconvened at 6:04 p.m.***

The Mayor, having conferred with the CAO and Director of Corporate Support Services, ruled the motion to DEFER out of order as it was not the intent of Council to prohibit future consideration of proposed variances.

A defeat of the variance application would delay consideration of the variance for a one year period in accordance with *Local Government Act* Section 895 (3) and Development Applications Procedure Bylaw No. 2790, 2014 Section 13.7. Therefore, under the authority of the Mayor as provided by the *Community Charter* Section 131 (1), the Mayor brought back the following motion for immediate RECONSIDERATION by Council:

1. THAT based on the November 15, 2021 staff report “Development Permit with Variances No. 2107 - 1600 Riverside Lane” Council approve OPTION 1 and proceed with issuing Development Permit with Variances No. 2107; and,
2. THAT Council approve an exemption, as outlined in Section 524(7) of *The Local Government Act*, for the minimum floodplain setback specified in the City of Courtenay Floodplain Management Bylaw No 1743, 1994 subject to the registration of a covenant under Section 219 of *The Land Title Act* to ensure the property is constructed with the recommendations outlined in the Simpson Biotechnical Ltd. report “Report of Geotechnical Assessment, Proposed Apartment Building, 1600 Riverside Lane, Courtenay, BC” dated November 20, 2020 and that the applicant saves harmless the City from any claims for flood damage or injury.



Arising from discussion, and taking precedence over consideration of the main motion, the following motion was introduced:

**Moved By** Hillian

**Seconded By** McCollum

THAT based on the November 15, 2021 staff report “Development Permit with Variances No. 2107 - 1600 Riverside Lane”, Council REFER consideration of Development Permit with Variances No. 2107 back to staff pending receipt of further information.

**Carried**

**4.1.2 Zoning Amendment Bylaw No. 3043 to Allow for a Secondary Suite at 1544 Dingwall Road (3360-20-2018)**

**Moved By** McCollum

**Seconded By** Morin

THAT based on the November 15<sup>th</sup>, 2021 staff report “Zoning Amendment Bylaw No. 3043 to Allow for a Secondary Suite at 1544 Dingwall Road” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3043, 2021; and,

THAT Council considers Zoning Amendment Bylaw No. 3043, 2021 consistent with the City’s Official Community Plan; and

THAT Council waives the requirement to hold a public hearing with respect to Zoning Amendment Bylaw No. 3043, 2021 pursuant to Section 467 (2) of the *Local Government Act* and directs staff to give notice of the waiver of the public hearing pursuant to Section 467 of the *Local Government Act* in advance of considerations of 3<sup>rd</sup> Reading of the bylaw.

**Carried**

**4.1.3 Covenant Amendment - 2948 Cascara Crescent - Authorization to Advertise (3010-01)**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

THAT based on the November 15, 2021 staff report “Release of covenant restricting a secondary suite - 2948 Cascara Crescent”, Council approve Option 1 and direct staff to notify owners subject to the same covenant of the request for feedback prior to final consideration of the release.

**Carried**

**4.1.4 Updated Proposal - Zoning Amendment Bylaw No. 3040 - 1236 Malahat Drive (3360-20-2106)**

**Moved By** Morin

**Seconded By** Frisch

THAT based on the November 15<sup>th</sup>, 2021 staff report “Updated Proposal – Zoning Amendment Bylaw No. 3040 to allow for a carriage house at 1236 Malahat Drive” and the September 27<sup>th</sup>, 2021 staff report “Zoning Amendment Bylaw No. 3040 to allow for a Carriage House at 1236 Malahat Drive” Council approve OPTION 1 and proceed to First and Second Readings of Zoning Amendment Bylaw No. 3040, 2021; and,

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 3040.

**Carried**

**5. EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6. INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**6.1 Heritage Advisory Commission Meeting Minutes - February 26, 2020 & September 23, 2021**

**Moved By** Frisch

**Seconded By** Morin

THAT the February 26, 2020 & September 23, 2021 Heritage Advisory Commission Meeting Minutes be received for information.

**Carried**

*Councillor Frisch left the CVRD Civic Room at 6:15 p.m.*

*Councillor Frisch returned to the CVRD Civic Room and took his seat at 6:17 p.m.*

**6.2 Courtenay Fire Department - Quarter 3 (July-September 2021) Report**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT the Courtenay Fire Department - Quarter 3 (July-September 2021) Report for the City of Courtenay be received for information.

**Carried**

*Councillor McCollum left the CVRD Civic Room at 6:27 p.m.*

*Councillor McCollum returned to the CVRD Civic Room and took her seat at 6:28 p.m.*

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

**7.1 Councillor Cole-Hamilton**

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

- National Indigenous Veterans Day on November 8<sup>th</sup>
- Remembrance Day Wreath Laying Ceremony on November 11<sup>th</sup>

**7.2 Councillor Hillian**

Councillor Hillian participated in the following events since October 1<sup>st</sup>:

- Comox Valley Community Justice Centre Committee meeting
- CVRD Coastal Flood Adaptation workshop
- Comox Valley Sewage Commission meeting (2 total)
- Comox Valley Water Committee meeting
- CVRD Board meeting (2 total)
- K'ómoks First Nation (KFN) Main Treaty Table meeting
- CVRD Regional Water Forum
- Comox Strathcona Regional Hospital District Board meeting with Island Health
- Comox Valley Community Justice Centre Volunteer Recognition event
- Comox Strathcona Regional Hospital District meeting
- Comox Valley Community Justice Centre's *Campagnolo Lecture Series*
- Climate Caucus Forum
- Indigenous Art Gallery opening
- Meeting with Ben Hyman, CEO, Vancouver Island Regional Library (VIRL) Board re: accessibility
- KFN Chief & Council meeting with CVRD
- Council Procedure Bylaw - Lunch and Learn with staff
- Official Community Plan Consultation with KFN Chief & Council
- Comox Strathcona Waste Management Board meeting
- Comox Valley Community Justice Centre Board meeting
- Solid Waste Service Changes - Lunch and Learn with staff
- Meeting with proponent re: proposed North Island bus service
- Meeting with citizens re: community addiction services
- Meeting with citizen re: downtown washroom
- Official Community Plan Study Session
- Meeting with citizen re: community infrastructure

- Meeting with Jesse Ketler, Chair, CVRD Board

Councillor Hillian acknowledged the recent passing of Beverly Eriksson, spouse of former Councillor Erik Eriksson and longtime community member. Councillor Hillian extended his condolences to Erik and his family.

### **7.3 Councillor Morin**

Councillor Morin participated in the following events since November 1<sup>st</sup>:

- One on one meeting with Jesse Ketler, Chair, CVRD Board
- Comox Valley Social Planning Council meeting
- Canadian Drug Policy Coalition - Broken Drug Policies meeting
- Official Community Plan Study Session (2 total)
- Comox Valley Substance Use Community Action Team meeting
- 2022 Council Calendar - Lunch and Learn with staff
- Comox Valley Recreation Commission meeting
- CVRD Board meeting
- Cumberland Community Forest Society Trivia Night Fundraiser

Councillor Morin acknowledged the recent passing of Bunny (Elizabeth) Shannon, active community member in the Comox Valley. Councillor Morin extended her condolences to Bunny's family and friends.

### **7.4 Mayor Wells**

Mayor Wells reviewed his attendance at the following events:

- Meeting with local employers and Comox Valley Chamber of Commerce re: housing solutions for employees in the Comox Valley
- Annual Comox Valley Child Development Association (CVCDA) Telethon
- Indigenous Veterans Day Flag Raising Ceremony at City Hall on November 8<sup>th</sup>
- Comox Valley Coalition to End Homelessness (CVCEH) Executive meeting
- Remembrance Day Wreath Laying Ceremony on November 11<sup>th</sup>
- The Salvation Army's Pidcock House 25<sup>th</sup> Anniversary event
- 2021 Housing Central Conference hosted by BC Non-Profit Housing Association (BCNPHA)

**8. RESOLUTIONS OF COUNCIL**

**8.1 In Camera Meeting**

**Moved By** Frisch

**Seconded By** Hillian

THAT a Special In-Camera meeting closed to the public will be held November 15<sup>th</sup>, 2021 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1) (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- 90 (1) (c) labour relations or other employee relations;
- 90 (1) (g) litigation or potential litigation affecting the municipality;
- 90 (1) (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

**Carried**

**9. UNFINISHED BUSINESS**

**9.1 Downtown Courtenay Business Improvement Association's (DCBIA) Request for Financial Support for Marketing Campaign during 5th Street Bridge Rehabilitation Project**

**Moved By** Cole-Hamilton

**Seconded By** McCollum

WHEREAS on November 1<sup>st</sup>, 2021, Council passed the following resolution:

"THAT the correspondence dated November 1st, 2021 from the Downtown Courtenay Business Improvement Association (DCBIA) requesting financial support for a marketing campaign during the upcoming holiday season due the impacts from the 5th Street Bridge Rehabilitation Project timeline extension, be received for information; and,

THAT in response to the DCBIA's request for financial support to develop a marketing campaign during the months of November and December 2021 that would highlight the ease of getting to downtown and encourage traffic flow, Council allocate grant funding up to \$9,500 to the DCBIA for this purpose."

THEREFORE BE IT RESOLVED that the grant to the Downtown Courtenay Business Improvement Association (DCBIA) be funded from provincial gaming funds.

**Carried**

**10. NOTICE OF MOTION**

**11. NEW BUSINESS**

**11.1 Councillor Cole-Hamilton Resolution - 24 Hour Access to Washroom in Downtown Courtenay**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council direct staff to prepare a report outlining options for providing 24 hour access a day to a washroom facility in Downtown Courtenay.

**Carried**

**12. BYLAWS**

**12.1 For First and Second Reading**

**12.1.1 Zoning Amendment Bylaw No. 3040, 2021 (1236 Malahat Drive)**

**Moved By** Frisch

**Seconded By** McCollum

THAT "Zoning Amendment Bylaw No. 3040, 2021" pass first and second reading.

**Carried**

**12.1.2 Zoning Amendment Bylaw No. 3043, 2021 (1544 Dingwall Road)**

**Moved By** Morin

**Seconded By** Cole-Hamilton

THAT "Zoning Amendment Bylaw No. 3043, 2021" pass first and second reading.

**Carried**

**12.2 For Third Reading**

**12.2.1 Zoning Amendment Bylaw No. 3017, 2021 (801 Ryan Road)**

**Moved By** McCollum

**Seconded By** Frisch

THAT "Zoning Amendment Bylaw No. 3017, 2021" pass third reading.

**Carried**

**12.2.2 Official Community Plan Amendment Bylaw No. 3028, 2021 (1679 McPhee Avenue)**

**Moved By** Frisch

**Seconded By** Morin

THAT "Official Community Plan Amendment Bylaw No. 3028, 2021" pass third reading.

**Carried**

**12.2.3 Zoning Amendment Bylaw No. 3029, 2021 (1679 McPhee Avenue)**

**Moved By** McCollum

**Seconded By** Frisch

THAT "Zoning Amendment Bylaw No. 3029, 2021" pass third reading.

**Carried**

**12.3 For Final Adoption**

**12.3.1 Official Community Plan Amendment Bylaw No. 3028, 2021 (1679 McPhee Avenue)**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT "Official Community Plan Amendment Bylaw No. 3028, 2021" be finally adopted.

**Carried**

**12.3.2 Zoning Amendment Bylaw No. 3029, 2021 (1679 McPhee Avenue)**

**Moved By Frisch**

**Seconded By Cole-Hamilton**

THAT "Zoning Amendment Bylaw No. 3029, 2021" be finally adopted.

**Carried**

**13. ADJOURNMENT**

**Moved By McCollum**

**Seconded By Hillian**

THAT the meeting now adjourn at 7:08 p.m.

**Carried**

**CERTIFIED CORRECT**

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**Deputy Corporate Officer**

**Adopted this 29<sup>th</sup> day of November, 2021**

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**Mayor**





## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** **Signing Authority Amendment**

**File No.:** 1940-01  
**Date:** November 29, 2021

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### **PURPOSE:**

To revise appointments and the authorized signatories on record due to staffing changes and in support of operational efficiencies.

### **POLICY ANALYSIS:**

The City of Courtenay's Financial Institutions require an updated banking resolution with Council approved signing authorities.

### **EXECUTIVE SUMMARY:**

Due to the recent staffing changes in key positions, new signing authorities need to be established for the City. Staff have already notified the City's financial institution to remove those who are no longer employed with the City, however additional staff must now be added to ensure adequate authority and business continuity when conducting financial transactions. Two signatories are required on all banking transactions and agreements. Further, to improve operational efficiencies new signing authorities for the purpose of grant applications and land disposition and acquisition are also recommended.

### **CAO RECOMMENDATIONS:**

THAT based on the December 6<sup>th</sup>, 2021 Staff Report "Signing Authority Amendment", Council rescind all previous signing authority appointments and appoint as signing authorities the following individuals and positions for the City of Courtenay in regard to the following:

**a) all banking, investment and financial transactions:**

Robert Wells, Mayor  
William Cole-Hamilton, Councillor  
David Frisch, Councillor  
Douglas Hillian, Councillor  
Melanie McCollum, Councillor  
Wendy Morin, Councillor  
Emmanuel Theos, Councillor

Geoff Garbutt, Chief Administrative Officer  
Kate O'Connell, Director of Corporate Support Services  
Renata Wyka, Manager of Finance and or Acting Director of Financial Services  
Annie Berard, Manager of Financial Planning, Payroll and Business Performance  
Wendy Sorichta, Corporate Officer  
Rayanne Matthews, Deputy Corporate Officer

**b) land disposition, acquisition, and land title related documents - after statutory and/or Council requirements have been satisfied:**

Director Responsible for Engineering  
Director Responsible for Development Services  
Manager Responsible for Legislative Services  
Deputy Corporate Officer

**c) grant applications**

Director Responsible for Engineering  
Director Responsible for Public Works Services  
Director Responsible for Recreation, Culture and Community Services; and,

THAT the Chief Administrative Officer, the Director of Financial Services, and the Director of Corporate Support Services, the Corporate Officer, and the Deputy Corporate Officer be designated as signing authorities for all documentation including but not limited to financial documentation, land agreements, grant applications, and other agreements in accordance with, and as necessary to conduct City business.

Respectfully submitted,



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

**BACKGROUND:**

Authorized signatories on record with the City's banking and financial institutions are routinely set by Council resolution in the inaugural meeting held in November subsequent to the municipal election. In addition the signing authorities were updated again in 2020 as a result the previous CAO retirement.

In the case of land disposition or acquisition, in the absence of a designated signing authority, it has been the City's practice to identify two signatories for agreements as part of the approval resolutions provided to Council in the respective staff report. The City has consistently designated the Mayor and the Corporate Officer as signatories on the majority of agreements approved by Council.

**DISCUSSION:**

Recent departures and new appointments of staff in key positions necessitate an update to the City's signing authority and a resolution of Council is required. The following individuals are recommended as signing authorities as outlined:

**Banking, Investment and Financial Transactions:**

Robert Wells, Mayor  
William Cole-Hamilton, Councillor  
David Frisch, Councillor

Douglas Hillian, Councillor  
Melanie McCollum, Councillor  
Wendy Morin, Councillor  
Emmanuel Theos, Councillor

Geoff Garbutt, Chief Administrative Officer  
Kate O'Connell, Director of Corporate Support Services  
Renata Wyka, Manager of Finance and or Acting Director of Financial Services  
Annie Berard, Manager of Financial Planning, Payroll and Business Performance  
Wendy Sorichta, Corporate Officer  
Rayanne Matthews, Deputy Corporate Officer

As land disposition and acquisition documents require two signatures and at times a Commissioner of Affidavits, from time to time there has been a delay in the execution of documentation due to the unavailability of one or both signing authorities. In addition to updating the signing authority for banking and financial institutions, to improve operational efficiency, staff are further recommending the designation of signing authority to the following positions for the purposes of land disposition and acquisition after statutory and/or Council requirements have been satisfied:

***Land Disposition and Acquisition Agreements:***

*Director Responsible for Engineering*  
*Director Responsible for Development Services*  
*Deputy Corporate Officer*  
*Manager Responsible for Legislative Services*

Recent changes to grant application processes from paper/scanned submissions to online data bases require online applicants to be a signing authority for the City at the point of application submission. This requirement has resulted in communication barriers between the City department responsible for the project and the granting authority as information must be relayed from the signing authority to the department that responsible for the project. Therefore, the following positions are recommended as signing authorities for the purposes of grant application submissions:

***Grant Applications:***

*Director Responsible for Engineering*  
*Director Responsible for Public Works Services*  
*Director Responsible for Recreation, Culture and Community Services*

Internal procedures are in place to ensure all grant applications are vetted and approved through the CAO and reviewed by the senior team prior to submission.

The Chief Administrative Officer, the Director of Financial Services, the Director of Corporate Support Services, the Corporate Officer, and Deputy Corporate Officer are recommended as general signing authorities for all documentation including but not limited to financial documentation, land agreements, grant applications, and other agreements in as needed to conduct City business.

The designation of signing authority is not intended to delegate approval authority to the positions or individuals designated.

**FINANCIAL IMPLICATIONS:**

There are no financial implications to amend the signing authorities for the City.

**ADMINISTRATIVE IMPLICATIONS:**

Once approved by Council, staff will update the City’s financial institution accordingly.

**ASSET MANAGEMENT IMPLICATIONS:**

Not Applicable

**STRATEGIC PRIORITIES REFERENCE:**

**We focus on organizational and governance excellence**

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

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

**OFFICIAL COMMUNITY PLAN REFERENCE:**

N/A

**REGIONAL GROWTH STRATEGY REFERENCE:**

N/A

**CITIZEN/PUBLIC ENGAGEMENT:**

Signing authorities are required for internal approval processes only and public notice or engagement is not required.

**OPTIONS:**

OPTION 1: THAT based on the December 6<sup>th</sup>, 2021 Staff Report “Signing Authority Amendment”, Council rescind all previous signing authority appointments and appoint as signing authorities the following individuals and positions for the City of Courtenay in regard to the following:

**a) all banking, investment and financial transactions:**

- Robert Wells, Mayor
- William Cole-Hamilton, Councillor
- David Frisch, Councillor
- Douglas Hillian, Councillor
- Melanie McCollum, Councillor
- Wendy Morin, Councillor
- Emmanuel Theos, Councillor

Geoff Garbutt, Chief Administrative Officer  
Kate O'Connell, Director of Corporate Support Services  
Renata Wyka, Manager of Finance and or Acting Director of Financial Services  
Annie Berard, Manager of Financial Planning, Payroll and Business Performance  
Wendy Sorichta, Corporate Officer  
Rayanne Matthews, Deputy Corporate Officer

**b) land disposition, acquisition, and land title related documents - after statutory and/or Council requirements have been satisfied:**

Director Responsible for Engineering  
Director Responsible for Development Services  
Manager Responsible for Legislative Services  
Deputy Corporate Officer

**c) grant applications**

Director Responsible for Engineering  
Director Responsible for Public Works Services  
Director Responsible for Recreation, Culture and Community Services; and,

THAT the Chief Administrative Officer, the Director of Financial Services, and the Director of Corporate Support Services, the Corporate Officer, and the Deputy Corporate Officer be designated as signing authorities for all documentation including but not limited to financial documentation, land agreements, grant applications, and other agreements in accordance with, and as necessary to conduct City business. (Recommended)

OPTION 2: That Council provide direction and refer this item back to staff.

Prepared by:



Kate O'Connell, BA, MPP  
Director of Corporate Support Services

Reviewed by:



Jennifer Nelson, CPA, CGA  
Director of Financial Services

Concurrence by:



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





## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Appointment - Chief Financial Officer

**File No.:**  
**Date:** November 29, 2021

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### PURPOSE:

To seek Council approval to appoint the Acting Director of Financial Services as Chief Financial Officer until the new Director of Financial Services has been appointed as Chief Financial Officer upon the completion of recruitment processes.

### POLICY ANALYSIS:

A Chief Financial Officer must be appointed by Council in accordance with the Section 149 of the *Community Charter*.

*S. 149 One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following power, duties and functions:*

- a) receiving all money paid to the municipality;*
- b) ensuring the keeping of all funds and securities of the municipality;*
- c) investing municipal funds, until required, in authorized investments;*
- d) expending municipal money in the manner authorized by the council;*
- e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;*
- f) exercising control and supervision over all other financial affairs of the municipality.*

### CAO RECOMMENDATION:

THAT in accordance with Section 149 of the *Community Charter*, Renata Wyka, Acting Director of Financial Services be appointed as the Acting Chief Financial Officer until such time as the recruitment process for a new Director of Financial Services is completed and the successful candidate has been appointed as Chief Financial Officer.

---

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

### BACKGROUND:

The current Director of Financial Services' last day with the City of Courtenay is December 6<sup>th</sup>, 2021. The Director of Financial Services serves as the Chief Financial Officer in accordance with Section 149 of the *Community Charter*. As recruitment processes for a new Director of Financial Services is presently underway,

and Renata Wyka has been selected as Acting Director of Financial Services until the recruitment processes have completed.

**DISCUSSION:**

Renata Wyka has been the Manager of Financial Services for the City for the past four years and during that time provided exemplary professional management and oversight to the financial services team. As the newly appointed Acting Director of Financial Services, Ms. Wyka is entrusted with the sound fiscal management of the City and is therefore the most appropriate candidate to appoint as Chief Financial Officer. Upon the completion of recruitment processes for a new Director of Financial Services, Ms. Wyka will return to her permanent position as Manager of Financial Services and the new Director will be brought forward to Council for appointment as Chief Financial Officer.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**ADMINISTRATIVE IMPLICATIONS:**

Banking and other signing authority administrative implications have been addressed under a separate report.

**ASSET MANAGEMENT IMPLICATIONS:**

N/A

**STRATEGIC PRIORITIES REFERENCE:**

**We focus on organizational and governance excellence**

- Communicate appropriately with our community in all decisions we make

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

**OFFICIAL COMMUNITY PLAN REFERENCE:**

N/A

**REGIONAL GROWTH STRATEGY REFERENCE:**

N/A

**OPTIONS:**

- OPTION 1: THAT in accordance with Section 149 of the *Community Charter*, Renata Wyka, Acting Director of Financial Services be appointed as the Acting Chief Financial Officer until such time as the recruitment process for a new Director of Financial Services is completed and the successful candidate has been appointed as Chief Financial Officer.  
(Recommended)



OPTION 2: THAT Council resolve into a Closed meeting pursuant to the following subsection of the *Community Charter*:

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

Prepared by,



Kate O'Connell, BA, M.P.P.  
Director of Corporate Support Services

Reviewed by:



Jennifer Nelson, CPA, CGA  
Director of Financial Services

Concurrence by,



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





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 2380-30 Lot 3

**From:** Chief Administrative Officer

**Date:** November 29, 2021

**Subject:** Lease Assignment for Lot 4, 100-20th Street – Courtenay Airpark

### PURPOSE:

The purpose of this report is to seek Council approval to assign the existing lot 4 Courtenay Airpark lease from Andreas Walter Ruttkiewicz dba: Airspeed High Ultralights to Sealand Flight Inc.

### CAO RECOMMENDATIONS:

That based on the November 29<sup>th</sup>, 2021 staff report “**Lease Assignment Agreement for Lot 4, 100-20th Street – Courtenay Airpark**”, Council adopt OPTION 1 and authorize the attached lease addendum between Sealand Flight Inc. (Inc.590714), Andreas Ruttkiewicz dba: Airspeed High Ultralights, and the City of Courtenay for the property having a legal description of PID: 000-892-149, Lot 1, Section 66, Comox Land District Plan 14942 except any portion of the bed of the Courtenay River and further identified as Lot 4 on Plan VIP64872.

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

### BACKGROUND:

Andreas Ruttkiewicz dba: Airspeed High Ultralights signed a lease with the City for a term of five years commencing on January 1<sup>st</sup>, 2021 and terminating on December 31<sup>st</sup>, 2025. On November 7<sup>th</sup>, 2021, the City received a letter from Andreas Ruttkiewicz dba: Airspeed High Ultralights requesting that the lease be assigned to Sealand Flight Inc. effective December 1, 2021 (see Attachment 1). Under the current terms and conditions of the lease, upon assignment of the lease from Airspeed High Ultralights to Sealand Flight Inc., Sealand Flight Inc. will be required to meet all of the terms and conditions of the January 1<sup>st</sup>, 2021 lease agreement.

The January 1<sup>st</sup>, 2021 Lease Agreement between the City and Airspeed High Ultralights, permits assignment and subleases under the following conditions:

#### **Section 10:**

*“The Tenant shall not make any assignment of this Agreement, nor any transfer or sublease of the whole or any part of the Premises demised or leased hereunder, without obtaining the prior written consent in writing of the City to such assignment, transfer or sublease. In requesting the City’s consent to an assignment, sublease or licence, the Tenant must provide the City with all information*

*requested by the City. The Tenant must, if required by the City, enter into sub-leases, assignment agreement or licence on terms required by the City, including requirements for insurance and indemnities.”*

**DISCUSSION:**

An addendum to the existing agreement is required to transfer all existing contract terms, requirements and obligations from Andreas Walter Rutkiewicz dba: Airspeed High Ultralights to Sealand Flight Inc.. Sealand Flight Inc. has committed to leasing Lot 4 for the remainder of the existing agreements’ five year term which includes a renewal option of three additional five year terms subject to City approval. The first lease term is for a five year period commencing on December 1, 2021 and terminating on December 31, 2025.

**FINANCIAL IMPLICATIONS:**

Legal fees of approximately \$500 are anticipated to prepare the Agreement transfer documents.

**ADMINISTRATIVE IMPLICATIONS:**

Approximately 20 hours of staff time (cumulative for the 2021 Agreements) has been dedicated to the review of the lease, compliance and inspection activities, report drafting and the creation of the Agreement documentation.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications as the lease will not change any service levels within the Courtenay Airpark. The use conforms to existing airpark activities.

**STRATEGIC PRIORITIES REFERENCE:**

**We focus on organizational and governance excellence**

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

**We actively pursue vibrant economic development**

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

- **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:**

No specific reference.

**REGIONAL GROWTH STRATEGY REFERENCE:**

No specific reference.

**CITIZEN/PUBLIC ENGAGEMENT:**

Section 26 of the *Community Charter* for municipalities requires that notice be given prior to the disposition. The notice must also be published in a newspaper that is published at least weekly in the area affected by the subject matter of the notice. The public will be “informed” based on the IAP2 principles.

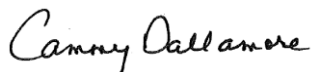
**OPTIONS:**

OPTION 1: That based on the November 29<sup>th</sup>, 2021 staff report “**Lease Assignment Agreement for Lot 4, 100-20th Street – Courtenay Airpark**”, Council adopt OPTION 1 and authorize the attached lease addendum between Sealand Flight Inc. (No. 590714), Andreas Ruttkiewicz dba: Airspeed High Utlralights, and the City of Courtenay for the property having a legal description of PID: 000-892-149, Lot 1, Section 66, Comox Land District Plan 14942 except any portion of the bed of the Courtenay River and further identified as Lot 4 on Plan VIP64872. (Recommended)

OPTION 2: That Council deny the lease assignment.

OPTION 3: That Council provide direction and refer this item back to staff.

Prepared by,



Cammy Dallamore  
Engineering & Corporate Support Services Clerk

Reviewed by:



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

Concurrence by,



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

*Attachments:*

1. *Letter from owner representative*
2. *Reference Plan VIP64872*
3. *Reference Plan Courtenay Airpark*
4. *Lot 4 Hangar Photo*
5. *Lease Document*



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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### Attachment 1: Transfer Request



---

Courtenay Airpark CAH3 20th St, Courtenay, BC V9N 2B5

To Courtenay City Council,

Re:  
Transfer of Lease:  
Lot 1 Plan 14942, Section 66, Comox Land District  
Lease lot 4, Courtenay Airpark as shown on VIP 64872

This is an official request to transfer the lease currently held by:

Andreas Ruttkiewicz dba: Airspeed High Ultralights 2024 Cedar Cres, Courtenay, BC V9N 3B6

TO

Sealand Flight Inc. of 2313 Airport Dr, Campbell River BC, V9H 1T5

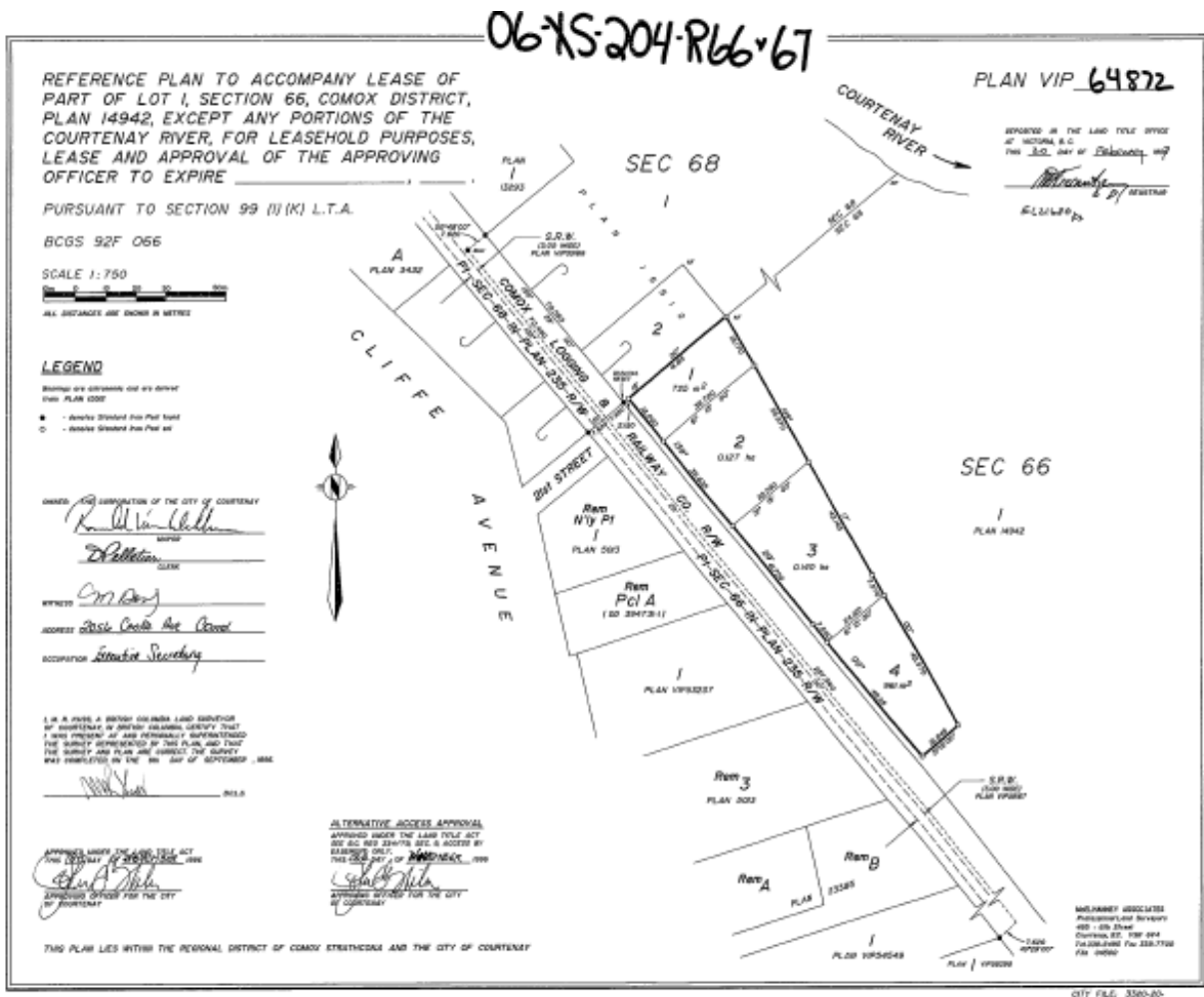
Thank you,

Sincerely,

Andreas Ruttkiewicz

CFI Airspeed High Flight School  
Transport Canada Pilot Examiner & AP  
andreas@airspeedhigh.com  
www.airspeedhigh.com  
(250) 218-7343

Attachment 2: Reference Plan VIP64872







**Attachment 4: Lot 4 Hangar Photo**



**Attachment 5: Lease Document**

**ASSIGNMENT AND ASSUMPTION OF LEASE**

THIS AGREEMENT, dated for reference the 1<sup>st</sup> day of December, 2021

BETWEEN:

**ANDREAS RUTKIEWICZ DBA: AIRSPEED HIGH UTLRALIGHTS**, a corporation incorporated under the laws of British Columbia and having its registered office at 2024 Cedar Crescent, Courtenay, B.C. V9N 2J7

(the “**Assignor**”)

AND:

**SEALAND FLIGHT INC. (INC. NO. 590714)**, a corporation incorporated under the laws of British Columbia and having its registered office at 2313 Airport Drive, Campbell River, B.C. V9H 1T5

(the “**Assignee**”)

AND:

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

(the “**City**”)

(each a “**party**” and together the “**parties**”)

**BACKGROUND**

- A. By lease dated for reference January 1, 2021, an excerpt of which is attached as Schedule A to this Agreement (the “**Lease**”), between the City as landlord and the Assignor as tenant, the City leased to the Assignor certain premises consisting of part of the lands legally described as PID: 000-892-149, LOT 1, SECTION 66, COMOX DISTRICT, PLAN 14942 EXCEPT ANY PORTION OF THE BED OF THE COURTENAY RIVER, shown as LOT 4, PLAN VIP 64872 as more particularly described in the Lease;
- B. The Lease does not allow the Assignor to assign their obligations as tenant under the Lease without the mutual agreement of the City;

- C. The Assignor wishes to assign, and the Assignee wish to assume, all rights of the tenant under the Lease, such assignment and assumption to be effective on December 1<sup>st</sup>, 2021 (the “**Effective Date**”);
- D. The City consents to the assignment described in Recital C and as more fully set out in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants below, the parties agree that:

1. **Defined Terms:** Except as otherwise defined in this Agreement, capitalized terms used in this Agreement have the meanings ascribed to those terms in the Lease.
2. **Assignment & Assumption:** The parties agree that:
  - (a) Effective on the Effective Date, the Assignor assigns to the Assignee all the Assignor’s rights, obligations, and interest in and to the Lease and the Assignee assumes all obligations of the Assignor under the Lease;
  - (b) In exchange for the Assignee’s agreement to assume all obligations of the Assignor under the Lease, the City consents to the assignment and assumption set out in subsection (a); and
  - (c) For greater certainty, as of the Effective Date, the City will comply with all of the landlord’s obligations under the Lease and the Assignee will comply with all of the Tenant’s obligations under the Lease.
3. **Assignor’s Representations and Warranties:** The Assignor represents and warrants to the Assignee that:
  - (a) the Lease is good, valid, and subsisting; and
  - (b) the Lease has not previously been amended or assigned other than set out in this Agreement.
4. **Assignor’s Indemnity:** The Assignor indemnifies and will save harmless the Assignee from all actions, suits, costs, losses, damages, charges, and expenses for or in respect of any breach by the Assignor of the Lease arising for the period up to the Effective Date.
5. **Assignee’s Indemnity:** The Assignee indemnifies and will save harmless the Assignor from all actions, suits, costs, losses, damages, charges, and expenses for or in respect of any breach by the Assignee of the Lease arising on and after the Effective Date.
6. **Notices:** Any notice given in connection with this Agreement will be delivered to the respective addresses set out above or to such other address as any of the parties may designate in writing.
7. **Survival of Provisions:** The provisions of the Lease will survive the execution and delivery of this Agreement and will not merge in this Agreement.

**8. Further Assurances:** Each party will, at all times hereafter at the request and cost of any other party), execute such further and other documents as such other party may reasonably require in order to evidence or give effect to the terms of this Agreement.

**9. Amendment of Lease:** The Lease will be deemed to be amended with all necessary changes being made to incorporate and give effect to the provisions of this Agreement. The parties acknowledge that the Lease, as assigned and modified by this Agreement is in full force and effect.

**10. Enurement:** This Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, administrators, personal representatives, successors, and permitted assigns.

**11. Governing Law:** This Agreement will be governed in accordance with laws applicable in the province of British Columbia, and the parties irrevocably submit to the non-exclusive jurisdiction of the courts of British Columbia.

**12. Independent Legal Advice:** The parties acknowledge and agree that they have had reasonable opportunity to obtain independent legal advice regarding this Agreement.

**13. Counterparts and Electronic Delivery:** This Agreement may be executed in one or more counterparts, each of which will be an original, and all of which together will constitute a single instrument. Further, the parties agree that this Agreement may be signed and/or transmitted by fax or by electronic mail of a .PDF document or electronic signature (e.g., DocuSign or similar electronic signature technology) and thereafter maintained in electronic form, and that such electronic record will be valid, and effective to bind the party so signing, as a paper copy bearing such party's handwritten signature. The parties further consent and agree that the electronic signatures appearing on this Agreement will be treated, for the purposes of validity, enforceability, and admissibility, the same as handwritten signatures.

**END OF PAGE**

IN WITNESS WHEREOF the parties executed this Agreement as of the date first above written.

**ANDREAS RUTTKIEWICZ DBA:  
AIRSPEED HIGH UTLRALIGHTS**, by its  
authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

**THE CORPORATION OF THE CITY OF  
COURTENAY**, by its authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

**SEALAND FLIGHT INC (INC. NO.  
590714)**, by its authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

**SCHEDULE A**  
**LEASE AGREEMENT EXCERPT**

**TERMS OF INSTRUMENT – PART 2**

THIS AGREEMENT, dated for reference January 1, 2021

BETWEEN:

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

(the "**City**")

AND:

**AIRSPPEED HIGH ULTRALIGHTS** having a mailing address of 2024 Cedar Crescent, Courtenay, B.C., V9N 3B6

(the "**Tenant**")

AND:

**ANDREAS WALTER RUTTKIEWICZ**  
2024 Cedar Crescent, Courtenay, B.C., V9N 3B6

(the "**Indemnifier**")

WHEREAS:

- A. The City is the registered owner of lands and premises in the City of Courtenay more particularly described as follows:  
  
PID: 000-892-149, LOT 1 SECTION 66 COMOX DISTRICT PLAN 14942 except any portion of the bed of the Courtenay River,  
  
(hereinafter collectively called the "**Lands**");
- B. The Lands comprise part of the Courtenay Lands;
- C. The Indemnifier is the principal shareholder of the Tenant, and has become a party to this Agreement for the purpose of jointly and severally covenanting with the Tenant to indemnify the City in the manner provided in this Agreement;
- D. The Tenant wishes to place, maintain and operate an office, and park aircraft on the Lands for the purpose of carrying out an Ultralight Flight School, the (**Aviation Services**);
- E. The City has agreed to lease a portion of the Lands to the Tenant for the purposes of providing the Aviation Services, and the Tenant has agreed to accept the lease, all on the terms and



## STAFF REPORT

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**To:** Council

**File No.:** 5420-02

**From:** Chief Administrative Officer

**Date:** November 29, 2021

**Subject:** Lake Trail Road Pedestrian Infrastructure Options

---

### **PURPOSE:**

The purpose of this report is to present Council with conceptual designs for pedestrian infrastructure on Lake Trail Road, between Arden Elementary and Lake Trail Middle School.

### **POLICY ANALYSIS:**

In 2019 Council adopted the *Connecting Courtenay: Transportation Master Plan*, which identified a gap in pedestrian infrastructure on Lake Trail Road. The plan recommends a multi-use path from the City boundary to Willemar Avenue. This aligns with the Arden Corridor Local Area Plan (Arden LAP), which identifies a priority for the roads within the study area to maintain the rural character of the community as it exists today.

### **CAO RECOMMENDATIONS:**

THAT Council direct staff to design an active transportation facility in 2022 that meets BC Active Transportation (BCAT) grant funding requirements, and to further submit an application to BCAT funding once the design is complete.

---

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

### **BACKGROUND:**

At a Council meeting held on March 19, 2018, the Arden Ambassadors appeared as a delegation to request pedestrian infrastructure on Lake Trail Road between Arden Elementary and Lake Trail Middle School. At that same Council meeting Council passed the following resolution:

*That WHEREAS all Courtenay children should have safe access to school within the City of Courtenay boundaries by walking and by bike,*

*THEREFORE BE IT RESOLVED that the City of Courtenay designs and implements a safe pathway between Arden Elementary School and Lake Trail Middle School along Lake Trail Road, and furthermore,*

*BE IT RESOLVED that the 2018 budget include \$25,000 for surveying, concept design, and options analysis.*

## **DISCUSSION:**

The City engaged McElhanney Engineering to conduct an engineering review of the proposed pedestrian connection along Lake Trail Road. Existing infrastructure, as well as vehicle and pedestrian data was collected in order to develop two design options, which can be found in Appendix A and B.

Both options were developed using road cross-sections from the City's Subdivision and Development Servicing Bylaw. Option 1, found in Appendix A, includes a sidewalk on both sides of Lake Trail Road to match the City's *Collector Road Section, Residential – B*, standard. This cross-section indicates that the existing travel lanes would be reduced to 3.2 metres wide, with a 1.5 metre wide bike lane on either side. The installation of curb, gutter and sidewalk would necessitate the removal of the majority of the existing ditch system. The approximate cost of this option is \$7.7M (2018).

Option 2, found in Appendix B, proposes the installation of a gravel path on the north side of Lake Trail Road, as well as a small section on the south side of the road between Webdon Road and Arden Road. The proposed gravel path is 2.0 metres wide and is typically located outside the existing ditch to maintain existing drainage conditions. Some trees and vegetation will need to be removed to create adequate space for the path within the City right-of-way. This option was developed based on the City's *Collector Road Section, Rural*. A statutory right-of-way would be required at the southwest corner of Lake Trail School to avoid impact to an existing ditch inlet structure. The approximate cost of this option is \$623,000 (2018).

A further consideration is the 2013 Arden LAP, which was developed to allow the community to plan for expected increasing development pressure by establishing a clear vision for the area.

The Arden LAP discusses multi-modal transportation, and includes a Mobility Policy to ensure that safe provisions for walking and cycling are provided on Lake Trail Rd, recognizing that the primary strategy for accommodating walking and cycling in the area is through the development of a functional and safe greenway network. A greenway network, similar to that of option 2, would be recommended as it more closely aligns with the Arden LAP's identified priorities for roads within the study area, both to maintain the rural character of the community as it exists today, as well as to support the preservation of the hydrological function of the landscape, such as the ditches that line Lake Trail Road.

Infrastructure that benefits pedestrians may qualify for grant funding under the B.C Active Transportation (BCAT) Infrastructure Grant Program, as long as the project meets BCAT design criteria. In order for this project to meet program criteria, the proposed gravel path must be widened and paved into a multi-use facility.

The BCAT Grant Program provides cost-sharing opportunities for network planning grants and infrastructure grants. Funding from these grant programs support the development and construction of active transportation infrastructure for all ages and abilities. Funding through this program will cover up to 50% of eligible project costs, up to a maximum of \$500,000. The increased cost of building a paved MUP instead of a gravel pathway could be covered by BCAT funding, providing a much improved active transportation corridor for a cost to the City that is similar to the proposed gravel pathway. In order to apply for a BCAT Grant, a shovel ready design must be engineered. The cost of this design could be considered for funding within the 2022 budget.

## **FINANCIAL IMPLICATIONS:**

Professional fees for design are estimated at \$50,000. The cost to construct each facility type is included in the descriptions above.

If the gravel pathway is upgraded to a wider multi-use facility to meet BCAT criteria it may qualify for grant funding of 50% of eligible project costs to a maximum of \$500,000. The cost to design a facility that will qualify for BCAT funding is approximately \$50,000.



### ADMINISTRATIVE IMPLICATIONS:

The Director of Public Works Services would lead the design of this project with the assistance of technical staff and consulting engineers. Construction would be managed by Engineering Services. This work could be included in staff's 2022 work plan.

### ASSET MANAGEMENT IMPLICATIONS:

The inclusion of dedicated cycling infrastructure on any City street where cycling infrastructure does not currently exist is an increased level of service and is considered an upgrade under the umbrella of asset management. Increasing a level of service includes additional capital cost to implement the service and increased annual maintenance cost to operate.

### STRATEGIC PRIORITIES REFERENCE:

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

- Focus on asset management for sustainable service delivery
- ▲ ■ Support actions to address Climate Change mitigation and adaptation
- Make progress on the objectives of the BC Climate Action Charter

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

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

- **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:

Transportation

#### 5.2 Goals

2. Development of a transportation system that provides choices for different modes of travel including vehicle, transit, pedestrian, cycling and people with mobility impairments.
5. Support a transportation system that recognizes the importance of the character and overall appearance of the City.

#### 5.3 Policies

6. The City will pursue the development of a continuous pedestrian system and will continue to ensure that walkways and pedestrian linkages are provided in all new developments, particularly for major destination points, and are provided by the developer at the time of subdivision.

### REGIONAL GROWTH STRATEGY REFERENCE:

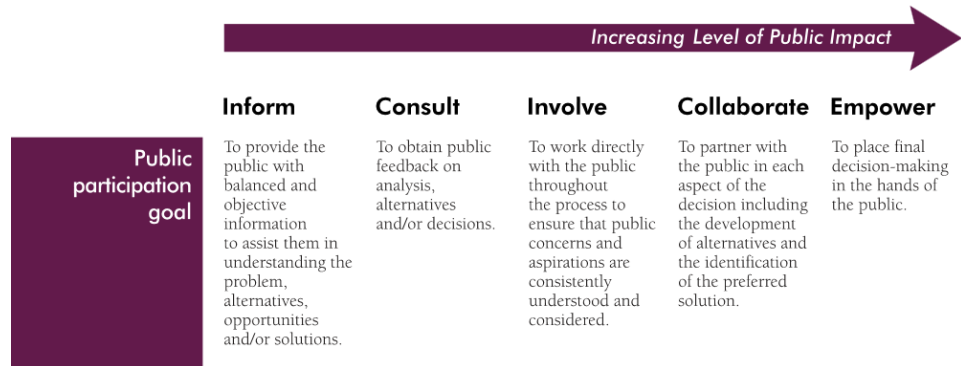
Goal 4: Transportation

Objective 4-B: Improve bicycle and pedestrian infrastructure to increase the use of active transportation options.

Targets: 20% bicycle and pedestrian commuters by 2030.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



© International Association for Public Participation [www.iap2.org](http://www.iap2.org)

**OPTIONS:**

1. THAT Council direct staff to design an active transportation facility in 2022 that meets BC Active Transportation (BCAT) grant funding requirements, and,  
That Council direct staff to apply for BCAT funding once the design is complete.
2. That Council direct staff to complete the design of the sidewalk in Option 1, for construction in 2022.
3. That Council receive this report for information only

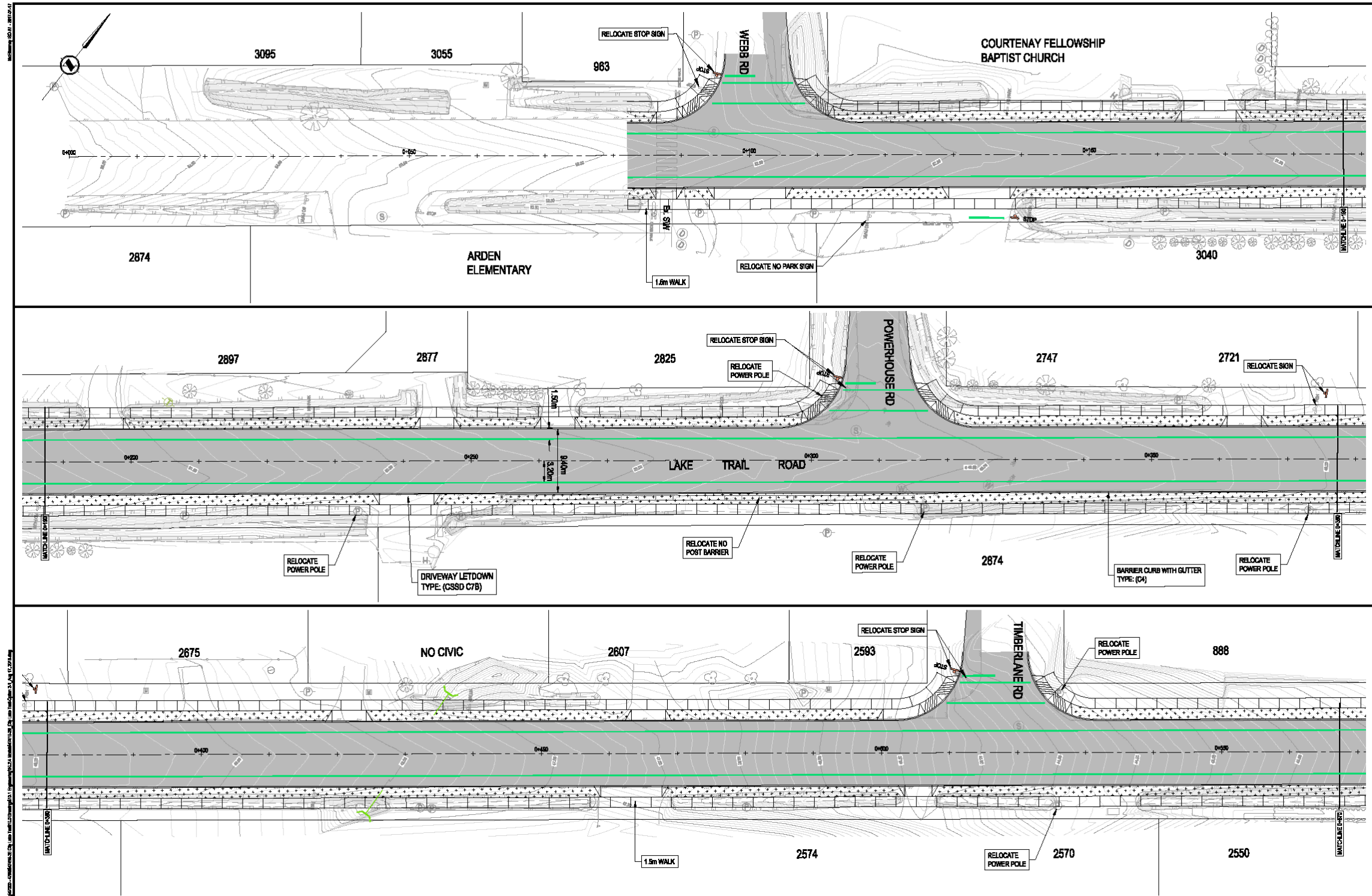
Prepared by,

Kyle Shaw, ASCT, CPWI, CWP, CWWP  
Director of Public Works Services

Concurrence by,

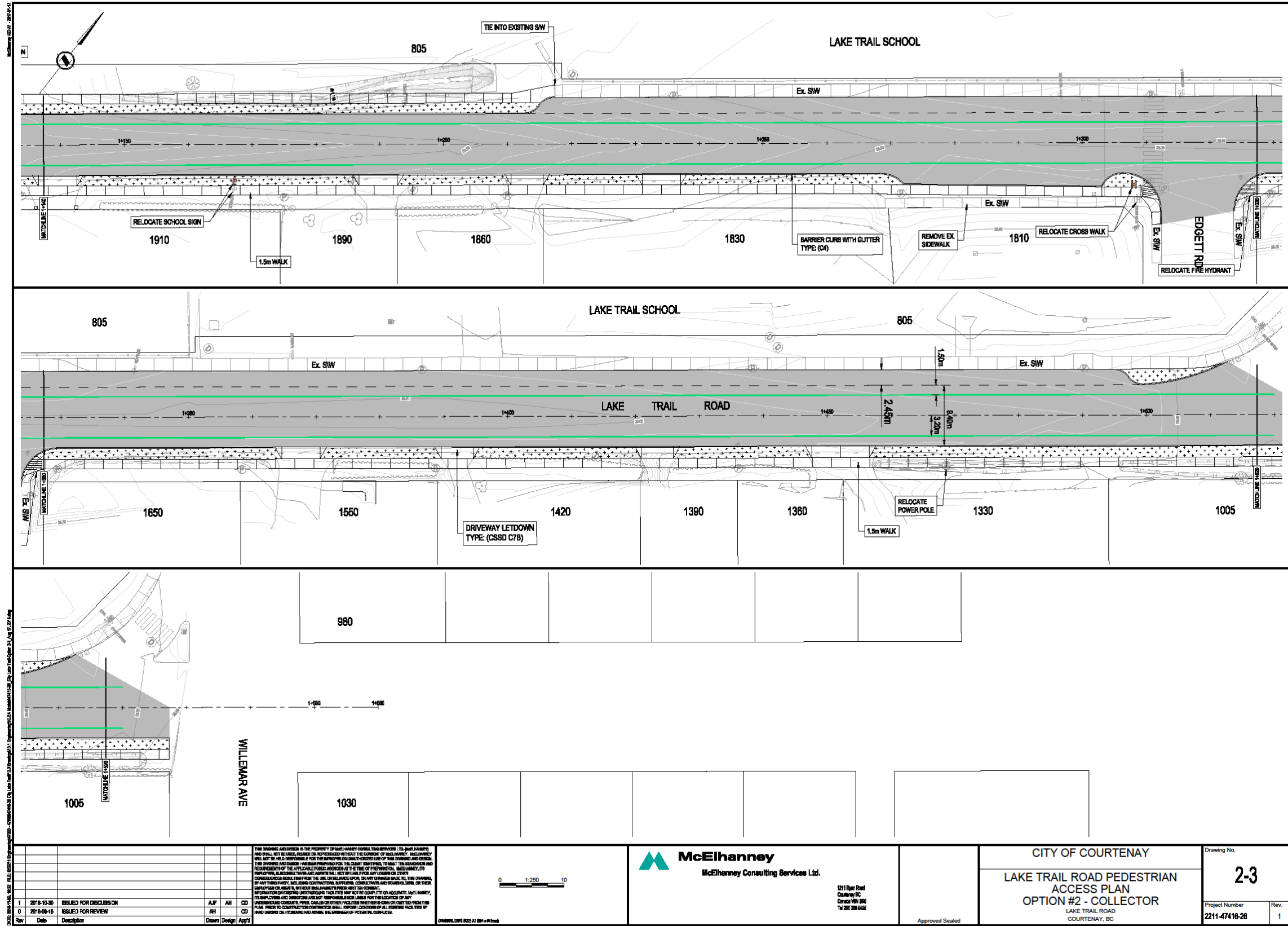
Geoff Garbutt, M.PI., MCIP, RPP  
Chief Administrative Officer

**Appendix A**  
**Option 1 - Sidewalk**



<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Rev</th> <th>Date</th> <th>Description</th> <th>Drawn</th> <th>Design</th> <th>App'd</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2018-10-30</td> <td>ISSUED FOR DISCUSSION</td> <td>AJF</td> <td>AH</td> <td>CD</td> </tr> <tr> <td>0</td> <td>2018-09-16</td> <td>ISSUED FOR REVIEW</td> <td>AH</td> <td></td> <td>CD</td> </tr> </tbody> </table>	Rev	Date	Description	Drawn	Design	App'd	1	2018-10-30	ISSUED FOR DISCUSSION	AJF	AH	CD	0	2018-09-16	ISSUED FOR REVIEW	AH		CD	<p style="font-size: 8px;">THIS DRAWING AND CONTENTS ARE THE PROPERTY OF MCELHANNAY CONSULTING SERVICES LTD. (MCS) AND SHALL NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MCS. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE JURISDICTIONS AT THE TIME OF PREPARATION. MCELHANNAY CONSULTING SERVICES LTD. AND ITS EMPLOYEES SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO PERSONS OR PROPERTY, INCLUDING CONSTRUCTION, EXISTING OR PROPOSED, OR TO THE ENVIRONMENT, OR ANY OTHER LOSS OR DAMAGE, ARISING FROM THE USE OF THIS DRAWING, OR FROM THE RELIANCE ON ANY INFORMATION PROVIDED HEREIN. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE JURISDICTIONS AT THE TIME OF PREPARATION. MCELHANNAY CONSULTING SERVICES LTD. AND ITS EMPLOYEES SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO PERSONS OR PROPERTY, INCLUDING CONSTRUCTION, EXISTING OR PROPOSED, OR TO THE ENVIRONMENT, OR ANY OTHER LOSS OR DAMAGE, ARISING FROM THE USE OF THIS DRAWING, OR FROM THE RELIANCE ON ANY INFORMATION PROVIDED HEREIN.</p>		<p><b>McElhannay</b>          McElhannay Consulting Services Ltd.          1111 River Road          Courtenay BC          Canada V9J 2R6          Tel: 250-338-6436</p>	<p>CITY OF COURTENAY  <b>LAKE TRAIL ROAD PEDESTRIAN          ACCESS PLAN          OPTION #2 - COLLECTOR</b>          LAKE TRAIL ROAD          COURTENAY, BC</p>	<p>Drawing No.  <b>2-1</b>          Project Number  <b>2211-47416-28</b></p>	<p>Rev.  <b>1</b></p>
Rev	Date	Description	Drawn	Design	App'd																			
1	2018-10-30	ISSUED FOR DISCUSSION	AJF	AH	CD																			
0	2018-09-16	ISSUED FOR REVIEW	AH		CD																			





Rev	Date	Description	Drawn	Design	App'd
1	2016-10-30	ISSUED FOR DISCUSSION	A.F.	A.H.	C.D.
0	2016-08-16	ISSUED FOR REVIEW	A.H.		C.D.

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**McElhanney**  
 McElhanney Consulting Services Ltd.

1211 Ryan Road  
 Courtenay BC  
 Canada V9N 6B6  
 Tel 250 288 6406

Approved Sealed

CITY OF COURTENAY  
 LAKE TRAIL ROAD PEDESTRIAN  
 ACCESS PLAN  
 OPTION #2 - COLLECTOR  
 LAKE TRAIL ROAD  
 COURTENAY, BC

Drawing No.  
**2-3**

Project Number  
 2211-47418-28

Rev.  
 1



THE CORPORATION OF THE CITY OF COURTENAY

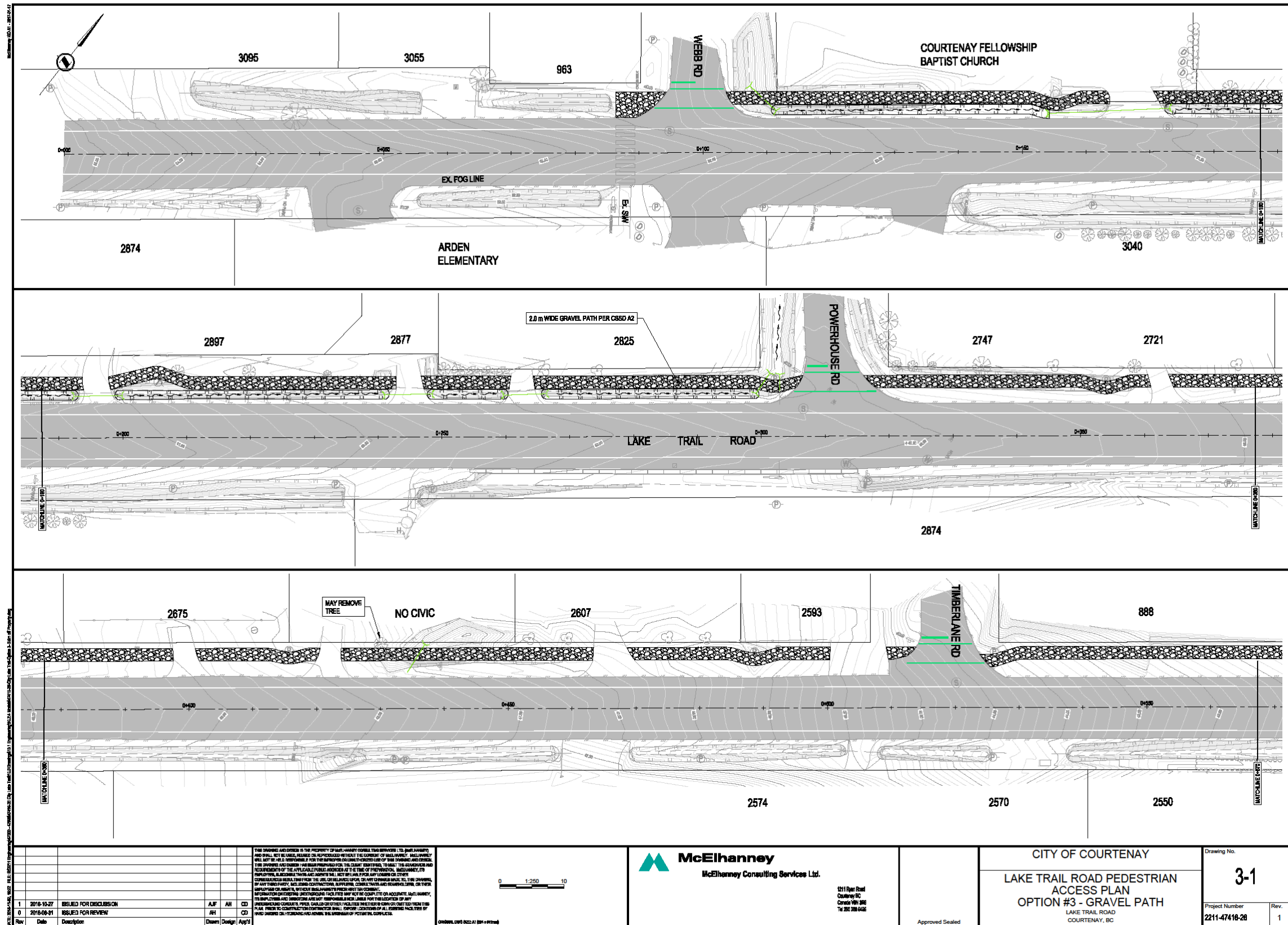
# STAFF REPORT

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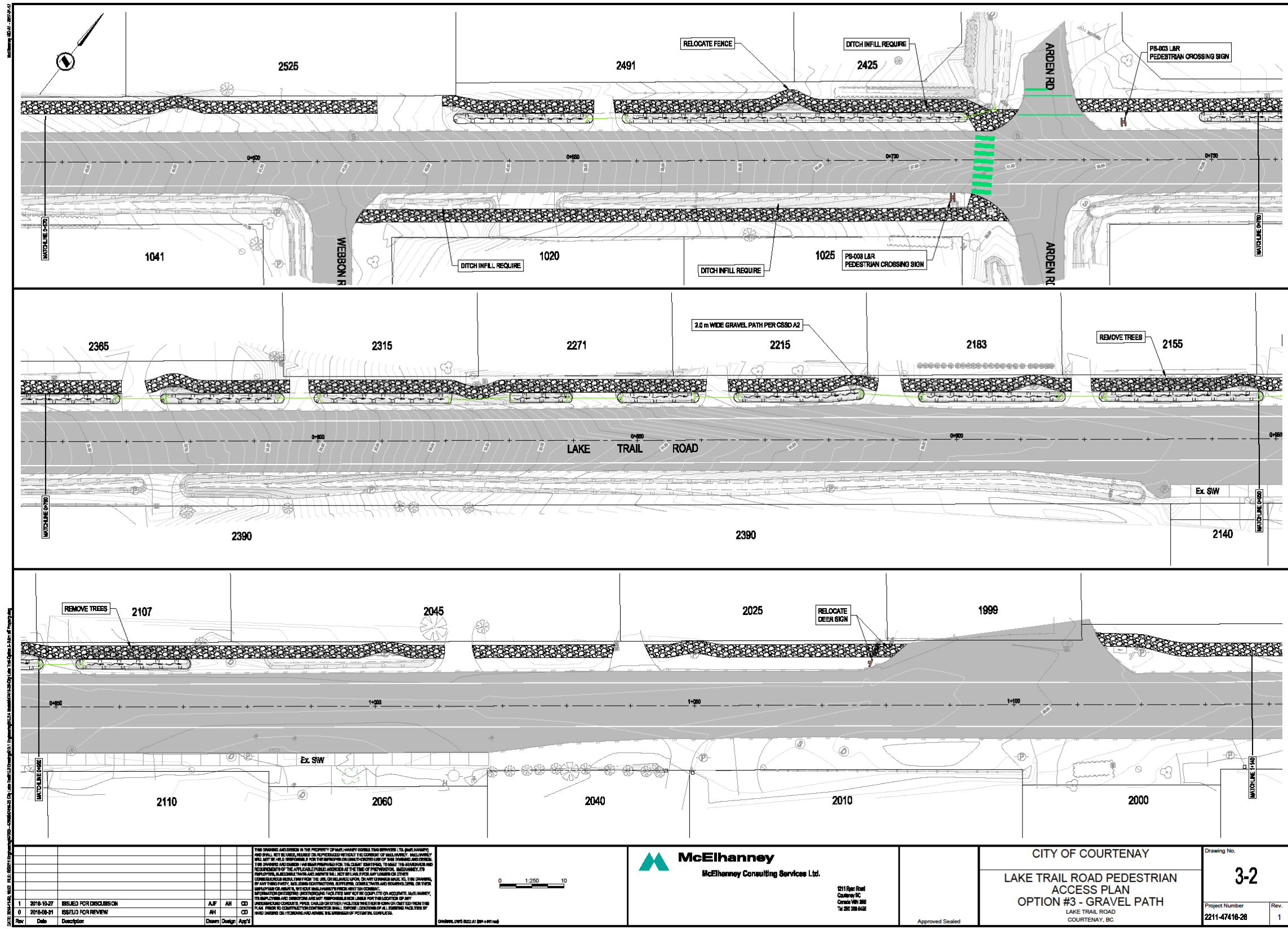
## Appendix B

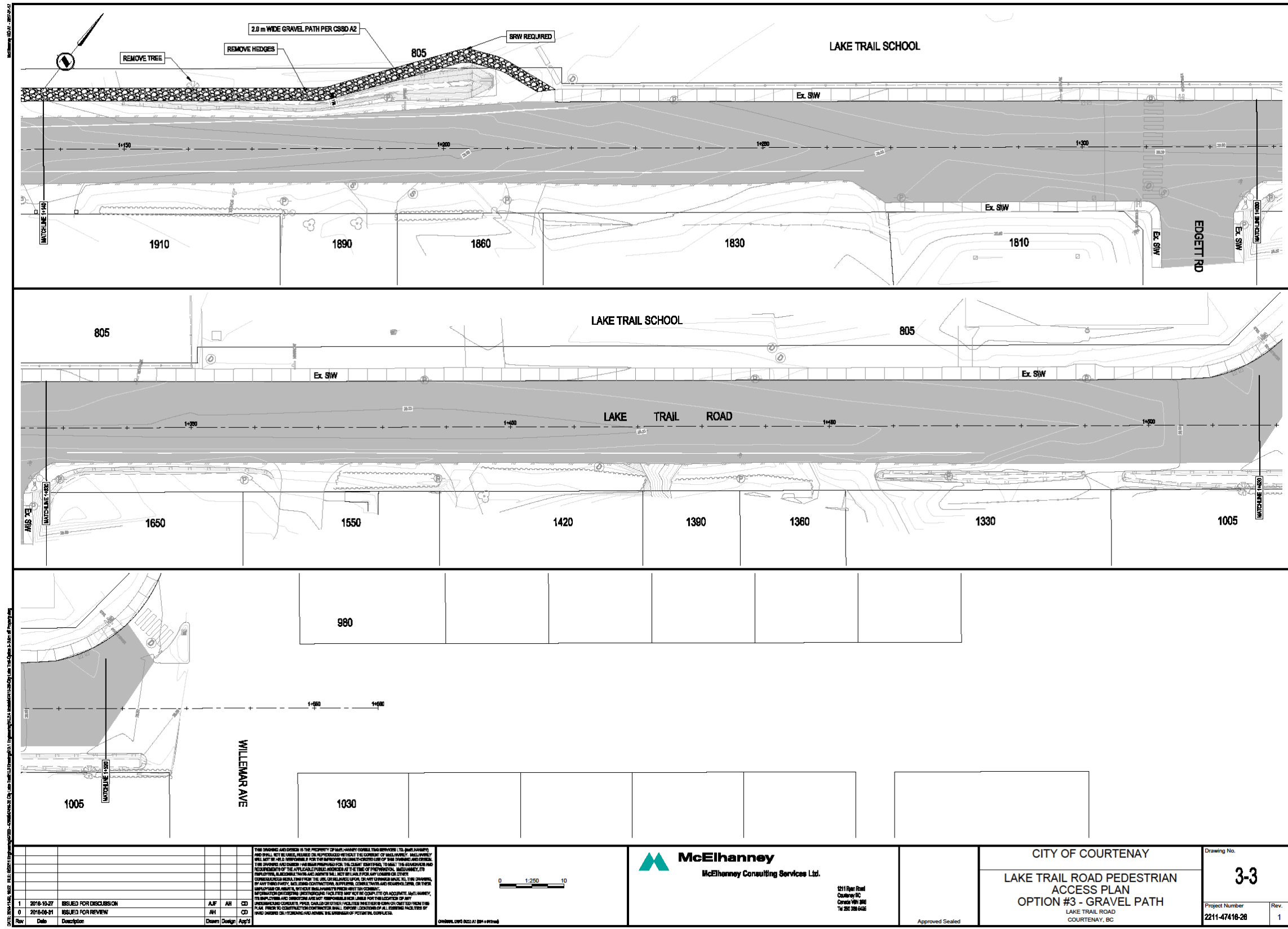
### Option 2 – Gravel Path





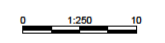






Rev	Date	Description	Drawn	Design	App'd
1	2016-10-27	ISSUED FOR DISCUSSION	AJF	AH	CD
0	2016-08-31	ISSUED FOR REVIEW	AH		CD

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**McElhanney**  
 McElhanney Consulting Services Ltd.  
 2111 River Street  
 Courtenay BC  
 Canada V9N 5R6  
 Tel: 250-368-6442

CITY OF COURTENAY  
 LAKE TRAIL ROAD PEDESTRIAN  
 ACCESS PLAN  
 OPTION #3 - GRAVEL PATH  
 LAKE TRAIL ROAD  
 COURTENAY, BC

Drawing No.  
**3-3**  
 Project Number  
 2211-47416-28  
 Rev.  
 1



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Solid Waste Service - Cost of Service Review

**File No.:** 5360-20  
**Date:** November 29, 2021

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### PURPOSE

This report is presented to provide a summary of the recently completed cost of service review undertaken by MNP for the City of Courtenay's waste collection service. In 2020, the City engaged MNP to complete a cost of service review for the City's Solid Waste Service. The intent of the cost of service review was to ensure that each fee group is being adequately funded without subsidization from another fee group.

### CAO RECOMMENDATIONS

THAT based on the November 29, 2021 staff report "Solid Waste Cost of Service Review", Council approve Option 1:

THAT Council direct Staff to remove multi-residential apartment and condo (complexes only) and Institutional, Commercial, and Industrial customers from the City of Courtenay solid waste collection service;

THAT Council direct Staff to provide notification of the discontinuation of solid waste collection services as of October 31, 2022 to all multi-residential apartment and condo (complexes only) and Institutional, Commercial, and Industrial customers; and,

THAT Bylaw No. 2244 City of Courtenay Refuse Materials Collection, Removal and Regulation and Bylaw No. 3022 City of Courtenay Fees and Charges – Solid Waste and Recycling be amended to reflect these changes.

---

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

## BACKGROUND

The City of Courtenay waste collection service includes residential (single residential dwellings, multi-residential detached dwellings, multi-residential row housing, and multi-residential apartment/condo complexes), and institutional, commercial, and industrial (ICI) properties.

Single residential and multi-residential curbside service consists of 3 streams – 120 L can of weekly garbage, unlimited weekly yard waste and unlimited biweekly recycling collection. The current user fee for this service is \$182.42 per dwelling unit. The cost for 2 stream – 120 L can of weekly garbage and unlimited biweekly recycling for multi-residential strata curbside and multi-residential (apartment/condo) collection is \$160.26 per dwelling unit. An option for multi-residential yard waste collection is offered at a rate of \$21.57/unit per year. ICI fees apply to garbage and cardboard collection and are dependent on the level of service contracted directly with Emterra, the exception is the DCBIA where they have their own fee grouping that offers garbage, recycling and cardboard collection.

As a utility the Solid Waste Service receives no monies from taxation and is funded through utility fees and the residential Recycling BC disbursement based on household and unit count. Utility fees encompass both the collection (**fixed**) and disposal (**variable**) costs. Previous financial analysis of the Solid Waste Service by MNP did not examine the fixed and variable costs for each fee grouping but rather the costs and revenues overall.

## DISCUSSION

### MNP Cost of Service Review

In 2020 MNP completed a cost of service review to determine the collection (**fixed**) and disposal (**variable**) costs and revenues associated with each utility fee grouping i.e. single residential, multi-residential and ICI. The analysis included annual projections to 2024 and also provided estimates of the fixed and variable costs for the upcoming addition of organics to the collection service.

MNP was provided with 2019 data that included the 5-year financial plan, Emterra contract pricing, RecycleBC contract pricing, utility billing data for all groups, past tonnage data for collected garbage and recycling, and landfill scale data. MNP also incorporated the growth rates for single residential and multi-residential units in the forecast to 2024. During the review it was found that ICI yard bin waste and multi-residential yard bin waste are collected together, thus the variable costs for these fee groups are inseparable.

The overall determination of the MNP review was that a small portion of the operational cost and all of the administrative cost of the multi-residential (apartment/condo) and ICI service is being subsidized by the single residential and multi-residential curbside service revenues.

### City of Courtenay Financial Analysis

The Finance department updated the MNP model to reflect actual 2020 costs and revenues. Staff completed additional analysis to 2024 summarizing the costs and revenues for single residential and multi-residential curbside collection, and multi-residential (apartment/condo) and ICI collection. The analysis

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includes the new variable cost of organics disposal (2022 Q4), the transfer of 33% of the garbage tonnage to organics tonnage upon full program implementation (Q3 2023) and the net cost/revenue comparison of biweekly versus weekly curbside garbage collection. Beyond 2022, the RecycleBC per household disbursement for collection was used for the fixed cost projections as it was deemed a reasonable assumption of open market pricing.

The continuation of curbside collection service under a weekly collection model, inclusive of the full implementation of the organics service, the service is projected to have a deficit in 2023 and of \$462,928 and \$552,787 in 2024 respectively. Moving to bi-biweekly garbage collection, including the full implementation of the organics service, the deficit in 2024 would be \$173,430. This deficit includes all other operational costs for other solid waste programs.

With the presented assumptions, the 2024 annual utility fee for single residential and multi-residential curbside collection maintaining weekly collection service is estimated to be \$240.45 whereas biweekly collection service is estimated to be \$204.17.

Multi-residential (apartment/condo) and ICI collection is projected to have a deficit in 2023 and 2024 of \$131,473 and \$122,442. Costs were calculated with no changes to garbage collection frequency, utilizing the current contract rates with a projected 4.5% increase in 2023 and 2024, and transferring of 33% of the garbage tonnage to organics tonnage starting in Q3 2023. These are the operation deficits and is not inclusive of the costs for other solid waste programs and administration which are accounted for under the curbside collection service.

### **Cost of Service Review Recommendations**

Based on the findings of the overall deficit of the multi-residential (apartment/condo) and ICI solid waste collection, Staff are recommending the removal of these properties from the City's solid waste service.

Multi-residential (apartment/condo) complexes and ICI properties would be required to make their own refuse removal service agreements with private contractors. This aligns with the level of service offered by other jurisdictions such as the City of Nanaimo, City of Victoria, and City of Vancouver. Currently the DCBIA has its own fee grouping and collection service, Staff are recommending the City discontinue this service and suggest the DCBIA seek out a collective refuse removal contract that would service its members.

Once mixed kitchen and yard waste organics curbside collection for single residential and multi-residential properties has been implemented, Staff will determine the costs and implications for initiating an organics collection service for multi-residential apartment and condo complexes and will present to Council for consideration at a future date.

Anecdotally, the City has received interest from ICI customers to have access to open market pricing rather than be encumbered to the City's collection contractor as required under the restrictive solid waste bylaw.

### **FINANCIAL IMPLICATIONS**

The goal of the Cost of Service Review was to ensure the fee apportionment as paid by each fee grouping was representative of the true costs for service.

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The overall conclusions of the analysis were that the curbside collection program is subsidizing a portion of the operational costs of the multi-residential and ICI collection service, and all of the costs for other solid waste programs and administration.

### **ADMINISTRATIVE IMPLICATIONS**

The Refuse Materials Collection, Removal and Regulation Bylaw No. 2244 will require a full revision to represent the changes to the solid waste collection service.

With solid waste services for multi-residential (apartment and condo) complexes and ICI properties discontinued administrative time will be dedicated to the residential curbside collection service.

### **STRATEGIC PRIORITIES REFERENCE**

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

- Support and encourage initiatives to improve efficiencies
- Communicate appropriately with our community in all decisions we make

### **OFFICIAL COMMUNITY PLAN REFERENCE**

#### Section 6.5 Utility Services

Policy 1. The City will pursue steps to reduce solid waste through a variety of approaches including: education, promotion, advertising; encouraging recycling; encouraging home composting; review user fees; supporting recycling facilities within major commercial and industrial developments; and, encouraging mandatory garbage collection for the Comox Valley.

#### Section 10. Planning for Climate Change

Objective 6: To reduce the amount of solid waste being generated within the municipality and to increase diversion rates of recyclable and compostable materials.

Policy 1. The City will continue to pursue steps to reduce solid waste through a variety of approaches including education, promotion, advertising around recycling and home composting, including within multi-residential housing, major commercial and industrial developments.

This will include reviewing opportunities and barriers for recycling in existing multi-residential buildings and working with the Regional District on a city-wide or regional-wide curbside composting pilot collection program.

### **REGIONAL GROWTH STRATEGY REFERENCE**

Objective 5-E: Reduce regional solid waste and improve landfill performance.

Policy 5E-1 includes references to waste reduction and waste diversion programs.

Objective 8-C: Reduce GHG emissions in the solid waste sector.

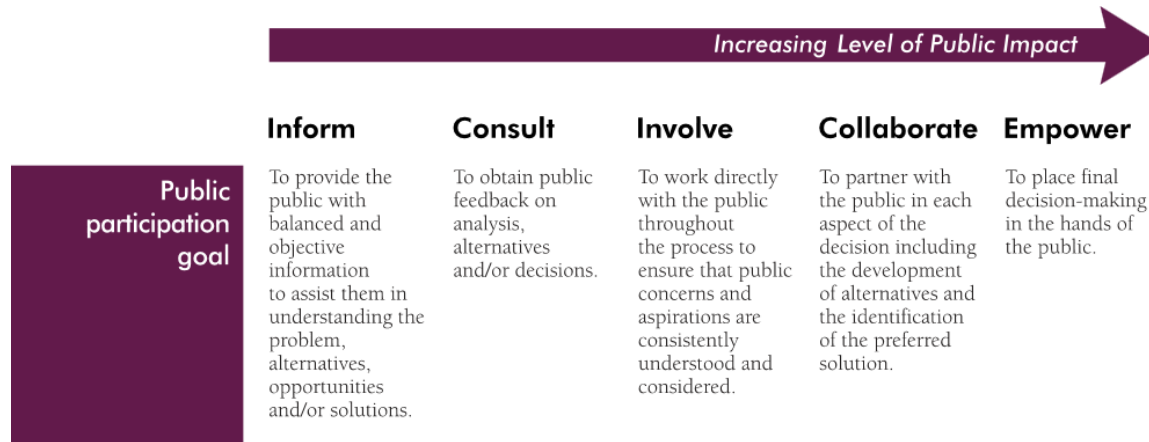
Policy 8C-1. Develop a valley-wide solid waste management strategy that reduces garbage landfilled through recycling and composting to achieve 75% diversion rate by 2035.

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## CITIZEN/PUBLIC ENGAGEMENT

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

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



### OPTIONS

**OPTION 1:** THAT Council direct Staff to remove multi-residential apartment and condo (complexes only) and Institutional, Commercial, and Industrial customers from the City of Courtenay solid waste collection service;

THAT Council direct Staff to provide notification of the discontinuation of solid waste collection services as of October 31, 2022 to all multi-residential apartment and condo (complexes only) and Institutional, Commercial, and Industrial customers; and,

THAT Bylaw No. 2244 City of Courtenay Refuse Materials Collection, Removal and Regulation and Bylaw No. 3022 City of Courtenay Fees and Charges – Solid Waste and Recycling be amended to reflect these changes.

**OPTION 2:** THAT Council direct Staff to complete an updated financial analysis for the multi-residential apartment and condo complexes and Institutional, Commercial, and Industrial fee groupings to amend rates that are representative of the true costs of service.

**OPTION 3:** THAT Council receives this report for information.

Prepared by:

Beth Brooks, CTech  
Engineering Technologist – Utilities

Concurrence by:

Kyle Shaw, ASCT, CPWI  
Director of Public Works

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Concurrence by,



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





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council

**File No.:** 5360-02

**From:** Chief Administrative Officer

**Date:** November 29, 2021

**Subject:** Solid Waste Service - Request for Proposal

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### PURPOSE

The City of Courtenay's solid waste collection service contract is set to expire on April 30, 2022 with the option for extension to October 31, 2022.

The City is seeking to release a joint Request for Proposal (RFP) with the Town of Comox and Village of Cumberland for a 3 stream curbside fully automated or semi-automated collection service. The City will be pursuing a memorandum of understanding with the other municipalities before the release of the RFP.

### CAO RECOMMENDATIONS

THAT based on the November 29, 2021, 2021 staff report "Solid Waste Service Request for Proposal" Council approve Option 1:

THAT Council direct Staff to issue a Request for Proposal to solicit proposals for a 3 stream curbside collection service, for a five year contract with the provision for a five year extension; and,

THAT Council direct Staff to seek a memorandum of understanding between the City of Courtenay and the Town of Comox and Village of Cumberland to undertake this joint Request for Proposal with legal fees to be apportioned based on service population.

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

## BACKGROUND

### Current Operations

The City provides curbside collection services for approximately 25,000 residents within the City of Courtenay. The materials currently collected include municipal waste, household recycling (under the RecyclingBC stewardship program), and yard waste.

Current service levels include:

- Single residential dwellings - weekly manual curbside collection of a 120 L can of garbage and unlimited yard waste with biweekly collection of unlimited recycling.
- Multi-residential row housing - weekly manual curbside collection of a 120 L can of garbage with biweekly collection of unlimited recycling. These properties can opt in for weekly unlimited yard waste collection at an additional annual fee.
- Multi-residential complexes – weekly yard bin waste collection and toter recycling collection. These properties can opt in for weekly unlimited yard waste collection at an additional annual fee.
- DCBIA - twice weekly garbage can collection and weekly recycling toter collection.
- Industrial, Commercial, Institutional and Agricultural (ICIA) properties

With the current manual curbside collection, waste containers have volume and weight limitations as per the City of Courtenay Bylaw No. 2244 Refuse Materials Collection, Removal and Regulations Bylaw.

*Section 2.5 (a) up to 121 litres of garbage per premises per week, being no more than one 121 litre regulation garbage receptacle.*

*Section 2.6 (a) 25 kilograms (55 lbs.) for a 121 litre water tight garbage receptacle; and (b) 16 kilograms (35 lbs.) for a 50 litre securely closed garbage bag.*

Although not defined under the bylaw the weight limits for yard waste and recycling are 25 kg per container. Recycling and yard waste collection have no volume limits.

### Safety Review

Manual collection service includes a driver that remains in the cab with attendants at the back of the truck that lift and tip each bin into the truck. Manual garbage collection is labour intensive which increases the risk for worker injuries related to heavy lifting, slips and trips, and repetitive movements; heat related injury in the summer months; and, exposure to sharps and infectious disease. The current contractor has had difficulty in this last year recruiting for these positions which resulted in service disruptions for residents.

As per the General Conditions in Part 4 of the Occupational Health and Safety Regulation under the authority of the Workers Compensation Act, it stipulates that the employer shall “eliminate or, if that is not practicable, minimize the risk of musculoskeletal injury to workers”. A reduction or elimination of manual lifting through the use of full automation will see the greatest benefit from an injury reduction perspective, decreasing compensation costs, disability claims and work accommodations, which would all factor into the collection contract service pricing.

## **Current Contracts**

The City's collection contract for residential and ICI properties is set to expire in April 2022, with an extension clause of up to six months (October 2022).

The Comox Strathcona Waste Management's (CSWM) organics processing facility is expected to be fully operational by fall 2022. The City of Courtenay has commitment with the CSWM (as per received letter dated April 9, 2020) to supply feedstock to this facility. The CVRD recently provided an up-to-date tipping fee estimate of \$110 per tonne. At the Comox Strathcona Waste Management Advisory Committee meeting held May 27, 2021, the CVRD confirmed that the City's current yard waste collection sufficiently meets the requirements for feedstock.

## **DISCUSSION**

With the expiry of the City's current collection contract and the corresponding initiation of the new organics collection program, Staff are presenting the following changes to the curbside collection delivery model.

### **Curbside Collection System Types**

The 2 types of curbside collection for consideration are detailed below.

#### **1. Fully Automated Collection**

Fully automated collection trucks have an articulated, hydraulic arm that lifts and tips standardized carts into the truck. The arm is operated by the driver from within the cab. Fully automated systems are effective in high density areas with good access to carts i.e. driveways/laneways. The injury risk is low as the driver remains in the cab of the truck and there are no requirements for repetitive lifting and walking to retrieve containers.

Wheeled standardized carts are required for this system to ensure compatibility with the collection truck arm. Costs for automated collection equipment are higher than manual collection due to the added expense and maintenance of the articulated arm and initial investment in the standardized carts.

#### **2. Semi-Automated**

Semi-automated collection trucks also have a hydraulic arm that lifts and tips standardized carts into the truck. The driver exits the truck to manually align the bins with the hydraulic arm that is operated using a joystick at the back of the truck. This system is useful in those areas that do not have clear access i.e. limited driveways with roadside parking.

As with fully automated collection, wheeled standardized carts are required for this system.

### **Collection Containers**

With fully automated or semi-automated collection systems standardized carts will need to be purchased. It is industry practice for municipal governments to purchase the carts for resident use that are registered to each property receiving collection service i.e. if the owner moves the carts would remain with that property. Costs of carts would be amortized over the contract period and would be owned by the

collection contractor. The contractor is responsible for delivery, maintenance, repair, and replacement; this would also include the management of the initial upsize/downsize cart exchange program. After this period, ownership of the carts would be transferred to the City. Cart costing would be included as part of the Request for Proposal.

Automated carts are available in a number of sizes; each property would receive 3 carts. Carts are available in a number of sizes – 120 L, 240 L and 360 L. The carts are equipped with large wheels with a stable base, designed for easy maneuverability even in difficult terrain. Offering differing garbage cart sizes would accommodate smaller households and incentivize waste reduction with a lower utility fee. A change in size of the recycling cart would not result in a fee difference as there is no variable cost under the Recycling BC stewardship program. The final determination of a standard cart size set and sizing options will be brought to Council for decision once the proposal pricing has been received.

Organics/yard waste carts would be equipped with a gravity lock to minimize animal activity. Optional hardware for bear-proofing the carts would be made available for those neighbourhoods that have regular bear activity.

Radio Frequency Identification (RFID) tags would be included as part of the cart specifications which enables a more simplified billing system, and provides an improved system for tracking customer complaints and compliance. The trucks would be equipped with an RFID reader and camera system that have the ability to log each collection point and enable the driver to take a picture of incorrect cart set out i.e. spacing, open lids, and where carts have not been set out by the required collection time (currently 8:00 am). The RFID tag also helps identify lost/stolen carts, assisting in route optimization, monitoring container condition and gathering information for use in targeted education campaigns i.e. common contaminants

Considerations with collection carts include cart manoeuvrability for those residents with mobility issues, the discontinuation of the extra garbage bag tag program, and the volume reduction for the currently unlimited yard waste and recycling collection services. These will be addressed through the RFP process and the service level options decisions made by Council once proposal pricing has been received.

### **Change in Service**

With the introduction of organics collection there is the option to move from weekly to biweekly collection of garbage, and continue with weekly collection of organics (yard waste and food waste) and biweekly collection of recycling.

A 2015 waste composition study completed in the Cowichan Valley Regional District showed that of single residential waste collected, the average percentage of compostable materials was 43% and recyclable materials was 11%. With the removal of this material from the waste stream biweekly garbage collection is feasible and will result in overall lower fixed costs than if collected weekly. Additionally, if a customer chooses a reduced cart size (120 L) for garbage they would also receive a reduction in their annual utility fee. The reduction in garbage collection frequency and the smaller bin size (optional) would encourage residents to utilize the weekly organics collection. This also aligns with the CSWM Solid Waste Management Plan (2012) goal of a 70% diversion rate of materials from landfilling by 2022. Reducing the volume of landfilled wastes decreases leachate and landfill gas production, and prolongs landfill life by saving valuable airspace.

The current curbside collection system allows for unlimited yard waste volumes. Within the automated cart system the volumes would be limited to the cart volume which would be a reduction in service for residents. Staff will be recommending including the provision for a spring and fall yard waste manual collection event within the RFP. It should be noted that the yard waste currently collected is not subject to a disposal fee whereas under the new organics collection system there will be a per tonne tipping fee at the CSWM facility. This tipping fee (variable cost) will need to be accounted for within the utility rate set by each municipality.

### **Regional Collaboration**

The other municipalities within the Comox Valley have scheduled their garbage collection contracts to expire at similar times as to allow for an inter-municipal (joint) Request for Proposal to be issued. This approach, still yet to be approved by each local jurisdiction, should attract a larger pool of contractor applicants. A memorandum of understanding between the City of Courtenay, Town of Comox and Village of Cumberland would support the release of the joint RFP and contract award process. Legal fees required for review of the RFP document and subsequent contract will be apportioned based on service population.

Having agreement amongst the municipalities on the type of collection trucks to be used (fully automated or semi-automated) and service levels would likely provide cost savings in the lower capital expense required from proponents to meet the regional needs for collection. Each municipality would still continue to manage their own solid waste collection programs.

### **Request for Proposal**

In order to determine best pricing and servicing for residents Staff are recommending that the Request for Proposal include both fully automated and semi-automated collection trucks and weekly and biweekly garbage service frequency. The pricing request will include different cart sizes, as well as costing for management of the cart exchange program.

### **Timeline**

For a change to a fully automated or semi-automated service delivery system the procurement process lead time for the successful vendor to acquire required equipment is currently estimated at 12-18 months.

It is anticipated that current procurement timelines will likely be impacted by production schedules and issues arising from the Covid-19 pandemic and will be confirmed through the RFP process.

### **FINANCIAL IMPLICATIONS**

The financial costs and implications will depend on the proposal pricing received and the service delivery options selected. Options will include the standard cart sizing for garbage, organics and recycling, weekly or biweekly collection frequency for garbage, and a fully automated or semi-automated collection system.

The fixed and variable costs for garbage and yard waste are fully funded by utility billing, no funding from taxation is provided. Recycling BC provides the City with a disbursement for residential curbside recycling collection based on household count. The disbursement for automated cart collection is slightly lower than what is received for manual container collection due to the potential for higher rates of contamination.

## **ADMINISTRATIVE IMPLICATIONS**

The Refuse Materials Collection, Removal and Regulation Bylaw No. 2244 will require a full revision to represent the changes to the solid waste collection service.

## **STRATEGIC PRIORITIES REFERENCE**

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

- Support and encourage initiatives to improve efficiencies
- Communicate appropriately with our community in all decisions we make

## **OFFICIAL COMMUNITY PLAN REFERENCE**

### Section 6.5 Utility Services

Policy 1. The City will pursue steps to reduce solid waste through a variety of approaches including: education, promotion, advertising; encouraging recycling; encouraging home composting; review user fees; supporting recycling facilities within major commercial and industrial developments; and, encouraging mandatory garbage collection for the Comox Valley.

### Section 10. Planning for Climate Change

Objective 6: To reduce the amount of solid waste being generated within the municipality and to increase diversion rates of recyclable and compostable materials.

Policy 1. The City will continue to pursue steps to reduce solid waste through a variety of approaches including education, promotion, advertising around recycling and home composting, including within multi-residential housing, major commercial and industrial developments.

This will include reviewing opportunities and barriers for recycling in existing multi-residential buildings and working with the Regional District on a city-wide or regional-wide curbside composting pilot collection program.

## **REGIONAL GROWTH STRATEGY REFERENCE**

Objective 5-E: Reduce regional solid waste and improve landfill performance.

Policy 5E-1 includes references to waste reduction and waste diversion programs.

Objective 8-C: Reduce GHG emissions in the solid waste sector.

Policy 8C-1. Develop a valley-wide solid waste management strategy that reduces garbage landfilled through recycling and composting to achieve 75% diversion rate by 2035.

## **SOLID WASTE MANAGEMENT PLAN REFERENCE**

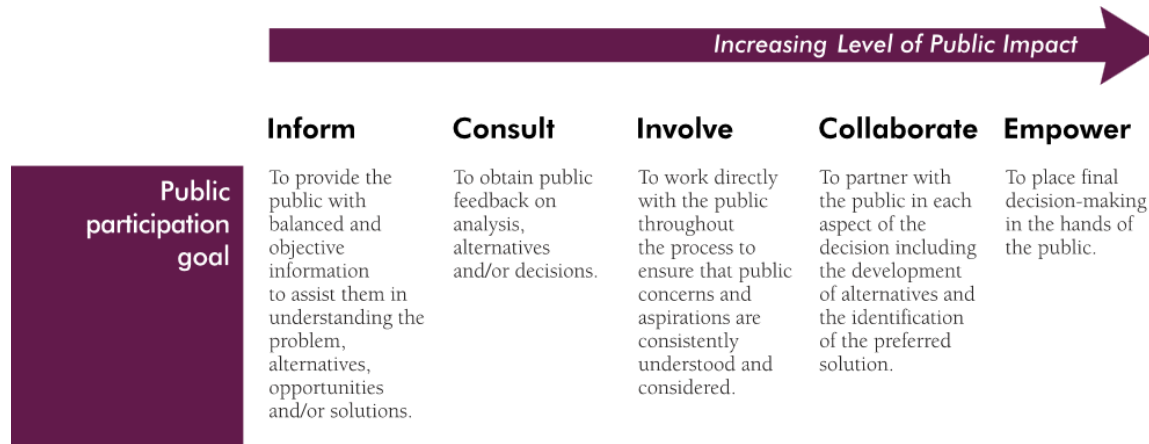
### Section 9. Organics Management

Removal of organic material from the waste stream will result in: reduction of amount of waste landfilled (increasing landfill life); reduction in the production of leachate; reduction in the production of landfill gas and reducing greenhouse gas emissions; and, development of a useful end-products such as compost, gas or energy.

## CITIZEN/PUBLIC ENGAGEMENT

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

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



## OPTIONS

**OPTION 1:** THAT Council direct Staff to issue a Request for Proposal to solicit proposals for a 3 stream curbside collection service, for a five year contract with the provision for a five year extension; and,

THAT Council direct Staff to seek a memorandum of understanding between the City of Courtenay and the Town of Comox and Village of Cumberland to undertake this joint Request for Proposal with legal fees to be apportioned based on service population.

**OPTION 2:** THAT Council direct Staff to issue a Request for Proposal to solicit proposals for a 3 stream single residential and multi-residential collection service, and a 2 stream ICI collection service, for a five year contract with the provision for a five year extension; and,

THAT Council direct Staff to seek a memorandum of understanding between the City of Courtenay and the Town of Comox and Village of Cumberland to undertake this joint Request for Proposal with legal fees to be apportioned based on service population.

**Option 3:** Council direct Staff to seek more information and return to Council at a future date for decision.

Prepared by:

Beth Brooks, CTech  
Engineering Technologist – Utilities

Concurrence by:

Kyle Shaw, ASCT, CPWI  
Director of Public Works

Concurrence by,



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



**Minutes of a Parks & Recreation Advisory Commission Meeting  
Held via Zoom, September 3, 2020 at 6:30 p.m.**

**Attending:** Mary Crowley  
Allan Douglas  
Sébastien Braconnier  
Erik Eriksson  
Iris Churchill  
Bill Green  
Dave Snider (Ex Officio)

**Regrets:** Tom Demeo  
Michael Lynch  
Carolyn Janes  
Manno Theos (Council Representative)

**Call to Order**

The meeting was called to order at 6:30 p.m.

**Adoption of Previous Meeting Minutes**

MINUTES

Moved by Erik and seconded by Iris that the minutes of the Parks & Recreation Advisory Commission meeting on Thursday, April 2<sup>nd</sup>, 2020, to be adopted as read. **Carried**

**New Business**

CITY OF COURTENAY  
RESPONSE TO COVID-19

Dave gave an update on the City's response to COVID-19 in the parks and recreation area.

- Continuously deciphering Ministry of Health Guidelines
- Summer Camps, Outdoor Fitness and Adapted Programs are currently running
- Next steps - Report to Council on September 8<sup>th</sup> to restart Wellness Centre, rentals, indoor programming, and Cozy Corner
- Wellness Centre - Max 16 people; need to book workouts online, no walk-ins; participants will be health checked and provided with instructions re: cleaning equipment; 1.5 hour time slots; adjacent room will be available for stretching

OFFICIAL COMMUNITY PLAN

Mary Crowley attended the Healthy Living Subcommittee for OCP. PRAC members encouraged to complete the Community Survey. Emphasized by Dave that OCP is an important process that can shape our community for years to come.

**Old Business**

<b>FEES AND CHARGES</b>	367 Fees & Charges Survey responses gives fairly good idea/direction of how Courtenay Rec fees should be structured. Spectrum of fees according to individual benefits (cost recovery) through to broad community benefits (free). Still in progress.
<b>LAWRENCE BURNS PARK</b>	Nothing to report
<b>REGIONAL REC PASS</b>	Phase 1 – attempt to unify registration process for low income from Courtenay, CVRD, and Cumberland; Comox not interested at this point; Other phases to build on prior successes.
<b>CAPITAL PROGRAM</b>	South Riverway Extension - Council very supportive. Some adjacent property owners voicing opposition. McPhee Meadows, Filberg Expansion and Dingwall Stair designs are in progress.
<b>2020 WELLNESS PASS</b>	Passes frozen right now. Will become reactivated when patron begins to utilize pass again. Many requests for refunds.
<b>POOL FUTURE PRESENTATION</b>	2021 CVRD evaluation of Courtenay Outdoor Pool and Sports Centre pool to determine future actions. Annually there are a lot of annual repairs required for Outdoor Pool.
<b>RECREATION VANS</b>	Deferred until 2021; Van replacement has been requested.

### **Next Meeting**

Thursday, October 1<sup>st</sup> at 6:30 PM, location to be determined.

### **Adjournment**

The meeting was adjourned at 8:00 p.m.

**Minutes of a Parks & Recreation Advisory Commission Meeting  
Held at Tsolum Building – Lewis Park, October 7<sup>th</sup>, 2021 at 6:30 p.m.**

**Attending:** Mary Crowley  
Allan Douglas  
Erik Eriksson  
Michael Lynch  
Tom Demeo  
Susie Saunders (Ex Officio, Director of Recreation, Culture & Community Services)

**Regrets:** Sébastien Braconnier  
Iris Churchill  
Carolyn Janes  
Bill Green  
Manno Theos (Council Representative)

**Call to Order**

The meeting was called to order at 6:30 p.m.

**Adoption of Previous Meeting Minutes**

**MINUTES** Moved by Tom Demeo and seconded by Michael Lynch that the minutes of the Parks & Recreation Advisory Commission meeting on Thursday, September 3<sup>rd</sup>, 2020, to be adopted as read. **Carried**

**New Business**

**INTRODUCTION** Those present gave a brief bio on themselves.

**MEETING TIMES/FREQUENCY** As Commission hasn't met in the past year, continue with first Thursday of the month from 6:30PM-8PM and revisit time/frequency down the road.

**MCPHEE MEADOWS** Susie provided an update. Will be initiating public engagement and concept design options analysis this fall.

**PARKS AND RECREATION  
MASTER PLAN  
IMPLEMENTATION** Susie provided an update. Working with consultants to develop implementation plan for Master Plan. Will bring information to PRAC for feedback.

**Old Business**

**PARKS NAMING** Susie provided an update.

- Randy Wiwchar
- Lawrence Burns
- Stan Hagan

<b>PARKS PRIORITY LIST</b>	<p>Reviewed the Parks Playground Condition Assessment and Renewal Forecast provided by Mike Kearns. Trumpeter Glen and Riverside Fit Park are due soon and the Commission had feedback:</p> <ul style="list-style-type: none"> <li>• Trumpeter Glen – Gazebo and basketball court resurfacing (look at condition)</li> <li>• Riverside Fit Park – consult with Evergreen</li> </ul>
<b>FEES AND CHARGES REVIEW</b>	Susie provided an update. Fees and Charges Review has been reinitiated following pause during COVID-19 pandemic response.
<b>REGIONAL REC PASS</b>	Susie provided an update. Regional Recreation Departments working together on increasing financial access for low income residents.
<b>OUTDOOR POOL &amp; AQUATIC SERVICES REVIEW (WITH CVRD)</b>	Susie provided an update.
<b>RECREATION VANS UPDATE</b>	Susie provided an update.
<b>COURTHOUSE TABLES</b>	<p>SD71 has moved from 15 passenger vans to 21 passenger vans.</p> <p>Question was asked regarding installing tables at the Courthouse, which had been discussed previously by Commission. This location is not City land and City staff had previously sent inquiries to the Province with no response. The following resolution was made on February 6, 2020:</p> <p><i>That commission members pursue a provincial representative individually if they feel that advocacy is warranted. Moved by Tom seconded by Carolyn.</i></p> <p><b>Carried</b></p>

### **Next Meeting**

Thursday, November 4<sup>th</sup> at 6:30 PM, Lawn Bowling Building – Bill Moore Park.

### **Adjournment**

The meeting was adjourned at 8:00 p.m.