

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

DATE: December 19, 2016
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt December 5, 2016 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

Pg #

- 1 1. Cathy Peters re: Human trafficking

4.00 STAFF REPORTS/PRESENTATIONS

(a) CAO and Legislative Services

- 13 1. DC Fast Charge Station in Downtown Courtenay

(b) Recreation and Cultural Services

- 19 2. Recreation Facility Rental Fees and Field User Fees 2017

(c) Development Services

- 29 3. Chances Courtenay Structural Change Final Approval

- 33 4. OCP and Zoning Amendment – 1375 Piercy Avenue

(d) Financial Services

- 55 5. Audit Service Plan
- 73 6. 2017 Solid Waste, Recyclables and Yard Waste User Fees
- 79 7. Social Procurement Pilot Project

(e) Engineering Services

(f) Public Works Services

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 87 1. Briefing Note: 2017 Citizen Budget Survey

**7.00 REPORTS FROM COUNCIL MEMBERS REGARDING CITY RELATED
ACTIVITIES INCLUDING REPORTS FROM COUNCIL AND
EXTERNAL COMMITTEES**

9.00 UNFINISHED BUSINESS

Appointments to the Tree Protection Select Committee

Recommendation:

That Council appoint the representatives to the Select Committee on tree Protection and Management Bylaw No. 2850, from the environmental community and the development community based on the nominees provided by these groups.

Delegations from December 5, 2016 Council Meeting

1. Comox Valley Art Gallery – request for an increase in funding

Recommendation: “That the request from the Comox Valley Art Gallery for additional funding be considered in the 2017 budget process.”

2. Comox Valley Farmers Institute – request for letter of support – Agriplex Building

Recommendation: “That Council provide a letter of support in principle to the Comox Valley Farmers’ Institute for a proposed agriplex facility within the Comox Valley.”

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For First and Second Reading

- 117 1. “Official Community Plan Amendment Bylaw No. 2854, 2016”
(change land use designation from Urban Residential to Multi Residential at 1375 Piercy Avenue)
- 119 2. “Zoning Amendment Bylaw No. 2855, 2016”
(rezone 1375 Piercy Avenue from R-2 to R-4A)

For First, Second and Third Reading

- 123 1. “City of Courtenay Fees and Charges Amendment Bylaw No. 2865, 2016
(increase fees 2017 solid waste and recyclables user fees)

For Third Reading and Final Adoption

- 127 1. “Zoning Amendment Bylaw No. 2861, 2016)
(rezone 2945 Muir Road from RR-2 to RR-2S)
- 129 2. “Zoning Amendment Bylaw No. 2862, 2016)
(rezone 1235 Hornby Place from R-1 to R-1S)

For Final Adoption

- 131 1. “Council Remuneration Amendment Repeal Bylaw No. 2863, 2016”

13.00 ADJOURNMENT

Delegation

10 strategies for cities and municipalities to consider:

Key: It is unacceptable for women and children to be bought and sold in a modern equal society.

1. Learn about the issue; Google "thetraffickedhuman.org", read "Invisible Chains" by Benjamin Perrin, "Pornland" by Dr. Gail Dines (world expert on porn research). Have staff take the BC OCTIP (Office to Combat Trafficking in Persons) free online course. Encourage police to take HT course on the Police Knowledge Network.
2. Incorporate the United Nations 4 Pillars to stop Human trafficking/sexual exploitation: **Prevention, Protection, Prosecution, Partnerships.**
3. **Prevention:** raise awareness in community. "Education is our greatest weapon". ie. Children of the Street Society does school programs. Join the Chab Dai Freedom Collaborative: www.Freedomcollaborative.org which is a global networking online service platform for organizations and individuals stopping trafficking.
4. Encourage "Men end exploitation" movements: ie. Moosehide Campaign, Fortress Foundation (in Victoria). Support porn addiction services for youth; ie "Fightthenewdrug" program recognizing the public health effects to youth of viewing violent sexual material.
5. Use communications to support a cultural mindshift. Ontario has "Saving the girl next door program", the RCMP has the "I'm Not for Sale" campaign. **Vancouver has the "Buying Sex is a Crime" billboard/poster campaign.**
6. **Protection:** help victims, have exit strategies in place for them, consider 24-7 "wrap-around programs" ie. Salvation Army "Deborah's Gate", Covenant House, Servants Anonymous, Union Gospel Mission (UGM).
7. **Prosecution:** increase policing budget, training and priorities. Have "john" deterrants in place, **enforce the law; "Protection of Communities and Exploited Persons Act" which addresses "demand"** ie. perpetrators, johns, buyers of sex.
8. Train community stakeholders: Health care workers, fire department, municipal business licensing managers to recognize human trafficking/sexual exploitation ie. Fraser Health Authority has a human trafficking protocol, Surrey Fire department is trained to recognize HT indicators. Train judges/criminal justice system.
9. **Partnerships: Collaboration:** with other cities and municipalities at local government associations, Police agencies and RCMP, 3 levels of government (civic, provincial, federal); UBCM, FCM with Resolutions.
10. No decriminalization of prostitution because the vulnerable (aboriginal girls/women, youth, children) in our communities will be targets to be lured, groomed and exploited for the sex trade. **Goal: safe communities.**

Forensic Nursing Service @ Fraser Health Authority

Fraser Health Authority has designed a **Human Trafficking Screening Protocol**, with the following sample questions:

What type of work do you do? Can you leave your job or situation if you want? Can you come and go as you please? Have you been threatened if you try to leave? Have you been physically harmed in any way? What are your working or living conditions like? Where do you sleep and eat? Do you sleep in a bed, cot or on the floor? Have you been deprived of food, water, sleep or medical care? Do you have permission to eat, sleep or go to the bathroom? Are there locks on your doors and windows so you cannot get out? Has anyone threatened your family? Has your identification for documentation been taken from you? Is anyone forcing you to do anything that you do not want to do?

Evaluation of safety: Are you feeling safe right now? Is it safe for me to talk to you? Do you have any concerns for your safety? Is there anything I can do for you?

Signs of Sex trafficking for parents to look for:

- new expensive clothing
- secretive social life
- falling grades
- won't introduce boyfriend

Five Warning Signs of Recruitment: age difference, gifting, lifestyle changes, isolation, gut feeling

5 Strategies for Police:

1. **AWARENESS:** All Police need to be aware of the issue. Take HT training courses (Police Knowledge Network, OCTIP; Office to Combat Training In Persons). Read "Invisible Chains" by UBC law professor, Benjamin Perrin. Google: **thetraffickedhuman.org** Vancouver has "Buying Sex is a Crime" billboard campaign with Crime-Stoppers phone number attached. Incorporate the **United Nations 4 Pillars: Prevention, Protection, Prosecution, Partnerships.**
2. **ADDRESS DEMAND:** Until there is a **deterrent for demand**, this crime will flourish exponentially. Johns and the buyers of sex need to be targeted and charged; this is the Federal law (**Protection of Communities and Exploited Persons Act**).
3. **SCHOOL LIAISONS:** Develop positive and strong liaisons with elementary and high school students. Young people are vulnerable and are being targeted. "Education is our greatest weapon". **Cyberspace safety training** is needed for youth/parents.
4. **INVENTORY SCAN:** Assess your community. Look for sex ads (Backpage, Craigslist, the newspaper, Georgia Strait); these will lead you to the buyers and sellers. List the businesses that are endemic to HT: escort services, modelling agencies, casinos, adult entertainment centers, tattoo parlours, holistic health centers, nail spas, day spas, massage parlours, strip clubs, cheap hotels and bars. Be aware of their services/clientele. List all your community resources to support victims.
5. **COLLABORATION AND BEST PRACTICES:** Share information with other agencies, RCMP, FBI, Interpol. Where are the best practices in the country? In the world? NGO Chab Dai operates Freedom Collaborative; a global online service platform for organisations and individuals stopping trafficking (research based). **In Canada:** Halifax police addresses the North Preston and Preston "Finest" gang, RCMP operated "Northern Spotlight Operations", London Ontario has veteran frontline worker and police educator Megan Walker (1-519-432-2204) from the London Women's Abuse Center, Montreal vice unit, Peel Region Police in Hamilton in collaboration with survivor Tamea Nagy, Edmonton vice unit and "Report a John" campaign, Winnipeg police and former MP Mrs. Joy Smith (who introduced our Human trafficking laws in Canada) and the Tracia Trust in Manitoba, York police in Toronto with survivor Casandra Diamond of Bridge North, Ottawa police (made recent massage parlour sweep). **Washington State** with former Congresswoman Linda Smith and NGO "Shared Hope"; Seattle using Nordic Model. **Sweden** has successfully implemented and funded the Nordic Model of Law for the past 17 years: contact Detective Inspector Simon Haggstrom head of the Stockholm Police Prostitution Unit (his work is to charge johns).

Canadian Federal Law:

“The Protection of Communities and Exploited Persons Act”

1. Targets the demand by charging the buyer of sex; the predator, pimp, trafficker, john, facilitator are criminalized. 2. Recognizes the seller of sex is a victim; usually female and is not criminalized. 3. Exit strategies put in place to assist the victim out of the sex trade.

WHAT CAN YOU DO?

Educate yourselves about the issue. Share what you learned today. Call for change; email, call or write a letter to leaders (Municipal, Provincial, Federal) to ask them to address the problem of human trafficking/sexual exploitation/youth and child exploitation. Support anti-human trafficking policies and support exit programs for trafficked women (Salvation Army: Deborah's Gate, Union Gospel Mission, Covenant House, REED). Connect with our youth, and encourage our girls to be strong and confident, and for our boys to be respectful. Talk about the issue of objectification of women and girls and that it is a human rights issue. Help frontline workers, NGO's and the organizations that help survivors of human trafficking by volunteering. Raise awareness. Watch the documentaries (Google them): “Enslaved and Exploited” and “Red Light, Green Light” by Jared and Michelle Brock (2 young Canadian film makers). Read the Canadian “textbook” on the issue “Invisible Chains” by UBC law professor Benjamin Perrin. Take the online course on Human trafficking from OCTIP (Office to Combat Trafficking in Persons). Look up online: thetraffickedhuman.org. Study the effect of porn on the (developing) brain (neuroscience research). Watch the Dr. Jackson Katz TEDtalk on men, violence and silence.

Know the warning signs of human trafficking in your community, at work, and when travelling. Call the police immediately. Call Crime-Stoppers: 1-800-222-8477, Kids Help Phone: 1-800-668-6868. If a child is in danger call 310-1234 to reach Ministry of Child and Family Development.

Learn how the internet works; its strengths and weaknesses. Be computer literate. Hang out with your children, grandchildren, greatgrandchildren. Sit and listen to them. Let them talk to you. Learn about their world. Build bridges of trust and unconditional love for your families. Be proactive and involved in children's lives.

(some) ORGANIZATIONS COMBATTING HUMAN TRAFFICKING:

BC Office to Combat Trafficking in Persons (OCTIP) at 604-660-5199 or octip@gov.bc.ca, REED (Resist Exploitation, Embrace Dignity), Servants Anonymous Society, Vancouver Rape Relief and Women's Shelter, Covenant House, Children of the Street Society, EVE (Exploited Voices Now Educating), Mothers Against Trafficking Humans, Safe Online Outreach Society, Fortress Foundation (addressing porn addiction), Salvation Army (Deborah's Gate), The Joy Smith Foundation, RCMP Human Trafficking National Coordination Center, MAST- Men Against Sex Trafficking (London, Ontario), Sextrade 101, Defend Dignity, End Modern Slavery-Canadian Advocacy, Stop Child Trafficking, Stop the Traffick, Hope for the Sold, Face It Canada, Walk With Me, International Justice Mission, Chrysalis Network and National Human Trafficking Support Line, Shared Hope International, Human Smuggling and Trafficking Center (Washington, DC), Coalition to Abolish Slavery and Trafficking, Free the Slaves, Polaris Project.

RESOURCES/ BOOKS:

"Invisible Chains" by Benjamin Perrin- the textbook for Canada on Human Trafficking.

"Half the Sky" by Nicolas Kristoff- New York bestseller describing the global sex trade.

"The Natasha's" by Victor Malarek and **"The John's"** by Victor Malarek- W5 award winning Canadian journalist researches the victims, and the men who use.

"Pornland" by Dr. Gail Dines- New York bestseller that exposes porn culture and how it is mainstream.

"No Choice, No Job" by Dr. Janice Raymond- expert in global sex trade research.

"Prostitution in Nevada" by Dr. Melissa Farley- a 2 year study of the prostitution culture in Nevada, USA.

"Girls Like Us" by Rachel Lloyd- a memoir by a prostituted sex survivor who helps others exit the sex industry.

Google online: **CNN special report (2015) called "Children for Sale: The Fight to End Human Trafficking"** produced by Jada Pinkett Smith.

CONTACT: Mrs. Cathy Peters: ca.peters@telus.net

Former inner city high school teacher, volunteer for 5 years for 2 Federal MP's (John Weston; West Vancouver-Sunshine Coast-Sea to Sky, Joy Smith; St. Paul/Kildonan, Manitoba), advocate and speaker on Human trafficking/sexual exploitation, youth and child exploitation.

'Deterrents for Johns' strategies used currently in cities throughout Canada and the USA (using current laws)

To cut demand: auto seizures, with fines up to \$2000 for retrieval.

Cameras, used to discourage sex buyers or to provide evidence against them.

Community service hours as part of a diversionary procedure or sentence.

John schools as part of a diversionary procedure.

"Dear John" letters, sent by police to homes of sex buyers.

License suspensions where sex was solicited from a vehicle.

Neighborhood action such as police tips, citizen patrols and billboard campaigns.

Public education about the impact of sexual exploitation.

Reverse stings, where female police officers pose as women engaged in prostitution.

Web stings, where police post online decoy ads or female police decoys respond to online ads placed by johns.

Shaming, including publicizing the identities of arrested johns through news outlets, police websites and/or billboards.

SOAP orders (Stay Out of Areas with Prostitution), which prohibit or restrict arrested sex buyers for being in areas known for prostitution.

Questions to assess demand: What is the structure of the commercial sexual market? Where are these markets located? Who are the buyers? Who are the traffickers? Who are the facilitators (consider motel venues and property owners, taxi drivers, advertisement agency, etc.)? Who are the recruiters? Who are the victims in the marketplace of commercial sexual services? How do the trafficking networks operate? How are trafficked persons moved, hidden, controlled? Who is benefiting financially from the sex trade? How are federal, provincial and local policies and/or political figures enabling or deterring sexual exploitation? How does National culture (language, history, traditions, gender relations, legal structures) enable or deter sexual exploitation?

Note: The marketplace of commercial sexual exploitation is a DEMAND DRIVEN market and Internet Porn with its 3 A's (Anonymous, Accessible, Affordable) now drives demand.

MORE CONSIDERATIONS IN FIGHTING DEMAND:

Public Awareness and Prevention, Legislation, Law Enforcement and Prosecution, Victim Restoration

Public Awareness and Prevention:

- public awareness is vital to combat human trafficking in order to combat a “culture of tolerance”,
- community involvement and responsibility for its youth has the potential of reducing the supply and vulnerability of local girls and boys in sex trafficking,
- have hotline numbers available and prevention campaigns in all locations,
- train teachers, religious leaders, medical care providers and others who come in contact with vulnerable populations to identify trafficking victims, traffickers, sex tourists and buyers on how to respond to a trafficking situation,
- have programs available for vocational education and skills training to vulnerable populations,
- provide Research about demand for commercial sexual exploitation to the public to reveal the participation and facilitation of individuals, businesses and authorities; conduct demand-focused awareness campaigns in communities,
- have diversion programs available for buyers as an alternative to prosecution,
- have immigration/custom officials provide information to all individuals entering this country in a language they understand to alert them to services and assistance in the event they are trafficked,
- inform the public that sex trafficking and sex tourism is a local issue and not just an international issue,
- encourage and provide awareness and prevention initiatives led by men and directed to men as the primary buyers (The Male Renaissance Project, Moosehide Campaign, Fortress Foundation, Defenders USA),
- design prevention efforts that target young men to prevent them from considering pimping as a viable job option,
- have tourist agencies, hotel chains, transportation outlets sign the ECPAT (End Child Prostitution and Trafficking) Code of Conduct which commits them to help identify and report potential abusers.

Legislation:

- Federal anti-trafficking laws should be implemented in all locations and regular monitoring and evaluating instituted to ensure accountability, honesty and adherence to the laws,
- Provincial and municipal legislation needs to allow the government to deny business licenses based on evidence of illegal activity including connections with human trafficking. This legislation can be a tool to prevent criminal activities from operating behind a veneer of legal businesses,
- Anti trafficking laws need to be enforced consistently to ensure the highest punishment for offenders,
- proper resources for investigating the traffickers/pimps and buyers of illegal commercial sex services must be allocated,
- there needs to be regulation of the Internet to help prevent facilitation of human trafficking, including stricter regulations on registration of pornographic websites, escort agencies and other sexual service websites. Note- technology is driving demand, and the Internet has led to an increase in child prostitution, child sex tourism, child trafficking and child pornography,
- commercial sex markets that target advertisements to youth should be held legally liable for endangerment.

Law Enforcement and Prosecution:

- training of local police to identify sign of human trafficking must be a priority; they need knowledge, awareness and methods for tracking and apprehending trafficking networks,
- the full panoply of laws should be employed to prosecute buyers of illegal commercial sex, especially sex with minors,
- efforts to investigate domestic sex trafficking of minors and adults should be ongoing and strengthened,
- inter-agency and multi-disciplinary task forces should be in place to gather information on the sex trade markets and the trafficker for increased law enforcement and assistance to rescued victims,
- efforts should be made to prosecute facilitators,
- legitimately registered businesses need to be monitored closely and prosecuted

when found to be facilitators of commercial sexual services,
-laws allowing for confiscation of assets from the traffickers should be enacted;
these funds can be used for victim restoration,
-immigration needs to be monitored and enforced to prevent abuse by traffickers
seeking legitimate pathways into countries for the trafficking of victims,
-encourage collaboration between service providers and law enforcement to
provide victims with the needed protection and services to assist in cases against
their traffickers,
-have special procedures and security measures for the protection of children
who agree to testify in order to get better prosecutions.

Victim Restoration:

-as a priority assure adequate funding for comprehensive, long-term (wrap-around) and secure shelters for all victims of sex trafficking; provide safe havens for victims to heal and recover,
-have witness protection programs in place for victims of sex trafficking and their families who testify against their traffickers in order to encourage testimony and protect victims from retaliation,
-build capacity of Child Protection Services to identify minor sex trafficking victims (children under the age of 18 now constitute the largest group of trafficking victims).

Sources: "NO MORE" Ending Sex-Trafficking In Canada; Report of the National Task Force on Sex Trafficking of Women and Girls in Canada, "DEMAND: A Comparative Examination of Sex Tourism and Trafficking in Jamaica, Japan, the Netherlands, and the United States" by Shared Hope International, US Office to Monitor and Combat Trafficking in Persons, US Department of State, FBI, "Best Practices to Address the Demand Side of Sex Trafficking" by Donna M. Hughes at University of Rhode Island 2004, "U.S. Domestic Prosecution of the American International Sex Tourist: Efforts to Protect Children from Sexual Exploitation" by Sara K. Andrews from the Journal of Criminal Law and Criminology in Winter 2004, "Of Vice and Men: A New Approach to Eradicating Sex Trafficking by Reducing Male Demand through Educational Programs and Abolitionist Legislation" by Iris Yen from the Journal of Criminal Law and Criminology in Winter 2008, US National Institute of Justice, US National center for Missing Children, the United Nations, "The Johns" by Victor Malarek and "The Natashas" by Victor Malarek (Canadian author), "Pornland" by Dr. Gail Dines (USA)

CANADIAN FEDERAL LAW:

“The Protection of Communities and Exploited Persons Act”

1. **Targets the demand** by targeting the buyer of sex; the predator, pimp, trafficker, john are criminalized 2. Recognizes the seller of sex is a victim; usually female and is not criminalized 3. Exit strategies put in place to assist the victim out of the sex trade.

UBCM RESOLUTIONS September 2015:

B53

HUMAN TRAFFICKING; NCLGA Executive

WHEREAS human trafficking is a real and devastating issue in British Columbia; AND WHEREAS significant work & research has been done as of late to aid in the prevention and prosecution of human trafficking throughout Canada:

THEREFORE BE IT RESOLVED that UBCM call on the RCMP, local police forces and local governments to work collaboratively in order to implement the recommendations found within the National Task Force on Sex Trafficking of Women and Girls in Canada's recent report (“NO MORE’ Ending Sex -Trafficking In Canada”) as well as the Province of British Columbia's "Action Plan to Combat Human Trafficking."

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

B80

RAPE CULTURE IN CANADA; NCLGA Executive

WHEREAS sexual assaults continue to be committed across Canada, and victims are of every age, race, income and gender;

AND WHEREAS sexual assaults are under reported, and prosecution and conviction rates are low:

THEREFORE BE IT RESOLVED that UBCM advocate for an intergovernmental task force to be convened to determine the steps needed to erase the “rape culture” that is pervasive in schools, universities, workplaces and elsewhere across Canada;

AND BE IT FURTHER RESOLVED that the task force be mandated to elicit testimony from victims in order to determine the steps needed to improve the reporting, arrest and conviction rates across Canada.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION



STAFF REPORT

To: Council

File No.: 8620-00

From: Chief Administrative Officer

Date: December 19, 2016

Subject: DC Fast Charge Station in Downtown Courtenay – Feasibility of Partnering with the Province

PURPOSE:

To respond to a Council Resolution for staff to investigate and report on the feasibility of the City partnering with the Province to install a DC Fast Charging Station in downtown Courtenay.

CAO RECOMMENDATIONS:

That, based on the December 19, 2016 staff report “DC Fast Charging Station in Downtown Courtenay – Feasibility of Partnering with the Province”, Council adopt Option 1 that directs the City not host a DC Fast Charging Station;

That Council encourages the Courtenay Downtown Business Improvement Association, the Comox Valley Chamber of Commerce and the Comox Valley Visitors’ Centre to consider participation in future Phases of the Program; and

That Council directs staff to include cost estimates in the draft 2017-2021 Financial Plan for the installation of a Level 1 or Level 2 EV charging station for public use at City Hall

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

BC Ministry of Energy and Mines is responsible for overall management and funding for the Clean Energy Vehicle Program (Clean Energy Vehicles for BC – “CEVforBC”) with delivery partners of Natural Resources Canada, Plug-In BC (partnership between BC Ministry of Energy and Mines and BC Hydro), the New Car Dealers Association of British Columbia (NCDA), automakers and vehicle owner groups.

The Program will function until 2018 or until funding is exhausted. Since 2011 over \$31M was expended and new funding is dependent upon provincial government budgets and contributions from the delivery partners. The Clean Energy Vehicle Program consists of the following components:

- Vehicle point-of-sale incentives
- Charging infrastructure incentives / investments (Level 2 and DC Fast Charging)
- Hydrogen fuelling station investment (1 new public fuelling station)

- Fleet incentives for adopting CEVs and
- Research, training, and public outreach

Phase 1 of the DC Fast Charging (50kW) component installed 30 stations along major highway corridors throughout BC: Highways 1, 5 and 97. Four DC Fast Charging stations were installed on Vancouver Island along Highway 1: two in Victoria, one in Duncan and one in Nanaimo. Phase 2 of the DC Fast Charging component will support up to 20 additional stations with a maximum \$630K contribution by the provincial government, if matching funding goals can be met. Expressions of Interest to participate in Phase 2 were solicited until June 30, 2016 and are now being evaluated.

If provincial government budgetary and matching funding goals are met, station hosts must contribute a minimum \$12,500 of capital or installation costs and make a 10-year commitment to host the station. The fixed costs of operating a DC Fast Charging station are estimated at \$1,500 annually (does not include leasing of land if required). The main variable cost is approximately \$3.00 per typical fill (about 20kWh including the transaction fee) and will vary directly with the frequency of consumption. The typical capital costs of stations are provided in the table below (does not include the cost of land if required):

DIFFERENT TYPES OF CHARGING

Level 1 (120v, 1kW)	Level 2 (240v, 3-6kW)	DC Fast Charging (50kW)
• Cost = \$200-\$2,000	• Cost = \$1,000-\$2,500	• Cost = \$50,000-\$100,000
• 1 hr charge = 5-7km range	• 1 hr charge = 15-30km range	• 20 min charge = -80% (~90+km range)
• Use = home or Emergency trickle charge	• Use = home, work or on the go parking	• Use = long distance trips

In 2015 a list of Phase 2 “priority travel corridors” was developed and contains 24-26 DC Fast Charging stations. This exceeds the maximum of 20 stations allotted for Phase 2 investments, so not all stations on the list can be funded. Among the corridors already on the list is “Highway 19: North of Qualicum Beach to Campbell River (2 stations – one in Courtenay)”. Once technical and business barriers have been assessed one or more of the routes may drop from the list. The selections will be informed by further consultations with delivery partners including surveys of plug-in vehicle drivers who have expressed the opinion that, in order of priority, the first emphasis should be on EV tourism, long-haul as a distant second followed by urban commuting as the lowest funding priority.

Of note, there are already approximately 150 Level 2 (3-6kW) Electric Vehicle charging stations on Vancouver Island installed by businesses or governments for public use. These include six in the Comox Valley, four in Campbell River, one at the Sayward Junction, one at Woss, one at Telegraph Cove and another in Port Hardy. See: <http://www.plugshare.com/>

DISCUSSION:

At the Regular Council Meeting held June 20, 2016 the following Resolution was adopted:

Moved by Frisch and seconded by Wells that

“WHEREAS Council has identified downtown as a priority for revitalization;

WHEREAS Council has resolved to take a leadership role to encourage and facilitate the reduction of our community’s greenhouse gas emissions; and

WHEREAS the Province has requested expressions of interest for partners in hosting Direct Current (DC) fast charge stations for electric vehicles;

THEREFORE BE IT RESOLVED that Council direct staff to investigate and report on the feasibility of partnering with the Province to host a DC fast charge station in downtown Courtenay.”

Carried

The matter was assigned to a staff member and it was learned that arranging the financial commitment to and meeting the inherent complexity of participation in the DC Fast Charging component (Phase 2) of the CEVforBC Program could not be accomplished in only 10 days. It was also learned that the provincial and federal government policy objectives and selection criteria for Expressions of Interest were outside Council’s areas of Influence and Control: the intended station hosts are private sector partners not local governments and, in any case, a local government may only enter into a liability agreement of greater than five years by seeking prior approval of the electors, so the mandatory 10-year program commitment would not be statutorily available without substantial lead-time.

It is, however, plausible that local organizations such as the Courtenay Downtown Business Improvement Association, Comox Valley Chamber of Commerce or the Comox Valley Visitors’ Centre could await further phases of the program and express an interest in hosting a DC Fast Charging station at that time (the latter already hosts a Level 2 charging station).

A decision to fund the capital and operating costs of a DC Fast Charging station *outside* the CEVforBC program – or a combination of that and Level 1 or 2 stations – is an option available to Council. However, if intended as a ‘free service’ it brings into the discussion Council’s statutory restriction on providing benefits to businesses (*Community Charter s. 25*) outside an Agreement. It also entails a deliberate decision by Council that the City apply for and become a licensed reseller of electricity. Providing any combination of these new levels of service would be a complex and expensive policy decision that should therefore be discussed thoroughly and result in a decision founded upon public support for expending new staff capacity and the financial investments outlined above.

Alternatively, Council may now choose to regulate (i.e. require) installation of electric vehicle charging facilities on some private properties. In June of 2016 the BC *Building Act* was amended to allow local government’s greater flexibility regarding the use of EV charging in new developments. Discussions with our municipal solicitor made staff aware that his firm now adds a new standard provision to all multi-family

phased development agreements, servicing agreements and covenants that specifically require owners to install electric vehicle charging facilities. This too entails a decision by Council to take bylaw action and should be discussed thoroughly in general terms and with the development community in particular.

Aside: corporately, in following Council’s Asset Management Policy, fleet capital replacement has been guided by “IPWEA Plant & Vehicle Management Manual – Edition 3” for several years. This follows a long-term approach taking annual review and full lifecycle costing into account. Staff do follow developments such as the West Coast Electric Fleet program (aligned with the Pacific Coast Collaborative) to ensure we remain aware of trends and opportunities to incorporate electric and/or hybrid technologies into our City Fleet. In prior years the focus was on rightsizing and downsizing, whereas the 2017 scheduled renewals consist primarily of large vehicles and unique equipment (i.e. loader, heavy trucks, a tractor, licensed small trailers and other specialized parks equipment) that are not suitable uses for these technologies.

FINANCIAL IMPLICATIONS:

Nil for Option 1

ADMINISTRATIVE IMPLICATIONS:

Nil for Option 1

ASSET MANAGEMENT IMPLICATIONS:

Nil for Option 1

STRATEGIC PRIORITIES REFERENCE:

An EV strategy could be a result of the multi-modal transportation/Complete Streets experiences yet to come or simply be expressed in local regulation requiring developers to install some level of EV charging stations in new developments. In a broader policy discussion, it might be determined that direct action to encourage EV purchases should be left to senior governments and efforts to make local impacts with local resources on other aspects of achievable GHG emissions reduction be made deliberately and locally.

We value multi-modal transportation in our community

- We support developing multi-modal transportation network plans
- As we build new or replace existing transportation infrastructure, we are consistent with what we learn from our Complete Streets Pilot Project
- ▲ Support our regional transit service while balancing service improvements with costs

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource
- Communication with our community is a priority, and is considered in all decisions we make
- We responsibly provide services at a level 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 outside Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

OCP s. 10.1: sets community-wide GHG emissions reduction targets in general terms without specific reference to EVs. New knowledge of GHG emissions impacts from various sources has caused the adopted goals and policies to be somewhat overtaken by events and possibly in need of review.

REGIONAL GROWTH STRATEGY REFERENCE:

Though the RGS does not commit or authorize the City to act, s. 8B-7 of the RGS states "In order to promote the use of electric vehicles, local governments should develop incentives and recharging infrastructure and priority parking." It does not suggest how this goal may be practically achieved.

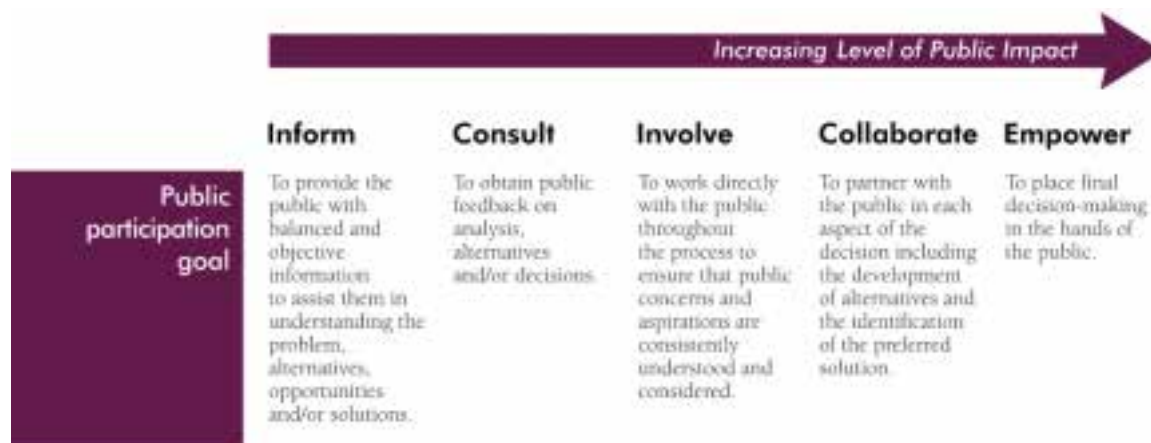
The CVRD is an 'On-Ramp' member of the West Coast Electric Fleets initiative which means they have pledged to "Evaluate ZEVs [zero emission vehicles] as part of all fleet purchases and leases (including, but not requiring, piloting the use of a small number of ZEVs) AND annually revisiting this pledge to consider a higher ZEV procurement goal". For details of the various levels of pledge obligations see: <http://pluginbc.ca/resource/pcc-zero-emission-vehicle-fleet-pledge/>

The City staff has not suggested making such a pledge as the existing Council Asset Management Policy has already made meeting the intent of this sort of pledge a matter of everyday business.

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



OPTIONS:

1. That Council does not endorse partnering with the Province to install a City-hosted DC Fast Charging Station under the auspices of the Clean Energy Vehicle Program as presently provided; and

That Council encourages the Courtenay Downtown Business Improvement Association, the Comox Valley Chamber of Commerce and the Comox Valley Visitors' Centre to consider participation in future Phases of the Program; and

That Council directs staff to include cost estimates in the draft 2017-2021 Financial Plan for the installation of a Level 1 or Level 2 EV charging station for public use at City Hall (Recommended).

2. That Council directs staff develop a Project to host a DC Fast Charging Station at City expense.
3. That Council directs staff to take no further action on this topic.

Prepared by:



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



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 07900-02 Rental of Facilities

From: Chief Administrative Officer

Date: December 19, 2016

Subject: Recreation Facility Rental Fees and Field User Fees 2017

PURPOSE:

The purpose of this report is for council to consider the approval of an inflationary increase in recreation facility rental fees and charges and field user fees for 2017.

CAO RECOMMENDATIONS:

That based on the December 19, 2016 staff report "Recreation Facility and Field User Fees and Charges 2017", Council approves Option 1, to implement two percent increase in facility rental and field user fees and charges effective January 1, 2017.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The facility rental fees and charges and field user fees are established to help offset the cost of providing the facility and services to users. The best practice is for them to be reviewed annually prior to the upcoming budget year taking into account consideration of reasonableness, public ability to pay, and an analysis of fees and charges comparable to other municipalities with like facilities and services.

The Courtenay Recreational Association (CRA) board serves in an advisory capacity to the City on Parks and Recreation issues. Policy No. 1810.00.03 identifies that recreation fees are to be assessed by the CRA board with a recommendation made to City council.

DISCUSSION:

The Recreation and Cultural Services Department is reviewing facility rental fees and charges through the master planning processes. In 2016 the preliminary inventory phase of the study has been initiated. Staff will be carrying out a more detailed analysis of the facility rental and field use fees and charges in 2017. The analysis will consider the study recommendations combined with the above mentioned factors.

The CRA board has reviewed the two percent increase and are in support of submitting the proposal to Council for approval as resolved in the CRA board meeting held on December 1, 2016.

Until the results of the fee and charges reviews are completed, staff recommend an inflationary increase of two percent in all facility rental and field user fees and charges to cover at minimum the increase in the consumer price index.

FINANCIAL IMPLICATIONS:

Based on Council approval, facility rentals and field booking fees and charges will increase by two percent commencing January 1, 2017. This will translate to a two percent increase in overall facility rental revenues, estimated at an additional \$4,400 increase in facility rental and field user fee revenue combined.

ADMINISTRATIVE IMPLICATIONS:

It is estimated that two hours of staff time will be required to update the fees in the Class facility bookings software.

ASSET MANAGEMENT IMPLICATIONS:

Not applicable

STRATEGIC PRIORITIES REFERENCE:

We responsibly provide services at a level which the people we serve are willing to pay.



OFFICIAL COMMUNITY PLAN REFERENCE:

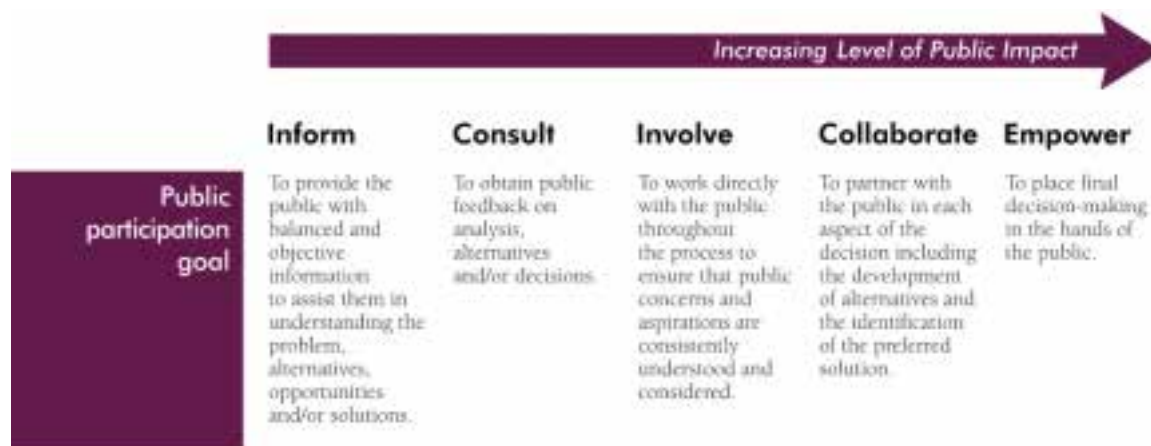
None

REGIONAL GROWTH STRATEGY REFERENCE:

None

CITIZEN/PUBLIC ENGAGEMENT:

Staff have consulted with the CRA and will inform the public based on the IAP2 Spectrum of Public Participation:



OPTIONS:

Option 1: That Council approves the proposed two percent increase in facility rental and field user fees and charges and such increases are to take effect January 1, 2017.

Option 2: That Council determine another course of action and refer this item back to staff for further consideration.

Option 3: That no change to the fees be undertaken at this time.

Prepared by:

Dave Snider MBCSLA
Director of Recreation and Cultural Services

Attachments:

1. *Florence Filberg and Native Sons Hall Rate Sheet 2017*
2. *Lewis Centre and Outbuilding Rate Sheet 2017*
3. *Outdoor Pool Rental Rates 2017*
4. *Simms Rental Rates 2017*
5. *Field User Rental Rates 2017*

Florence Filber Centre & Native Sons Hall Rate Sheets - 2017

Rate Type	Conference	1/2 Conference	Soroptimist	Rotary	1/2 Rotary	EG Lounge	Craft Room
Square Footage	5940	2970	435	2904	1386	1368	450
Hourly							
Community	\$ 56.00	\$ 56.00	\$ 16.25	\$ 24.50	\$ 24.50	\$ 24.50	\$ 16.25
Private	\$ 66.25	\$ 66.25	\$ 24.50	\$ 36.75	\$ 36.75	\$ 36.75	\$ 24.50
Commercial	\$ 97.00	\$ 97.00	\$ 34.75	\$ 55.00	\$ 55.00	\$ 55.00	\$ 34.75
Daily							
Community	\$ 515.00	\$ 260.00	\$ 47.00	\$ 290.75	\$ 148.00	\$ 78.50	\$ 47.00
Private	\$ 688.50	\$ 311.00	\$ 63.25	\$ 367.25	\$ 178.50	\$ 118.25	\$ 63.25
Commercial	\$ 811.00	\$ 413.00	\$ 86.75	\$ 428.50	\$ 204.00	\$ 199.00	\$ 86.75
Room Occupancy							
Chairs	400	210	30	225	110	75	30
Dinner	400	200	22	160	80	Max 90	25
Dance/Dinner	350	175	6 Rec Tables	120			
Upper Kitchen	\$51 for Hourly	\$151 by itself	Lower Kitchen		\$36.75/Hr	\$76.50 by itself	

Rate Type	Grand Hall	Balcony/Mezz	Dining	Lodge	Parlour	Lodge & Dining	
Square Footage	4350	1460	1015	1421	384	2436	SOCAN
Hourly							No Dancing
Community	\$ 37.75	N/A	\$ 19.50	\$ 19.50	\$ 19.50	\$ 37.75	1-100
Private	\$ 49.00	N/A	\$ 27.50	\$ 27.50	\$ 27.50	\$ 49.00	\$20.56
Commercial	\$ 65.25	N/A	\$ 35.75	\$ 35.75	\$ 35.75	\$ 62.25	101-300
Daily							\$29.56
Community	\$ 362.00	\$ 35.75	\$ 97.00	\$ 128.50	\$ 38.75	\$ 224.50	301-500
Private	\$ 505.00	\$ 51.00	\$ 118.25	\$ 151.00	\$ 57.00	\$ 270.25	\$61.69
Commercial	\$ 658.00	\$ 76.50	\$ 163.25	\$ 191.75	\$ 70.50	\$ 357.00	Dancing
Room Occupancy							1-100
Chairs	420		96	125	31	165	\$43.19
Dinner	400		96	106	16	165	101-300
Dance/Dinner	350					100	\$62.13
Upper Kitchen	\$51 for Hourly	\$151 by itself	Lower Kitchen		\$36.75/Hr	\$76.50 by itself	301-500

ADDITIONAL CHARGES: Custodian \$36.75/HR - \$10=10, \$12=30, \$25=50, \$40=100 Cup Coffee Service \$129.55

Lewis Centre and Outbuildings Rental Rates - 2017

RENTAL RATES 2016	ACTIVITY ROOM	GYM	CHANGE ROOMS/ SHOWERS	MULTI PURPOSE HALL	1/2 MULTI PURPOSE HALL	MULTI PURPOSE CONCESSION	MEETING ROOM	CRAFT ROOM
SQUARE FEET	2955	3668	1073	3538	1769	155	710	645
COMMUNITY	\$25.50/HOUR	\$28.50/HOUR	\$34.75/USE	\$28.50/HOUR	\$16.25/HOUR	\$27.50/USE	\$16.25/HOUR	\$16.25/HOUR
PRIVATE	\$37.75/HOUR	\$37.75/HOUR	\$41.75/USE	\$37.75/HOUR	\$21.50/HOUR	\$31.00/USE	\$23.50/HOUR	\$23.50/HOUR
COMMERCIAL:	\$57.00/HOUR	\$67.75/HOUR	N/A	\$67.75/HOUR	\$36.75/HOUR	\$47.00/USE	\$34.75/HOUR	\$34.75/HOUR
ROOM OCCUPANCY:	MAXIMUM ALLOWED							
LIQUOR/TABLES/CHAIRS		225	N/A	225	100	N/A	45	40
SEATING/TABLES/CHAIRS		300	N/A	300	125	N/A	50	40
SEATING/CHAIRS		400	N/A	400	175	N/A	60	50
STANDING		500	N/A	500	225	N/A	80	65

RENTAL RATES	NURSERY SCHOOL	UPSTAIRS GALLERY A/B	TSOLUM BUILDING	SALISH BUILDING	LAWN BOWLING BUILDING	LAWN BOWLING BUILDING C/W KITCHEN	BILL MOORE FIELDHOUSE	VALLEY VIEW CLUBHOUSE
SQUARE FEET	1062	468	644	532	840	840	632	1000
COMMUNITY:	\$16.25/HOUR	\$11.25/HOUR	\$16.25/HOUR	\$16.25/HOUR	\$16.25/HOUR	\$25.25/HOUR	\$11.25/HOUR	\$16.25/HOUR
PRIVATE:	\$23.50/HOUR	\$17.25/HOUR	\$23.50/HOUR	\$23.50/HOUR	\$23.50/HOUR	\$32.50/HOUR	\$16.75/HOUR	\$23.50/HOUR
COMMERCIAL:	\$34.25/HOUR	\$21.50/HOUR	\$34.25/HOUR	\$34.25/HOUR	\$34.25/HOUR	\$43.25/HOUR	\$21.50/HOUR	\$34.25/HOUR
ROOM OCCUPANCY:	MAXIMUM ALLOWED							
LIQUOR/TABLES/CHAIRS	60	20	50	25	50	50	40	60
SEATING/TABLES/CHAIRS	70	30	60	30	60	60	40	70
SEATING/CHAIRS	70	40	75	50	80	80	50	70
STANDING	80	60	90	80	125	125	65	80

ADDITIONAL SET-UP OR CLEAN-UP IS \$36.75 PER HOUR

**Courtenay District Memorial Pool
Facility Rental Rates 2017**

2017 Rate (per hour)

Community	
100 - 150 people	\$137.50
50 - 99 people	\$117.50
49 people & under	\$87.50

Commerical	
50 - 100 people	\$230.00

Private	
100 -150 people	\$172.50
50 - 99 people	\$142.50
49 people & under	\$122.50

Schools	
100 - 150 people	\$117.50
50 -99 people	\$92.50
49 people & under	\$67.50

Birthday Parties	
1/2 Pool under 30 people	\$67.50
Full Pool under 60 people	\$122.50

Note: rates were increased in 2015 & 2017

SIMMS MILLENIUM PARK

ROTARY CENTENNIAL PAVILION RATES 2017

	Hourly Rate	Daily Rate	With Vending		P.A.
			Hourly	Daily	System
Sponsored	No Charge	No charge	Negotiated		\$30.50
Community	\$21.00	\$104.00	\$26.00	\$130.00	\$30.50
Private	\$26.00	\$130.00	\$31.00	\$156.00	\$35.75
Commercial	\$78.00	\$390.00	\$88.25	\$438.50	\$102.00

KNIGHTS OF COLUMBUS BARBEQUE

Community	\$21.00/Use	\$50.00 Deposit
Private	\$31.00/Use	\$50.00 Deposit
Commercial	\$52.00/Use	\$100.00 Deposit

PARKS BOOKINGS (NON-PLAYING FIELDS)

(Simms, Riverside, Standard, Etc.)

	Hourly Rate(Adults Only)	Daily Rate
Charity Events	No charge	No charge
Community	\$10.50/Hour	\$52.00
Private	\$15.50/Hour	\$77.50
Major Events	To be negotiated	

Playing Field User Rates 2017

COURTENAY SCHOOLS Booking Agency: City of Courtenay		SOCCER, BALL HOCKEY FOOTBALL/RUGBY		BALL DIAMONDS		TOURNAMENTS/SPECIAL EVENTS ADULTS			TOURNAMENTS/SPECIAL EVENTS MINOR			LIGHTS				SHOWERS
		MINOR	ADULT	MINOR	ADULT	1 DAY	2 DAY	3 DAY	1 DAY	2 DAY	3 DAY	MINOR		ADULT		
												1/2 FIELD	FULL FIELD	1/2 FIELD	FULL FIELD	
ARDEN	FIELDS 1 & 2	N/C	N/C	N/C	\$12.50/Game	N/C	N/C	N/C	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	\$8.25/Practice	N/A	\$7.25/Practice	N/C	N/C	N/C	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
COURTENAY ELEMENTARY	FIELDS 1 & 2	N/C	Prohibited	N/C	Prohibited	Prohibited	Prohibited	Prohibited	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	N/C	N/A	N/A	N/C	N/C	N/C	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
QUENEESH	FIELDS 1 & 2	N/C	\$33/Game \$16.25/Practice	N/A	N/A	\$31/field/day			\$15.50/field/day			N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	\$8.25/Practice	N/A	N/A							N/A	N/A	N/A	N/A	N/A
GLACIER VIEW	FIELDS 1 & 2	N/C	N/A	N/C	\$12.50/Game	N/A	N/A	N/A	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	\$8.25/Practice	N/A	\$7.25/Practice	N/A	N/A	N/A	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
G.P. VANIER	FIELDS 1 & 2 & 3	N/C	\$33/Game \$16.25/Practice	N/C	\$12.50/Game	\$37.25/field/day			\$15.50/field/day			N/A	\$5.25/Hr	N/A	\$10.25/Hr	N/A
	1/2 FIELD	N/C	\$8.25/Practice	N/A	\$7.25/Practice							N/A		N/A	N/A	N/A
HUBAND PARK	FIELD #1	N/C	N/C	N/A	Prohibited	Prohibited	Prohibited	Prohibited	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	N/C	N/A	N/A	N/C	N/C	N/C	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
ISFELD SENIOR	FIELD #1	N/C	\$33/Game \$16.25/Practice	N/A	N/A	\$37.25/field/day			\$15.50/field/day			N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	\$8.25/Practice	N/A	N/A							N/A	N/A	N/A	N/A	N/A
LAKE TRAIL - UPPER	FIELD #1	N/C	\$33/Game \$16.25/Practice	N/C	\$12.50/Game	\$31/field/day			\$15.50/field/day			N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	\$8.25/Practice	N/A	\$7.25/Practice	N/A	N/A	N/A	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
LAKE TRAIL - LOWER	FIELD #1	N/C	\$33/Game \$16.25/Practice	N/C	\$12.50/Game	\$31/field/day			\$15.50/field/day			N/A	N/A	N/A	N/A	N/A
	1/2 FIELD	N/C	\$8.25/Practice	N/A	\$7.25/Practice	N/C	N/C	N/C	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A

COURTENAY & AREA PARKS Booking Agency: City of Courtenay		SOCCER, BALL HOCKEY		BALL DIAMONDS		TOURNAMENTS/SPECIAL EVENTS			TOURNAMENTS/SPECIAL EVENTS			LIGHTS		SHOWERS		
		FOOTBALL/RUGBY		MINOR	ADULT	ADULTS			MINOR			1/2 FIELD	FULL FIELD			
		MINOR	ADULT			1 DAY	2 DAY	3 DAY	1 DAY	2 DAY	3 DAY				ADULT	1/2 FIELD
LEWIS PARK		FIELDS 1, 2 & 3	N/C \$33/Game \$16.25/Practice	N/C	\$23/Game \$9.25/Practice	\$41.50/field/day			\$15.50/field/day			\$2.50/Hr	\$5.25/Hr	\$5.25/Hr	\$10.25/Hr	\$433.75/Use
		1/2 FIELD	N/C \$8.25/Practice	N/A	N/A							\$2.50/Hr	\$5.25/Hr	\$5.25/Hr		
		HORSE SHOE PITS	N/C	N/C								N/A		N/A	N/A	
		TENNIS COURTS	N/C	N/C								N/A		N/A	N/A	
BILL MOORE		FIELDS 1 & 2	N/C \$33/Game \$16.25/Practice	N/C	\$21/Game \$8.25/Practice	\$41.50/field/day			\$15.50/field/day			\$2.50/Hr	\$5.25/Hr	\$5.25/Hr	\$10.25/Hr	\$33.75/Use
		1/2 FIELD	N/C \$8.25/Practice	N/A	N/A							\$2.50/Hr	\$5/Hr	\$5.25/Hr		
MARTIN		FIELD #1	N/C \$8.25/Practice	N/C	Prohibited Prohibited	Prohibited	Prohibited	Prohibited	\$15.50/field/day			N/A	N/A	N/A	N/A	N/A
		HOCKEY BOX	\$29/Game	N/C	N/A											
									\$15.50/field/day			N/A	N/A	N/A	N/A	N/A
PUNTLEDGE PARK		FIELDS 1 & 2	N/C \$8.25/Practice	N/C	\$12.50/Game	N/C	N/C	N/C	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
		1/2 FIELD	N/C N/C	N/A	\$7.25/Practice	N/C	N/C	N/C	N/C	N/C	N/C	N/A	N/A	N/A	N/A	N/A
VALLEYVIEW		FIELDS 1, 2 & 3	N/C \$33/Game \$16.25/Practice	N/C	\$21/Game \$8.25/Practice	\$41.50/field/day			\$15.50/field/day			N/A	N/A	N/A	N/A	\$33.75/Use
		1/2 FIELD	N/C \$8.25/Practice	N/A	N/A							N/A	N/A	N/A	N/A	
WOODCOTE		FIELD #1	N/C \$33/Game \$16.25/Practice	N/A	N/A	\$41.50/field/day			\$15.50/field/day			N/A	N/A	N/A	N/A	N/A
		1/2 FIELD	N/C \$8.25/Practice	N/A	N/A							N/A	N/A	N/A	N/A	N/A



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Chances Courtenay Structural Change Final Approval

File No.: 4320-20
Date: December 19, 2016

PURPOSE:

The purpose of the report is to provide a Council resolution to the Liquor Control and Licencing Board (LCLB) regarding the application by Chances Courtenay to increase their occupant load from 419 persons to 735 persons.

CAO RECOMMENDATIONS:

That, based on the December 19, 2016 staff report, "Chances Courtenay Structural Change Final Approval, Council adopt the prescribed resolution as shown in Option 1 recommending approval of the structural change application by Chances Courtenay to increase their occupant load from 419 persons to 735 persons.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

As Council is aware, Chances Courtenay has applied to the LCLB for a structural change to increase their occupant load to 735 persons. At the regular meeting held November 21, 2016 Council approved the following resolution:

"That based on the November 21, 2016 staff report, "Chances Courtenay Structural Change Application", Council approve Option 1 and direct staff to post notice on the City's website requesting input on the proposed structural change for Council consideration at the regular meeting scheduled on December 5, 2016."

In accordance with Council's direction, notice was placed on the City's website. In addition, the RCMP has been contacted for input. This report was originally planned for the December 5th meeting but due to a clerical error, notification to the RCMP was delayed.

DISCUSSION:

In considering this request it is important to note that there are two different occupant load calculations at work. The first is an occupant load permitted in a building in accordance with the BC Building Code. This is a technical calculation performed by a building official of how many people the building is designed for. The second type is the liquor licensing occupant load which is the number of people permitted in a licensed establishment as determined in their liquor license. Currently design occupant load of the building is 735 people and the licensed occupant load is 419 people.

As the changes are proposed to take place entirely within the existing building the impacts from a land use perspective are negligible. The parking currently provided on site is 248 regular spaces. The zoning bylaw does not specifically include a casino as a use but does include a bingo hall requiring 1 space for every 10m² of floor area (casino is 1858m²) or a nightclub which requires 1 space for every 4 seats of capacity. Using either of these ratios the results are 185 spaces or 184 spaces respectively. This is well below the 248 spaces provided.

With regard to noise the City has not had any noise complaints from this establishment in the past and staff does not expect the increase liquor license capacity inside the existing structure to increase noise in the area. Accordingly staff also do not anticipate any negative impacts on the community should the increase be approved.

FINANCIAL IMPLICATIONS:

There is no direct financial implication related to this application.

ADMINISTRATIVE IMPLICATIONS:

Administration of liquor licencing amendments is included in the City’s general statutory duties. The Development Services Department has recently taken over the function from Legislative Services. To date, staff has spent five hours to process and review the liquor licensing amendment application.

ASSET MANAGEMENT IMPLICATIONS:

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

STRATEGIC PRIORITIES REFERENCE:

<p>We actively pursue vibrant economic growth</p> <ul style="list-style-type: none">● Revitalizing our downtown is critical to our economic future● Continue to improve our relationship with business in our community	<p>We focus on organizational and governance excellence</p> <ul style="list-style-type: none">● We support and encourage initiatives to improve efficiencies● We support meeting the fundamental corporate and statutory obligations
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● **Area of Control**
The policy, works and programming matters that fall within Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference related to this application.

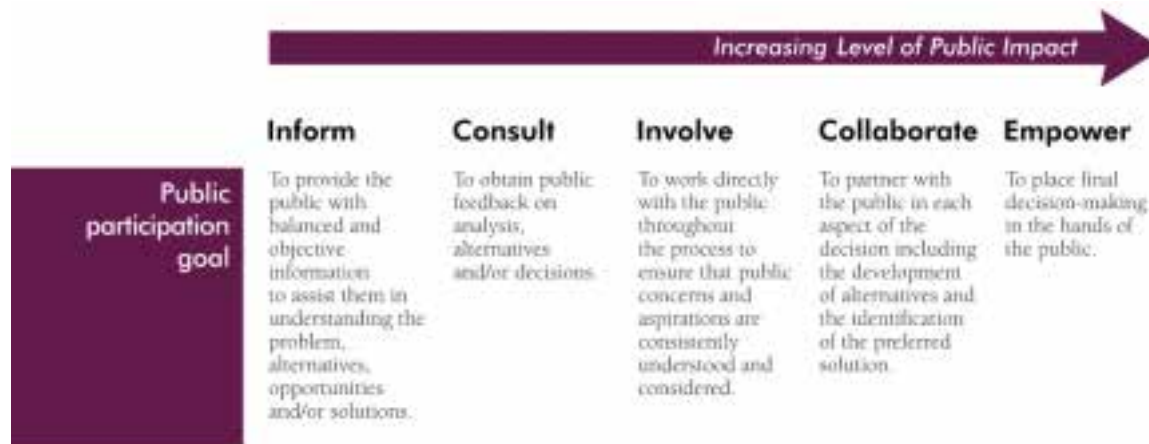
REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Staff consulted members of 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



The method used to gather the input was a public notice on the City’s website requesting feedback. To date no feedback has been received. The comment period is open until Friday December 16th at 4:00pm. Any comments received from the public or the RCMP will be forwarded to Council prior to the Council meeting on December 19th.

OPTIONS:

Option 1:

- 1) Be it resolved that the Council of the City of Courtenay recommends the approval of the application by Chances Courtenay for a structural change to increase the occupant load to 735 persons.
- 2) Council’s comments on the prescribed considerations are as follows:
 - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
 - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public; and
 - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City’s website outlining the Chances Courtenay application. Additionally, the RCMP was contacted for comment.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference related to this application.

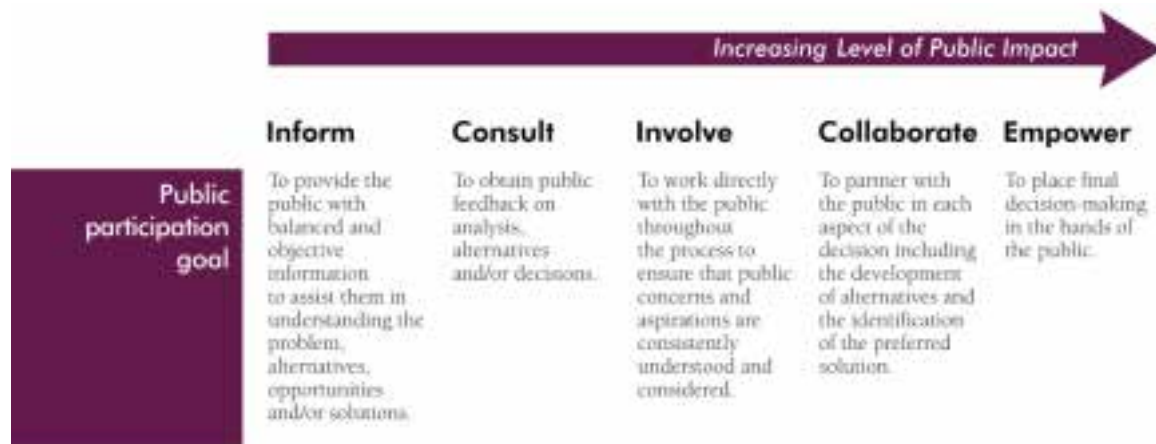
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- 2) Council's comments on the prescribed considerations are as follows:
 - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
 - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public; and
 - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the Chances Courtenay application. Additionally, the RCMP was contacted for comment.

OFFICIAL COMMUNITY PLAN REFERENCE:

There is no direct reference related to this application.

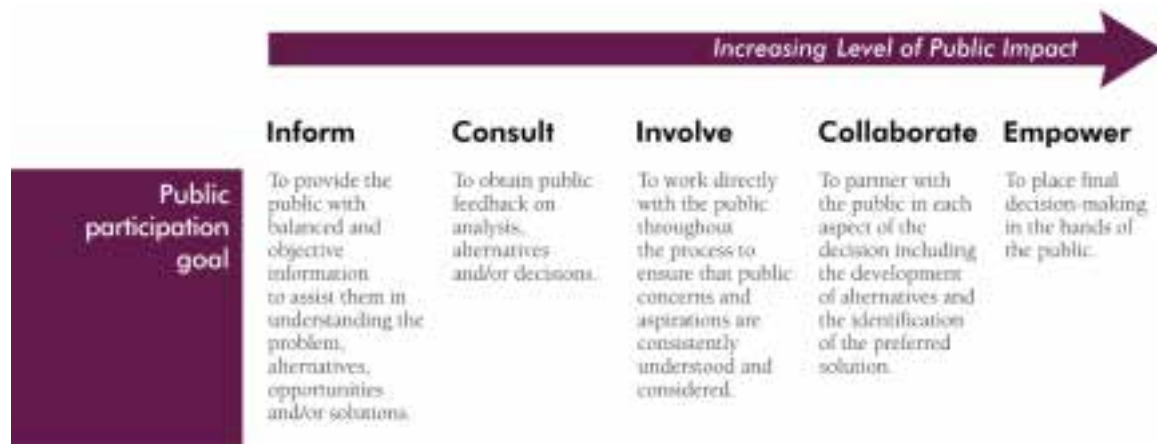
REGIONAL GROWTH STRATEGY REFERENCE:

There is no direct reference related to this application.

CITIZEN/PUBLIC ENGAGEMENT:

Staff consulted members of 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



The method used to gather the input was a public notice on the City's website requesting feedback. To date no feedback has been received. The comment period is open until Friday December 16th at 4:00pm. Any comments received from the public or the RCMP will be forwarded to Council prior to the Council meeting on December 19th.

OPTIONS:

Option 1:

- 1) Be it resolved that the Council of the City of Courtenay recommends the approval of the application by Chances Courtenay for a structural change to increase the occupant load to 735 persons.
- 2) Council's comments on the prescribed considerations are as follows:
 - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
 - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public; and
 - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the Chances Courtenay application. Additionally, the RCMP was contacted for comment.

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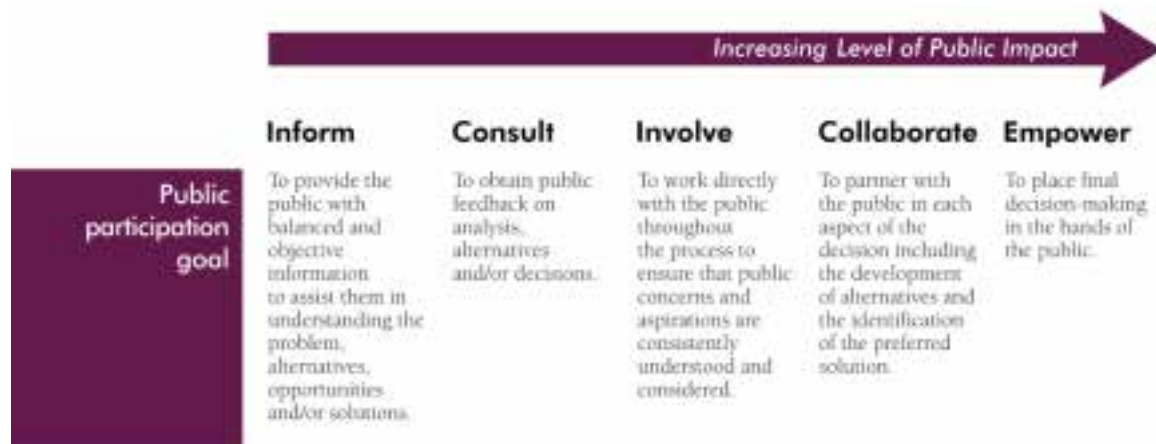
REGIONAL GROWTH STRATEGY REFERENCE:

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CITIZEN/PUBLIC ENGAGEMENT:

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



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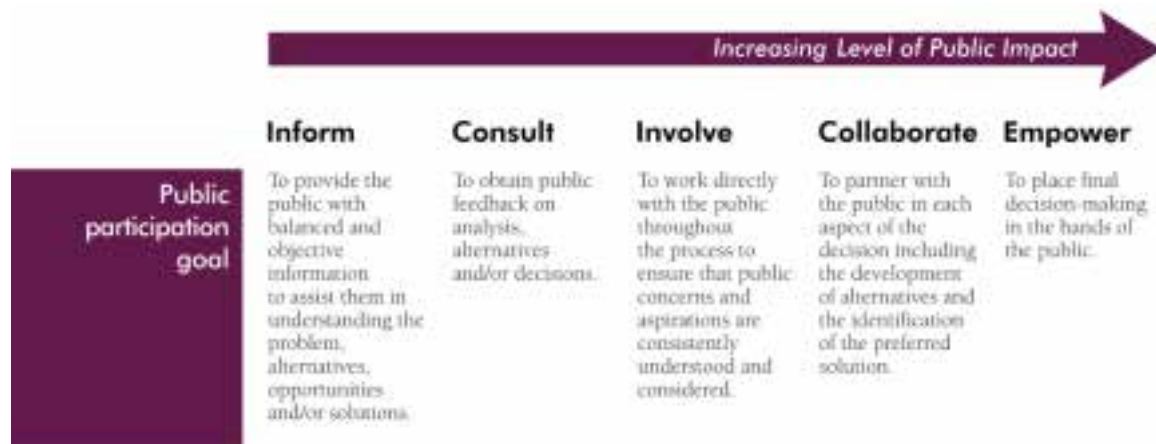
REGIONAL GROWTH STRATEGY REFERENCE:

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CITIZEN/PUBLIC ENGAGEMENT:

Staff consulted members of 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



The method used to gather the input was a public notice on the City's website requesting feedback. To date no feedback has been received. The comment period is open until Friday December 16th at 4:00pm. Any comments received from the public or the RCMP will be forwarded to Council prior to the Council meeting on December 19th.

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Option 1:

- 1) Be it resolved that the Council of the City of Courtenay recommends the approval of the application by Chances Courtenay for a structural change to increase the occupant load to 735 persons.
- 2) Council's comments on the prescribed considerations are as follows:
 - (a) If the amendment application is approved, it would not result in an increase of noise in the area;
 - (b) If the application is approved, it would not negatively impact the community based on the submissions received from the public; and
 - (c) In order to gather the views of residents, the City of Courtenay posted a notice on the City's website outlining the Chances Courtenay application. Additionally, the RCMP was contacted for comment.

(Recommended)

Option 2: Council does not recommend approval of the application.

Option 3: Postpone the application to a future date.



Ian Buck, MCIP, RPP
Director of Development Services



STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: OCP & Zoning Amendment for 1375 Piercy Ave

File No.: 3360-20-1603
Date: December 19, 2016

PURPOSE:

The purpose of this report is for Council to consider an application to amend the Official Community Plan (OCP) and Zoning Bylaw to permit a multi residential development at 1375 Piercy Avenue. The proposed amendments will change the OCP land use designation of the subject property from Urban Residential to Multi Residential and rezone the property from Residential Two (R-2) to Residential Four A (R-4A).

CAO RECOMMENDATIONS:

THAT based on the December 5th 2016 Staff report, "OCP & Zoning Amendment for 1375 Piercy Ave", Council approve OPTION 1 and proceed to First and Second Readings of OCP Amendment Bylaw No. 2854, 2016; and

THAT Zoning Amendment Bylaw No. 2855, 2016 as outlined in OPTION 1 proceed to First and Second Readings; and

THAT Council direct staff to schedule and advertise a statutory public hearing with respect to OCP Amendment Bylaw No. 2854, 2016 and Zoning Amendment Bylaw No. 2855, 2016 on January 16th 2017 at 5:00 p.m. in City Hall Council Chambers.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property is a large residential lot, approximately 2,270 m² in area, located near the intersection of Piercy Avenue and Cumberland Road. The property owners purchased the site in 2015. The property is currently zoned R-2 which permits a single residential home, duplex, secondary suite, carriage house or secondary residence. At the time of purchase, the property was developed with a single residential home constructed in 1948, and detached accessory building. The remainder of the site consisted of a circular drive, and landscaping including lawn, street trees, and a stand of mature coniferous trees located in the rear yard. The site has since been cleared and the property owners intend to demolish the existing home and garage prior to redevelopment.

The property owners are proposing to change the Official Community Plan land use designation to Multi Residential and to rezone the property to R-4A to allow the construction of 4 four-plexes for a total of 16 rental apartments. Each of the buildings will contain 4 dwellings: a 1-bedroom unit and 2-bedroom unit on the basement level; and 2 three-bedroom units above. Each of the upper units is two-storeys with the bedrooms located above the main floor living space. The unit sizes range from 58 m² (624 sq.ft) to 121 m² (1,302 sq ft). All required parking will be provided onsite in garages, driveways and in a central surface parking lot. The adjacent lane will be paved as part of this development to comply with current City standards. The proposed site plan, building and landscaping design are illustrated in Attachments 1 - 4.



Top Left: Site in 2014 (treed) and 2016 (cleared).
Top Right: Site from the rear lane looking towards Piercy Ave. **Bottom Left:** Site with older character home as seen from Piercy Ave.
Bottom Right: Site from side lane looking towards the rear lane.

DISCUSSION:

The proposed development aligns with many City policies contained in the Official Community Plan, Affordable Housing Strategy, and the Downtown Playbook but similar to many infill projects, the proposed project does not meet all of the requirements of the zoning bylaw. This application is to consider changing the land use to allow multi residential development on this property. If the OCP and Zoning amendments are approved, the property owners will also need to apply for variances to the zoning bylaw to relax setback and open space requirements as well a Development Permit for the form and character of the development.

Official Community Plan Review

The proposal to re-designate the development site from Urban Residential to Multi Residential is supported by OCP policy which requires that multi residential development has access to schools, parks, walkways, transit and complementary commercial uses and services.

The proposed development site is located in a residential neighbourhood close to downtown and is well situated to provide a variety of transportation options. Future residents will have easy access by foot, cycling or transit to the many shops, services and cultural facilities available in the downtown core. Cumberland Road, which is 30 m north of the development site, is a designated cycling route and offers transit access to downtown, Puntledge Park and Driftwood Mall. The Rotary Trail Along the Rails, a multi-use recreational trail extending from 5th Street to 26th Street, is located just to the east of the proposed development. By locating in an area that provides a variety of transportation options, residents will have the flexibility to choose the transportation mode which meets their household needs and can encourage a shift towards active transportation modes reducing community greenhouse gas emissions.

The OCP also contains residential policy goals to create inclusive neighbourhoods for housing. The proposed development increases housing choice in the neighbourhood by adding 16 rental apartments with one-bedroom, two-bedroom and three-bedroom options which accommodates different household sizes and needs (Attachment 4). Half of the proposed rental units consist of three-bedroom apartments which are desirable units for families with children. The current vacancy rate for 3-bedroom apartments in Courtenay remains at 0% according to information provided by Canadian Mortgage and Housing Corporation¹.

While the development proposal provides very limited outdoor recreational space, it is located within walking distance of Courtenay Elementary, Puntledge Park Elementary and Lake Trail Middle School and is in close proximity to Woodcote Park. Infill development faces many constraints and residential intensification often involves trade-offs. Successful multi-family infill projects often rely on community amenity space as development sites are typically much smaller than their more suburban counterparts. The increased reliance on community amenities is supported by planning rationale that acknowledges that increasing residential density should be accompanied with increased community amenities such as high quality parks and public open space. As part of this development proposal, the property owners will be required to contribute to the Parks, Recreation, Cultural and Seniors Facilities amenity fund.

Increasing residential density in neighbourhoods near the downtown accomplishes many OCP objectives by creating diverse and inclusive neighbourhoods, supporting the economic and cultural vibrancy of downtown, and creating a more sustainable growth pattern. However, high quality design is important in preserving the integrity and character of residential areas and in gaining community support for infill projects. In order to ensure that multi residential projects are well integrated with the surrounding neighbourhoods, these developments are subject to development permit guidelines for form and character contained in the OCP. A detailed evaluation of this development proposal in relation to the development permit guidelines will be presented at the time of Development Permit; however, the applicant has demonstrated that the development proposal meets the intent of the guidelines (Attachment 2 and 3). The massing of the proposed project, with 4 smaller buildings rather than a single larger apartment building, is sensitive to the neighbourhood context and provides an appropriate transition from the surrounding larger scale multi-residential projects and industrial uses to the north and east and the largely single residential homes to the south and west. The building design gives the appearance of a single residential home and is complimentary to adjacent properties. While the two buildings facing Piercy Avenue are set much closer to the street than the neighbouring house, this situation could occur with a building constructed under the existing R-2 zone as the neighbouring house is set back quite far from the street. The proposed

¹ Canadian Housing and Mortgage Corporation. Fall 2016. Rental Market Report: BC Highlights. Available at https://www.cmhc-schl.gc.ca/odpub/esub/64487/64487_2016_A01.pdf. Note this information is based on purpose built rental units.

development presents an attractive streetscape through the building design, front entrances, residential landscaping scheme and the provision of street trees.

Zoning

The developer is proposing to rezone the property from R-2 to R-4A. The R-4A zone is intended for infill development and permits single residential, duplex and multi residential dwellings as well as home occupations and daycare uses.

The proposed development meets the use, density, height and parking requirements but requires variances to building setback, landscaping, and open space requirements. The proposed variances are summarized in the table below and are illustrated in Attachment No. 5. A detailed discussion of the proposed variances will occur at time of development variance permit application should the OCP and zoning amendments be approved.

Provision	Minimum Requirement	Proposed	Description
Side yard setback	4.5 m adjacent to the lane	2.8 m	Applies to the rear corner of building 2, remainder of development complies
	3.0 m from adjacent property	1.0 m, 1.7 m	Applies to garbage and covered entry to basement units, remainder of development complies
	6.0 m where back of building faces a side lot line	4.0 m	Applies to one side of building 3
Useable Open Space	20.0 m ² per unit	minimal	Amount to be determined once landscaping plan is finalized but not every unit has access to private open space and a common open space has not been provided
Landscaping	3.0 m	1.0 m, 1.7 m	Applies to garbage and covered entry to basement units, remainder of development complies

The proposed variances are consistent with other infill developments in Courtenay and will be discussed in greater detail as part of the Development Permit with Variance application. The City often receives requests to reduce one or more aspects of the zoning requirements for higher density residential redevelopment. The most common variance requests in the areas with an urban development pattern relate to useable open space, landscaping and parking requirements. These aspects will be considered as part of the infill study that the City will be conducting.

While building a single apartment building might be more easily accommodated on the site given the zoning regulations, staff strongly believe that the proposed development with several small buildings is a more appropriate form of development for this site and will have a positive impact on the neighbourhood.

Staff has suggested that the developer consider removal of two of the basement units in the central building in order to provide a secure storage area for tenants. This change would reduce the required number of parking stalls. Reducing the number of parking stalls would provide more flexibility in the site

design and could: eliminate the potential conflict point at the walkway and driveway for unit 3; reduce the need for the side yard variance for building 3 by removing the garage and adjusting the layout; offer an alternative location for garbage further away from the adjacent property; or create a small outdoor common space. However, on balance, staff is of the opinion that the proposed development is consistent with the residential policies in the OCP, provides a much needed housing type in this community, and offers an appropriate design which preserves the residential character of the neighbourhood.

FINANCIAL IMPLICATIONS:

The OCP and rezoning application fees for this application total \$6,000. Should this application be approved, a Development Permit with Variances and a Building Permit will be required. The Development Permit with Variances application fee is \$4,000 and Building Permit fees are calculated at rates set out in the bylaw. At present it is \$7.50 for every \$1,000 of construction value with a minimum fee of \$50.

City and Regional District Development Cost Charges (DCCs) will be collected for this development. The current DCC rate is \$12,205 per unit. The City portion of the DCCs is \$4,135 and the Comox Valley Regional District portion is \$8,070.

Should this application receive Third Reading, amenity contributions will be collected at the rates set out in the Official Community Plan prior to Fourth Reading of the Zoning Amendment Bylaw. Amenity contributions are based on floor area for units in a multi residential building. For units up to 100 m² in area, \$500 will be collected for each of the two amenity funds: the Affordable Housing Amenity Reserve Fund and the Parks, Recreation, Cultural and Seniors Facilities Reserve Fund. For the larger units, \$750 amenity contribution will be collected for each of the two funds.

ADMINISTRATIVE IMPLICATIONS:

Processing OCP and Zoning Bylaw amendments is a statutory component of the corporate work plan. Staff has spent approximately 50 hours processing this application to date. Should the proposed OCP and Zoning amendments proceed to Public Hearing, an additional 2 hours of staff time will be required to prepare notification and respond to public inquiries. Following Public Hearing, if the proposed amendments receive third reading, approximately 4 hours of additional staff time will be required to process the sightline covenant, collect amenity contributions and to process the bylaws. Following adoption of the bylaw, additional staff time will be required to process the subsequent Development Permit and Building Permit applications including plan checking and building inspections.

ASSET MANAGEMENT IMPLICATIONS:

There are no immediate asset management implications identified with this application as the existing infrastructure has the capacity required to accommodate the proposed development. The property owners will be required to upgrade the lane as they are substantially increasing the volume of traffic accessing the lane. Frontage improvements will also be required along Piercy Avenue to reflect current City development standards. The developer's project engineer had identified a potential sight line hazard for a small portion of the front yard (Attachment 6). This would be addressed through a covenant to be registered on title prior to Fourth Reading of the Zoning Amendment Bylaw should this application proceed to Public Hearing and receive Third Reading.

STRATEGIC PRIORITIES REFERENCE:

Development applications fall within Council’s area of control and specifically align with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City. This application also meets the goal to support densification aligned with the regional growth strategy.



OFFICIAL COMMUNITY PLAN REFERENCE:

The development proposal is consistent with the following OCP policies guiding residential development:

- Balance land uses to create a vibrant and diverse neighbourhood and community
- Create neighbourhoods that offer a variety of transportation choices
- Preserve and enhance open spaces, greenways and environmentally sensitive areas
- Lead in creating inclusive neighbourhoods for housing
- Locate multi residential development where there is access to schools, parks, walkways, transit and complementary commercial/service uses

It is also consistent with the OCP climate change policy encouraging incremental infill development in core settlement areas.

REGIONAL GROWTH STRATEGY REFERENCE:

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

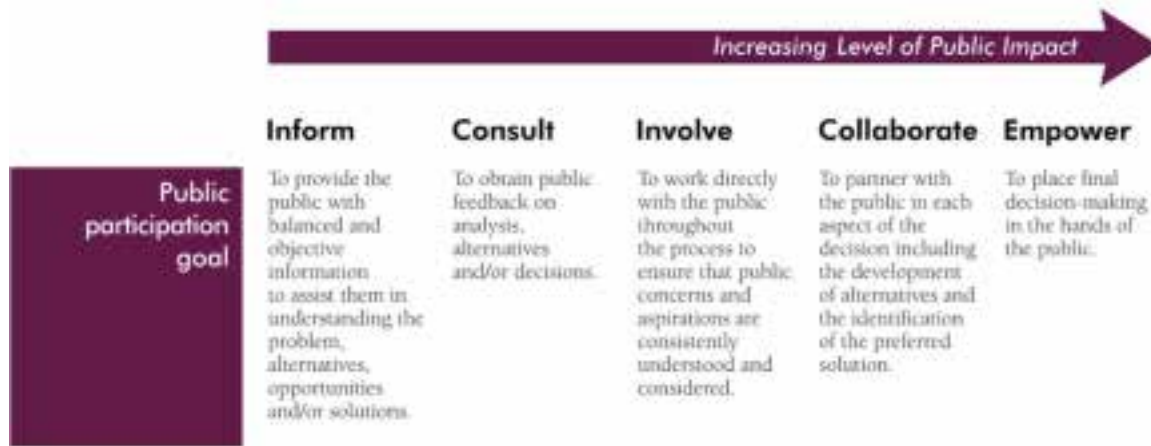
Objective 1-A: Locate housing close to existing services; and

Objective 1-C: Develop and maintain a diverse, flexible housing stock.

CITIZEN/PUBLIC ENGAGEMENT:

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

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



Should OCP Amendment Bylaw No. 2854 and Zoning Amendment Bylaw No. 2855, 2016 receive First and Second Readings, a statutory public hearing will be held to obtain public feedback in accordance with the *Local Government Act*.

Prior to this application proceeding to Council, the applicant held a public information meeting on August 4, 2016. A summary of the public information meeting has been included as Attachment 7. According to the meeting summary report, two local residents attended the meeting. One of the residents had concerns that future residents or visitors would be parking in the lane and is concerned with the speed of traffic in the lane. The applicants have revised the plans to include a barrier curb to prevent vehicles from parking partially in the lane and partially on private property. City staff has advised the applicant that the installation of “No Parking” signs may be required at time of Building Permit at both entrances to the lane. With respect to the concern about speeding and traffic using the lane to short cut, the City has not received complaints related to travel speeds in this lane and staff are of the opinion that the narrow pavement width and sharp angle in lane design discourage high speed travel.

OPTIONS:

OPTION 1 (Recommended): Give Bylaws 2854 and 2855 First and Second Readings and proceed to Public Hearing.

OPTION 2: Defer consideration of Bylaws 2854 and 2855 with a request for more information.

OPTION 3: Do not approve Bylaws 2854 and 2855.

Prepared by:

Erin Ferguson, MCP
Land Use Planner

Approved by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachments:

1. *Proposed Site Plan, October 26, 2016*
2. *Renderings & Building Elevations*
3. *Landscape Plan*
4. *Floor Plan*
5. *Variances Site Plan*
6. *Sight line Covenant Drawing*
7. *Public Information Meeting Summary & Public Submissions*

ATTACHMENT 1
 Proposed Site Plan



ATTACHMENT 2
Project Rendering &
Building Elevations



1375 PIERCY AVENUE



1375 PIERCY AVENUE



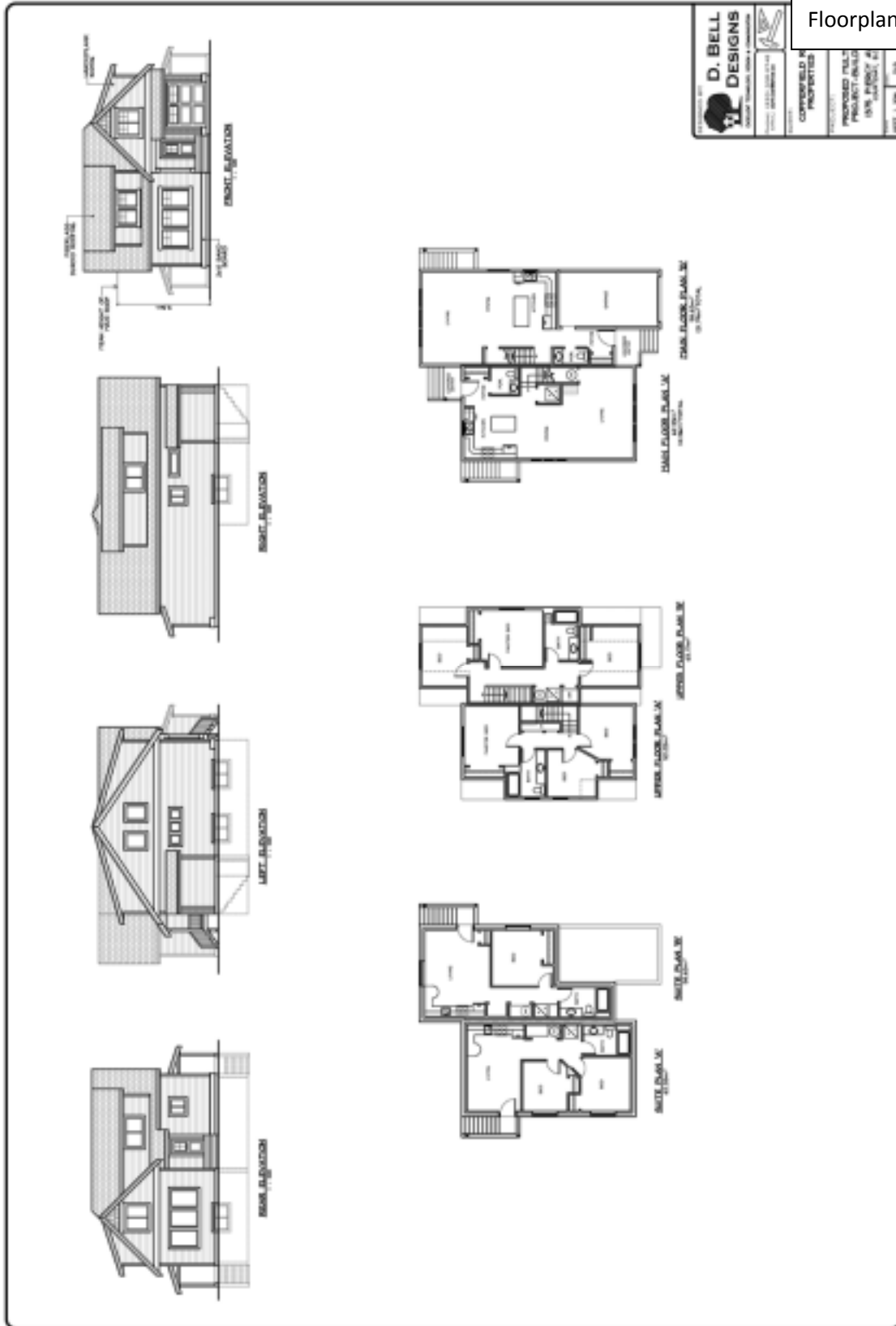




ATTACHMENT 3
Proposed Landscape
Plan

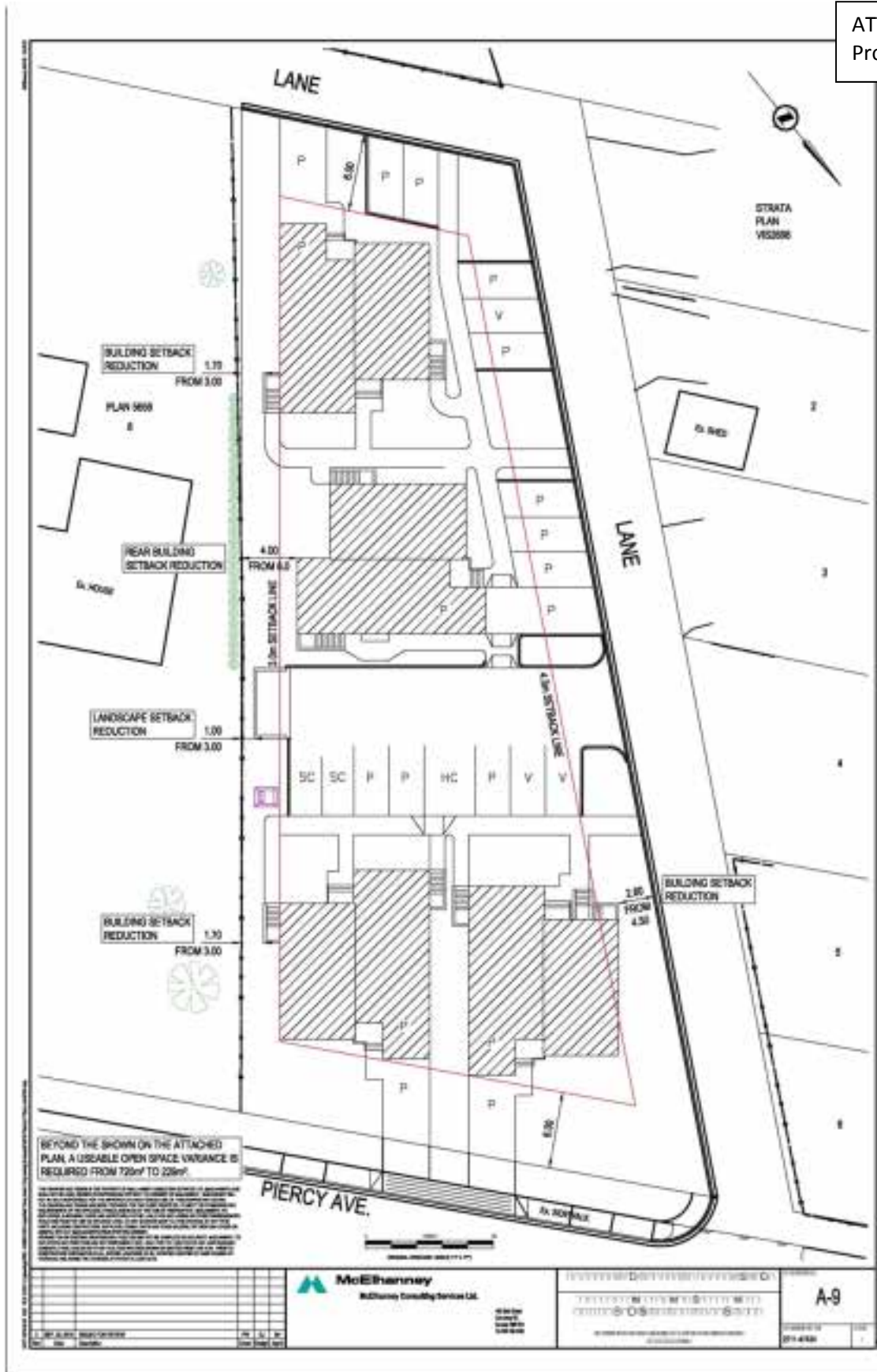


ATTACHMENT 4
Floorplans

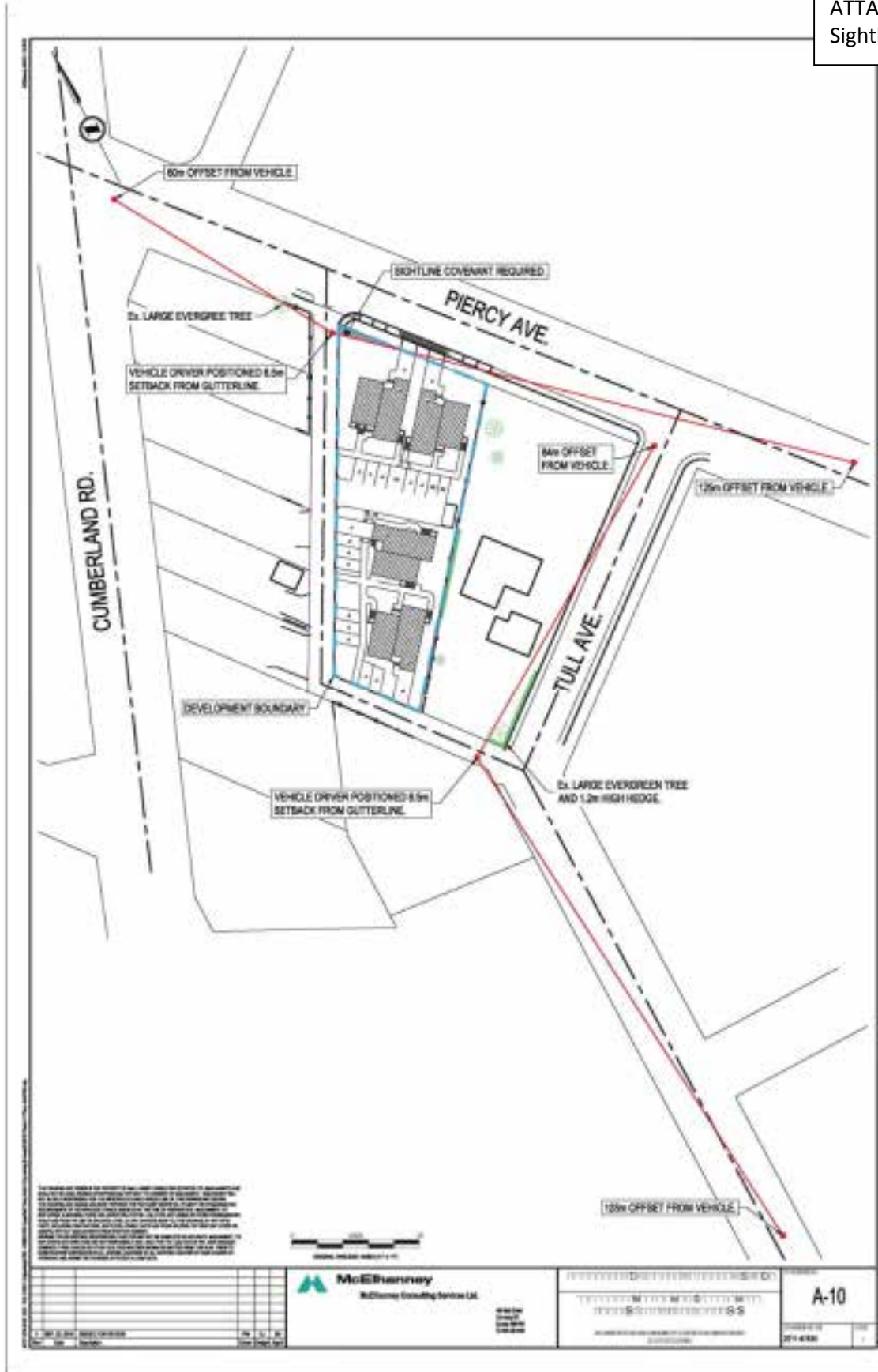




ATTACHMENT 5
 Proposed Variances



ATTACHMENT 6
Sightline Covenant Area





ATTACHMENT 7
Public Information Meeting &
Public Correspondence

September 29, 2016

Our File: 2211-47434-0

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

Dear Ms. Ferguson,

**LOT 7, DISTRICT LOT 104, COMOX DISTRICT, PLAN 5659-
PROPOSED MULTI-FAMILY DEVELOPMENT OF 1375 PIERCY AVENUE
NEIGHBOURHOOD MEETING SUMMARY**

A neighbourhood meeting regarding the above application was hosted by Copperfield Rentals Ltd. on August 4, 2016:

- a) Meeting was located in Lower Rotary Hall at the Florence Filberg Centre, beginning at 5:30 and finishing at 7:00pm.
- b) We have record of 2 residents in attendance (attached).
- c) Meeting notification details were hand delivered to all properties as per the list provided by the City of Courtenay, and mailed to all owners listed (not within 100m of the development).
- d) Information provided during the meeting: Architectural drawings; colour renderings; landscaping drawings; and proposed MCSL site plan A-4.
- e) Generally, topics of discussion included:
 - Property ownership.
 - Vehicle parking within laneway.
 - Local social issues.
 - Vehicle speeds within the local neighbourhood.
- f) Receipt of one comment sheet (attached).

Page 1 of 2

495 Sixth St
Courtenay BC
Canada V9N 6V4

Tel: 250 338 5495
Fax: 855 407 3895
mcelhanney.com



We trust you find the above information in order. Please don't hesitate to contact the undersigned should any additional information or clarification be required.

Yours truly,

McELHANNEY CONSULTING SERVICES LTD.


Derek Jensen, ASCT
Project Manager

Reviewed by: 
Bob Hudson, P.Eng
Branch Manager

Enclosures

DJ:ldg

Cc: Copperfield Rental Properties Ltd., Rob Leighton

PUBLIC INFORMATION MEETING

August 4, 2016

Copperfield Rental Properties-1375 Piercy Avenue

COMMENT SHEET

Name: [REDACTED] Email: [REDACTED]
Address: [REDACTED] Phone: [REDACTED]

(Copperfield Rental Properties) has applied to the City of Courtenay for a Official Community Plan Amendment, Zoning Amendment & Development Permit with Variances at 1375 Piercy Avenue. This project is under review by staff in the Planning Department of the City.

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

- WIN 216
- Would have preferred to see owner-occupied units but happy to know developer will maintain landscaping. I would appreciate rental contracts to include provision for buying exterior junk-free, and advising there is no parking in the lane.
 - I want deep curbs or fencing all down the lane and "NO PARKING" signage throughout. Lane is very narrow + parking in lane by visitors to visitors is an ongoing problem. This is a fire-lane + the only access to my driveway + some of my neighbours
 - Speed bumps in lane (x4) as spuding to cut through to Tull from Piercy is an ongoing problem.
 - Happy that you are paving lane + putting in ~~the~~ drainage - we need a drain on the "L" as rain runs down my driveway :-)

Please return your comments by August 18, 2016

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

1. Hand your comment sheet in tonight.
2. Drop your comment sheet off at MCSL at 495 Sixth Street, Courtenay, BC V9N 6V4
3. Email your comment sheet to djensen@mcelharney.com

June 1, 2016

Mr. Ian Buck, MCIP, RPP, Director of Development Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

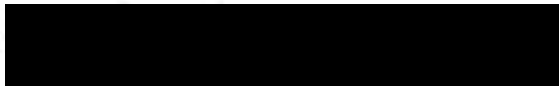
Dear Mr. Buck

Re: PROPOSED MULTIFAMILY DEVELOPMENT OF 1375 PIERCY AVENUE

After meeting with the developers and reviewing with them the proposed drawings, please accept this letter as our support for the proposal. The proposed buildings and landscaping plans have taken into account our privacy and shown respect for our treed hedge. We appreciate the height of the proposed buildings also taking into account our privacy.

We would however, like to request a 6' high solid cedar fence be installed on the property line, to provide additional privacy and screening. The developers in our meeting agreed to providing such a fence.

Sincerely,





1800 Noel Avenue
Comox, British Columbia
V8M 2L1
Telephone: (250) 339-3033
Fax: (250) 339-7072
admin@cvcdca.com

November 24, 2016

To Whom it May Concern,

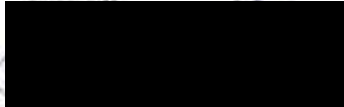
The Comox Valley Children's Day Care Society operates Lighthouse Early Learning Centre at 3000 Cumberland Rd in Courtenay. This child care program serves up to 30 families per day.

The purpose of this letter is to formally offer our support for the proposed housing project on the lot located at 1375 Piercy Ave, located directly behind our building. We know that this type of development only serves to enhance the neighbourhood.

We are confident that the project will have a positive effect on our business and we look forward to the excitement that a construction site will bring to the children who attend our program.

If you require any further information, please do not hesitate to contact me.

Sincerely,



Comox Valley Children's Day Care Society



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Audit Service Plan for Year Ending December 31, 2016

File No.: 1680-01
Date: December 19th, 2016

PURPOSE:

The purpose of this report is to receive and obtain Council approval for the Audit Service Plan for the year ending December 31, 2016, as prepared by the firm of Meyers Norris Penny (MNP).

POLICY ANALYSIS:

Pursuant to Section 169 of the *Community Charter*, Council appointed the firm of MNP to conduct the annual municipal audit for the City of Courtenay. The Canadian Institute of Chartered Accountants Assurance (CICA) Handbook, which set the standards for auditing in Canada, requires that the Auditors communicate the following with Council:

- a) The audit and non-audit services that the auditor is providing to the City and its related entities;
- b) The level of responsibility assumed by the auditor under generally accepted auditing standards; and,
- c) A summary of the audit approach.

EXECUTIVE SUMMARY:

The City's appointed auditors, Meyers Norris Penny (MNP) have now prepared and submitted the Audit Service plan for the year ending December 31, 2016. Communicating this plan to Council is a requirement under Section 5751 of auditing standards set out in the CICA Assurance Handbook.

CAO RECOMMENDATIONS:

That based on the December 19th, 2016 staff report "Audit Service Plan for Year Ending December 31, 2016", Council approve Option 1 to receive the Audit Service Plan for the year ending December 31, 2016.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

As required under Section 5751 of the CICA Handbook, the City’s appointed auditors must prepare and communicate the annual Audit Service Plan to Council.

DISCUSSION:

The City’s appointed auditors, Meyers Norris Penny, have prepared and submitted this year’s Audit Service plan following auditing standards as set out in the CICA Assurance Handbook.

The plan documents the overall approach and the general arrangements for the conduct of the 2016 audit. Its intent is to assist Council in understanding both the scope of, and the approach to, the audit work, and to have MNP report to Council on the results of their 2016 audit sometime in May 2017.

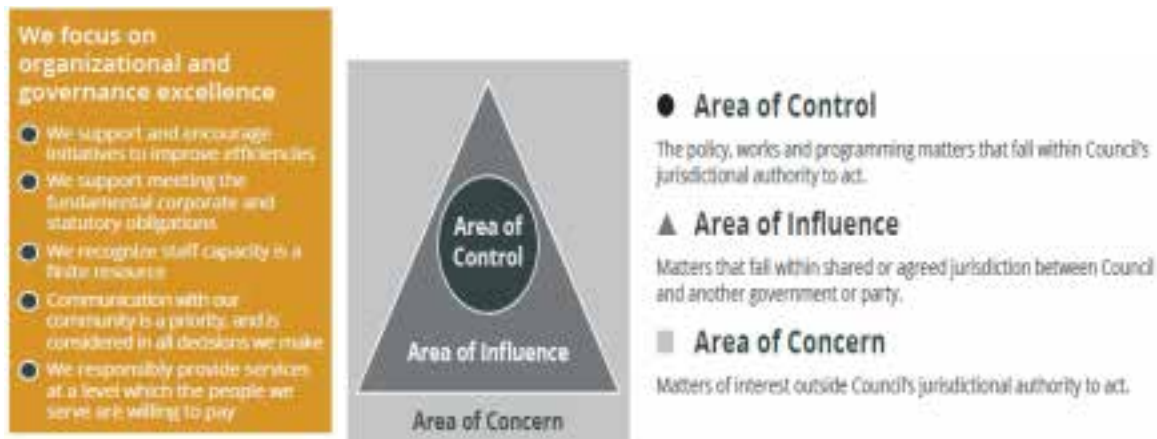
FINANCIAL IMPLICATIONS:

For 2016, the estimated audit fees are \$32,130 and are detailed on page 4 of the attached Audit Service Plan. The 2016 audit fees are \$1,500 lower than those of 2015 due to the removal of the cost for the Contaminated Sites Liability PS3260 review.

ADMINISTRATIVE IMPLICATIONS:

Preparation of the City’s yearend documents, drafting of the 2016 financial statements and coordinating the annual municipal audit are significant statutory tasks for the Finance Department. The auditors will be commencing preliminary on-site audit work in early December 2016 with the goal of finalizing audit work in mid-April, 2017.

STRATEGIC PRIORITIES REFERENCE:



OFFICIAL COMMUNITY PLAN REFERENCE:

2.1 Vision Statements:

“Committed to continued Excellence”

“balance and ability to lead growth and provision of services”

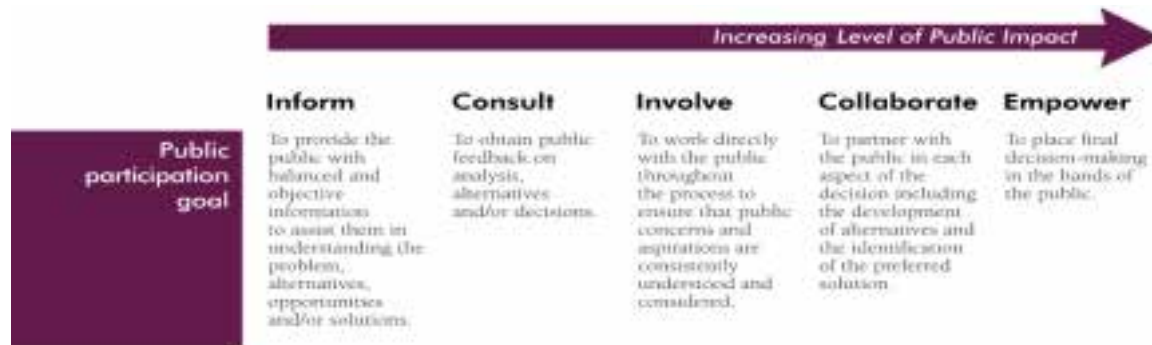
REGIONAL GROWTH STRATEGY REFERENCE:

The City is a signatory to the Comox Valley Regional Growth Strategy, which identifies the valley as a growing region. Maintaining a sound financial position identifies the City of Courtenay as an integral alternative to any regional growth strategies in the Comox Valley.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** through adoption of policy based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

Option 1: That Council approve proceeding with the 2016 Audit Service Plan for the year ending December 31, 2016 as prepared by MNP. RECOMMENDED

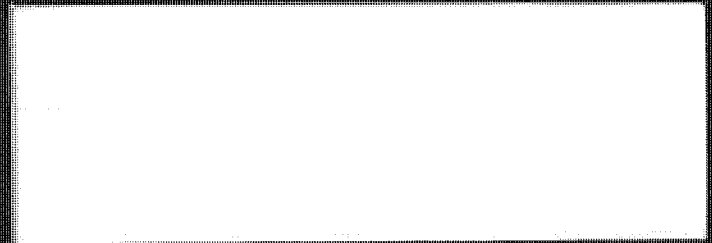
Option 2: That Council not approve the 2016 Audit Service Plan.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachment:

1. MNP – the Corporation of the City of Courtenay, Audit Service Plan, for the year ending December 31, 2016



City of Courtenay
Audit Service Plan
Year Ending December 31, 2016
For presentation to the Mayor and Council

November 21, 2016

Dear Mayor and Council:

We are pleased to present our Audit Service Plan for City of Courtenay ("the City"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to the Mayor and Council on a confidential basis. It is intended solely for the use of the Mayor and Council and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our engagement will include an audit of the City's consolidated financial statements for the year ended December 31, 2016, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed the Mayor and Council's expectations and ensure you receive outstanding service.

We look forward to discussing our audit service plan with you and look forward to responding to any questions you may have.

Sincerely,



MNP LLP
Chartered Professional Accountants

CV/kc

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OVERVIEW

To make strategic business decisions with confidence, your stakeholders and the Mayor and Council of the City of Courtenay need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance the City of Courtenay's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our senior team members have extensive knowledge of municipalities from many years of experience. Our audit strategy is risk based, and takes into account the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide the City of Courtenay's Mayor and Council with our Independent Auditors' Report on the December 31, 2016 financial statements.

TOPICS FOR DISCUSSION

We are committed to providing superior client service by maintaining effective two-way communication.

Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- The management oversight process
- Fraud:
 - How could it occur?
 - Risk of fraud and misstatement?
 - Actual, suspected or alleged fraud?
- Your specific needs and expectations
- Audit Service Plan
- Any other issues and/or concerns

KEY CHANGES AND DEVELOPMENTS

Based on our knowledge of the City and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed giving consideration to these factors.

Issues and Developments	Summary
New reporting developments	PS 2200 Related Party Disclosures (New) PS 3210 Assets (New) PS 3320 Contingent Assets (New) PS 3380 Contractual Rights (New) PS 3420 Inter-entity Transactions (New) PS 3430 Restructuring Transactions (New)

Issues and Developments	Summary
Unification of the accounting profession	In September 2015, the unification of Canada's accounting profession into one single national body was finalized. As a result, MNP's banner has changed from Chartered Accountants to Chartered Professional Accountants.

Detailed information on Key Changes and Developments are included as Appendix A.

MNP'S AUDIT PROCESS

MNP's audit methodology, "The MAP", is a risk based audit approach that is divided into four separate stages: Pre-planning, Planning and Risk Assessment, Risk Response and Completion and Reporting. Our audit process focuses on significant risks identified during the pre-planning and planning and risk assessment stage, ensuring that audit procedures are tailored to your specific circumstances and appropriately address those risks.

The Mayor and Council is responsible for approval of the consolidated financial statements and City policies, and for monitoring management's performance. The Mayor and Council should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. The Mayor and Council, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

More detailed discussion about MNP's audit process is provided in Appendix B.

AUDIT MATERIALITY

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the consolidated financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the City and our assessment of the potential for material misstatements in the City's consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the City;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

Judgment is applied separately to the determination of materiality in the audit of each set of consolidated financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the financial statements.

In this context, it is reasonable to assume that users understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$1,000,000 as overall materiality for audit planning purposes.

TIMING OF THE AUDIT

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

KEY DELIVERABLE	EXPECTED DATE
Presentation of December 31, 2016 Audit Service Plan to the Mayor and Council	November 2016
Interim procedures	December 2016
Year-end fieldwork procedures	March 2017
Draft year-end consolidated financial statements to be discussed with management	March 2017
Presentation of December 31, 2016 Audit Findings Report to the Mayor and Council	April 2017
Issuance of Independent Auditors' Report	May 2017

AUDIT TEAM

In order to ensure effective communication between the Mayor and Council and MNP, we outline below the key members of our audit team that will be responsible for the audit of City of Courtenay and the role they will play:

NAME	POSITION
Cory Vanderhorst, CPA, CA	Engagement Partner
Chris Fyfe, CPA, CA or Debbie Bass, CPA, CA	Concurring Partner
James Kungel, CPA, CA	Tax Partner
Janna Olynyk, CPA, CA	Manager
Jessica Turkington	Audit Senior

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit. Additionally, reliance on specialists including actuaries may be necessary in order to obtain appropriate audit evidence. Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

FEES AND ASSUMPTIONS

Our audit fees for the year ended December 31, 2016 are estimated to be the following, exclusive of applicable taxes:

	DECEMBER 31, 2016 ESTIMATE	DECEMBER 31, 2015 ACTUAL
Base fee	30,600	30,000
Additional cost for audit of new PS 3260 Liabilities for contaminated sites	-	1,500
Administrative - 5%	1,530	1,575
Total	32,130	33,075

Our audit fees are based on our estimated audit hours which consider our expectations of required work and our knowledge of the City. These estimated hours rely on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended
- No major unadjusted misstatements or un-reconciled balances
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to audit team
- All management and required staff are available as needed
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing
- There are no changes to the agreed upon audit timetable and reporting requirements

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner so a mutually agreeable solution can be reached.

Pursuant to our billing policy, we will issue interim bills as follows:

- a) On delivery of the audit service plan 50% of the estimated fee;
- b) At the start of year-end field work, 25% of the estimated fee;
- c) Upon the delivery of the final consolidated financial statements and independent auditors' report, the balance.

AUDITOR INDEPENDENCE

An essential aspect of all our services to the City is an independent viewpoint, which recognizes that our responsibilities are to the Mayor and Council. While the concept of independence demands a questioning and objective attitude in conducting our audit, it also requires the absence of financial or other interests in the City. In accordance with our firm's policy, and the Rules of Professional Conduct, which govern our profession, neither MNP nor any of its team members assigned to the engagement or any of its partners, are permitted to have any involvement in or relationship with the City that would impair independence or give that appearance. As auditors, we subscribe to the highest standards and are required to discuss the auditors' independence with the Mayor and Council on an annual basis. Under the standard an auditor shall:

- Disclose to the Mayor and Council in writing, all relationships between the auditor and the City that in the auditors' professional judgment may reasonably be thought to bear on our independence;
- Confirm in writing that, in its professional judgment, MNP is independent within the meaning of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of British Columbia; and,
- Discuss the auditors' independence with the Mayor and Council.

We are not aware of any relationships between our Firm and the City during the year that, in our professional judgment, may reasonably be thought to bear on our independence.

We hereby confirm that we are independent auditors with respect to the City.

During the course of the audit, we will communicate any significant new matters that come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence. At the completion of our audit, we will reconfirm our independence.

APPENDIX A - New and Proposed Reporting Developments

PS 2200 Related Party Disclosures (New)

In March 2015, the Public Sector Accounting Board (PSAB) issued a new standard, *PS 2200 Related Party Disclosures*.

This new Section defines a related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

This Section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted.

PS 3210 Assets (New)

In June 2015, new PS 3210 *Assets* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section provides guidance for applying the definition of assets set out in PS 1000 *Financial Statement Concepts*. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.

An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

PS 3320 Contingent Assets (New)

In June 2015, new PS 3320 *Contingent Assets* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on contingent assets. The main features of this standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the bases for any estimates of extent made.

When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

PS 3380 Contractual Rights (New)

In June 2015, new PS 3380 *Contractual Rights* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). This new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this standard are as follows:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.

Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

PS 3420 Inter-entity Transactions (New)

In March 2015, the Public Sector Accounting Board (PSAB) issued new PS 3420 *Inter-entity Transactions*.

The new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective. The main features of the new Section are:

Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.

Transactions are measured at the carrying amount, except in specific circumstances.

A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at the carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice.

The transfer of an asset or liability for nominal or no consideration is measured by the provider at the carrying amount and by the recipient at the carrying amount or fair value.

Inter-entity transactions are considered in conjunction with PS 2200 *Related Party Disclosures*.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

PS 3430 Restructuring Transactions (New)

In June 2015, new PS 3430 *Restructuring Transactions* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on contingent assets. The main features of this standard are as follows:

A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.

A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.

Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.

The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.

Restructuring-related costs are recognized as expenses when incurred.

Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.

The financial position and results of operations prior to the restructuring date are not restated.

Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The Section is effective for new restructuring transactions that occur in fiscal periods beginning on or after April 1, 2018. Earlier application is permitted.

APPENDIX B – The Audit Process

Our Plan

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

Audit Procedures

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the consolidated financial statements contain material misstatements due to fraud or misstatement;
- Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,
- Assessing the entity's use of the going concern assumption in the preparation of the consolidated financial statements.

As part of our planning process, we will also undertake to inform the Mayor and Council of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the consolidated financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the City's control environment, and management's competence and integrity.

APPENDIX B – The Audit Process *(continued from previous page)*

Overall Reliance

In general, there are three levels of reliance that we can place on controls, or the absence thereof:

Low None – where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of transactions and balances. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details and transactions.

Moderate – where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details and transactions.

High – where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details and transactions.

For the December 31, 2016 audit, we are planning to place low/no reliance on the City's accounting systems. This level of reliance is consistent with the prior year, and will involve substantive tests of transactions and balances.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the consolidated financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the City's controls will not be sufficient to express an opinion as to their effectiveness or efficiency. Although we will provide the Mayor and Council with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

Inherent Limitations in the Auditing Process

An auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the consolidated financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

APPENDIX B – The Audit Process *(continued from previous page)*

We will inform the appropriate level of management or the Mayor and Council with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;
- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the consolidated financial statements taken as a whole.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1705-20 / 1830 - 05

From: Chief Administrative Officer

Date: December 19, 2016

Subject: 2017 SOLID WASTE, RECYCLABLES, AND YARD WASTE USER FEES

PURPOSE:

The purpose of this report is to consider and establish the Solid Waste, recyclables, and yard waste user fees for 2017.

POLICY ANALYSIS:

Section 194 of the *Community Charter* allows Council to charge a user fee to cover the cost of delivery of a service.

EXECUTIVE SUMMARY:

The costs associated with providing Solid Waste, recyclables, and yard waste collection are reviewed annually and user fees are established to cover the projected cost to deliver the services in the upcoming year. These services are not funded from general property taxation. For 2017, a general user fee increase of 2% is requested to cover the anticipated 2017 service delivery costs.

CAO RECOMMENDATIONS:

That based on the December 19, 2016 staff report "2017 Solid Waste, Recyclables, and Yard Waste User Fees" Council approve OPTION 1 regarding the proposed increase to the 2017 Solid Waste and recyclables user fees as outlined in the attachment to this report, which is to generally increase all user fees by 2%.

And that Bylaw Number 2865, 2016 a bylaw to amend the "City of Courtenay Fees and Charges Bylaw No. 1673, 1992", in order to reflect the proposed 2017 Solid Waste and recyclables user fees proceed to first, second and third reading.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Council sets the Solid Waste user fee rate schedule by bylaw each year to ensure that costs for the provision of Solid Waste, recyclables and yard waste collection services are fully recovered on a user fee basis. These services are not funded from the general property taxation levy. These rates were not adjusted in 2016.

DISCUSSION:

The City provides weekly curbside pickup of Municipal Solid Waste (MSW) and yard waste, and bi-weekly pickup of recyclables for residential properties, and scheduled MSW/cardboard pickup for commercial properties. The fees collected for this utility service must cover the two primary cost drivers which are:

- The costs of the contractor engaged to provide MSW/recyclables pickup and transport services.

The increase in the cost of the solid waste and recyclables collection contract is calculated using an agreed to weighted formula which takes into account the annual increase or decrease in the Consumer Price Index Vancouver (weighted 90%), and the Price Index of Diesel in BC (weighted 10%).

Effective January 1, 2017 this blended formula results in a projected price index increase of about 2% for the contractor.

- The regional landfill fees for disposal of the mixed waste.

In January 1, 2016, the regional landfill tipping fee increased from \$120 to \$130 per tonne. This increased the cost of the disposal of mixed waste by 8.33% for 2016. Historically, the rate was \$100 per tonne from January-June, 2014, then adjusted to \$110 per tonne from July-Dec, 2014, then set to \$120 per tonne for 2015.

FINANCIAL IMPLICATIONS:

On May 19, 2014, the City signed an agreement with Multi-Material BC (MMBC) to provide recycling services to residents in Courtenay. Since that date, the City has received \$194,462 (2014-Partial year); \$322,711 (2015); \$335,665.19 (as of Nov, 2016) for recycled materials. MMBC also provides the City with an annual educational grant that is used to offset the costs of educating the public on residential recycling. This represents about 12% of total potential revenues for this utility.

With the City continuing to grow, the costs of the contractor increase which in turn impacts the costs to the City. Rates at the local regional landfill are expected to remain constant at \$130 per tonne. The City did not increase its 2016 utility rates for this service even though the per tonne landfill rates increased. Labour cost escalations as well as fuel and supply cost increases result in the necessity to raise rates to ensure this program is self-funding. Staff suggests a minimum rate increase of **2% for all charges** as identified in the attachment below. This rate increase is expected to generate approximately \$69,000 of additional revenue.

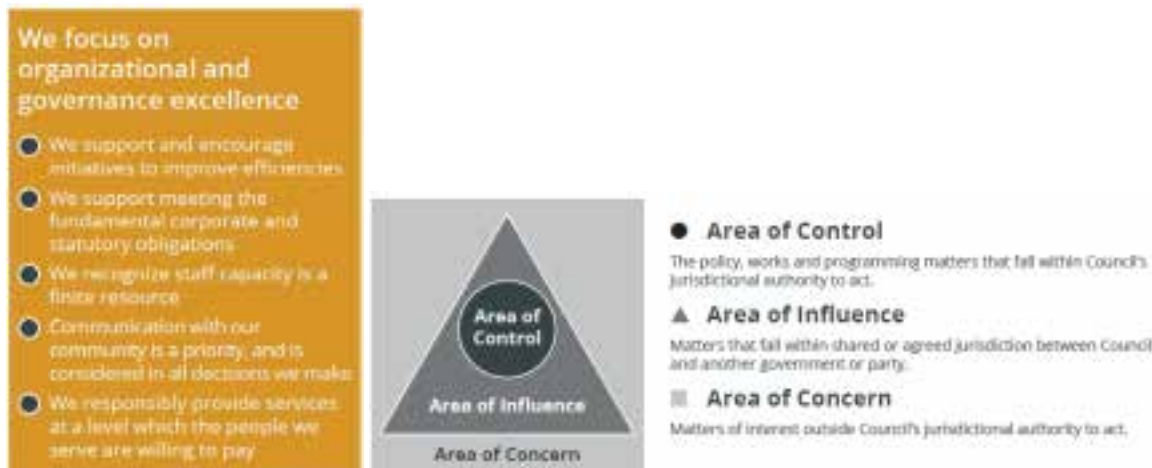
ADMINISTRATIVE IMPLICATIONS:

Subsequent to Council endorsing the proposed increase to the 2017 Solid Waste, recyclables and yard waste user fees, staff will prepare the amendment bylaw and bring it to Council for three readings and for final reading and adoption. Once the amendment bylaw has been adopted, staff will update the financial system for the 2017 user fee billing.

ASSET MANAGEMENT IMPLICATIONS:

Not applicable.

STRATEGIC PRIORITIES REFERENCE:



OFFICIAL COMMUNITY PLAN REFERENCE:

Section 6.5 Solid Waste

Policy: 1. "Review User Fees"

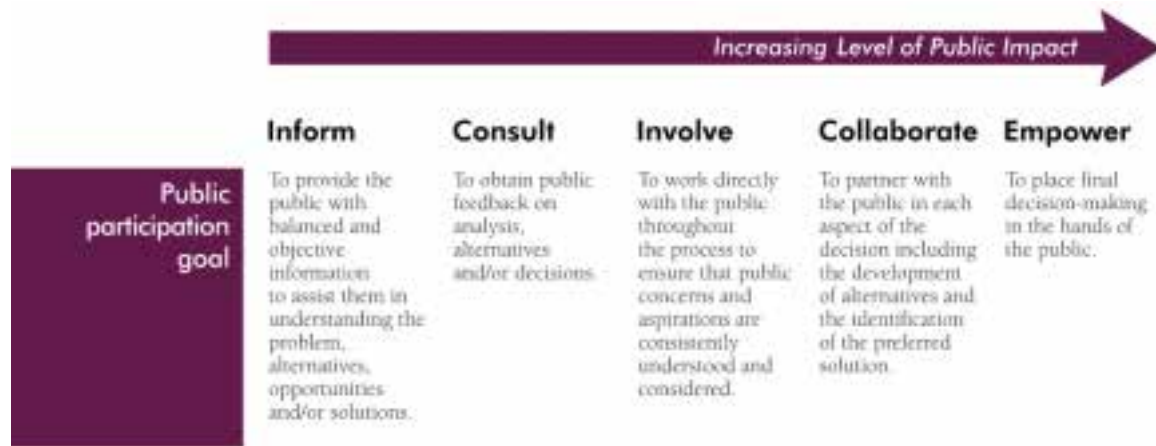
REGIONAL GROWTH STRATEGY REFERENCE:

Goal 8: Climate Change:
Reduce GHG emissions in the solid waste sector

CITIZEN/PUBLIC ENGAGEMENT:

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

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



OPTIONS:

OPTION 1: That Council endorse the proposed increases to the Solid Waste, recyclables, and yard waste user fees as outlined in the attached table of this report; and,

That Bylaw Number 2865, 2016 a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, in order to reflect the proposed 2017 Solid Waste and recyclables user fees proceed to first, second and third reading.

OPTION 2: That Council defer endorsing the proposed increase to the 2017 Solid Waste, recyclables, and yard waste user fees for further discussion at a later Council meeting.

While Option 2 provides time for further discussion, it also impacts the schedule required for the 2017 Budget process. User fees are calculated to cover the costs associated with providing the service and it is beneficial to adopt them prior to the end of the calendar year or as early as possible in the new year to avoid calculating a prorated blended fee based on the 2016 and 2017 rates.

OPTION 3: That Council leave all Solid Waste, recycling and user rates unchanged for 2017.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachment # 1: Solid Waste and Recycling User Fee Collection Rates

SOLID WASTE + RECYCLING COLLECTION FEES		2016 Rates	2017 Rates
		2016	2017
a) Dwelling Basis Fee (included recycling & yard waste)		\$ 152.50	\$ 155.60
Extra Bag Ticket (50 litre) As of March 7		\$ 2.25	\$ 2.50
b) Multifamily, Apt, Strata per unit (no blue box, no recycling)		\$ 134.00	\$ 136.70
	a) Recycling Pick Up per unit		
	b) Yard Waste Pick Up per unit	\$ 18.00	\$ 18.40
c) Trade Premises - per Pick Up			
Cans	1 Can or Equivalent	\$ 2.60	\$ 2.70
	Each Extra Can	\$ 2.60	\$ 2.70
DCBIA - Per Unit Per Year		\$ 292.00	\$ 297.80
Containers - Mixed Per Pick Up			
Bins	2 Yd ³	\$ 15.90	\$ 16.20
	3 Yd ³	\$ 23.85	\$ 24.30
	6 Yd ³	\$ 47.70	\$ 48.60
	12 Yd ³	\$ 95.40	\$ 97.20
	20 Yd ³	\$ 159.00	\$ 162.00
Compactors - Mixed Per Pick Up			
Bins	27 Yd ³	\$ 429.30	\$ 437.90
	28 Yd ³	\$ 445.20	\$ 454.10
	30 Yd ³	\$ 477.00	\$ 486.50
	35 Yd ³	\$ 556.50	\$ 567.50
	40 Yd ³	\$ 636.00	\$ 648.50

SOLID WASTE + RECYCLING COLLECTION FEES		2016 Rates	2017 Rates
Containers - Cardboard Per Pick Up			
Bins	2 Yd ³	\$ 8.70	\$ 8.90
	3 Yd ³	\$ 13.05	\$ 13.35
	6 Yd ³	\$ 26.10	\$ 26.70
Compactors - Cardboard Per Pick Up			
Bins	27 Yd ³	\$ 143.10	\$ 146.00
	30 Yd ³	\$ 159.00	\$ 162.20
	35 Yd ³	\$ 185.55	\$ 189.25
	40 Yd ³	\$ 212.11	\$ 216.31



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Social Procurement Pilot Project

File No.: 1200-00
Date: December 19, 2016

PURPOSE:

The purpose of this report is for Council to consider endorsing a Social Procurement Pilot Project as a means to determine whether a Social Procurement Framework can be developed for the City to use when sourcing goods and services.

POLICY ANALYSIS:

At the October 19th 2015 Council meeting the following resolution was passed:

Moved by Frisch and seconded by Lennox that

WHEREAS AVICC and UBCM have resolved to support GMO free food;

AND WHEREAS Vancouver Island and BC local governments are working to strengthen their communities through social procurement policies;

AND WHEREAS Courtenay council recently defeated a motion to maintain its current purchasing policy;

THEREFORE BE IT RESOLVED that staff be directed to investigate and provide a report to Council regarding options to pursue both GMO Free Preferential and Social procurement policies.

EXECUTIVE SUMMARY:

As directed from the October 19th, 2015 Council resolution, staff requested Urban Systems to provide a report detailing options for the development of a Social Procurement Policy. A four (4) step approach was presented by Urban Systems. Step 1 – the Discovery Process has been completed. Upon receiving Council's directions, Step 2 will involve the implementation of a social procurement pilot project and the results of the project will be identified in a subsequent report to Council.

CAO RECOMMENDATIONS:

That based on the December 19, 2016 staff report "Social Procurement Pilot Project" Council endorse the initiation of a Social Procurement Pilot Project, and authorize staff to proceed with Step 2 which involves the implementation of a social procurement pilot project; and,

That the results of the project be summarized in a subsequent report to Council.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On October 19, 2015, Council passed a motion requesting staff to investigate and provide a report to Council regarding options for a Social Procurement Policy. On May 30, 2016, two representatives from Urban Systems and Sandra Hamilton, a social procurement consultant, met with Committee of the Whole to present and discuss the implementation of a social procurement policy for the City. As a follow up, a half-day workshop was held with staff and Urban Systems to review the implications of a Social Procurement Policy including a Social Procurement Framework development and pilot project.

DISCUSSION:

The Social Procurement Discussion Paper and half-day workshop recommended a four-step approach to developing a Social Procurement Policy.

Phase 1 - Discovery Process

This phase included the presentation of the Social Procurement Discussion Paper by Urban Systems to Council, and the half-day workshop with Urban Systems and City staff.

Phase 2 - Social Procurement Pilot Project

This phase includes the development of Terms of Reference for a pilot project(s). These terms could include:

- a) Stimulating local purchasing and economic development;
- b) Increasing accessibility to municipal contracts for a diverse range of vendors including equity seeking groups (i.e. First Nations);
- c) Promoting youth training and apprenticeship opportunities;
- d) Fostering innovation and entrepreneurialism;
- e) Considering indirect benefits such as life-cycle evaluation criteria;
- f) Building social consciousness and contributing to socially responsible business practices.

Using these terms of reference, a Social Procurement Framework could be applied experimentally for the following procurement competition pilot projects:

#	Pilot Project	Division	Description
1.	Landscaping Services	Parks	Periodic and scheduled landscaping services for City boulevards and park areas not serviced by City staff.
2.	Janitorial Services	Civic Properties	Janitorial Services for the Public Works Administration, Fire Hall and IT Facilities.

The pilot projects above were chosen for their higher applicability of the terms of reference stated above. Additional pilot projects considered were an Expression of Interest for On-Call Trades Contractors, a 2017 Civil Construction capital project and 2017 fleet vehicle replacement procurement competitions.

Social evaluation criteria are proposed to be approximately 15% of the total scoring analysis of these projects. Criteria to be considered are:

- Does the vendor hire dis-advantaged persons for on-call, casual or permanent paid employment?
- Does the vendor provide meaningful work experience for dis-advantaged persons?
- Is the vendor locally owned and operated?
- Does the vendor provide a mentoring or apprentice program?
- Does the vendor utilize local entrepreneurs/start-up businesses to support their business?

A simple matrix outlining the verification methodology for each of the evaluation criteria is attached for consideration (See Attachment # 1).

The Pilot Project will be scheduled for a 6 month trial period, concluding with a report to Council outlining key findings and recommended next steps for *Phase 3 - Policy Development & Implementation* and *Phase 4 - Monitoring, Evaluation and Reporting*.

Below is a table that identifies the amount of local procurement that occurred by the City in 2015 (See pie-chart Attachment #3).

City Purchasing 2015			
Vendor Location/Spend		Cumulative	Vendor Qty
Courtenay	19%	19%	199
Comox Valley	29%	48%	27
VI	23%	71%	144
BC	22%	93%	142
Canada	6%	99%	65
USA/Other	1%	100%	18

Purchase Value Threshold	Invoice Qty
Between \$0 - \$500	2,706
Between \$500 - \$1,000	640
Between \$1,000 - \$2,500	682
Between \$2,500 - \$5,000	320
Between \$5,000 - \$10,000	227
Between \$10,000 - \$25,000	186
Greater than \$25,000	131

FINANCIAL IMPLICATIONS:

The Financial implications are difficult to determine as there may be trade-offs required in order to obtain a good or service locally that meets the social procurement guidelines and limitations.

ADMINISTRATIVE IMPLICATIONS:

Additional staff time to review and verify each of the evaluation criteria will not be significant as the vendor will be requested in the bid opportunity documentation to supply the majority of the information (see Attachment # 2).

The development of the pilot project will require a draft Social Procurement Framework. Future Council approval of a Social Procurement Policy will be contingent on a legal review for compliance with legislation and trade agreements.

ASSET MANAGEMENT IMPLICATIONS:

Not referenced.

STRATEGIC PRIORITIES REFERENCE:

The development of a Social Procurement Framework would align with the following Strategic Priorities of the City:

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city



OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

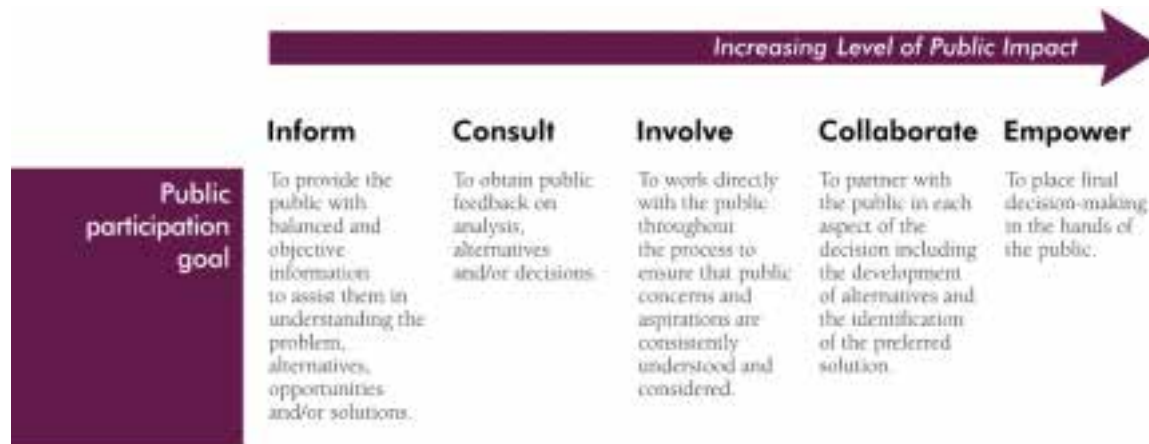
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

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



OPTIONS:

Option 1: That Council direct staff to initiate a Social Procurement Pilot Project and authorize staff to proceed with Step 2 which involves the implementation of a social procurement pilot project, with a subsequent report to Council identifying project results. (Recommended)

Option 2: That Council direct staff to hire a third-party to undertake a Social Procurement Pilot Project for the City.

Option 3: That Council takes no action.

Prepared by:



Bernd Guderjahn, SCMP
Manager of Purchasing

Reviewed by:



Brian Parschauer, BA, CPA, CMA
Director of Finance

Attachments:

1. Social Procurement Evaluation Criteria Verification
2. Big Island Building Services – Social Procurement Considerations
3. Pie chart showing 2015 City expenditures by area.

City of Courtenay – Purchasing Division

Social Procurement Evaluation Criteria (Qualitative Factors)		Verification Requirements Per Evaluation Criteria	
		Written Corporate Policy Statement Provided	Written Third Party Confirmation
Does the vendor hire dis-advantaged persons for on-call, casual or permanent paid employment?	3	X See Sample	X
Does the vendor provide meaningful work experience for dis-advantaged persons?	3	X	X
Does the vendor utilize local entrepreneurs/start-up businesses to support their business?	3	X	X
Does the vendor provide a mentoring or apprentice program?	3	X	X
Is the vendor locally owned and operated?	3		
Total	15		

Written Third Party Confirmation Example: Employment Program of B.C. – VIVRS Courtenay

Locally Owned & Operated Confirmation Example: Website, Business License



Courtenay:
Phone (250) 334-1885
Fax (250) 334-1900

Nanaimo:
Phone (250) 390-1811
Fax (250) 390-1011

PO Box 26
Lantzville, BC V0R 2H0

At Big Island Building Services we hire people without regard for physical disabilities, socio-economic status, religion, sexual orientation, race, age or culture. We currently employ two hearing impaired individuals and have accommodated individuals with injuries who are only able to work 1-2 hrs a day. The graphic designer we use has a spinal cord injury, who started working from home after his injury.

Big Island has worked in conjunction with the Work-Ability program in the past as well as vocational rehabilitation.

At Big Island Building Services we do not discriminate regarding an individual's capacity to work. Helping Persons with Disabilities (PWD) find work has many benefits. Not only does it have a positive impact on each individual in terms of his or her own confidence and self-sufficiency but it also teaches inclusion to our other employees.

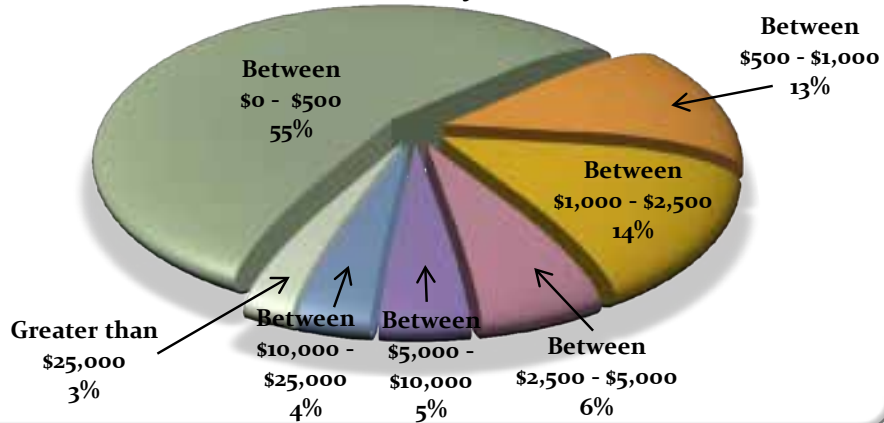
Big Island Building Services Ltd. is a locally owned and operated business providing services from Victoria to Powell River and all communities in between.

YOUR COMPLETE BUILDING MAINTENANCE PROFESSIONALS

Toll Free 1-888-774-4141

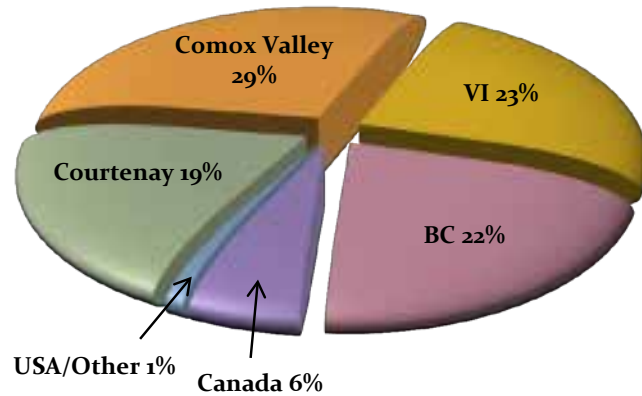
Email: bigisland@shaw.ca

2015 Accounts Payable Invoices



Purchase Value Threshold	Invoice Qty
Between \$0 - \$500	2,706
Between \$500 - \$1,000	640
Between \$1,000 - \$2,500	682
Between \$2,500 - \$5,000	320
Between \$5,000 - \$10,000	227
Between \$10,000 - \$25,000	186
Greater than \$25,000	131
Total Invoice Transactions	4,892

2015 Vendor Location/Spend %



City of Courtenay - Purchasing 2015			
Vendor Location	Spend %	Cumulative	Vendor Qty
Courtenay	19%	19%	199
Comox Valley	29%	48%	27
VI	23%	71%	144
BC	22%	93%	142
Canada	6%	99%	65
USA/Other	1%	100%	18



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: 2017 Citizen Budget Survey

File No.: 1705-20
Date: December 19, 2016

ISSUE:

This briefing note presents the results of the “Citizen Budget” online survey and public consultation program and is intended to assist Council in the preparation of the City’s 2017 Budget and Five Year Financial Plan.

BACKGROUND:

In 2014, the City hired Open North and paid \$4,686 for a three year license to produce an online citizen budget survey. The cost of this license was noted for the period of 2015, 2016 and 2017. If the City wants to pursue public consultation past 2017, prior to the 2018 budget preparation, it will need to renew its contract with Open North or find another provider.

The City’s first Citizen Budget online survey was implemented in 2014 focusing on resident’s satisfaction with the following City services: Protective Services, Recreation Parks Culture, Water and Sewer Services, Transportation and Waste Collection program. The initial survey saw 77 people respond out of 276 site visitors.

In early 2015, the City used the Citizen Budget again, but the questions were redesigned so respondents could enter the assessed value of their home and see the impact to their property taxes if they made level of service change in each service area. There continued to be a section surveying respondents on the percentages of their taxes that they wanted to go toward the different service categories, as well as on any overall increases to their property taxes. This survey had 111 respondents out of 428 visitors.

The 2016 Citizen Budget survey ran from November 25th, 2015 through to January 10th, 2016. There were 447 visitors of which 133 responded or commented. The first page of the survey also noted the adoption of the City’s Asset Management policy.

For the 2017 Citizen Budget survey, Staff kept the same format as for 2016. The 2017 survey was located on the City’s website under the Financial Services section and it ran from October 18th through to November 26th, 2016. It is no longer open for community participation. There were 262 visitors of which 132 responded or commented. The results of the survey are attached as Appendix A of this report.

KEY CONSIDERATIONS:

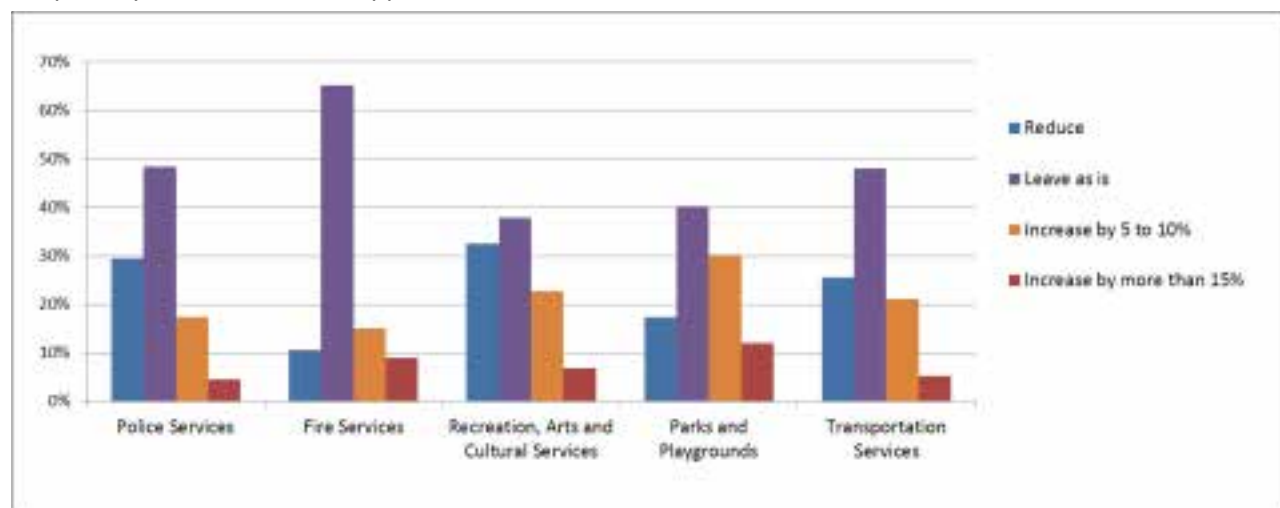
The table below is an extract from the 2017 Citizen Budget survey results and reports how respondents wanted their property taxes adjusted for the various service areas.

The City asked:

How would you adjust your property tax funding for this particular service area?

Service Area	Total	Reduce		Leave as is		Increase by 5 to 10%		Increase by more than 15%	
	Responses	Number	%	Number	%	Number	%	Number	%
Police Services	132	39	30%	64	48%	23	17%	6	5%
Fire Services	132	14	11%	86	65%	20	15%	12	9%
Recreation, Arts and Cultural Services	132	43	33%	50	38%	30	23%	9	7%
Parks and Playgrounds	132	23	17%	53	40%	40	30%	16	12%
Transportation Services	132	34	26%	64	48%	28	21%	6	5%

Graphically, this information appears as follows:



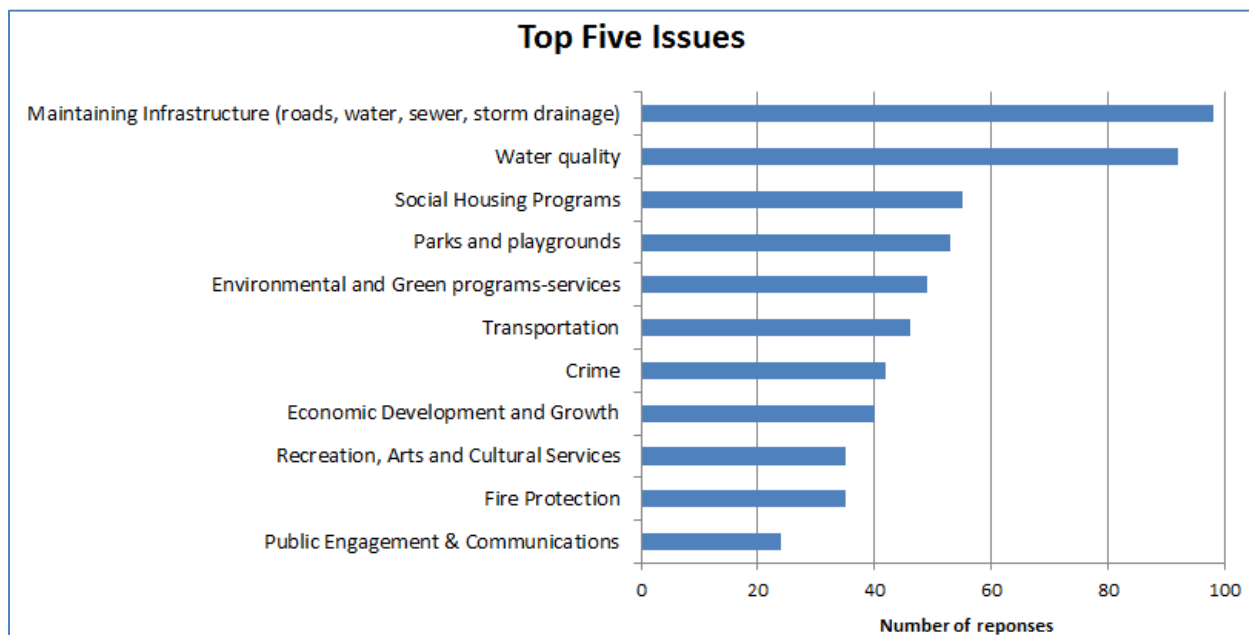
For Property tax increases and increases for Water and Sewer, the majority of the survey respondents are supportive of a 1-2 percent increase as indicated in this table.

The City asked:

What percentage increase would you be willing to pay in 2017

	Total	Leave as is		Increase by 1-2%		Increase by 3-4%		Increase by more than 5-6%		Increase by more than 7-8%	
	Responses	Number	%	Number	%	Number	%	Number	%	Number	%
General Municipal Property Taxes	127	39	31%	57	45%	14	11%	17	13%	0	0%
Water Infrastructures	124	35	28%	44	35%	17	14%	18	15%	10	8%
Sewer Infrastructures	121	53	44%	45	37%	11	9%	5	4%	7	6%

In the next section, the respondents were asked to choose the top five issues that should receive the greatest attention from municipal leaders. Many respondents also mentioned in the freeform comment section they would have chosen Air quality as a top five issue if it would have been listed as a choice. Here are the answers of the respondents in order of importance:



In the area of Customer Satisfaction, 73 felt that the City provided “fairly good value” for the programs and services it provides; 35 felt that service was “fairly poor” but 10 felt that it was “very good value”. **The overall satisfaction of the survey respondents has been decreasing since 2014 as observed in the table below.**

Staff note at the time of the survey a boil advisory was in effect and the City was monitoring the high level of the river and trying to minimize the potential flooding in the downtown area. It is suspected that these situations influenced the results and comments from respondents.

Overall satisfaction	2015 Budget		2016 Budget		2017 Budget	
	Number	%	Number	%	Number	%
Very good value	10	9%	13	10%	10	8%
Fairly good value	73	67%	81	64%	73	57%
Fairly poor value	18	17%	25	20%	35	27%
Very poor value	5	5%	5	4%	9	7%
Don't know	3	3%	2	2%	2	2%
	109	100%	126	100%	129	100%

Noteworthy demographic information is as follows:

- 88 noted they were homeowners, 7 renters and 1 non-resident property owner
- 86 respondents noted that they were older than 35, of which 44 are older than 55
- 87 respondents have lived in the City for more than 2 years and 55 for 10 years or more

Also attached for review as Appendix B are the summarized freeform comments made by respondents. These comments are broken down by category and will be useful for staff and Council to review when preparing their 2017 budget submissions.

Based on BC Statistics, 262 visitors represents approximately 1.3% of the eligible voting electorate of Courtenay (the population of Courtenay was 25,244 for 2015 of which staff estimates 80% is within voting age). The 132 responses represent only 0.7% of the voting population of Courtenay.

In conclusion, the 2017 Citizen Budget is intended to provide City Council with an indication of the public's opinion regarding the various services that the City provides, the disposition to pay for different rate adjustments, and respondent's perspective of the quality and level of services provided by the City. It is meant to be a source of information when developing the 2017 Budget and Five Year Financial Plan.

Respectfully submitted,



Annie Bérard, CPA, MBA
Financial Analyst



Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachments:

- *Appendix A – 2017 Citizen Budget Survey results*
- *Appendix B – 2017 Citizen Budget Respondents' Comments Summary*
- *Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)*

CITIZEN BUDGET RESULTS
City of Courtenay



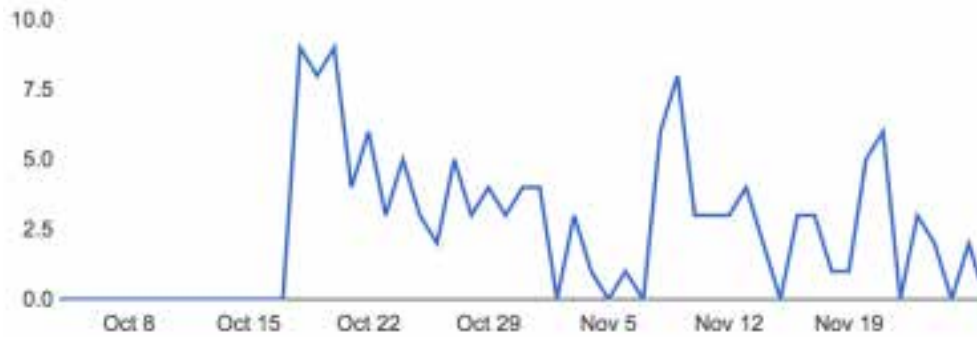
Online Budget Consultation Report

For the period October 4 to November 27, 2016

Prepared by Open North for: City of Courtenay



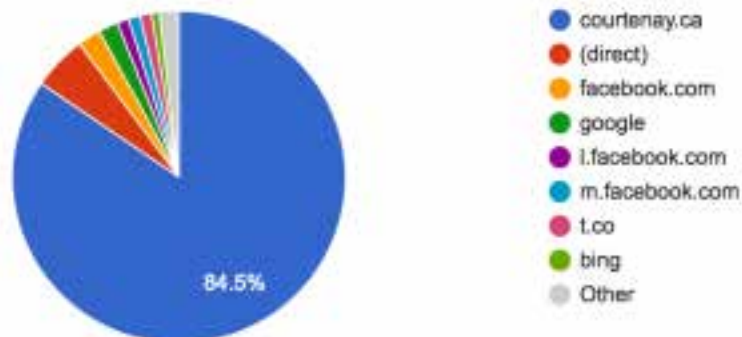
Responses per day



Web visits per day

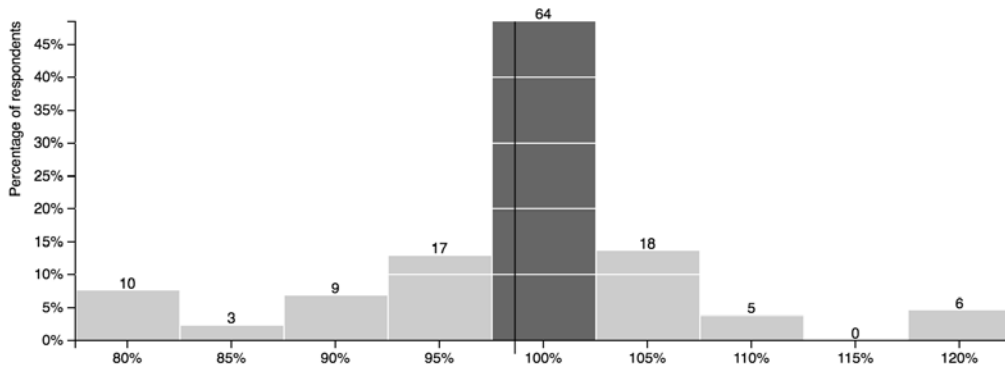


Web traffic sources



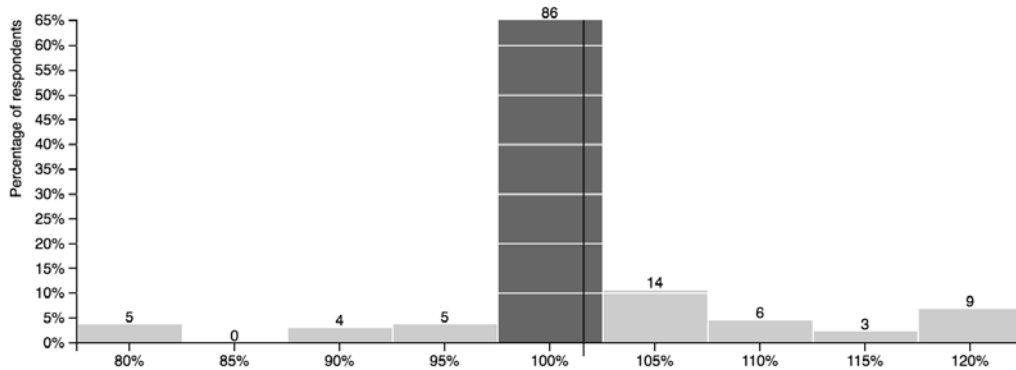
Police Services

Based on your current satisfaction level for Police Services, how would you adjust your property tax funding for this particular service area?



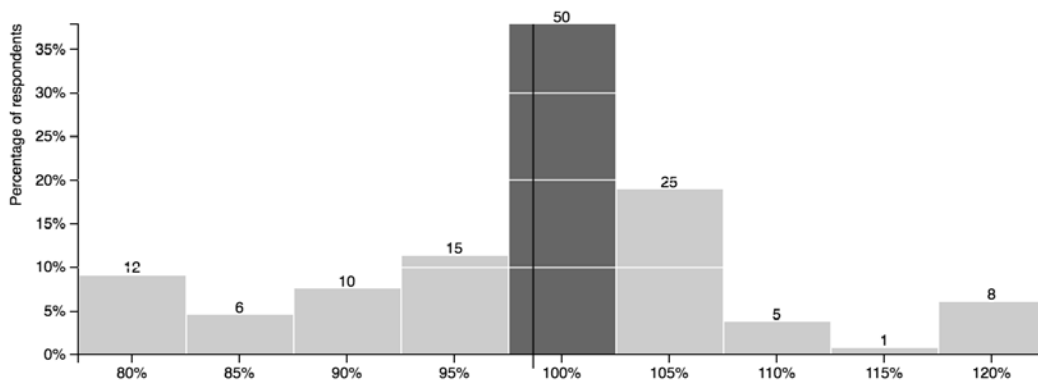
Fire Services

Based on your current satisfaction level for Fire Services, how would you adjust your property tax funding for this particular service area?



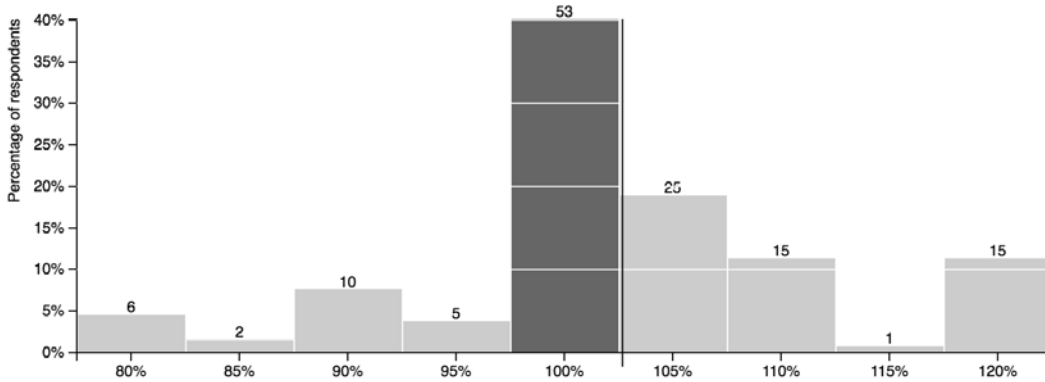
Recreation, Arts and Culture

Based on your current satisfaction level for Recreation, Arts and Culture Services, how would you adjust your property tax funding for this particular service area?



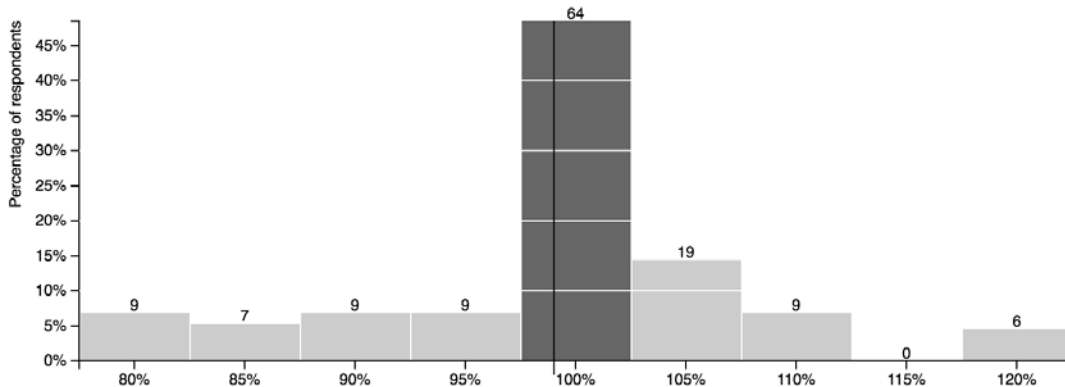
Parks and Playgrounds

Based on your current satisfaction level for the Parks and Playgrounds, how would you adjust your property tax funding for this particular service area?



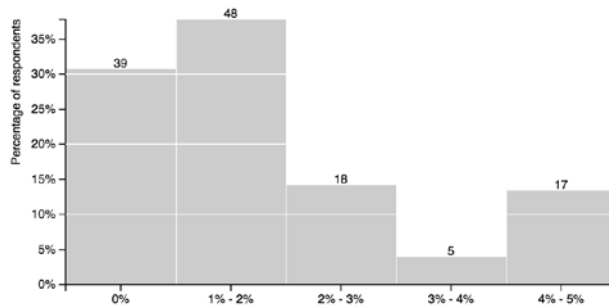
Transportation Services

Based on your current satisfaction level for Transportation Services, how would you adjust your property tax funding for this particular service area?



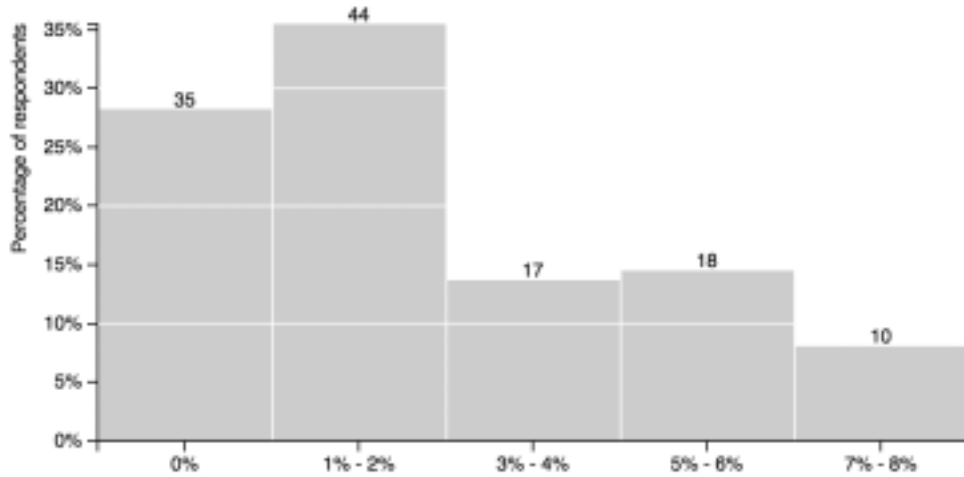
General Municipal Property Taxes

Thinking about all the programs and services you receive from the City of Courtenay that are funded by general municipal property taxes, what percentage increase would you be willing to pay in 2017?



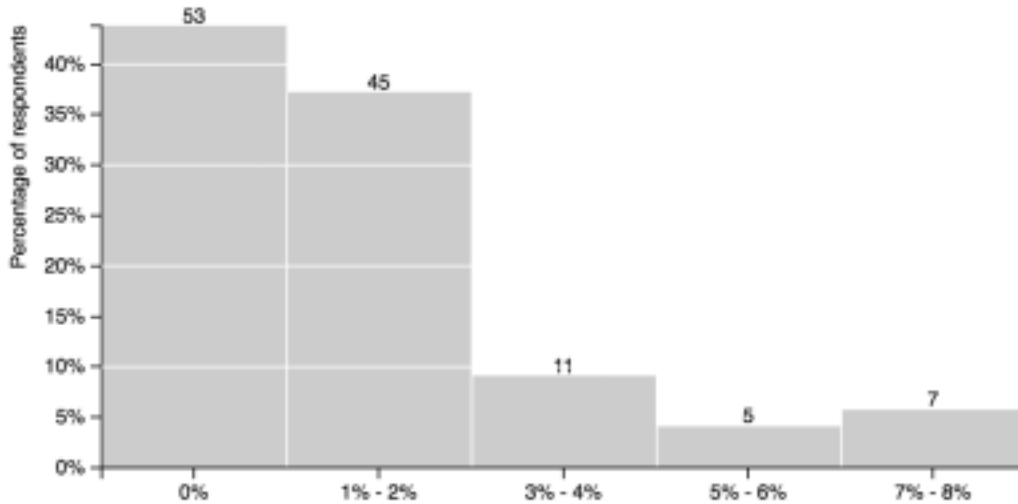
Water Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD water network?



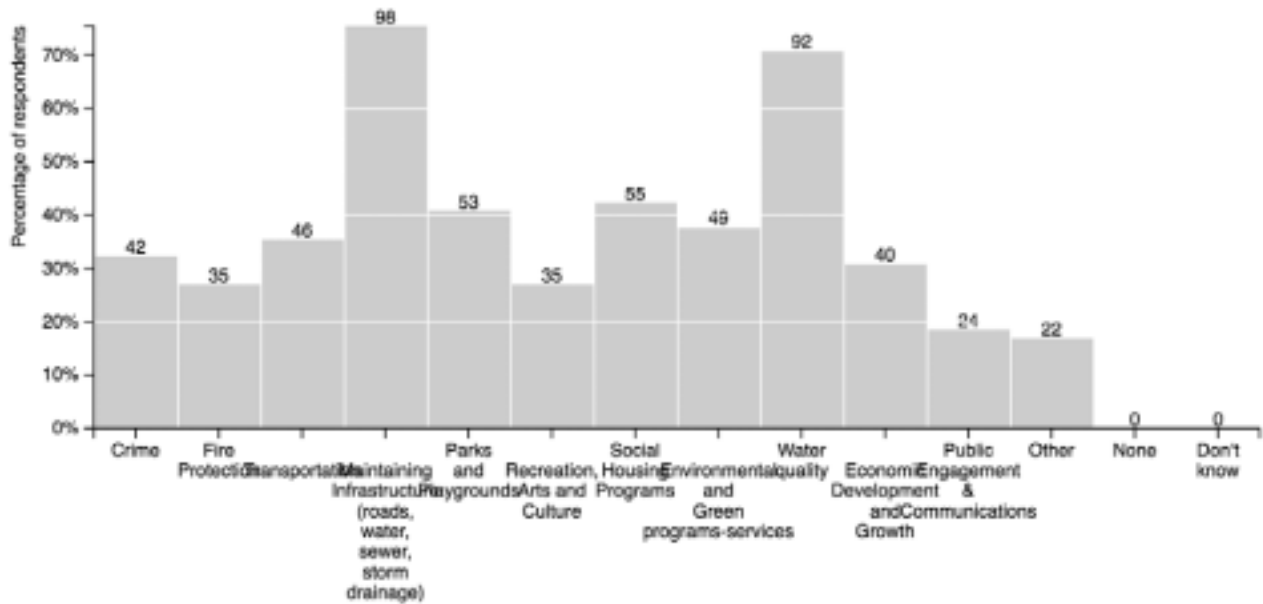
Sewer Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD sewer network?



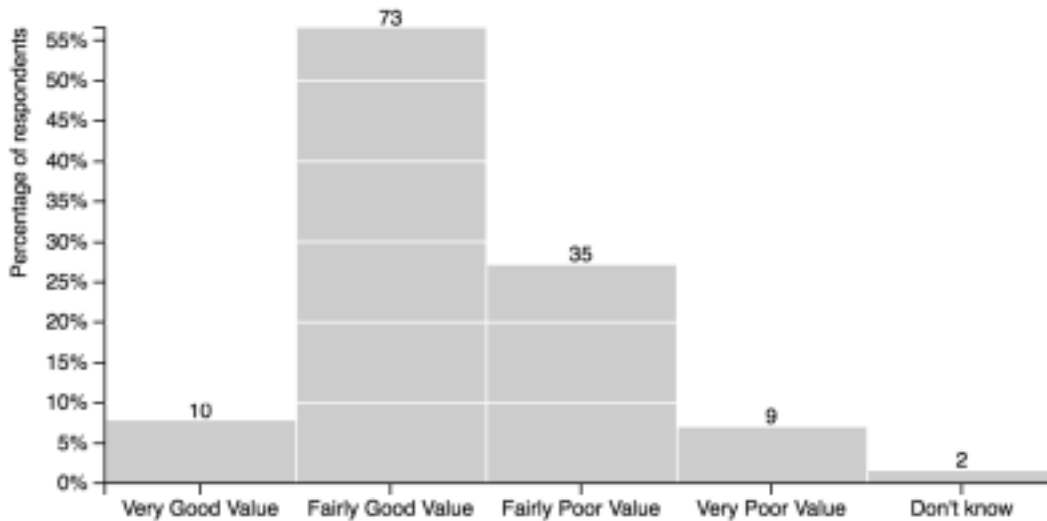
Important Issues

As a resident of the City of Courtenay, what are the top five issues that should receive the greatest attention from your local municipal leaders?



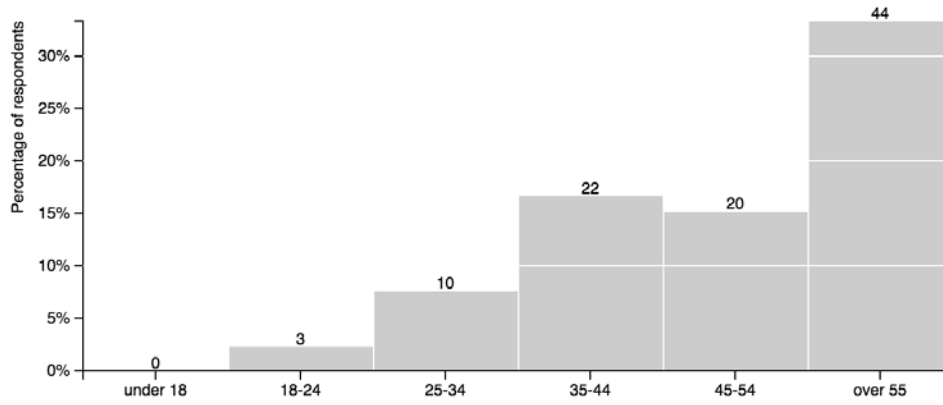
Overall Satisfaction

Thinking globally about all the services you receive from the City of Courtenay, would you say that you get good value or poor value for your tax dollars?

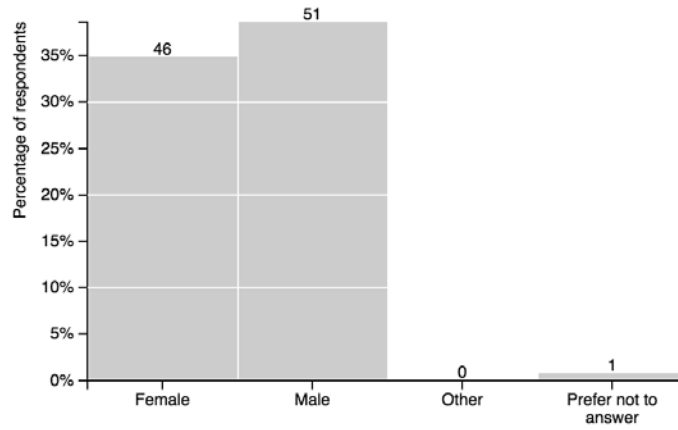


Tell us about yourself

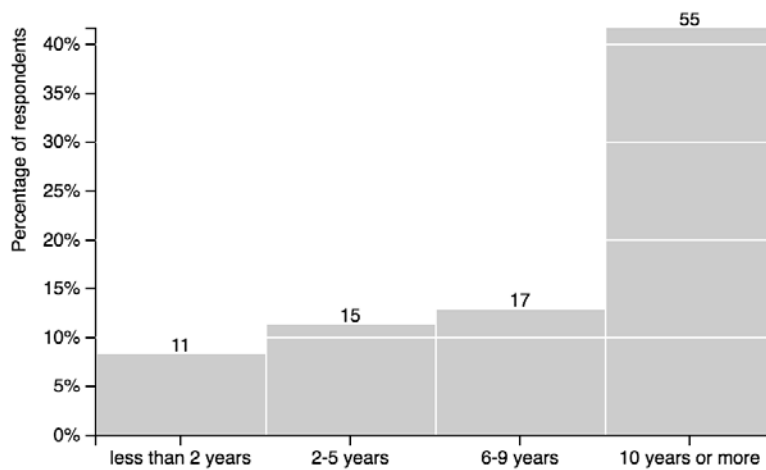
Age



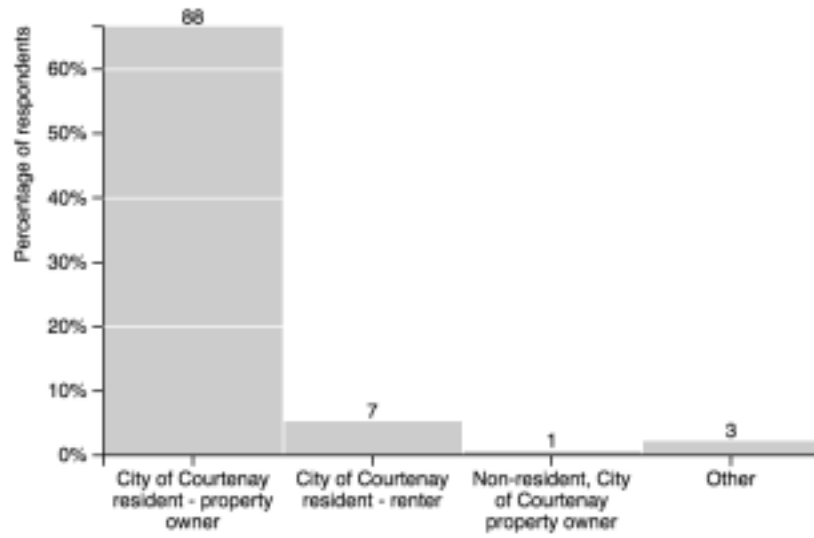
Gender



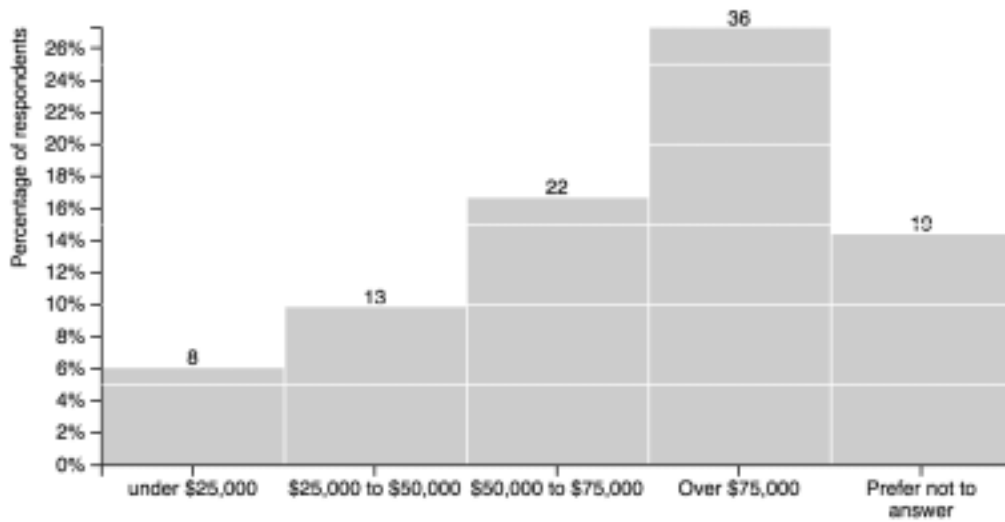
Residency



Status



Household Income



Appendix B - 2017 Citizen Budget Comments from respondents Summarized Version

Police

- City subsidizing the other Comox Valley's communities policing costs – funding formula should be changed
- Do something about petty crimes (i.e. B&E, bike theft...)

Fire

- No comment

Recreation, Parks and Culture Services

- Have a linked recreation pass with other centres in the CV
- Plenty of parks, don't need more with abundance of nature close by
- Very impressed with well-groomed parks and streets : Thanks to the gardeners and City workers
- More public water drinking fountains in the parks (i.e. Simms Park...)
- Enhance the access to the river at the Lewis park
- Connect the River Walkway with the One Spot Trail
- Airpark Walkway extended south from Millard Road to meet the Royston Seaside Trail
- Lighting system should be turned off when parks are not used (i.e. Bill Moore Park)
- Increase budget to protect sensitive areas, protect heritage trees
- Develop the Dyke Road, a waterfront access with a great potential, with CVRD, Comox and K'omoks First Nation
- Recreation facilities not really accessible to low income family or if you have no transportation

Transportation Services

- Switching overhead electrical wiring to underground in the downtown area
- Focus on roads and transportation, not cycling infrastructure that virtually no one uses
- Lower speed limits to 30 km/hr in residential areas and neighborhoods with seniors and children
- More funding to transportation to reduce traffic congestion
- Replace traffic lights by traffic circles
- Perhaps a third bridge connecting First Street and Ryan Road

Bus services

- Increase frequency of bus services, more use of small buses at slack times and more routes
- Too many empty buses
- Transit bus fare incredibly cheap

Appendix B - 2017 Citizen Budget Comments from respondents Summarized Version

Walkway / Bike lane

- Develop cross town protected bike routes, need better cycling network
- Develop bike routes for Lerwick / Veterans area
- Add more bike racks downtown
- More should be done to keep cyclist safe
- Satisfied with City's efforts at connecting bike paths and greenways
- More funding for pedestrian and bicycle infrastructures

Property taxes

- Maintain tax increase as close as possible to the rate of inflation / should not be higher than inflation
- Should also consider tax reduction (not automatically tax increase)
- Stop wasting money on things that only benefit a handful of people
- Manage the City as one's household or business : a lot could be done for less money
- Don't mind paying higher taxes for a balanced budget. Avoid borrowing – tax more instead
- Too much money spent on surveys and studies (i.e. homeless shelter and tree bylaw)
- Bring back industries that would contribute more to property tax
- Too many expensive programs and services not effective (i.e. Economic Development Society)
- Higher density development within city limits is the best way of funding infrastructures

Water and Sewer Infrastructure

- Water quality / boil advisory remains a major concern (18 comments)
- City should get the water treatment plant going
- City should do something to reduce the water restrictions (3 comments)
- Flooding situation is not acceptable – need to find a sustainable solution
- Addressing issues related to aging infrastructures should be a priority
- Consider water meters for all water connections to promote conservation and/or user-payer taxation
- City should encourage densification by reducing the garbage pickup fees and water usage fees for the basement suite (2 comments)

Other

Air quality

- Air quality is a big and growing concern – should be included in the top 5 (9 comments)
- Reduce ability of home owners to have a woodstove / better control of wood burning

Appendix B - 2017 Citizen Budget Comments from respondents Summarized Version

Housing (4 comments)

- Consider a in depth investigation of homelessness in integration with other levels of government
- Building of supportive housing
- Need to address housing crisis : 1 – 0% vacancy rate for rentals and affordable housing
- Public transportation needs to improve so affordable housing alternative can exist outside of the downtown area

Other

- Garbage collection fees should be based on a unit measure rather than frontage
- Have the budget approved by Council early so staff can focus on year-end and audit in January / February
- Need better policing and bylaws to stop large bird feeding
- Reduce bureaucracy and make development approval quicker to become a business friendly municipality
- Install light on sidewalk under 5th Street bridge – can be very dark
- Have government buildings equipped with alternative energy to lower the cost of energy and promote sustainable energy programs
- Little emphasis on community planning
- More should be done to increase sustainable jobs and meaningful employment in the region
- Increase focus on public engagement and communication
- Community Centre and City Hall staff are terrific

COMMENTS
<p>I pay 2x garbage pickup fees and 2x water usage fees because I have a 1 bedroom basement suite. The City is trying to encourage densification, this is not the way to do it. As a side note, we put out 1 garbage can every 2 to 3 weeks, and 3 to 4 recycle containers every second week.</p>
<p>1) Consider in depth investigation re homelessness. Doing more but in a manner that is not just a look good bandage. Integrating with other levels of government , health and welfare branches of pro. government.</p> <p>2) Transportation - bus service - increase frequency, more use of small busses at slack times, more routes. These things will need subsidizing but do them. I would use busses more and leave my car at home if service were more frequent.</p>
<p>1) Most organizations and many cities prepare and approve their annual budgets BEFORE their year starts (i.e.: before January 1). Why is the City still not approving its budgets until the fiscal year is already partially complete. It would be a lot easier on Finance staff to have the budget approved by Council early so that their time can be focussed on the year end audit in January/February.</p> <p>2) The funding formula for policing needs to be changed. The City is subsidizing the other Valley communities' policing costs. The current situation is not a fair allocation of policing costs. Money saved here could be applied to other City services</p> <p>3) Garbage collection fees should be based on a unit measure (e.g.: one can per household) rather than a frontage fee.</p> <p>4) Tax increases should be maintained as close as possible to the rate of inflation. The largest cost component in the City budget is labour costs/benefits. Increases here should be closely linked to cost of living increases.</p>
<p>Absolutely fix our air quality issues first and foremost priority, people should no longer be burning wood, it is a worse health risk than cigarettes and it is absolutely insane that we have the poorest air quality in BC when we could have pristine air to breathe. This is more important than water, as the water can be boiled but we all have to breathe the air and suffer the damaging consequences!! yes raise taxes if you must but provide us with clean air and water please!!! at minimum the rest is optional...educate the public, fine them if necessary or make woodstoves illegal...doesn't make sense to be polluting your neighbours air just to stay warm put on an extra sweater then...</p>
<p>Addressing issues related to aging infrastructure should be a priority, as well as switching overhead electrical wiring in the downtown area to underground</p>

Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)

<p>Air quality is a big and growing issue. As a recreational property owner in Courtenay, I spend as much time there as I can. I am very upset with the winter air quality, and the continuous boil water advisories. It's like visiting a third world village. We are considering selling because of the air quality in particular.</p>
<p>Air quality should be a top 5 issue!</p>
<p>Both water quality and air quality need to be drastically improved in Comox Valley. The number of woodstoves must be reduced, along with slash burning. Both must happen in order to allow breathable air through the year. This affects the entire valley, not just Courtenay or Comox.</p>
<p>city bylaws / large bird feedings in neighborhoods, not enough action to stop this from going on , need better policing of bylaws & Crime .</p>
<p>Congratulation on stopping prosecution of Maple Pool. Maybe now you stop passing the ball around for water quality and enforce some initiative to stop the annual boil-water advisory. If our water system needs new infrastructure, please spend your legal dollars chasing the logging company or the BC government that approved the logging in such sensitive area of our watershed.</p> <p>And why is it that the whole Dyke Rd., a waterfront jewel of the valley is so undeveloped? Please get together with CVRD, Town of Comox and K'omoks First Nation to turn this into something else than a highway and dump.</p>
<p>Constant boil water advisory needs to be addressed, it is a public health safety concern. Funding for recreation programs that are accessible eg the Sid Williams Theater need to continue. Affordable housing is a huge concern as well.</p>
<p>Council needs to start with 'cutting the fat' at the local government level. Next, stop wasting money on things that only benefit a handful of people. Efficiency should be the focus.</p>
<p>Enough green-washing. Focus on roads and transportation - not cycling infrastructure. The demographic and anticipated demographic in the area does not support more \$ spent on bikeways that virtually no one uses. I would support an increase in transportation funding/allocation if it were spent on actual roads rather than bike lanes.</p> <p>Please focus on eliminating beaurocracy and quicker development approvals. Become a business friendly municipality - not the opposite.</p> <p>Get on with building the supportive housing - rather than more consultants, social planners and studies.</p>
<p>From what I see (not that I have looked at it in great depth), a lot of things could be done for less money (ie with less staff, or with less or cheaper equipment). I believe the city should be</p>

Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)

run as one's own household or business. I'm not entering my name below because I'm not sure if that would be wise. :) In regards to the above survey, I think I would need a lot more information to make proper decisions. Note: How come you don't have a negative number for the last few questions? only keep the same or increase taxes??? I am for the governance review trying to get done by the Chamber. I really hope someone does a proper audit of the Comox Valley. As a last note, I do thank you for running the City. You do a lot of great things as well.

General Comments: We recently retired and could have moved anywhere in Canada, we chose to move from Ottawa to Courtenay due to the location and great quality of life. We have lived in numerous locations in Canada and make the following observations for consideration.

Taxes: Living here in Courtenay we pay the highest property taxes that we have ever paid, and we lived in many different locations within Canada. Other locations with cheaper property taxes had to spend significant funds for snow removal from roads and sidewalks. The annual freeze/thaw cycle had a hugely negative impact on the roads which needed major repairs each spring. Courtenay, thanks to its geographic location does not need to expend nearly as much money on maintaining its roads... and we do not even have street lights or sidewalks in our area (Gatehouse Place Courtenay).

Water: Maybe it is time to consider water meters, in order to raise additional funds to pay for the new plant.

Transit (Bus) fare: In comparison to the bus fare in Ottawa, the cost to ride the bus here is incredibly cheap!

Parks: love them! and there are plenty of them, but I do not think we need more of them as they are expensive to maintain. The area is blessed with an abundance of nature which is close by.

I am SO IMPRESSED by the well groomed parks and our streets, thanks SO MUCH to the gardeners and to the entire City workers!

I like how social housing is a topic above, and I know it will take all levels of government to do this, but it is a nation wide problem now.

And a minor request- could a light bulb be wired under the 5th Street bridge for those of us who walk under when it is dark please? Thanks a bundle! Olivia Sargeant, homeowner on Anderton Avenue, Courteany, BC

I believe our Police, Parks and Playgrounds make for a great community, the City can grow from that. If we don't have good Police, Parks and Playgrounds then 'what's the point'. We can work on all the other issues as best we can, those we can control. thank you for the opportunity.

Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)

<p>I don't mind paying higher taxes but only for a balanced budget. I think council should make a resolution to never borrow another cent. If you want to spend more - tax more. If you don't want to raise taxes - Spend less. It's that simple.</p>
<p>I feel too much time and money wasted on survey after survey and studies after studies. Ie: homeless shelter and tree bylaw</p>
<p>I feel we have a 3rd world water supply system. It is shameful that we have such a barely ' basic' system. I have never lived somewhere with boil water advisory notices. Get to the basics and worry about water and not all the nice to haves.</p>
<p>I have recently moved here from Calgary and the one thing that should have the highest priority is the water infrastructure. Since I have been here there has been an almost constant boil water advisory in place. This needs to be addressed as it affects health care as well as all residents and businesses. Boil water advisories should not be happening in Canada.</p>
<p>I think we should also provide more financial support for our schools and teachers, a lot more</p>
<p>I want to see all government buildings equipped with alternative energy ie: solar, wind. Bringing down the cost of energy would be a huge saving to the tax payer and these savings could be used to bring more sustainable energy programs to the area.</p>
<p>I wish to bring to your attention an apparent wastefulness regarding the lighting of the Bill Moore Park. The strong lights serving the baseball field are visible from my house. It is with considerable concern that the field is being lit even on nights when no one is using the facility due to heavy rain. I don't monitor the lighting of the B.M. Park with any particular diligence but seeing it so frequently turned on w/o reason is disturbing.</p> <p>I accept that dedicating a staff person to turn on and off the lights only when they are necessary may not be practicable. There are certainly technological means possible to employ for the management of the park lighting thereby reducing our expenses. With so many of us on fixed income the city must look toward cost saving / waste reduction rather than ask the citizenry to dig deeper into our pockets. Just like our personal incomes are limited so it must be with the city's budget.</p>
<p>I would be absolutely delighted to see the Airpark Walkway extended south from Millard Road to meet the Royston Seaside Trail. I would be willing to donate funds to this project as I think it would provide a wonderful walking trail as well as a cycling trail to get bikes off highway 19a. Let's just do it!!!! Please!</p>
<p>I would have put fair value if it was on the chart. I have shown areas I feel could be cut back on with the money saved going to the number one priority in the valley....our water supply system. To live in a rain forest and have water restrictions in the summer (level 2 restrictions of watering 2 times a week is fine, but level 3 should be addressed and fixed so it doesn't happen again) and continual boil water advisories needs to be addressed. This by far, I feel,</p>

Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)

should be the number one issue in the budget. I am not reducing the amount of tax I pay, just shifting where cuts occur and putting it into our water issues. Priorities like this have to be made - we cannot continue to add anything "new" as many people are finding increased taxes ever year a growing burden.

I'm very tired of our local politicians worrying about such things as GMO food, bike lanes and posting signs on gas pumps. I am also rather disappointed in that we always seem to reward our unionized employees with rather large pay increases year after year. I am a military veteran who has never seen a pension increase. City council has to recognize that the priorities of local government are provision of basic services such as fire and police protection, city infrastructure and parks/recreation. It is time for them to drop all the other pointless political agenda that some of them seem to concentrate on.

Infrastructure for healthy water quality needs severe improvement! Speed limits need to be lowered in residential areas to 30 km per hr to help save lives and improve quality of neighborhoods especially for seniors and school children! There are lots of cities and communities doing this...

it took a year to get the park/green space grass to the point it was usable. Have been waiting 2 years for a playground to be installed - currently fenced off, was to be installed in October. Being charged double for sewer and water due to legal suite a big money grab. Only one water line into the house and currently fewer people (suite and main combined) using water and sewer than when kids lived at home and still only one can of garbage being put out a week. You already gain in property taxes as value of house is more with a suite. Trees that died during the first year of development around the pond were to be replaced this past summer/fall ... none were planted. Definitely do not feel my tax dollars are 'benefiting' my area. If I felt my neighbourhood was being maintained to the standard that our house prices/taxes reflect than I would likely be more willing to pay more in taxes.

It's time to start treating water like a valuable, limited resource by installing water meters, a proven waste reduction tool. A bike lane here and a greenway there won't make a significant difference to traffic congestion. It has been proven in many communities that complete cross town protected bike routes do relieve traffic congestion economically and with health and environmental benefits. I am ashamed that Lerwick/Veterans has been developed and expanded with NO provision for safe cycling..... only raised curb hazards.

keep up with all green initiatives. we need a bike planner to encourage kids and families to take bikes to work and school. look to European green biking cities as role model for our future! I am overall satisfied with city efforts at connecting bike paths and greenways. Because of your changes I have personally changed my habits from driving to biking. Same for my daughter. An idea would be to have a scooter lock up and parking stall for children who scooter to the Lewis Centre. Also, I'm 45 yo and have an adult sized scooter and really LIKE IT FOR DOWNTOWN BUT THERE IS NO WHERE to lock it up. I do consider myself a biking success story. I now bike year round!

Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)

<p>Living in a strata development that pays a minimum for water use even when we do not use that much water, I think the water rates need to be adjusted to be fairer to those of us who are really conserving water. And the City should be metering everyone.</p>
<p>Living in the Black Creek area I know many who would appreciate increased support of transportation services to the area, including safer transit for foot and bicycle traffic on macaulay road, as well as bus services.</p> <p>Quiery possible alternative collection methods from our water reservoir for more central comox valley users to avoid frequent boil water advisories which not only inconvenience residents but also negatively impact local businesses for all water related food production (even as simple as getting a free glass of water while in town.... have to buy it bottled instead).</p>
<p>More funding needs to go towards transportation issues including a third river crossing, new road connecting back road to comox road behind superstore, and finishing the fix on lerwick Rd to get the entire length 2 lanes to comox. Traffic congestion is costing money and business in a small city that needs both.</p>
<p>More must be done to increase sustainable jobs that adequately cover a families living expenses. Minimum wage part time big box store jobs do not count. The focus should be on retaining the young workforce that currently leave to find meaningful employment instead of being a place for Canadians to wither away and die. The Comox Valley is an oversized nursing home running on a dwindling paycheck about to find the bottom of the bucket. Bring back industries which provide a much larger tax base then residential filled with seniors waiting to die!</p>
<p>Need a better cycling network.</p>
<p>Not sure why there is so little emphasis on community planning. It has the ability to be a strategic step towards achieving a number of the goals you describe (engagement and education, asset management, growth management, coming up with a good plan that we can all reference). There is a notable lack of community planning in this community and with more people expected to move here, we should be getting ahead of the curve in that regard. Note, I entered that I would be willing to pay more in taxes for transportation services, but that is only if added costs go towards active and alternative modes of transportation rather than automobile oriented. Please dedicate budget line items to cycling and walking infrastructure.</p>
<p>Pedestrian and bicycle infrastructure needs attention. Build it and they will come, unlike providin bus services. Too many empty busses driving around the valley.</p>
<p>Please do something about our water quality- boil water advisories. I would like to see better bike infrastructure or proper width of bike lanes so I feel safe cycling here. It would be nice to have a linked recreation pass with other centres such as in the district of saanich (rec pass is good for 4 rec centres)- I would pay more in taxes for that.</p>

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<p>Please do something about the air quality in the towns. The burning of wood has to be controlled; there are days you can barely see through the smoke and it's very hard on people with asthma and other respiratory problems.</p>
<p>Please work toward reducing the ability of homes to have woodstoves within the city as air quality is severely affected during winter and causes my children ill effects.</p>
<p>Poor air quality in winter caused by woodstoves is a serious issue. Would like to see a lot more done to improve residential neighbourhoods with the worse air quality.</p>
<p>Surprised there is no place to describe what I mean by "other" in the top 5 priorities list. The other that should be a priority is air quality. We have some of the worst air quality on Vancouver Island. Much of it comes from wood stoves which are under municipal control. Our neighbourhood is very smokey every night in the winter. The City has to start doing something to clean up our air and protect the health of its residents. It doesn't have to wait for CVRD to do something.</p>
<p>Take out traffic lights and implement traffic circles instead. Trust me this will make traffic flow so much nicer and will cute drive time by a couple minutes at least. Also spend more on art programs in school and less on sports. Physical activity is great but kids can do that anywhere. Learning how to use their brains and helping them to be more creative is way more important.</p>
<p>The city should think more about where our tax dollars are being spent and stop spending money on foolish projects such as the proposed wooden bridge at the foot of 6th street, and the proposal to re-engineer downtown taking away much needed parking. Council needs to assure adequate public transit to downtown area before insisting the downtown be a pedestrian and bicycle friendly area.</p>
<p>The housing crisis is not mentioned and public transportation is not clearly identified under transportation. The fact that we have a 1% to zero vacancy rate for rentals in our community needs to be addressed. The fact that affordable housing is not affordable needs to be addressed. Put the 3.33% into supporting agencies to address the housing issue and removing barriers to the spending of allocated dollars. There is an opportunity for communities to access public funding available through the province of BC. This should be a priority of our government. Further, public transportation needs to improve so affordable housing alternatives can exist outside the downtown core. Address this issue and you can decrease the cost of policing and maintenance. Recreation spending is great but it is not really accessible when you are homeless and/or have no transportation. It is time for action on these two serious issues facing our community. We need housing that is accessible to a person living on the disability amounts provided by the Province of BC's Person With Disability Income. Until we have looked after our most vulnerable community members we fail as a community made up of compassionate and caring human beings.</p>
<p>The last 10 years have seen tax increases over the rate of inflation; this is indicative of a</p>

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government that habitually spends more than it should. Over the next 5 years I would expect a 1% to 1.5% reduction per year to bring the tax rate back to where it should be, then hold all future increases to no more than the rate of inflation.

In short Courtenay has taken on far too many expensive programs and services that are not required and or have failed to produce results. City Hall has become bloated and ineffective. You need to purge City Hall and all ineffective programs. I would start with the Economic Development society which has become a complete and utter failure, opt out and divest as soon as possible. This one action would go a long way to showing the citizens you are ready to correct past mistakes and move forward.

The number one priority should be getting the water treatment plant going. Reliable CLEAN drinking water is what this city lacks.

There is money spent on boulevards with trees and grass but no bike infrastructure to speak of. We have lots of pedestrian crossings and lights to keep them safe. This council does nothing to keep cyclists safe. Are cyclists less valuable than pedestrians? As traffic in the Valley increases, so does the danger to cyclists. It would be nice if council spent something to keep me from getting injured or killed. Like most local cyclists I avoid going through Courtenay if I can and use Comox or the rural roads. Don't know how commuters in the city do it. This city is bike adverse.

This is a not a useful survey. Green transportation is lumped together with all other forms of transportation. How do you expect to get anything meaningful out of this survey with such general questions?

Lumping the Rec Centre with the library & the art gallery is also not very meaningful.

Higher density development within existing city limits is the best way of funding our infrastructure going forward.

I find it very frustrating that there is no specific funding to increase pedestrian and bicycle safety.

This is fantastic. I am so impressed by the City of Courtenay's initiatives to the point that I trust that increasing my taxes within reason will result in valuable returns.

Traffic management is pathetic.

Transportation: move people, not vehicles. Water and waste management need to be high priorities.

Water quality continues to be an issue. This seems to be an anomaly in Canada and it's I'm distressed that it has been an ongoing problem for years.

Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)

<p>water quality is a BIG BIG issue and has been over the past 10 years or so-- and still we boil water - still no treatment plant or deep water intake & filtration. This needs IMMEDIATE attention and should be top priority. Also Air quality in this valley is getting worse every year -- there needs to be some sort of inspection of he chimneys & wood burning stoves - as an asthmatic there are places I cannot even walk or drive by as the air is so bad my asthma acts up. Air & Water =two very basic needs and they should be at the top of our NEEDS list not wants --NEEDS -- then deal with housing, roads, sewers, policing, bridges to no where, etc.</p>
<p>Water quality needs to be addressed asap please.</p>
<p>Water, sewage, governance should all be one entity, the comox valley. It's a complete waste of resources that it's not!</p>
<p>We actually do know but we are in th middle. The water situation and flooding situation is not acceptable. We live in a rain forest and should never have to hav water restrictions. We need to fix the infrastructure. The same with the flooding. Bandaid's do not work and cost taxpayers huge amounts over the long term. We need to fix it.</p>
<p>We are not pleased at all about the ongoing boil water advisory we get every year and feel something should be done about the water situation immediately. We are also aware that our air quality is not good at certain times of the year and wish something could be done about it. Also a lowering of speed limits in residential areas is a top priority for us.</p>
<p>We need public water drinking fountains e.g. Simms Park etc. where large events are held & others should be well marked & visible i.e. Lewis park; Community Centre & City Hall staff are terrific</p>
<p>We need to find a way to eliminate the need for boil water advisories and stage 2+ water use restrictions. There also seems to be a lot of petty crimes (e.g., B&E, bike theft, etc.) being committed in our neighbourhoods. How can we solve this issue?</p>
<p>We will support additional funding for water meters and nothing else in the "water network" until every consumer is charged exactly for their consumption. YOU CAN'T MANAGE WHAT YOU CAN'T MEASURE! We would support additional funding for transportation services if it went toward safe, convenient cycle and pedestrian byways. We would support additional funding to protect, enhance and increase green infrastructure in the management of rain (storm) water. We have incredible eco assets in the CV that are working for us, despite human impediments and abuses, and they are not even recognized in our Asset Management program. Let's get our priorities right and proceed with some vision folks.</p>
<p>We wish our elected councillors would concentrate on city business instead of their personnel special interests such as GMO and environmental issues. Why hasn't one of the main roadways into our city Lerwick Rd, been completed all the way to Comox? Traffic is becoming terrible, especially traveling from the east side to west side. Perhaps a third bridge that connects to first street from Ryan Rd?</p>

Appendix C – 2017 Citizen Budget Freeform Respondents' Comments Report (detailed)

While I value the city's commitment to initiatives like parks and recreation, I believe the priority for city spending should be on the services the municipality is required to provide: RCMP, infrastructure, transportation. I also believe there should be an increased focus on public engagement and communication to help better connect with residents and keep residents better informed of city services, programs, and initiatives.

would support an increase to the parks budget to protect sensitive areas and to enhance access to the Courtenay River at Lewis park. It would be great to connect the River Walkway and One Spot trail. I welcome water meters and metering of sewage waste. I welcome improved transit, cycling lanes, downtown enhancements and protection of heritage trees both exotics and native. I support sidewalks on both sides of downtown streets. I like the sidewalk cafes. The downtown business association does a fabulous job.



David Stapley

Program Manager
(250) 897-1271
Email: dsconsulting@shaw.ca

Mailing Address

P.O. Box 3462
Courtenay, BC V9N 5N5

Office:

2356a Rosewall Crescent
Courtenay, BC, V9N 8R9

Partner Organizations

Brooklyn Creek Watershed Society
Comox Valley Land Trust
Comox Valley Nature (CVNS)
C.V. Water Watch Coalition
Mack Laing Heritage Society
Millard-Piercy Watershed Stewards
Morrison Creek Streamkeepers
Project Watershed Society

Supporter Organizations

Arden Area Residents Association
Black Creek Streamkeepers
Comox Town Residents Association
Cumberland Community Forest Society
Forbidden Plateau Road Residents Association
Friends of Comox Lazo Forest Reserve
Friends of Strathcona Park
Macdonald Wood Park Society
Perseverance Creek Streamkeepers
Merville Area Resident's & Ratepayers Association
Mountaineer Avian Rescue Society
Saratoga and Miracle Beach Residents Association
Tsolum River Restoration Society
Vancouver Island Whitewater Paddling Society

Funding Partners

Real Estate Foundation of B.C.
Community Gaming Grant
RBC Blue Water Fund
Comox Valley Regional District

www.cvconservationstrategy.org

December 12, 2016,

John Ward,
Director of Legislative Services,
City of Courtenay.

Re: Tree Protection Select Committee

Dear John Ward:

The Comox Valley Conservation Strategy Steering Committee has nominated me as the representative to participate in the Tree Protection Select Committee.

On behalf of the CVCS Steering Committee,

David Stapley,
Program Manager
Comox Valley Conservation Strategy Community Partnership
250-897-1271

Cc: CVCS Steering Committee;

Comox Valley Development and Construction Association
c/o 951 Fitzgerald Avenue
Courtenay, B. C.
V9N 2R6

December 8, 2016

Corporation of the City of Courtenay
830 Cliffe Avenue
Courtenay, B. C.
V9N 2J7

Attention: John Ward, Director of Legislative Services

Dear John:

This is to advise you of our nominees to serve on the Tree Protection Select Committee:

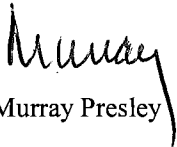
Derek Jensen

Bob Hudson being an alternate

Trust this information is what you require at this time.

Yours truly,

Comox Valley Development and Construction Association



J. Murray Presley

JMP/dr

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2854

A bylaw to amend Official Community Plan Bylaw No. 2387, 2005

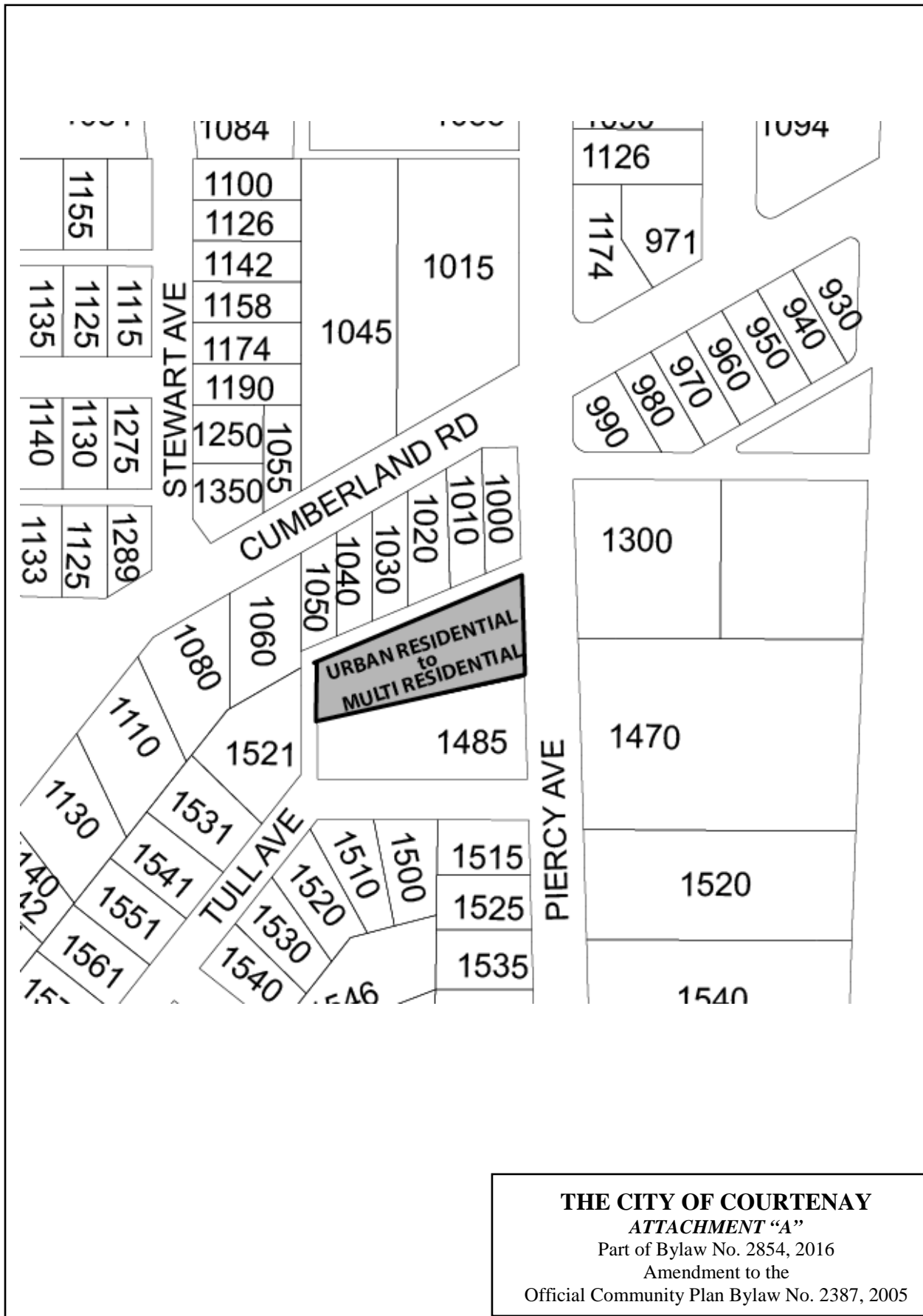
The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as **“Official Community Plan Amendment Bylaw No. 2854, 2016”**.
2. That Official Community Plan Bylaw No. 2387, 2005 be amended as follows:
 - a) By changing the land use designation of Lot 7, District Lot 104, Comox District, Plan 5659 (1375 Piercy Avenue) from Urban Residential to **Multi Residential** as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw; and
 - b) That Map #2, Land Use Plan be amended accordingly;
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this	day of	, 2016
Read a second time this	day of	, 2016
Considered at a Public Hearing this	day of	, 2016
Read a third time this	day of	, 2016
Finally passed and adopted this	day of	, 2016

Mayor

Director of Legislative Services



THE CITY OF COURTENAY

ATTACHMENT "A"

Part of Bylaw No. 2854, 2016

Amendment to the

Official Community Plan Bylaw No. 2387, 2005

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2855

A bylaw to amend Zoning Bylaw No. 2500, 2007

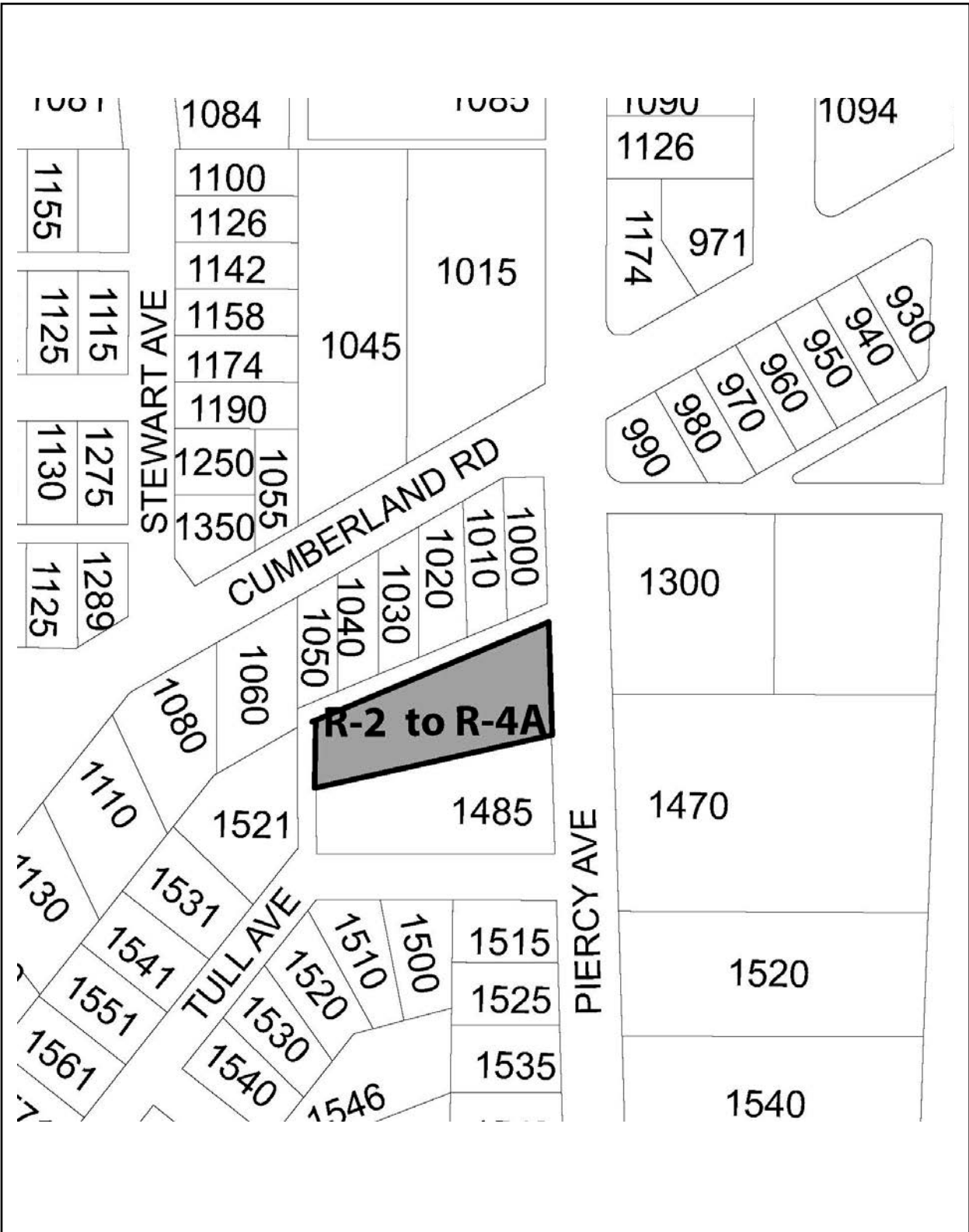
The Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “**Zoning Amendment Bylaw No. 2855, 2016**”.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 7, District Lot 104, Comox District, Plan 5659 (1375 Piercy Avenue), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential Two Zone (R-2) to Residential Four A Zone (R-4A); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this	day of	, 2016
Read a second time this	day of	, 2016
Considered at a Public Hearing this	day of	, 2016
Read a third time this	day of	, 2016
Finally passed and adopted this	day of	, 2016

Mayor

Director of Legislative Services



THE CITY OF COURTENAY
ATTACHMENT "A"
 Part of Bylaw No. 2855, 2016
 Amendment to the
 Zoning Bylaw No. 2500, 2007

CITY OF COURTENAY	
BYLAW REFERENCE FORM	
BYLAW TITLE	
"City of Courtenay Fees and Charges Amendment Bylaw No. 2865, 2016"	
REASON FOR BYLAW	
To amend the solid waste, recycling and yard waste user rates for 2017 in accordance with the Council resolution of December 19, 2016.	
STATUTORY AUTHORITY FOR BYLAW	
Section 194 of the <i>Community Charter</i> allows Council to charge a user fee to cover the cost of delivery of a service.	
OTHER APPROVALS REQUIRED	
None	
STAFF COMMENTS AND/OR REPORTS	
<p>The 2017 Solid Waste, Recyclables and Yard Waste user fees report was presented to Council on December 19, 2016.</p> <p>Council approved OPTION 1 and endorsed the proposed increase of 2% to all applicable solid waste, recycling and yard waste user fees for 2017.</p> <p>Staff prepared the appropriate bylaw incorporating the above rate increases and is presenting it to Council for three readings.</p>	
OTHER PROCEDURES REQUIRED	
December 19, 2016	B. Parschauer Staff Member

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2865

A bylaw to amend City of Courtenay Fees and Charges Bylaw No. 1673, 1992

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

1. This bylaw may be cited for all purposes as **“City of Courtenay Fees and Charges Amendment Bylaw No. 2865, 2016.”**
2. That “City of Courtenay Fees and Charges Bylaw No. 1673, 1992” be amended as follows:
 - (a) That Schedule of Fees and Charges, Section III, Appendix IV “Garbage Collection Fees” be hereby repealed and substituted therefore by the following attached hereto and forming part of this bylaw:

“Schedule of Fees and Charges Section III, Appendix IV – Solid Waste Collection Fees”
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this day of , 2016

Read a second time this day of , 2016

Read a third time this day of , 2016

Finally passed and adopted this day of , 2017

Mayor

Director of Legislative Services

**SCHEDULE OF FEES AND CHARGES
CITY OF COURTENAY FEES AND CHARGES AMENDMENT BYLAW NO. 2865
SECTION III, APPENDIX IV
SOLID WASTE COLLECTION FEES**

- | | | |
|----|--|----------|
| A. | Dwelling Basis Fee per unit per year
-includes recyclables & yard waste pickup | \$155.60 |
| | Extra Bag Ticket (50 litre) - each | \$2.50 |
| B. | Residential Multifamily, Apartment, Strata per unit per year
(Fee for yard waste, recyclables not included) | \$136.70 |
| | Additional service fee – yard waste pickup, per unit per year | \$18.40 |
| C. | Trade Premises | |

Where mixed waste containers are determined to include recyclable materials, the fee imposed shall be two times the regular pickup fee.

	Per Pickup
Cans – mixed waste (contains no recyclable material)	
1 can or equivalent (1 can = 121 litres)	\$2.70
Every additional can or equivalent 121 litres shall be charged at the rate of	\$2.70
DCBIA – per unit/premise per year (includes two cans per week plus recyclables/cardboard pickup – this fee is charged to those units that are constrained by space and cannot implement a mixed waste bin or cardboard bin service)	\$297.80

Containers - Mixed, Non-compacted (contains no recyclable material)

2 cubic yards	\$16.20
3 cubic yards	\$24.30
6 cubic yards	\$48.60
12 cubic yards	\$97.20
20 cubic yards	\$162.00

Compactors – Mixed Waste (contains no recyclable material)	Per Pickup
27 cubic yards	\$437.90
28 cubic yards	\$454.10
30 cubic yards	\$486.50
35 cubic yards	\$567.50
40 cubic yards	\$648.50

Refuse to Recycling Centre (no tipping fees)	Per Pickup
<i>Containers</i>	
2 cubic yards	\$8.90
3 cubic yards	\$13.35
6 cubic yards	\$26.70
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$4.45
<i>Compactors</i>	Per Pickup
27 cubic yards	\$146.00
30 cubic yards	\$162.20
35 cubic yards	\$189.25
40 cubic yard	\$216.31
Sizes other than listed above charged at a rate per cubic yard per pickup of	\$ 5.41

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2861

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2861, 2016”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot B, Section 17, Comox District, Plan 20278 (2945 Muir Road), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Rural Residential Two Zone (RR-2) to Rural Residential Two S Zone (RR-2S); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 7th day of November, 2016

Read a second time this 7th day of November, 2016

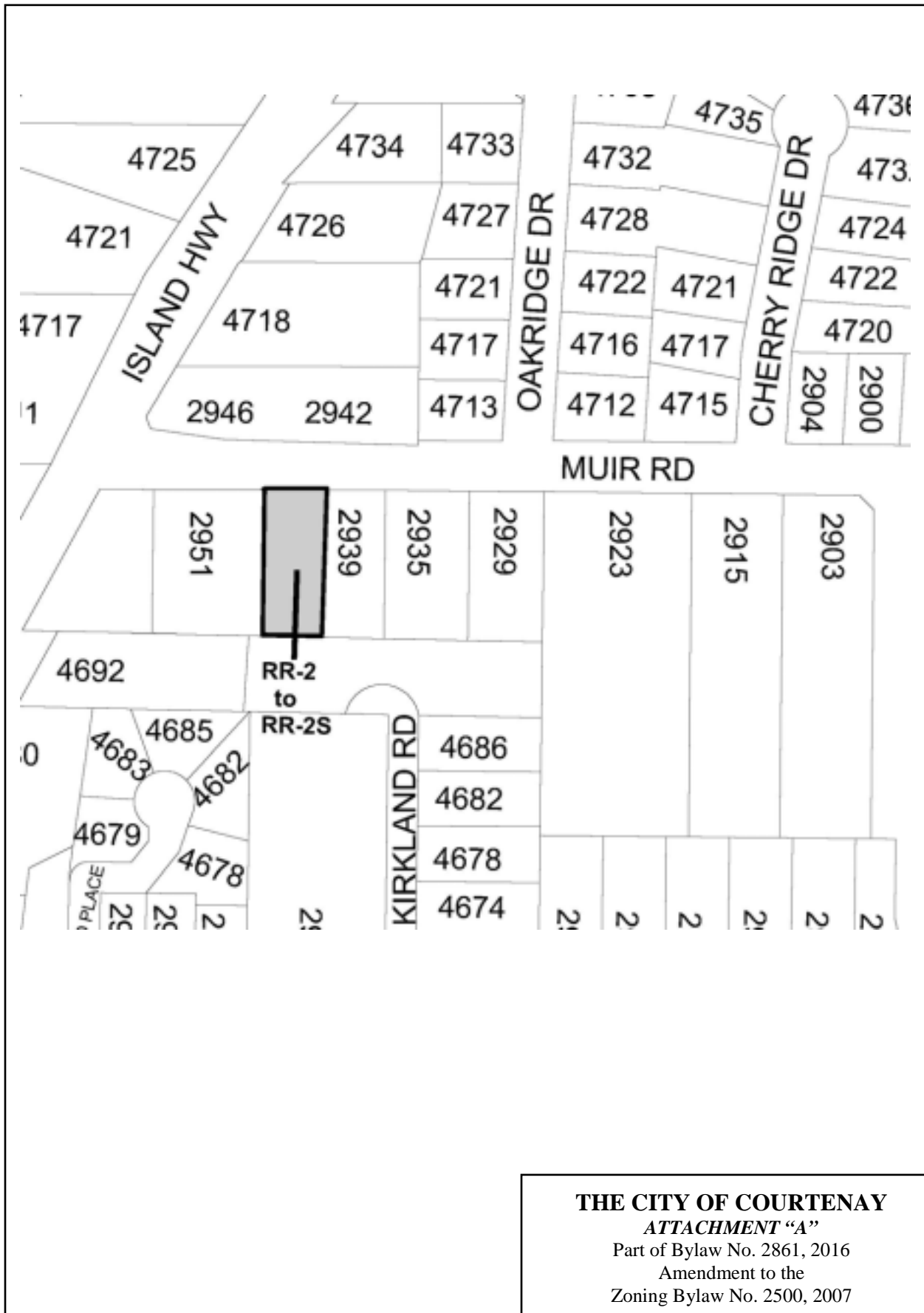
Considered at a Public Hearing this 5th day of December, 2016

Read a third time this 19th day of December, 2016

Finally passed and adopted this 19th day of December, 2016

Mayor

Director of Legislative Services



THE CITY OF COURTENAY

ATTACHMENT "A"

Part of Bylaw No. 2861, 2016
 Amendment to the
 Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2862

A bylaw to amend Zoning Bylaw No. 2500, 2007

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

1. This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 2862, 2016”**.
2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
 - (a) by rezoning Lot 15, District Lot 231, Comox District, Plan VIP81438 (1235 Hornby Place), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One Zone (R-1) to Residential One S Zone (R-1S); and
 - (b) That Schedule No. 8, Zoning Map be amended accordingly.
3. This bylaw shall come into effect upon final adoption hereof.

Read a first time this 21st day of November, 2016

Read a second time this 21st day of November, 2016

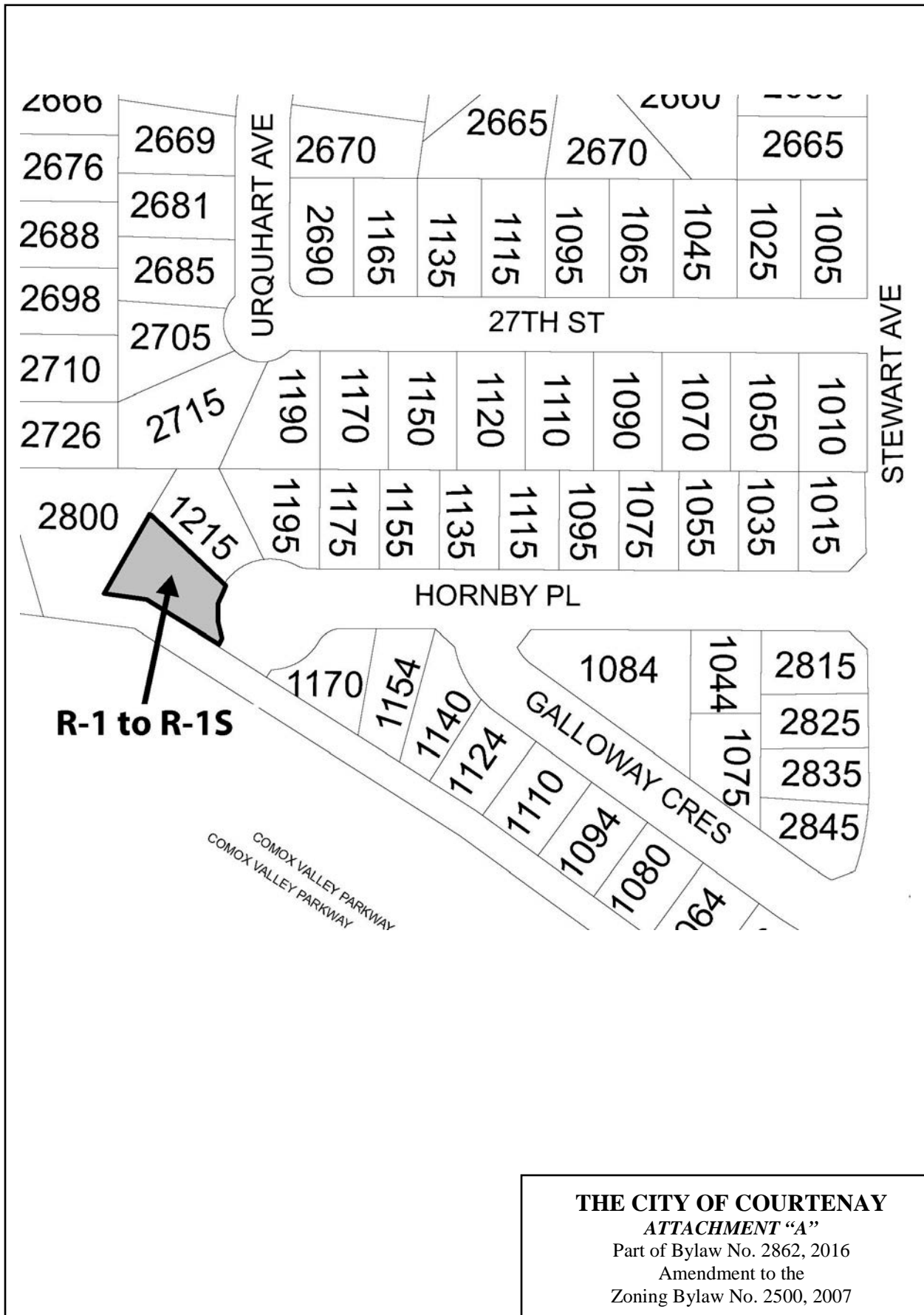
Considered at a Public Hearing this 5th day of December, 2016

Read a third time this 19th day of December, 2016

Finally passed and adopted this 19th day of December, 2016

Mayor

Director of Legislative Services



THE CITY OF COURTENAY

ATTACHMENT "A"

Part of Bylaw No. 2862, 2016

Amendment to the

Zoning Bylaw No. 2500, 2007

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2863

A bylaw to repeal Council Remuneration Amendment Bylaw No. 2562, 2009

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

1. This bylaw may be cited for all purposes as **“Council Remuneration Amendment Repeal Bylaw No. 2863, 2016”**.
2. That Council Remuneration Amendment Bylaw No. 2562, 2009 be hereby repealed.

Read a first time this day of

Read a second time this day of

Read a third time this day of

Finally passed and adopted this day of

Mayor

Director of Legislative Services

THE CORPORATION OF THE CITY OF COURTENAY

COPY FOR REFERENCE
BYLAW NO. 2562

A bylaw to amend Council Remuneration Bylaw No. 2548, 2009

COPY FOR REFERENCE

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

1. This bylaw may be cited for all purposes as “**Council Remuneration Amendment Bylaw No. 2562, 2009**”.
2. That Council Remuneration Bylaw No. 2548, 2008 be amended by adding the following section:
 7. *Each Councillor shall be provided with remuneration for attending meetings as outlined in Schedule ‘A’ attached hereto and forming part of this Bylaw.*

Read a first time this 5th day of January, 2009

Read a second time this 5th day of January, 2009

Read a third time this 5th day of January, 2009

Finally passed and adopted this 12th day of January, 2009

COPY FOR REFERENCE

Mayor

Manager of Corporate Administration

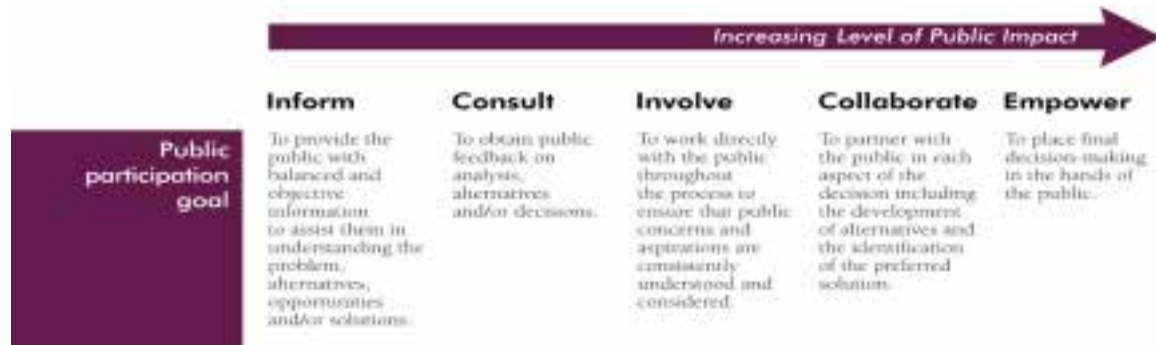
REGIONAL GROWTH STRATEGY REFERENCE:

The City is a signatory to the Comox Valley Regional Growth Strategy, which identifies the valley as a growing region. Maintaining a sound financial position identifies the City of Courtenay as an integral alternative to any regional growth strategies in the Comox Valley.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** through adoption of policy based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

Option 1: That Council approve proceeding with the 2016 Audit Service Plan for the year ending December 31, 2016 as prepared by MNP. RECOMMENDED

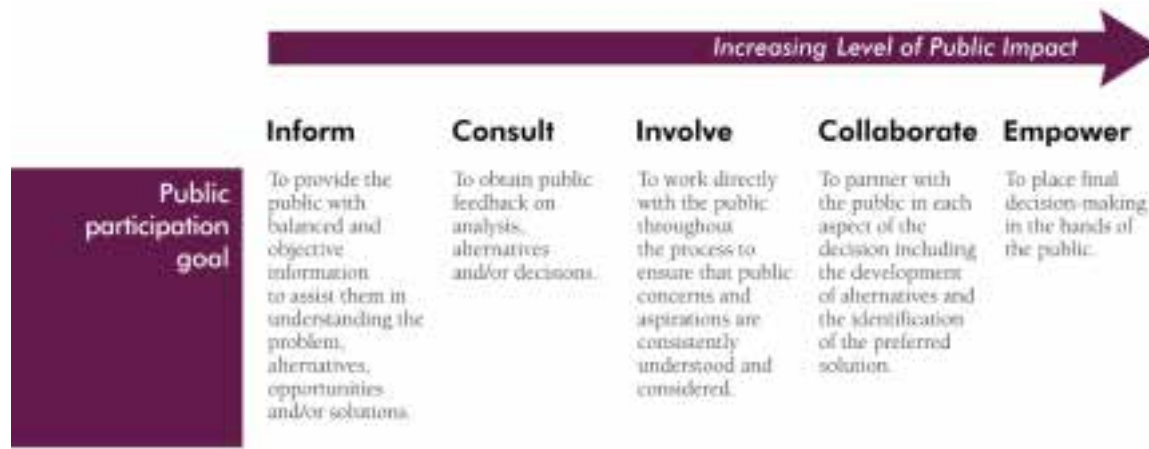
Option 2: That Council not approve the 2016 Audit Service Plan.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachment:

1. MNP – the Corporation of the City of Courtenay, Audit Service Plan, for the year ending December 31, 2016



OPTIONS:

OPTION 1: That Council endorse the proposed increases to the Solid Waste, recyclables, and yard waste user fees as outlined in the attached table of this report; and,

That Bylaw Number 2865, 2016 a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, in order to reflect the proposed 2017 Solid Waste and recyclables user fees proceed to first, second and third reading.

OPTION 2: That Council defer endorsing the proposed increase to the 2017 Solid Waste, recyclables, and yard waste user fees for further discussion at a later Council meeting.

While Option 2 provides time for further discussion, it also impacts the schedule required for the 2017 Budget process. User fees are calculated to cover the costs associated with providing the service and it is beneficial to adopt them prior to the end of the calendar year or as early as possible in the new year to avoid calculating a prorated blended fee based on the 2016 and 2017 rates.

OPTION 3: That Council leave all Solid Waste, recycling and user rates unchanged for 2017.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachment # 1: Solid Waste and Recycling User Fee Collection Rates

- Does the vendor hire dis-advantaged persons for on-call, casual or permanent paid employment?
- Does the vendor provide meaningful work experience for dis-advantaged persons?
- Is the vendor locally owned and operated?
- Does the vendor provide a mentoring or apprentice program?
- Does the vendor utilize local entrepreneurs/start-up businesses to support their business?

A simple matrix outlining the verification methodology for each of the evaluation criteria is attached for consideration (See Attachment # 1).

The Pilot Project will be scheduled for a 6 month trial period, concluding with a report to Council outlining key findings and recommended next steps for *Phase 3 - Policy Development & Implementation* and *Phase 4 - Monitoring, Evaluation and Reporting*.

Below is a table that identifies the amount of local procurement that occurred by the City in 2015 (See pie-chart Attachment #3).

City Purchasing 2015			
Vendor Location/Spend		Cumulative	Vendor Qty
Courtenay	19%	19%	199
Comox Valley	29%	48%	27
VI	23%	71%	144
BC	22%	93%	142
Canada	6%	99%	65
USA/Other	1%	100%	18

Purchase Value Threshold	Invoice Qty
Between \$0 - \$500	2,706
Between \$500 - \$1,000	640
Between \$1,000 - \$2,500	682
Between \$2,500 - \$5,000	320
Between \$5,000 - \$10,000	227
Between \$10,000 - \$25,000	186
Greater than \$25,000	131

FINANCIAL IMPLICATIONS:

The Financial implications are difficult to determine as there may be trade-offs required in order to obtain a good or service locally that meets the social procurement guidelines and limitations.

ADMINISTRATIVE IMPLICATIONS:

Additional staff time to review and verify each of the evaluation criteria will not be significant as the vendor will be requested in the bid opportunity documentation to supply the majority of the information (see Attachment # 2).

The development of the pilot project will require a draft Social Procurement Framework. Future Council approval of a Social Procurement Policy will be contingent on a legal review for compliance with legislation and trade agreements.

ASSET MANAGEMENT IMPLICATIONS:

Not referenced.

STRATEGIC PRIORITIES REFERENCE:

The development of a Social Procurement Framework would align with the following Strategic Priorities of the City:

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city



OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

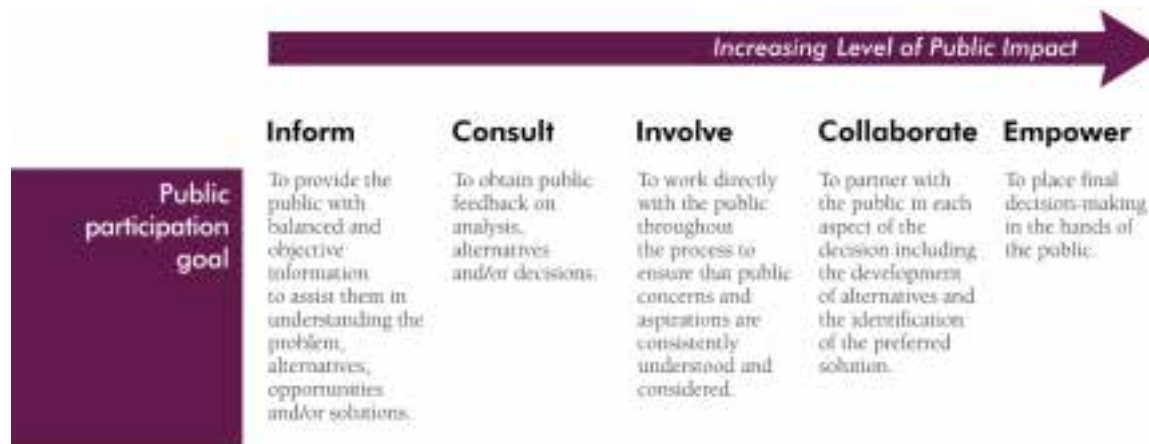
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

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



OPTIONS:

Option 1: That Council direct staff to initiate a Social Procurement Pilot Project and authorize staff to proceed with Step 2 which involves the implementation of a social procurement pilot project, with a subsequent report to Council identifying project results. (Recommended)

Option 2: That Council direct staff to hire a third-party to undertake a Social Procurement Pilot Project for the City.

Option 3: That Council takes no action.

Prepared by:



Bernd Guderjahn, SCMP
Manager of Purchasing

Reviewed by:

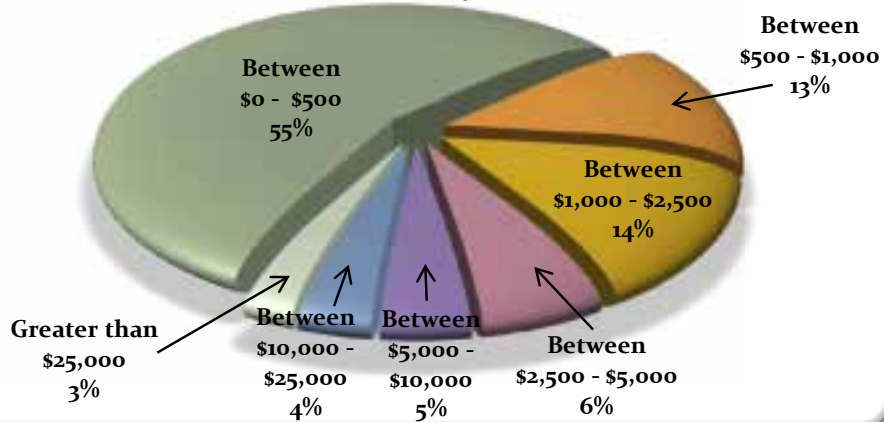


Brian Parschauer, BA, CPA, CMA
Director of Finance

Attachments:

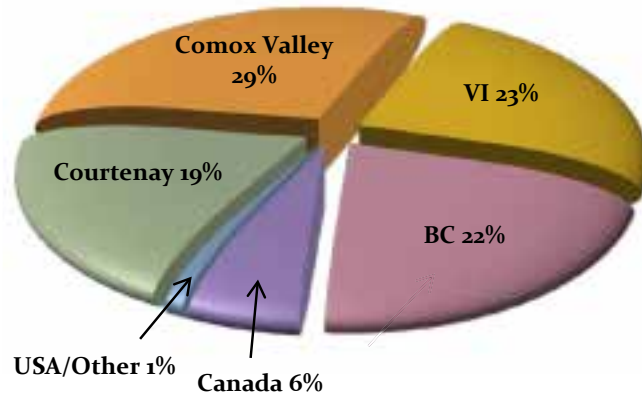
1. Social Procurement Evaluation Criteria Verification
2. Big Island Building Services – Social Procurement Considerations
3. Pie chart showing 2015 City expenditures by area.

2015 Accounts Payable Invoices



Purchase Value Threshold	Invoice Qty
Between \$0 - \$500	2,706
Between \$500 - \$1,000	640
Between \$1,000 - \$2,500	682
Between \$2,500 - \$5,000	320
Between \$5,000 - \$10,000	227
Between \$10,000 - \$25,000	186
Greater than \$25,000	131
Total Invoice Transactions	4,892

2015 Vendor Location/Spend %



City of Courtenay - Purchasing 2015			
Vendor Location	Spend %	Cumulative	Vendor Qty
Courtenay	19%	19%	199
Comox Valley	29%	48%	27
VI	23%	71%	144
BC	22%	93%	142
Canada	6%	99%	65
USA/Other	1%	100%	18

KEY CONSIDERATIONS:

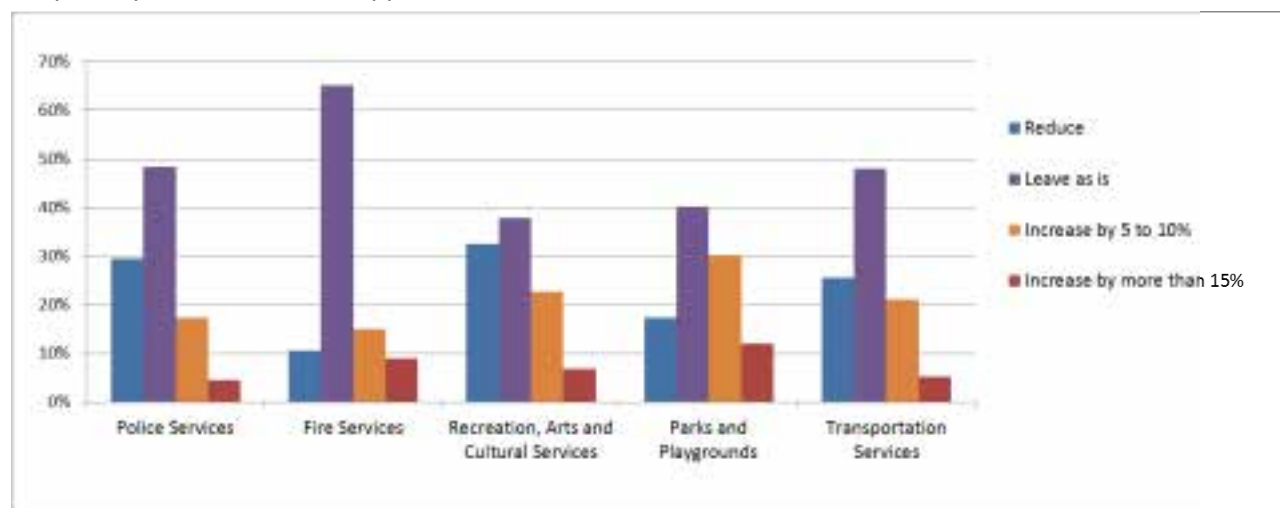
The table below is an extract from the 2017 Citizen Budget survey results and reports how respondents wanted their property taxes adjusted for the various service areas.

The City asked:

How would you adjust your property tax funding for this particular service area?

Service Area	Total	Reduce		Leave as is		Increase by 5 to 10%		Increase by more than 15%	
	Responses	Number	%	Number	%	Number	%	Number	%
Police Services	132	39	30%	64	48%	23	17%	6	5%
Fire Services	132	14	11%	86	65%	20	15%	12	9%
Recreation, Arts and Cultural Services	132	43	33%	50	38%	30	23%	9	7%
Parks and Playgrounds	132	23	17%	53	40%	40	30%	16	12%
Transportation Services	132	34	26%	64	48%	28	21%	6	5%

Graphically, this information appears as follows:



For Property tax increases and increases for Water and Sewer, the majority of the survey respondents are supportive of a 1-2 percent increase as indicated in this table.

The City asked:

What percentage increase would you be willing to pay in 2017

	Total	Leave as is		Increase by 1-2%		Increase by 3-4%		Increase by more than 5-6%		Increase by more than 7-8%	
	Responses	Number	%	Number	%	Number	%	Number	%	Number	%
General Municipal Property Taxes	127	39	31%	57	45%	14	11%	17	13%	0	0%
Water Infrastructures	124	35	28%	44	35%	17	14%	18	15%	10	8%
Sewer Infrastructures	121	53	44%	45	37%	11	9%	5	4%	7	6%

CITIZEN BUDGET RESULTS
City of Courtenay



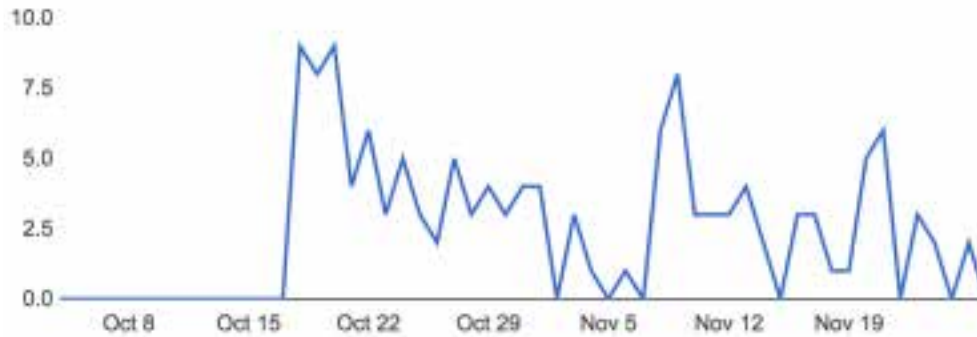
Online Budget Consultation Report

For the period October 4 to November 27, 2016

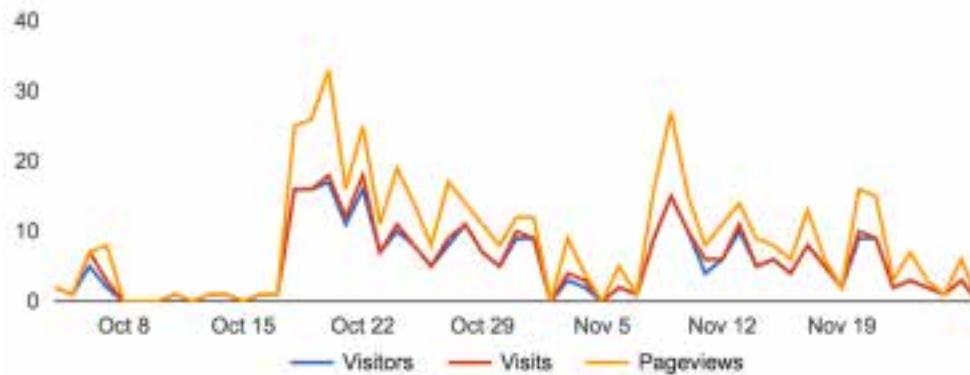
Prepared by Open North for: City of Courtenay



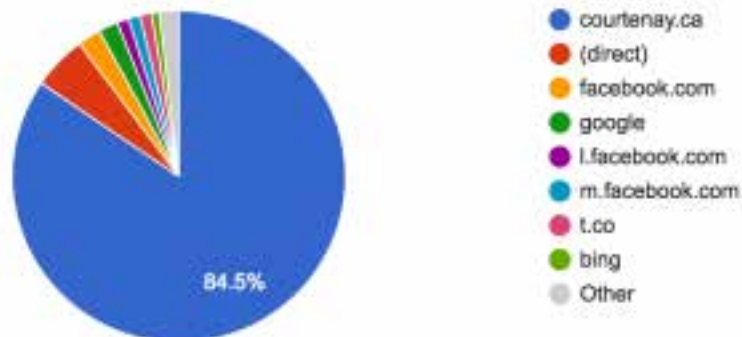
Responses per day



Web visits per day

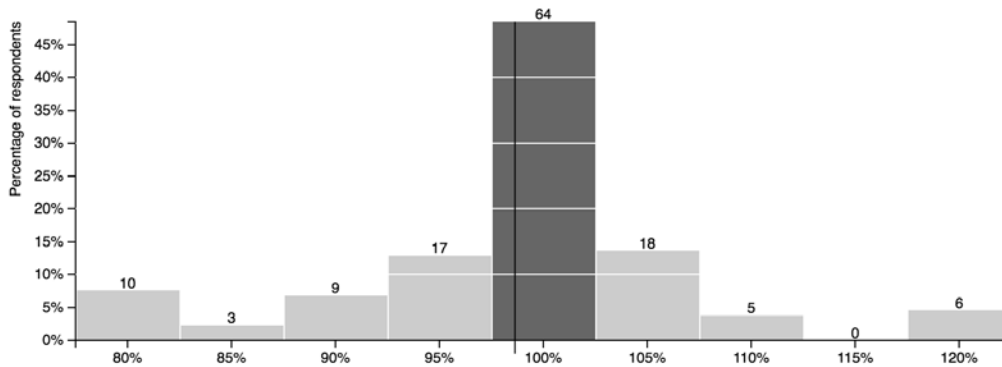


Web traffic sources



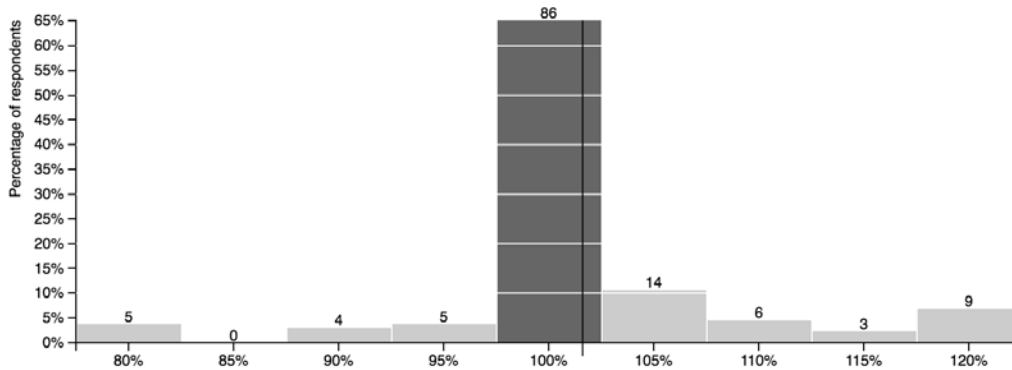
Police Services

Based on your current satisfaction level for Police Services, how would you adjust your property tax funding for this particular service area?



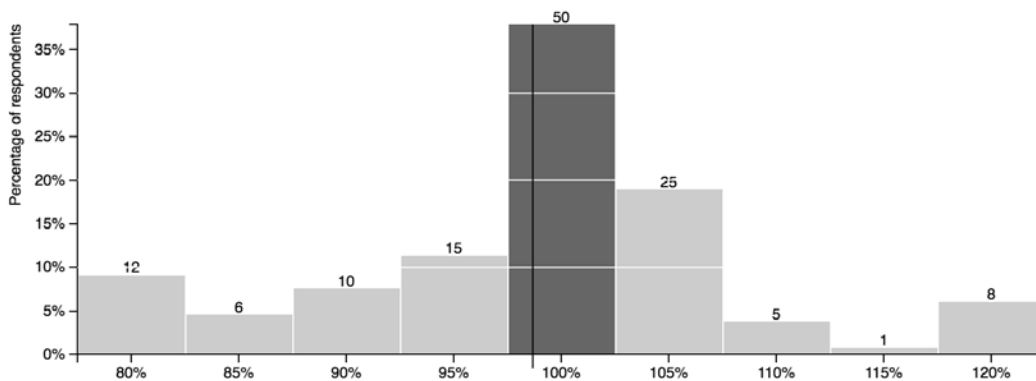
Fire Services

Based on your current satisfaction level for Fire Services, how would you adjust your property tax funding for this particular service area?



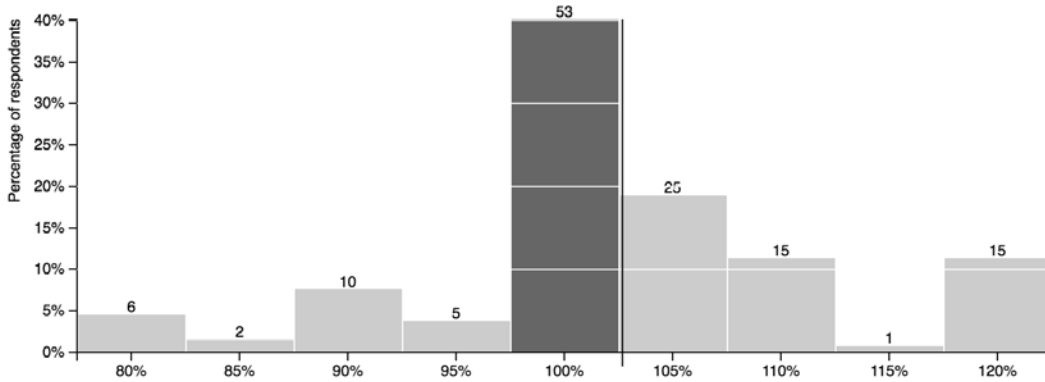
Recreation, Arts and Culture

Based on your current satisfaction level for Recreation, Arts and Culture Services, how would you adjust your property tax funding for this particular service area?



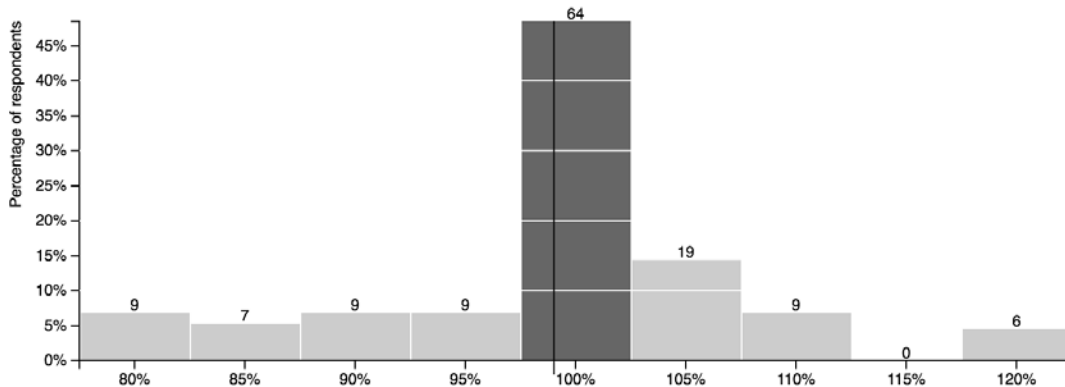
Parks and Playgrounds

Based on your current satisfaction level for the Parks and Playgrounds, how would you adjust your property tax funding for this particular service area?



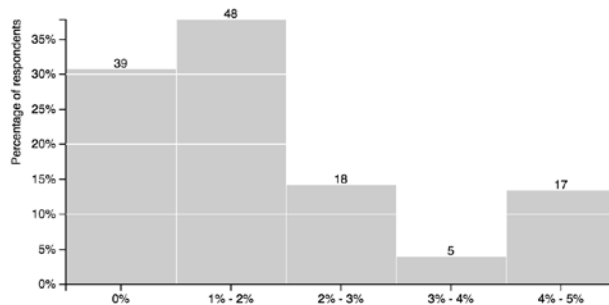
Transportation Services

Based on your current satisfaction level for Transportation Services, how would you adjust your property tax funding for this particular service area?



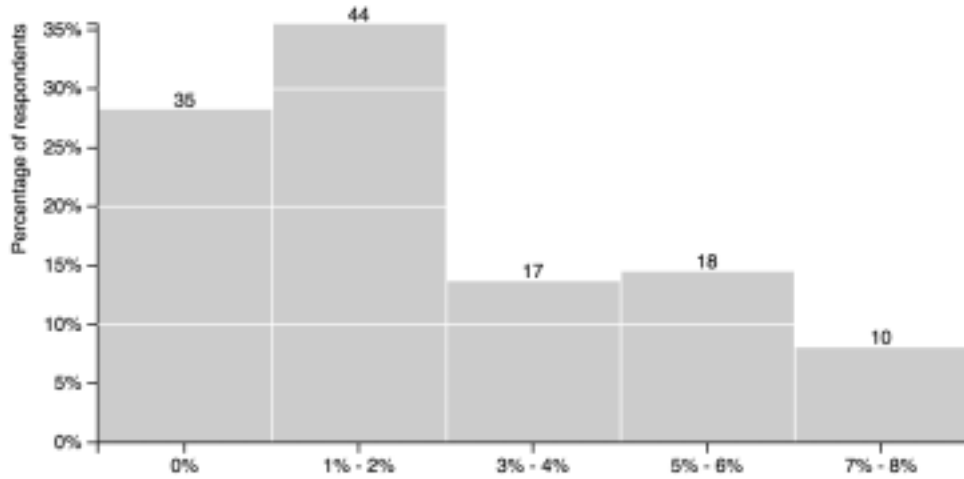
General Municipal Property Taxes

Thinking about all the programs and services you receive from the City of Courtenay that are funded by general municipal property taxes, what percentage increase would you be willing to pay in 2017?



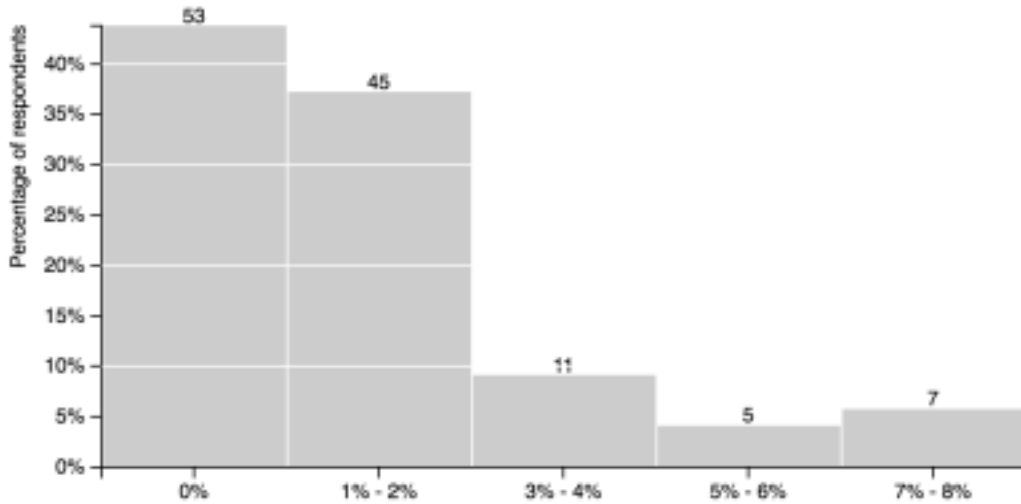
Water Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD water network?



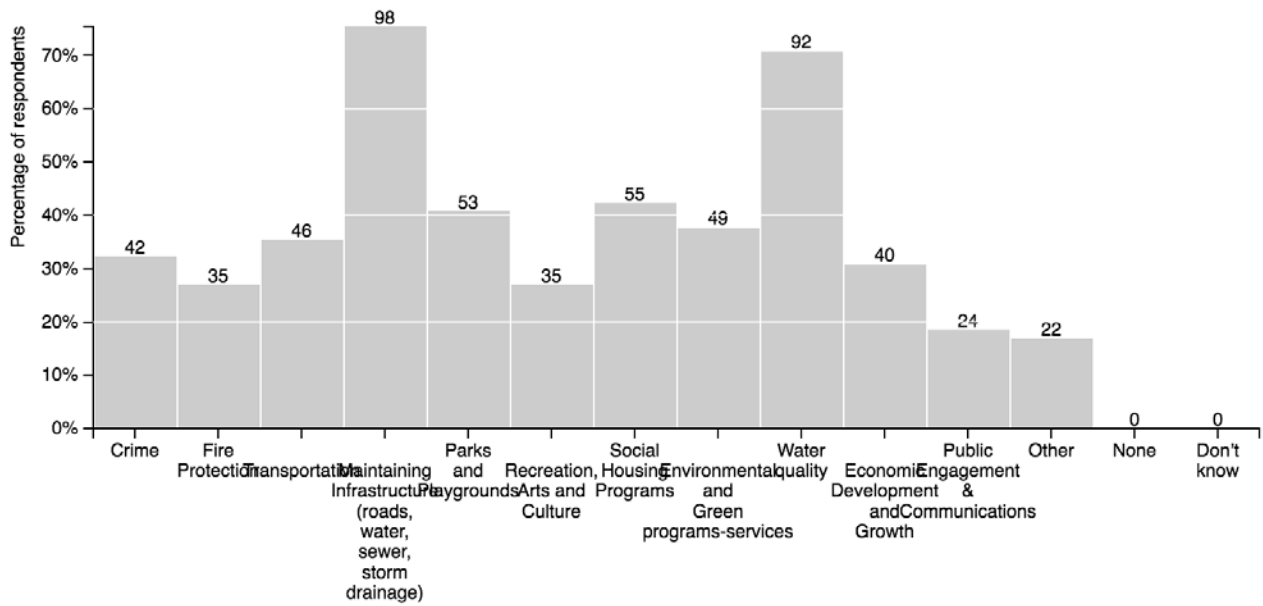
Sewer Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD sewer network?



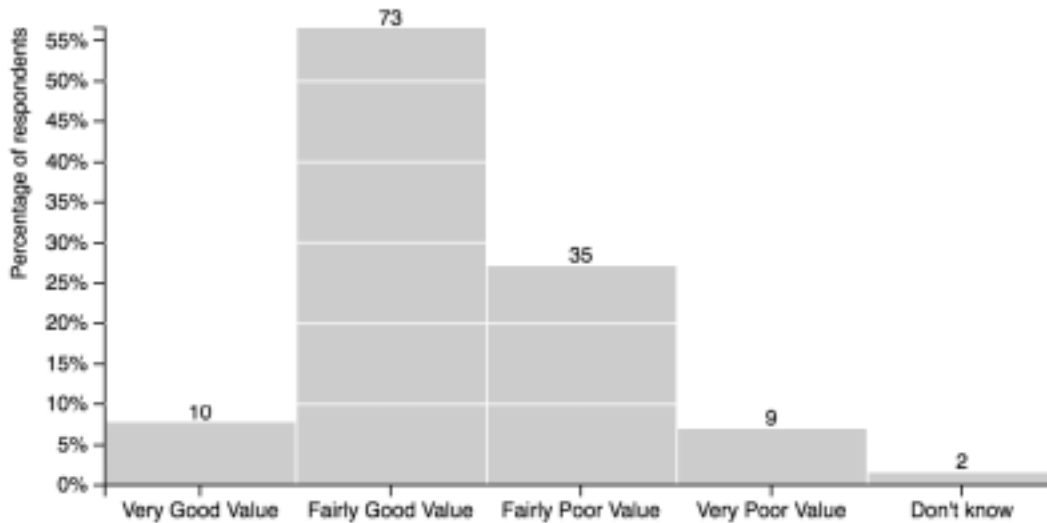
Important Issues

As a resident of the City of Courtenay, what are the top five issues that should receive the greatest attention from your local municipal leaders?



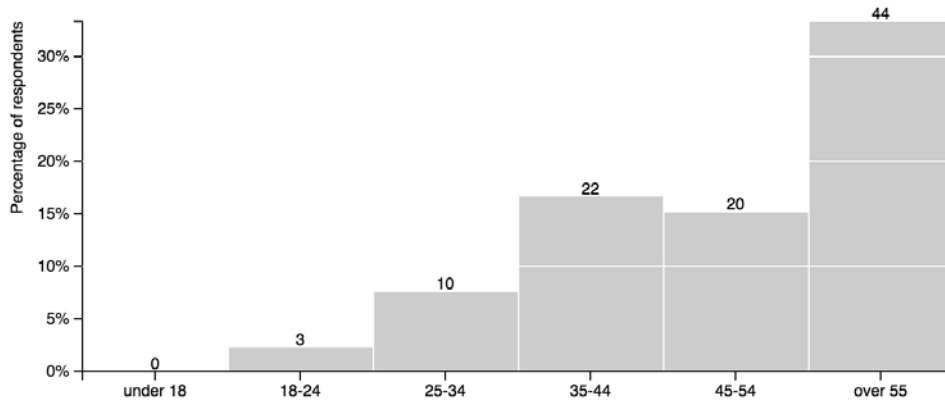
Overall Satisfaction

Thinking globally about all the services you receive from the City of Courtenay, would you say that you get good value or poor value for your tax dollars?

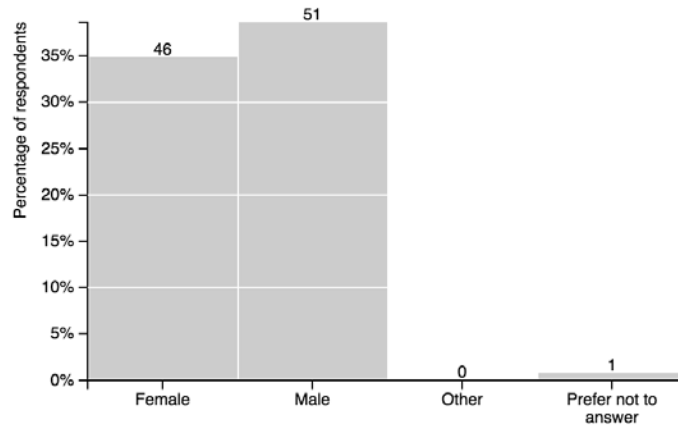


Tell us about yourself

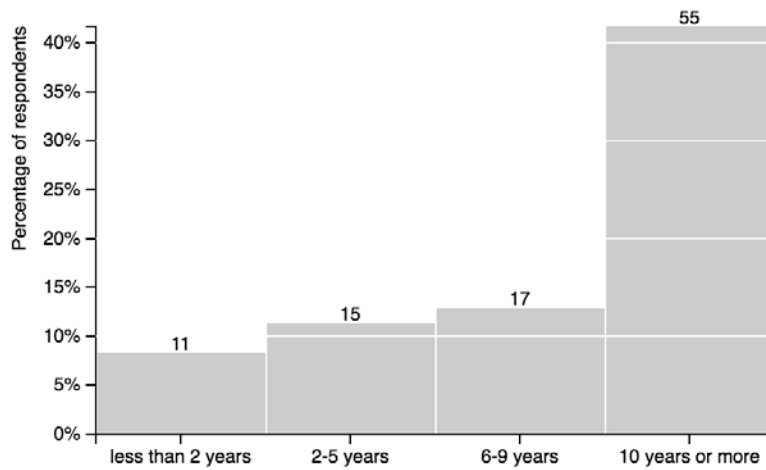
Age



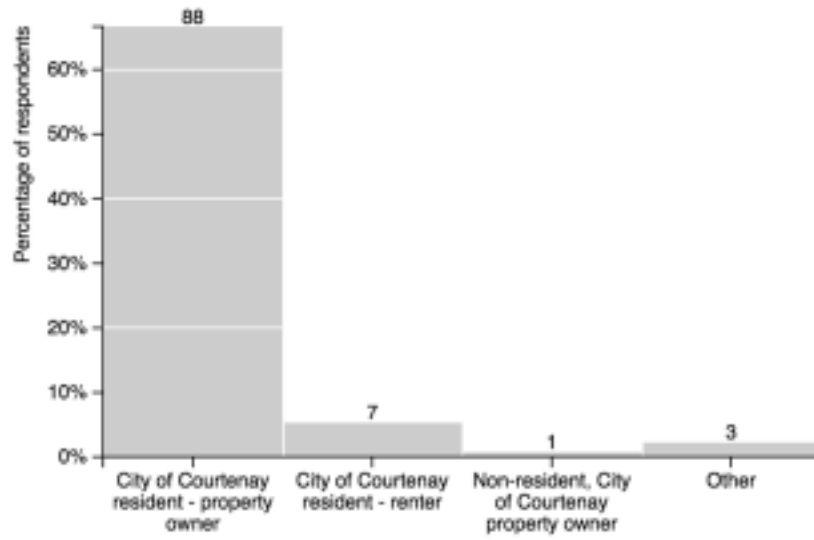
Gender



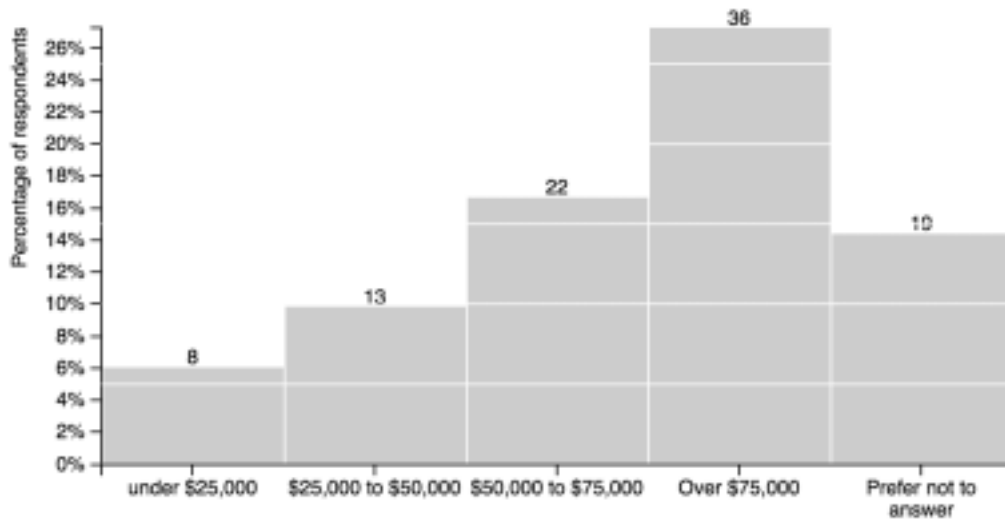
Residency



Status



Household Income



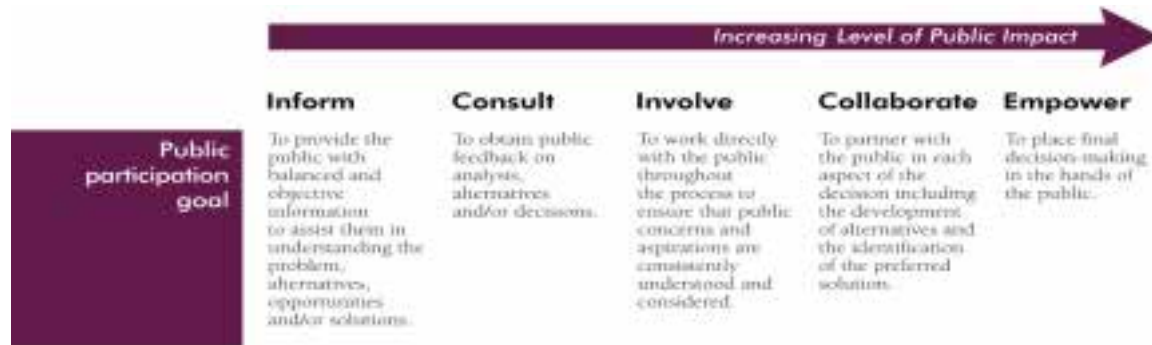
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OPTIONS:

Option 1: That Council approve proceeding with the 2016 Audit Service Plan for the year ending December 31, 2016 as prepared by MNP. RECOMMENDED

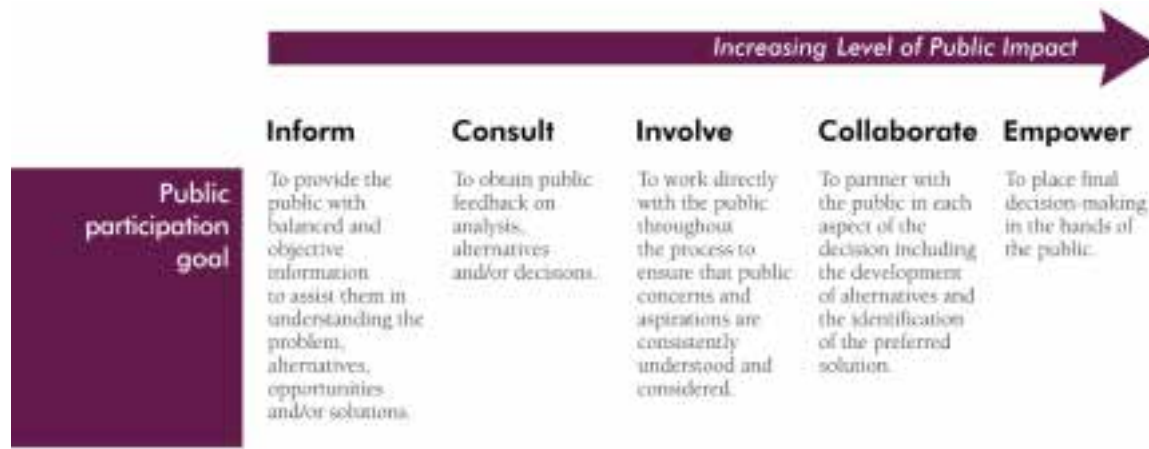
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Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachment:

1. MNP – the Corporation of the City of Courtenay, Audit Service Plan, for the year ending December 31, 2016



OPTIONS:

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OPTION 3: That Council leave all Solid Waste, recycling and user rates unchanged for 2017.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachment # 1: Solid Waste and Recycling User Fee Collection Rates

- Does the vendor hire dis-advantaged persons for on-call, casual or permanent paid employment?
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ASSET MANAGEMENT IMPLICATIONS:

Not referenced.

STRATEGIC PRIORITIES REFERENCE:

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OFFICIAL COMMUNITY PLAN REFERENCE:

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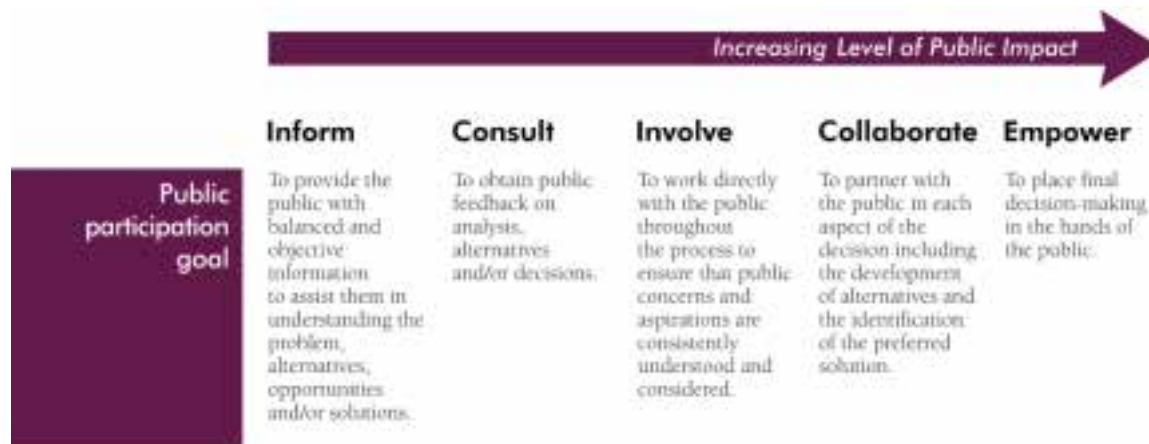
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Bernd Guderjahn, SCMP
Manager of Purchasing

Reviewed by:

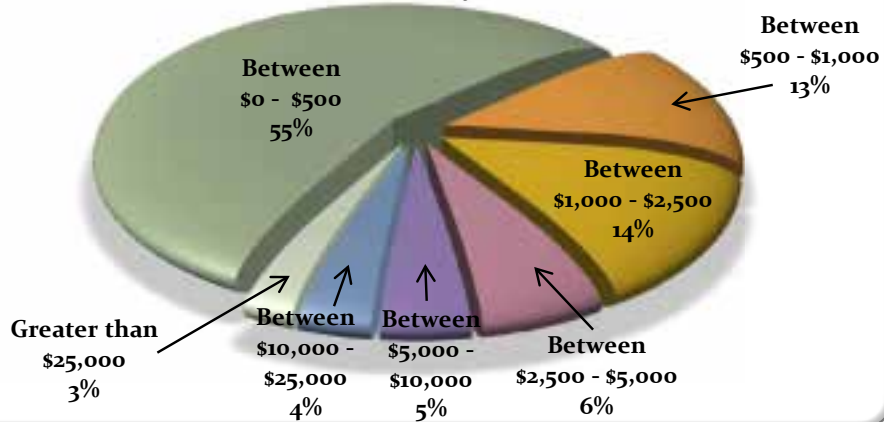


Brian Parschauer, BA, CPA, CMA
Director of Finance

Attachments:

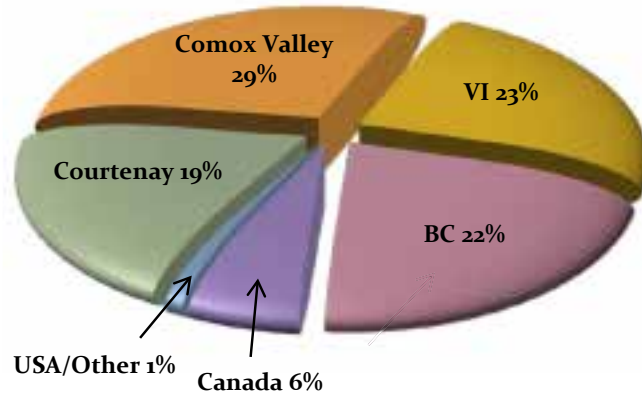
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2. Big Island Building Services – Social Procurement Considerations
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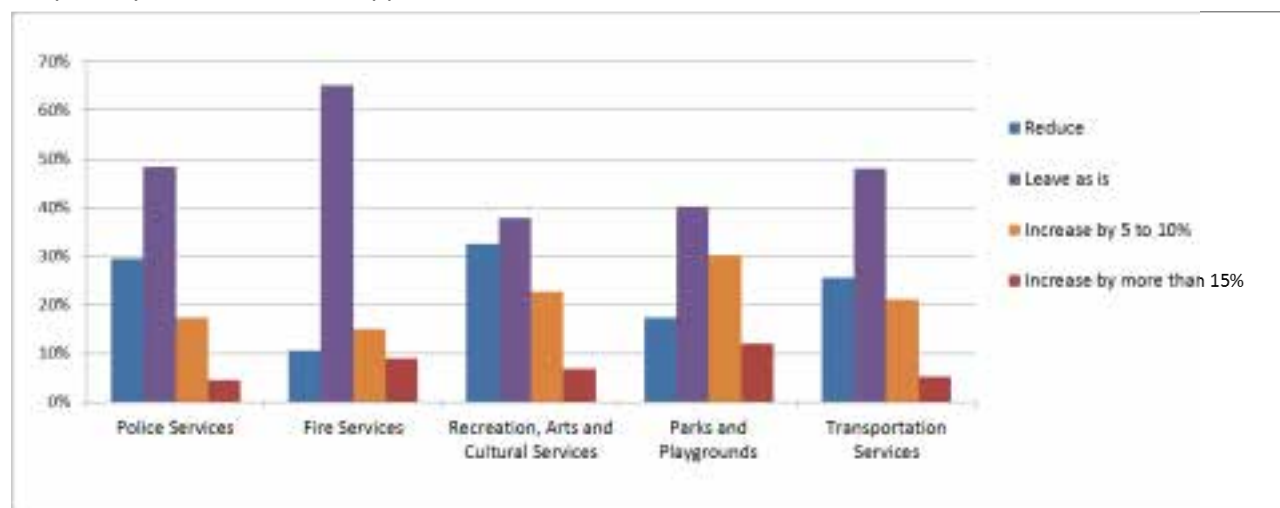
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CITIZEN BUDGET RESULTS
City of Courtenay



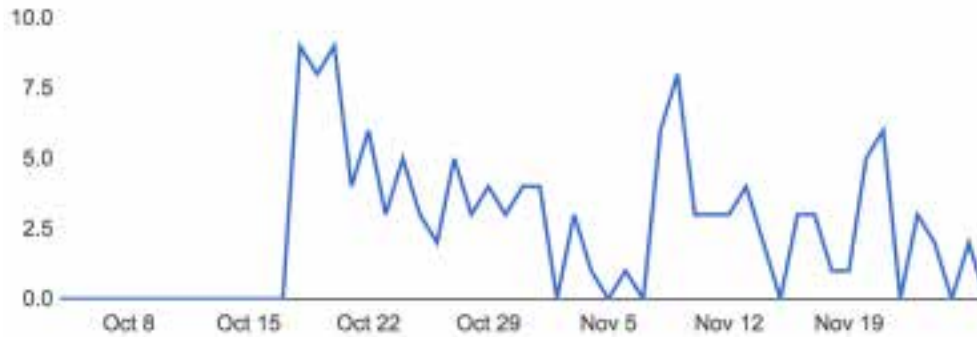
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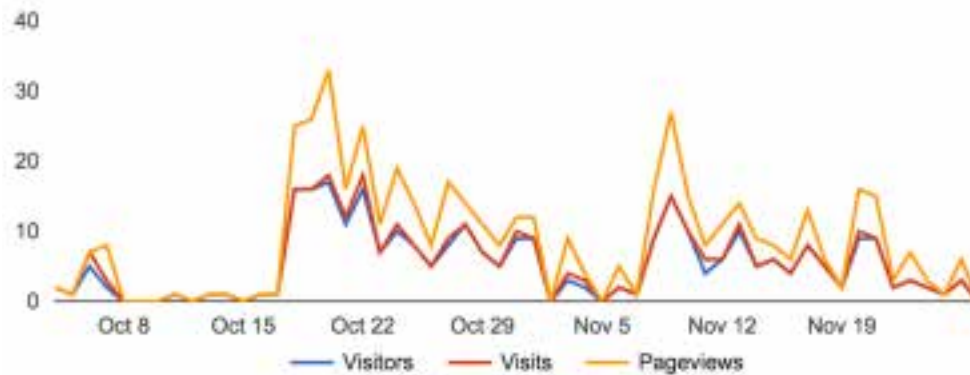
Prepared by Open North for: City of Courtenay



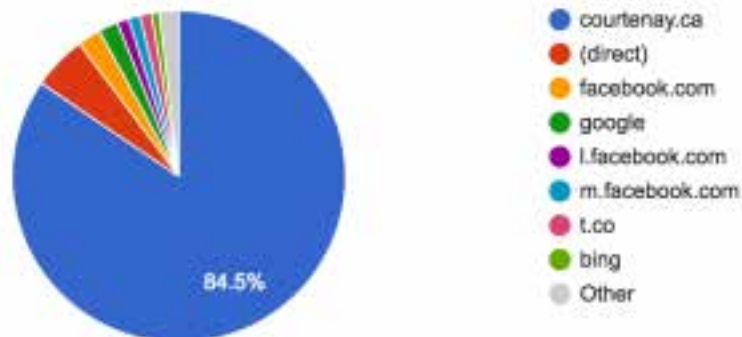
Responses per day



Web visits per day

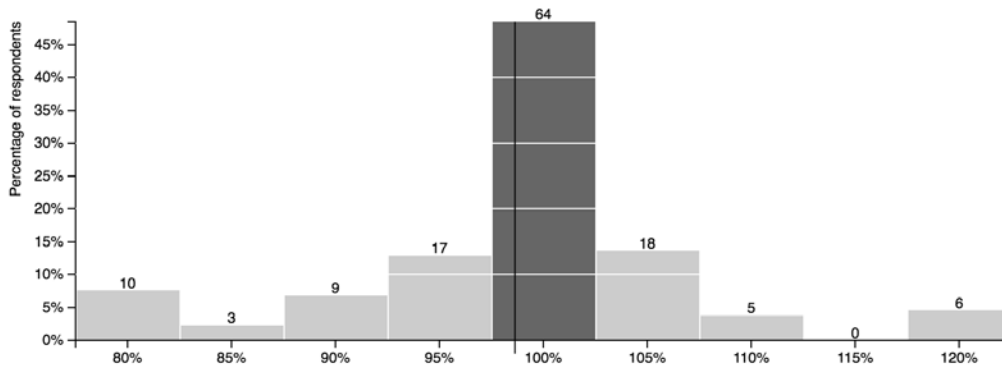


Web traffic sources



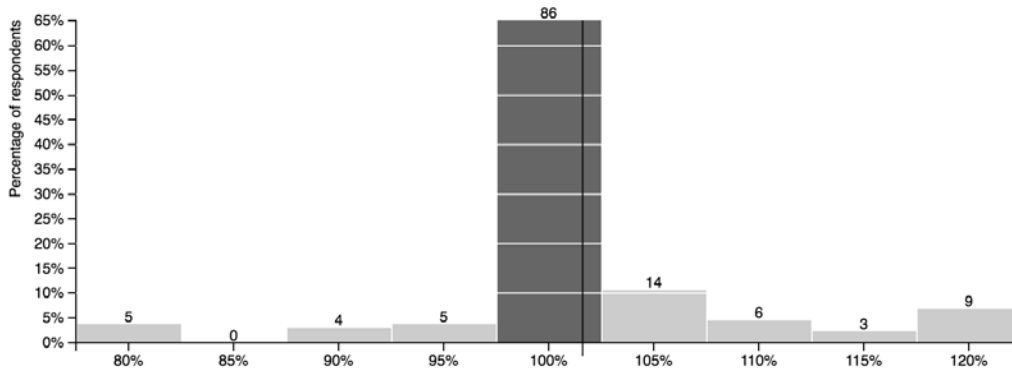
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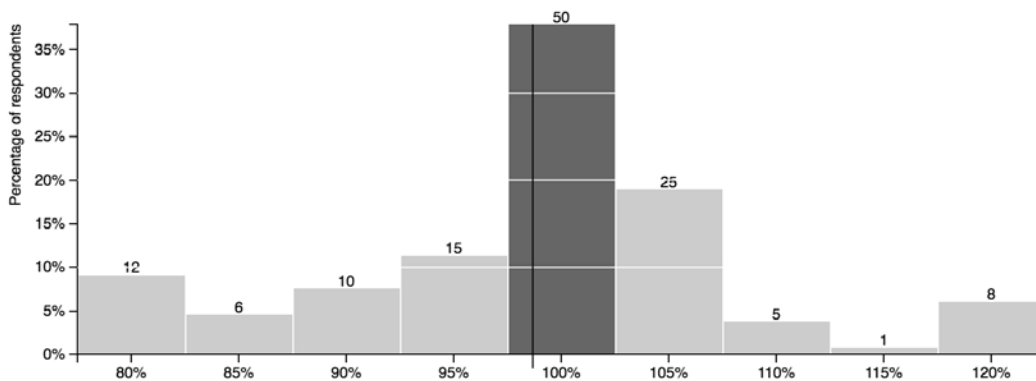
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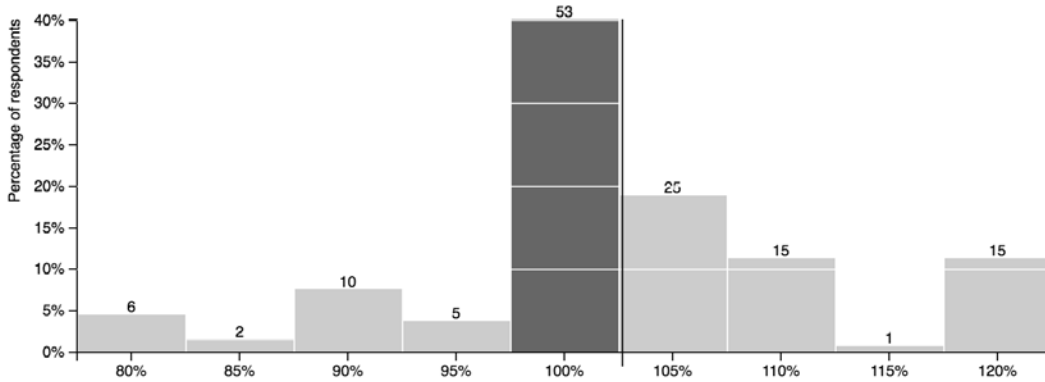
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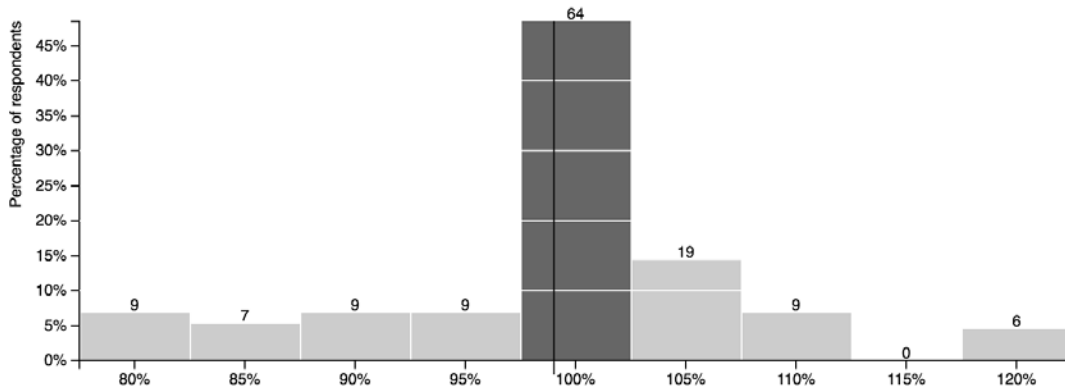
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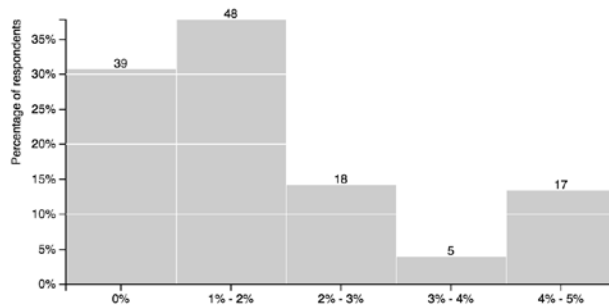
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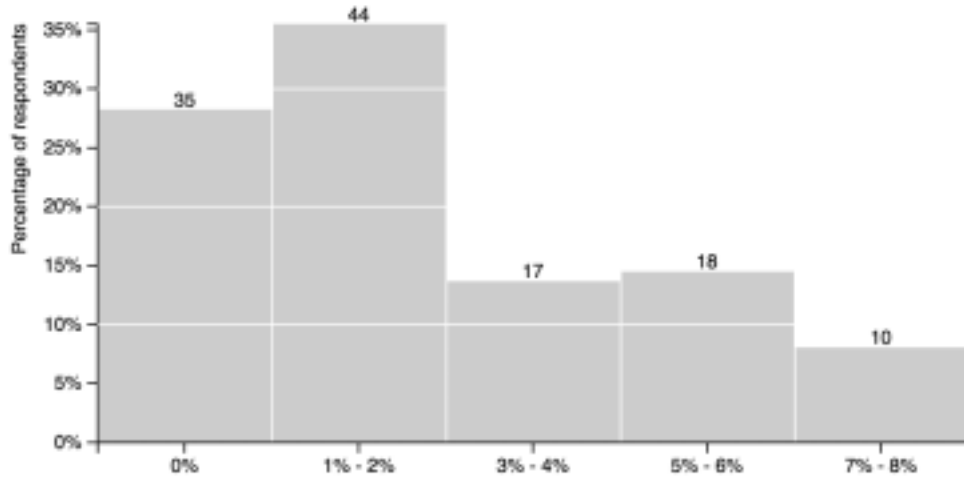
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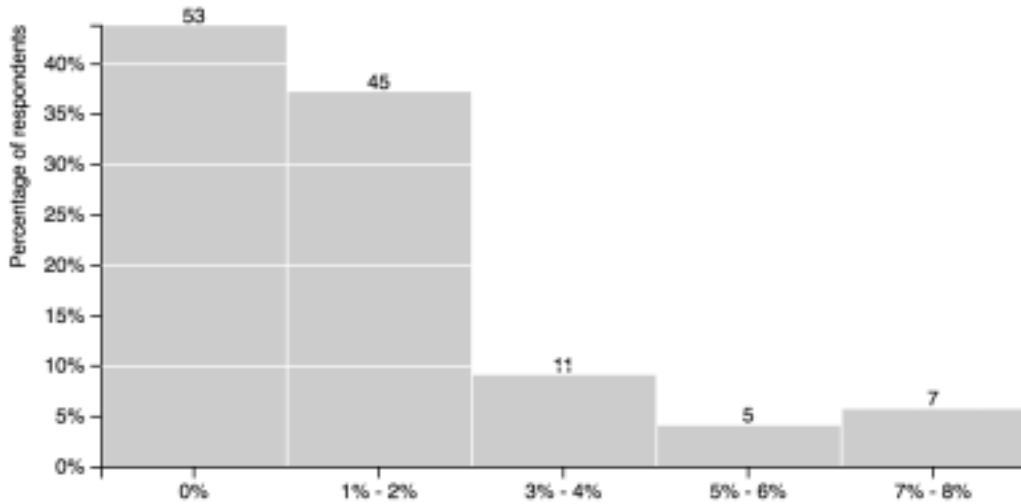
Water Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD water network?



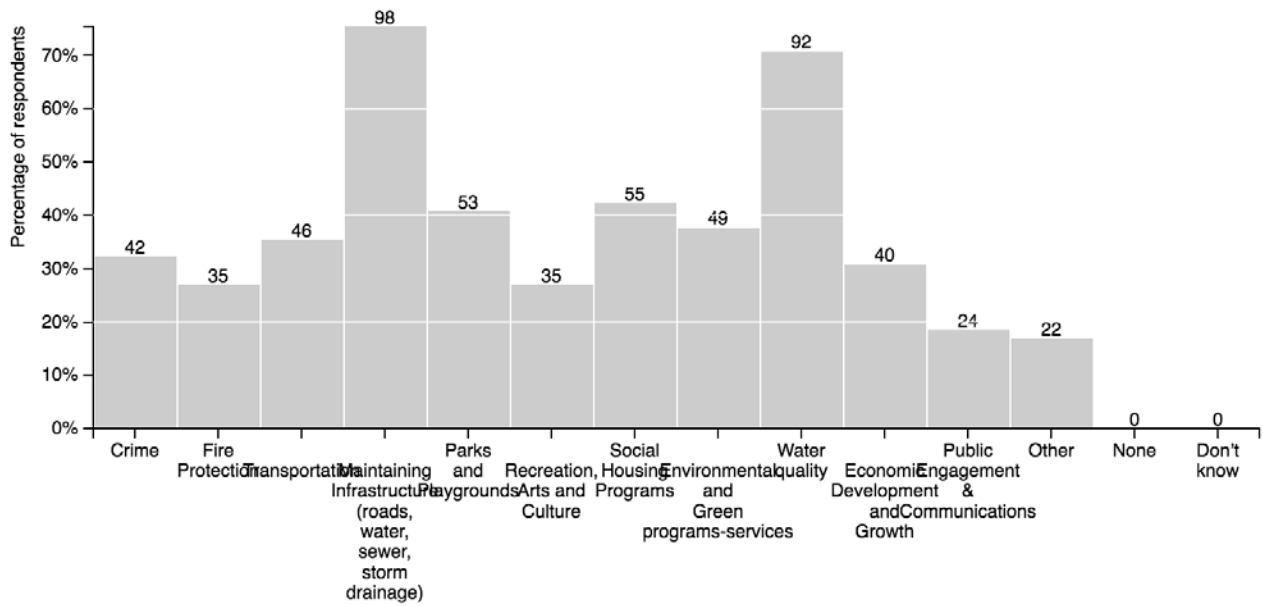
Sewer Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD sewer network?



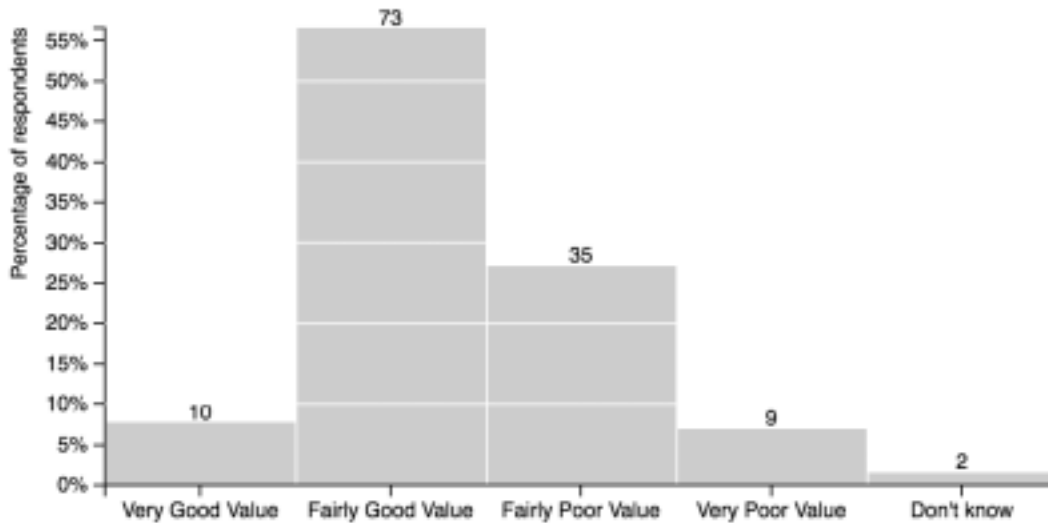
Important Issues

As a resident of the City of Courtenay, what are the top five issues that should receive the greatest attention from your local municipal leaders?



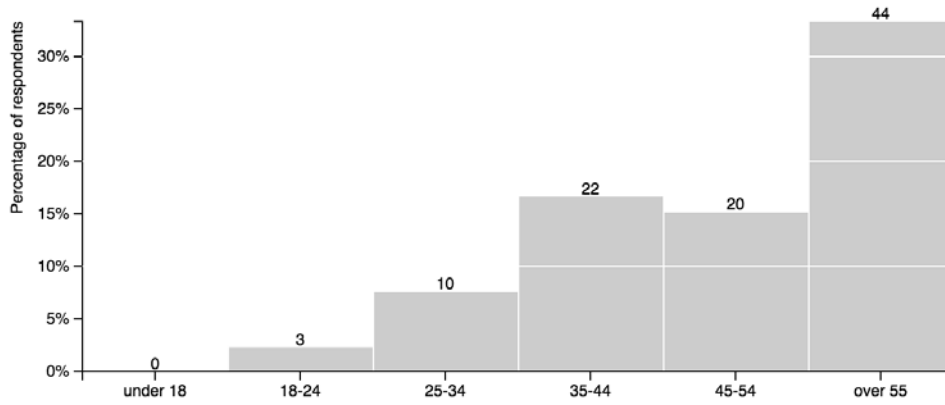
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Thinking globally about all the services you receive from the City of Courtenay, would you say that you get good value or poor value for your tax dollars?

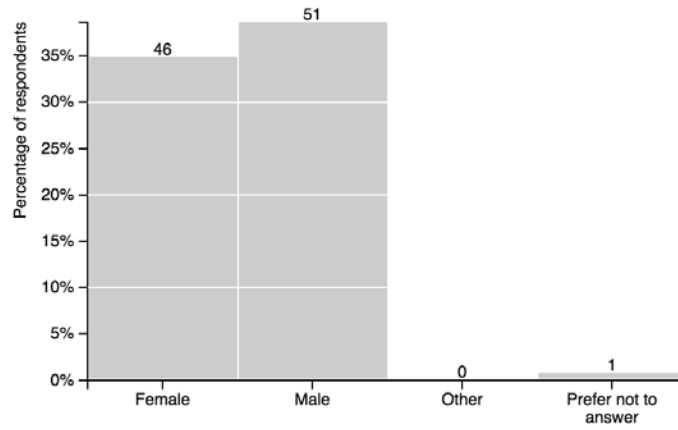


Tell us about yourself

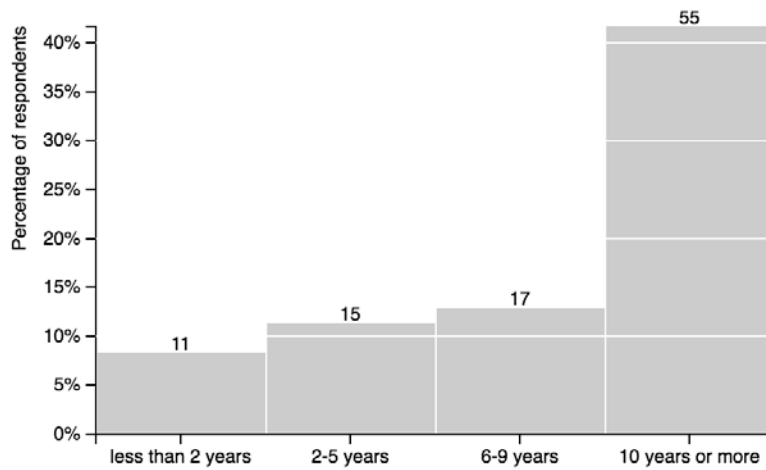
Age



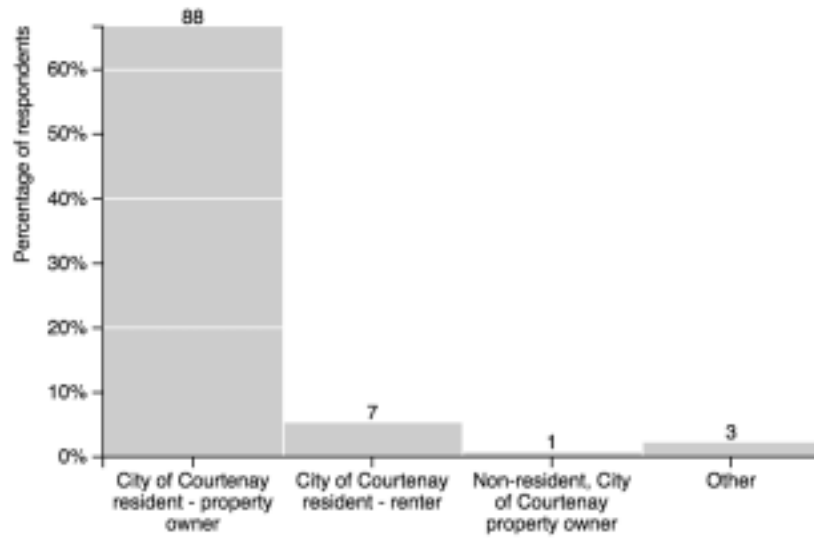
Gender



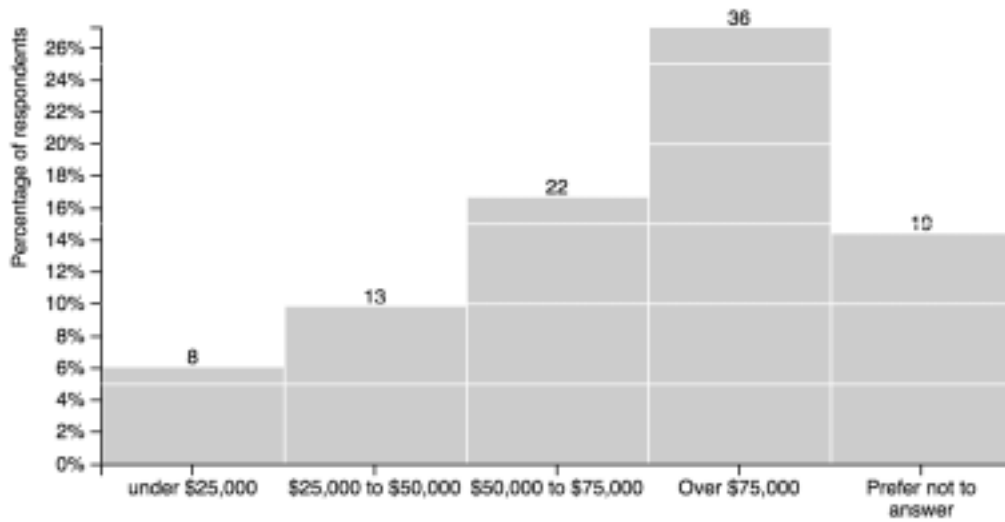
Residency



Status



Household Income



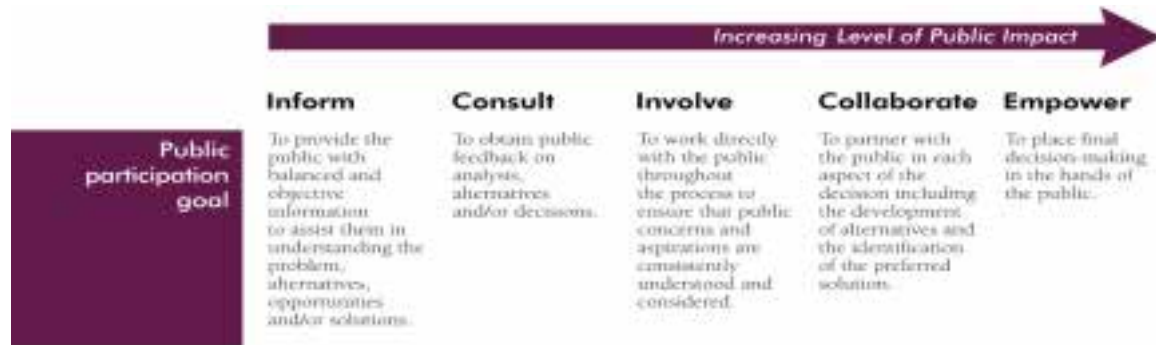
REGIONAL GROWTH STRATEGY REFERENCE:

The City is a signatory to the Comox Valley Regional Growth Strategy, which identifies the valley as a growing region. Maintaining a sound financial position identifies the City of Courtenay as an integral alternative to any regional growth strategies in the Comox Valley.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** through adoption of policy based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

Option 1: That Council approve proceeding with the 2016 Audit Service Plan for the year ending December 31, 2016 as prepared by MNP. RECOMMENDED

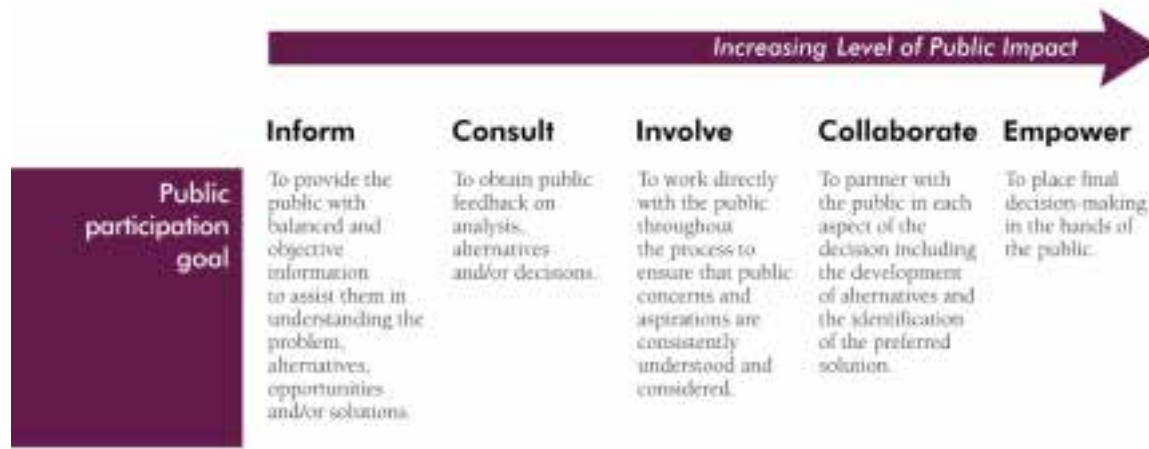
Option 2: That Council not approve the 2016 Audit Service Plan.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachment:

1. MNP – the Corporation of the City of Courtenay, Audit Service Plan, for the year ending December 31, 2016



OPTIONS:

OPTION 1: That Council endorse the proposed increases to the Solid Waste, recyclables, and yard waste user fees as outlined in the attached table of this report; and,

That Bylaw Number 2865, 2016 a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, in order to reflect the proposed 2017 Solid Waste and recyclables user fees proceed to first, second and third reading.

OPTION 2: That Council defer endorsing the proposed increase to the 2017 Solid Waste, recyclables, and yard waste user fees for further discussion at a later Council meeting.

While Option 2 provides time for further discussion, it also impacts the schedule required for the 2017 Budget process. User fees are calculated to cover the costs associated with providing the service and it is beneficial to adopt them prior to the end of the calendar year or as early as possible in the new year to avoid calculating a prorated blended fee based on the 2016 and 2017 rates.

OPTION 3: That Council leave all Solid Waste, recycling and user rates unchanged for 2017.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachment # 1: Solid Waste and Recycling User Fee Collection Rates

- Does the vendor hire dis-advantaged persons for on-call, casual or permanent paid employment?
- Does the vendor provide meaningful work experience for dis-advantaged persons?
- Is the vendor locally owned and operated?
- Does the vendor provide a mentoring or apprentice program?
- Does the vendor utilize local entrepreneurs/start-up businesses to support their business?

A simple matrix outlining the verification methodology for each of the evaluation criteria is attached for consideration (See Attachment # 1).

The Pilot Project will be scheduled for a 6 month trial period, concluding with a report to Council outlining key findings and recommended next steps for *Phase 3 - Policy Development & Implementation* and *Phase 4 - Monitoring, Evaluation and Reporting*.

Below is a table that identifies the amount of local procurement that occurred by the City in 2015 (See pie-chart Attachment #3).

City Purchasing 2015			
Vendor Location/Spend		Cumulative	Vendor Qty
Courtenay	19%	19%	199
Comox Valley	29%	48%	27
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FINANCIAL IMPLICATIONS:

The Financial implications are difficult to determine as there may be trade-offs required in order to obtain a good or service locally that meets the social procurement guidelines and limitations.

ADMINISTRATIVE IMPLICATIONS:

Additional staff time to review and verify each of the evaluation criteria will not be significant as the vendor will be requested in the bid opportunity documentation to supply the majority of the information (see Attachment # 2).

The development of the pilot project will require a draft Social Procurement Framework. Future Council approval of a Social Procurement Policy will be contingent on a legal review for compliance with legislation and trade agreements.

ASSET MANAGEMENT IMPLICATIONS:

Not referenced.

STRATEGIC PRIORITIES REFERENCE:

The development of a Social Procurement Framework would align with the following Strategic Priorities of the City:

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city



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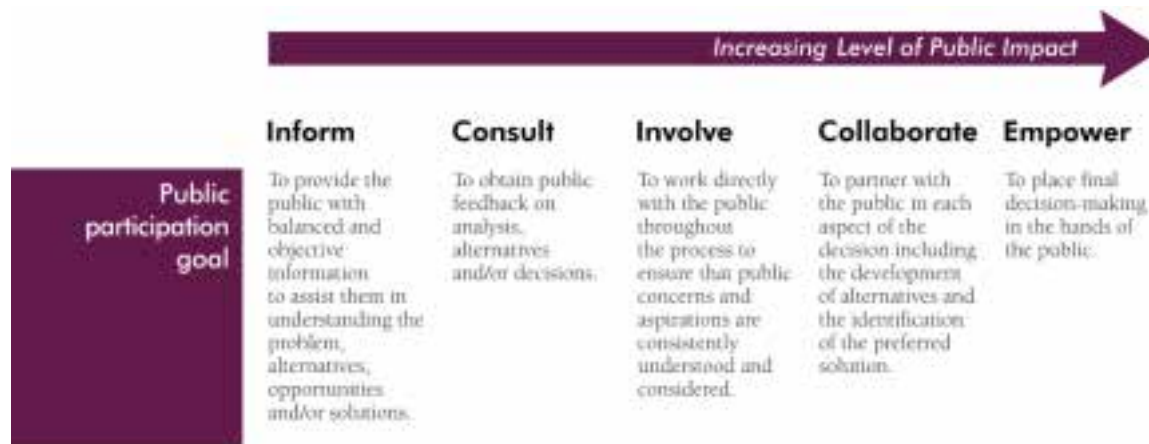
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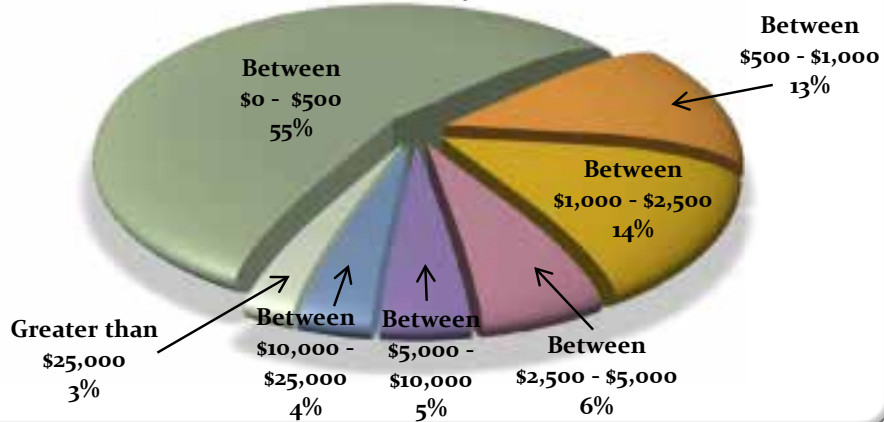


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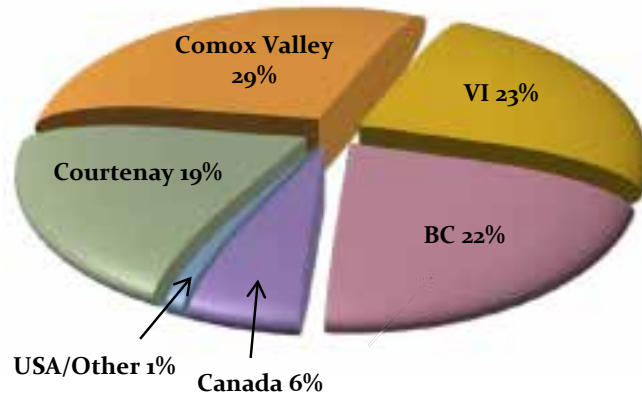
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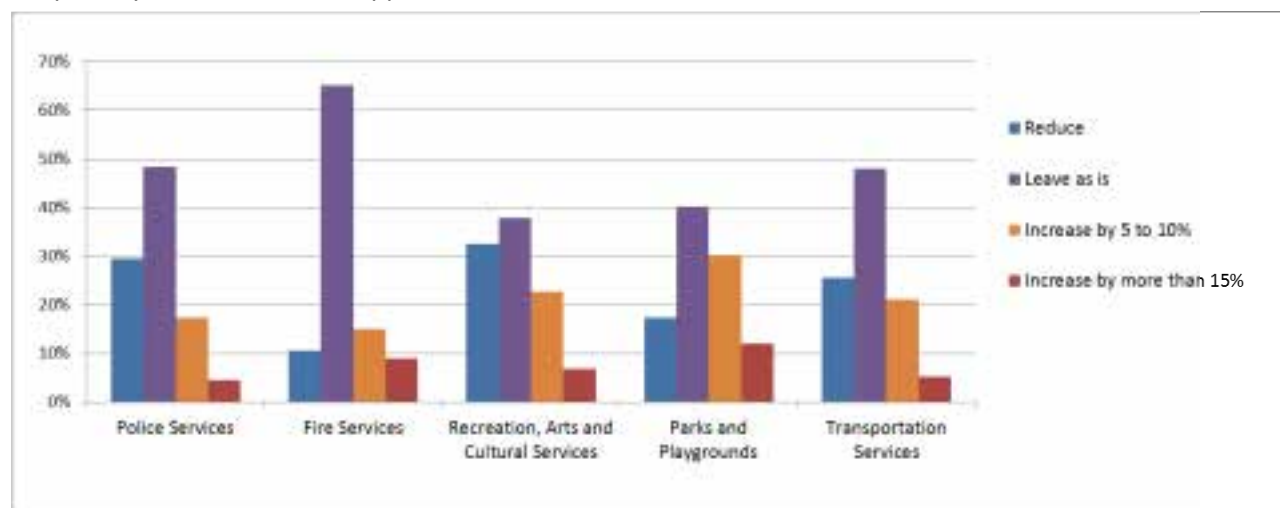
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CITIZEN BUDGET RESULTS
City of Courtenay



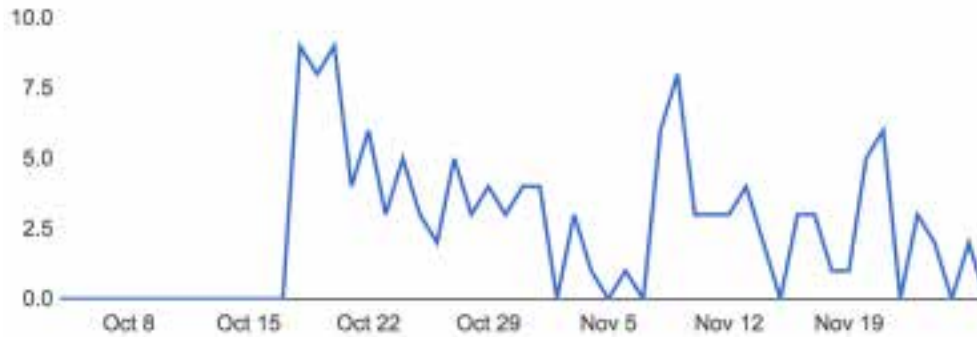
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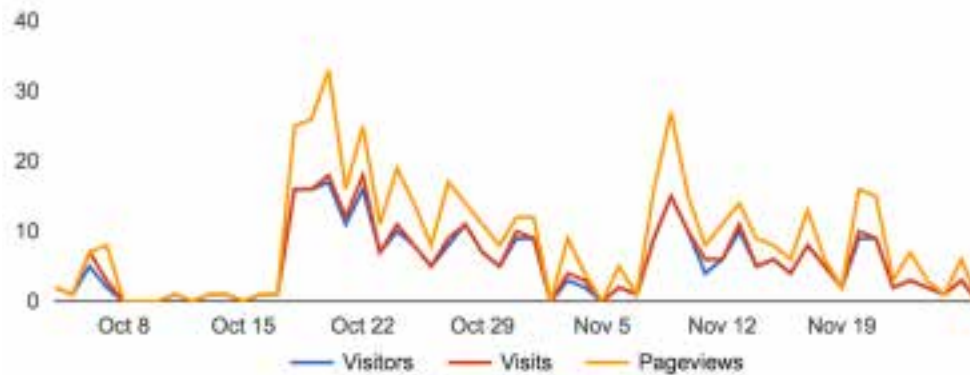
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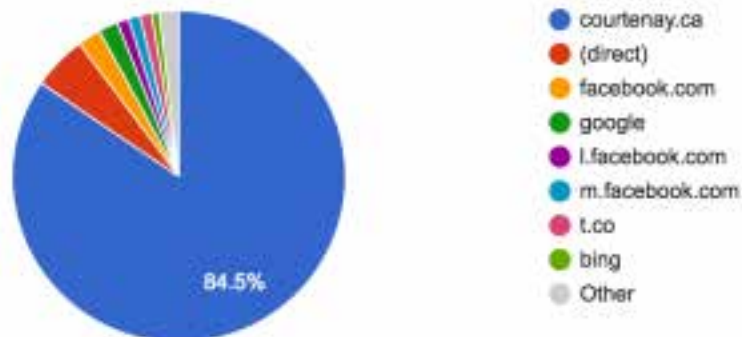
Responses per day



Web visits per day

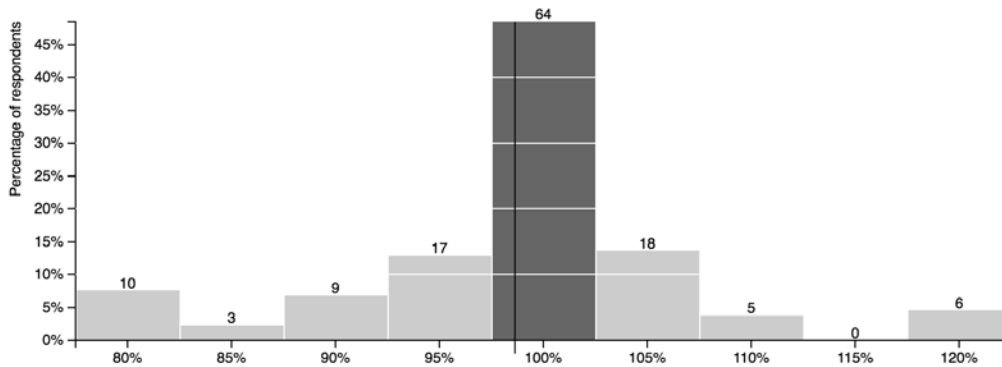


Web traffic sources



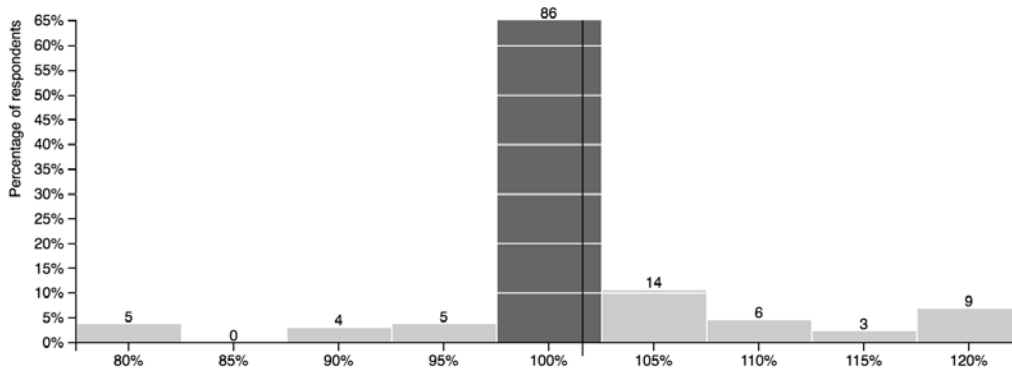
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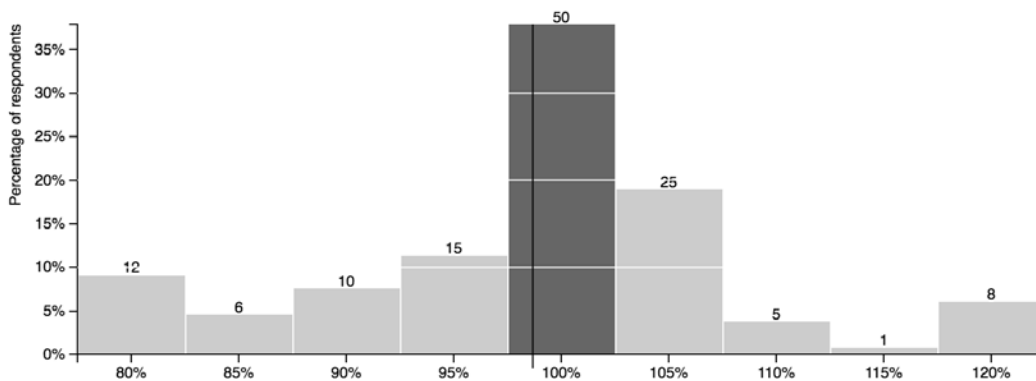
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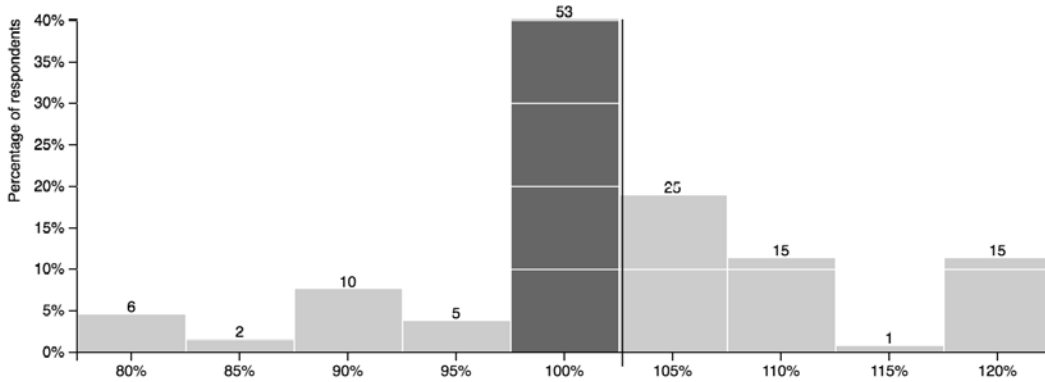
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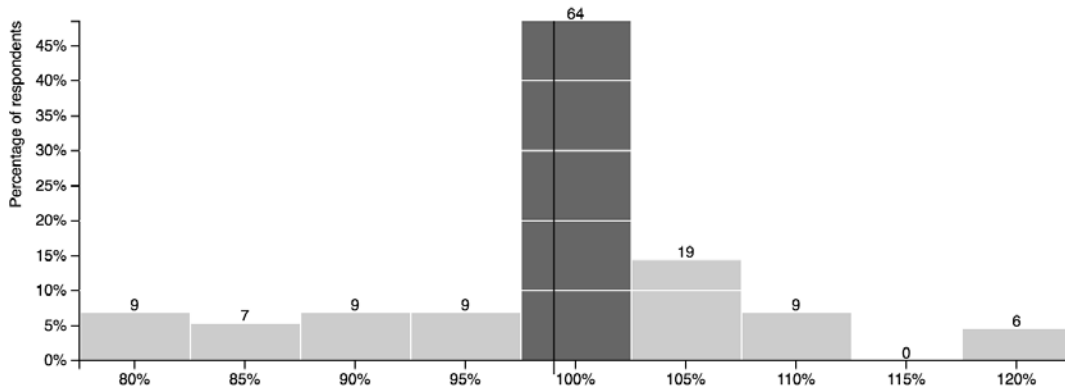
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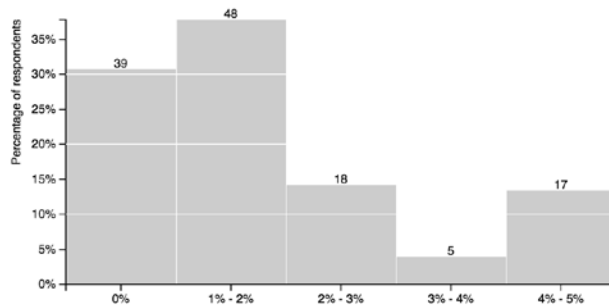
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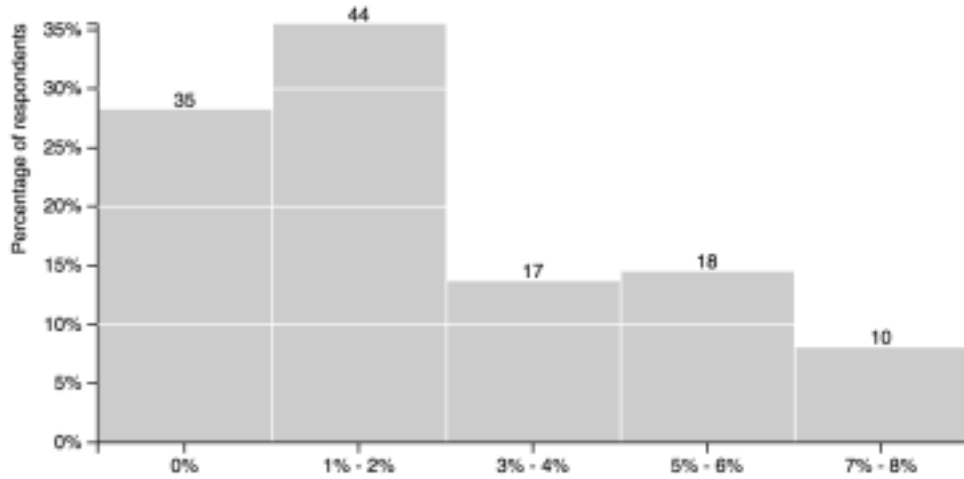
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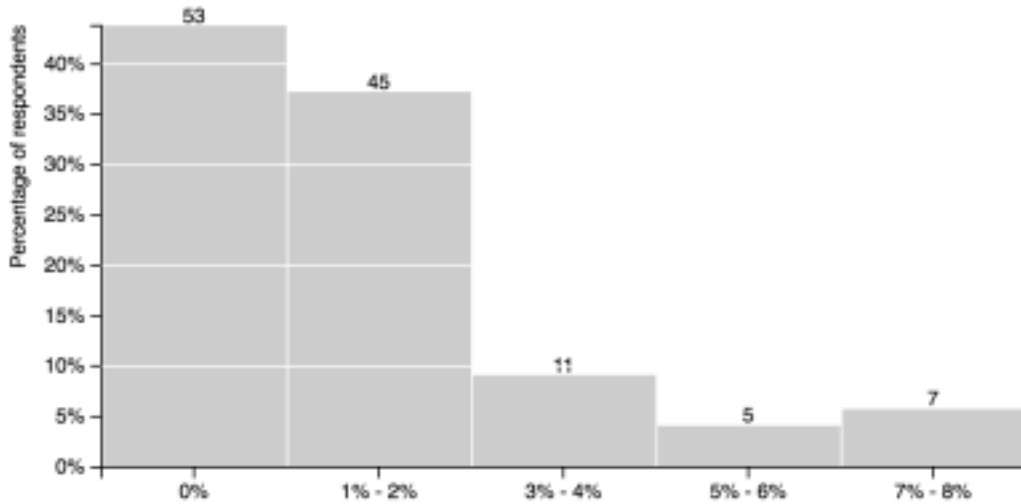
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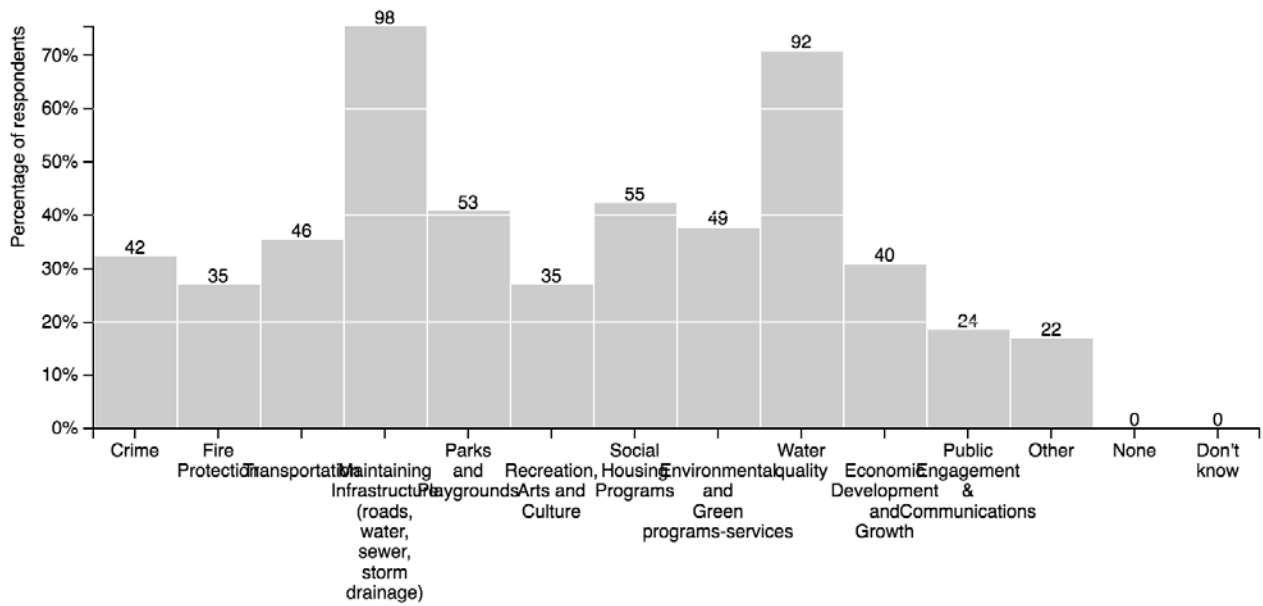
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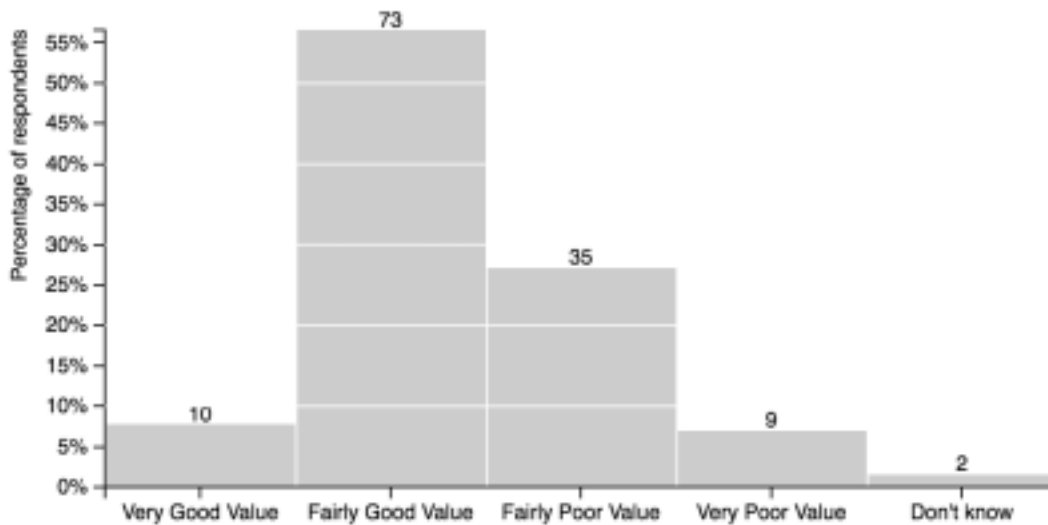
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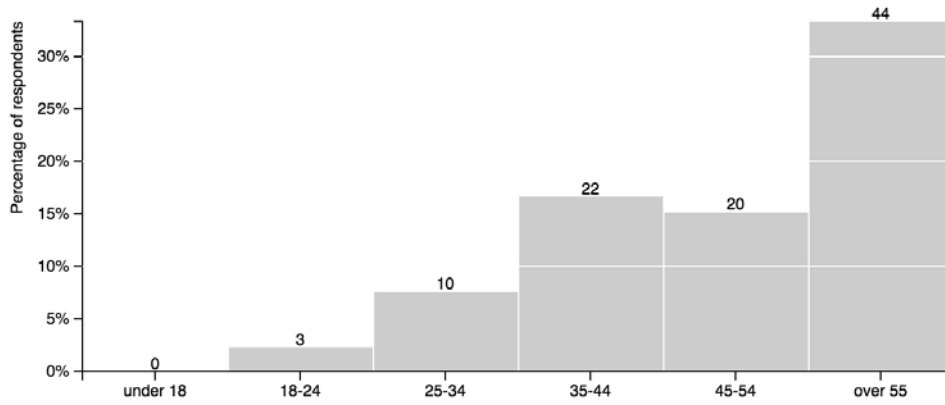
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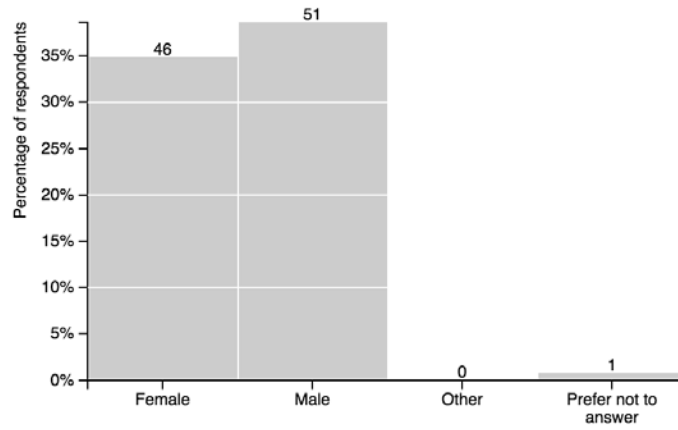


Tell us about yourself

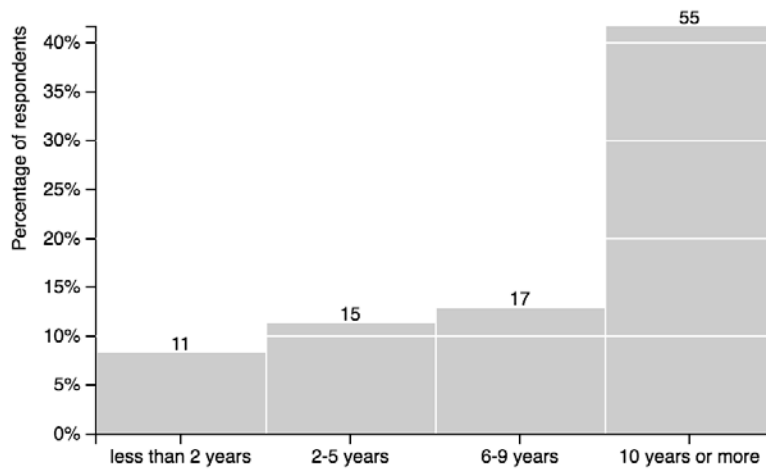
Age



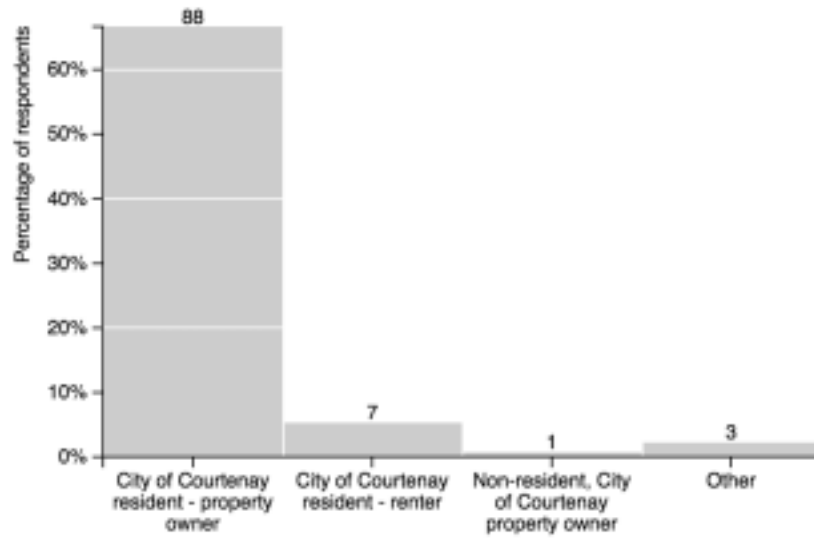
Gender



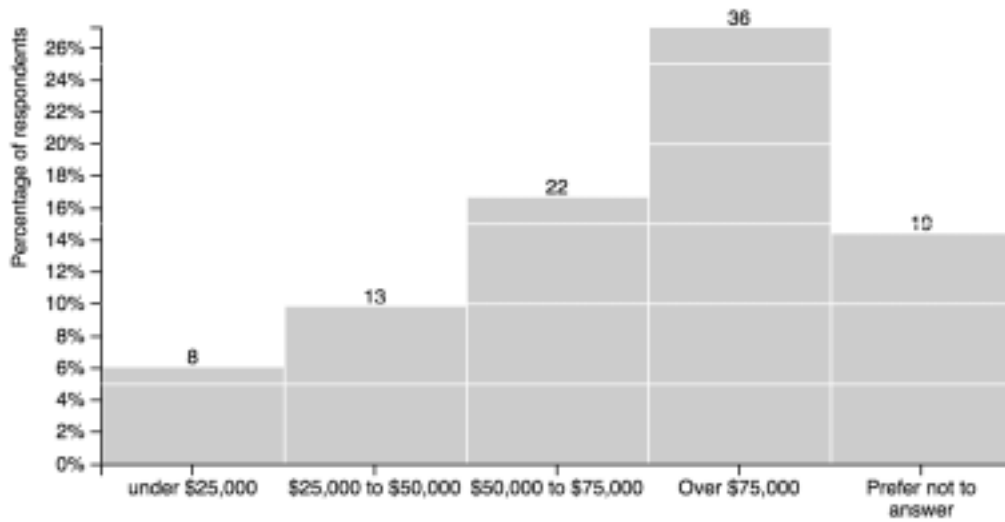
Residency



Status



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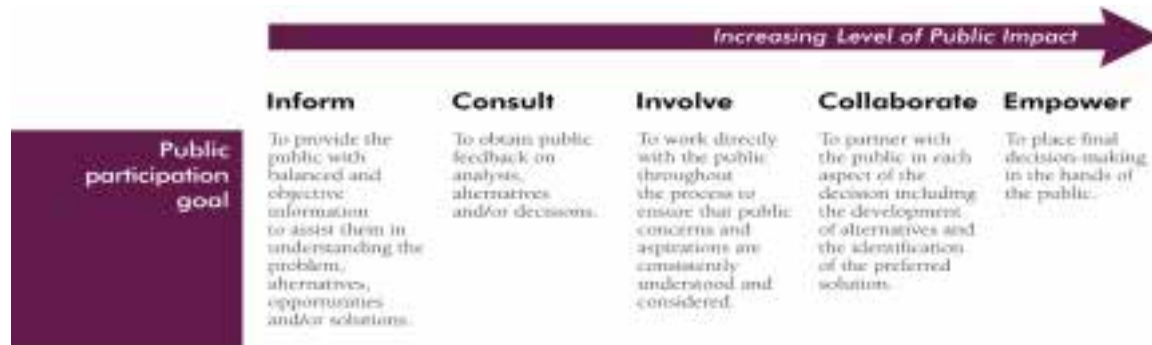
REGIONAL GROWTH STRATEGY REFERENCE:

The City is a signatory to the Comox Valley Regional Growth Strategy, which identifies the valley as a growing region. Maintaining a sound financial position identifies the City of Courtenay as an integral alternative to any regional growth strategies in the Comox Valley.

CITIZEN/PUBLIC ENGAGEMENT:

Staff will **inform** through adoption of policy based on the IAP2 Spectrum of Public Participation:

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



OPTIONS:

Option 1: That Council approve proceeding with the 2016 Audit Service Plan for the year ending December 31, 2016 as prepared by MNP. RECOMMENDED

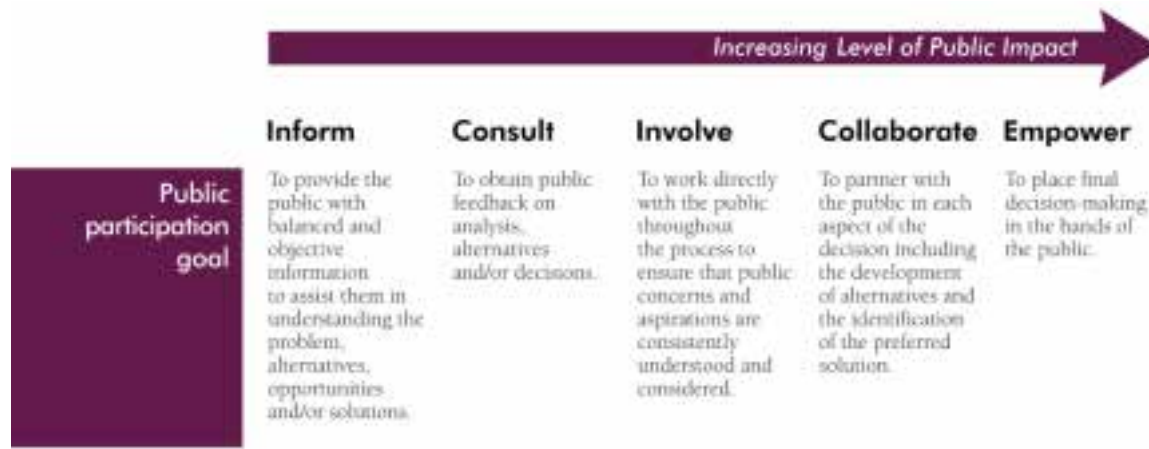
Option 2: That Council not approve the 2016 Audit Service Plan.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachment:

1. MNP – the Corporation of the City of Courtenay, Audit Service Plan, for the year ending December 31, 2016



OPTIONS:

OPTION 1: That Council endorse the proposed increases to the Solid Waste, recyclables, and yard waste user fees as outlined in the attached table of this report; and,

That Bylaw Number 2865, 2016 a bylaw to amend the “City of Courtenay Fees and Charges Bylaw No. 1673, 1992”, in order to reflect the proposed 2017 Solid Waste and recyclables user fees proceed to first, second and third reading.

OPTION 2: That Council defer endorsing the proposed increase to the 2017 Solid Waste, recyclables, and yard waste user fees for further discussion at a later Council meeting.

While Option 2 provides time for further discussion, it also impacts the schedule required for the 2017 Budget process. User fees are calculated to cover the costs associated with providing the service and it is beneficial to adopt them prior to the end of the calendar year or as early as possible in the new year to avoid calculating a prorated blended fee based on the 2016 and 2017 rates.

OPTION 3: That Council leave all Solid Waste, recycling and user rates unchanged for 2017.

Prepared by:

Brian Parschauer, BA, CPA-CMA
Director of Finance

Attachment # 1: Solid Waste and Recycling User Fee Collection Rates

- Does the vendor hire dis-advantaged persons for on-call, casual or permanent paid employment?
- Does the vendor provide meaningful work experience for dis-advantaged persons?
- Is the vendor locally owned and operated?
- Does the vendor provide a mentoring or apprentice program?
- Does the vendor utilize local entrepreneurs/start-up businesses to support their business?

A simple matrix outlining the verification methodology for each of the evaluation criteria is attached for consideration (See Attachment # 1).

The Pilot Project will be scheduled for a 6 month trial period, concluding with a report to Council outlining key findings and recommended next steps for *Phase 3 - Policy Development & Implementation* and *Phase 4 - Monitoring, Evaluation and Reporting*.

Below is a table that identifies the amount of local procurement that occurred by the City in 2015 (See pie-chart Attachment #3).

City Purchasing 2015			
Vendor Location/Spend		Cumulative	Vendor Qty
Courtenay	19%	19%	199
Comox Valley	29%	48%	27
VI	23%	71%	144
BC	22%	93%	142
Canada	6%	99%	65
USA/Other	1%	100%	18

Purchase Value Threshold	Invoice Qty
Between \$0 - \$500	2,706
Between \$500 - \$1,000	640
Between \$1,000 - \$2,500	682
Between \$2,500 - \$5,000	320
Between \$5,000 - \$10,000	227
Between \$10,000 - \$25,000	186
Greater than \$25,000	131

FINANCIAL IMPLICATIONS:

The Financial implications are difficult to determine as there may be trade-offs required in order to obtain a good or service locally that meets the social procurement guidelines and limitations.

ADMINISTRATIVE IMPLICATIONS:

Additional staff time to review and verify each of the evaluation criteria will not be significant as the vendor will be requested in the bid opportunity documentation to supply the majority of the information (see Attachment # 2).

The development of the pilot project will require a draft Social Procurement Framework. Future Council approval of a Social Procurement Policy will be contingent on a legal review for compliance with legislation and trade agreements.

ASSET MANAGEMENT IMPLICATIONS:

Not referenced.

STRATEGIC PRIORITIES REFERENCE:

The development of a Social Procurement Framework would align with the following Strategic Priorities of the City:

We proactively plan and invest in our natural and built environment

- Continued focus on asset management for sustainable service delivery
- Focus on infrastructure renewal rather than upgrades
- Continued support for social, economic and environmental sustainability solutions
- ▲ We look for regional infrastructure solutions for shared services to our community

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city



OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

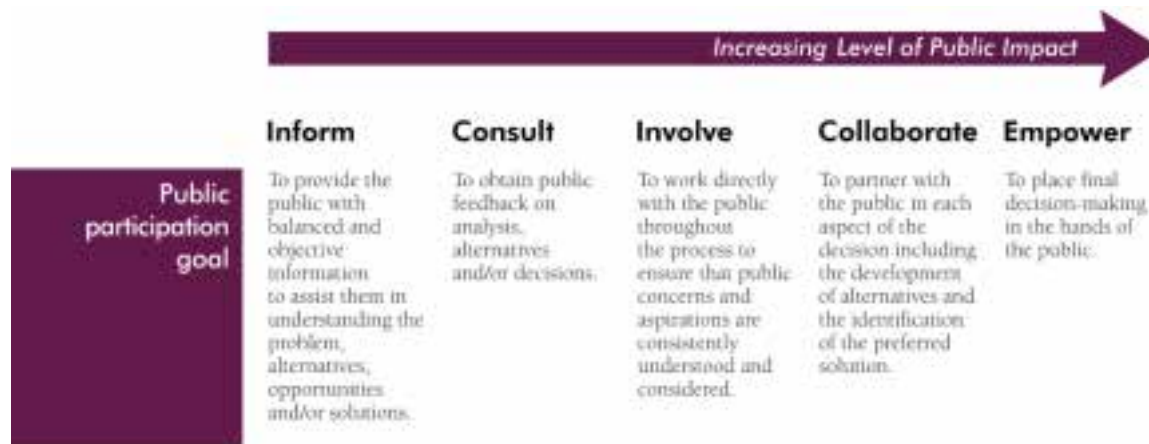
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

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



OPTIONS:

Option 1: That Council direct staff to initiate a Social Procurement Pilot Project and authorize staff to proceed with Step 2 which involves the implementation of a social procurement pilot project, with a subsequent report to Council identifying project results. (Recommended)

Option 2: That Council direct staff to hire a third-party to undertake a Social Procurement Pilot Project for the City.

Option 3: That Council takes no action.

Prepared by:



Bernd Guderjahn, SCMP
Manager of Purchasing

Reviewed by:

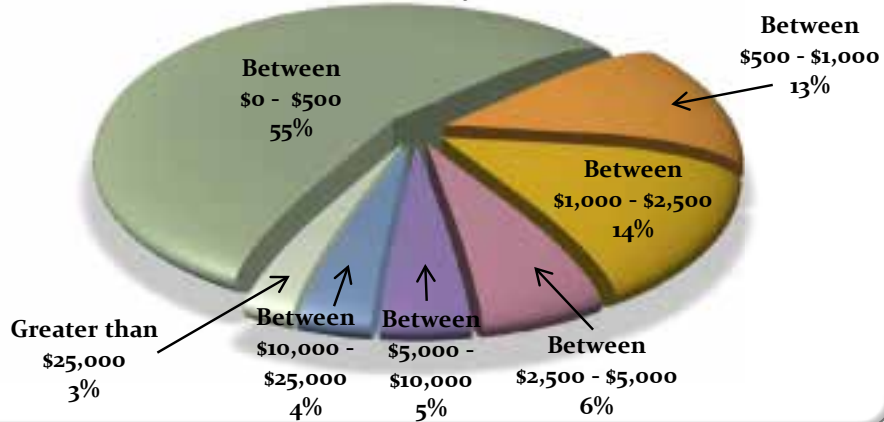


Brian Parschauer, BA, CPA, CMA
Director of Finance

Attachments:

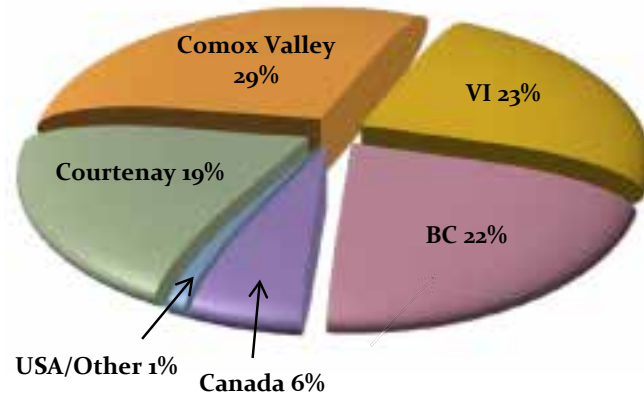
1. Social Procurement Evaluation Criteria Verification
2. Big Island Building Services – Social Procurement Considerations
3. Pie chart showing 2015 City expenditures by area.

2015 Accounts Payable Invoices



Purchase Value Threshold	Invoice Qty
Between \$0 - \$500	2,706
Between \$500 - \$1,000	640
Between \$1,000 - \$2,500	682
Between \$2,500 - \$5,000	320
Between \$5,000 - \$10,000	227
Between \$10,000 - \$25,000	186
Greater than \$25,000	131
Total Invoice Transactions	4,892

2015 Vendor Location/Spend %



City of Courtenay - Purchasing 2015			
Vendor Location	Spend %	Cumulative	Vendor Qty
Courtenay	19%	19%	199
Comox Valley	29%	48%	27
VI	23%	71%	144
BC	22%	93%	142
Canada	6%	99%	65
USA/Other	1%	100%	18

KEY CONSIDERATIONS:

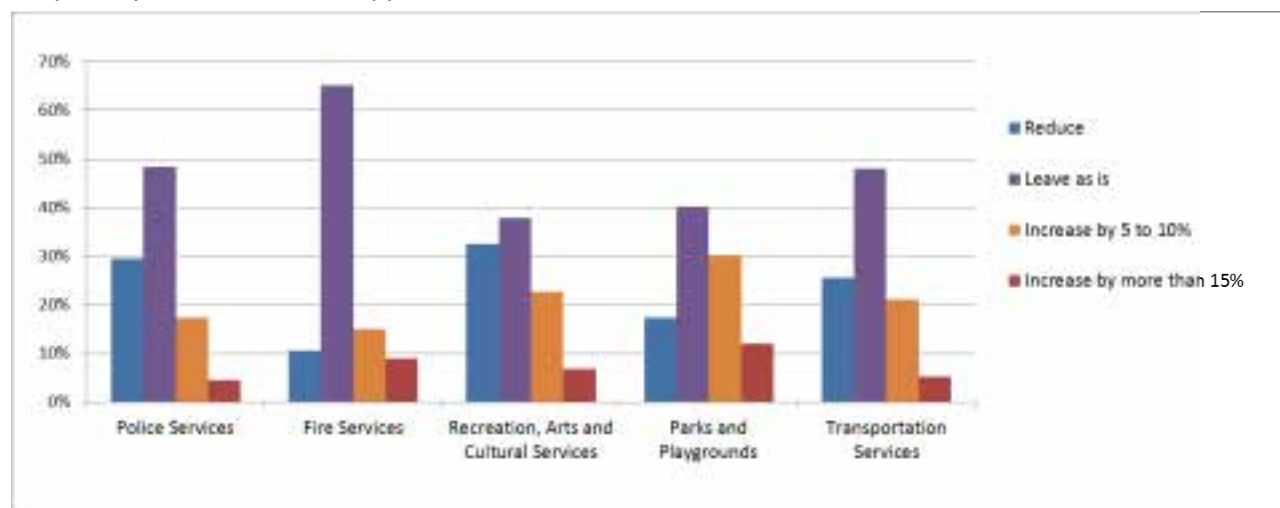
The table below is an extract from the 2017 Citizen Budget survey results and reports how respondents wanted their property taxes adjusted for the various service areas.

The City asked:

How would you adjust your property tax funding for this particular service area?

Service Area	Total	Reduce		Leave as is		Increase by 5 to 10%		Increase by more than 15%	
	Responses	Number	%	Number	%	Number	%	Number	%
Police Services	132	39	30%	64	48%	23	17%	6	5%
Fire Services	132	14	11%	86	65%	20	15%	12	9%
Recreation, Arts and Cultural Services	132	43	33%	50	38%	30	23%	9	7%
Parks and Playgrounds	132	23	17%	53	40%	40	30%	16	12%
Transportation Services	132	34	26%	64	48%	28	21%	6	5%

Graphically, this information appears as follows:



For Property tax increases and increases for Water and Sewer, the majority of the survey respondents are supportive of a 1-2 percent increase as indicated in this table.

The City asked:

What percentage increase would you be willing to pay in 2017

	Total	Leave as is		Increase by 1-2%		Increase by 3-4%		Increase by more than 5-6%		Increase by more than 7-8%	
	Responses	Number	%	Number	%	Number	%	Number	%	Number	%
General Municipal Property Taxes	127	39	31%	57	45%	14	11%	17	13%	0	0%
Water Infrastructures	124	35	28%	44	35%	17	14%	18	15%	10	8%
Sewer Infrastructures	121	53	44%	45	37%	11	9%	5	4%	7	6%

CITIZEN BUDGET RESULTS
City of Courtenay



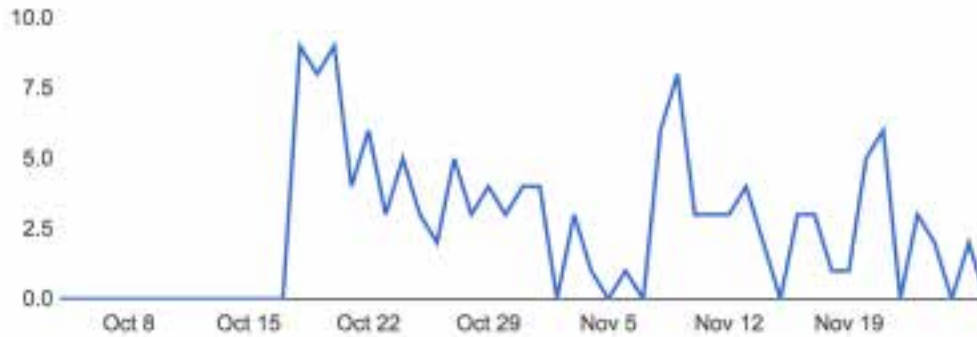
Online Budget Consultation Report

For the period October 4 to November 27, 2016

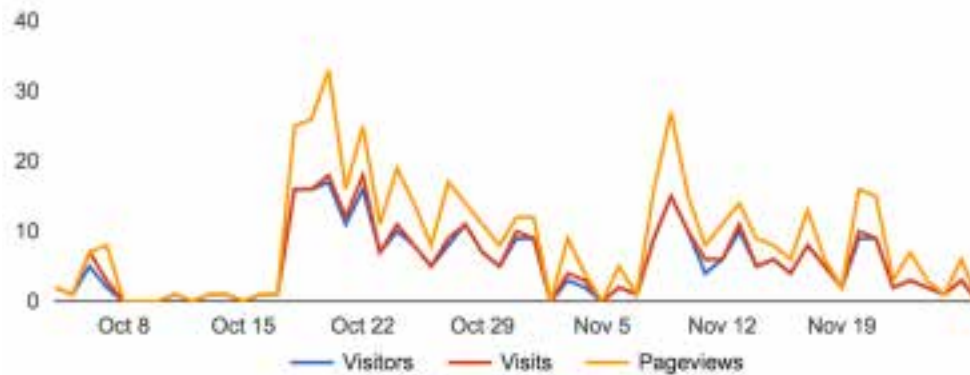
Prepared by Open North for: City of Courtenay



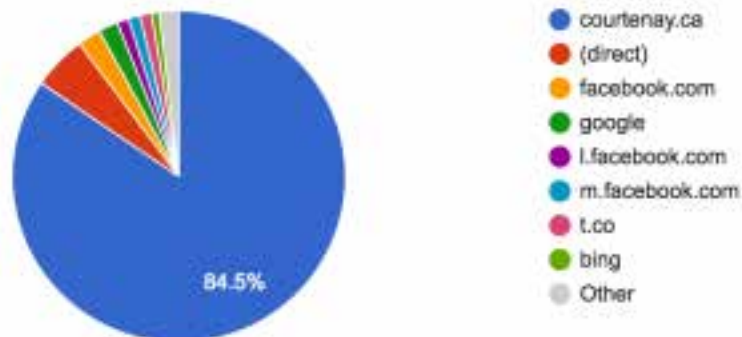
Responses per day



Web visits per day

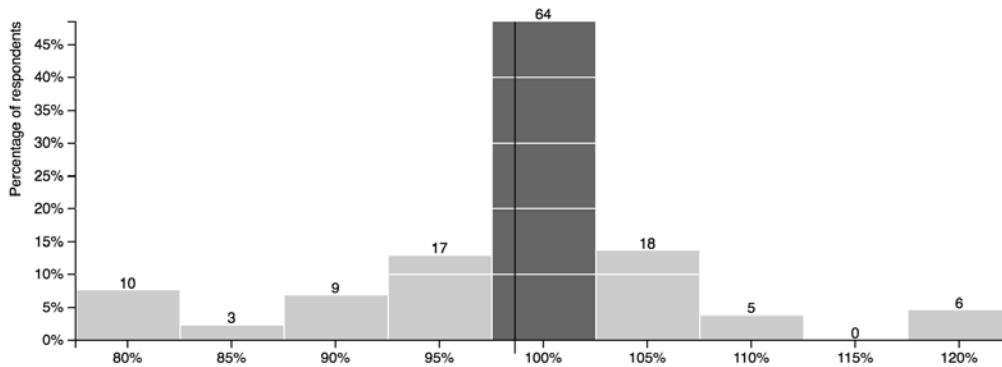


Web traffic sources



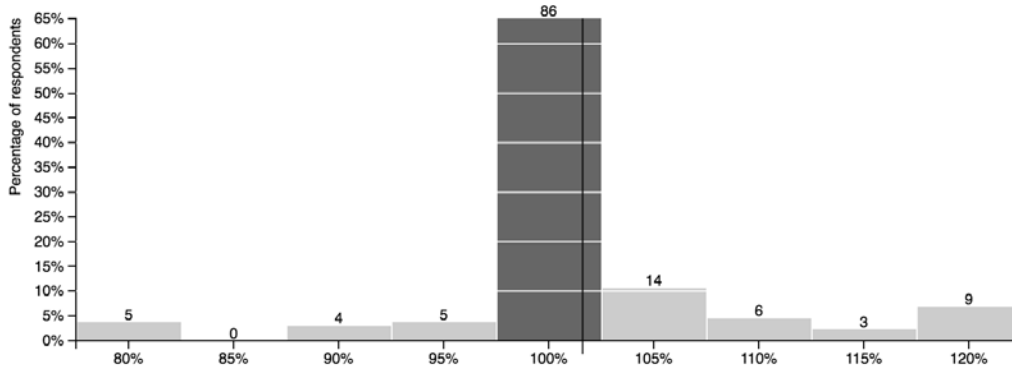
Police Services

Based on your current satisfaction level for Police Services, how would you adjust your property tax funding for this particular service area?



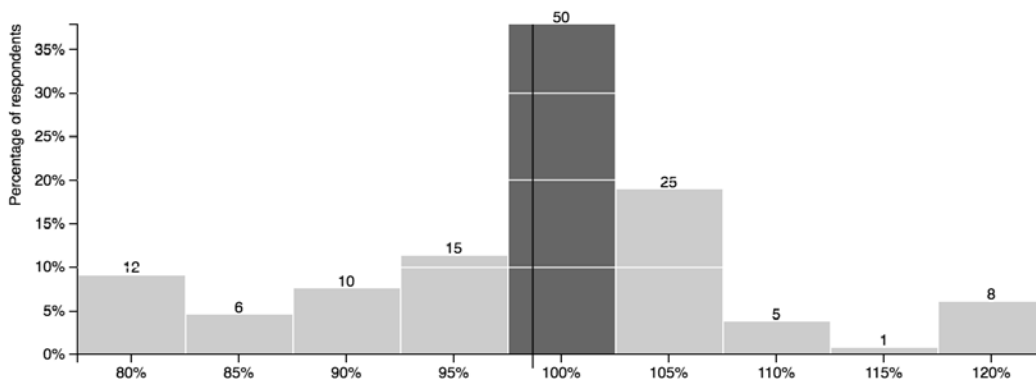
Fire Services

Based on your current satisfaction level for Fire Services, how would you adjust your property tax funding for this particular service area?



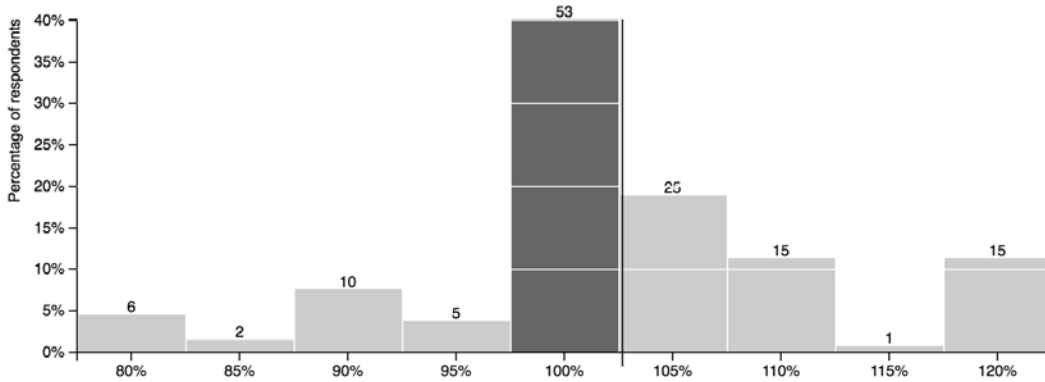
Recreation, Arts and Culture

Based on your current satisfaction level for Recreation, Arts and Culture Services, how would you adjust your property tax funding for this particular service area?



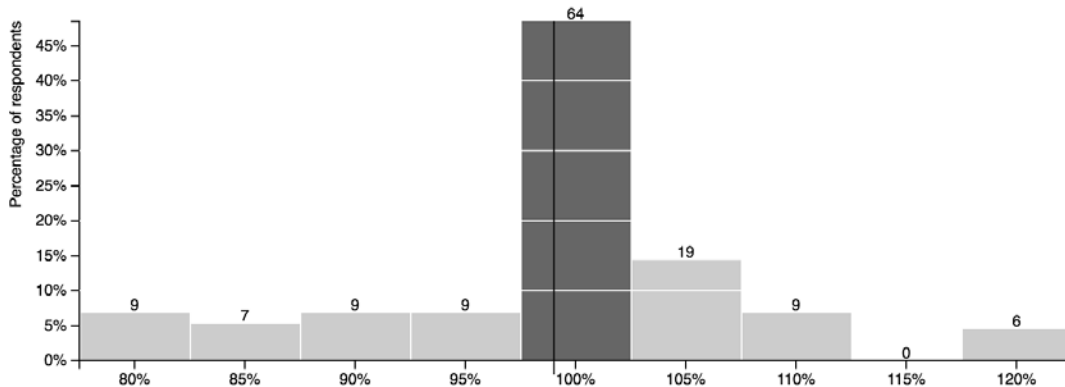
Parks and Playgrounds

Based on your current satisfaction level for the Parks and Playgrounds, how would you adjust your property tax funding for this particular service area?



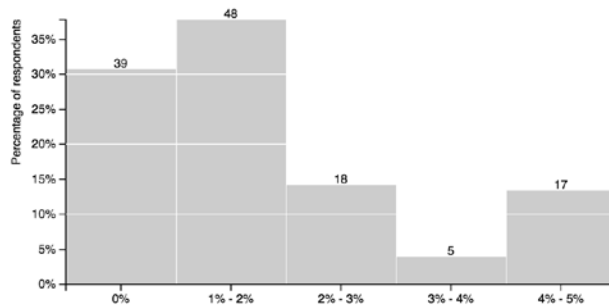
Transportation Services

Based on your current satisfaction level for Transportation Services, how would you adjust your property tax funding for this particular service area?



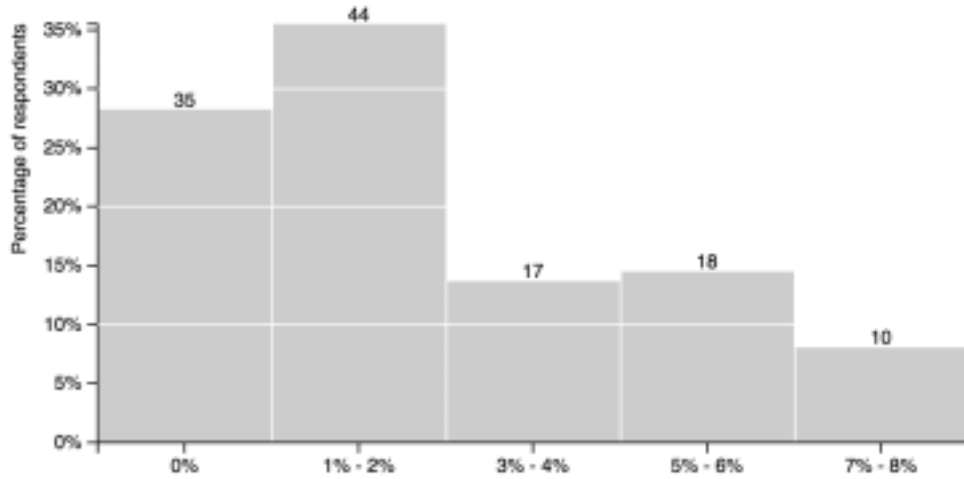
General Municipal Property Taxes

Thinking about all the programs and services you receive from the City of Courtenay that are funded by general municipal property taxes, what percentage increase would you be willing to pay in 2017?



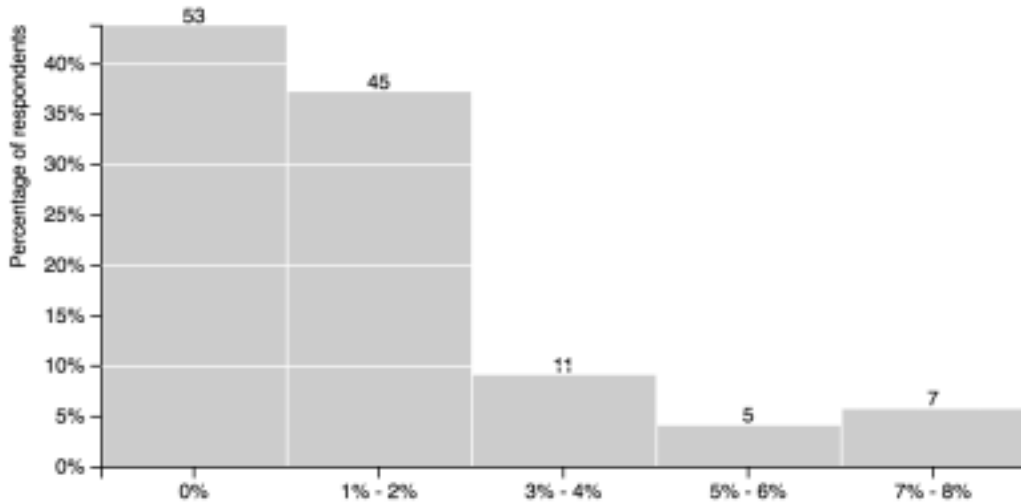
Water Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD water network?



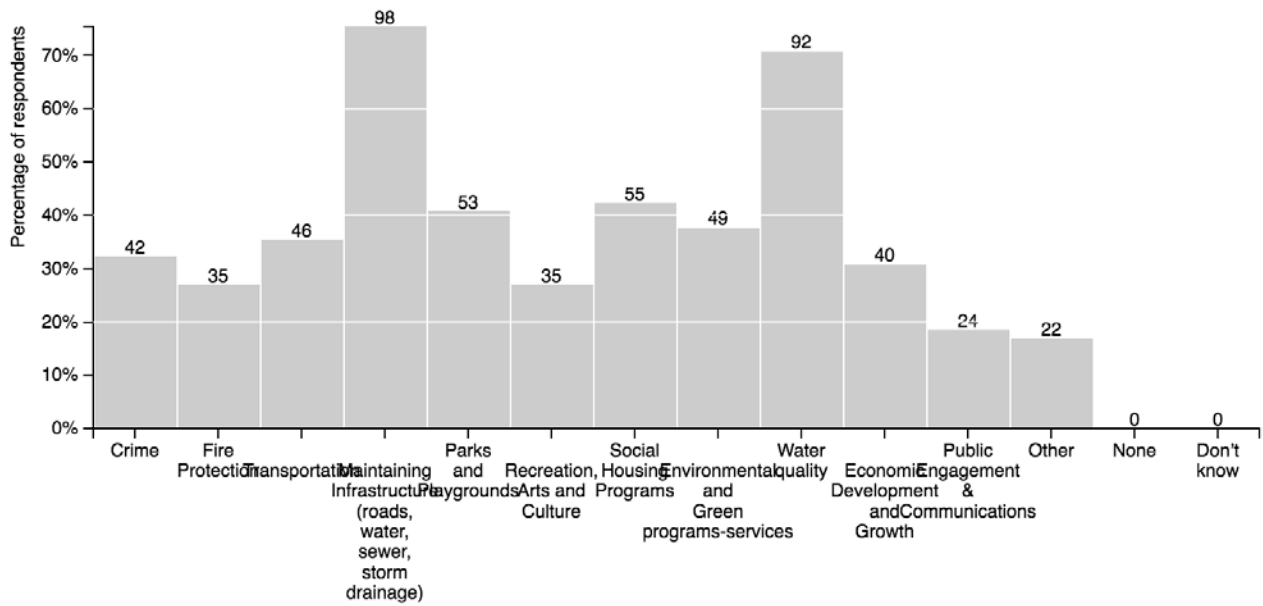
Sewer Infrastructure

With water quality, Asset Management and sustainable services in mind, what additional percentage of funding would you be willing to contribute toward the City of Courtenay and CVRD sewer network?



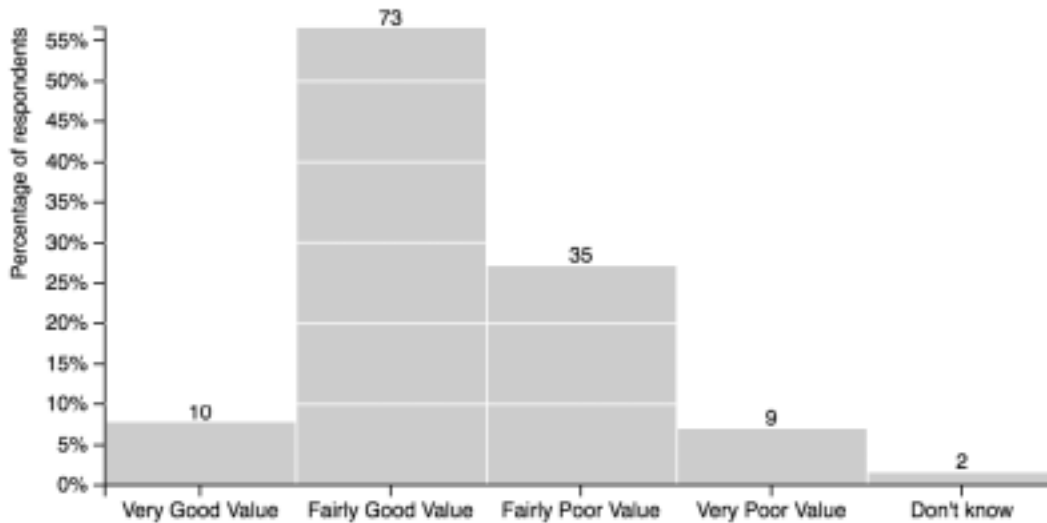
Important Issues

As a resident of the City of Courtenay, what are the top five issues that should receive the greatest attention from your local municipal leaders?



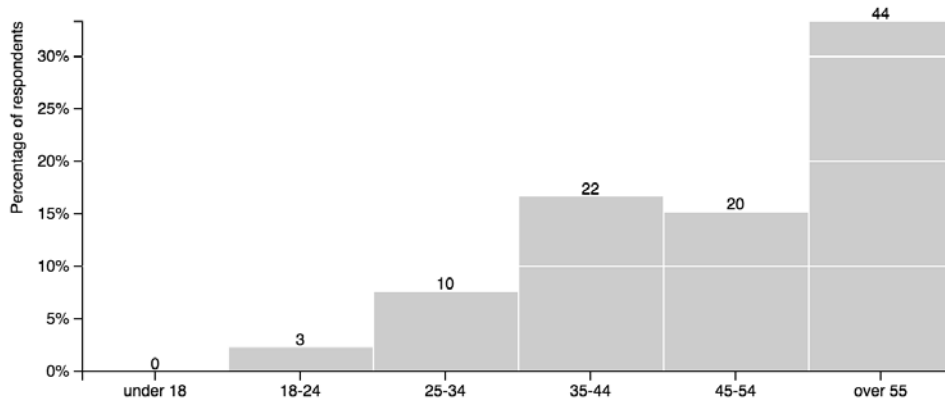
Overall Satisfaction

Thinking globally about all the services you receive from the City of Courtenay, would you say that you get good value or poor value for your tax dollars?

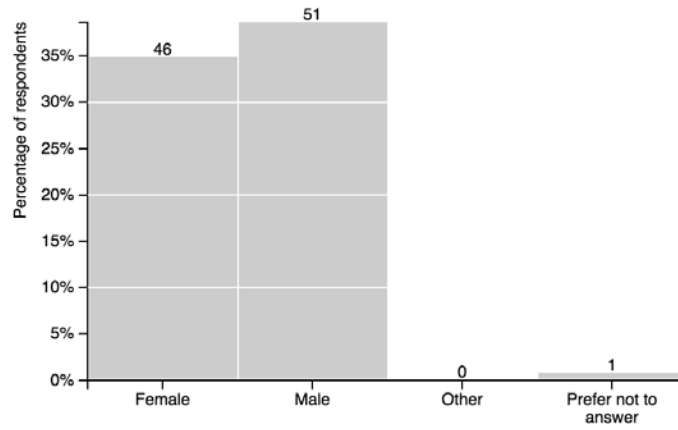


Tell us about yourself

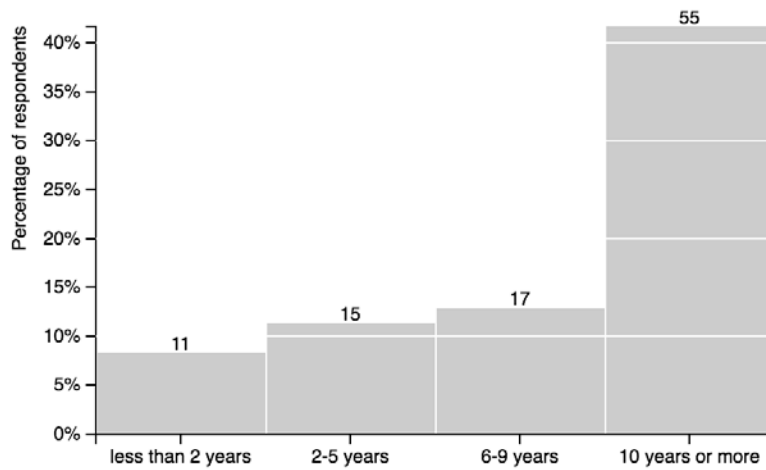
Age



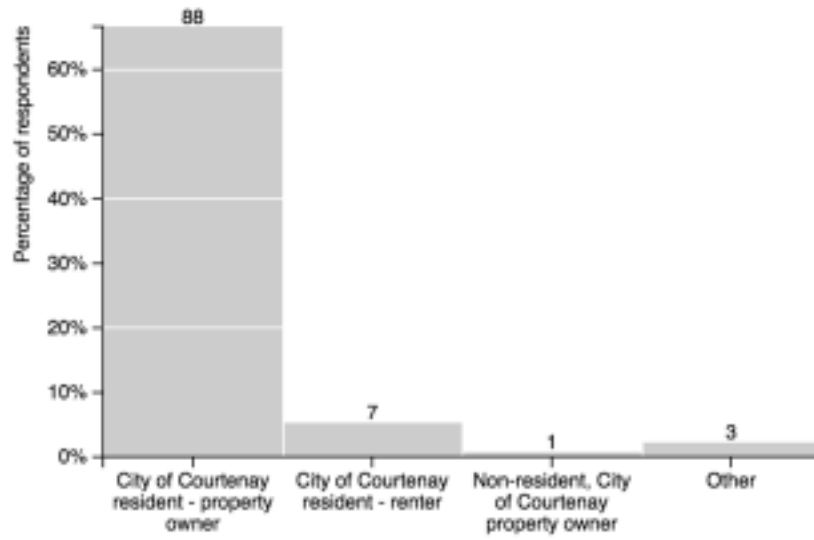
Gender



Residency



Status



Household Income

