



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

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**Meeting #:** R12/2023  
**Date:** June 28, 2023  
**Time:** 4:00 p.m.  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

We respectfully acknowledge that the land we gather on is Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

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**Pages**

- 1. CALL TO ORDER**
- 2. IN CAMERA RESOLUTION**  
THAT Council close the meeting to the public pursuant to the following subsection of the *Community Charter*:  
  
90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:  
  
(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.
- 3. INTRODUCTION OF LATE ITEMS**  
Item 10.5 - Removing the Financial Barrier to Home Support for BC Seniors - A Compassionate and Practical Solution - Councillor Cole-Hamilton
- 4. ADOPTION OF MINUTES**
  - 4.1 Regular Council Minutes - June 14, 2023 6
- 5. DELEGATIONS**
  - 5.1 Downtown Courtenay Business Improvement Association - Annual Report and Bylaw 17  
Presentation to Council by Tracey Clarke, Executive Director, and Sandra Viney, Vice-President.
- 6. STAFF REPORTS**
  - 6.1 Financial Services
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    - 6.1.2 Financial Information Act - 2022 Statement of Financial Information (SOFI) 149

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9.5	Councillor McCollum	
9.6	Councillor Morin	
9.7	Mayor Wells	
<b>10.</b>	<b>COUNCIL RESOLUTIONS</b>	
10.1	Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Local Focus - Councillor Frisch WHEREAS development covenants that prohibit or restrict roof top solar panels are a barrier to the generation of renewable energy; and  WHEREAS the City of Courtenay has declared a climate crisis and the Province of BC supports climate action, and  WHEREAS solar electric generation is an important part of a greenhouse gas reduction strategy.  THEREFORE BE IT RESOLVED THAT Council send a letter to the Honourable George Heyman, Minister of Environment and Climate Change Strategy, to request the Province exercise its authority and override development agreement covenants that restrict or prohibit renewable energy systems in all zones.	

10.2 Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Provincial - Councillor Frisch  
WHEREAS the BC Government is committed to reducing greenhouse gas emissions by 16% below 2007 levels by 2025, 40% by 2030, and 80% by 2050; and

WHEREAS solar energy is a renewable energy source and reduces carbon emissions;

THEREFORE BE IT RESOLVED THAT Council direct staff to draft a resolution and backgrounder in support of the elimination of development agreement covenants that restrict or prohibit renewable energy systems in all zones for Council's consideration for submission to the 2024 AVICC and UBCM Conventions.

10.3 Municipal Insurance Association Voting Delegates  
THAT Council appoint the following members as Municipal Insurance Association Voting Delegates:

- Voting Delegate: Mayor Bob Wells
- Alternate #1: Councillor Melanie McCollum
- Alternate #2: Councillor Evan Jolicoeur

10.4 UBCM Resolution - Offsite Wood Construction - Councillor Cole-Hamilton  
THAT Council submit the following resolution to the Union of BC Municipalities  
for consideration:

375

WHEREAS B.C. has yet to develop an effective strategy to address the biggest constraint on new housing supply—our shrinking construction labour force—and offsite wood frame and mass timber construction has potential to deliver improvements of up to 50% labour productivity, 50% construction time and 20% cost savings, net zero and low embodied carbon construction and secure jobs in forest dependent and Indigenous communities;

WHEREAS the greatest barrier to expanding offsite construction is insufficient market demand from public and private project developers unfamiliar with this novel approach and there are hundreds of strategically located, public land parcels with underutilized land that can be used to cost effectively build affordable housing and grow a predictable pipeline of projects to mobilize investment in manufacturing plant expansion;

THEREFORE BE IT RESOLVED THAT UBCM calls on the Government of B.C. to collaborate with diverse sectors to establish a B.C.-based Offsite Wood Construction Industrial Policy Framework and steadily grow demand and capacity by working with interested public sector organizations to use offsite construction to build, permanently affordable, zero carbon housing on underutilized public land close to jobs and services; and

BE IT FURTHER RESOLVED THAT UBCM works with the BC Government to develop an Affordable Housing Offsite Wood Construction Early Adopter Program with voluntary municipal actions that aggregate demand like pre-approved designs, zoning and permits for different housing types; and voluntary actions for other sectors like developers, builders, school boards, health authorities and forestry companies.

10.5 Removing the Financial Barrier to Home Support for BC Seniors - A Compassionate and Practical Solution - Councillor Cole-Hamilton  
WHEREAS the Province’s Home Support Program allows seniors to stay in their own homes as long as possible, the preference of most seniors and the option which is far more cost-effective for the health care system at \$14,000 per annum than moving to publicly subsidized long-term care at \$60,000/year; and

WHEREAS 70% of BC seniors are charged a fee of up to 30% of their income for Home Support, which many cannot afford, leading to poor health outcomes, caregiver burnout and premature placement in long-term care, resulting in BC having twice as many people in long term care who could be supported at home than in provinces that don’t charge for home support like Alberta and Ontario.

THEREFOR BE IT RESOVED THAT UBCM ask the Province of BC to waive the fees associated with the Home Support Program in order to make it accessible to all seniors regardless of income.

## 11. BYLAWS

11.1 For First and Second Reading

11.1.1 Zoning Amendment Bylaw No. 3063 - 1814 Grieve Ave 379

11.1.2 Zoning Amendment Bylaw No. 3095 – 4655a Madrona Place 414

11.2 For Third Reading

11.2.1 Council Procedure Amendment Bylaw No. 3102 427

11.3 For Adoption

11.3.1 Growing Communities Reserve Fund Establishment Bylaw No. 3086 437

11.3.2 Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093 438

## 12. ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY  
**COUNCIL MINUTES**

---

**Meeting #:** R11/2023  
**Date:** June 14, 2023  
**Time:** 4:00 pm  
**Location:** CVRD Civic Room, 770 Harmston Ave, Courtenay

**Council Present:** B. Wells  
W. Cole-Hamilton  
D. Frisch  
D. Hillian  
E. Jolicoeur  
M. McCollum  
W. Morin

**Staff Present:** G. Garbutt, City Manager (CAO)  
C. Davidson, Director of Engineering Services  
A. Langenmaier, Director of Financial Services  
K. Shaw, Director of Public Works Services  
M. Wade, Director of Development Services  
N. Gothard, Manager of Community and Sustainability Planning, via audio/video conference  
P. de Graaf, Manager of Bylaw Enforcement  
P. Preston, Manager of Building and Administrative Services  
A. Proton, Manager of Legislative Services  
J. Tazzioli, Manager of Engineering (Environmental Projects)  
M. Wright, Manager of Transportation  
D. Croin, Planner 1, via audio/video conference  
C. Dallamore, Legislative Coordinator

**1. CALL TO ORDER**

- Mayor Wells called the meeting to order at 4:00 pm and respectfully acknowledged that the land on which the meeting was conducted is the Unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

- Councillor Cole-Hamilton advised that National Indigenous Peoples Day will be celebrated at Puntledge RV Campground on June 21st, with a Welcoming Ceremony featuring K'ómoks First Nation representatives, followed by a free, family-friendly festival from 9:00 am to 7:00 pm, including various activities, entertainment, and an education panel.

## **2. INTRODUCTION OF LATE ITEMS**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council move item 5.1 to the end of section 5, External Reports and Correspondence, and move the External Reports and Correspondence section before the Staff Reports section.

**CARRIED**

## **3. ADOPTION OF MINUTES**

### **3.1 Regular Council Minutes - May 31, 2023**

**Moved By** McCollum

**Seconded By** Cole-Hamilton

THAT Council adopt the May 31, 2023 Regular Council minutes.

**CARRIED**

## **4. EXTERNAL REPORTS AND CORRESPONDENCE**

### **4.1 RCMP Quarterly Statistics Report - 3rd Quarter (Oct-Dec 2022)**

### **4.2 RCMP Quarterly Statistics Report - 4th Quarter (Jan-Mar 2023)**

### **4.3 RCMP Courtenay Crime Data by Area (Jan-Mar 2023)**

### **4.4 RCMP Courtenay Property Crime 2022-2023 (Year to Year comparison)**

**Moved By** Jolicoeur

**Seconded By** Cole-Hamilton

THAT Council receive the RCMP Quarterly Statistics Report - 3rd Quarter (Oct-Dec 2022), RCMP Quarterly Statistics Report - 4th Quarter (Jan-Mar 2023), RCMP

Courtenay Crime Data by Area (Jan-Mar 2023) and RCMP Courtenay Property Crime 2022-2023 (Year to Year comparison).

**CARRIED**

#### **4.5 RCMP Annual Performance Plan (2023-2024)**

**Moved By** Jolicoeur

**Seconded By** McCollum

That Council direct staff to develop a plan for the 2024-2025 RCMP Annual Performance Plan and to set up a planning session with the City of Courtenay and RCMP in fall 2023.

**CARRIED**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council receive the RCMP Annual Performance Plan (2023-2024).

**CARRIED**

### **5. STAFF REPORTS**

#### **5.1 City Manager (CAO)**

##### **5.1.1 Council Remuneration Options**

**Moved By** McCollum

**Seconded By** Frisch

THAT Council direct staff to update the Council Remuneration Policy to include the following:

- a) To change benefits provider from UBCM to the City benefit provider in alignment with staff policy coverage,
- b) To provide a child/eldercare allowance of up to \$3,300 per year, effective at the start of the new Council term in 2026,
- c) To provide Acting Mayor pay equivalent to 10% of Mayor's remuneration during the acting month,



- e) To provide compensation to new council-elect members up to \$200 per day for attending required City orientation and training sessions prior to the day of the Inaugural Meeting of Council,
- f) To include an annual remuneration increase equivalent to the CUPE annual contract increase as negotiated starting January 1, 2024,
- g) To consider amendments to the Council Remuneration Policy no later than December 31 in the year prior to a general local government election, and,

THAT staff be directed to bring forward any necessary amendments to applicable bylaws in regard to the approved Council Remuneration Policy updates.

**CARRIED**

**Opposed: Hillian**

## **5.2 Development Services**

### **5.2.1 Development Variance Permit No. 2301-1095 Willemar Ave**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council issue Development Variance Permit No. 2301 to vary the definition of 'secondary suite' of "Zoning Bylaw No. 2500, 2007" to increase the size of an existing secondary suite from 40% of the principal dwelling unit to 45% for the property located at 1095 Willemar Road.

**CARRIED**

### **5.2.2 Development Permit with Variances No. 2306 – 943 2nd Street**

**Moved By** Cole-Hamilton

**Seconded By** Frisch

THAT Council issue Development Permit with Variance No. 2306 to permit a front yard setback variance from 7.5m to 4.6m and a side yard setback variance from 4.9m to 3.3m.

**CARRIED**

### **5.2.3 1375 Piercy Avenue – Affordable Housing Reserve Fund**

**Moved By** Hillian

**Seconded By** Jolicoeur

THAT Council provide financial assistance through the Affordable Housing Amenity Reserve Fund for the off-Site Works and Services associated with the Habitat for Humanity project located at 1375 Piercy Avenue in the amount of \$211,340 to address both Lane and Piercy Avenue offsite works.

**CARRIED**

## **5.3 Fire Department**

### **5.3.1 2023 Public Notification and Evacuation Route Planning**

**Moved By** Morin

**Seconded By** Frisch

THAT based on the June 14, 2023 staff report “2023 Public Notification and Evacuation Route Planning”, Council approves OPTION 1 and authorize an application made to the Union of BC Municipalities Community Emergency Preparedness Fund 2023 Public Notification and Evacuation Route Planning for \$30,000 to be used in 2023-2024 to support the regional application by the Comox Valley Regional District (primary applicant);

AND FURTHER, THAT as a joint applicant, Council agrees that the primary applicant will apply for, receive, and manage the grant funding on their behalf, if successful in grant funding.

**CARRIED**

## **5.4 Public Works Services**

### **5.4.1 2023 Cycling Network Plan Update**

**Moved By** Frisch

**Seconded By** Hillian

THAT Council adopt the 2023 Cycling Network Plan Update; and,

THAT Council adopt the Updated Cycling Network Plan Maps; and,  
THAT staff be directed to amend the 2019 "Connecting Courtenay Cycling Network Plan" to include the Updated Cycling Network Plan Maps; and,  
FURTHER THAT Council direct staff to prepare a bylaw amendment to the "Subdivision and Development Servicing Bylaw No. 2919, 2018" to update the engineering standards and cross-sections.

**CARRIED**

#### **5.4.2 Arden Elementary School Green Team – Traffic Calming Requests**

**Moved By** Frisch

**Seconded By** Cole-Hamilton

THAT Council direct staff to install the recommended signs, pavement markings, and speed reader boards on Lake Trail Road adjacent to Arden Elementary.

**CARRIED**

**Moved By** Jolicoeur

**Seconded By** Frisch

THAT Council direct staff to write to the Comox Valley Regional District and School District 71, requesting cost-sharing financial support for safety improvements to the Lake Trail Road corridor as part of the Safe and Active Schools program.

**CARRIED**

**Moved By** Jolicoeur

**Seconded By** McCollum

THAT Council amend the order of the agenda by moving the Bylaw section before the Internal Reports and Correspondence section.

**CARRIED**

**6. BYLAWS**

**6.1 For First and Second Reading**

**6.1.1 Zoning Amendment Bylaw No. 3037 – 1590 Piercy Ave**

**Councillor Frisch declared a conflict of interest as he has a contract with the applicant, and left the meeting at 7:15 pm.**

**Moved By** McCollum

**Seconded By** Hillian

THAT Council give First and Second Reading to “Zoning Amendment Bylaw No. 3037” (1590 Piercy Avenue) to amend "Zoning Bylaw No. 2500, 2007" to create a new CD-39 Zone and rezone the subject property to CD-39 with the following conditions met prior to final adoption:

- a. A section 219 covenant registered on title to secure the community amenity contributions of \$40,000 to be provided prior to issuance of the building permit.
- b. An easement to permit drainage from the subject property on to the Island Corridor Foundation lands; and

THAT Council direct staff to advertise a statutory Public Hearing for “Zoning Amendment Bylaw No. 3037.”

**CARRIED**

**Councillor Frisch returned to the meeting at 7:30 pm.**

**Mayor Wells called a recess at 7:31 pm. The Council meeting resumed at 7:55 pm.**

**6.2 For First, Second and Third Reading**

**6.2.1 Growing Communities Reserve Establishment Bylaw No. 3086**

**Moved By** Hillian

**Seconded By** Cole-Hamilton

THAT Council give first, second and third readings to the Growing Communities Reserve Fund Establishment Bylaw 3086, 2023.

**CARRIED**

**7. INTERNAL REPORTS AND CORRESPONDENCE**

**7.1 Resident Survey, Your Courtenay, Your Voice**

**Moved By** Frisch

**Seconded By** McCollum

THAT Council receive the Resident Survey Report for information.

**CARRIED**

**7.2 Bylaw Service Activities and Performance Update Jan-May 2023**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council receive the “Bylaw Services Activities and Performance Update” briefing note.

**CARRIED**

**8. COUNCIL REPORTS**

**8.1 Councillor Cole-Hamilton**

Councillor Cole-Hamilton submitted a report of activities, see agenda.

**8.2 Councillor Frisch**

Councillor Frisch submitted a report of activities, see agenda.

**8.3 Councillor Hillian**

No report provided.

**8.4 Councillor Jolicoeur**

No report provided.

**8.5 Councillor McCollum**

Councillor McCollum submitted a report of activities, see agenda.

**8.6 Councillor Morin**

Councillor Morin submitted a report of activities, see agenda.

**8.7 Mayor Wells**

Mayor Wells submitted a report of activities (see agenda) and reviewed his attendance at the following event:

- June 13 - BC Builds Program Workshop in Courtenay, hosted by former Victoria Mayor Lisa Helps, Housing Solutions Advisor in the Premier's Office, for the start-up of BC Builds.

**9. UNFINISHED BUSINESS**

**9.1 Greg Porteous - Burning**

**Moved By** Hillian

**Seconded By** Frisch

WHEREAS Wood smoke affects everyone, but especially children, seniors, pregnant women and people with existing lung and heart conditions; and,

WHEREAS the City of Courtenay has taken steps to improve the air quality of our community in the interest of public health.

THEREFORE BE IT RESOLVED that Council deny Greg Porteous' request for a conditional exemption to the fire ban and burn permit.

**CARRIED**

**10. NOTICE OF MOTION**

**10.1 Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Councillor Frisch**

WHEREAS development covenants that prohibit or restrict roof top solar panels are a barrier to the generation of renewable energy; and

WHEREAS the City of Courtenay has declared a climate crisis and the Province of BC supports climate action, and

WHEREAS solar electric generation is an important part of a greenhouse gas reduction strategy.

THEREFORE BE IT RESOLVED THAT Council send a letter to Honourable George Heyman, Minister of Environment and Climate Change Strategy, to request the Province exercise its authority and override development agreement covenants that restrict or prohibit renewable energy systems in all zones.

**10.2 Development Covenants - Removing the Barriers to the Generation of Renewable Energy - Provincial Focus AVICC and UBCM - Councillor Frisch**

WHEREAS the BC Government is committed to reducing greenhouse gas emissions by 16% below 2007 levels by 2025, 40% by 2030, and 80% by 2050; and

WHEREAS solar energy is a renewable energy source and reduces carbon emissions.

THEREFORE BE IT RESOLVED THAT Council direct staff to draft a resolution and backgrounder in support of the elimination of development agreement covenants that restrict or prohibit renewable energy systems in all zones for Council's consideration for submission to the 2024 AVICC and UBCM Conventions.

**11. IN CAMERA RESOLUTION**

**Moved By** Hillian

**Seconded By** Frisch

THAT Council close the meeting to the public pursuant to the following subsections of the Community Charter:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**12. ADJOURNMENT**

Mayor Wells terminated the open portion of the meeting at 8:41 pm. Following the conclusion of the in camera portion of the meeting, Mayor Wells terminated the meeting at 9:47 pm.

**CERTIFIED CORRECT**

Adopted by Council June 28, 2023

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Mayor Bob Wells

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Adriana Proton, Corporate Officer





# 2022 YEAR IN REVIEW

Downtown Courtenay

B.I.A.

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# DCBIA MISSION

DCBIA was formed in 1995 to ensure Downtown Courtenay is a vibrant place to do business.

We exist, like all Business Improvement Areas, through a municipal bylaw (Bylaw 2264). Our non-profit organization is governed by the Societies Act of B.C. and the Community Charter.

[www.downtowncourtenay.com](http://www.downtowncourtenay.com)

# OUR WORK



MARKETING



SAFETY AND SECURITY

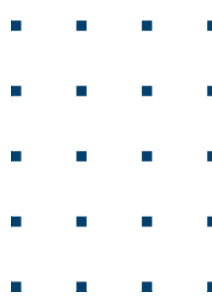


BEAUTIFICATION AND PLACEMAKING



ADVOCACY AND COMMUNITY ENGAGEMENT





# COMMITTEE WORK

- **MARKETING**

The focus is on branding Downtown Courtenay as a shopping, cultural, recreational and tourist hub which is seen as the "heart of Courtenay".

- **INFRASTRUCTURE**

We focus on ensuring Downtown Courtenay is looking its best.

- **SAFETY AND SECURITY**

We work with members, community groups, R.C.M.P. and other stakeholders to establish and maintain a safe and thriving Downtown for our members and community.

# MARKETING

Role: Through varied forms of print media, radio, social media, website content and events, the committee ideates and carries out marketing campaigns that benefit our members.

Responsibilities: The committee directs staff with creative marketing campaigns, holiday celebrations, and annual events. We seek partnerships with local creatives to activate the Downtown core with third party events. The committee stays on top of current trends and emerging technology to attain their goal.

Members: Sandra Viney, Mackenzie Gartside, Megan Griffiths, Kirsten Wood, Theresa Lambert, Tracey Clarke



**Downtown Courtenay**  
50th Annual  
*Market Day*

**Saturday July 16, 9a.m.-5p.m.**

Delightful Merchants, Delicious Eats,  
Artist and Craft Vendors, Free Bike Lockup  
TWO Music Stages & Family Activities

**DOWNTOWN COURTENAY**  
EXPERIENCE MORE

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**2022**  
**Comox Valley**  
**Christmas Parade**  
Sunday December 4  
2 p.m.

**The Old Farm Market**  
**THRIFTY FOODS** Eat happy

**Record**  
**SELECT MACKENZIE GARTSIDE & Associates**  
**Eagle**  
**SKI TAK HUT**

**www.downtowncourtenay.com**

Thank You  
For a great season Downtown!



CTV News live on  
location November 18,  
Moonlight and Magic

<https://youtu.be/TAvfOKD6EPc?t=411>

**DOWNTOWN COURTENAY**

Dine & Drink, Shop & Play. EXPERIENCE MORE History, Art and Culture.

**cityofcourtenay** 16m · Edited

Saturday snow update: Public Works Services crews and contractors were working all night, and have completed all priority 1 and 2 roads. Downtown and hills are also in good shape.

We are reliably informed by Santa that his elves will be clearing more snow off 5th Street tonight so it's ready for the @downtowncourtenay Christmas Parade on Sunday at 2pm.

Our Public Works snow fighters are mighty, but are also feeling the strain of working through this multi-day snow event.

We have some crews getting some rest today while a smaller team carries on clearing priority 3 and 4 roads.

Other crews are working on priority sidewalk clearing. They have completed priority 1 and 2 routes and a crew is now working on trails/walkways, including the Riverway.

Thanks for your understanding and support!

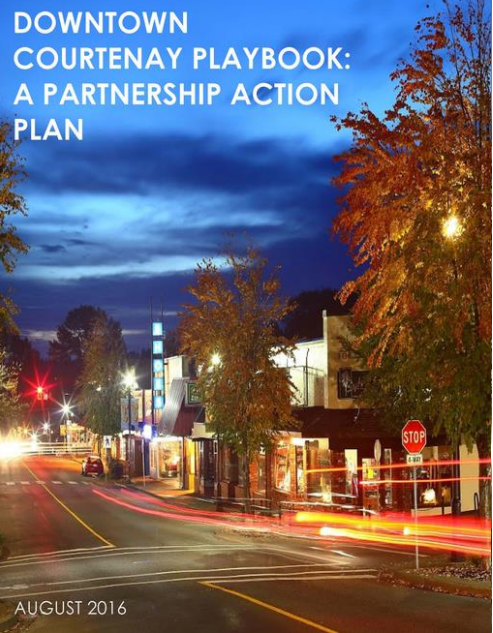
# INFRASTRUCTURE

Role: To have a visually defined boundary that sets the Downtown core apart from the rest of the City as a boutique shopping, cultural, recreation and tourist destination.

Responsibilities: The committee oversees an annual Facade Improvement Grant to assist members and property owners in upgrades. They maintain a relationship with City staff which focuses on project based improvements and beautification to the business area.

Members: Jordan Marshall, Steve Stewart, Daniel Sharratt, Tracey Clarke.





DOWNTOWN  
COURTENAY PLAYBOOK:  
A PARTNERSHIP ACTION  
PLAN

AUGUST 2016



YOUR  
LOGO  
HERE





# SAFETY AND SECURITY COMMITTEE

Responsibilities: The committee stays current with safety and security issues by communicating with members, City staff and R.C.M.P.

Committee work focuses on local solutions within our district, as well as advocacy to all levels of Government.

Members: Jordan Marshall, Steve Stewart, Daniel Sharratt, Heather Ney, Sheila Toni, Tracey Clarke, Mayor Bob Wells

“

**gordjohnsmdp** Thanks to Downtown Courtenay Business Improvement Association board member Sandra Viney and Executive Director Tracey Clarke for taking time to talk to me about community issues impacting the business community. Great also to join them for a walkabout to visit local businesses and see some of their local initiatives in action including the way finder project to promote small businesses and local history. Importantly, we talked about the toxic drug overdose crisis which is affecting the downtown core of Courtenay and all other communities in our riding. They believe federally funded compassionate supports for the homeless and those struggling with substance use disorder is urgently required. Congratulations to the Association for its excellent advocacy!

”



**DOWNTOWN  
COURTENAY**  
EXPERIENCE MORE



Date \_\_\_\_\_

RCMP File Number \_\_\_\_\_

I / We are the owners / managers of the business \_\_\_\_\_ located at the civic address of \_\_\_\_\_, Courtenay BC.

By signing this agreement I/ We are taking part in "Project Trespass". By doing so we are allowing the Comox Valley RCMP to enforce the British Columbia **Trespass Act** 24 hours a day on our property on our behalf. Police do not need to contact us to make enquiries about the viability of someone staying/loitering on our property, taking into account the time of day and business activities taking place at the time.

The Sticker provided by the Comox Valley RCMP will allow police to know that the business is part of "Project Trespass". This will allow police to enforce the Trespass Act as needed for partner businesses.

Business owner \_\_\_\_\_, Date \_\_\_\_\_

Business Name / Address \_\_\_\_\_



# Safety & Security Resources

2021  
2nd  
edition

RCMP/Fire/Ambulance Emergency: 911  
RCMP Non-Emergency: (250)338-1321  
RCMP Online Reporting: <https://ocre-sielc.rcmp-grc.gc.ca/comoxvalley/en>

Report the following problems to City of Courtenay Public Works:  
publicworks@courtenay.ca (250)338-1525, after hours: (250)334-2947

- Needles on Public Property (needles on private property are the responsibility of the property owner)
- Biohazards on public property (on private property are the responsibility of the property owner)
- Potholes, sidewalk damage, water, roads, storm drains and sewer, garbage, recycling
- Graffiti/public space vandalism, unsightly property, noise complaints
- Tree trimming (public property), city gardens

Power Out: 1-800-BCHydro 1-800-224-9376 or \*HYDRO (\*49376) on cell.

Garbage & Recycling: Emterra (250)336-8066

Encampment: The Coalition to End Homelessness [comoxvalleyhousing@gmail.com](mailto:comoxvalleyhousing@gmail.com)  
Connect Warming Centre: Diana (250)650-0622

Safe Needle Disposal: Island Health has helpful videos on safe disposal and support for accidental contact <https://www.islandhealth.ca/about-us/medical-health-office/safe-disposal-needles>

DCBIA Safety and Security Committee: [info@downtowncourtenay.com](mailto:info@downtowncourtenay.com) (250)800-9497

Scenario: Needles or bio-hazard on your property  
Response: Priority is your safety. Wear work gloves if you choose to clean up needles. Use care.(Do not re-cap, or break. Hold tip away from you) Dispose of sharps properly in sharps container.  
Call Public Works for cleanup on City property.

Scenario: customer causes a disturbance  
Response: Request they leave. This is a chargeable offence. If they refuse to leave, report to RCMP.  
STAY CALM

Scenario: Shoplifting  
Response: Do not pursue, observe which direction they go in  
Gather photo evidence if possible  
Description:(shoes/clothes)  
STAY CALM

Scenario: Homelessness  
Response: To aid Individuals in need of housing support, email [comoxvalleyhousing@gmail.com](mailto:comoxvalleyhousing@gmail.com) who communicates to community based outreach teams which offer support and direct individuals to resources.

Lights help!  
Consider bright outdoor lighting or even battery powered LED motion lights

Cameras! Probably the most useful tool.  
RCMP can assist with set-up and placement

Window Film is useful in preventing access due to broken glass.  
[www.safeandsoundwindowfilm.com](http://www.safeandsoundwindowfilm.com)

Consider creating a log book (virtual or physical) for staff to record incidents.  
Record: date, time, incident details and report these regularly to RCMP.



## Incident Report

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Contact info: \_\_\_\_\_

### Description of event:

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This form to be used for online reporting to <https://ocre-sielc.rcmp-grc.gc.ca/comoxvalley/en>  
Call 911 for immediate serious threats to life/limb/property. RCMP Non-Emergency (250)338-1321



# CONGRATULATIONS!

## Welcoming new businesses or owners:

Mignon and Kie Deli and Grazery  
Wildflower Mercantile  
West Coast Tees  
Shelter Clothing  
Co-Valley Co-Working  
The Mustard Lady  
Graham's Jewelers  
Happy's Source for Sports  
Olive and Onyx Studios  
Red Fox Botanicals

## Celebrating Longevity:

10 years A Gemstone Hair Studio  
10 years Guerilla Food Company/Pizzeria  
23 Years Uptown Yarns  
30 Years Home and Garden Gate  
Atlas Cafe featured on Big Food Bucket List  
...and more!

# BOARD ELECTION



Brody Abbatt-Slater

The Mustard Lady



Greg Chadwick

Graham's Jewelers



Alex Clarke

Co-Valley Co-Working



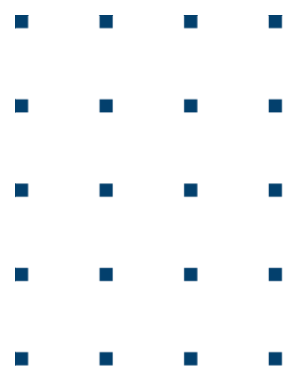
## 1.0 Introduction

In 2022, the Downtown Courtenay Business Improvement Area (DCBIA) with support from the City of Courtenay, began the process of reviewing service levels, fees and operating budget. The goal of this project is ultimately to update the Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 to better serve the Downtown Courtenay business community.

The DCBIA contracted Urban Systems to support with outreach efforts, best practice review and to conduct a strategic analysis to provide recommendations for improvement. This report is a result of this work and details the project background, methodology, best practice research, and the results of outreach efforts. Section 6.0 provides specific recommendations based on this information to build on the success of the DCBIA to continue to serve the Courtenay community in the years to come.



# BYLAW REVIEW



### 5.1.1 Outreach by the Numbers

Through the methods listed above, we were able to reach a significant amount of current and prospective members about the process, the importance of the DCBIA, and better understand what they would like to see moving forward. The graphic below outlines the extent of the outreach undertaken through this project.<sup>11</sup>



<sup>11</sup> Note that there were several rounds of mailouts and handouts completed, so some recipients may have been contacted multiple times.

## 5.0 Community Feedback

### 5.1 Outreach Efforts

As it has been 20 years since the DCBIA bylaw was last renewed, it was important to facilitate an extensive outreach and engagement process that aimed to reach as many members and prospective members as possible. The goals for this process are outlined in the Communication and Engagement Strategy which can be found in Appendix A.

BIAs are permitted to determine how they fulfill their requirement to conduct member outreach based on their understanding of how their membership operates. This project employed the following methods to engage with current and prospective members:

- Booth at Market Days
- Email Newsletters
- Mailouts to Property Owners
- Informational Handouts
- Public Information Session
- Newspaper Promotion
- Hot Chocolate's Window Display
- Digital Survey
- Door to Door Canvassing
- Social Media Campaign
- Board of Directors Workshop



#### 4.4 Finances

Under the *Community Charter*, municipal Councils are permitted to grant money for the planning and implementation of a BIA, all or part of which must be recovered through a local service tax. Most municipalities use a fixed annual operating budget and collected taxes based on assessed property value. This provides more certainty in their annual operating budget, allowing BIA's to plan for the long-term. For the DCBIA, their entire operating budget from taxes applied to the members which is based on property assessed value. Table 4 below outlines each BIA's annual operating budget for 2022, the dollar amount allocated per member, annual levy increase per community.<sup>9</sup>

In addition to the funds collected the local service tax, some municipalities listed below have additional funding sources including grants, municipal funding, or joint partnerships with private organizations. While it is allowed through the *Community Charter*, it is not common for BIA's to include a specific amount of funding from the municipality in the bylaw.

Table 4: Comparable Communities - Annual Operating Budget

Comparable Communities (2021 Pop)	Members <sup>10</sup>	Annual Operating Budget (2022)	\$ Amount Allocated Per Member	Levy Increase Per Year
<b>Courtenay (28,420)</b>	<b>200</b>	<b>\$60,000</b>	<b>\$300.00</b>	<b>0%</b>
Chilliwack (100,580)	350	\$349,349	\$998.14	2.8%
Prince George (76,708)	500	\$337,653	\$675.31	3%
Vernon (44,519)	400	\$297,457	\$743.64	3.6%
Campbell River (35,519)	80	\$53,870	\$673.38	2.9%
Squamish (23,819)	200	\$93,824	\$494.12	0% but will increase after 2025
Duncan (5,047)	250	\$112,500	\$450	2.5%

<sup>9</sup> This is calculated as if the annual operating budget were allocated evenly among all BIA members. This is used only as a comparison among BIA's, this is not realistic to how BIA's allocate their funding.

<sup>10</sup> This number is approximate.

Comparable Communities (2021 Pop)	Members <sup>10</sup>	Annual Operating Budget (2022)	\$ Amount Allocated Per Member	Levy Increase Per Year
Downtown Kamloops (97,902)	850	\$296,096	\$348.35	5-6.5%
Northshore Kamloops (97,902)	460	\$222,870	\$484.50	4%
Parksville (13,642)	230	\$190,000	\$826.10	2.7%
Comox (14,806)	130	\$72,900	\$560.77	0%

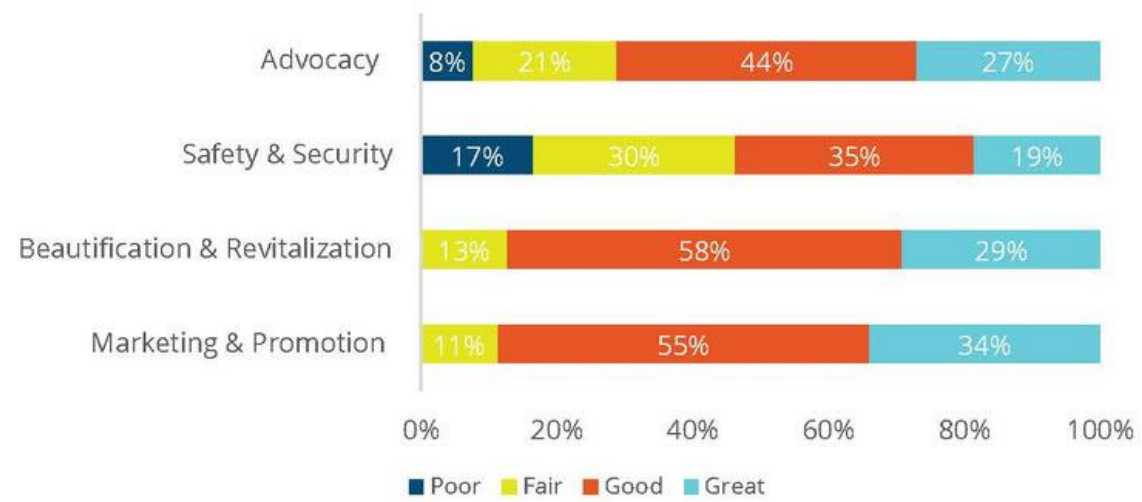
Using the information provided in the table above, the average annual levy increase among comparative communities is 3%. The following table shows the potential DCBIA annual operating budget if they had observed a 3% levy increase per year since creation in 1995.

Table 5: DCBIA annual operating budget when observing a 3% annual increase

Year	DCBIA Unrealized Annual Operating Budget
1995	\$60,000
2000	\$69,556
2005	\$80,635
2010	\$93,478
2015	\$108,367
2020	\$125,627
2025	\$145,636



Figure 6. Rating the Effectiveness of the DCBIA in Providing Services (Members Only)



Most member respondents (63%) were in support of an annual levy increase. Most member respondents were supportive of a 2-4% increase (55%).

Figure 7. With the understanding that the operating budget needs to be increased, which of the following best describes your opinion regarding an annual levy increase? (Members Only)

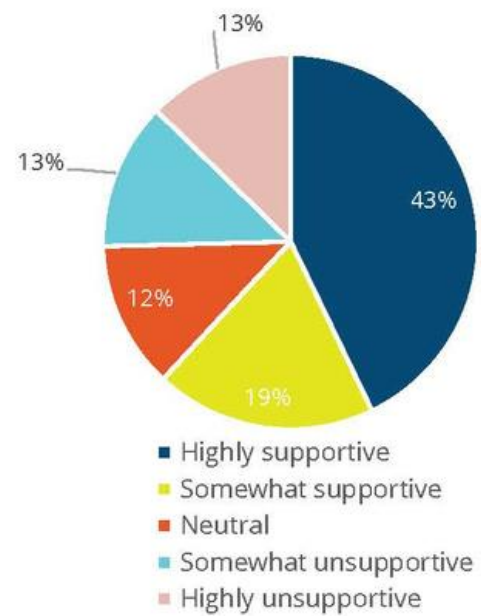
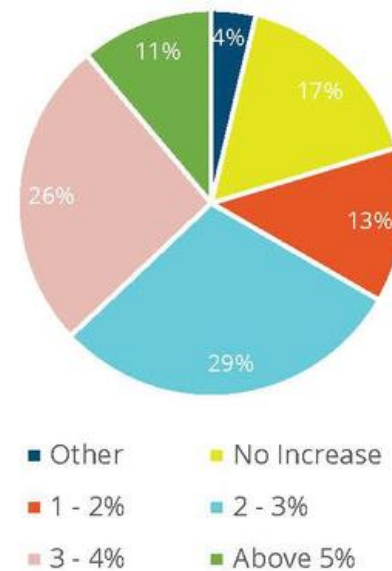


Figure 8. With the understanding that a 3% annual levy increase is the average for similar sized communities, what percentage increase would you be supportive of? (Members Only)



A majority of member respondents (72%) believed that a levy increase would not impact their decision to remain within the DCBIA. Most member respondents (78%) were also supportive of a boundary expansion to include more businesses.

Figure 9. Would a levy increase impact your decision to remain within the DCBIA boundaries? (Members Only)

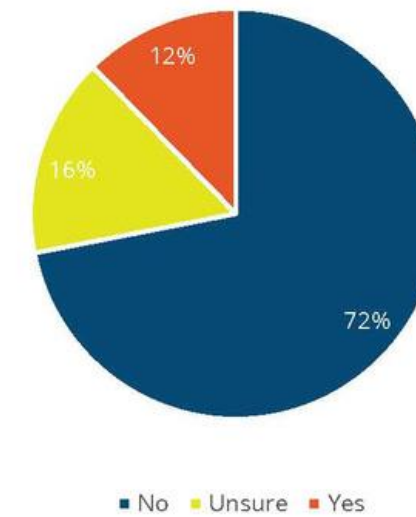
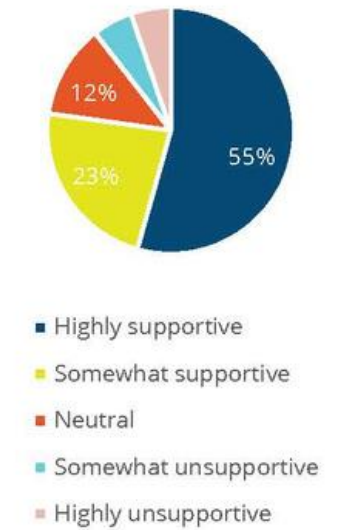


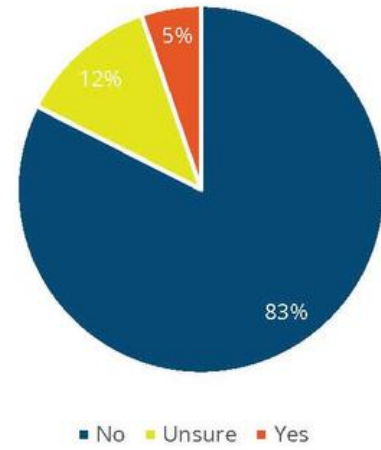
Figure 10. Would you be supportive of a DCBIA boundary expansion to include more businesses? (Members Only)





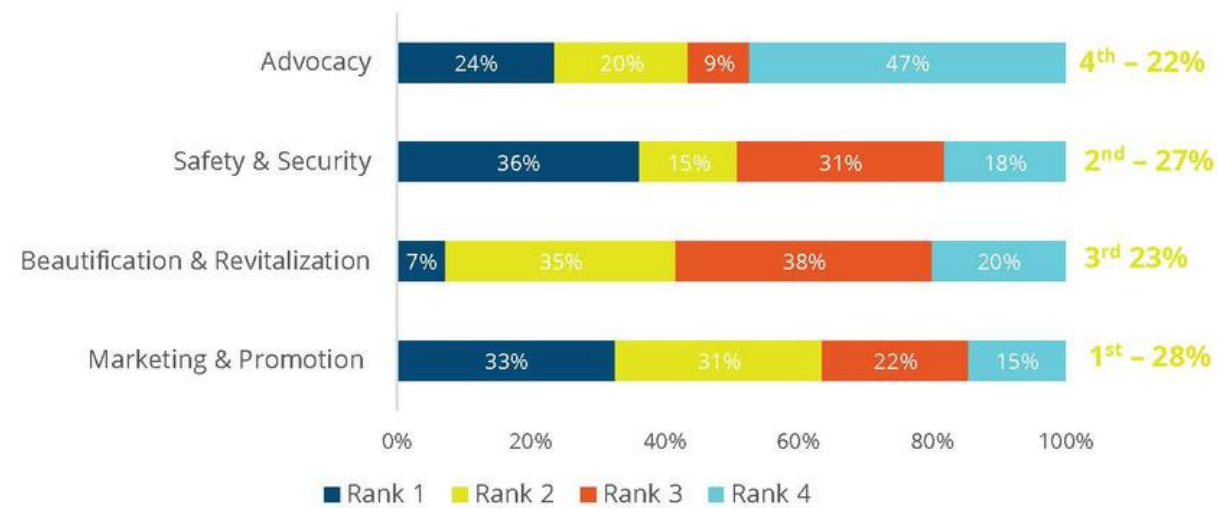
Most of the member respondents (83%) believed that a DCBIA expansion would not impact their decision to remain within the DCBIA.

Figure 11. Would a boundary expansion impact your decision to remain within the DCBIA boundaries? (Members Only)



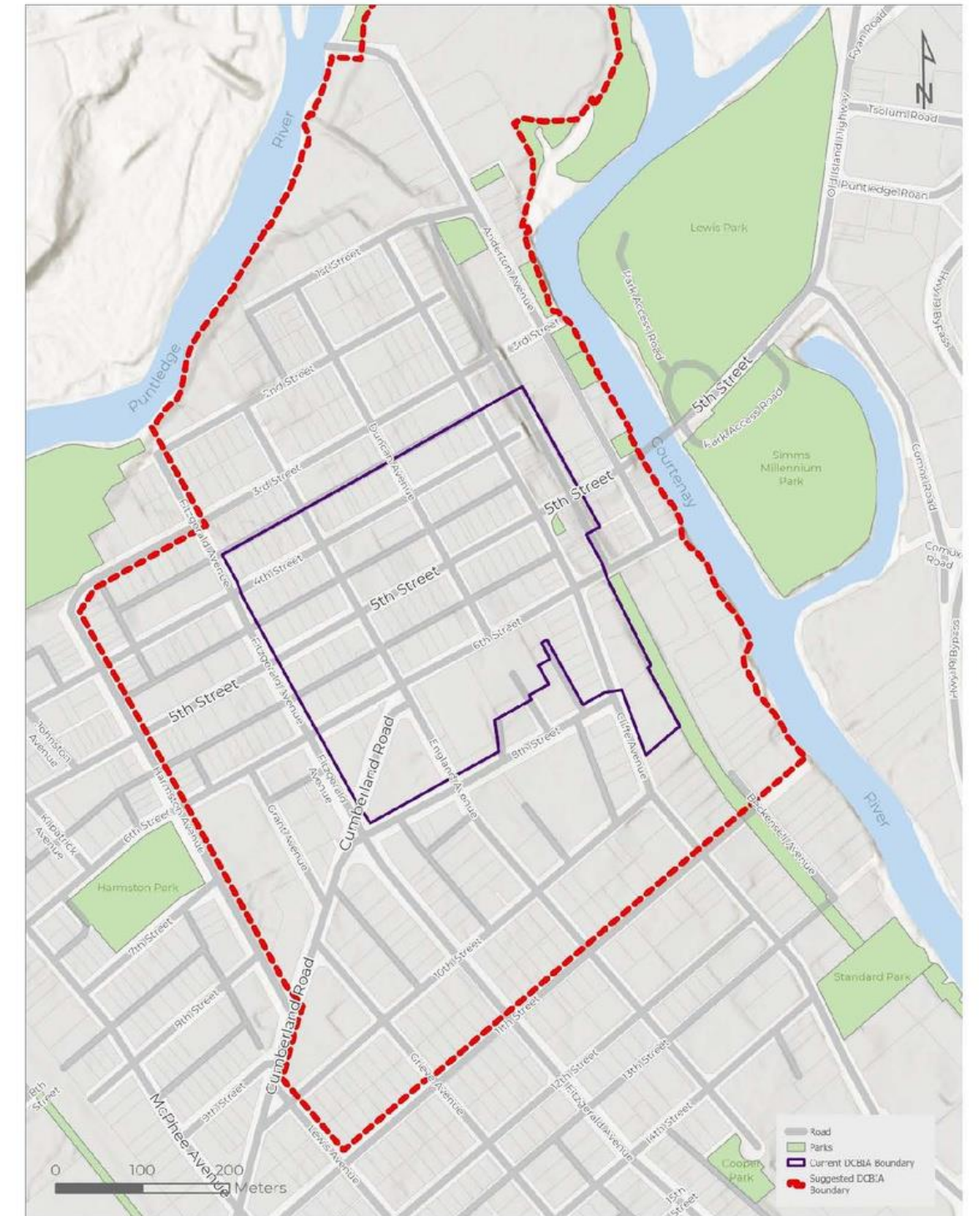
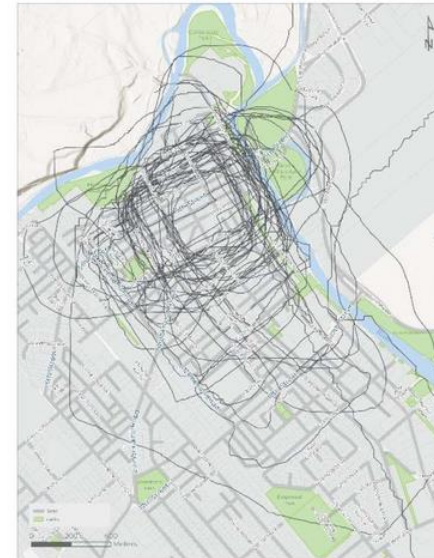
The priority service for member respondents was marketing and promotion, with over (64%) ranking it as their first or second priority. The lowest priority for member respondents was advocacy services, with (47%) of members ranking it as their last priority.

Figure 12. Please prioritize the services offered by the DCBIA from 1-4 in order of importance to you and your business (1 being the highest priority, 4 being the lowest) [Members Only]



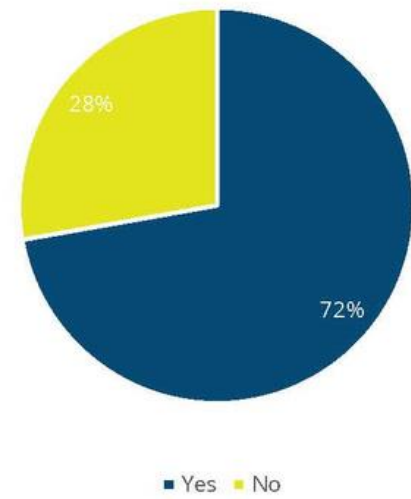
We asked the general public, current members and prospective members to draw on a map where they consider to be Downtown Courtenay. The resulting map in Figure 16 shows each of the respondents' boundaries.

Figure 18. What do you consider "Downtown Courtenay"



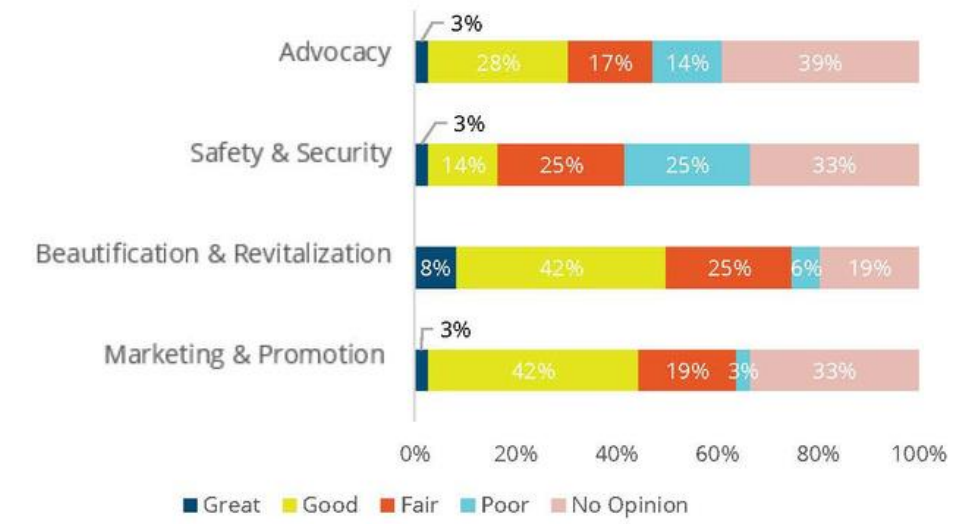
Approximately 72% of non-member survey respondents supported a DCBIA boundary expansion.

Figure 17. With an understanding of the services offered by the DCBIA (supplied in the attached info sheet), would you support a DCBIA boundary expansion that includes your business? (Non-members)



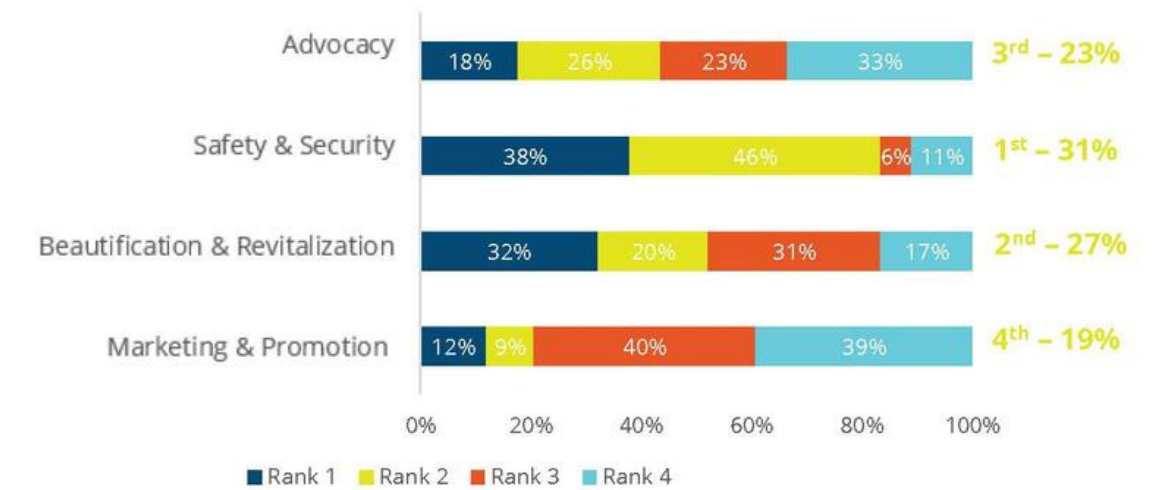
■ Yes ■ No

Figure 15. Rating the Effectiveness of the DCBIA in Providing Services (Non-members)



Non-member respondents top priorities were security, safety, beautification, and revitalization if the DCBIA's boundary was expanded. Over 84% of non-member respondents had security and safety as their first or second priority. Approximately 52% of non-member respondents had beautification and revitalization as their first or second priority.

Figure 16. If the boundary was expanded, what level of service would you prioritize in your area? (Non-members)





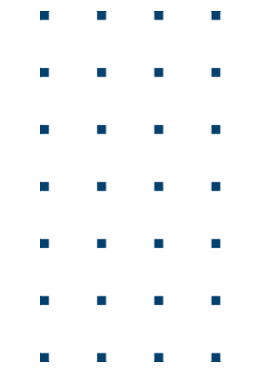
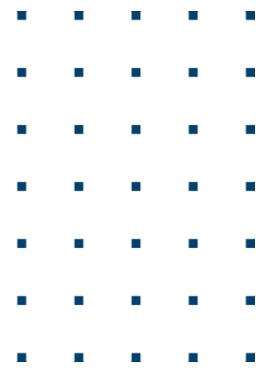
**VOTE TO AMEND  
BYLAW 2264, 2002**

**MEMBERS VOTE TO  
SUPPORT A BOUNDARY  
EXPANSION**

**REQUEST COUNCIL  
APPROVE AMENDED BYLAW  
2264, 2023**



# THANK YOU





# DOWNTOWN COURTENAY

*EXPERIENCE MORE*

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO.2264, 2023**

A bylaw to establish the Downtown Courtenay Business Improvement Area

**WHEREAS** a municipal council may under the *Community Charter* grant money to an organization that has as one of its aims, functions and purposes, the planning and implementation of Business Promotion Scheme;

**AND WHEREAS** Council of the City of Courtenay has previously adopted Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002;

**AND WHEREAS** Council, at the request of the Downtown Courtenay Business Improvement Area, wishes to amend the Downtown Courtenay Business Improvement Area;

**THEREFORE BE IT RESOLVED** that the Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

**1. DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

**"Applicant"** means the Downtown Courtenay Business Improvement Applicant.

**"Business Improvement Area"** means the area of the City designated in Schedule "A" of this Bylaw.

**"Business Promotion Scheme"** means:

- (a) carrying out studies and making reports respecting the Downtown Courtenay Business Improvement Area;

- (b) the improvement, beautification or maintenance of streets and sidewalks in the Downtown Courtenay Business Improvement Areas; and
- (c) the encouragement and promotion of commercial business development within the Downtown Courtenay Business Improvement Area both directly, and indirectly through the encouragement of entertainment, sports and cultural activities.

**“Taxable Property”** means land and improvements that fall within Class 5 and 6 under the Assessment Act – Prescribed Class of Property Regulation, B.C. Reg. 438/81.

## **2. DESIGNATION OF AREA**

- 2.1 Council designates the Downtown Courtenay Business Improvement Area boundary to include the lands within the outlined area as identified in Schedule “A”.

## **3. GRANT**

- 3.1 The Council may, in the calendar years 2024 through 2028, grant to the Applicant, in the aggregate, funds not to exceed \$730,000 over the five-year term and not to exceed in any calendar year the amount collected by property value tax imposed under this Bylaw for that year. These monies shall be paid to the Applicant on or before the 1st day of September in each year. Funds will be broken down into annual amounts as follows:

2024 - \$120,000  
2025 - \$130,000  
2026 - \$145,000  
2027 - \$160,000  
2028 - \$175,000

- 3.2 The Applicant shall submit, annually on or before March 1st, a budget for the purpose of the Business Promotion Scheme as in section 1.

(a) The budget for the Business Promotion Scheme which is based on a fiscal year commencing January 1st, must contain sufficient information to describe all anticipated expenses and revenues, and has been approved by a majority of the members present at the Annual General Meeting of the Downtown Courtenay Business Improvement Area.

- 3.3 Monies granted to the Applicant under this Bylaw must be expended only by the Applicant and in accordance with the conditions and limitations set out in this Bylaw and for the planning and implementation of a Business Promotion Scheme set out in Schedule B of this Bylaw.

- 3.4 Monies granted pursuant to Section 4.1 of this Bylaw shall be expended only for



projects provided for in the annual budget submitted and approved by the Financial Officer pursuant to Section 4.2.

#### **4. RECOVERY OF FUNDS**

- 4.1 All of the money granted to the Applicant pursuant to this Bylaw shall be recovered within the Downtown Courtenay Business Improvement Area from the owners of Taxable Property.
- 4.2 For the purpose of recovering the monies granted to the Applicant, an annual property value tax shall be imposed on Taxable Property within the Downtown Courtenay Business Improvement Area, and such tax shall be based on the assessed value of the land and improvements.

#### **5. CONDITIONS AND LIMITATIONS**

- 5.1 The Applicant shall not carry out any borrowing, which results in an indebtedness or other obligation as to money granted to it by the Council pursuant to this Bylaw, which extends beyond the fiscal year in which that money was granted.
- 5.2 Any money granted to the Applicant by the Council pursuant to this Bylaw shall, if not required for immediate use, be invested only in securities in which trustees are authorized by law to invest.
- 5.3 The Applicant shall not alter or approve amendments to its Constitution or Bylaws without providing the Corporate Officer of the City with two months' notice of its intention to make such alteration or amendment, and if any alteration or amendment is made without such notice the City may withhold any payments under this Bylaw.
- 5.4 The Applicant shall account for the money granted by the Council for the previous year by submitting to the City on or before March 1 in each of the year 2024, 2025, 2026, 2027 and 2028 a compiled financial statement for the previous calendar year which shall be prepared in accordance with generally accepted accounting principles and shall include a balance sheet and a Statement of Revenue and Expenditure.

#### **6. INSURANCE**

- 6.1 The Applicant shall at all times carry a policy of comprehensive general liability insurance in the amount of \$2,000,000.00 with the City as an additional named insured. .

#### **7. EXPIRATION DATE**

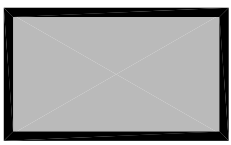
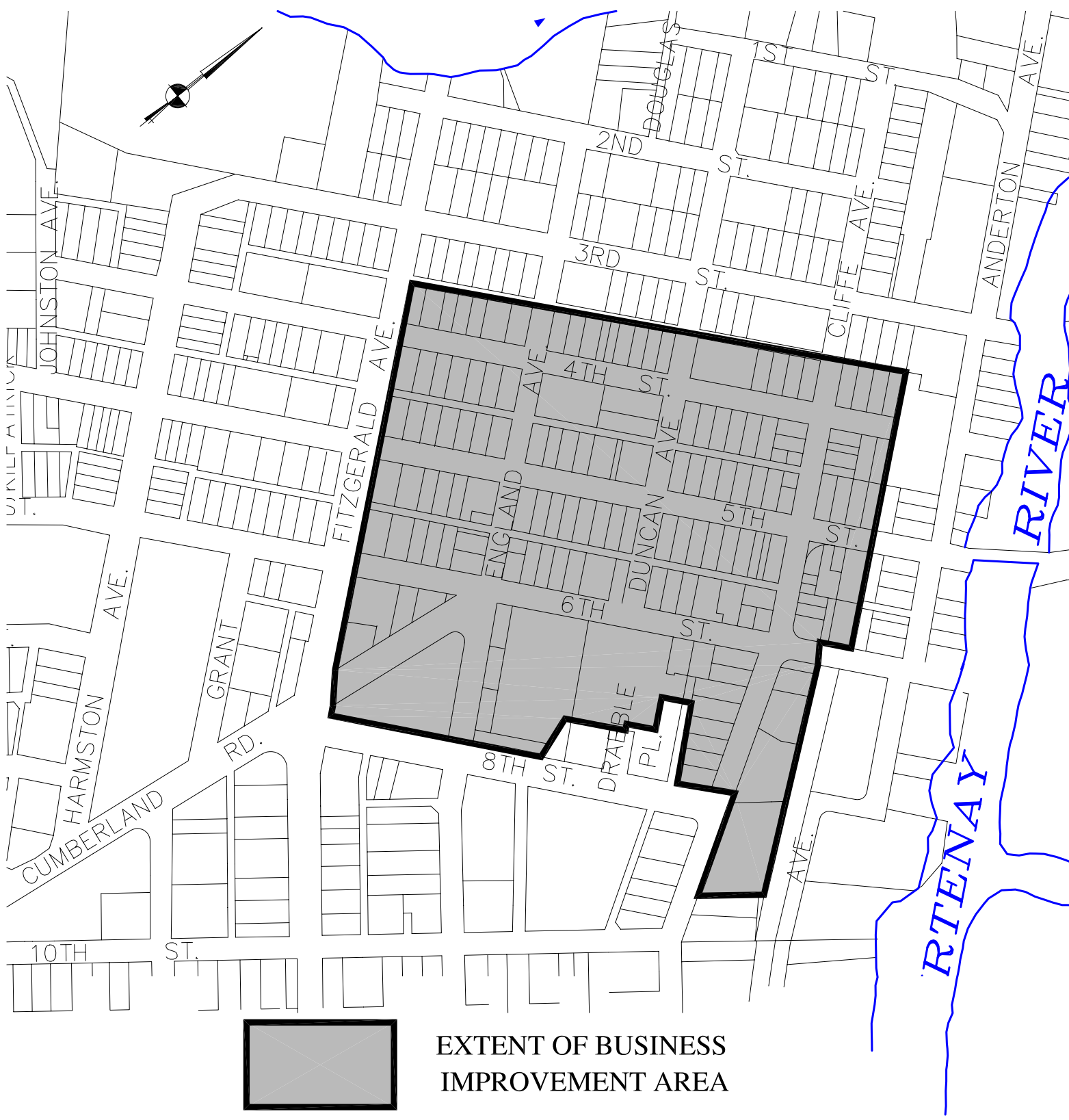
- 7.1 This bylaw shall be in effect until December 31, 2028 but the lapsing of the term over which money may be granted under this Bylaw shall not affect the obligations of the Applicant as to the expenditure of and accounting for monies granted under the Bylaw.

**READ A FIRST, SECOND and THIRD** time this

**ADOPTED** this

\_\_\_\_\_  
Bob Wells, Mayor

\_\_\_\_\_  
City of Courtenay Corporate Officer



**EXTENT OF BUSINESS  
IMPROVEMENT AREA**



# Downtown Courtenay Business Improvement Association

## Year in Review 2022-2023 Activities

### Committee Updates

#### Marketing Committee

**The Downtown Courtenay Website continues to be an information hub for our members and community. We monetized the site this year with online registration for Market Day and the Christmas Parade.**

**This committee was busy marketing Downtown during recovery from the Bridge Revitalization project and for special events. We continue our partnerships with 97.3 The Eagle Radio , C.V. Collective and The Record News online, in print news and in Trio Magazine.**

**In 2022 we featured a full page ad in the Musicfest program.**

**We sponsor a kids bike in the City of Courtenay Canada Day bike giveaway.**

### Marketing tips for you!

Tag us on Social Media @downtowncourtenay so we can share your content.

Get involved by liking sharing and following your DCBIA neighbours on their Instagram, TikTok and Facebook pages!

**Facebook followers grew by 3%**

**Instagram followers grew by 17%**

**Tiktok followers grew by 115%**



# Events

**We celebrated the 50th annual Market Day Street Fair, July 2022.**

**Another successful Moonlight and Magic event with a "Fire and Ice" theme kicked off the holiday shopping season in 2022, and the continuation of the Christmas Parade brought joy to the community.**

**Santa visited the Parade this year and held court for in-person family photos at Gladstone Brewing Co. afterwards.**

**Anyone can join the Task Force for each event !**

**Upcoming events:**

- Market Day July 22, 2023**
- Moonlight and Magic November 2023**
- C.V. Christmas Parade December 2023**

## Community Engagement Committee

We participate with local community groups as a collaborative partner. We stay current with local issues and maintain valuable connections by observing or participating when appropriate.

## Third Party Events

- Comox Valley Farmer's Market (Saturday Morning Winter and Wednesday Afternoon Summer Markets)
- Canada Day Parade and Halloween Parade and Party (City of Courtenay)
- Spirit Walk and Women's Memorial March
- Island Taste Trail

## Infrastructure Committee

The focus here is to ensure Downtown is looking its best! Projects include Street Pole Banners, Wayfinding, Public Art, and Placemaking. We work collaboratively with the City of Courtenay and our members to make sure Downtown is clean, safe, inviting, beautiful and accessible, with an eye on sustainable practices.



# Safety and Security Committee

We work to establish and maintain a safe and thriving Downtown for our members and community. To achieve that goal, we work with community groups, R.C.M.P and stakeholders.

**This committee was extremely active with a very limited budget of \$1000. We are grateful for support from the City and RCMP, as well as Comox Valley Transition Society.**

- No Trespassing Sticker Program
- Resource at-a-glance printable
- The Morning Crew
- Footprints Security overnight security patrol
- GIS camera mapping program (City of Courtenay)
- LED Solar Motion Light grant (DCBIA)

Staff also met with political leaders at every level to advocate for the protection of small business in the current challenging community wellness climate.



**gordjohnsndp** Thanks to Downtown Courtenay Business Improvement Association board member Sandra Viney and Executive Director Tracey Clarke for taking time to talk to me about community issues impacting the business community. Great also to join them for a walkabout to visit local businesses and see some of their local initiatives in action including the way finder project to promote small businesses and local history. Importantly, we talked about the toxic drug overdose crisis which is affecting the downtown core of Courtenay and all other communities in our riding. They believe federally funded compassionate supports for the homeless and those struggling with substance use disorder is urgently required. Congratulations to the Association for its excellent advocacy!



## Our Team:

- Sandra Viney, President (Atlas Cafe)
- Steve Stewart , Secretary (Edible Island)
- Kristy Rowbotham, Treasurer (MNP)
- Jorden Marshall (Hot Chocolates)
- Daniel Sharratt (Gladstone Brewing Co.)
- Heather Ney (C.V. Transition Society)
- Kirsten Wood (Blue Spruce Ice Cream)
- Sheila Toni (Sacred Earth Metaphysical)
- George Ehrler (C.V. Cannabis Co.)
- Mayor Bob Wells (City Council Liaison)
- Tracey Clarke, Executive Director

# DCBIA Year in Review 2022-23 Page 4

## Bylaw Amendment Information



### Bylaw Review 2023

#### City of Courtenay Bylaw 2264

We embarked on a long research project to inform an amendment to our 28 year old bylaw.

Through funding contributions from the City and using some DCBIA savings, we contracted Urban Systems who worked throughout 2022 and 2023 and provided a 57 page report and draft bylaw.

Your Board of Directors spent many, many hours in consideration, workshopping with staff and the consultants, then researching best practices to develop the amendments we are putting forth for your vote today.

As it stands, the current bylaw does not contain a sunset or renewal clause. As well, it does not include

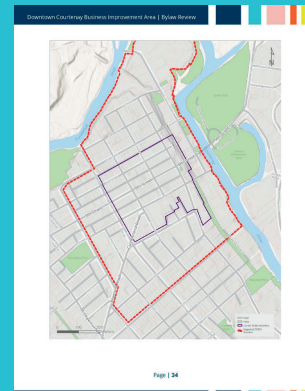
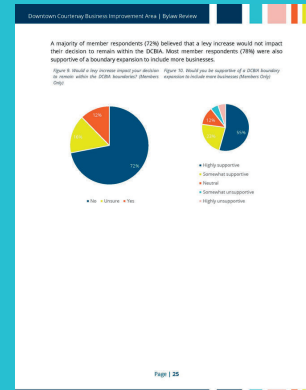
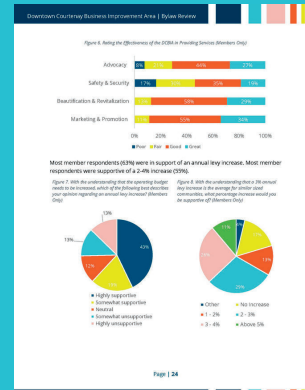
an annual levy increase to ensure the annual operating budget keeps up with inflation or the cost of living. Therefore, the DCBIA has had the same operating budget for the last 28 years.

As such, the DCBIA's financial capacity to serve the community is increasingly limited. One examples of this is the ability to retain staff. With operating costs increasing every year, the DCBIA is limited in what they are able to pay an Executive Director. The DCBIA has had four Executive Directors within the last 5 years, with staff leaving for higher paid roles with more support.

## Key Findings:

- A majority of member respondents to the survey had favorable views of DCBIA's existing services for beautification, revitalization, marketing, and promotion. A majority of survey respondents think the DCBIA's can do a better job at security, safety, and advocacy.
- Majority of current member respondents to the survey were supportive of an increase in operating budget.
- And majority of member respondents were supportive of an annual levy increase between 2% and 4%.
- Survey respondents indicated that they if they are going to be paying more, they expect higher levels of service.

With consideration of the support from survey respondents, a modest increase in the annual operating budget is recommended. The recommended annual operating budget would be at minimum \$120,000 with the current boundary and \$240,000 with an expanded boundary. To determine a budget, we recommend using the expanded service areas as a starting point. The DCBIA board will need to conduct a more fulsome budgeting exercise to determine where in that range they need to be, to increase to costs and service levels.



The DCBIA launched a virtual survey in August 2022. The survey was available until February for both property owners and business owners that are located in the Downtown Courtenay area. This included both current members and businesses outside the current boundary. The survey received a 24% response rate.

# Downtown Courtenay Improvement Area Bylaw Review



March 2023

Prepared by Urban Systems





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## Appendices

Appendix A – Communication and Engagement Report

Appendix B – Verbatim Engagement Results



## 1.0 Introduction

In 2022, the Downtown Courtenay Business Improvement Area (DCBIA) with support from the City of Courtenay, began the process of reviewing service levels, fees and operating budget. The goal of this project is ultimately to update the Downtown Courtenay Business Improvement Area Bylaw No. 2264, 2002 to better serve the Downtown Courtenay business community.

The DCBIA contracted Urban Systems to support with outreach efforts, best practice review and to conduct a strategic analysis to provide recommendations for improvement. This report is a result of this work and details the project background, methodology, best practice research, and the results of outreach efforts. Section 6.0 provides specific recommendations based on this information to build on the success of the DCBIA to continue to serve the Courtenay community in the years to come.



## 2.0 Downtown Courtenay Business Improvement Area

The Downtown Courtenay Business Improvement Area (DCBIA) is one of 70 Business Improvement Areas in BC. It has been in existence since 1995 and aims to provide support for downtown Courtenay businesses and enhance a vibrant business community through leadership and advocacy. The DCBIA currently has a membership of approximately 200 businesses. This number fluctuates from year to year as businesses come and go. It has operated with annual budget of \$60,000 since 1995, which is collected from the member businesses as part of their property taxes. The rate per \$1000 of assessed value changes based on the total assessed value for that year. Table 1 below lays out the DCBIA tax rate over the last 5 years.

Table 1: DCBIA tax rate over the last 5 years

Year	Tax Rate	Total Assessed Value	Total Levy
2018	1.1201	\$53,566,646	\$60,000
2019	1.0140	\$59,171,598	\$60,000
2020	0.9257	\$64,815,815	\$60,000
2021	0.9608	\$62,447,960	\$60,000
2022	0.8371	\$71,676,024	\$60,000

The DCBIA service levels are dependent on staff capacity and annual operating budget. The DCBIA is currently run by a part-time Executive Director and supported by a working Board of Directors. Board members volunteer their time to contribute to various DCBIA committees. Currently, the primary services that are offered are as follows:



Marketing and promotion which includes social media, signage and targeted marketing campaigns.



Beautification and revitalization which includes wayfinding signs, banners, lights, and working with the City to provide amenities such as parklets and garbage cans.



Safety and security which includes lighting dark areas, resources, surveillance and working with the RCMP to identify areas of concern.

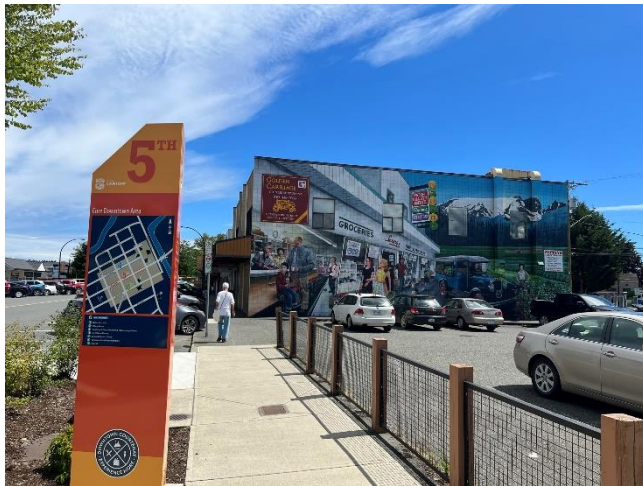


Advocacy for downtown businesses to external organizations which includes external funders, City of Courtenay, the Comox Valley Regional District, provincial and federal governments, Chamber of Commerce, and other Business Improvement Areas throughout BC.

## 2.1 Current Conditions

As it stands, the current bylaw does not contain a sunset or renewal clause. As well, it does not include an annual levy increase to ensure the annual operating budget keeps up with inflation. Therefore, the DCBIA has had the same operating budget for the last 20 years.

As such, the DCBIA's financial capacity to serve the community is increasingly limited. One examples of this is the ability to retain staff. With operating costs increasing every year, the DCBIA is limited in what they are able to pay an Executive Director. The DCBIA has had four Executive Directors within the last 5 years, with staff leaving for higher paid roles with more support.



## 3.0 Enabling Legislation

All municipalities in British Columbia<sup>1</sup> are legislated under the *Community Charter*. The *Community Charter* provides municipalities with broad powers and a legal framework to address existing and future community needs. Part 7, Division 5 of the *Community Charter* provides municipalities the authority to establish a “local service areas”, which include BIAs.

Business Improvement Areas are considered local service areas that carry out “business promotion schemes,” which include:

- Carrying out studies or making reports respecting one or more areas in the municipality where business or commerce is carried on.
- Improving, beautifying or maintaining streets, sidewalks or municipally owned land, buildings or other structures in one or more business improvement areas.
- The removal of graffiti from buildings and other structures in one or more business improvement areas.
- Conserving heritage property in one or more business improvement areas.
- Encouraging business in one or more business improvement areas.

It has been noted that the language around the nature of business promotion schemes is deliberately vague, allowing for a broad range of interpretations.

The *Community Charter* indicates that, to establish a local service area (including a BIA), a municipality must adopt a bylaw that outlines the proposed service and cost recovery methods. The local service area bylaw must describe the service, define the boundaries, identify the cost of service and recovery methods, including form and portion of the service to be covered by the local service tax. Establishing bylaws are required to identify the business promotion scheme for the grant, the term of the grant and the maximum amount of money to be granted.

As such, this research and resulting report provides recommendations that are in line with the requirements as set out by the *Community Charter*.

### 3.1 Making Changes to the Bylaw

In the case of the DCBIA, the bylaw will need to be amended by Courtenay City Council to include new information.<sup>2</sup> Common practice is to submit a request to Council to approve the renewal of the Downtown Courtenay BIA.

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<sup>1</sup> With the exception of the City of Vancouver which is governed by the *Vancouver Charter*

<sup>2</sup> Note that the current DCBIA bylaw is unique in its composition. It is recommended that the DCBIA consult with City staff and legal counsel to confirm if the current bylaw needs to be amended or repealed. If it needs to be repealed, the process for “renewal” of the bylaw changes significantly.

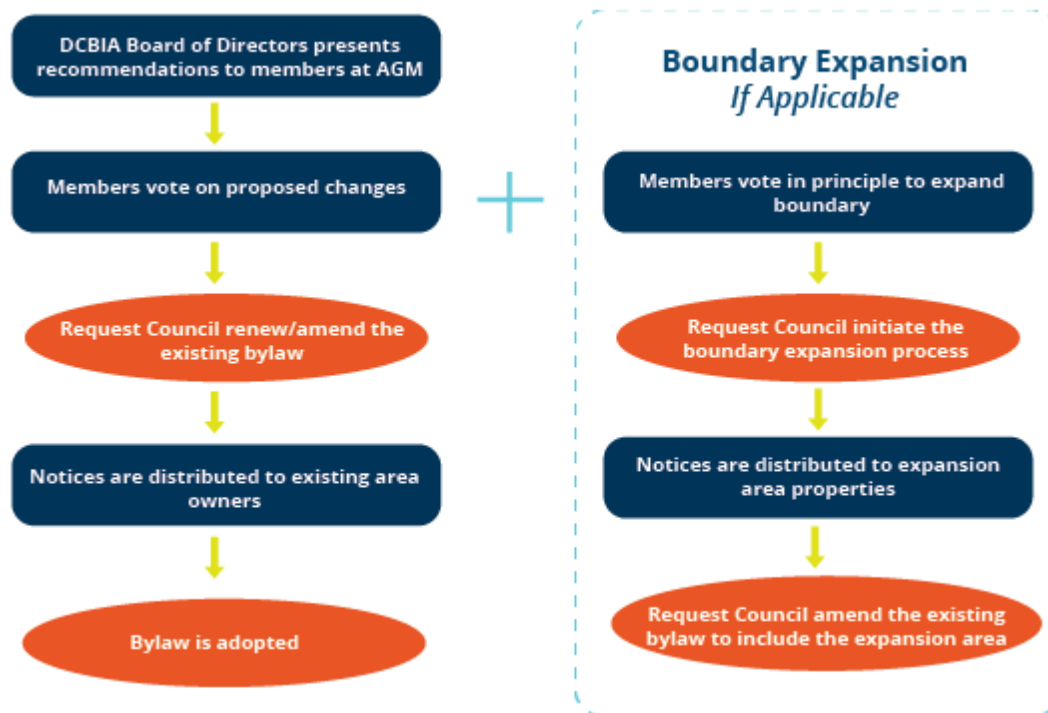
If the DCBIA is pursuing the “enlargement of a local service area” (i.e. expanding the BIA boundaries), the DCBIA will have to proceed in accordance with Division 5, Section 218 of the *Community Charter*. Notice will be sent out to all properties within the expansion area and they will be provided an opportunity to petition against the establishment of the local service area to include their property/business.

### 3.2 Adoption Process<sup>3</sup>

The following graphic outlines the process for making changes to the DCBIA bylaw. If members approve the expansion of the DCBIA boundary, it is recommended that the DCBIA undertake a two-step approach to renewal as seen below:

1. Renewal of existing BIA (renewal notices go only to existing BIA members) and requires a negative response (at an AGM). Members still vote in principle for expansion.
2. BIA Boundary Expansion (renewal notices go only to expansion-area properties that will be affected by the expansion)

Using this two-part process, failure of the expansion component does not ‘take down’ the existing BIA if the boundary expansion is not successful. If expansion fails, the existing BIA is renewed, if supported by the existing members. If expansion succeeds, the renewal bylaw includes the expansion area, or the BIA has two related by-laws: existing and expansion.



<sup>3</sup> Note that the *Community Charter* can be interpreted a variety of ways. This adoption process is just one interpretation, City staff and legal counsel should be consulted prior to undertaking the adoption process.

## 4.0 How does the DCBIA Compare?

### 4.1 National Scan of BIA Best Practices

A high-level review of best practices was conducted, looking at BIAs in municipalities across Canada. Several themes emerged from the research and are detailed below.

#### **Capacity and Resources**

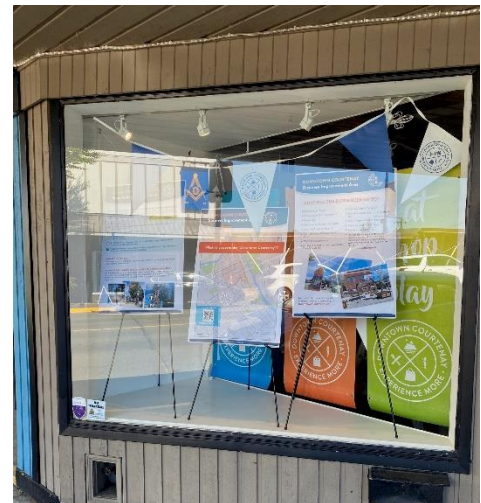
It was found that the BIAs that have higher assessment rates and associated levies, tend to have higher annual operating budget. This leads to increased capacity to tackle large scale issues and hire additional staff members as needed. BIAs with higher operating budgets often have the ability to hire full time staff to focus on BIA operations and initiatives. This allows the Board of Directors to focus on high-level strategy, oversight, and accountability versus the day-to-day operations.

#### **Municipal Support**

Successful BIAs have both financial and political support from the municipality. This can be accomplished by having a City staff member dedicated to BIA relations, and/or having regular meetings between the municipality and the BIA. Maintaining open communication channels between the BIA and the municipality can lead to additional resources and collaboration on important projects.

#### **Size**

Many municipalities noted that the most successful BIAs tend to be larger in size with a greater number of commercial properties that are contributing to the levy.



## 4.2 Comparative Communities

To dig deeper into best practices, several community's BIAs were selected to be examined more closely. These communities were chosen for their proximity to Courtenay, similar population and demographics, and the BIA's perceived success (i.e. BIA BC award winning). The communities chosen and their populations in 2021 are listed in Table 2 below.

*Table 2: Comparable Communities*

<b>Community</b>	<b>Population<sup>4</sup></b>
Chilliwack	100,580
Kamloops <sup>5</sup>	97,902
Prince George	76,708
Vernon	44,519
Campbell River	35,519
Squamish	23,819
Comox	14,828
Parksville	13,642
Duncan	5,047

<sup>4</sup> Statistics Canada 2021 Canadian Census

<sup>5</sup> Both the Downtown Kamloops Business Improvement Association and the North Shore Business Improvement Area Association were reviewed



### 4.3 Comparative Service Offerings

A BIA provides an area in the community with the means to improve local economic development and also achieve positive social outcomes, such as a revitalized downtown core.<sup>6</sup> BIAs are able to serve their community in a variety of different ways. As such, a review of the comparable community’s BIA’s service offerings was conducted to understand how the DCBIA equates. The review was also used to research unique and creative ideas for services that could be employed by the DCBIA with an increased annual operating budget. The “core services” offered by the BIAs from comparative communities are demonstrated in Table 3 below.

Table 3: Comparable Communities – Core Service Offerings

Communities	Number of Members (approx.)	Services Offered <sup>7</sup>
Chilliwack	350	Marketing and promotion activities Special event hosting/ planning Support & advocacy Business resources Investments in safety & cleanliness initiatives Members Health Benefits program
Prince George <sup>8</sup>	500	Marketing and promotion activities Micro-grants & business resources Undertaking a beautification project Community safety, health & well-being
Vernon	400	Marketing and promotion activities Special event hosting/ planning Regularly updated news page Business resources through a member’s portal Downtown dollars initiative

<sup>6</sup> Province of British Columbia (n.d.)

<sup>7</sup> All information regarding services offered was determined from information available on each BIA’s website and may not be an exhaustive list.

<sup>8</sup> Won the BC BIA Excellence Award in 2022 for Marketing for Local Businesses & Safety and Security

Communities	Number of Members (approx.)	Services Offered <sup>7</sup>
Campbell River	80	Marketing and promotion activities Special event hosting/ planning News portal Business resources & links to community resources
Squamish	200	Marketing and promotion activities Special event hosting/ planning Resources for economic development Community maintenance & beautification projects
Duncan	250	Marketing and promotion activities Special event hosting/ planning Video marketing Conduct façade improvement projects Downtown Dollars program
Kamloops (Downtown)	850	Marketing and promotion activities Special event hosting/ planning Preparation of studies, surveys & reports Improvement, maintenance & beautification of streets Substantial community resources
Kamloops (North Shore)	460	Marketing and promotion activities Special event hosting/ planning Improvement, maintenance & beautification of the areas, particularly through their arts and community mural initiative Provide community resources for businesses Conduct advocacy work on behalf of members
Parksville	230	Marketing and promotion activities Special event hosting/ planning Develop wayfinding information Youth ambassador program Area beautification projects

Communities	Number of Members (approx.)	Services Offered <sup>7</sup>
		Business resources & links to community resources
Comox	200	Marketing and promotion activities Special event hosting/ planning Conduct advocacy work on behalf of members Marine advocacy Member Business Resources page

### 4.3.1 Unique Service Offerings

Across BC, there are several BIAs that are piloting innovative projects that expand the role and impact of the organization. A summary of some unique initiatives are outlined below. Note that the DCBIA may already employ some of these initiatives, however, it is still valuable to see how other jurisdictions employ similar techniques.

#### Downtown Prince George BIA - Multi-Media Marketing Campaign

Over eight months, the project created consistent messaging, images and graphics across the BIAs social media, and digital platforms. The BIAs website was also updated.

Tasks involved:

- *Photo Library*
  - Developing stock photos depicting downtown business components for all seasons
  - Business Components: SHOP-EAT-EXPLORE-THRIVE
- *Design Library*
  - Developing design/graphic library to use for social, digital & print
- *Social Media Management*
  - Building tool kit for creating, scheduling, and implementing social media campaign
  - Providing social media implementation for Downtown Prince George
- *Print Promotions & Advertising*
  - Increasing consistent image in all print & electronic materials

**Project Cost:** The project’s final cost was \$18,505.94. The project was partially funded by Northern Development Initiative Trust.

### Downtown Prince George BIA - Clean and Safe Program

Downtown Prince George partnered with several social enterprises to address the increase in litter, needles, drug paraphernalia, biohazards, and graffiti in the downtown area. It also created meaningful and stable employment opportunities for those who might be underemployed or unemployed.

Current programs include a five-day (morning and afternoon) litter cleanup, a daily biohazard clean-up, and a daily alley needle clean up. Community members can also report issues for cleanup through the City's 311 number.

**Project Cost:** \$175,000 in 2022. Funded in partnership with the City of Prince George and Canada's Reaching Home Program.

### Downtown Vernon Association - Downtown Dollars

The Downtown Dollars project allows people to load up to \$500 for gifts that can only be used at participating downtown stores. They can be used both online and in person.

Under their current system, merchants don't have to wait for the BIA to come and exchange the voucher for cash. Each month the BIA is sent a report on what store the money was spent in, how much was spent, the balance of the remaining cards, total value of all cards in the marketplace, and other data.

**Project Cost:** The BIA signed a 3-year contract for \$3000 with a gift card company and spent an additional \$1000 on the physical cards.

### Downtown Squamish BIA - Squamish Mural Walk and Festival

The Squamish Mural Walk is a free, year-round self-guided tour of the murals in Downtown Squamish. A map of the murals with information about the piece and the artist is available year-round.

During the Mural Festival, which runs for a week in June, new murals are added. The festival runs the same weekend as the Beer Festival and includes live music, art, and family entertainment. Murals are selected via a Request for Proposal (RFP) system.

**Project Cost:** For 2022, they spent \$25,000 across 11 murals (eight permanent and three temporary). This did not include travel costs and accommodation.

### Downtown Kamloops BIA - Sustainability & Coffee Initiative

The project involved research on the importance of using non-disposable cups, offering free or discounted coffee to people who brought in a reusable mug, developing a communication strategy that encourages individuals to sign a pledge, and social media ads to raise awareness about the project.

**Project Cost:** One of the team members applied for a community grant and received funding to purchase reusable to-go cups. The City of Kamloops offered knowledge on the subject, an iPad to get pledges, and some display items.

### **Parksville Downtown Business Association - Downtown Youth Ambassadors**

The Parksville BIA hires two students for the summer months to help tourist and residents explore what the city has to offer and act as outreach for the BIA members. The team of two are equipped with uniforms and an iPad to track where visitors were from. They submit a weekly report to their supervisor about their finding from the week and if there were any concerns to flag for the BIA or the City.

At the end of the summer, the team puts together an end-of-season report that monitors pedestrian traffic patterns, noting any problem areas that either the City or BIA needs to address, and any gaps in services and retail opportunities provided downtown.

**Project Cost:** The wages were funded in part by the Canada Summer Jobs program.

#### 4.4 Finances

Under the *Community Charter*, municipal Councils are permitted to grant money for the planning and implementation of a BIA, all or part of which must be recovered through a local service tax. Most municipalities use a fixed annual operating budget and collected taxes based on assessed property value. This provides more certainty in their annual operating budget, allowing BIA's to plan for the long-term. For the DCBIA, their entire operating budget from taxes applied to the members which is based on property assessed value. Table 4 below outlines each BIA's annual operating budget for 2022, the dollar amount allocated per member, annual levy increase per community.<sup>9</sup>

In addition to the funds collected the local service tax, some municipalities listed below have additional funding sources including grants, municipal funding, or joint partnerships with private organizations. While it is allowed through the *Community Charter*, it is not common for BIA's to include a specific amount of funding from the municipality in the bylaw.

Table 4: Comparable Communities - Annual Operating Budget

Comparable Communities (2021 Pop)	Members <sup>10</sup>	Annual Operating Budget (2022)	\$ Amount Allocated Per Member	Levy Increase Per Year
<b>Courtenay (28,420)</b>	<b>200</b>	<b>\$60,000</b>	<b>\$300.00</b>	<b>0%</b>
Chilliwack (100,580)	350	\$349,349	\$998.14	2.8%
Prince George (76,708)	500	\$337,653	\$675.31	3%
Vernon (44,519)	400	\$297,457	\$743.64	3.6%
Campbell River (35,519)	80	\$53,870	\$673.38	2.9%
Squamish (23,819)	200	\$93,824	\$494.12	0% but will increase after 2025
Duncan (5,047)	250	\$112,500	\$450	2.5%

<sup>9</sup> This is calculated as if the annual operating budget were allocated evenly among all BIA members. This is used only as a comparison among BIA's, this is not realistic to how BIA's allocate their funding.

<sup>10</sup> This number is approximate.

Comparable Communities (2021 Pop)	Members <sup>10</sup>	Annual Operating Budget (2022)	\$ Amount Allocated Per Member	Levy Increase Per Year
Downtown Kamloops (97,902)	850	\$296,096	\$348.35	5-6.5%
Northshore Kamloops (97,902)	460	\$222,870	\$484.50	4%
Parksville (13,642)	230	\$190,000	\$826.10	2.7%
Comox (14,806)	130	\$72,900	\$560.77	0%

Using the information provided in the table above, the average annual levy increase among comparative communities is 3%. The following table shows the potential DCBIA annual operating budget if they had observed a 3% levy increase per year since creation in 1995.

Table 5: DCBIA annual operating budget when observing a 3% annual increase

Year	DCBIA Unrealized Annual Operating Budget
1995	\$60,000
2000	\$69,556
2005	\$80,635
2010	\$93,478
2015	\$108,367
2020	\$125,627
2025	\$145,636

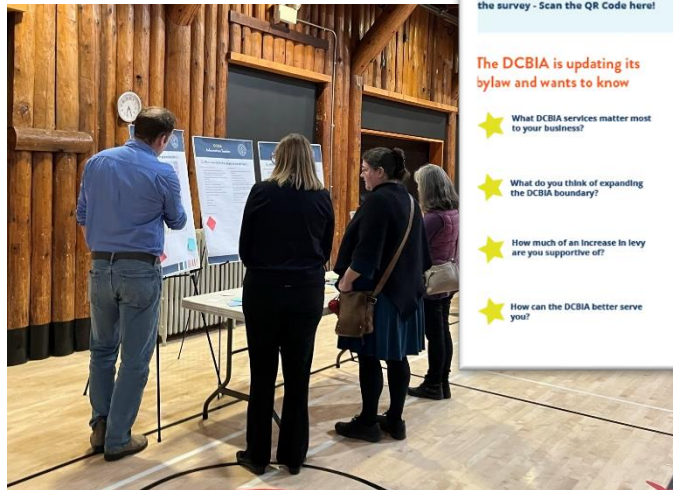
## 5.0 Community Feedback

### 5.1 Outreach Efforts

As it has been 20 years since the DCBIA bylaw was last renewed, it was important to facilitate an extensive outreach and engagement process that aimed to reach as many members and prospective members as possible. The goals for this process are outlined in the Communication and Engagement Strategy which can be found in Appendix A.

BIAs are permitted to determine how they fulfill their requirement to conduct member outreach based on their understanding of how their membership operates. This project employed the following methods to engage with current and prospective members:

- Booth at Market Days
- Email Newsletters
- Mailouts to Property Owners
- Informational Handouts
- Public Information Session
- Newspaper Promotion
- Hot Chocolate’s Window Display
- Digital Survey
- Door to Door Canvassing
- Social Media Campaign
- Board of Directors Workshop





### 5.1.1 Outreach by the Numbers

Through the methods listed above, we were able to reach a significant amount of current and prospective members about the process, the importance of the DCBIA, and better understand what they would like to see moving forward. The graphic below outlines the extent of the outreach undertaken through this project.<sup>11</sup>



<sup>11</sup> Note that there were several rounds of mailouts and handouts completed, so some recipients may have been contacted multiple times.

## 5.2 Board of Directors Workshop

A workshop with DCBIA's board was held on September 28, 2022 in the Comox Valley Art Gallery Board Room. The workshop included three main activities: discussing potential new services with an increased budget, reviewing reasonable annual operating budgets and rate increases, and outlining the an expanded DCBIA boundary.

The feedback from those discussions is summarised below and organized by those three main workshop activities.

### What existing services/initiatives are working well and could be expanded upon? And what new services/initiatives could be included with an increased operating budget?

#### Administration

Discussion surrounded the need to increase staffing at the DCBIA including paid roles for social media, events management, and bookkeeping. There was a significant amount of support for the current Executive Director and a desire to provide additional support for the role wherever possible.

#### Marketing and Promotion

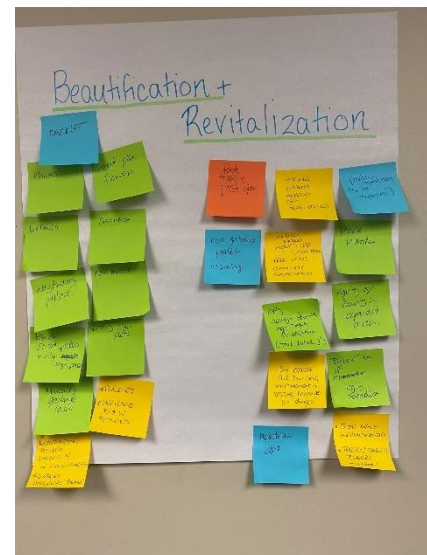
Discussion focused on small business owners. Ideas for new events included a mural festival, free music downtown, winter night light-ups, and late-night activities downtown. There were also several ideas to run co-promotion with hotels and the local airport, increase staffing for marketing, and focus on elevating the arts.

#### Beautification and Revitalization

Discussion surrounded overarching goals of revitalization and the need for more public gathering spaces and programming. A key theme emerged surrounding night life including ways to increase foot traffic past 5pm, more nighttime events.

There was also discussion of collaborating with the City of Courtenay to include design feature requirements for downtown that is incentivized by tax breaks, a tax break for building improvements to restore heritage buildings, sidewalk improvements, and a bylaw on the look of facades.

There was also discussion on the level of service provided by area of the DCBIA. This involved discussion surrounding a boundary expansion, and what level of beautification and



revitalization these areas would be able to expect. The Board recognized the need for equal services across the entire DCBIA.

### Safety and Security

The Board’s feedback regarding safety and security generally focused on improvements to existing initiatives. Feedback included the need for consistent communication with the City of Courtenay and the RCMP, increased morning cleanup services, and initiating reporting from the Footprints security guard.

### Advocacy

The Board’s feedback included a need to improve existing advocacy channels and finding new opportunities. Feedback included working with local politicians and the Provincial government for communications, partnering with non-profits, and deepening existing relating with RCMP, Homelessness Coalition, Chamber of Commerce, and other BIAs. The Board also noted a need to advocate for different types of member businesses needs (i.e. merchants vs professionals) and pursuing sponsorships and grants.

### What is a reasonable annual operating budget and annual rate increase?

As an icebreaker to this topic, the Board was asked to submit what they thought would be a reasonable operating budget for the DCBIA. Answers ranged from \$320,000 on the high end, to \$80,000 on the low end.

Then using these numbers as examples, board members worked through several scenarios of potential operating budgets and annual rate increases. Through this budgeting exercise, participants were able to discuss what the priorities would be while keeping in mind services and initiatives discussed in the first activity. The table below is an example of the budgeting exercise employed during the workshop.

What is a realistic budget operating budget?			
Indicate on this scale a realistic budget range			
<b>BUDGET</b>	\$	130,000.00	\$ 60,000.00
			Current
Based off the prioritizing exercise; assign a percent of the budget to each service area.			
The below is based on the budget HIGH END number above			
	<b>% of the Budget</b>	<b>Service Area Budget</b>	
<b>Safety and Security</b> (i.e. lighting, resources, evening patrol)	13%	\$ 16,900.00	
<b>Marketing and Promotion</b> (i.e. Events, signage and marketing campaigns)	23%	\$ 29,900.00	
<b>Beautification and Revitalization</b> (i.e. parklets, wayfinding, amenities, banners)	9%	\$ 11,700.00	
<b>Advocacy</b> (i.e. external funders, City of Courtenay, CVRD, provincial and federal governments, Chamber of Commerce etc.)	8%	\$ 10,400.00	
<b>Administration</b> ( i.e. ED set contract, ED increase hours, staffing support)	47%	\$ 61,100.00	Fixed costs
<b>TOTAL</b>	100%	\$ 130,000.00	

Figure 1 - Board of Directors Workshop Budgeting Exercise

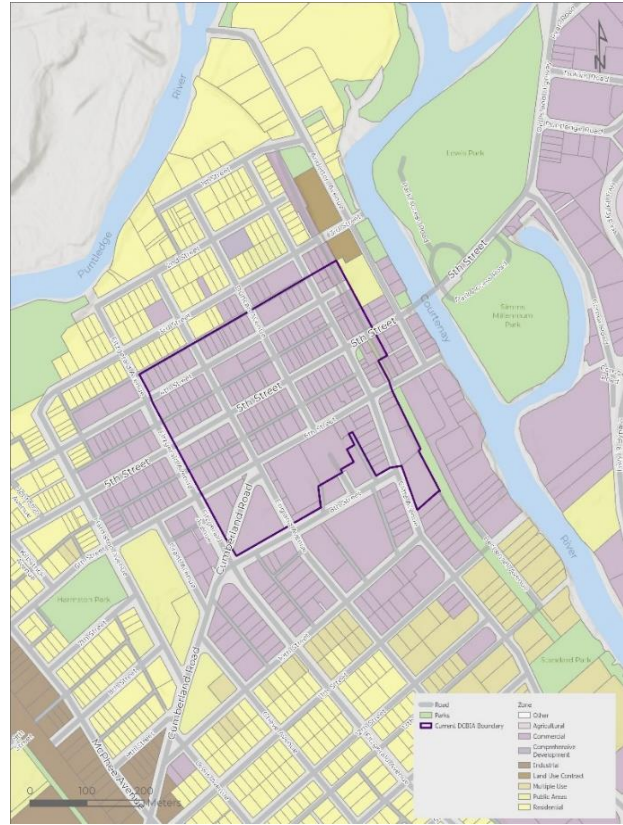
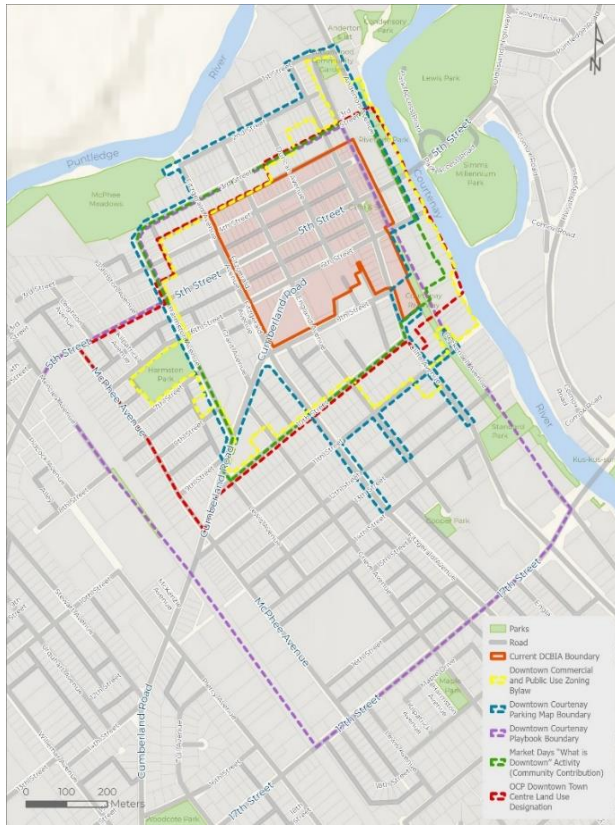
However, board members noted that the size of the increase should be determined after feedback from the member survey was released that better showed what members would be most comfortable with. The photo of the spreadsheet on the previous page shows the budgeting activity and how board members allocated available funds.

### What are the boundaries of the future DCBIA?

Board members were shown the maps below to centre discussion around current boundaries, commercial properties and what the City of Courtenay considers to be “downtown.” Board members noted a clear boundary expansion area when looking at these maps.

Map 1: Various boundaries outlined in City of Courtenay planning documents

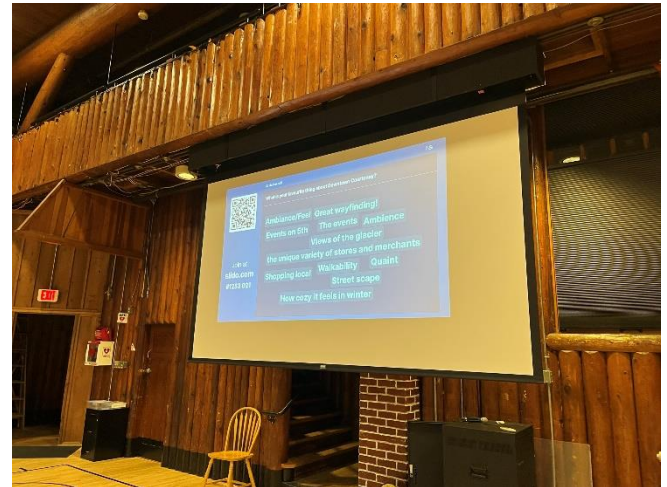
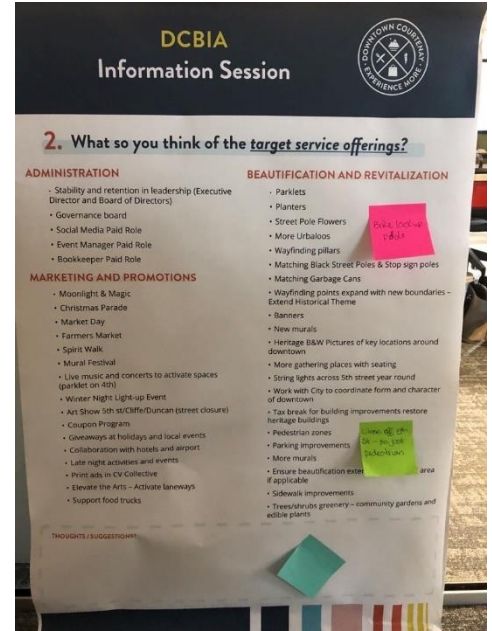
Map 2: City of Courtenay commercial zoning map



### 5.3 Information Session

The information session was held on November 15, 2022 at the Native Sons Hall in Downtown Courtenay. The event was promoted using the Hot Chocolate’s window display, email newsletter, door-to-door handouts and social media. Attendees represented a variety of groups including long-time members, the general public and current DCBIA board members. The format of the event included a presentation, discussion, and posters board throughout the room for people to engage with the subject matter anonymously.

Attendees were in agreement that the current operating budget was not adequate to continue to serve the downtown business community. Attendees identified some concerns with a potential boundary expansion, noting that it can be difficult to garner support when proposing big changes.



### 5.4 Online Survey

The DCBIA launched a virtual survey in August 2022. The survey was available for both property owners and business owners that are located in the Downtown Courtenay area. This included both current members and businesses outside the current boundary. The survey closed on February 6<sup>th</sup>, 2023, and received 95 number of responses which is approximately a 24% response rate. The feedback from this survey is summarized in the section below.

#### Breakdown of Survey Respondents

A majority of the survey respondents (61%) were existing BIA members. About half of the respondents were from Area A (18%) and Area B (31%).

Figure 2. Are you a Downtown Courtenay Business Improvement Area Member?

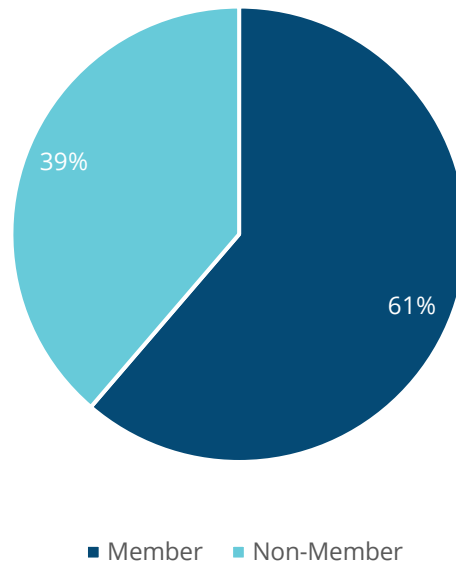
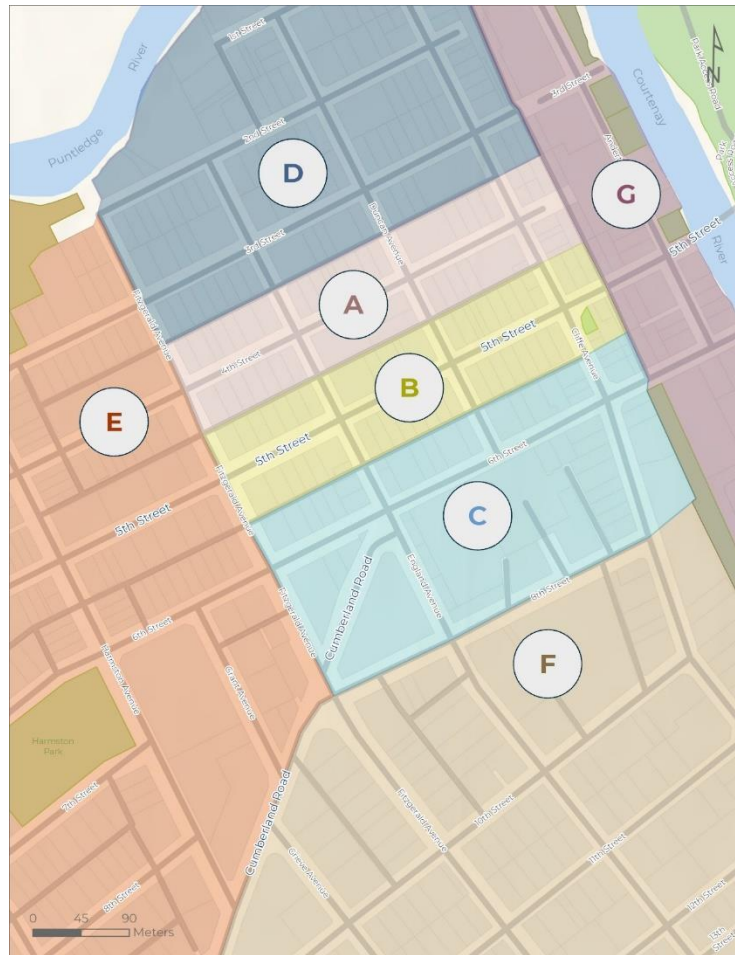
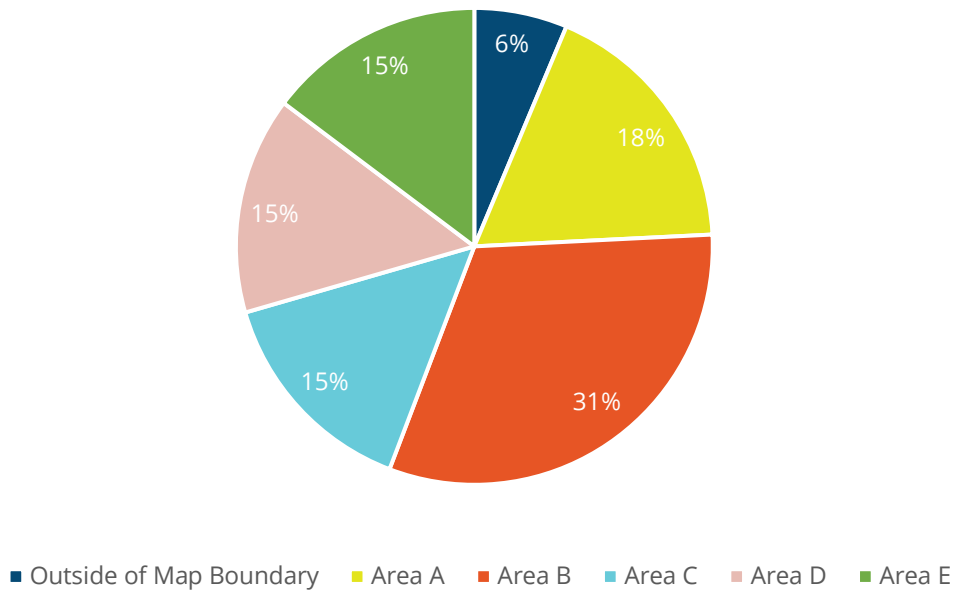


Figure 3. Location of Respondents



Many of the respondent members (71%) had been members for 10+ years. Most of the survey respondents (45%) represented businesses that offer some type of service (i.e. engineering, medical, lawyer etc.).

Figure 4. How long have you been a member? (Member Respondents Only)

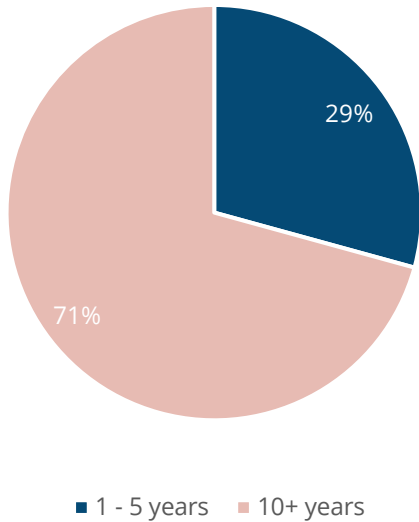
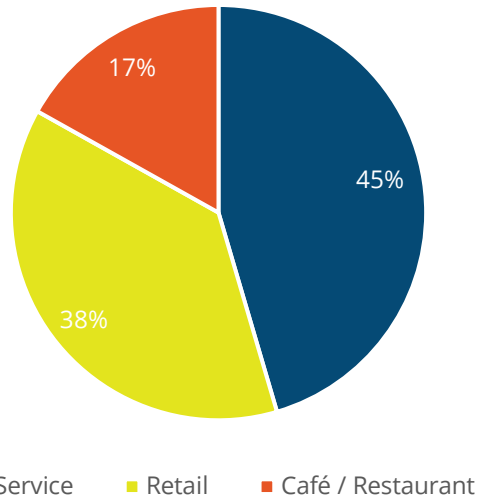


Figure 5. Business Type



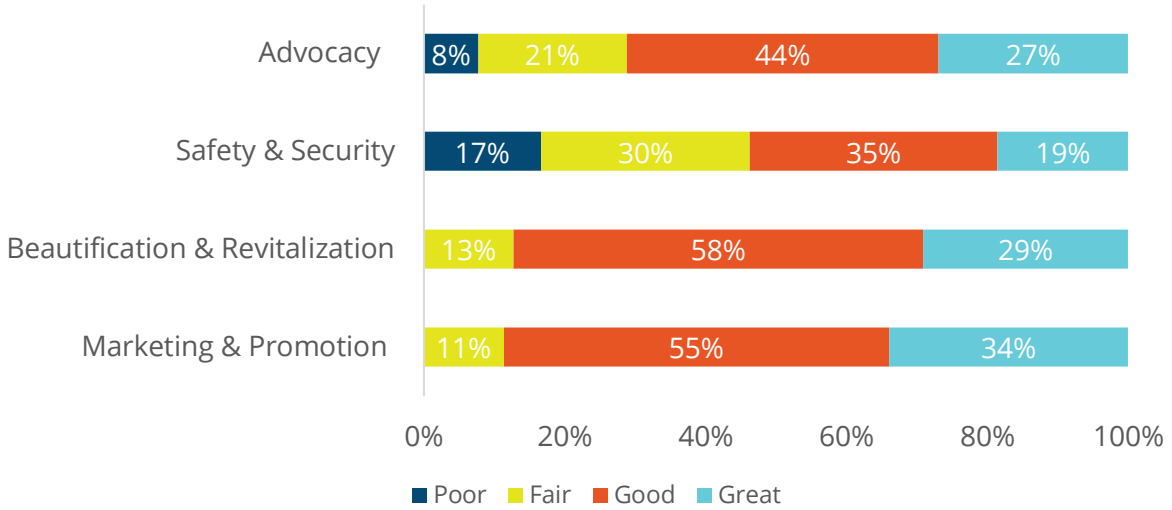
### Member Opinions

Members responded most favourably to the effectiveness of the DCBIA in providing beautification, revitalization, marketing, and promotional services. Approximately (87%) had a good or great rating for DCBIA’s beautification and revitalization services and approximately (89%) had a good or great rating for DCBIA’s marketing and promotion services.

Member respondents had a lower perception of DCBIA’s advocacy, safety, and security services. Approximately (29%) had a poor or fair rating of the DCBIA’s advocacy services and approximately (47%) had a poor rating of DCBIA’s safety and security services.



Figure 6. Rating the Effectiveness of the DCBIA in Providing Services (Members Only)



Most member respondents (63%) were in support of an annual levy increase. Most member respondents were supportive of a 2-4% increase (55%).

Figure 7. With the understanding that the operating budget needs to be increased, which of the following best describes your opinion regarding an annual levy increase? (Members Only)

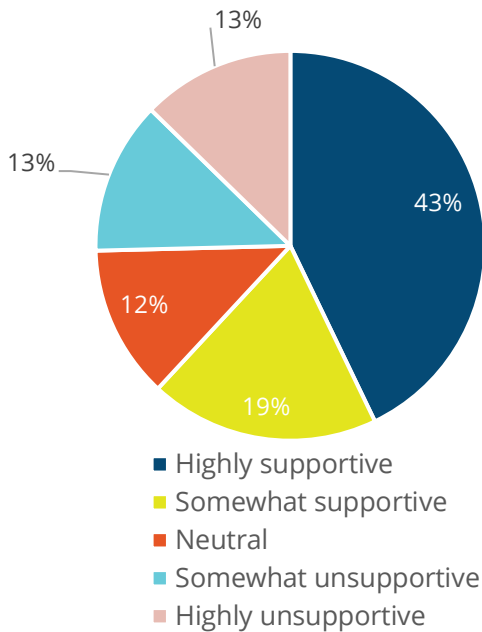
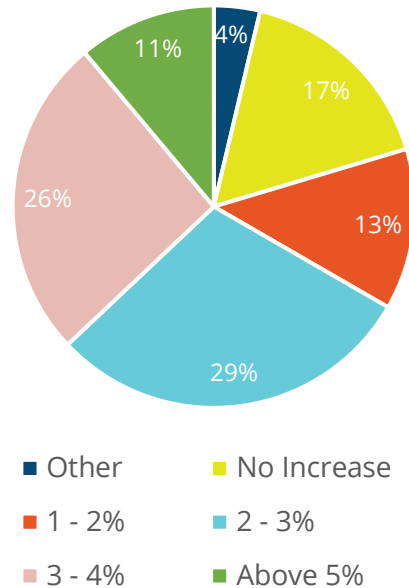


Figure 8. With the understanding that a 3% annual levy increase is the average for similar sized communities, what percentage increase would you be supportive of? (Members Only)



A majority of member respondents (72%) believed that a levy increase would not impact their decision to remain within the DCBIA. Most member respondents (78%) were also supportive of a boundary expansion to include more businesses.

Figure 9. Would a levy increase impact your decision to remain within the DCBIA boundaries? (Members Only)

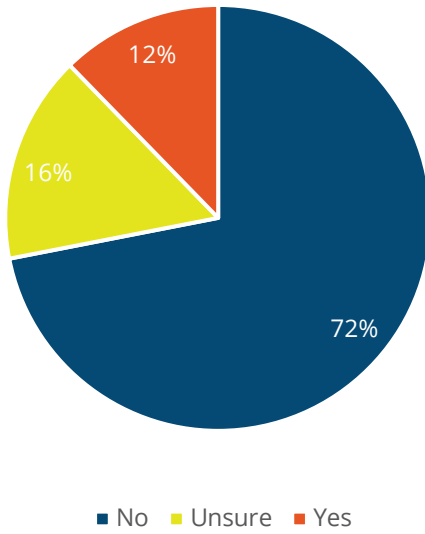
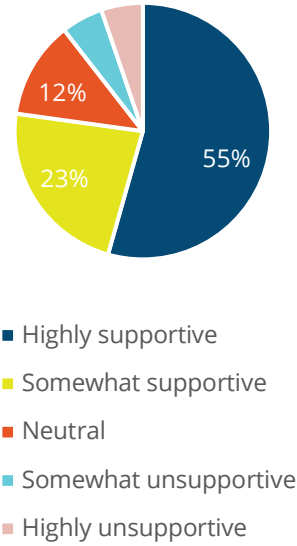
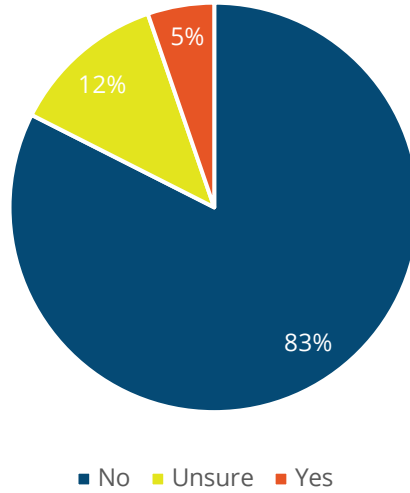


Figure 10. Would you be supportive of a DCBIA boundary expansion to include more businesses (Members Only)



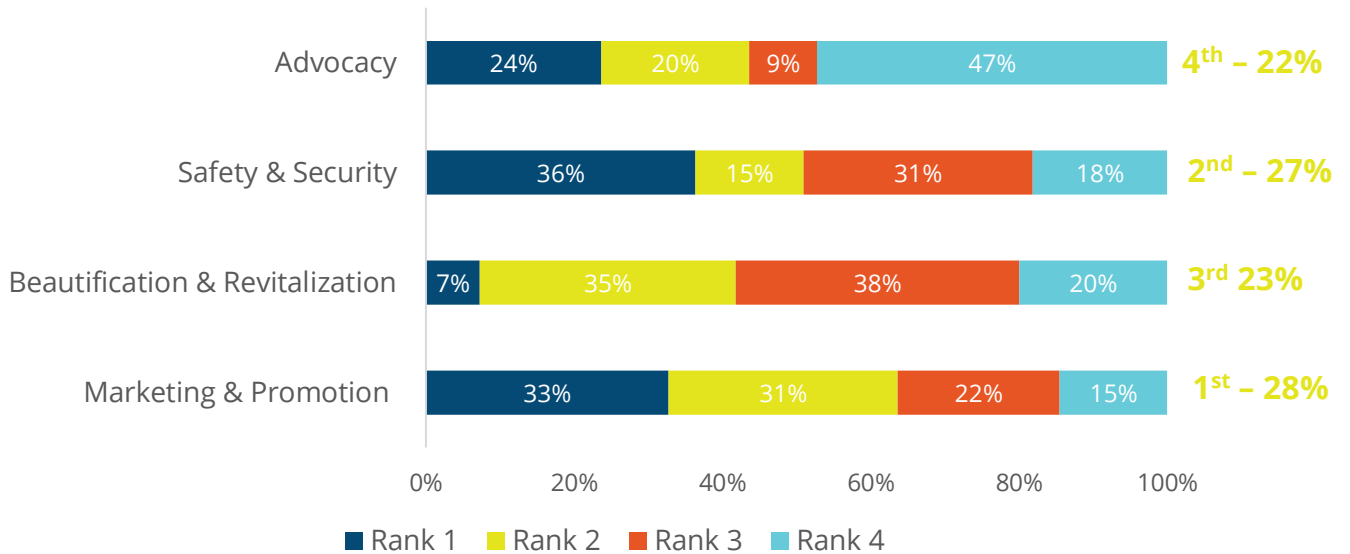
Most of the member respondents (83%) believed that a DCBIA expansion would not impact their decision to remain with in the DCBIA.

Figure 11. Would a boundary expansion impact your decision to remain within the DCBIA boundaries? (Members Only)



The priority service for member respondents was marketing and promotion, with over (64%) ranking it as their first or second priority. The lowest priority for member respondents was advocacy services, with (47%) of members ranking it as their last priority.

Figure 12. Please prioritize the services offered by the DCBIA from 1-4 in order of importance to you and your business (1 being the highest priority, 4 being the lowest) [Members Only]

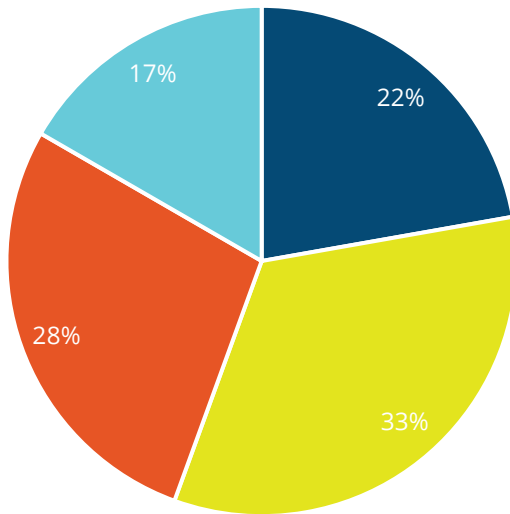


### Non-Member Opinions

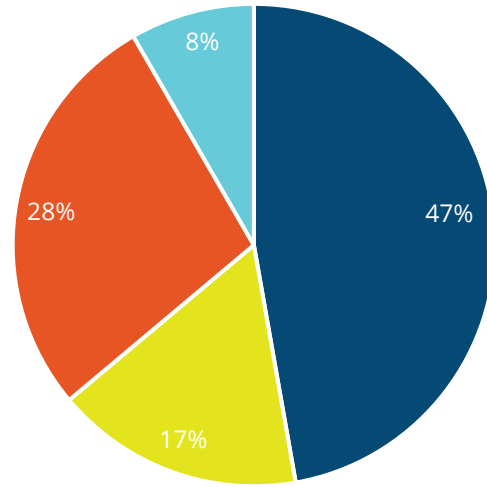
There were very few non-member respondents that understands well what the DCBIA does (17%). Only 28% of non-member respondents were associate members or had an interest in becoming one. The majority (47%) of non-member respondents did not understand what an associate member was.

Figure 13. How well do you understand what the DCBIA does? (Non-members)

Figure 14. Are you currently an associate member? (Non-Member)



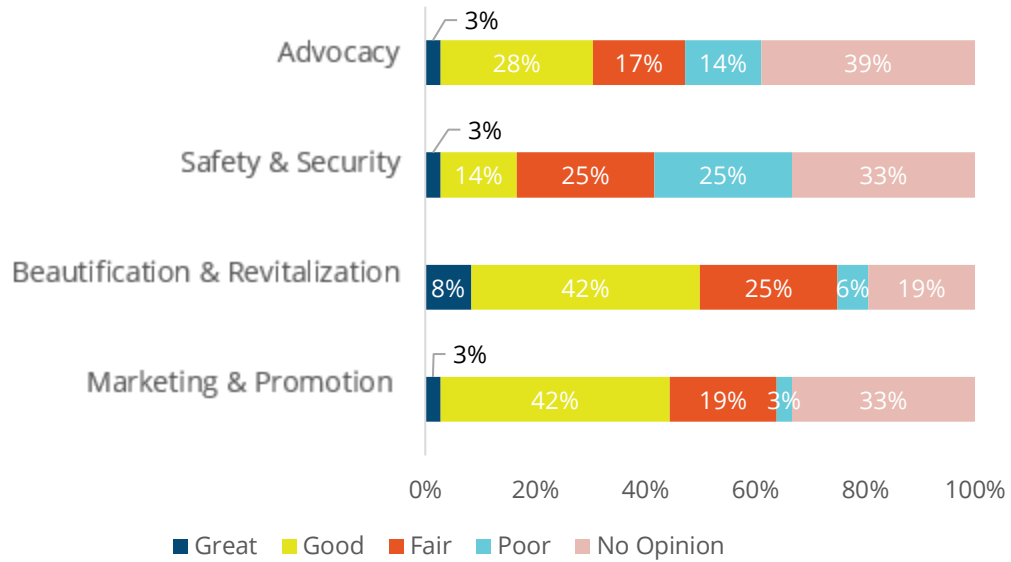
- Not at all
- Not very well
- Somewhat well
- Very well



- I do not know what an associate is
- I have no interest in being an associate
- No, but I would like to be an associate
- Yes, I am an associate member

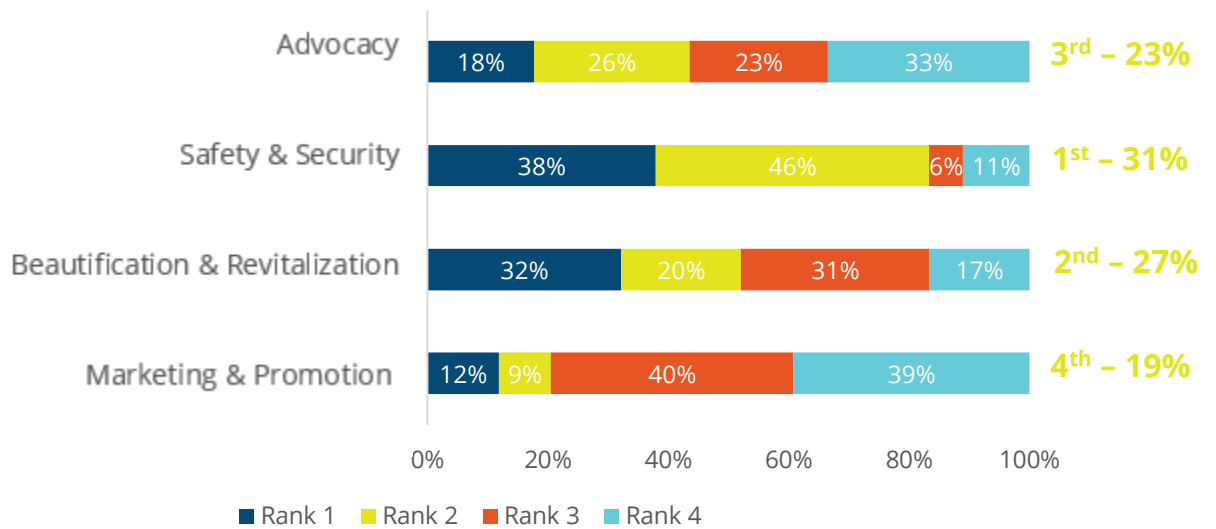
Overall, the non-member respondents did not have very favourable views of the DCBIA's effectiveness at providing services. The highest rated services were beautification, revitalization, marketing, and promotion. The lowest rated services were advocacy, which 14% rated poor, and security which 25% rated poor.

Figure 15. Rating the Effectiveness of the DCBIA in Providing Services (Non-members)



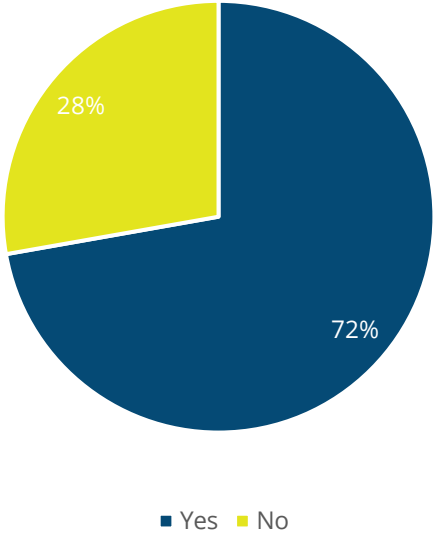
Non-member respondents top priorities were security, safety, beautification, and revitalization if the DCBIA’s boundary was expanded. Over 84% of non-member respondents had security and safety as their first or second priority. Approximately 52% of non-member respondents had beautification and revitalization as their first or second priority.

Figure 16. If the boundary was expanded, what level of service would you prioritize in your area? (Non-members)



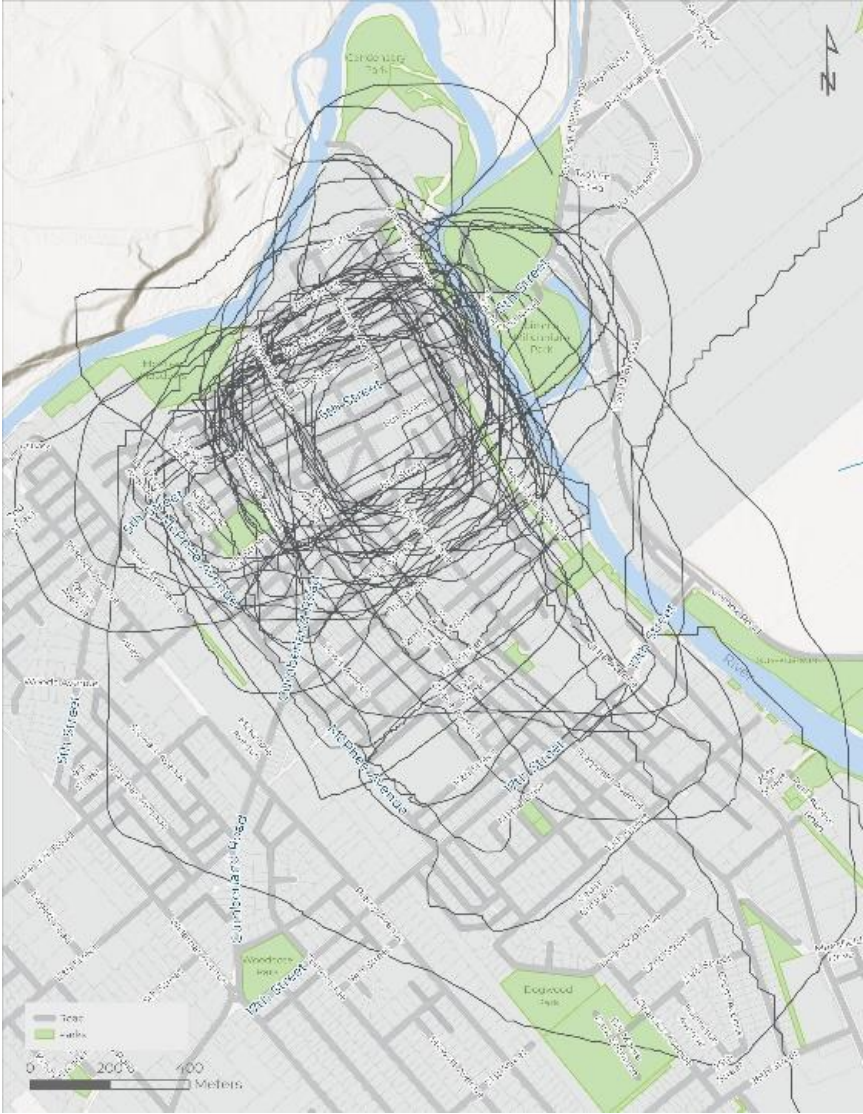
Approximately 72% of non-member survey respondents supported a DCBIA boundary expansion.

Figure 17. With an understanding of the services offered by the DCBIA (supplied in the attached info sheet), would you support a DCBIA boundary expansion that includes your business? (Non-members)



We asked the general public, current members and prospective members to draw on a map where they consider to be Downtown Courtenay. The resulting map in Figure 16 shows each of the respondents' boundaries.

Figure 18. What do you consider "Downtown Courtenay"



## 5.5 Key Findings

Through analysis of responses to outreach activities several key themes emerged that have been used to formulate recommendations.



Participants of the board workshop discussed several ideas for a potential budget and boundary increase. These ideas included increased paid staffing, new events and programming to improve the vibrancy of downtown, improving existing safety and security initiatives, and strengthening existing partnership.



A majority of member respondents to the survey had favorable views of DCBIA's existing services for beautification, revitalization, marketing, and promotion.



A majority of survey respondents think the DCBIA's can do a better job at security, safety, and advocacy.



Majority of current member respondents to the survey were supportive of an increase in operating budget. And majority of member respondents were supportive of an annual levy increase between 2% and 4%.



Survey respondents who are not currently members do not have a good understanding of what the DCBIA does or how it can help their business.



Majority of non-member respondents support a DCBIA boundary expansion to include their business.



Survey respondents indicated that they if they are going to be paying more, they expect higher levels of service.



## 6.0 Recommendations

As mentioned in Section 3.0, the *Community Charter* outlines that a local service area bylaw (which includes BIAs) must contain certain information. This includes the following:

- a) The bylaw must identify the business promotion scheme (services) for which and the organization to which the money will be granted.
- b) The bylaw must establish the maximum amount of money to be granted and the maximum term over which it may be granted.
- c) The bylaw must identify the methods of cost recovery for the service, including the form of local service tax and the portion of the costs of the service that are to be recovered by the local service tax.
- d) The bylaw must define the boundaries of the local service area using a map.

As per the list above, the following section details recommendations to be included in the bylaw that is based on the information provided in this report.

### 6.1 Service Delivery

The DCBIA has the opportunity to reimagine how they will serve the downtown business community and continue to make downtown Courtenay a vibrant place to visit. Services offered by the DCBIA are very much dependent on available resources, therefore budgeting will need to be completed to prioritize services.

The DCBIA should consider the results of the survey to focus resources. Prioritizing marketing and promotion and safety and security for the area that are currently members. And prioritizing safety and security and beautification and revitalization for areas outside the current boundary if the boundary is expanded. The Board should consider the exercise completed during the Board of Directors workshop to implement new initiatives and expand existing successful initiatives. This input can be found in Appendix B.

To limit staff turnover and increase capacity, it is recommended that the Executive Director position become a fulltime position. This will allow the board to move towards a governance model and focus more closely on strategic decision-making. The DCBIA should also consider hiring additional support such as a bookkeeper in the short-term and marketing/events support in the long-term.

## 6.2 Finances

With consideration of the support from survey respondents, a modest increase in the annual operating budget is recommended. The recommended annual operating budget would be at minimum \$120,000 with the current boundary and \$240,000 with an expanded boundary. To determine a budget, we recommend using the expanded service areas as a starting point. The DCBIA board will need to conduct a more fulsome budgeting exercise to determine where in that range they need to be, to increase to costs and service levels.

Based on the best practices research and feedback from the survey, we recommend an annual increase of approximately 3%. A 3% annual increase is the average amongst BC BIAs. This may be implemented after year 2 or 3 so as to allow members to adjust to the increase.

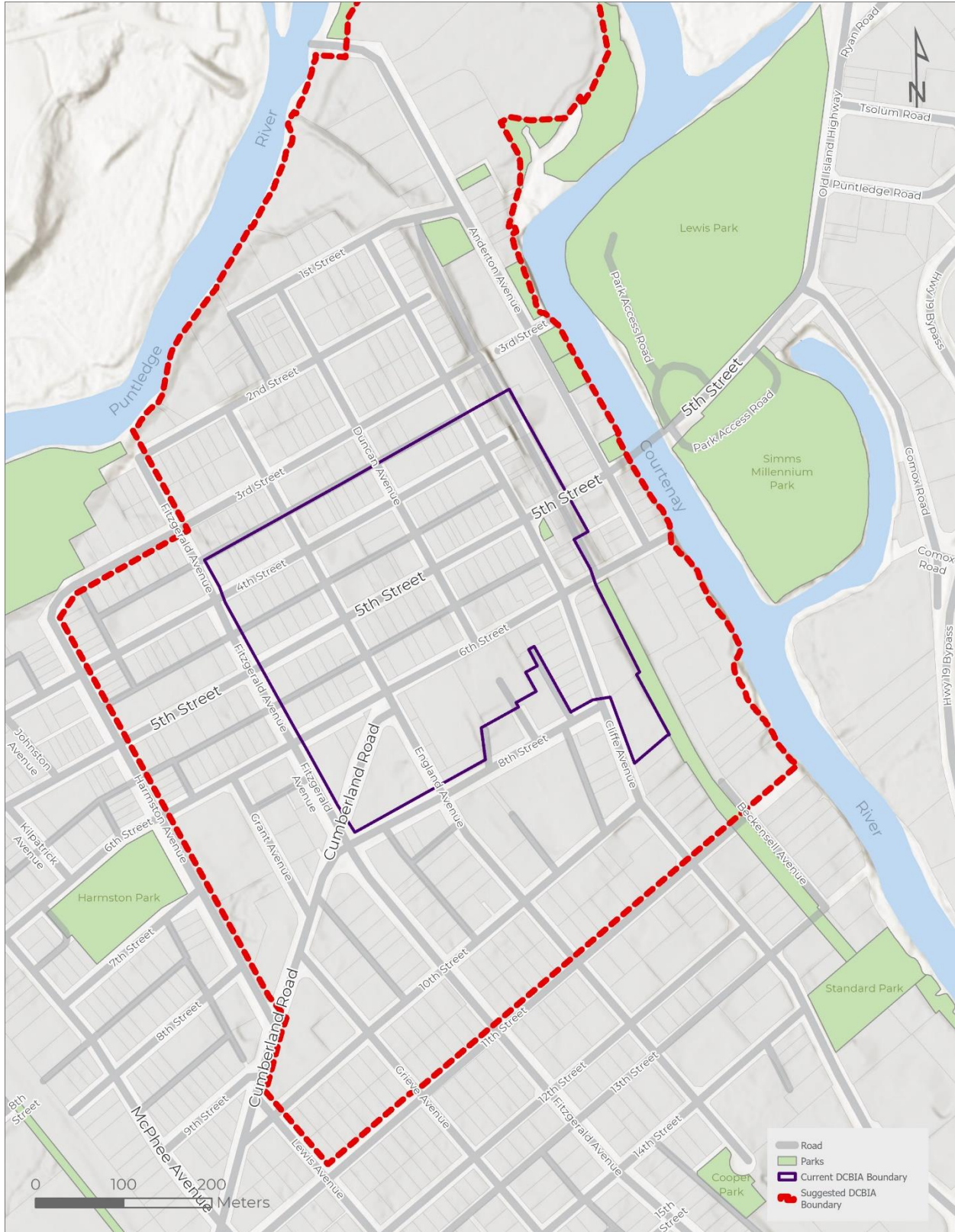


The term of renewal may depend on if an annual levy increase is employed. With an increase, the bylaw may not need to be renewed for a longer period of time. Therefore, it is recommended that the term of renewal for the DCBIA bylaw be between five and eight years.

## 6.3 Boundary Expansion

In consideration of the support from survey respondents, both within the current boundary and within the affected area, it is recommended to pursue a boundary expansion. The boundary expansion will help to level economic development and revitalization efforts throughout downtown Courtenay and bolster the annual operating budget with a wider tax base.

The proposed boundary in the map below incorporates all commercially zoned properties and utilizes the natural boundary of the river. This boundary also accommodates for future growth of the downtown area.



## 7.0 Recommended Next Steps

To complete this project and make changes to the bylaw, it is recommended that the DCBIA complete the next steps outlined in the graphic below.



### Step 1 – Targeted Outreach to Expansion Area

It is recommended that outreach continue over the next few months with a more targeted approach. It may be helpful to reach out to properties with a high assessment value outside the current boundary as they will be most impacted by the changes.

Similarly, many non-member respondents of the survey indicated they did not fully understand what the DCBIA does. It may be useful to reach out to any survey respondents who indicated this and do not want a boundary expansion to be able to communicate what the DCBIA can offer them.

### Step 2 – Board Decision-Making

While this report provides general recommendations about changes to the bylaw, the DCBIA Board of Directors will need to come to a decision about what they are presenting to the larger membership. This includes the annual operating budget, annual levy increase, service levels, and a boundary expansion.

A first step before making this decision, it is recommended the DCBIA discuss with the City of Courtenay any potential municipal contributions they may consider. These may be laid out in the bylaw, or they may be more focused towards infrastructure and regular City operations.

### Step 3 – Annual General Meeting 2023

Once the Board has come to a decision, they will present the proposed changes at the AGM in June. Members will vote to pass these changes and vote in principle on a boundary expansion (if applicable). The AGM resolution to formally request the City to consider the BIA renewal.

#### **Step 4 – Council Procedures**

Depending on the results of the AGM, the DCBIA may move forward with a renewal request to City Council. This often takes the form of a letter with outreach activities and results outlined and proposed changes. Refer to section 3.2 of this report for more details about Council procedures. Please note, it is recommended that the DCBIA consult with City staff and legal counsel to confirm renewal steps prior to the AGM.



# APPENDIX A

## Communications and Engagement Strategy



# Communications & Engagement Strategy

Prepared for the Downtown Courtenay Business Improvement Area – Bylaw Review.

## SETTING THE STAGE

### PROJECT BACKGROUND

The DCBIA has been in existence since 1995, with a goal to provide support for downtown Courtenay Businesses and enhance a vibrant business community through leadership and advocacy. It currently has more than 200 members.

The bylaw that establishes the Downtown Courtenay Business Improvement Association (DCBIA) has not been reviewed since the DCBIA's inception. As such, the DCBIA is undertaking a fulsome review of the bylaw. In order to prepare for the bylaw update, the DCBIA is conducting a planning process that focuses on engaging with local businesses and property owners to explore opportunities for an improved and expanded BIA. Key items to be investigated through this process include:

- Reviewing the boundaries of the DCBIA
- Service offerings and member benefits
- Budget and tax implications
- An overview of best practices and trends

### STAKEHOLDERS

The project involves extensive consultation with interested and invested parties listed in the table below. The table shows perceived interest levels and targeted involvement for each stakeholder group.

<i>Stakeholder</i>	<i>Interest</i>	<i>Involvement</i>
DCBIA Board Members	High	High
DCBIA Members	High	Medium
Prospective Members (both inside and outside the current boundary)	Medium	Medium
City of Courtenay	Medium	Medium
Public	Low	Low

## RISKS

The following table present any perceived communication or engagement risks to the project and associated mitigation measures to ensure the project runs smoothly:

<i>Risk</i>	<i>Mitigation Measure</i>
1. Lack of participation from members	Effective communication and marketing
	Selection of appropriate engagement techniques
	Leveraging board member connections
2. Off topic/out of scope commentary (i.e. airing grievances that do not relate to the bylaw review)	Effective facilitation during engagement activities
	Clear communication about the scope of the project
3. Condensed project timeline (i.e. how can we involve all stakeholders in a meaningful way and meet our deadline)	Effective project management techniques
	Support from staff and board
4. COVID-19 public health orders	Continue to monitor case numbers and public health order
	Observe Urban Systems health and safety principles
	Utilize virtual engagement techniques as necessary



# COMMUNICATION

## COMMUNICATION OBJECTIVES

The following communication objectives have been developed to guide communication efforts for each stakeholder groups. A targeted approach will ensure efficient and effective communication techniques are applied and tailored to each groups level of interest and involvement.

- **DCBIA Board Members:** They are consistently engaged and have ownership over the resulting bylaw
- **DCBIA General Members:** Well informed and consulted throughout the process and to ensure their views are incorporated
- **Prospective Members (outside the current boundary):** They are informed on the planning process and provided with opportunities to give feedback as it impacts them
- **Public:** They gain an understanding of the project and what the BIA offers
- **City of Courtenay:** They are kept up to date throughout the process and provided opportunities to share expertise
- 

## KEY MESSAGES

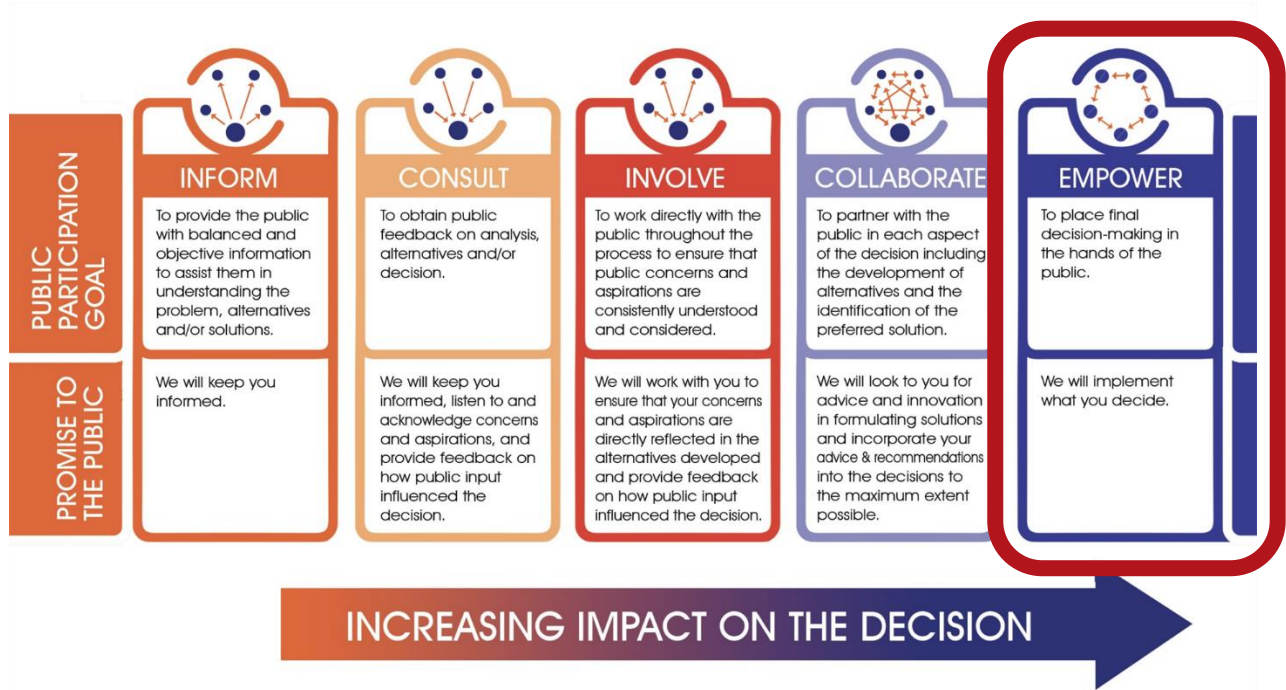
Key messages focus the development of communications and engagement materials. They allow the project team to speak collectively – presenting a “big picture” overview of the Bylaw Renewal. The following key messages are categorized by internal (i.e. DCBIA members, staff and the City of Courtenay) and external (i.e. the public and prospective members.”

Internal Message: *Be a part of creating an improved Downtown Courtenay Business Improvement Area bylaw that focuses on safety, economic development, and area revitalization.*

External Message: *The Downtown Courtenay Business Improvement Area is updating their bylaw with the goal of increasing revenue streams, examining levels of service and expanding the boundaries.*

## ENGAGEMENT

The IAP2 Spectrum (featured below) is designed to assist with the selection of the level of participation that defines the stakeholder’s role and the formulation of the participation goal that will drive the engagement process.



For this project, we will **EMPOWER** the DCBIA members to make the final decision while the project team will work to implement what they decide. We will do so by utilizing techniques that bring people together to formulate a direction and implement that direction within the resulting bylaw.

Understanding the impact on the decision has helped to develop the following engagement objective:

**Engagement Objective:** *To facilitate a process for DCBIA members to make thoughtful and informed decision regarding the DCBIA Bylaw Renewal.*

## 4.1 TECHNIQUES

TECHNIQUE	DESCRIPTION	OBJECTIVE
<b>Market Days</b>	Booth set up at the annual Market Days with informational posters and an interactive activity	Gain a preliminary understanding of the public's level of interest in the project.
<b>Promotional Campaign</b>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Window display</li> <li>• Social media</li> </ul>	Provide information about what the DCBIA does, and inform them of the project process
<b>Survey Package</b>	<ul style="list-style-type: none"> <li>• Targeted email</li> <li>• Informational handout</li> <li>• Online survey</li> </ul>	Provide information about best practices, comparative review, service levels and gain feedback about boundary expansion and fee structure.
<b>Workshop</b>	Structured session for Board of Directors to share thoughts.	Present our findings and facilitate a collaborative decision making process
<b>Regular Board Meetings</b>	Present to the DCBIA Board and share information about progress to date	Keep the DCBIA Board informed and involved in the project and leverage their knowledge of the BIA in future endeavours
<b>Interviews</b>	We will provide an opportunity for members to schedule a one on one interview with the project team to dig deeper into their thoughts about the project	Gain additional feedback from interested parties, and provide an opportunity to interact with the project team.

<b>Information Session</b>	A mid-way meeting with all stakeholders to present findings to date and update them on process	Gain feedback on the draft bylaw
<b>Review Meeting</b>	Meet with relevant City staff to review information	Review proposed process and gain an understanding of the City's role. Better understanding of the adoption process.
<b>Door-to-Door Canvassing</b>	Pass out flyers door-to-door to inform all businesses within the study area of the process and potential changes.	Ensure everyone that may be affected by the change is informed of the process
<b>Mailouts</b>	Send informational package via mail to property owners as many of them may live out of town.	Ensure everyone that may be affected by the change is informed of the process



# APPENDIX B

## Verbatim Engagement Results

# SURVEY FINDINGS

## *VERBATIM INPUT*

**With the understanding that the operating budget needs to be increased, which of the following best describes your opinion regarding an annual levy increase? Please explain your response below** (*Member Question*)

- A levy increase would improve the prospects and benefits of being within the boundary.
- I believe that pooling resources to pay for services is well worth it
- There are limited areas to run a retail (foot traffic based business)
- Own my building
- As with any funding if it's going to be used to improve the conditions then I support. If we are going to pay a larger amount that is just used up in administrative then no.
- I have no idea what the percentage means in real dollars so it's a bit of guess.
- I'm in support of the levy being increased assuming that the funds are used to increase the DCBIA's market exposure.
- I am content to stay where I am regardless of the decision.
- We are proud members of downtown and understand the importance of this levy and the implications moving forward
- I'd stay regardless.
- I do not think there is an opt out situation for this program
- Keep everybody the same ,expand to get More businesses in
- Building cannot be moved!
- With covid closure, bridge construction, being closed another 6 months from flooding and interest rates & the cost of living going up 📈📈📈
- DCBIA does a phenomenal job. So happy to be a part of it. Thank you.
- That is where my store is and moving would be detrimental to my business
- It would depend on the increase, and what we were directly benefiting from it. Not a simple yes or no.
- Covid closure bridge construction now. High interest rates. Small businesses are maxed out.
- It would reflect an increase in expenses that we are all experiencing and provide more working dollars for all aspects of the services provided by the DCBIA.
- As a cultural Amenity I don't think we pay a levy. But we would be willing to pay a membership. The theatre's location downtown is part of what makes it special.
- I do not think it is optional to not be part of the DCBIA if you're inside the boundaries. We have to try and make the best use of increases. Increases to everything is putting lots of pressure on business in general.
- I'm supportive of an increase
- Fabulous job! The ED is just amazing.
- I would still remain
- How much is 3%? If I'm already just breaking even, how could the DCBIA help offset the loss of business due to illness, snow, difficulty in parking.
- We're already in it and we support the increase
- My business is not portable
- On a 5-year lease, will choose future leases based on best location options available.

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**With the understanding that a 3% annual levy increase is the average for similar sized communities, what percentage increase would you be supportive of? Answered "other"**  
(Member Question)

- May not need to increase if we expand our boundaries which would give us a larger amount of memberships to work with
- I'm confused on what the rate increase is being proposed. Are you asking us what the rate should be? I would prefer to see a proposed budget with the rate increase.

**Would you be supportive of a DCBIA boundary expansion to include more businesses? Please explain your response below** (Member Question)

- Our business is already operating at capacity and we have no desire for growth. I know it sounds strange but it's true.
- Anything that helps beautify and unify the downtown core would be great
- I am always happy to join these types of associations. Even though we're on 3rd street we have the same issues as those a block or so over.
- I would need to understand what the boundary expansion would entail, but I would be open to expanded support for Courtenay's small local businesses and the downtown environment.
- Continue to focus on grow the core downtown before expanding
- I've been a member of other BIA's and believe firmly in their value
- Not sure how it would benefit my business
- Community should be connected, downtown is a small area but the issues it faces are the same for all commercial areas in town.
- The more the merrier
- We are outside city limits, I feel that keeping business in the downtown central core is important. I don't want to see any housing or business destroy any current park or greenspace. Part of keeping the charm is keeping things contained and smaller.
- It would be very advantageous to have the boundaries expanded so the legion could be included in any promotions.
- While I am simply an associate at my clinic and I don't own the property or business, I support a vibrant, safe, and beautiful downtown.
- I feel that area F businesses (we're on 10th street) are part of the downtown core. We would benefit from being part of discussions on how to keep the downtown core vital, by keeping it safe, accessible and vibrant for our customers.
- Owner of 2 properties. 362 10th, and 495 6th. I think that you do a good job with a limited budget. Courtenay has a vibrant downtown, and would like to keep it that way. I have safety and security concerns. Would like to see more foot traffic promoted by banners, flowers etc.
- Not likely to experience any direct financial gain from this service as the idea of "downtown" has been locally institutionalized as 5th and 6th Street. They stand to benefit the most. Expanding the jurisdiction to simply cover the costs to serve those it most benefits historically doesn't seem like a justification to require me to be a member or pay any increased cost. As a leasee, the business is already required to pay the property tax for the landowner. Financially beneficial opportunities to incurring this cost would be have to be made on a case basis.
- This question is a bit confusing. The boundary already includes my business. We are an associate member because we are a city owned cultural amenity, not because of our location. I would support a limited boundary expansion on the basis of more members would offer more resources to the DCBIA. But too large a boundary extension would make the marketing of downtown (the downtown experience) much more challenging.
- I would want to have a better understanding of all of the services offered by the DCBIA and what the membership fees are before making a final decision but can see potential value in being included in marketing of events that bring people downtown.

- 
- The Old Church Theatre would love to be considered as part of the Downtown Area and to share in helping to improve awareness and safety for everyone in that area.
  - In boundary

**Would a boundary expansion impact your decision to remain within the DCBIA boundaries?**

**Please explain your response below** (*Member Question*)

- Would not be likely to move due to this.
- I think if you're going to expand the boundaries then all of the properties that are inside of the expansion need to be included if you're going to just add one property from an expanded area they're going to be lots of properties that are going to reap the rewards of downtown business association efforts and not pay into it. I respect that part of it trying to get a cohesive entering of the boundaries with the taxes in different opinions of property owners would never be all that easy.
- The community is growing, the downtown core is growing and filling in and that should be acknowledged by new and larger boundaries.
- I would likely only support the boundary extension if there was a significant increase to the DCBIA budget for marketing. I'm not in favour expanding the boundary to increase the DCBIA's involvement with unhoused (is that PC?) issues. By this I mean that I would only be in favour of increasing the budget and boundaries if the focus of the DCBIA was on revenue generating businesses. If the budget was increased and a portion of the budget was dedicated to social issues, I would not support a budget increase.
- I am content to stay where I am regardless of the decision.
- The current boundary was established 20 years ago...a lot has changed, and we need to be more inclusive to the businesses that are located downtown that have been not included due to the original footprint
- I'd stay regardless.
- If you could generate more revenue by adding a larger base. But again, I do not think we can just opt out.
- As above and my business suits a downtown location
- If the boundary gets expanded, the current fund amount wouldn't be enough, if we increase it, the money won't go as far and the other businesses in the expansion area would not get the same benefits and exposure as the current BIA area.
- There are other businesses, like the cheese factory and shoppers, that could help out financially and benefit from what we have going on.
- Again, until I saw what changes were made, and how it would impact by business, I cant answer that.
- In the interests of densifying the downtown core and reflecting the population growth in our valley I think it is important that the DCBIA be part of that growth. I'm especially interested in developing towards the river where the city already owns chunks of property.
- More resources for the DCBIA would come from more members. This is an overdue good idea.
- I do not feel it is an option to leave the DCBIA if you're inside the boundaries. That would not work nor be fair.
- I'm supportive of an expansion.
- Would stay regardless
- Would the expansion decrease the size of the levy increase as more businesses would be contributing?
- We support a strong downtown core



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## Have you seen examples of initiatives other BIA's have undertaken that you think would work well in Courtenay?

- The markets are nice to have
- Taken from other DCBIA: Fall market events Business features on the website. Music done with non profit groups as fund raisers
- Closing 5th street to through traffic. 4th is wider for flow. Roundabouts at top of 4th 5th 6th to keep traffic flow. They don't have to be huge. Look at European style roundabouts. Street scape art such as sculpture
- Public art.
- Campbell River has more "street closure" events that are a huge hit, during the summer. They also have more downtown entertainment.
- Just signage and beautification - provides a good feeling to return and spend time in area.
- Close off a main shopping area such as 5th from Cliffe to England and the make 4th and 6th one-way streets...with roundabout traffic circles to prevent smog.
- Ladysmith Society (different from their BIA) creating the light event that has made Ladysmith a go to spot for Christmas displays on Vancouver Island
- I wanted to say above that the 1 through 4 - I feel are all so very important. I cannot choose.
- Some communities have clearly established their cultural precinct. E.g., Kelowna
- Garbage collection is an issue with the configuration of the area maybe some common areas like they have done in Duncan for bins.
- Yes, have business open on Sundays. This initiative would bring back more life to the down town core
- Canopy lighting of the streets
- I think any increase in funding should go towards decreasing the homeless population in Courtenay by purchasing and advocating for the purchase and establishment of mini homes such as those manufactured from shipping containers. The increasing homeless population contributes to people feeling less safe. More importantly this initiative would help alleviate a desperate situation and be the best advertising any business in the city could dream of. It would make international news!

## What do you like most about being a DCBIA member? (Member Question)

- Attract more people downtown
- Having a say
- The communication and support
- For the most part most business owners are friendly and helpful, and all want our downtown to thrive
- Honestly?? As a member with business not on 5th street we rarely see anything happening. Seems as if we don't exist.
- Connecting to other businesses
- I do like the fact that we have events and the organization of those events I respect that we need to have employees to be able to do that the business owners have enough on their plate without having to try and organize parades and events etc.
- Having a say in what happens in Downtown Courtenay
- That the directors are amazing people with a clear vision of our future that also includes surveys such as this.
- The various market events
- Advocacy DCBIA provides with multiple levels of gov'n't, marketing events
- Feeling connected to the downtown community.
- Being kept in the knowing and support to the downtown business community.
- DCBIA does an amazing job working with promotions and works closely with the stores. Great with passing along any relevant information and with anything that might affect the downtown area.
- being connected to our community

- 
- Support. Marketing. Safety.
  - Having a voice - keeping abreast of what is going on, meeting people.
  - Being part of what makes downtown work
  - Make member aware of what is happening downtown
  - United campaigns for marketing promotions.
  - Community, supporting each other's business
  - It's good for downtown
  - Seeing improvements
  - The community
  - Networking and events
  - Keeping aware and involved in my business community and investments in our Downtown
  - Security
  - Too new to know
  - Don't know. Think I pay the tax so I must be in it.
  - The community updates from other businesses in the Facebook page
  - Security. Advertising. Advocacy.
  - I like knowing that the area I do business in is handled by people who work and care about the area
  - We are a strong downtown, We come together with many events, We communicate and work together if our neighbors need help, We are independent and together at the same time"
  - Lobby City Council
  - Marketing and joint ads in CVC
  - That the board is so dedicated to making good decisions for us as a group.
  - Community within community. Walking around and feeling part of the energy.
  - The people in the community
  - It is like being in a group that we all support and share with events to try and create and larger exposure and reason for people to come to the downtown.
  - Helping guild positive change.
  - Help with homelessness problems. Marketing and events.
  - Getting to know other businesses, feeling like I have a support system, knowing they teamwork benefits us all.
  - The advocacy for safe streets
  - Communication and the gathering of information to make some sound decisions
  - Community
  - Being aware of what is going on where my lodges work and investment occurs
  - Bringing together the local businesses and owned, keeping us all connected.
  - We belong to a larger community with a larger voice. Lots of restaurants, variety of services (tea store, clothing), places are in walking distance.
  - I like the idea that we could act together as responsible business owners.
  - I didn't know I was one until this survey

**What areas do you think the DCBIA could improve upon with a larger operating budget?**

- So many. Is quite low in comparison to others. Longer term projects with retention.
- Id like to see parking increased and sidewalk patios taken down
- Shut down 4,5,6th street during summer months. Have more food trucks live music weekly.
- More promotion of our downtown merchants and not just the few on 5th street. Talking with many other business owners that we (businesses) England Avenue to the top of fifth street are not feeling included. This must change!
- Security cameras in lanes and at intersections. Executive Director one more day a week. Weekly page in the newspaper to highlight groups of businesses- professionals as well as retail. And a what's

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happening news spot within the page. Monthly business get-togethers. Another public toilet at 4th street parking area.

- I think the ability to retain staff and have a little bit larger employee range to help organize events contribute to beautification of the area and safety the increase budget would go along way
- Marketing and security
- I would like to see added financial support for the Wednesday Market and additional events that would bring people downtown and provide them with good memories.
- Pedestrian-only days. This is something our downtown core DESPERATELY needs to do. When I drive down 5th, I'm not looking in windows. I'm trying not to hit pedestrians!!
- We need more garbage cans and cigarette butt collection containers
- Increased capacity for marketing and advocacy, increased grant programs to members. Pay staff more competitively/more staff time
- I do think a lot of emphasis is directly on the two block strip of 5th street, especially regarding events. I also hear a lot of complaints from customers about stores not being open later than 5 and on Sundays. Not directly a DCBIA thing but it does impact us. Lighting for dark places at night."
- More hours on advocacy, and safety as well as marketing.
- More larger events. It would be nice to have the car show back. It could be used towards advertising and promotions.
- Safety and security. The remuneration value to the Executive Director. The need for her to pay for staffing who will spearhead the events, in addition to honoring the true value of her time to do the job that is required. Current volunteer board members are burnt out and it is the same active members being asked to step up which is exhausting them to want to be on the board. In theme to our ethos of being vibrant we need to entice more community events in the downtown core.
- Events are great, more would be super.
- Do a better job everywhere... we are severely limited by budget.
- Marketing promotions
- Marketing. Security
- marketing & promotion
- Staffing
- Parking stickers got full time employees for sage parking in proximity to their offices or stores.
- Marketing and advocacy
- Safety after the city to lower property taxes for commercial buildings.
- New parking alternatives.
- Walkability, parklets, street closures,
- Install CCTV in laneways, corners or where RCMP suggest. More events. Full time executive director. Another Portland Loo. If area is expanded, then Street scape upgrades on those to match the present area. Paint BC Hydro poles all the same to show streets are a part of BIA. Use money that was for façade improvement grants for this. Street sculpture installations like other towns.
- Expanded advocacy, safety and security and mural development / execution
- Security of store fronts during the nights and daytime. my larges concern with the increase of homelessness individuals. The DCBIA does a good job currently. but more is required. This concern effects my tenants greatly.
- Advocacy with the city of Courtenay And other levels of government that gives support to the business owners.
- Environmental standards. Too much recyclable items go in the garbage no composting in Courtenay. Weather proofing old buildings renewable energy.
- Already doing a great job. Would love more festivals like moonlight and magic.
- Safety & security for sure. More marketing
- Marketing
- Parking is still an issue. Staff and business owners taking up limited parking. The customers could be parking in for easier access to shop in their stores. Perhaps it's time for paid parking in some areas of downtown and or looking at a Parkade.

- 
- Beautification, security. Maybe a parkade (with other funders).
  - Safety
  - Admin, marketing, giveaways, events, advocacy, professional development workshops for staff and members
  - The ability to market and operate the events that we have in place. We know costs keep going up which means we do less and less each year which isn't the right path.
  - Beautification, security, removal of homeless shelters (to other areas of town)
  - More security
  - Lighting is becoming an issue. I'd like to see more presence of people downtown. I realize we don't have many actual residents, and into the evening it's quite quiet.
  - I believe less marketing is required going forward.
  - Security/ safety and policing for the downtown core with the homeless
  - We're in desperate need of better security and a response to vagrancy, vandalism, and open drug use.
  - Retention of our ED, Increased street amenities such as lighting, murals, waste containers,
  - Safety, revitalization
  - Garbage pickup

### **Is there anything else you'd like to share with the DCBIA?**

- Definitely happy with the current boundaries as it relates to my business.
- Our parking enforcement is still nonexistent. Where is the enforcement on this?
- Kudos for doing so well with limited budget. This survey would be difficult for some businesses to do as doing it on a phone was challenging.
- I would love to see downtown Courtenay model itself after Nelson, its colorful, vibrant, and has tons of food options (highest per capita restaurants). Downtown could be a cultural hub with some retail and services. How would we encourage a nice wine bar or a late night dessert and coffee with music type places? I would love to see the store frontage be painted some very bold colors much like the theatre.
- Please do everything possible to work with the City to develop parking passes for downtown business owners and employees. In my work, I see clients one after another and am not able to move my car every couple of hours to stay within the parking limits. If I happen to have extra time to be able to move my car, I have concerns that it will take me too long between clients to find another parking spot nearby (very busy area). I understand that there is a parking lot available for downtown workers (I am on 4th St.), however it is much too far to walk with all of the bags I need to transport back and forth to work every day, and if I am leaving the office after 7pm, I will not feel completely safe walking all of that way to my car, especially in the winter. I usually work 10am-7pm or 9am-4pm and am concerned about being charged for parking too long in one place. I have discussed this with my colleagues, and they feel the same way, having the same needs as I do. Please help!"
- I don't think it should expand hence the non detailed area drawn in the previous map.
- I would mention how important the work is that you do and how much it is appreciated.
- The traffic situation is frustrating but IMO that's because downtowns are not meant to be a main artery through a town. We should really be focusing on creating downtown as a community hub by shutting down 5th street to car traffic, re-routing cars down 4th and 6th, and having cute picnic tables and markets out on the street.
- New director woman (paid position) is super
- Ways to deal with rude neighbouring businesses
- Omit street side eateries Oct 1
- Keep up the good work.
- Parking is still an issue business owners and staff still parking all day in the core streets and the 4th parking lot (this would be an ideal lot for a parkade). This discourages customers coming to shop downtown. We need a parkade. Work with property owners maybe with new buildings the city could fund a floor of underground parking. The palace and too good to be through could have been great spots. Or adding paid parking system. Making money. Or make certain areas for parking longer times

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and others 15 minutes or 30 minutes. Some clients can be in spas/salons for 3-4 hours. The are spending money seems wrong they are the ones that would be paying the tickets when tickets are reinstated.

- Continue to ask city for more parking
- Thanks for what you do!
- We need to be careful of how fast we expand with the sensitive ecosystem of the lamprey behind us and the puntlege and Morrison creek. Putting in frisbee golf at Laketrail school, changed and trampled a beautiful eco-system and made more paths and more access to disturbance.
- Nelson BC has a similar vibe. And their lakefront access from downtown is amazing. More opening of the river for pedestrians and reducing the industrial feel of that area would be a game changer.
- The homelessness and associated garbage/feces problems are affecting everyone. There should be a city line to call to get your local property cleaned up. Also, the city keeps preaching about being green and enacting water restrictions. Meanwhile, they plant gardens every year that is expensive to plant, maintain and uses a lot of water even during times that it is restricted for everyone else. These gardens should be changed to other types of greenspaces that require less water and maintenance so resources can be used elsewhere.
- Great job. More festivals and possibly larger footprint for events (not just 5th)?
- Open more stores on sundays
- Safety and security are the most important issues. with the increasing homeless population and increasing poverty industry going on in the downtown core it is becoming less safe for our staff to be at the office. We are considering moving/relocating our business outside of the downtown core.
- We need more access to hand washing facilities, public bathrooms, easily available sharp disposable units. Stores are not offering public bathrooms and we need more infrastructure offered in more reasonable distribution to support both the houses and unhoused population. More harm reduction focus and perhaps needle injection site downtown rather than simply blocking out individuals may be places that we can start addressing the opiate pandemic. As uncomfortable as it is to see the unhoused population growth in the core, we could be at the forefront of community engagement in addressing this issue.
- Transportation and Parking are major issues for downtown businesses, especially facility operators with high seating capacity/occupancies. Either transit has to improve significantly (especially at night), or a parkade needs to be built to facilitate better transportation to and from downtown, for both patrons and workers. From an environmental and affordability standpoint (and a safety standpoint) more frequent transit service (maybe smaller busses running more often) and transit service, especially at night.
- As someone who works on behalf of The Old Church Theatre (755 Harmston) and MusicFest (2440 Cliffe Ave) we are seeing many of the same issues in both areas. It would be great to include more businesses in Courtenay in the DCBIA and would only help to strengthen all involved. I have already been speaking with Tracey so no need to reach out otherwise but you are welcome to if I can be of service. Thank You
- Appreciate security patrols, ensuring area is kept from of trash and debris, ongoing beautification.

# BOARD OF DIRECTORS WORKSHOP

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## *TRANSCRIBED NOTES*

### **Administration**

- Tracey <3
- Kristy <3
- Our E.D. is a gift
- Passionate Leadership Giving Stability
- Stability in leadership (Board long term members)
- Social Media Paid Role
- Event Manager Paid Role
- Accounting: Change from Review to Compilation
- \*Bookkeeper
- \*Move to Governance Board
- Increased Staff → marketing → admin → events
- Paid bookkeeper

### **Marketing and Promotion**

- Moonlight & Magic
- Christmas Parade
- Market Day
- Third Party Events
- Farmers Market
- Spirit Walk
- Mural Fest
- Print ads in CV Collective → Trio Mag → Music Fest Program
- Art Show Close 5th St/Cliffe/Duncan
- Winter night Light-ups
- Using tech
- Bicycle Race Criterion
- More Community Spirit Focused Events
- Coupon Program for Downtown B12
- Win gift boxes for special holiday or special events
- Giveaways at local events
- Free music downtown lunchtime in parklet
- We need a strong committee with strong leadership
- Feature written in local paper 'Behind the Counter'
- Co-promo with hotels/airport
- Late night activities downtown
- Staffing for marketing
- More elevate the Arts – Activate events Laneways
- More concerts Downtown

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## Beautification and Revitalization

- Parklet
- Planters
- Street Pole Flowers
- Urbaloo
- Wayfinding pillars
- Black Street Poles & Stop sign poles
- Matching Garbage Cans
- Wayfinding points expand with new boundaries – Extend Historical Theme
- Banners
- New murals
- Pretty signposts
- Heritage B&W Pictures
- Foot traffic past 5pm
- More gathering places with seating
- String lights across 5th year round
- Revitalize more night life →free music →food trucks – community gatherings
- City design feature requirements for downtown (tax break)
- Tax break for building improvements restore heritage buildings
- Pedestrian zone
- Parking improvement (to be improved)
- More murals
- Equity or beauty in expanded area
- “Bylaw” or recommendations – ugly facades
- Sidewalk improvements
- Trees/shrubs greenery – edible?

## Safety and Security

- Connect Centre – draws people over there – increased security has helped
- Crime going down – RCMP
- CPTED by city (Fence behind city hall)
- Solid communication with city and RCMP
- Patrol RCMP
- Cleaning Crew
- Liaison with City & RCMP
- Sticker program – good that it is happening – But needs more uptake
- Footprints security patrol funded by City
- Footprints security guard all night → driving around → would be nice to get reports
- Morning cleanup → could use more
- S&S Quick glance resource sheet
- Member workshop for diversity or inclusion
- Telus initiative with BIABC
- Morning crew stays forever! Does nights or afternoons
- CCTV
- Better lighting
- Lighting
- Bike Patrol
- Cameras
- Nalaxone Training

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## **Advocacy**

- Support for S&S initiatives – security patrol – lighting audit
- Working with local politicians & provincial government for comm. Wellness
- Partnerships with non-profits
- Deepening Relationships with: RCMP, Homelessness Coalition, Chamber, Other BIA's
- Advocating for all the different types of city member business needs (merchant vs professional)
- RCMP downtown
- Fundraising Collaboration – sport groups – truth & reconciliation & repairing restoring relationships
- Pursuing Sponsorship
- Pursuing Grants
- Commercial Taxation Advocacy





COMOX VALLEY  
COMMUNITY  
FOUNDATION

## PRESENTATION TO CITY OF COURTENAY COUNCIL

**SUSAN AUCHTERLONIE, Executive Director**

**JOLEAN FINNERTY, Executive Director**

JUNE 28, 2023



## **OUR MISSION**

**CONNECTING OUR COMMUNITY TO ENRICH LIFE FOR ALL**

### **What makes us unique?**

- **We have a deep knowledge of the issues and challenges facing our community, and are passionate about making them better**
- **Our program identifies long-term needs and builds for the future, while also having an immediate impact**
- **We support all not-for-profit organizations in the Comox Valley so donors can connect with the causes they care about most**





## WHAT WE DO



Work with **DONORS** to align their charitable goals with community needs



**MANAGE FUNDS** entrusted to us responsibly and with integrity



Invest in our **COMMUNITY** now and forever, through grants, scholarships, resources and leadership





## COMMUNITY OVERVIEW

- **Comox Valley continues to experience population growth, primarily incoming migration, at a pace well beyond the national average – this is a vibrant economic driver, attracting wealth and investment to the region**
- **However, as a community we are facing incredible pressures on many fronts that left unaddressed may become unrecoverable:**
  - **Housing affordability**
  - **Rising poverty, specifically child poverty**
  - **Food insecurity**
  - **Addiction & mental health**
  - **Unsheltered community members**
  - **Environmental conservation**





# CVCVF's COMMUNITY IMPACT 2021-2022



## BY THE NUMBERS

**60**

ORGANIZATIONS SUPPORTED

**53**

STUDENTS SUPPORTED

**\$747,849**

TOTAL GRANTS & SCHOLARSHIPS

**\$75,000**

IN COMMUNITY LOANS

**\$1,556,549**

TOTAL DONATIONS RECEIVED

**224**

NUMBER OF DONATIONS RECEIVED

**\$16,048,041**

TOTAL NET ASSETS

**116**

TOTAL NUMBER OF FUNDS

**\$5,000,000+**

GRANTS SINCE  
INCEPTION IN 1996

[www.cvcfoundation.org](http://www.cvcfoundation.org)



COMOX VALLEY  
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# TOTAL DISBURSEMENTS



## TOTAL DISBURSEMENTS BY IMPACT

Our total disbursements are presented below by impact categories. Currently, more than 55% of funding is pre-designated by specific funding criteria, with 45% open for flexible distribution toward emerging opportunities and areas of greatest need.

### 2021/22 COMMUNITY IMPACT **\$747,849**



KEEPING THE LIGHTS ON: Funding bridges unexpected temporary operating shortfalls to prevent interruption of essential community programs and services

[www.cvcfoundation.org](http://www.cvcfoundation.org)



COMOX VALLEY  
COMMUNITY  
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## RECENT GRANTS – 2022-2023

- **On February 1<sup>st</sup>, CVCF announced \$395,942 in grants to 49 organizations**
- **We took a targeted approach to our granting program this year and prioritized funding to address specific community needs identified in recent community conversations – directing our community’s funds to key areas of urgency:**
  - **Housing Insecurity**
  - **Adults with Diverse-Abilities programming**
  - **Environmental Conservation**
  - **Food Security & Food Systems**
  - **Mental Health & Connections**
  - **Indigenous Led or Benefitting Initiatives**
  - **Arts, Culture & Heritage**





## RECENT GRANTS – 2022-2023

	PROJECT	GRANT AMOUNT
<b>HOUSING INSECURITY</b>		
Comox Valley Affordable Housing Society	Regional Rent Bank	\$6,000
Comox Valley Coalition to End Homelessness	Coordination & operations support	\$25,000
Comox Valley Head Injury Society	Client housing supports	\$40,000
Hornby Island Housing Society	Community Housing Strategy	\$4,000
Parish of St. John the Divine Anglican Church	Emergency Weather Response (EWR) shelter	\$21,000
<b>ADULTS WITH DIVERSE-ABILITIES PROGRAMMING</b>		
Beaufort Association for Inclusion in Action	Program funding	\$5,300
Comox Recreation	Comox Connections, an evening social program	\$900
Comox Valley Child Development Association	Project Inclusion camp experience	\$3,300
Comox Valley Therapeutic Riding Society	Rider fees for Trailblazer program	\$6,000
Courtenay Recreation Adaptive Programs	Program funding	\$19,500
L'Arche Comox Valley	I Belong Centre programming	\$5,500
Special Olympics	Athlete program costs	\$4,000
Vancouver Island Society for Adaptive Snowsports	Equipment and program costs	\$5,500
<b>ENVIRONMENTAL CONSERVATION</b>		
Beaufort Watershed Stewards	Purchase of Imaging Software	\$1,000
Comox Valley Conservation Partnership	Nature Without Borders update	\$13,000
Comox Valley Nature	Comox Valley Nature Viewing Guide	\$1,900
Cumberland Community Forest Society	Forest in the Village project	\$6,000
Denman Conservancy Association	Pathways to Reconciliation	\$3,000
MARS Wildlife Rescue	Invasives removal tool lending library	\$2,550
Millard Piercy Watershed Stewards	Replacement of water monitoring equipment	\$5,791
Morrison Creek Streamkeepers	Educational signage	\$3,850
Project Watershed	Community Water Monitoring Initiative	\$12,050
Tsolum River Restoration Society	Eyes on the River & Watershed Health	\$3,000





# RECENT GRANTS – 2022-2023

## FOOD SECURITY & FOOD SYSTEMS

Comox Pentecostal Church	Community garden expansion	\$10,500
Comox Valley Head Injury Society	Healthy food program	\$11,565
Comox Valley Healthcare Foundation	Hospital to Transition suites food program	\$2,500
Cumberland Community Schools Society	Cumberland Food Share program	\$10,000
Farm to Family Meals Service Society	Farm to Family Green Team	\$2,500
Glacier View Lodge Society	Nutritious meals for low-income caregivers	\$7,325
Hornby Island Farmland Trust Society	Garden expansion, electricity & water	\$5,000
LUSH Valley Food Action Society	Food Access programs	\$13,500
Salvation Army Comox Valley Ministries	Christmas Hamper program	\$8,000
St. George's United Church	Sonshine Lunch Club	\$2,000
Sunday Station Society	Weekly Sunday meal service	\$8,000

## MENTAL HEALTH & CONNECTION

Boys & Girls Club Central Vancouver Island	Comox Valley out of school care program	\$5,000
Comox Valley Transition Society	Darry's Place Playground	\$10,000
Denman Island Community Education Society	Reconnecting after COVID programming	\$5,000
Eureka Support Society	Outreach & food security programs	\$10,000
Hornby & Denman Community Health Care Society	Access to mental wellness supports	\$4,620
Hornby Island Education Society	Friday night teen drop-in program	\$10,000
Hornby Island Residents' and Ratepayers' Association	Emergency generator trailer	\$1,500
Lake Trail Community Education Society	Expanded programming & outreach	\$8,500

## INDIGENOUS LED OR BENEFITTING INITIATIVES

Hornby Island Arts Council	Indigenous Peoples Month 2023	\$10,000
Indigenous Women's Sharing Society	Programming & food security support	\$10,000
K'ómoks First Nation Community Wellness	Clothing & supplies drive	\$1,500

## ARTS, CULTURE & HERITAGE

Comox Valley Community Arts Council	Operational funding	\$6,250
Hornby Island Education Society	Bruce Fairbairn Bursary	\$2,000
Old Church Theatre Society	Operational funding	\$8,201
Sid Williams Theatre Society	Accessibility improvements	\$7,500
Weird Church Cumberland	Accessibility improvements	\$17,000



# Comox Valley Coalition to End Homelessness



**COORDINATION & OPERATIONS SUPPORT**  
Amount: \$25,000

Addressing Housing Insecurity



**2023 Community Grant Recipient**

# Parish of St. John the Divine Anglican Church



**EMERGENCY WEATHER RESPONSE SHELTER**  
Amount: \$21,000

Addressing Housing Insecurity



**2023 Community Grant Recipient**



## GLACIER VIEW LODGE SOCIETY



### NUTRITIOUS MEALS FOR LOW-INCOME CAREGIVERS

Amount: \$7,325

Addressing Food Security & Food Systems



2023 Community Grant Recipient

## Courtenay Recreation Adaptive Programs



### PROGRAM FUNDING

Amount: \$19,500

Supporting Adults with Diverse-Abilities  
Social & Recreational Programming



2023 Community Grant Recipient



# COMOX VALLEY PROJECT WATERSHED SOCIETY



**WATER MONITORING INITIATIVE**  
Amount: \$12,050

**Supporting Environmental Conservation**



**2023 Community Grant Recipient**

# Millard Piercy Watershed Stewards



**REPLACEMENT OF WATER MONITORING EQUIPMENT**  
Amount: \$5,791

**Supporting Environmental Conservation**



**2023 Community Grant Recipient**





## BEYOND GRANTING

- **Community-driven decision making – decision-making rests with the experts providing front-line service and those with lived experience**
- **Multiplying impact, with guaranteed multi-year funding**
- **Community loans – offering access to capital for charities that do not qualify for traditional financing or those that need “extra” or “bridge” financing – investments provide both a financial return and social/environmental benefit**
- **Capacity building for a stronger social impact sector – offering professional development free of charge to sector staff and volunteers**





## **CITY OF COURTENAY GRANT IN AID FUNDING**

- **Council is considering an agreement which would see CVCF administer the City's grant in aid program in the amount of \$50,000 for the next three years**
- **Benefits:**
  - **Reduces the burden on community service organizations and the City**
  - **Coordinates response to community-wide issues, enabling greater impact**
  - **Places grant-making with a local organization that has the experience, expertise, systems, relationships and capacity to administer a grants program**
  - **Closes the funding gap**





# LOOKING BACK - WHAT THE CITY'S \$50,000 COULD HAVE MEANT FOR 2022-2023 APPLICANTS?

Organization	Activity	Request	Grant received	Additional City \$	Impact
CV Head Injury Society	Healthy food program	\$15,420	\$11,565	\$3,855	Fully funded
CV Community Arts Council	Operations support	\$12,500	\$6,250	\$5,000	Fully funded
LUSH Valley	Food access programs	\$18,000	\$13,500	\$4,500	Fully funded
Boys & Girls Club	Out of school care	\$10,000	\$4,940	\$5,000	Almost fully funded
CV Healthcare Foundation	Transition suites food program	\$8,800	\$2,500	\$4,871	Almost fully funded
CV Therapeutic Riding	Trailblazers program fees	\$9,800	\$6,000	\$3,800	Fully funded
CV Child Development Association	Project Inclusion outdoor camp	\$5,000	\$3,300	\$1,700	Fully funded
Beaufort Association for Inclusion in Action	Activities in community	\$10,000	\$5,300	\$4,700	Fully funded
Parish of St. John the Divine Anglican Church	Emergency Weather Response shelter	\$39,920	\$21,000	\$5,000	Additional funding
CV Project Watershed	Water monitoring	\$14,050	\$12,050	\$2,000	Fully funded
Tsolum River Restoration Society	Watershed monitoring	\$5,674	\$3,000	\$2,674	Fully funded
CV Nature	Update & reprint of nature guide	\$3,800	\$1,900	\$1,900	Fully funded
CV Youth Music Centre	Tuition support for low-income participants	\$10,000	\$0	\$5,000	Newly funded program
				\$50,000	





COMOX VALLEY  
COMMUNITY  
FOUNDATION

Please contact us to learn more about the Comox Valley Community Foundation and how you can contribute to enriching life in the *Comox Valley forever*.

**t: 250.338.8444**

**e: [office@cvcfoundation.org](mailto:office@cvcfoundation.org)**

**[www.cvcfoundation.org](http://www.cvcfoundation.org)**







# STAFF REPORT

**To:** Council  
**From:** City Manager (CAO)  
**Subject:** Grant-in-Aid Program

**File No.:**  
**Date:** June 28, 2023

## PURPOSE:

To consider entering into an agreement with the Comox Valley Community Foundation (CVCF) for the administration and distribution of the City's annual grant-in-aid (GIA) program and adoption of revised Grant-in-Aid policy #1850.00.04.

## BACKGROUND:

The following resolution was passed by Council on November 25, 2019:

**.01** Moved by Frisch and seconded by Hillian that based on the GRANT-IN-AID AND November 25<sup>th</sup>, 2019 staff report, "Grant-in-Aid and Other Forms of OTHER FORMS OF Financial Support Policy 1850.00.04 Revision", Council support FINANCIAL SUPPORT OPTION 1 to approve the Provision of Grant-in-Aid and Other Forms of POLICY 1850.00.04 Financial Support policy 1850.00.04 as presented; and REVISION 1850-01

That staff be directed to update the City website and advertise for the 2020 Grant-in-aid applications as soon as possible; and,

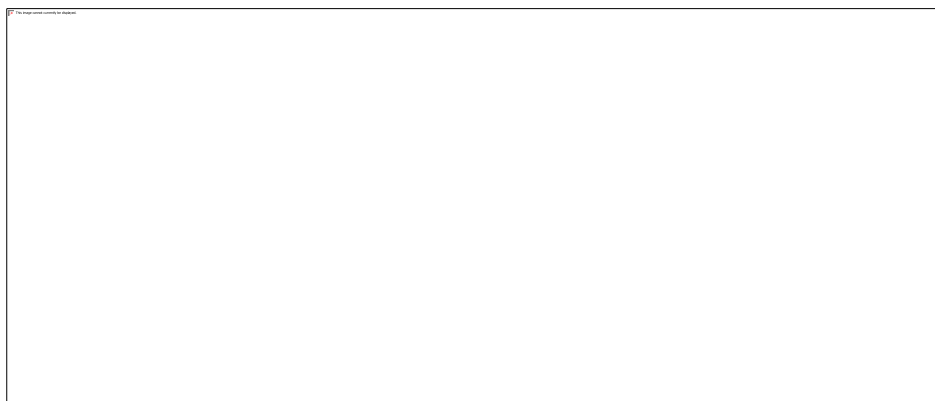
That staff be directed to pursue the "Flow-Through Funds" opportunity with the Comox Valley Community Foundation for the 2021 grant year.

**Carried**

## DISCUSSION:

The Comox Valley Community Foundation was established in 1996 and has grown to be an important contributor to the quality of life in the Valley by granting millions of dollars of funding to hundreds of organizations across the valley whose purpose is to enhance the overall wellbeing of the community.

The mission of the CVCF is to work with generous donors and supporters from all corners of our community to build lasting legacy and enrich life in the Comox Valley forever.



The flow-through fund opportunity as described in Appendix 3 – Grant-in-Aid and Policy Revision Report November 25, 2019 is the method in which the City will provide the community with GIA funding while reducing the administrative burden on staff. The CVCF specializes in matching donors with recipients to create the desired outcomes for both the donor and recipient. The CVCF has the expertise on staff and established practices to maximize the impact of the City’s GIA program by combining various funding sources and matching them to fund project requests to 100%. This opportunity for stacking has the potential to exceed the \$10,000 single recipient limit set by the City and possibly the \$50,000 annual GIA contribution. By partnering with the CVCF, the City’s GIA program has the opportunity to leverage funds to contribute to larger projects in the region.

**POLICY ANALYSIS:**

In accordance with Council direction, Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04 has been updated to direct applicants to the Comox Valley Community Foundation to access grant-in-aid funding. Updates to this policy include:

- Removing the City’s grant-in-aid application timeline in favour of a unified timeline through the CVCF; and
- Clarifying that grants not being available to individuals or for-profit entities.

Eligibility for GIA funding is captured in the proposed agreement between the City and CVCF. During the strategic planning sessions, Council direction from 2019 to amend the GIA program and enter into the service agreement with the CVCF was confirmed. This program was included in the five-year financial plan and approval of this agreement will allow for the flow of GIA funds that was interrupted during the COVID-19 Pandemic.

Per section 8 of policy 1850.00.04 includes the following City set criteria for determining eligibility for GIA funds:

- Organizations must be based in The City of Courtenay.
- Funding is not available for individuals or for profit entities.
- The project/activity must benefit the entire community (all ages and groups).
- The request is the only financial support from the City.
- Other sources of funding have been applied for.
- The organization is financially sustainable.
- Each Grant-in-Aid from The City of Courtenay funds will not exceed \$10,000.

Currently, a review of the GIA criteria is not included in the 2023 work program. Should Council wish to review the GIA requirements/eligibility and how City funding is to be distributed by the CVCF, additional criteria will have to be developed. Given the work being undertaken in the Recreation, Culture and Community Services (RCCS) division in 2023, staff recommend not amending the criteria at this time. The completion of the Community Social Development Framework and other RCCS studies in 2023 could provide guidance on future prioritization.

**FINANCIAL IMPLICATIONS:**

The 2023-2027 Five-year Financial Plan includes \$50,000 annually for the grants-in-aid program. Funding for grants-in-aid is set to come from gaming funds. The CVCF charges a 5% administration fee to provide the

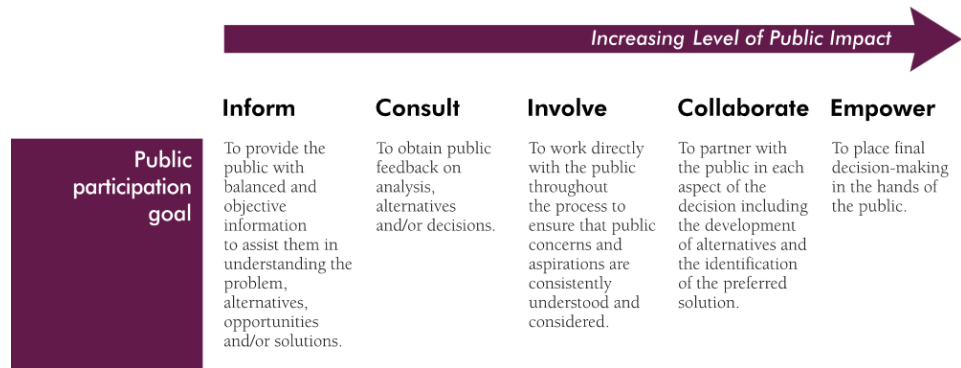
services to distribute and administer GIA funds. The cost to the City will be \$2,500 annually assuming a continued \$50,000 annual GIA program.

**ADMINISTRATIVE IMPLICATIONS:**

Should Council approve the proposed agreement the administration of the GIA program will shift from the Financial Services division to CVCF. City staff involvement will include monitoring and administering the agreement as well as CVCF’s reporting back on outcomes. Implementing this agreement is consistent with Council direction and free up Financial Services staff to deliver core services as well as initiatives outlined in the City’s strategic priorities.

**PUBLIC ENGAGEMENT:**

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



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

**STRAEGIC PLAN IMPLICATIONS:**

The Grant-in-Aid program can support all four cardinal directions of the strategic plan:

- Climate action
- Reconciliation
- Equity
- Community well-being

Support for all four cardinal directions comes from the broad reach and accessibility of grant funds to various organizations that individually might not deliver all 4 cardinal direction but as a whole group deliver all four cardinal directions.

**OPTIONS:**

1. THAT Council enter into an agreement with the Comox Valley Community Foundation for the administration and distribution of the City’s annual grant-in-aid program.  
and  
That Council adopt Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04
2. THAT Council provide alternative direction to staff.

Prepared by: Adam Langenmaier BBA, CPA, CA, Director of Finance

Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)

Appendices:

Appendix 1 – Memorandum of Agreement – Grants-in-Aid

Appendix 2 – Grant-in-Aid policy #1850.00.04

Appendix 3 – Grant-in-Aid and Policy Revision Report November 25, 2019

## MEMORANDUM OF AGREEMENT

### Grants-in-Aid

This Memorandum of Agreement (“MOA”) is made and entered into on this day of \_\_\_\_\_, 2023 by and between The City of Courtenay and the Comox Valley Community Foundation.

#### 1. Names and addresses of all parties

The City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC  
V9N 2J7  
Phone: 250-703-4860  
Email: [Alangenmaier@courtenay.ca](mailto:Alangenmaier@courtenay.ca)  
Attn: Adam Langenmaier, Director of Financial Services

Comox Valley Community Foundation  
PO Box 1454  
Comox, BC  
V9M 7Z9  
Phone: 250-338-8444  
Email: [executive-director@cvcfoundation.org](mailto:executive-director@cvcfoundation.org)  
Attn: Susan Auchterlonie, Executive Director

#### 2. Purpose

Whereas the City of Courtenay, established as a municipal government under *The Local Government Act* (RSBC 2015), is responsible for the provision of local services such as fire protection, public works and recreational facilities (parks and community centres);

Whereas the City of Courtenay has administered a Grants-in-Aid program as a means of financial support to organizations based in The City of Courtenay, in accordance with its Policy #1850.00.04: Provision of Grant-in-Aid and other Forms of Financial Support;

Whereas the Comox Valley Community Foundation is an independent charitable foundation registered with Canada Revenue Agency, whose mission is connecting our community to enrich life for all;

Whereas the Comox Valley Community Foundation is able to receive, manage, control and use donations for charitable purposes; and

Whereas the Comox Valley Community Foundation has the experience, expertise, systems and capacity to administer a Grants program.

**The City of Courtenay (City) and the Comox Valley Community Foundation (CVCF) hereby enter into an agreement for CVCF to administer the City's Grant-in-Aid program through CVCF's Community Enrichment Grants process.**

### **3. Timelines**

This initial agreement shall be in force beginning July 1, 2023 through December 31, 2025, with the option to renew thereafter.

### **4. Responsibilities**

The City of Courtenay will:

- Commit to and provide Grant-in-Aid funds to CVCF, in accordance with the payment schedule outlined in item 6.
- Review and approve any news releases promoting this Agreement and the CVCF's Community Enrichment Awards when the City is specifically mentioned.
- Attend the Community Enrichment Awards celebration to present the Grants-in-Aid to recipients.
- Attend outreach/site visits with Grant-in-Aid recipients as time and interest permits.

CVCF will:

- Administer the City's Grant-in-Aid program through its Community Enrichment Grants process, inclusive of publicizing the granting opportunities, receiving applications, communicating with applicants, reviewing and adjudicating applications, and deciding on successful recipients.
- Prepare and submit for review any news releases promoting this Agreement and the CVCF's Community Enrichment Awards when the City is specifically mentioned.
- Invite the City (Mayor and Council) to attend the Community Enrichment Awards celebration to present the Grants-in-Aid to recipients.
- Invite the City (Mayor and Council) to attend any outreach/site visits with Grant-in-Aid recipients.
- Act as financial administrator, inclusive of confirming eligibility and issuing payments.
- Ensure all reporting requirements are met.

## 5. Reporting requirements

CVCF will maintain all records related to the City's Grant-in-Aid program and will provide a report to the City as to the allocation of Grants-in-Aid by March 30 of each year.

## 6. Payment Schedule

Gaming Funds will be the primary funding source for all monetary commitments by the City. The City will provide the funds to CVCF for distribution by December 31 for distributions to be made in the following year.

	2023	2024	2025	Total
<b>Grant Funds</b>	\$50,000	\$50,000	\$50,000	\$150,000
<b>Service Fee</b>	\$2,500	\$2,500	\$2,500	\$7,500
<b>Total</b>	\$52,500	\$52,500	\$52,500	\$157,500

## 7. Fees

In accordance with its Policy 2.2: Administration Fees, CVCF will charge the following fees to administer the City's Grants-in-Aid program:

- 5% for amounts up to \$99,999
- 4% for amounts between \$100,000 to \$499,999

## 8. Criteria for granting

Eligibility for grants will be in accordance with CVCF's Policy 3.1: Granting, attached as Appendix I.

In addition, the following criteria required by the City will determine eligibility for Grant-in-Aid funds from the City:

- Organizations must be based in The City of Courtenay.
- Funding is not available for individuals or for profit entities.
- The project/activity must benefit the entire community (all ages and groups).
- The request is the only financial support from the City.
- Other sources of funding have been applied for.
- The organization is financially sustainable.
- Each Grant-in-Aid from The City of Courtenay funds will not exceed \$10,000.

## 9. Acknowledgements

Grant recipients will be asked to publicly acknowledge the City of Courtenay's contribution and that of the CVCF. Copies of media releases, articles, newsletters, brochures or any related publicity by recipients is to be forwarded to CVCF, who will gather and provide to the City.

## **10. Acceptance**

### **For the City of Courtenay:**

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Mayor

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Adam Langenmaier BBA, CPA, CA,  
Director of Financial Services

### **For the Comox Valley Community Foundation:**

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Christine Helpard, President

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Susan Auchterlonie, Executive Director



## **APPENDIX 1 - CVCF POLICY 3.1: GRANTING**

### **a) Granting Principles**

All grants are made only to support the purposes as stated in the Comox Valley Community Foundation's (CVCF and/or Foundation) Constitution and in accordance with the policies from time to time approved by the Board of Directors. The Foundation bases its granting on the following principles:

- i. Innovation where there is demonstrated need, the likelihood of effectiveness, and strong potential to serve as a model to others.
- ii. Partnerships and collaborations to make the best use of limited resources.
- iii. Projects and/or activities that build on the strengths of the community to respond to identified issues and priorities.
- iv. Demonstrated commitment to the project and/or activities through the applicant's contribution of human and/or financial resources.
- v. Evidence of significant and appropriate support from other funding sources (including the community).
- vi. Involvement of the target population benefitting from the proposed project/activities in the development, implementation and evaluation of the project/activities.
- vii. Demonstrated commitment to equity, diversity and inclusion.
- viii. Realistic plans for longer-term funding for projects and/or activities that will be ongoing after the grant's completion.

### **b) Eligibility & Criteria**

#### **Eligibility for all CVCF Grants**

Individuals and for-profit organizations are not eligible to receive grants from the Foundation.

The minimum eligibility requirements for all CVCF grants include:

- i. Registered charities and other qualified donees as defined in the Income Tax Act.
- ii. Projects and/or activities must occur in the Comox Valley (School District 71) or be of direct benefit to the residents of the Comox Valley.
- iii. All applicants also must be in good standing with the Foundation, including but not limited to completion of reporting from previous grants and grant recognition requirements.

Donor-advised funds may have additional eligibility criteria, beyond that expressed above and below.

#### **Criteria: Community Enrichment Grants**

The following activities/costs are ineligible for Community Enrichment Grants:

- i. Scholarships or bursaries (funded elsewhere by the Foundation)
- ii. Activities of religious organizations that serve primarily their membership and/or religious purposes
- iii. Political activities, specifically directly or indirectly supporting or opposing a political

- party or candidate for public office
- iv. The establishment of or addition to endowment funds
- v. The establishment of or addition to operating reserves

**Eligibility: Professional Development Grant**

- i. As above in “Eligibility for all CVCF Grants”
- ii. Eligible beneficiaries include full and part time staff and volunteers

**Criteria: Professional Development Grant**

- i. The application may be for any professional training or learning opportunity (i.e. provided by an accredited organization or professional)
- ii. Only one application per organization is permitted per year.

**c) General Granting Policies**

- i. Budget – The total of all grants and allocations in any year will be determined by the Finance and Investment Committee, approved by the Board, and will meet the minimum disbursement quota in terms of the amounts and timing as required by the Income Tax Act.
- ii. Publication of Grants Program – The Foundation will publish information about the availability of grants and granting procedures in the Comox Valley area media and on the CVCF website.

**d) Application Procedure**

- i. Submission of Applications – The Foundation accepts grant applications primarily online. Grant applications in final form shall be submitted to the online platform by the deadline date. An application in final form shall consist of the original completed online application form and such additional copies and supplementary information as may be required. In the event an organization is not able to access and/or use the online system, Foundation staff will assist with the completion of the application. Such arrangements must be completed prior to the deadline date.

When an application is received, it is reviewed by staff for basic requirements of eligibility and good standing. The Grant Review Task Force and/or other review bodies as appropriate will then consider applications and make recommendations to the Board. Final decisions on granting shall be the sole responsibility of the Board. The Board’s decision is final and not subject to appeal.

- ii. Communications – All communication regarding grant applications or potential applications shall be channeled through the Executive Director or whomever he/she appoints. Board and Task Force members shall avoid personal intervention.

Grant approvals shall be formally and publicly announced. All grant applicants shall be informed of the Board’s decision in advance of public announcements.

**e) Payment and Monitoring of Grants**

- i. Grant recipients shall enter into an agreement approved by the Foundation and no portion of any grant shall be paid prior to receipt of the agreement duly executed.
- ii. All grant expenditures or commitments shall occur within a timeframe approved by the Board from the commencement of the granting period through a termination date stated in the standard letter of agreement.
- iii. Any substantial deviations from the approved budget and/or project shall ordinarily require prior approval by the Board. The Executive Director may approve minor variations and report such approvals to the Board at its next scheduled meeting.

<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

**PURPOSE:**

The purpose of this policy is for Council to provide criteria to identify the appropriateness and suitability of applications from organizations requesting Grants-in-Aid and other forms of financial support from the City of Courtenay.

**POLICY:**

The City has limited financial resources available for the provision of Grants-in-Aid or other forms of financial support to special interest groups. In order to be consistent and fair to all applicants, the following criteria must be met:

1. Entity must complete the Application and provide correspondence to City Council:
  - a. identifying who they are and whether they are a “for-profit” or “not-for-profit” organization,
  - b. what special interest they represent and a demonstrated financial need,
  - c. how much grant-in-aid or other financial commitments from the City they are requesting,
  - d. describe what project the resources will be used for,
  - e. describe how the project will benefit the community of the City of Courtenay and the greater Comox Valley region,
  - f. provide the project business case in terms of confirmation of need and demand, project sustainability, capital budget plan and operating budget plan if applicable,
  - g. provide the organization’s financial statements for the past three years,
  - h. identify projects in the Comox Valley they have successfully completed,
  - i. identify whether they are receiving or soliciting any other form of supplementary City funding, subsidy or fee reductions relative to the application;
  - j. identify other requests or receipt of funding from other organizations and Comox Valley local governments; and,
  - k. identify what City support they have received in the past five years and how it has been used.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

2. Organizations must be based in the City of Courtenay. Funding is **not** available for individuals or for profit entities.
3. Organizations must identify and provide proof of supplementary funding payments or agreements from external sources supporting their initiative. Provincial and Federal funding agreements or correspondence identifying dollar amounts must be provided for Council information.
4. Grants-in-Aid and other commitments must be used for the purpose intended. City resources cannot be used to provide any type of assistance to other organization(s) working in tandem with the applicant.
5. Payments will only be issued upon direction provided by the Comox Valley Community Foundation.
6. Gaming Funds will be the primary funding source for all monetary commitments to organizations or entities requesting assistance.
7. Applicants must publicly acknowledge the City of Courtenay’s contribution.
8. Applications must be submitted by the deadline to the Comox Valley Community Foundation using their prescribed application method.
9. Grants-in-Aid shall be considered on a year-to-year basis and continuing support should not be anticipated.

**SCOPE:**

This policy applies to all grant-in-aid and financial requests submitted to the City of Courtenay through the Comox Valley Community Foundation. Authority for, and restrictions on the provision of, any form of assistance is provided under The Community Charter, Sections 8(1), 24 and 25. Preference will be given to organizations who can demonstrate a request that promotes the City’s strategic priorities as identified in the Strategic Priorities found on the City’s webpage.

**RELATED DOCUMENTS:**

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

**RESPONSIBILITY:**

City of Courtenay council members are responsible for adopting policies that manage the financial resources of the community. These policies must recognize the budgetary demands of City operations as a whole and be responsive to public perceptions and constraints. There is a limited sum of tax dollars and external revenue sources available for grants to organizations.

**REVIEW DATE:**

This policy has an intended life of 20 years, or less dependent on the discretion of Council of-the-day.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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THE CORPORATION OF THE CITY OF COURTENAY

# STAFF REPORT

**To:** Committee of the Whole

**File No.:** 1850-01

**From:** Chief Administrative Officer

**Date:** November 25, 2019

**Subject:** Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04 Revision

## PURPOSE:

The purpose of this report is to provide Council with an updated draft Grant-in-Aid and Other Forms of Financial Support Policy and options for future administration of the Grant-in-Aid Program.

## POLICY ANALYSIS:

The following resolution was passed by Council on January 21, 2019:

<p><b>.05</b> 2019 GRANT-IN-AID REQUESTS 1850-01</p>	<p>Moved by Frisch and seconded by McCollum that based on the January 21<sup>st</sup>, 2019 staff report, “2019 Grant-in-Aid Requests”, Council receive the attached list of applicants and support OPTION 1 to direct Staff to remit Grant-in-Aid payment to the selected 18 applicants meeting 2 or more criteria, with a cap of \$15,000 per request; and</p>
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That staff include the disbursements in the draft 2019-2023 schedule of gaming funds distribution; and,

That staff be directed to review the Grant-in-Aid policy #1850.00.04 and clarify the eligibility criteria for future consideration.

**Carried**

Staff have reviewed policy #1850.00.04 and have updated it to clarify eligibility criteria and streamline the annual application process. This policy complies with Section (25) 1 of the *Community Charter*.

## EXECUTIVE SUMMARY:

In 2016, the City revised and adopted a Grant-in-Aid Policy to respond to requests from the Comox Valley community organizations asking for grant money for a variety of projects. To create a transparent and efficient process, older policies were amalgamated and updated to require organizations to submit their grant application annually by August 1<sup>st</sup> so all requests could be simultaneously presented to Council. The Grant-in-Aid policy is silent on a specific procedure to evaluate and prioritize applications, as well as it does not specify a financial cap on the grant amounts. This presents a challenge for staff when evaluating the grant applications and making a recommendation to Council each year.

**CAO RECOMMENDATIONS:**

That based on the November 25, 2019 staff report, “Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04 Revision”, Council support Option 1 to approve the Provision of Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04 as presented; and

That staff be directed to update the City website and advertise for the 2020 Grant-in-aid applications as soon as possible; and

That staff be directed to pursue the “Flow-Through Funds” opportunity with the Comox Valley Community Foundation for the 2021 grant year.

Respectfully submitted,



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

**BACKGROUND:**

On October 31, 2016, City Council adopted a Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04. It combined two older policies with the intent of providing a single process for the community organizations to follow when requesting financial assistance (see Attachment # 1). It identifies Gaming Fund revenues as the source of funding for grant payments and was first applied in early 2017.

Over the past three years the City has paid out approximately \$337,000 from the Gaming fund through this program.

During the 2019 Grant-in-Aid intake, staff noted in the report to Council on January 21, 2019 that the Grant-in-Aid policy was silent on a specific procedure to evaluate and prioritize the applications, therefore the following criteria were established and used to assist Council with their decision this year:

- Will the grant benefit the entire community (all ages and groups)?
- Will this grant be the only financial or in-kind support requested from the City?
- Did the organization apply for other sources of funding?
- Is the organization financially sustainable?

Staff also recommended a \$15,000 cap on each application for 2019 in order to stay within a financially sustainable amount and maximize the number of organizations that benefit from the Grant-in-Aid program.

In addition, the deadline for receipt of the Grant-in-Aid applications of August 1 has presented a challenge for Finance staff to manage as it conflicts with other deadlines in the department and is a very time consuming process.



**DISCUSSION:***Gaming Funds Distribution Matrix:*

The 2019-2023 Gaming Funds Distribution Matrix was reviewed with the Finance Select Committee on October 25, 2019 and they will be making a recommendation to Council to provide an amount of \$50,000 each year dedicated to the Grant-in-Aid program. Attachment #2 provides the Draft 2019-2023 Gaming Funds Distribution Matrix which will be considered by Council once a final recommendation is made by the Finance Select Committee. Attachment #5 provides a detailed listing of the organizations that received a Grant-in-Aid in 2019 with the potential impact if \$50,000 were only available.

It should be noted that many of the Grant-in-Aid recipients also apply directly to the BC Gaming Commission for Community Gaming grants and are successful as well.

*Revisions to the Grant-in-Aid Policy:*

Based on the recommendation from the Finance Select Committee, staff have updated the Draft Grant-in-Aid Policy as follows:

## 1) Added the following criteria to evaluate the applications:

The following criteria will be considered to be eligible for a Grant-in-Aid:

- i. Must benefit the entire community (all ages and groups)
- ii. The request is the only financial or in-kind support from the City
- iii. Other sources of funding have been applied for
- iv. The organization is financially sustainable

## 2) Reduced the cap on each application to \$7,500 in order to stay within a financially sustainable amount and maintain the number of organizations that benefit from the program. A \$15,000 cap was used in 2019 when approximately \$100,000 was distributed.

## 3) Changed the application intake deadline to January 31.

*Comox Valley Community Foundation Opportunity:*

The Comox Valley Community Foundation (CVCF) is a federally registered charitable organization dedicated to enriching lives in the Comox Valley. The foundation is entrusted with gifts by people and organizations that recognize the uniqueness and vitality of the communities in the Valley, and work to maintain and strengthen these attributes by investing strategically in needed and innovative community-based solutions.

The Foundation has recently adopted a policy to allow for “Flow-Through Funds”, which are non-endowed donations where the principal is distributed to one or more charitable beneficiaries (Attachment #3). The City could pursue entering into an agreement with the foundation to administer the annual Grant-in-Aid program on Council’s behalf through the Community Enrichment Grants Program. There would be a nominal fee taken to manage this process as per the Administration Fees Policy (Attachment #4). The agreement would outline the following:

- Purpose and criteria
- Schedule
- How the funds are received and distributed
- Requirements for reporting back by both the Foundation and Recipients
- City Acknowledgement
- City access to success stories
- Opportunities for political cheque presentations

CVCF has just completed their 2020 grant intake, which will be paid to recipients in January 2020. The 2021 Grant intake will take place in August and September of 2020 with payments scheduled for January 2021. City staff have recently confirmed with the CVCF that the City of Courtenay would have time to enter into an agreement with CVCF for the 2021 intake in August 2020, however the City would need to continue to administer the program for 2020.

The grant in aid intake would normally take place in the summer with payment made early in the following year, however it was delayed this year pending the gaming fund review and policy revision through the newly formed Finance Select Committee. Now that the Finance Select Committee has reviewed the gaming policy and recommends Council to continue this program with a budget of \$50,000, pending Council approval the 2020 intake should begin as soon as possible.

#### **FINANCIAL IMPLICATIONS:**

Local Governments with gaming facilities within its jurisdiction are allowed to use Gaming Fund revenues for “any purpose within their legal authority”. For the last 3 years, the City’s approach has been to spend the balance of gaming funds from a previous year to support downtown arts and culture, various Council’s initiatives and projects, public safety and security, social initiatives, infrastructure works and green or innovation projects. In 2019, gaming funds from 2018 were used to fund the Grant-in-Aid requests.

The list of applicants to the City’s Grant-in-Aid program is longer every year. While each organization possibly has laudable reasons to request a grant, Council is faced with weighing the implications of using gaming funds for special interest groups versus using the funds for other City priorities such as:

- Funding for asset management and capital renewal;
- Funding the increased capacity to address sustainable service delivery;
- Funding the RCMP staffing or contributions to the Police Contingency Reserve;
- Contributions to bolster various reserves,
- Funding to support affordable housing and homelessness
- Financial resources for strategic land purchases or,
- Off-setting property tax increase for the community (for reference, \$230,000 is equivalent to approximately 1.0% tax increase)

#### **ADMINISTRATIVE IMPLICATIONS:**

Approximately 60 hours of staff time is spent to process the grant applicants and payments each year. An additional 10 hrs of staff time have been dedicated to updating the policy and investigating the CVCF opportunity. Once the revised policy is approved, staff will immediately update the City website and advertise the 2020 Grant-in-Aid intake. If Council wishes to move forward with pursuing the CVCF opportunity for 2021, staff would immediately start working with CVCF staff to establish an agreement for Council’s consideration early in 2020 and notify recipients and the public shortly thereafter.

**ASSET MANAGEMENT IMPLICATIONS:**

Utilization of gaming funds for Grant-in-Aid potentially limits the amount of funding available for asset management.

**STRATEGIC PRIORITIES REFERENCE:**

Providing financial resources to organizations in the community and the Valley is a means for the City to follow its strategic priorities as noted below.

**We focus on organizational and governance excellence**

- Support and encourage initiatives to improve efficiencies
- Recognize staff capacity is a finite resource and support staff training and development
- Communicate appropriately with our community in all decisions we make

**We actively pursue vibrant economic development**

- ▲ Continue to support Arts and Culture

**We continually invest in our key relationships**

- Consider effective ways to engage with and partner for the health and safety of the community

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

**OFFICIAL COMMUNITY PLAN REFERENCE:**

N/A

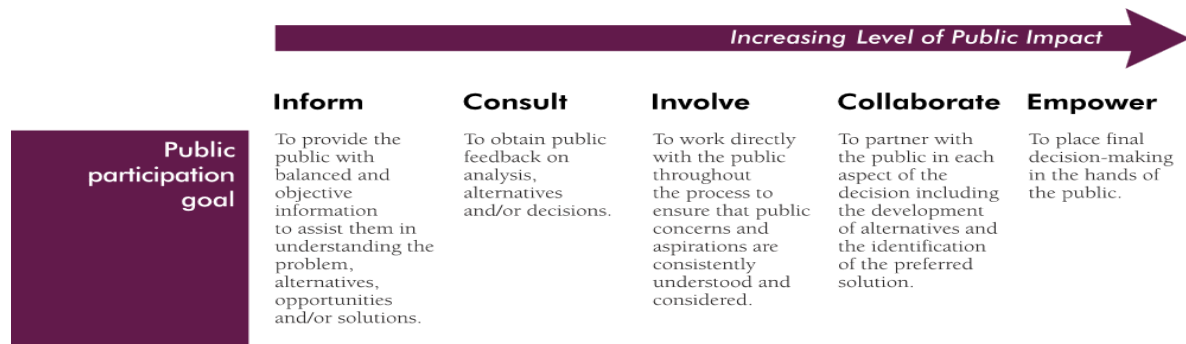
**REGIONAL GROWTH STRATEGY REFERENCE:**

N/A

**CITIZEN/PUBLIC ENGAGEMENT:**

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

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

**OPTIONS:**

**OPTION 1:** That Council approve the Provision of Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04 as presented; and

That staff be directed to update the City website and advertise for the 2020 Grant-in-aid applications as soon as possible; and

That staff be directed to pursue the “Flow-Through Funds” opportunity with the Comox Valley Community Foundation for the 2021 grant year.

**OPTION 2:** That Council approve the Provision of Grant-in-Aid and Other Forms of Financial Support policy 1850.00.04 as presented; and

That staff be directed to update the City website and advertise for the 2020 Grant-in-aid applications as soon as possible.

**OPTION 3:** That Council direct staff to discontinue the Grant-in-Aid program starting in 2020.

Prepared by:

Jennifer Nelson, CPA, CGA  
Director of Financial Services

**Attachments:**

1. Draft Revised Grant-in-Aid and Other Forms of Financial Support Policy 1850.00.04
2. 2019-2023 Draft Proposed Schedule of Annual Gaming Funds Distribution
3. CVCF Flow-Through Funds Policy
4. CVCF Administration Fees Policy
5. Summary of Approved 2019 Grant-in-Aid Recipients and Impact

# City of Courtenay

# Policy

<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

## PURPOSE:

The purpose of this policy is for Council to provide criteria to identify the appropriateness and suitability of applications from organizations requesting Grants-in-Aid and other forms of financial support from the City of Courtenay. Council decisions with respect to the provision of these forms of support will be made after carefully reviewing all applications and in conjunction with annual budgetary planning.

## POLICY:

The City has limited financial resources available for the provision of Grants-in-Aid or other forms of financial support to special interest groups. In order to be consistent and fair to all applicants, the following criteria must be met:

- 1. Entity must complete the Application and provide correspondence to City Council:**
  - a. identifying who they are and whether they are a “for-profit” or “not-for-profit” organization,
  - b. what special interest they represent and a demonstrated financial need,
  - c. how much grant-in-aid or other financial commitments from the City they are requesting,
  - d. describe what project the resources will be used for,
  - e. describe how the project will benefit the community of the City of Courtenay and the greater Comox Valley region,
  - f. provide the project business case in terms of confirmation of need and demand, project sustainability, capital budget plan and operating budget plan if applicable, *(exclude if request is below \$10,000)*,
  - g. provide the organization’s audited financial statements for the past three years, *(provide prior year financial information if request is below \$10,000)*,
  - h. identify projects in the Comox Valley they have successfully completed, *(exclude if request is below \$10,000)*,
  - i. identify whether they are receiving or soliciting any other form of supplementary City funding, subsidy or fee reductions relative to the application;
  - j. identify other requests or receipt of funding from other organizations and Comox Valley local governments; and,
  - k. identify what City support they have received in the past five years and how it has been used.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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# City of Courtenay

# Policy

<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

2. Organizations must be based in the City of Courtenay. Funding is **not** available for individuals.
3. Organizations must identify and provide proof of supplementary funding payments or agreements from external sources supporting their initiative. Provincial and Federal funding agreements or correspondence identifying dollar amounts must be provided for Council information.
4. A Council resolution must authorize and determine the grant in aid payment or any other financial commitment from the City.
5. Grants-in-Aid and other commitments must be used for the purpose intended. City resources cannot be used to provide any type of assistance to other organization(s) working in tandem with the applicant.
6. Payments will only be issued upon direction provided by the Chief Administrative Officer or Director of Finance.
7. Each Grant-in-Aid payment will not exceed \$7,500.
8. **Gaming Funds will be the primary funding source for all monetary commitments to organizations or entities requesting assistance.**
9. Grants or other City resources cannot be used for illegal purposes or anything disallowed by the Community Charter.
10. Applicants must publicly acknowledge the City of Courtenay’s contribution.
11. Applications must be submitted by **January 31<sup>st</sup>**, to the Director of Finance using the prescribed application form. The Director will review the applications for completeness and arrange contact with applicants for additional information as necessary.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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# City of Courtenay

# Policy

<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

12. The following criteria will be considered to be eligible for a Grant-in-Aid:

- i. Must benefit the entire community (all ages and groups)
- ii. The request is the only financial or in-kind support from the City
- iii. Other sources of funding have been applied for
- iv. The organization is financially sustainable

13. The Director of Finance will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council as necessary.

14. Within one year of the date of receipt of the grant, entities must provide an independent reporting of how the grant was utilized and the outcomes of the dollars received.

15. Grants-in-Aid shall be considered on a year-to-year basis and continuing support should not be anticipated.

## SCOPE:

This policy applies to all grant-in-aid and financial requests submitted to the City of Courtenay. Authority for, and restrictions on the provision of, any form of assistance is provided under The Community Charter, Sections 8(1), 24 and 25. Preference will be given to organizations who can demonstrate a request that promotes the City’s strategic priorities as identified in the Strategic Priorities found on the City’s webpage.

## RELATED DOCUMENTS:

## RESPONSIBILITY:

City of Courtenay council members are responsible for adopting policies that manage the financial resources of the community. These policies must recognize the budgetary demands of City operations as a whole and be responsive to public perceptions and constraints. There is a limited sum of tax dollars and external revenue sources available for grants to organizations.

The Chief Administrative Officer or Director of Finance has responsibility for processing all payments.

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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**City of Courtenay**

**Policy**

<b>Section: 5 - Finance</b>	<b>Policy # 1850.00.04</b>
<b>Subject: Provision of Grant-in-Aid and other Forms of Financial Support</b>	<b>Revision # R-1</b>

**REVIEW DATE:**

This policy has an intended life of 20 years, or less dependent on the discretion of Council of the-day.

DRAFT

<b>AUTHORIZATION:</b>	<b>DATE:</b>
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Gaming Funds Balance, December 31, 2018	\$	1,808,181
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FINANCE SELECT COMMITTEE PREFERRED OPTION

Distribution: Major Categories		2019 Approved	2020 Proposed	2021 Proposed	2022 Proposed	2023 Proposed
<b>Estimated Annual Funds Available</b>		<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>Support Downtown Arts and Culture</b>	<b>Annual Grants:</b>					
	CV Art Gallery	65,000	65,000	65,000	65,000	65,000
	Ctny & Dist Historical Society	50,000	50,000	50,000	50,000	50,000
	Sid Williams Theatre Society	105,000	105,000	105,000	105,000	105,000
	Downtown cultural events	5,000	5,000	5,000	5,000	5,000
	Sid Theatre, Art Gallery and Museum Strategic planning (2018 carry forward)	21,000				
		<b>246,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>
<b>Council Initiatives &amp; Projects</b>	Purple ribbon Campaign	3,500	3,500	3,500	3,500	3,500
	Feb 19, 2019 Resolution - LUSH Community Garden <b>Annual Grant</b>	10,000	10,000	10,000	10,000	10,000
	Nov 19, 2018 Resolution - Heritage Refurbish Clocks (2018 carry forward)	25,000				
	July 2, 2019 Resolution - Down Town Event Traffic Control	15,000				
	Annual Grants-in-Aid (Reduction per Finance Select Committee Recommendation)	105,650	50,000	50,000	50,000	50,000
	Annual Grants-in-Aid (Management Fee to Comox Valley Community Foundation)			2,500	2,500	2,500
	Other Council Initiatives/Projects - (Increase and amalgamate Social/Green/Council Initiatives)	25,850	75,000	75,000	75,000	75,000
			<b>185,000</b>	<b>138,500</b>	<b>141,000</b>	<b>141,000</b>
<b>Public Safety / Security</b>	RCMP Contract Funding	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>	<b>405,000</b>
<b>Social / Societal Initiatives</b>	Removed Annual \$50K allocation					
	April 15, 2019 St. Georges United Church Kitchen Renovation	25,000				
	Jan7, 2019 Resolution CV Coalition to end Homelessness Delegation Request	35,000				
		<b>60,000</b>	-	-	-	-
<b>Infrastructure Works</b>	Annual Provision to Infrastructure Reserve	100,000	100,000	100,000	100,000	100,000
	Infrastructure Levy Reduction (1%)	220,800	220,000	220,000	220,000	220,000
		<b>320,800</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>
<b>Green Capital Projects / Innovation</b>	Removed Annual \$50K allocation	50,000				
	Electric Charging Stations - Committed 2019-2023 Fin Plan		175,000			
		<b>50,000</b>	<b>175,000</b>	-	-	-
<b>Total Annual Distribution</b>		<b>1,266,800</b>	<b>1,263,500</b>	<b>1,091,000</b>	<b>1,091,000</b>	<b>1,091,000</b>
<b>Projected Gaming Fund Balance</b>	\$	<b>1,808,181</b>	<b>1,541,381</b>	<b>1,277,881</b>	<b>1,186,881</b>	<b>1,004,881</b>

<b>POLICY: Flow-Through Funds</b>	<b>NUMBER: 2.3</b>	<b>PAGES: 2</b>
<b>SUBJECT: Financial Management Policies</b>		
<b>APPROVED: March 2019</b>	<b>REVISED:</b>	<b>SUBJECT TO REVIEW: Annually</b>

Flow-through funds are non-endowed donations where the principal is distributed to one or more charitable beneficiaries.

#### RATIONALE

While the Foundation's primary focus is on endowment funding, flow-through donations can be used to increase the distributions to charitable causes made by the CVCF annually. Several situations may give rise to flow-through funding:

- i. Where the Foundation is already holding an endowed fund. a donor (or other person) who wishes to channel some additional charitable funding through the Foundation in order to the annual distribution arising from such fund. Such a "top up" is limited to a maximum of \$1000 annually.
- ii. Where there is a desire on the part of the Foundation to provide a special service. For example, an individual may have made a planned endowed gift in a will, or through life insurance, and wish to contribute annually to one or more causes on a pure flow-through basis. A minimum annual contribution should be \$5000.
- iii. Where there is an individual or group committed to raising funds for one or more causes to be funded through the Foundation as the charitable tax issuing entity. A minimum contribution should be \$5000.
- iv. Where there is a significant opportunity to profile support for either the Foundation (as the intermediary) or designated beneficiaries. A minimum contribution should be \$5000.
- v. Where there is a new community or broader partnership opportunity that ultimately benefits the Foundation. A minimum contribution should be \$5000.
- vi. Online Top Up of Grant Requests

\* Flow through funds will be accepted on a case by case basis. In reviewing the desirability of accepting a flow-through fund, consideration will be given to the number of beneficiaries, the total amount of funding to be flowed through the Foundation, the amount of administration required, the philanthropic intent of the donor, the desire to provide such a service to the particular donor and the opportunity for future gifts. Care should be taken to ensure that advantage is not being taken of the Foundation, nor precedent set, in agreeing to such arrangements. In all circumstances, every attempt should be made to have the donor make a commitment to the Foundation by making a meaningful gift to a permanent endowment.

#### GIFT AMOUNT

In accepting funds to be flowed through the Foundation, care must be taken to ensure that the size and timing of the gift will not adversely affect the Foundation's disbursement quota.

## AGREEMENT

Where possible, a written agreement between the donor and the Foundation will be executed, setting out the terms and use of the gift. However, when the gift is received unexpectedly without benefit of prior discussion or memorandum of understanding with the donor, the Foundation will be guided by any terms set out by the donor in a bequest, memorandum or letter and in accordance with its governing instruments.

<b>POLICY: Administration Fees</b>		<b>NUMBER: 2.2</b>	<b>PAGES: 1</b>
<b>SUBJECT: Financial Management Policies</b>			
<b>APPROVED: July 2017</b>	<b>REVISED: March 2019</b>	<b>SUBJECT TO REVIEW: Annually</b>	

Foundations cover their operating costs with their administration fees and with donations specifically towards operations (in-kind and cash) and/or special fundraising events. It is important that these fees be reviewed annually due to their potentially significant impact on the operating budget.

**POLICY:**

- i. **Fees for endowed funds:** A fee of 0.50% of invested funds annually for agency funds, and a fee of 1% for all other funds, prorated on a monthly basis in the year of the initial donation.
- ii. **Fees on gifts to endowed funds:** There are no fees on gifts to endowed funds.
- iii. **Fees for top-up flow-through fund gifts:** No fee on gifts aimed to “top up” an annual distribution made from an existing endowed fund. Such gifts are limited to \$1000 annually.
- iv. **Fees for pure flow-through fund gifts:** Such gifts are subject to a minimum of \$5000. Fees are on a sliding scale from 5% for a \$5000 gift to 2% for a \$1 million gift as follows:
  - \* 5% on first \$100,000
  - 4% on next \$400,000
  - 3% on next \$500,000
  - 2% on additional amounts
- v. When extraordinary services of the Foundation are required in connection with a gift, the Foundation will be compensated by separate agreement.



## STAFF REPORT

**To:** Council

**File No.:** 1870-06 [2022]

**From:** City Manager (CAO)

**Date:** June 28, 2023

**Subject:** Financial Information Act - 2022 Statement of Financial Information

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### **PURPOSE:**

The purpose of this report is to request Council approval of the Statement of Financial Information (SOFI) for the year ended December 31, 2022.

### **BACKGROUND:**

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

### **DISCUSSION:**

Attached for Council’s review and approval is the City of Courtenay Statement of Financial Information for the year ended December 31, 2022.

As prescribed by legislation, this annual report includes the City’s audited financial statements, a schedule of remuneration and expenses for both Council and City employees, a schedule of payments made to suppliers for goods and services used by the City, a schedule of payments made for grants or contributions as well as information on any active guarantee and indemnity agreements in place for the 2022 year.

In the schedules of remuneration and expenses, total remuneration includes salary, wages, and taxable benefits. Taxable benefits include premiums paid by the employer for group term life insurance, vehicle allowance and parking. Expenses include registration fees, travel expenses, memberships, certification fees and tuition.

### **POLICY ANALYSIS:**

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

### **FINANCIAL IMPLICATIONS:**

N/A

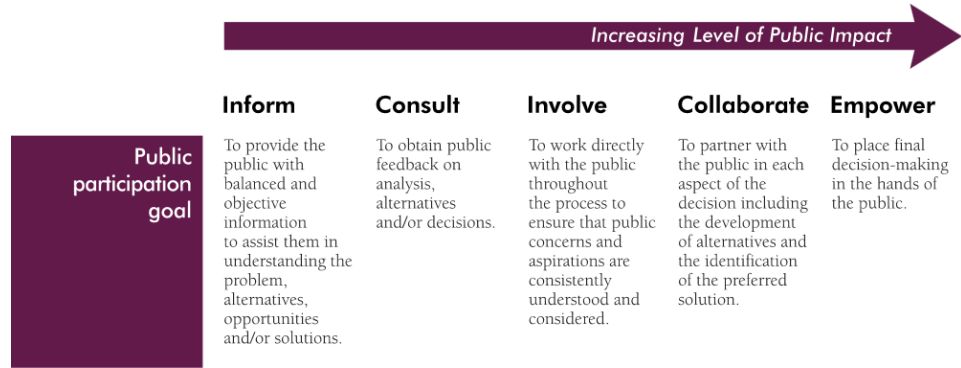
### **ADMINISTRATIVE IMPLICATIONS:**

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

**PUBLIC ENGAGEMENT:**

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

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



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**OPTIONS:**

1. THAT Council approves the City of Courtenay Statement of Financial Information for the year ended December 31, 2022. (Recommended)
2. THAT Council provide alternative direction to staff.

Prepared by: Renata Wyka, CPA, CGA, Manager of Financial Planning, Payroll & Business Performance

Reviewed by: Adam Langenmaier, BBA, CPA, CA, Director of Financial Services

Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)

Attachment: City of Courtenay, Statement of Financial Information for the year ended December 31, 2022



**THE CORPORATION OF  
THE CITY OF COURTENAY**

**Statement of Financial Information  
For the Year Ended December 31, 2022**

STATEMENT OF FINANCIAL INFORMATION

For the Year Ended December 31, 2022

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## MANAGEMENT REPORT

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

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

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

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

On behalf of the Corporation of the City of Courtenay:

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Adam Langenmaier, BBA, CPA, CA  
Director of Financial Services  
June 16, 2023

To the Mayor and Council of the City of Courtenay:

## Opinion

We have audited the consolidated financial statements of the City of Courtenay (the "City"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, changes in net financial assets and cash flows and related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2022, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

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

## Other Information

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

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

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

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

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

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

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

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

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

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

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

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

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

Courtenay, British Columbia

May 10, 2023

*MNP LLP*

Chartered Professional Accountants

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2022**

**STATEMENT A**

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash on Hand and on Deposit (Schedule 5)	\$ 36,502,240	\$ 37,888,848
Receivables (Note 1j)	5,656,692	4,254,024
Term Deposits (Schedule 5)	36,860,278	36,031,618
	79,019,210	78,174,490
<b>FINANCIAL LIABILITIES</b>		
Accounts Payable (Note 1k)	12,785,679	13,537,751
Trust and Other Deposits	7,596,609	7,198,292
Deferred Revenue - Development Cost Charges (Note 7)	11,093,943	10,558,658
Deferred Revenue - Other (Note 9)	2,255,353	2,133,611
Long-Term Debt (Schedule 4)	11,880,552	13,423,365
	45,612,136	46,851,677
<b>NET FINANCIAL ASSETS</b>	<b>33,407,074</b>	<b>31,322,813</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventories	335,996	313,184
Prepaid Expenses	692,052	386,606
Tangible Capital Assets (Note 13 & Schedule 3)	181,889,535	174,071,589
	182,917,583	174,771,379
<b>ACCUMULATED SURPLUS (Schedule 2)</b>	<b>\$ 216,324,657</b>	<b>\$ 206,094,192</b>

**CONTINGENT LIABILITIES AND COMMITMENTS (NOTE 2)**

  
Adam Langenmaier, BBA, CPA, CA  
Director of Financial Services

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

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

<b>REVENUE</b>	2022 Budget (Note 14)	2022	2021
Taxes for Municipal Purposes	\$ 32,153,900	\$ 32,277,972	\$ 30,444,210
Sale of Services	17,889,700	18,840,107	17,780,296
Revenue From Own Sources	3,799,700	3,395,462	4,008,059
Federal Transfers	1,173,800	2,662,750	3,070,743
Provincial Transfers	3,944,800	2,794,856	2,181,738
Other Local Government Transfers	549,000	510,376	355,922
Contributions	395,900	4,678,808	8,330,460
DCC Revenue	-	228,822	366,280
Investment Income and Taxation Penalties	562,500	2,071,940	846,734
Other	723,400	1,257,802	945,711
Gain on Sale of Tangible Capital Assets	175,000	12,036	4,826
<b>TOTAL REVENUE</b>	<b>61,367,700</b>	<b>68,730,931</b>	<b>68,334,979</b>
<b>EXPENSES</b>			
General Government Services	7,784,960	6,687,803	6,280,503
Protective Services	12,279,785	10,915,294	9,261,174
Transportation Services	9,275,273	10,260,434	7,774,805
Sewer and Water Facilities	14,729,993	13,626,551	13,930,487
Environmental Health Services	4,676,843	4,222,518	4,166,352
Public Health and Welfare Services	443,092	433,271	424,026
Environmental Development Services	1,874,200	2,555,197	1,773,731
Recreational and Cultural Services	11,476,453	9,799,398	8,741,923
<b>TOTAL EXPENSES</b>	<b>62,540,600</b>	<b>58,500,466</b>	<b>52,353,001</b>
<b>ANNUAL SURPLUS (DEFICIT) (Schedule 1)</b>	<b>(1,172,900)</b>	<b>10,230,465</b>	<b>15,981,978</b>
<b>ACCUMULATED SURPLUS AT BEGINNING OF YEAR</b>	<b>206,094,192</b>	<b>206,094,192</b>	<b>190,112,214</b>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<b>\$ 204,921,292</b>	<b>\$ 216,324,657</b>	<b>\$ 206,094,192</b>

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

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**STATEMENT C**

	2022 Budget (Note 14)	2022	2021
ANNUAL SURPLUS	\$ 2,451,089	\$ 10,230,465	\$ 15,981,978
Acquisition of tangible capital assets	(16,215,000)	(10,920,734)	(10,131,262)
Amortization of tangible capital assets	6,400,000	6,660,570	6,465,930
Losses and other adjustments to tangible capital assets	-	38,725	108,969
Proceeds on sale of tangible capital assets	-	24,954	5,826
Developer tangible capital asset contribution	-	(3,621,460)	(7,502,551)
	(9,815,000)	(7,817,945)	(11,053,088)
Acquisition of supplies inventories	-	(585,415)	(727,169)
Acquisition of prepaid expense	-	(1,195,524)	(1,121,040)
Consumption of supplies inventories	-	562,603	639,866
Use of prepaid expense	-	890,077	1,071,587
	-	(328,259)	(136,756)
CHANGE IN NET FINANCIAL ASSETS	(7,363,911)	2,084,261	4,792,134
NET FINANCIAL ASSETS AT BEGINNING OF YEAR	31,322,813	31,322,813	26,530,679
NET FINANCIAL ASSETS AT END OF YEAR	\$ 23,958,902	\$ 33,407,074	\$ 31,322,813

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

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED STATEMENT OF CASH FLOW  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**STATEMENT D**

	2022	2021
<b>CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual Surplus	\$ 10,230,465	\$ 15,981,978
Changes in non-cash items		
Amortization	6,660,570	6,465,930
Change in receivables	(1,402,670)	(490,167)
Change in accounts payable	(752,072)	2,648,935
Change in trust and other deposits	398,317	1,148,383
Change in deferred revenue	657,027	1,097,625
Change in inventories	(22,812)	(87,304)
Change in prepaids	(305,446)	(49,453)
Net (gains)/losses and other adjustments to tangible capital assets	38,725	108,969
Developer Tangible Capital Asset Contribution	(3,621,460)	(7,502,551)
Actuarial adjustment	(478,179)	(543,357)
	11,402,465	18,778,988
<b>CAPITAL TRANSACTIONS</b>		
Cash used to acquire tangible capital assets	(10,920,734)	(10,131,262)
Proceeds on sale of tangible capital assets	24,954	5,826
	(10,895,780)	(10,125,436)
<b>INVESTING TRANSACTIONS</b>		
Purchase of term deposits	(828,660)	(224,254)
Cash Provided by (applied to) Investing Transactions	(828,660)	(224,254)
<b>FINANCING TRANSACTIONS</b>		
Repayment of long-term debt	(1,064,633)	(1,003,030)
Long-term debt proceeds	-	3,400,000
Cash applied to Financing Transactions	(1,064,633)	2,396,970
<b>CHANGE IN CASH ON HAND AND ON DEPOSIT</b>	<b>(1,386,608)</b>	<b>10,826,268</b>
<b>CASH ON HAND AND ON DEPOSIT AT BEGINNING OF YEAR</b>	<b>37,888,848</b>	<b>27,062,580</b>
<b>CASH ON HAND AND ON DEPOSIT AT END OF YEAR</b>	<b>\$ 36,502,240</b>	<b>\$ 37,888,848</b>
Interest paid on outstanding debt and included in annual surplus above	\$ 524,723	\$ 523,095

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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The Corporation of the City of Courtenay (“the City”) was incorporated in 1915 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to the residents of the Municipality.

**1. SIGNIFICANT ACCOUNTING POLICIES**

(a) Basis of Presentation

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

(b) Revenue and Expense Recognition

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

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

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

Taxes for Municipal Purposes are recognized in the year levied.

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

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

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

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

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



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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

(b) Revenue and Expense Recognition (continued)

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

(c) Accrued Payroll Benefits

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

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

(d) Use of Estimates

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

(e) Non-financial assets

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

(f) Inventories

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

**THE CORPORATION OF THE CITY OF COURTENAY  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

(g) Tangible Capital Assets

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

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

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

(h) Financial Instruments

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

(i) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2022. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

(j) Receivables

Following is a breakdown of receivables outstanding at December 31, 2022 with 2021 comparatives:

	2022	2021
Federal Government	\$ 1,590,449	\$ 939,046
Provincial Government	1,174,270	667,957
Regional and other Local Governments	579,745	471,171
Property Taxes	1,249,034	929,666
Other	1,063,194	1,246,184
	\$ 5,656,692	\$ 4,254,024

(k) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2022 with 2021 comparatives:

	2022	2021
Federal Government	\$ 3,128,561	\$ 2,905,643
Provincial Government	665,871	925,818
Regional and other Local Governments	533,967	854,245
Employee Retirement Benefits (Note 11)	1,307,000	1,205,200
Trade and accrued liabilities	7,150,280	7,646,845
	\$ 12,785,679	\$ 13,537,751

(l) Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when; contamination exceeding an environmental standard exists, the City of Courtenay is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2022.

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

**THE CORPORATION OF THE CITY OF COURTENAY  
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(m) Recent Accounting Pronouncements

PS 3280 *Asset Retirement Obligations*, issued August 2018, establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective for the Municipality as of January 1, 2023. A liability will be recognized when, as at the financial reporting date:

- a. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b. The past transaction or event giving rise to the liability has occurred;
- c. It is expected that future economic benefits will be given up; and
- d. A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

Management is in the process of assessing the impact of adopting this standard on the Municipality's financial results.

**2. CONTINGENT LIABILITIES AND COMMITMENTS**

- (a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2022 Audited Financial Statements for specific information and detail.

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

2023	1,008,264
2024	986,177
2025	829,644
2026	766,012
2027	661,455
	\$ 4,251,552

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

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

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

- (d) As at December 31, 2022, there existed outstanding claims against the City. These claims have been referred to legal counsel and to the City's liability insurers. It is not possible to determine the City's potential liability, if any, with respect to these matters. Management has determined that any potential liabilities arising from these outstanding claims are not significant.

### **3. PENSION LIABILITY**

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local government.

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3.761 billion funding surplus for basic pension benefits on a going concern basis.

The City of Courtenay paid \$1,193,865 (2021 - \$1,215,326) for employer contributions to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

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

### **4. HOST FINANCIAL ASSISTANCE AGREEMENT**

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

**THE CORPORATION OF THE CITY OF COURTENAY  
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**5. FEDERAL GAS TAX AGREEMENT FUNDS**

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

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

Following is a schedule of Gas Tax receipts and disbursements received in 2022 with comparatives to 2021.

	2022	2021
Opening Balance of Unspent Funds	\$ 3,051,945	\$ 2,550,961
Additions:		
Amounts Received During the Year	1,184,542	2,317,692
Interest Earned	60,965	5,293
Deductions:		
Amount Spent on Projects	(2,227,566)	(1,822,002)
Closing Balance of Unspent Funds	\$ 2,069,886	\$ 3,051,945

**THE CORPORATION OF THE CITY OF COURTENAY  
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**6. PROVINCIAL COVID-19 – SAFE RESTART GRANT**

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

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

Following is a schedule of Covid-19 Safe Restart Grant receipts and disbursements received in 2022 with comparatives to 2021.

	2022	2021
Opening Balance of Unspent Funds	\$ 159,500	\$ 2,005,246
Additions:		
Interest Earned	2,836	2,957
Deductions:		
Lush Valley Food Action Society - Good Food Box Program		(60,000)
City Hall Foyer Renovation	(19,500)	(80,561)
Downtown Washroom for Public and Vulnerable		(180,949)
Gaming Revenue Shortfall - Infrastructure Reserve contribution		(320,000)
Gaming Revenue Shortfall - Police Contract		(405,000)
Additional Bylaw Enforcement Support		(84,000)
Temp. Manager of Bylaw & additional Bylaw Officer	(142,836)	-
Community Services Revenue Shortfalls		(718,194)
Other Revenue Shortfalls		-
	\$ (0)	\$ 159,500
Closing Balance of Unspent Funds		

**THE CORPORATION OF THE CITY OF COURTENAY  
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**7. DEFERRED REVENUE - DEVELOPMENT COST CHARGES**

In order to conform to the Public Sector Accounting Standards of CPA Canada, the unspent development cost charges have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2022 and 2021.

	<b>2022</b>				<b>2022 Total</b>		
	<b>General Reserve DCC BL #2840</b>	<b>Water Utility Reserve DCC BL #2840</b>	<b>Sewer Utility Reserve DCC BL #2840</b>	<b>Sewer Utility Reserve DCC BL #1638</b>			
	<b>Balance Forward</b>	\$ 8,580,411	\$ 679,567	\$ 1,263,638		\$ 35,042	\$ 10,558,658
	<b>Increases</b>						
Interest	158,066	12,514	24,291	623	195,494		
Other Contributions	408,646	32,107	127,860	-	568,613		
	<u>566,712</u>	<u>44,621</u>	<u>152,151</u>	<u>623</u>	<u>764,107</u>		
<b>Decreases</b>							
Revenue Recognized to Fund Capital Projects	(228,822)	-	-	-	(228,822)		
Reclassifications, redemptions, refunds	-	-	-	-	-		
	<u>(228,822)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(228,822)</u>		
<b>Ending Balance Deferred Revenue - DCC</b>	<u>\$ 8,918,301</u>	<u>\$ 724,188</u>	<u>\$ 1,415,789</u>	<u>\$ 35,665</u>	<u>\$ 11,093,943</u>		
	<b>2021</b>						
	<b>General Reserve DCC BL #2840</b>	<b>Water Utility Reserve DCC BL #2840</b>	<b>Sewer Utility Reserve DCC BL #2840</b>	<b>Sewer Utility Reserve DCC BL #1638</b>	<b>2021 Total</b>		
<b>Balance Forward</b>	\$ 7,191,100	\$ 537,996	\$ 1,121,402	\$ 34,989	\$ 8,885,487		
<b>Increases</b>							
Interest	11,855	919	2,042	53	14,868		
Other Contributions	1,423,735	140,653	460,195	-	2,024,583		
	<u>1,435,590</u>	<u>141,571</u>	<u>462,236</u>	<u>53</u>	<u>2,039,451</u>		
<b>Decreases</b>							
Revenue Recognized to Fund Capital Projects	(46,280)	-	(320,000)	-	(366,280)		
Reclassifications, redemptions, refunds	-	-	-	-	-		
	<u>(46,280)</u>	<u>-</u>	<u>(320,000)</u>	<u>-</u>	<u>(366,280)</u>		
<b>Ending Balance Deferred Revenue - DCC</b>	<u>\$ 8,580,411</u>	<u>\$ 679,567</u>	<u>\$ 1,263,638</u>	<u>\$ 35,042</u>	<u>\$ 10,558,658</u>		



**THE CORPORATION OF THE CITY OF COURTENAY  
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**8. TRUST AND ENDOWMENT FUNDS**

- (a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2022 and 2021, which has been excluded from the City’s consolidated financial statements.

<b>CEMETERY PERPETUAL CARE FUND FINANCIAL POSITION</b>	<b>2022</b>	<b>2021</b>	<b>CEMETERY PERPETUAL CARE FUND FINANCIAL ACTIVITIES</b>	<b>2022</b>	<b>2021</b>
<b>Financial Assets</b>			<b>Revenue</b>		
Cash on Hand	\$ 148,871	\$ 133,978	Fees Levied	\$ 13,135	\$ 13,391
Investments - MFA	255,186	249,265	Interest Revenue	9,094	1,416
<b>Liabilities</b>			<b>Expenditure</b>		
Interest Payable to City		1,416	Interest Expense		1,416
<b>Net Financial Position</b>	<b>\$ 404,057</b>	<b>\$ 381,827</b>	<b>Excess Revenue over Expenditure</b>	<b>\$ 22,229</b>	<b>\$ 13,391</b>

**9. DEFERRED REVENUE – OTHER**

Other Deferred Revenue recorded in the Liability section of the City’s Consolidated Financial Statements consists of the revenues related to business license revenue levied and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met. Following is a breakdown of the change in this balance for 2022 and 2021:

	<b>2022</b>	<b>2021</b>
<b>Opening Balance</b>	<b>\$ 2,133,611</b>	<b>\$ 2,709,157</b>
<b>Additions to Deferred Revenue</b>	<b>2,255,353</b>	<b>2,133,611</b>
<b>Revenue Recognized</b>	<b>(2,133,611)</b>	<b>(2,709,157)</b>
	<b>2,255,353</b>	<b>2,133,611</b>
<b>Ending Balance Deferred Revenue Other</b>	<b>\$ 2,255,353</b>	<b>\$ 2,133,611</b>

**10. MFA DEBT RESERVE FUNDS**

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2022 the City had debt reserve funds of \$336,570 (\$353,360 in 2021).

**THE CORPORATION OF THE CITY OF COURTENAY**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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**11. EMPLOYEE RETIREMENT BENEFIT LIABILITY**

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee’s life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2022 were based on an interest (discount) rate of 4.4% per annum (2021 – 2.5%) and an inflation rate of 4.4% (2021 – 2.5%). The total estimated employee retirement benefit liability at December 31, 2022 is \$1,307,000 (\$1,205,200 in 2021) and is included in the accounts payable balance on Statement A. Following is a breakdown of the benefit liability:

	2022	2021
Accrued benefit liability at beginning of year	\$ 1,205,200	\$ 1,150,700
Expense	163,048	161,515
Benefit Payments	(61,248)	(107,015)
Accrued benefit liability at end of year	\$ 1,307,000	\$ 1,205,200

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**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
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**12. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE**

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2022 revenues and expenses with 2021 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

**General Government Services**

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

**Protective Services**

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

**Transportation Services**

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

**Environmental Health Services**

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

**Public Health and Welfare Services**

Includes cemetery services.

**Environmental Development Services**

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

**Recreational and Cultural Services**

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

**Water Utility Services**

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

**Sewer Utility Services**

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

**THE CORPORATION OF THE CITY OF COURTENAY**  
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**13. TANGIBLE CAPITAL ASSET DETAILS**

(See Schedule 3 for further details)

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded in the consolidated financial statements in 2022 is \$3,621,460 (\$7,502,551 in 2021).

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

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

**THE CORPORATION OF THE CITY OF COURTENAY  
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**14. RESTATEMENT OF 2022 BUDGET**

The budget amounts presented throughout these consolidated financial statements are based upon the Five Year Financial Plan approved by Council on April 25, 2022 except in regard to budget amounts for amortization, tangible capital assets, and the use of debt, reserves and prior year surpluses.

The summary below shows the adjustments to the April 25, 2022 budget approved by Council and reflected in these consolidated financial statements:

**Adjustments to 2022 Budgeted Annual Surplus**

<b>Budgeted Surplus per Council approved Budget</b>	<b>\$</b>	<b>-</b>
Purchase of Capital Assets		16,215,000
Amortization Budgeted		(6,400,000)
Transfer from Reserves		(9,469,600)
Transfer to Reserves		4,095,200
Use of Prior Year Surplus		(6,678,200)
Debt Issues in Financial Plan		-
Debt principle repayments in Financial Plan		1,064,700
		<hr/>
<b>Budgeted Deficit per Consolidated Statement of Operations</b>	<b>\$</b>	<b><u>(1,172,900)</u></b>

**THE CORPORATION OF THE CITY OF COURTENAY  
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**15. CONTRACTUAL RIGHTS**

Following is the breakdown of the contractual rights at December 31, 2022:

<b>Contractual Right with</b>	<b>Description of Contractual Right</b>	<b>2023</b>	<b>Total</b>
Courtenay Fire Protection District	Courtenay Fire Protection	499,136	\$ 499,136

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE  
YEAR ENDED DECEMBER 31, 2022**

SCHEDULE 1  
(Note 12)  
Page 1 of 2

	General Government Services		Protective Services		Transportation Services		Environmental Health Services		Public Health and Welfare Services	
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
<b>REVENUE</b>										
Taxation	28,937,219	27,141,965	-	-	-	-	-	-	-	-
Sales of Services	-	-	672,140	844,686	-	-	4,010,017	3,889,359	-	-
Revenue from Own Sources	-	-	987,632	1,590,245	107,774	234,865	-	-	-	-
Government Transfers	1,470,880	825,948	76,246	162,261	3,050,125	4,182,434	-	-	714,852	84,788
Transfer from Other Funds	-	-	-	-	-	-	-	-	-	-
Other Revenue	101,938	107,757	-	-	220,073	158,199	-	25,000	140,543	166,755
Other Contributions	-	50,029	-	-	3,359,059	4,606,424	-	1,604,605	-	-
Interest Earned	1,697,439	817,427	45,927	2,750	138,162	10,278	-	-	-	-
Gain on sale of TCA	6	-	-	-	4,939	4,826	-	-	-	-
<b>Total Revenues</b>	<b>32,207,482</b>	<b>28,943,126</b>	<b>1,781,945</b>	<b>2,599,942</b>	<b>6,880,132</b>	<b>9,197,026</b>	<b>4,010,017</b>	<b>5,518,964</b>	<b>855,395</b>	<b>251,543</b>
<b>EXPENSES</b>										
Salaries and Benefits	4,467,140	4,295,673	3,210,689	2,808,800	3,022,955	2,859,471	161,280	105,798	267,564	261,901
Goods and Services	1,773,663	1,416,932	7,369,711	6,133,026	3,614,839	1,226,835	3,626,604	3,569,472	120,632	121,468
Amortization Expense	249,698	337,521	348,997	327,208	3,500,431	3,401,551	419,634	397,321	45,075	40,657
Debt Servicing	-	-	(16,079)	(10,364)	25,368	11,132	-	-	-	-
Other Expenditures	166,249	176,365	1,976	2,504	92,750	261,744	15,000	93,761	-	-
Loss on Disposal of TCA	31,053	54,012	-	-	4,091	14,072	-	-	-	-
<b>Total Expenses</b>	<b>6,687,803</b>	<b>6,280,503</b>	<b>10,915,294</b>	<b>9,261,174</b>	<b>10,260,434</b>	<b>7,774,805</b>	<b>4,222,518</b>	<b>4,166,352</b>	<b>433,271</b>	<b>424,026</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$ 25,519,679</b>	<b>\$ 22,662,623</b>	<b>\$ (9,133,349)</b>	<b>\$ (6,661,232)</b>	<b>\$ (3,380,302)</b>	<b>\$ 1,422,221</b>	<b>\$ (212,501)</b>	<b>\$ 1,352,612</b>	<b>\$ 422,124</b>	<b>\$ (172,483)</b>

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE  
YEAR ENDED DECEMBER 31, 2022**

SCHEDULE 1  
(Note 12)  
Page 2 of 2

	Environmental Development Services		Recreational and Cultural Services		Water Utility Services		Sewer Utility Services		Consolidated	
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
<b>REVENUE</b>										
Taxation	-	-	\$	1,229,645	\$	1,215,773	2,111,108	2,086,472	32,277,972	30,444,210
Sales of Services	-	-	-	7,831,087	-	7,377,099	6,326,863	5,669,152	18,840,107	17,780,296
Revenue from Own Sources	533,768	619,452	1,507,540	1,049,110	234,808	406,759	23,940	107,628	3,395,462	4,008,059
Government Transfers	173,082	69,402	482,797	283,570	-	-	-	-	5,967,982	5,608,403
Transfer from Other Funds	-	-	-	-	-	-	-	-	-	-
Other Revenue	795,248	488,000	-	-	-	-	-	-	1,257,802	945,711
Other Contributions	234,700	141,259	126,529	175,534	486,750	927,867	700,592	1,191,022	4,907,630	8,696,740
Interest Earned	34,520	2,384	24,133	1,838	59,013	4,983	72,746	7,074	2,071,940	846,734
Gain on sale of TCA	-	-	7,091	-	-	-	-	-	12,036	4,826
<b>Total Revenues</b>	<b>1,771,318</b>	<b>1,320,497</b>	<b>2,148,090</b>	<b>1,510,052</b>	<b>9,841,303</b>	<b>9,932,481</b>	<b>9,235,249</b>	<b>9,061,348</b>	<b>68,730,931</b>	<b>68,334,979</b>
<b>EXPENSES</b>										
Salaries and Benefits	1,066,648	1,082,067	5,236,190	4,727,108	974,355	837,736	606,934	561,600	19,013,755	17,540,154
Goods and Services	1,487,785	691,230	3,189,876	2,720,656	5,702,485	5,973,871	375,636	971,824	27,261,231	22,825,314
Amortization Expense	-	-	1,075,117	1,049,754	555,565	536,784	466,052	375,134	6,660,569	6,465,930
Debt Servicing	-	-	32,867	(33,847)	(6,744)	(5,006)	11,132	17,823	46,544	(20,262)
Other Expenditures	764	434	265,348	263,142	14,092	30,601	4,925,519	4,630,120	5,467,606	5,428,070
Loss on Disposal of TCA	-	-	-	15,110	-	-	1,525	-	50,761	113,795
<b>Total Expenses</b>	<b>2,555,197</b>	<b>1,773,731</b>	<b>9,799,398</b>	<b>8,741,923</b>	<b>7,239,753</b>	<b>7,373,986</b>	<b>6,386,798</b>	<b>6,556,501</b>	<b>58,500,466</b>	<b>52,353,001</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$ (783,879)</b>	<b>\$ (453,234)</b>	<b>\$ (7,651,308)</b>	<b>\$ (7,231,871)</b>	<b>\$ 2,601,550</b>	<b>\$ 2,558,495</b>	<b>\$ 2,848,451</b>	<b>\$ 2,504,847</b>	<b>\$ 10,230,465</b>	<b>\$ 15,981,978</b>



**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS & RESERVES  
YEAR ENDED DECEMBER 31, 2022**

**SCHEDULE 2**

	<u>2022</u>	<u>2021</u>
<b>SURPLUS</b>		
Invested in Tangible Capital Assets	\$ 170,008,982	\$ 160,673,223
General Operating Fund	13,399,070	12,501,874
General Capital Fund	733,665	1,112,772
Water Utility Operating Fund	5,920,905	4,822,489
Water Utility Capital Fund	108,869	108,869
Sewer Utility Operating Fund	3,197,321	3,671,054
Sewer Utility Capital Fund	21,706	21,706
Gaming Fund	1,951,345	1,876,417
Total Surplus	<u>\$ 195,341,863</u>	<u>\$ 184,788,404</u>
<b>RESERVES</b>		
General Fund Reserves:		
Machinery and Equipment	1,767,915	2,358,700
Land Sale	793,955	780,085
New Works and Equipment	4,428,655	4,055,274
New Works - Community Gas Tax Funds (Note 5)	2,069,886	3,051,945
New Works - Covid-19 Restart Grant (Note 6)	-	159,500
General Asset Management Reserve	786,262	869,859
Risk Reserve	106,544	104,682
Public Parking	126,991	122,578
Parkland Acquisition	342,452	311,723
Police Contingency Reserve	792,286	771,211
Assessment Appeal	435,878	319,870
Housing Amenity	1,258,566	1,012,922
Tree Reserve	118,555	120,052
Amenity	680,776	669,693
	<u>13,708,721</u>	<u>14,708,094</u>
Water Utility Reserves:		
Water Utility	1,795,546	1,734,832
Water Asset Management Reserve	1,341,848	1,038,778
Machinery and Equipment	347,794	311,891
	<u>3,485,188</u>	<u>3,085,501</u>
Sewer Utility Reserves:		
Sewer Utility	1,091,521	843,982
Sewer Asset Management Reserve	1,886,448	1,946,031
Machinery and Equipment	810,916	722,180
	<u>3,788,885</u>	<u>3,512,193</u>
Total Reserves	<u>20,982,794</u>	<u>21,305,788</u>
ACCUMULATED SURPLUS (Statement A)	<u>\$ 216,324,657</u>	<u>\$ 206,094,192</u>

THE CORPORATION OF THE CITY OF COURTENAY  
 CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
 FOR THE YEAR ENDED DECEMBER 31, 2022

	Land	Land Improvements	Buildings	Equipment/ Furniture/ Vehicles	Engineering Structures				Other Tangible Capital Assets	Total	2021
					Roads	Water	Sewer	Other			
Opening Balance Construction-in-progress (CIP)	-	39,984	414,921	27,452	6,429,247	156,969	5,899,116	159,789	-	\$ 13,127,478	5,208,890
Add: Construction-in-progress (CIP)	-	36,332	217,170	112,827	302,161	181,484	224,495	138,719	-	1,213,188	8,026,320
Less: Transfers into Service	-	-	-	-	(6,186,344)	-	(5,730,301)	-	-	(11,916,645)	(107,732)
Closing Balance Construction-in-progress	-	76,316	632,091	140,279	545,064	338,453	393,310	298,508	-	2,424,021	13,127,478
Opening Balance Tangible Capital Assets	25,523,735	8,028,260	32,742,331	20,042,266	109,702,103	28,029,792	14,577,315	29,508,545	1,233,264	269,387,611	260,047,022
Add: Additions (including Transfers into Service)	340,608	455,208	205,290	3,912,034	11,840,618	553,576	6,207,344	1,707,041	23,932	25,245,651	9,715,225
Less: Disposals	-	-	-	(185,899)	(155,344)	(27,672)	(11,438)	-	(17,466)	(397,819)	(374,636)
Closing Balance Tangible Capital Assets and CIP	25,864,343	8,559,784	33,579,712	23,908,680	121,932,441	28,894,149	21,166,531	31,514,094	1,239,730	296,659,464	282,515,089
<b>ACCUMULATED AMORTIZATION</b>											
Opening Balance	-	3,874,633	14,127,959	12,751,791	54,233,594	8,470,662	2,813,356	11,140,437	1,031,068	108,443,500	102,237,410
Add: Amortization	-	301,060	766,257	974,604	2,874,958	525,039	313,762	815,612	89,277	6,660,569	6,465,930
Less: Accum Amortization on Disposals	-	-	-	(139,545)	(153,636)	(13,580)	(9,913)	-	(17,466)	(334,140)	(259,840)
	-	4,175,693	14,894,216	13,586,850	56,954,916	8,982,121	3,117,205	11,956,049	1,102,879	114,769,929	108,443,500
<b>Net Book Value for year ended December 31, 2022</b>	\$ 25,864,343	\$ 4,384,091	\$ 18,685,496	\$ 10,321,830	\$ 64,977,525	\$ 19,912,028	\$ 18,049,326	\$ 19,558,045	\$ 136,851	\$ 181,889,535	\$ 174,071,589

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF DEBTURE AND OTHER LONG-TERM DEBT  
YEAR ENDED DECEMBER 31, 2022**

**SCHEDULE 4**

<u>Bylaw Number</u>	<u>Term Years</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Principal Outstanding Dec 31/21</u>	<u>Current Year Borrowing</u>	<u>Actuarial Adjustment/ Princ. Reduction</u>	<u>Principal Outstanding Dec 31/22</u>
<b>General Capital Fund</b>							
2227	15	2023	2.90	77,609	-	38,044	39,565
2304	25	2029	2.85	458,581	-	48,023	410,558
2354	20	2025	5.10	121,085	-	29,138	91,947
2355	25	2030	0.91	331,733	-	32,654	299,079
2425	20	2026	1.53	235,852	-	43,545	192,307
2453	20	2026	1.53	468,266	-	86,455	381,811
2458	15	2022	2.25	136,209	-	136,209	-
2539	15	2024	2.25	786,223	-	251,865	534,358
2538	15	2025	1.28	195,441	-	46,369	149,072
2680	15	2027	3.39	1,980,231	-	298,544	1,681,687
2681	15	2027	3.39	735,514	-	110,887	624,627
2978	20	2041	2.58	3,400,000	-	136,483	3,263,517
TOTAL GENERAL CAPITAL FUND				8,926,744	-	1,258,216	7,668,528
<b>Water Capital Fund</b>							
Debt							
2424	20	2026	1.53	196,544	-	36,288	160,256
TOTAL WATER CAPITAL FUND				196,544	-	36,288	160,256
<b>Sewer Capital Fund</b>							
Debt							
2305	25	2029	2.85	343,937	-	36,017	307,920
2353	25	2030	0.91	933,593	-	91,897	841,696
2423	20	2026	1.53	119,236	-	22,014	97,222
2985	25	2045	0.91	2,903,311	-	98,381	2,804,930
TOTAL SEWER CAPITAL FUND				4,300,077	-	248,309	4,051,768
TOTAL ALL CAPITAL FUNDS				\$ 13,423,365	-	\$ 1,542,813	\$ 11,880,552

**THE CORPORATION OF THE CITY OF COURTENAY  
CONSOLIDATED SCHEDULE OF INVESTMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**SCHEDULE 5**

	2022	2021
<b>GENERAL OPERATING FUND</b>		
Cash on Hand	\$ 34,816,708	\$ 36,173,464
<b>GAMING FUND</b>		
Cash on Hand	1,685,532	1,715,384
Total Cash on Hand and on Deposit	\$ 36,502,240	\$ 37,888,848
 <b>GENERAL OPERATING FUND TERM DEPOSITS</b>		
Municipal Finance Authority, Money Market Fund at fluctuating rate, no maturity date	\$ 15,332,338	15,042,244
The Bank of Nova Scotia, various guaranteed investment certificates	\$ 21,527,940	20,989,374
Total Term Deposits	36,860,278	36,031,618
<b>TOTAL CASH AND INVESTMENTS</b>	\$ 73,362,518	\$ 73,920,466

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Remuneration and Expenses of Elected Officials**

**For the Year 2022**

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

**Remuneration and Expense Payments**

<u>Elected Official</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
Wells, Robert	Mayor	\$72,356	\$8,471
Frisch, David	Councillor	25,382	8,395
Hillian, Douglas A.	Councillor	25,382	1,273
Jolicoeur, Evan	Councillor	3,422	401
Theos, Manno	Councillor	22,057	14
McCollum, Melanie	Councillor	25,382	5,530
Morin, Wendy	Councillor	25,382	6,747
Cole-Hamilton, Will	Councillor	25,382	8,109
		<hr/>	<hr/>
TOTAL		<u>\$224,748</u>	<u>\$38,940</u>

**Benefits**

Insurance Policy Coverage: Personal Accident Insurance, Mayor and Council

AON Risk Solutions

Principal Sum: \$250,000

Weekly Accident Indemnity: 750

Accidental Dental Reimbursement Benefit: 5,000

Accidental Medical Reimbursement Benefit: 25,000

Total premium - all members \$336

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

No contracts

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Employee Remuneration and Expenses for the Year 2022**

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

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u>	<u>Expenses</u>
Adams, J.	Utilities Maintenance - Operator 1	\$82,544	\$2,186
Aikens, D.	Roads 2	78,512	790
Armstrong, R.	Manager of Asset Management Technical Services	103,619	4,131
Beatson, D.	Planner 3	81,942	616
Bell, M.	Parks Utility Supervisor	82,996	1,798
Berard, A.	Manager of Financial Planning, Payroll & Business Perf	117,302	1,082
Berg, D.	Carpenter	82,066	2,347
Bergevin, O.	Electrician	85,095	1,515
Boguski, B.	Manager of Transportation Maintenance	89,865	46
Borecky, N.	Manager of Information Systems	113,224	2,670
Brand, B.	Foreman - Water	100,063	3,583
Brooks, B.	Engineering Technologist - Utilities	81,002	3,183
Carmichael, S.	Turfgrass Supervisor	82,977	1,340
Carter, R.	Roads 2	90,958	2,438
Catchpoole, A.	Payroll Coordinator	80,554	1,018
Chan, J.	Manager of Business Administration	103,779	2,963
Coelho, N.	Roads 2	88,973	1,044
Collins, K.	Manager of Recreation Programming	103,972	2,284
Davidson, C.	Director of Engineering Services	153,222	4,189
de Graaf, P.	Manager of Bylaw	97,587	3,805
Dojack, T.	Foreman - Civic Properties	89,796	1,206
Dooris, C.	Assistant Manager - Recreation Programming	76,119	2,559
Doty, L.	Engineering Technologist	81,630	636
Featherstone, B.	Equipment Operator	80,691	613
Feucht, R.	Development Engineer	118,493	2,544
Fisher, K.	Roads 1	81,790	2,058
Forsythe, R.	Painter / Signman	86,075	481
Franceshini, G.	Custodial Supervisor	79,888	671
Garbutt, Geoff	Chief Administrative Officer	203,556	11,456
Gavelin, E.	Network Technician	77,496	-
Gothard, N.	Policy Planner	109,881	6,689
Grant, D.	Carpenter	84,420	283
Grimrud, M.	Planner 2	77,273	1,559
Guillo, A.	Manager of Communications	115,024	775
Hadath, J.	Manager of Utilities	106,183	4,129
Hainsworth, S.	Manager of Purchasing	85,816	583
Hayes, S.	Engineering Technologist	81,707	3,840
Howie, A.	GIS Coordinator	79,662	1,404
Jernslet, E.	Manager of Civic Properties Maintenance	103,514	3,660
Johns, T.	Horticulture Supervisor	83,022	1,795

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Employee Remuneration and Expenses for the Year 2022**

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

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u>	<u>Expenses</u>
Kanigan, J.	Building Inspector 1	81,418	692
Kearns, M.	Manager of Parks Maintenance	114,036	675
Kellinghusen, J.	Equipment Operator	80,850	707
Kerr, C.	EVT / Fire Inspector	107,565	451
Kitching, L.	HR Advisor, Recruitment	93,749	1,413
Knapman, P.	Occupational Health & Safety Coordinator	98,521	3,712
Lamb, G.	Fire Inspector	126,625	2,400
Langenmaier, A.	Director of Financial Services	106,535	18,958
Law, C.	Engineering Technologist	81,168	110
MacDonald, K.	Fire Chief	155,847	2,357
Machin, T.	Programmer Analyst	81,201	415
Marshall, C.	Director of Development Services	112,563	13,637
McClintock, K.	Accountant	78,674	3,255
Millar, C.	Manager of Recreation Facility Operations	107,044	46
Miller, C.	Engineering Technologist	75,676	3,722
Moore, B.	Shop Foreman	93,747	509
Mossing, S.	Assistant Manager - Recreation Facility Operations	77,835	662
Muncaster, T.	Gardener 2	75,979	172
O'Connell, K.	Director of Corp Support Services	156,784	3,993
Pahl, R.	Building Inspector 1	76,810	3,663
Pitcher, A.	Engineering Technologist	81,168	3,562
Proton, A.	Manager of Legislative Service	115,983	4,474
Roach, L.	Manager of Human Resources	129,900	3,444
Robson, D.	Custodial Supervisor	81,057	-
Rose, L.	Utilities Construction Foreman	93,367	4,714
Rushton, C.	Temp. Dir of Rec, Culture & Comm Services	136,064	2,075
Salmon, D.	Network Coordinator	92,705	-
Sawkins, C.	Strategic Business Analyst	92,969	1,082
Schaffer, M.	Utilities Maintenance - Water 1	87,436	3,843
Schleppe, S.	Utilities Maintenance - Water 2	86,696	2,574
Scott, S.	Stores Keeper & Volunteer Firefighter	93,220	360
Seigler, G.	Deputy Fire Chief / Operations	123,414	1,215
Shaw, D.	Public Works Inspector	83,142	2,984
Shaw, K.	Director of Public Works Services	155,810	5,540
Smith, C.	Assistant Manager - Active Recreation	77,808	2,175
Stevenson, S.	Roads 1	77,633	2,288
Strachan, D.	Roads Maintenance Foreman	100,772	769
Styles, C.	Administrative Assistant - Public Works Services	76,253	73
Tazziolo, J.	Environmental Engineer	107,476	4,313
Thompson, C.	Asset Management Technologist	81,168	2,499

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Employee Remuneration and Expenses for the Year 2022**

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

<u>Employee</u>	<u>Position</u>	<u>Total Remuneration</u>	<u>Expenses</u>
Tillapaugh, S.	Arboriculture Supervisor	85,275	1,938
Welsh, J.	Deputy Chief / Training Office	119,556	2,084
Wood, I.	Mechanic	87,223	169
Wyatt, D.	Fire Inspector	95,652	4,280
Wyka, R.	Manager of Finance	123,026	3,230
Young, T.	Foreman Utilities Construction	97,952	2,974
Total for employees where remuneration is over \$75,000		8,367,639	214,177
Consolidated total for employees where remuneration less than \$75,000		5,982,451	78,408
Elected Officials, direct payments		224,748	38,940
<b>TOTAL REMUNERATION</b>		<b>\$14,574,838</b>	<b>\$331,525</b>
Reconciliation to Salaries and Benefits reported in Financial Statements			
Reconciling items:			
Employee benefits included with Payments made to Suppliers		4,145,834	
Accrued payroll and post-employment benefits		293,083	
<b>Total Salaries and Benefits reported in Financial Statements</b>		<b>\$19,013,755</b>	

**Statement of Severance Agreements**

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

There was one severance agreement under which payment commenced between the City of Courtenay and its non-unionized employees during the fiscal year 2022.

This agreement represents 3 months of compensation.



**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Payments to Suppliers of Goods and Services**

**For the Year 2022**

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

<b>Vendor Name</b>	<b>Amount Paid YTD 2022</b>
ABC PRINTING	\$33,929
ACS COMPUTER SOLUTIONS	54,794
ACTIVE NETWORK	72,346
AMAZON.CA	37,931
ANDREW SHERET LTD	207,782
AON REED STENHOUSE INC	316,188
APLIN & MARTIN CONSULTANTS LTD.	46,089
ASSOCIATED ENGINEERING (B.C.) LTD.	67,185
ASSOCIATED FIRE & SAFETY	42,095
BC ASSESSMENT AUTHORITY	376,118
BC HYDRO	663,974
BEE CLEAN BUILDING MAINTENANCE	87,645
BEST BUY	31,872
BLACK PRESS GROUP	50,367
BROCK WHITE CONSTRUCTION MATERIALS	30,346
BROGAN FIRE & SAFETY	81,338
BUMPER TO BUMPER	64,970
BUNZL CLEANING & HYGIENE	84,697
CENTRAL BUILDERS' SUPPLY LTD	84,572
CENTRAL SQUARE TECHNOLOGIES	87,999
COMMISSIONAIRES (THE)	321,879
COMOX VALLEY BOBCAT & EXC LTD	34,965
COMOX VALLEY HYDRAULIC	27,035
COMOX VALLEY REGIONAL DISTRICT	18,736,871
COMOX VALLEY TRANSITION SOCIETY	429,687
COMOX VALLEY WOO KIM TAEKWONDO	44,757
COURTENAY DOWNTOWN BUSINESS ASSOC	80,090
CR COASTLINE TOWING & TRANSPORT LTD	53,925

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Payments to Suppliers of Goods and Services**

**For the Year 2022**

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

<b>Vendor Name</b>	<b>Amount Paid YTD 2022</b>
CUMBERLAND, VILLAGE OF	39,961
CUPE LOCAL 556	158,916
CURRENT ENVIRONMENTAL LTD	38,291
D.K.I SERVICES LTD.	81,529
D.R. FAUST FINISHING	36,582
DALE'S PLUMBING & MECH LTD	25,501
DIGITAL BOUNDARY GROUP	34,125
DYNAMIC SPECIALTY VEHICLES LTD	145,445
E B HORSMAN & SON	85,290
EBBWATER CONSULTING INC.	155,753
EDDIE'S EQUIPMENT REPAIR LTD.	41,068
EDGETT EXCAVATING	269,650
EMPLOYER HEALTH TAX	281,810
EMTERRA ENVIRONMENTAL	1,940,192
ESRI CANADA	52,872
FITNESS EXPERIENCE	33,296
FOOTPRINTS SECURITY PATROL INC.	64,811
FORT GARRY FIRE TRUCKS LTD	2,098,297
FORTIS BC - NATURAL GAS	139,510
FOUNTAIN TIRE	28,320
FRASERWAY PREKAST LTD	29,907
GEOADVICE ENGINEERING INC	34,913
GROW TREE CARE	54,356
HABITAT SYSTEMS INCORPORATED	69,838
HOULE ELECTRIC LTD.	63,138
HYLAND PRECAST INC	65,343
ICONIX WATERWORKS LTD PARTNERSHIP	199,949
INFOSENSE INC	34,740

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Payments to Suppliers of Goods and Services**

**For the Year 2022**

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

<b>Vendor Name</b>	<b>Amount Paid YTD 2022</b>
INSURANCE CORPORATION OF BC	86,252
INTERNATIONAL WEB EXPRESS INC.	25,624
IRITEX PUMPS AND IRRIGATION INC	41,559
JOMA ENVIRONMENTAL LTD.	66,734
KERR WOOD LEIDAL LTD.	190,086
KMF TRAFFIC SOLUTIONS LTD	160,076
KNAPPETT INDUSTRIES (2006) LTD	1,386,486
LAFARGE CANADA INC	30,100
LEIGHTON CONTRACTING (2009) LTD	2,056,989
LIDSTONE & COMPANY	152,510
MAINROAD MAINTENANCE PRODUCTS LP	48,824
MCELHANNEY LTD	526,250
MEYERS NORRIS PENNY LLP	38,955
MICROSOFT LICENSING GP	58,304
MINISTER OF FINANCE	5,490,316
MONK OFFICE SUPPLY LTD	73,452
MUNICIPAL INSURANCE ASSOC OF	217,962
MUNICIPAL PENSION FUND	2,283,690
MYRA SYSTEMS CORP.	90,392
NELSON ROOFING AND SHEET METAL LTD	151,290
NORTON ROSE FULBRIGHT CANADA LLP	44,307
PACIFIC AIR MECHANICAL	197,917
PARK DEROCHIE INC.	2,459,167
PEOPLE CORPORATION	820,630
PFM EXECUTIVE SEARCH	28,118
PILON TOOL RENTALS (1972) LTD	69,448
POSTAGE-ON-CALL	29,111
PRECISION TREE SERVICES LTD.	31,924

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Payments to Suppliers of Goods and Services**

**For the Year 2022**

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

<b>Vendor Name</b>	<b>Amount Paid YTD 2022</b>
PSD CITYWIDE INC.	64,840
R HENN & ASSOCIATES	32,755
RAYLEC POWER LTD	49,610
RECEIVER GENERAL FOR CANADA (CRA)	4,327,266
RECEIVER GENERAL FOR CANADA (RCMP)	6,052,996
REGIONAL HOSPITAL DIST OF COMOX STRATHCONA	2,938,402
RICOH CANADA INC	49,035
RIDGELINE MECHANICAL LTD.	38,798
ROPER GREYELL LLP	44,176
ROYCROFT CONSULTING SERVICES	54,145
SACRED PASTURES RARE & SPECIALTY PLANTS	241,625
SHADES TANKERS (1976) LTD	26,347
SHAW CABLE	49,209
SMITH ROAD MARKING LTD	98,878
SPCA COMOX VALLEY DISTRICT BRANCH	28,846
SUNCOR ENERGY PRODUCTS	347,588
SUPERIOR FARMS INC.	37,355
SUTTON ROAD MARKING LTD	118,693
TAYCO PAVING	1,758,112
TELUS COMMUNICATIONS (BC)	47,851
TELUS MOBILITY (BC)	150,608
TERRALINK HORTICULTURE	29,512
THE COASTAL ARBORIST TREE CARE CO.	47,248
THE GARAGE DOOR DEPOT	34,991
TOURISM ASSOCIATION OF VANCOUVER ISLAND	77,764
TOWER FENCE PRODUCTS	101,349
URBAN SYSTEMS LTD.	789,906
V+M STRUCTURAL DESIGN INC	313,678

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Payments to Suppliers of Goods and Services**

**For the Year 2022**

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

<b>Vendor Name</b>	<b>Amount Paid YTD 2022</b>
VANCOUVER ISLAND REGIONAL LIBRARY	1,511,463
WEST ISLAND CAPITAL CORPORATION	47,545
WESTERN TRAFFIC	131,236
WESTERRA EQUIPMENT	42,515
WISHBONE INDUSTRIES LTD.	50,664
WORKERS COMPENSATION BOARD	338,244
YOUNG ANDERSON	293,895
Total Amounts over \$25,000	65,778,463
Total Amounts less than \$25,000	3,474,517
<b>Total Payments to Suppliers of Goods and Services</b>	<b>\$69,252,980</b>

**Reconciliation per Section 7 (1) c**

Payments for Grants or Contributions reported separately	\$731,960
<b>Total including Payments for Grants or Contributions</b>	<b>\$69,984,940</b>
<i>Less:</i>	
Payment made to other taxing authorities	(\$16,400,624)
Acquisition of tangible capital assets	(10,920,734)
Repayment of long term debt	(1,064,633)
Employee portion of benefits remitted on their behalf	(3,060,398)
GST recoveries from disbursements	(1,126,881)
Change in inventories and prepaid expenses	(328,258)

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Payments to Suppliers of Goods and Services**

**For the Year 2022**

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

<b>Vendor Name</b>	<b>Amount Paid YTD 2022</b>
Miscellaneous	(62,392)
<i>Add:</i>	
Salaries and employees expenses	14,823,075
Amortization of tangible capital assets	6,660,570
Year-end accrual adjustment	(54,961)
Loss on disposal of assets	50,761
<b>Total Expenses per Consolidated Statement of Operations</b>	<b>\$58,500,466</b>
<i>Variance</i>	<i>\$0</i>

**THE CORPORATION OF THE CITY OF COURTENAY**

**Statement of Financial Information**

(as required under the Financial Information Act)

**Schedule of Payments for Grants or Contributions**

**For the Year 2022**

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

<b>Recipient Name</b>	<b>Amount Paid YTD 2022</b>
COMOX VALLEY ART GALLERY	\$110,100
COMOX VALLEY ARTS	56,100
LUSH VALLEY FOOD ACTION SOCIETY	30,000
SID WILLIAMS THEATRE SOCIETY	305,500
THE COURTENAY & DISTRICT HISTORICAL SOCIETY	190,760
Total Amounts over \$25,000	692,460
Total Amounts less than \$25,000	39,500
<b>Total Payments for Grants or Contributions</b>	<b>\$731,960</b>

## SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The City of Courtenay describes guarantees and indemnities in the Notes to the Consolidated Financial Statements. For 2022, the schedule and additional notes are not required and have been omitted.



STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

\_\_\_\_\_  
Melanie McCollum  
Acting Mayor

\_\_\_\_\_  
Adam Langenmaier, BBA, CPA, CA  
Director of Financial Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** City of Courtenay 2022 Annual Report

**File No.:** 0645-20  
**Date:** June 28, 2023

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### PURPOSE:

To present the City of Courtenay draft 2022 Annual Report to Council.

### BACKGROUND:

Municipalities are required by the Province of BC to produce an annual report each year which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives. After making the report public, Council must wait a minimum of 14 days before holding an annual meeting on the report to allow residents time to review the report, ask questions, and prepare submissions. Per s. 99 of the Community Charter, the annual report must be considered by Council by June 30.

The City of Courtenay's 2022 Annual Report highlights significant projects and initiatives, and incorporates statistics and data visualisation tools showing progress on a range of City services. The Annual Report is a tool which outlines many of the City's services for the benefit and understanding of our residents; it is also a historic archive that may be referenced for years to come.

Highlights from 2022 included:

- Adopting Courtenay's new Official Community Plan, as well as new Water and Sewer Master Plans,
- Completing a Joint Aquatics Services Strategy in partnership with the Comox Valley Regional District,
- Finalizing the concept plan for McPhee Meadows,
- Supporting the installation of the new Guardian Pole at the Courtenay Riverway and the work of the K'ómoks Guardian Watchmen,
- Expanding the active transportation network with improvements on the 17th Street corridor.

During preparations and planning for the Annual Report each year, the Communications Division will continue implementing innovations to this document and related communications in a manner that fulfils the expectations of Council and the community.

### FINANCIAL IMPLICATIONS:

The Annual Report was prepared in-house by City staff with support and contributions from all departments.

Advertising costs were limited to statutory advertising for newspaper ads as required by the *Community Charter*, costing under \$200.

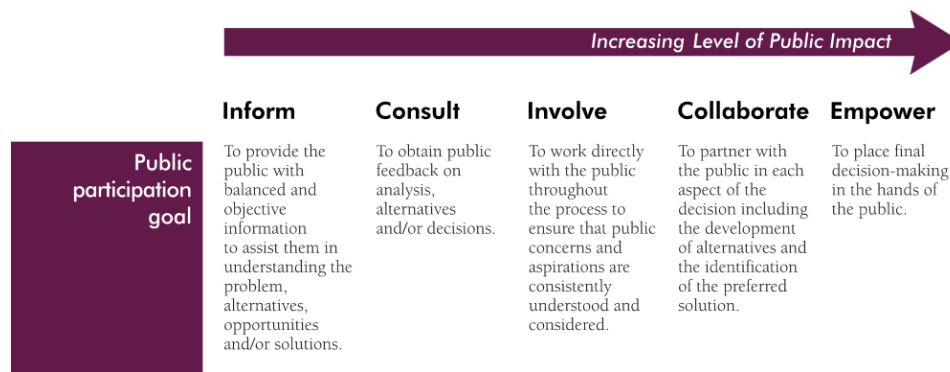
**ADMINISTRATIVE IMPLICATIONS:**

The Communications Division led the development of the 2022 Annual Report, with collaboration from Financial Services for the audited financial statements. Staff from all City departments and divisions provided contributions, support, and feedback for the report. All work regarding the development of the Annual Financial Plan is part of the respective departments annual operational workplans.

**PUBLIC ENGAGEMENT:**

The 2022 Annual Report was posted to the City of Courtenay website prior to June 14, 2023, followed by a media release and social media campaign, plus advertising in the Comox Valley Record to meet statutory obligations.

Staff have **consulted** the public based on the IAP2 Spectrum of Public Participation:



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

**OPTIONS:**

1. THAT Council approve the City of Courtenay 2022 Annual Report.
2. THAT Council provide alternative direction to staff and call a special meeting of Council to consider the Annual Report prior to the statutory deadline, June 30, 2023.

**ATTACHMENTS:**

1. Draft City of Courtenay 2022 Annual Report

Prepared by: Anne Guillo, Manager of Communications  
Reviewed by: Kate O’Connell, Director of Corporate Services  
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)



CITY OF COURTENAY  
ANNUAL  
REPORT  
2022



# COURTENAY, BRITISH COLUMBIA

## 2022 ANNUAL REPORT

January 1 - December 31, 2022


This document was prepared by the City of Courtenay's Corporate Services and Financial Services Departments.

Photos by Kim Stallknecht and the City of Courtenay unless otherwise noted.

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The City of Courtenay respectfully acknowledges that we are within the Unceded traditional territory of the K'ómoks First Nation.

The City of Courtenay has adopted the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as its framework for Indigenous reconciliation.

UNDRIP was adopted by the United Nations General Assembly in 2007.

It establishes a universal framework of minimum standards for the survival, dignity and well-being of the Indigenous peoples of the world and it elaborates on existing human rights standards and fundamental freedoms as they apply to the specific situation of Indigenous peoples.

The Truth and Reconciliation Commission listed in 2015 as the first principle for reconciliation that the UNDRIP, "is the framework for reconciliation at all levels and across all sectors of Canadian Society."

The City has also identified building on our good relations with K'ómoks First Nation and practicing reconciliation as one of Courtenay's Strategic Priorities and core values of the new Official Community Plan.



# ABOUT COURTENAY

The City of Courtenay, incorporated in 1915, is the largest community in the Comox Valley within the unceded territory of the K'ómoks First Nation, on the east coast of Vancouver Island in the province of British Columbia, Canada.

The City of Courtenay is one of three member municipalities of the Comox Valley Regional District (CVRD), along with the Town of Comox and Village of Cumberland. The CVRD also includes three electoral areas, A, B, and C.

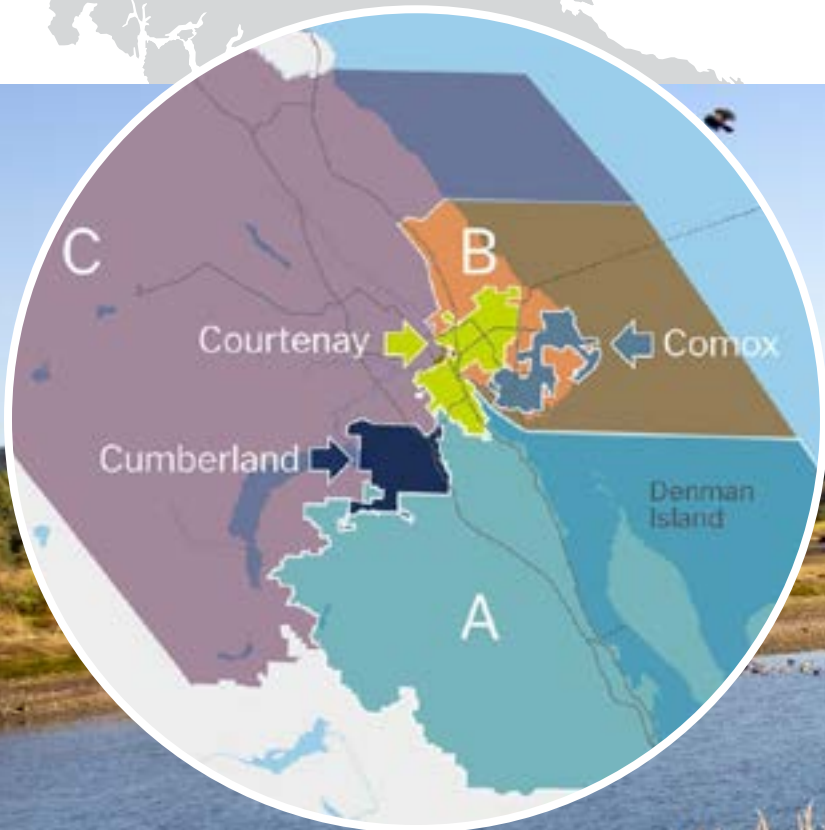
Courtenay's lively downtown core features an assortment of shops, galleries, and restaurants — many with locally produced ingredients from a thriving agricultural community.

The stunning Courtenay Riverway connects downtown Courtenay with the City's southern boundary. This walkway borders the Courtenay Estuary, offering visitors an opportunity to view a variety of birds, fish, and native plants.

World-class recreational opportunities await in Courtenay and its neighbouring communities, including golf, mountain biking, kayaking, skiing, and hiking.



**COURTENAY**

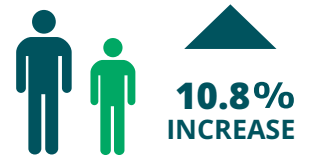
A map of Vancouver Island showing its coastline and major waterways. A dark teal callout box with the word "COURTENAY" in white capital letters points to the location of Courtenay on the east coast.



City land area: 32.7 square kilometres



population 28,420



population growth, 2016 to 2021

**10.8%**  
INCREASE



**46.8 YEARS**  
VAN. ISLE 46.2  
B.C. 43.1  
CANADA 41.9

average age



**28%**  
VAN. ISLE 26%  
B.C. 20%  
CANADA 20%

% population age 65+



density per square kilometre:  
869 people



private dwellings 12,992



**50%**  
VAN. ISLE 54%  
B.C. 42%  
CANADA 53%

% households in  
single-residential dwellings



# MESSAGE FROM THE MAYOR

## Gila'kasla.

It's my honour to present the City of Courtenay's 2022 Annual Report on behalf of Courtenay Council. This was a year of progress on so many levels, and there's much to be proud of with these collective achievements.

The adoption of Courtenay's new Official Community Plan in June was the culmination of an extensive, multi-year consultation and planning process to define how we will manage growth and change in our community. The OCP is shaped around four core directions: reconciliation, community well-being, equity, and climate action.

Our Council is very pleased that reconciliation was so strongly prioritized in the OCP. We understand that extensive work and understanding will be essential to making progress toward reconciliation with Indigenous peoples and with K'ómoks First Nation, on whose unceded territory we are so privileged to live, work, and play. We know we have a lot of work to do, and we're committed to taking meaningful, concrete steps toward these important goals.

Shortly after the local government election in October and the swearing-in of our newly elected Council team in early November, Council along with senior City staff began the important work of defining the strategic priorities for this Council term ending 2026, emphasizing reconciliation as well as numerous other goals to help bring the vision of our OCP to fruition.

One important priority that many of you in the community have spoken to us about is housing. Building on the goals of the new OCP, one of the priorities for our Council term is the development of affordable housing, a key component of making Courtenay a livable community. Housing supports the health and wellness of our residents and supports our local economy as businesses seek to attract and retain employees.

In addition to exploring ways we as a City can support the development of affordable housing, we also continue to advocate strongly with the provincial and federal governments at every opportunity for additional investment in social and supportive housing for our community.

We also continue to seek urgent funding and support for mental health, social and recovery services, to ensure Comox Valley residents have access to these important resources and that all residents have their basic needs met.

Please scroll through this report to learn more about some of the many projects and activities that helped shape our year in 2022. On behalf of Council, I extend our deep appreciation to the staff, residents, businesses, regional governments, and community partners we collaborate and consult with throughout the year. Thank you for the opportunity to serve this wonderful community.

*Mayor Bob Wells*



## MAYOR APPOINTMENTS

*(as of November 2022)*

- Comox Valley Water Committee
- Comox Strathcona Solid Waste Management Board
- Alternate, Comox Valley Regional District (CVRD) Board of Directors
- Alternate, Comox Valley Sewage Commission
- Alternate, Comox Valley Recreation Commission
- Alternate, Regional Parks and Trails Committee
- Alternate, Comox Strathcona Regional Hospital District Board
- City of Courtenay Heritage Commission
- City of Courtenay Court of Revision (Parcel Tax Review Panel)
- Alternate, Comox Valley Coalition to End Homelessness
- Alternate, Downtown Courtenay Business Improvement Association (DCBIA) Board

# COUNCIL

Courtenay Council was elected to a four-year term in October 2022. Each member of council represents the City at large and serves on various boards and committees. Appointments listed below were assigned by Council in November and were in effect at December 31, 2022.



## COUNCILLOR WILL COLE-HAMILTON

- CVRD Board of Directors
- Comox Valley Sewage Commission
- Comox Valley Water Committee
- Regional Parks and Trails Committee
- Comox Strathcona Regional Hospital District Board
- Comox Strathcona Solid Waste Management Board
- Alternate, Comox Valley Recreation Commission
- Alternate, Comox Valley Community Justice Society
- Vancouver Island Regional Library Board



## COUNCILLOR MELANIE MCCOLLUM

- CVRD Board of Directors
- Comox Valley Sewage Commission
- Comox Valley Recreation Commission
- Regional Parks and Trails Committee
- Comox Strathcona Solid Waste Management Board
- Alternate, Comox Valley Water Committee
- Alternate, Comox Strathcona Regional Hospital District Board
- City of Courtenay Parks and Recreation Advisory Committee
- Alternate, Vancouver Island Regional Library Board
- Comox Valley Early Years Collaborative



## COUNCILLOR DAVID FRISCH

- Junction Community Advisory Committee
- Alternate, CVRD Board of Directors
- Alternate, Comox Valley Sewage Commission
- Alternate, Comox Valley Water Committee
- Alternate, Comox Valley Recreation Commission
- Alternate, Regional Parks and Trails Committee
- Alternate, Comox Strathcona Regional Hospital District Board
- Alternate, Comox Strathcona Solid Waste Management Board
- Downtown Courtenay Business Improvement Association (DCBIA) Board
- City of Courtenay Court of Revision (Parcel Tax Review Panel)



## COUNCILLOR WENDY MORIN

- CVRD Board of Directors
- Comox Valley Water Committee
- Comox Valley Recreation Commission
- Regional Parks and Trails Committee
- Alternate, Comox Valley Sewage Commission
- Comox Strathcona Regional Hospital District Board
- Comox Strathcona Solid Waste Management Board
- Alternate, City of Courtenay Parks and Recreation Advisory Committee
- Comox Valley Social Planning Society
- Comox Valley Food Policy Council



## COUNCILLOR DOUG HILLIAN

- CVRD Board of Directors
- Comox Valley Sewage Commission
- Comox Valley Water Committee
- Comox Valley Recreation Commission
- Comox Strathcona Regional Hospital District Board
- Alternate, Regional Parks and Trails Committee
- Alternate, Comox Strathcona Solid Waste Management Board
- Comox Valley Community Justice Society
- Physician Recruitment Committee



## COUNCILLOR EVAN JOLICOUER

- Comox Valley Recreation Commission
- Alternate, CVRD Board of Directors
- Alternate, Comox Valley Sewage Commission
- Alternate, Comox Valley Water Committee
- Alternate, Regional Parks and Trails Committee
- Comox Strathcona Regional Hospital District Board
- Alternate, Comox Strathcona Solid Waste Management Board
- City of Courtenay Court of Revision (Parcel Tax Review Panel)
- Comox Valley Coalition to End Homelessness
- Community Drug Strategy Committee
- Comox Valley Community Action Team
- Physician Recruitment Committee

Members of the public are encouraged to view and participate in the Council meeting process. Meetings take place in the Comox Valley Regional District Civic Room, 770 Harmston Avenue, Courtenay. For more information on City Council, including meeting schedules, agendas, minutes, and video, and appearing as a delegation, go to [courtenay.ca/council](https://courtenay.ca/council)

# MESSAGE FROM THE CITY MANAGER

On behalf of City of Courtenay staff, thanks for reviewing our annual report and learning more about some of the many projects and initiatives that our teams worked on over the last year.

2022 was my first full calendar year with the City after many years working elsewhere. I have truly enjoyed getting reacquainted with our great staff and community partners. This was a year of renewal and resurgence, with a return to normal service levels after two years of adapting City services and programs during the COVID-19 pandemic. It was quite a year.

Our response to the pandemic helped us learn and grown as an organization in profound ways, and we've emerged on the other side with a serious evolution of our programs and services. For example, many of the temporary steps we took to support and formalize virtual engagement options during the pandemic, such as our Council meetings, are now permanent.

While it was a challenging time, we were able to come together, learn from one another, and develop processes that allow us to more rapidly respond to emerging issues to help meet our community's needs. We've always been a resilient organization, and during one of the most serious tests we've ever faced, we proved we could meet the challenge. I see it in action every single day, and our residents and businesses benefit from this amazing team spirit through the services we provide.

I'm proud of our ongoing collaboration and partnerships with K'ómoks First Nation, other regional governments, CUPE, the Downtown Courtenay Business Improvement Association, Comox Valley RCMP, and the many social service providers and community groups we liaise with on a regular basis.

Courtenay's many attractions, including our natural environment, cultural activities, and access to services, makes it a desirable place to live, work, play and learn. It's important that we manage growth responsibly, ensuring that current and future development reflects the needs and wishes of our community.

The adoption of the new Official Community Plan represented a significant step forward for the City and the people we serve. This forward-thinking and progressive document will shape how our community grows over time. It informs all of Courtenay's other master plans and programs. It's the City's most comprehensive planning tool, but it's not the only major master plan completed in 2022.

Courtenay also adopted new master plans for water and sewer, mapping out plans for future infrastructure upgrades for two of our most complex services.

Since 2019, Courtenay has adopted master plans and strategies for our urban forest, cycling network, transportation, parks and recreation.



We're not done yet. In 2023 we're embarking on a Strategic Cultural Plan, as well as a Flood Management Plan.

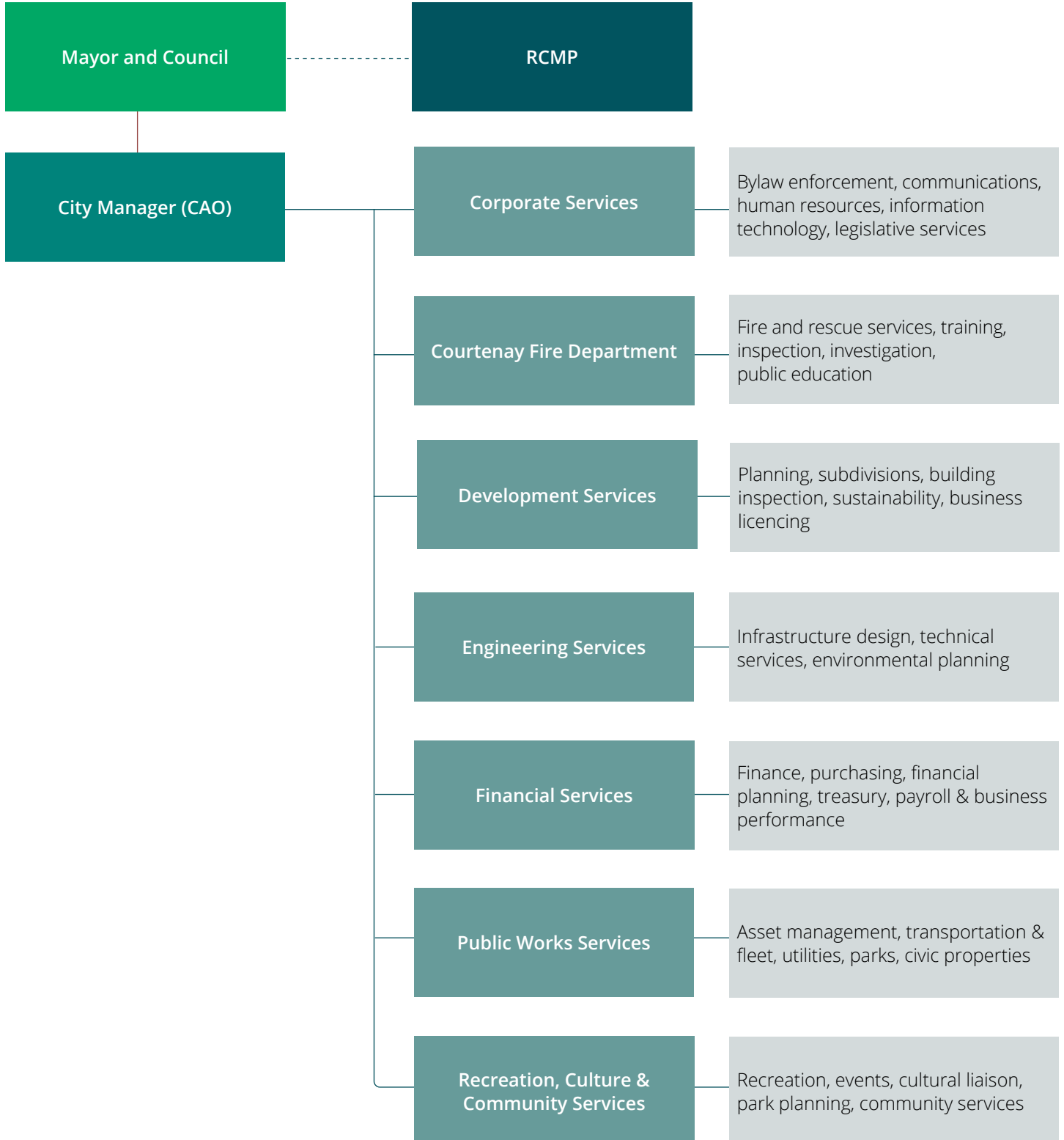
This annual report is organized around the 2019-2022 Strategic Priorities that were established during that Council term. Next year, you can expect changes to this report to reflect the Strategic Priorities adopted by Council in spring 2023, which adapts the goals of the OCP into specific actions over the next four years and beyond.

There are lots of exciting and forward-thinking projects on the horizon, and I'm looking forward to seeing the results in the years ahead.

*Geoff Garbutt, MCIP RPP  
City Manager*

# ORGANIZATIONAL CHART

As of December 31, 2022



# STRATEGIC PRIORITIES 2019 - 2022



## Area of Control

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



## Area of Influence

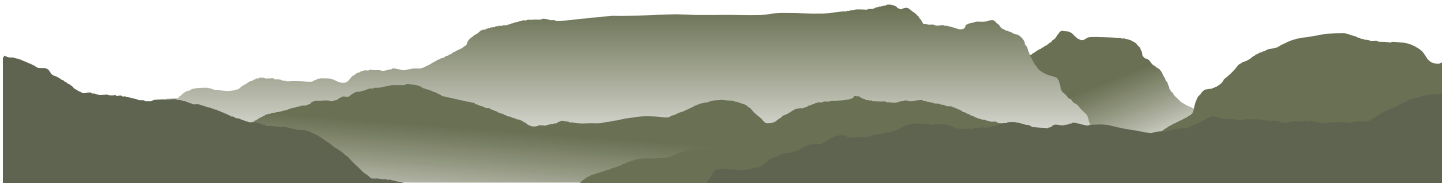
Matters that fall within shared or agreed jurisdiction between Council and another government or party



## Area of Concern

Matters of interest outside Council's jurisdictional authority to act

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



# STRATEGIC PRIORITIES 2021 - 2022 UPDATE

City Manager	Status
New Work Planning/Budget Process	Complete
Strategic Plan Implementation and Reporting - Management Report	Complete
Indigenous Relations and Reconciliation Plan	In Progress
Economic Development Review	Deferred to 2023/24

Corporate Services	Status
Communication Strategy Development	In Progress
City Branding	In Progress
Smoking Bylaw	In Progress
Parks and Public Space Regulation Bylaw	In Progress
Update Delegation of Authority Bylaw	On Hold
Bylaw Service Review & Update Bylaw Enforcement Policy	In Progress
Employee Training/Development Program - Ongoing	In Progress

Development Services	Status
OCP Bylaw Fall	Complete
Targeted Zoning Bylaw Changes/OCP Implementation	Planned
Short Term Rental Bylaw	On Hold
New early Engineering approval process	In progress
Developers Advisory Group Terms of Reference	On Hold
Subdivision and Development Servicing Bylaw Updates	In progress
Kus Kus Sum development and rehabilitation	In progress
Harmston Precinct Development Plan	Planned
Social & Community Development Framework (w/RCCS)	In progress

Engineering Services	Status
5th Street Bridge Rehabilitation	Complete
6th Street Bridge Detailed Design	In Progress
Greenwood Sewer Trunk Construction	Complete
Air Quality Initiative (Partner CVRD)	In Progress
South Courtenay Sewer Servicing Options Analysis	In Progress
Integrated Rainwater Management Plan	In Progress
East-West Multi Use Path Connector	Deferred to 2023

Financial Services	Status
Asset Retirement Obligations	In Progress
Municipal and Regional Tax (MRDT) Reimplementation	Complete
Social Procurement and updated Purchasing Policy	Complete
Activate & Utilize Finance Select Committee	In Progress
Community Works Fund - Gas Tax Options Report	In Progress
Borrowing Bylaws – 6th Street Bridge	In Progress
Policy Implementation – Investing (include fossil fuel divestment)	Complete
Budget software implementation	In Progress

Legislative Services	Status
Update Council Procedure Bylaw	In Progress
Enhance Council Meeting workflow and communication processes	In Progress
Municipal Pre-Election Workshops	Complete
2022 General Election	Complete



<b>Protective Services</b>	<b>Status</b>
New Fire Hall Background Report to Council	In Progress
Ladder truck purchase	Complete

<b>Public Works Services</b>	<b>Status</b>
Water Smart Action Plan (Implementation Plan - District Metering Zones)	In Progress
Cycling Network Plan Update and Implementation	In Progress
Water/Sewer Master Plans adoption	Complete
Asset Management Plan (20 year)	In Progress
Solid Waste Management Service Contract - Request for Proposals	Complete
Organics Collection Implementation Plan	Complete

<b>Advocacy &amp; Partnerships</b>	<b>Status</b>
Property Tax Allocation - Waste Management <i>(Comox Valley Regional District)</i>	Complete
Reconciliation Actions <i>(K'ómoks First Nation)</i>	Ongoing
IR2 Services <i>(K'ómoks First Nation)</i>	In progress
Kus-Kus-Sum Site <i>(K'ómoks First Nation)</i>	In progress
6th Street Bridge Grant Application	Complete
Small Business Tax Options <i>(Union of BC Municipalities)</i>	Complete
Regional Air Quality Initiative <i>(Comox Valley Regional District)</i>	In progress
Organics <i>(Comox Valley Regional District)</i>	Complete
Affordable and Supportive Housing <i>(BC Housing)</i>	Ongoing

<b>Recreation, Culture and Community Services</b>	<b>Status</b>
COVID Restart for Recreation	Complete
Park Planning: McPhee Meadows	Complete
Outdoor Memorial Pool & Aquatic Services Study	In Progress
Parks and Recreation Master Plan - Implementation Plan	In Progress
Parks and Recreation Fees and Charges Review and Recommendations	Complete
Cultural Master Plan	In Progress
Social and Community Development Framework	Planned



# 2022 HIGHLIGHTS AND STATISTICS





## STRATEGIC PRIORITY: **WE FOCUS ON ORGANIZATIONAL AND GOVERNANCE EXCELLENCE**

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

# INFORMATION TECHNOLOGY

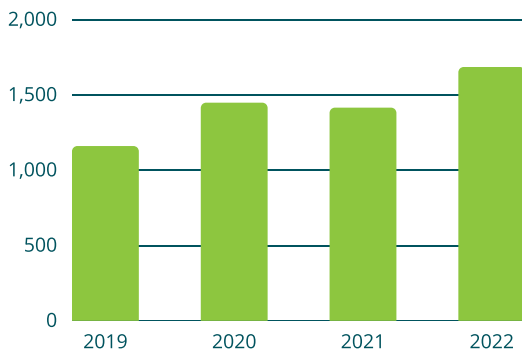
## Internal employee "Help Desk" requests

Internal requests for service to the City's Information Technology increased 20% over 2021.

Requests on a variety of technical needs including employee on boarding activities, equipment and software installation and maintenance, have seen a marked increase over previous years.

In addition, the introduction of multi-factor authentication to enhance network security introduced a number of tickets that, while requiring minimal effort, contributed to the increase in overall ticket numbers.

### NUMBER OF HELP DESK TICKETS



## Voter Checking Software

Prior to the 2022 election in October, Information Technology launched electronic voter-checking software. The project allowed election workers across multiple voter locations and polling dates to verify whether an individual had previously checked in at other polling locations or at advance voting opportunities.

According to election workers, the system was easy to use and allowed them to quickly and efficiently check the voters list. The centralized database provided greater certainty that duplicate votes could not be cast in Courtenay's 2022 municipal election.

## Cyber Security

Courtenay's Information Technology vigilantly monitor and protect the City of Courtenay network and systems in a variety of ways, with tools including a firewall and threat detection software. A firewall upgrade in the spring blocked nearly 60,000 individual threats through to the end of 2022.

Everyone hates spam, and the City is no exception. The City's systems blocked approximately 45,000 spam emails throughout the year, including a limited number that were confirmed to include a virus.



## Interactive GIS Maps

Courtenay's primary online interactive map underwent a major upgrade in 2022.

The new-and-improved Courtenay Map is an all-in-one interactive web map with a wide range of geographic data across the City.

Users can look up property information, view zoning and utilities, search for parks, and more. Map layers include recent high-resolution aerial imagery. The map combines all other GIS maps into one single, easy to use map, rather than multiple standalone maps.

Tools allow users to add text or shapes as markup, and maps can be exported to print or share.

A selection of standalone public interactive maps is also available, including:

- Catch Basin Map
- Snow Clearing Priority Routes
- Interactive Parks Map
- Tree Bylaw Map
- Cemetery Search Map
- Open Data Catalogue: Data can be viewed online or downloaded as a spreadsheet, KML (for Google Maps), or Shapefile (for GIS software). All data is updated on a weekly basis.

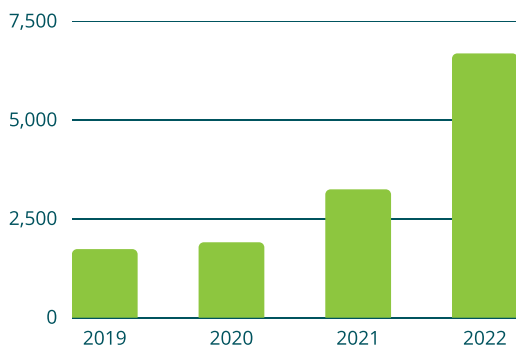
To access the open data catalogue and interactive maps, visit [courtenay.ca/maps](https://courtenay.ca/maps)

# CORPORATE SERVICES

## Increase in Bylaw division

The City of Courtenay has increased the capacity of the Bylaw Services division to help support the complex needs of our community. Since 2021, the Bylaw Enforcement team has increased by two, with the addition of a temporary full-time bylaw enforcement officer and a Bylaw Services manager. In 2022, the City approved a one-time budget reallocation of \$25,000 to further increase the capacity of the Bylaw Services division.

### BYLAW ENFORCEMENT HOURS



## Sheltering in Parks

Bylaw Services developed and implemented a proactive homeless encampment inspection program in collaboration with community partners.

The participation of outreach organizations, the Comox Valley RCMP, and Public Works Services are integral for the success of this program. Routine inspections were conducted in tandem with Public Works, with frequency ranging between two and five days per week based on seasonal changes in encampment activities.

Collaboration on garbage removal by Public Works Services crews, a city contractor, and persons experiencing homelessness, has been an effective approach to public space maintenance.

Starting in the fourth quarter of 2022, Bylaw Services has been using a new "performance metric" phone app to more effectively track encampments and associated data. The app allows Bylaw Enforcement Officers to enter data into their phones during encampment inspections, increasing efficiency and streamlining reporting.

The collection of this data over time will be a useful tool to coordinating and aligning the City's response and support to individuals camping in public spaces.

## Enforcement Action Following Tree Cutting

The City of Courtenay issued a significant number of tickets to a contractor and property management company in May 2022 for cutting or damaging over 100 protected trees, contrary to the Tree Protection and Management Bylaw.

Tree cutting permits are always required for properties that are protected by an agreement such as a covenant or development permit, when removing within environmentally sensitive areas or steep slopes, or for several protected species including Garry oak and Pacific dogwood.

Tree cutting permits are also generally required for properties larger than 4,000 square meters (approximately one acre), and when tree removal would result in the property falling below tree density targets.

To learn more about tree regulations and the City of Courtenay's urban forests, visit [courtenay.ca/trees](https://courtenay.ca/trees)

# FINANCIAL SERVICES

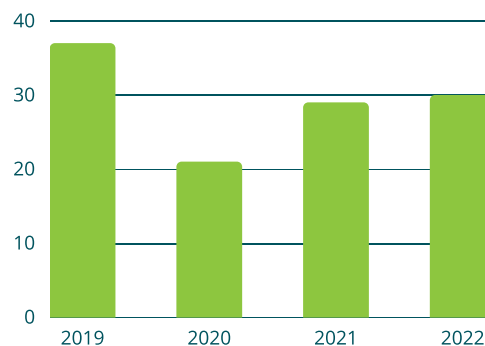
## Purchasing and Public Procurements

The Purchasing Division is responsible for purchasing materials, supplies, equipment and services as needed by the various City departments.

The City of Courtenay is dedicated to conducting procurement activities transparently, efficiently and effectively ensuring fairness for all parties involved.

Work began in 2022 on a social procurement policy that was completed in 2023. The policy outlines requirements for the City to procure the best value to the taxpayer by considering price, environmental accountability, quality, service life, social value, and indigenous opportunities. For current bid opportunities, visit [courtenay.ca/bids](https://courtenay.ca/bids)

### PUBLIC PROCUREMENTS ISSUED





## 2022 GENERAL MUNICIPAL ELECTION

Municipal elections are held every four years to elect a Mayor and six Councillors. The City of Courtenay also runs the school district election for Trustee Electoral Area 1, to elect two school trustees for Courtenay.

The City's Legislative Services division is responsible for coordinating elections, with support provided by Communications, Human Resources, Information Technology, Payroll, Purchasing, Recreation and Public Works.

For the 2022 election, the City of Courtenay provided two advance voting opportunities and mail ballot voting, in addition to general voting day on October 15.

Thanks to changes in provincial legislation, 2022 was the first municipal election that mail ballot voting was available to all Courtenay residents. With further voter experience and refinements to the process, mail ballot voting will continue to offer increased access, convenience, safety and flexibility.

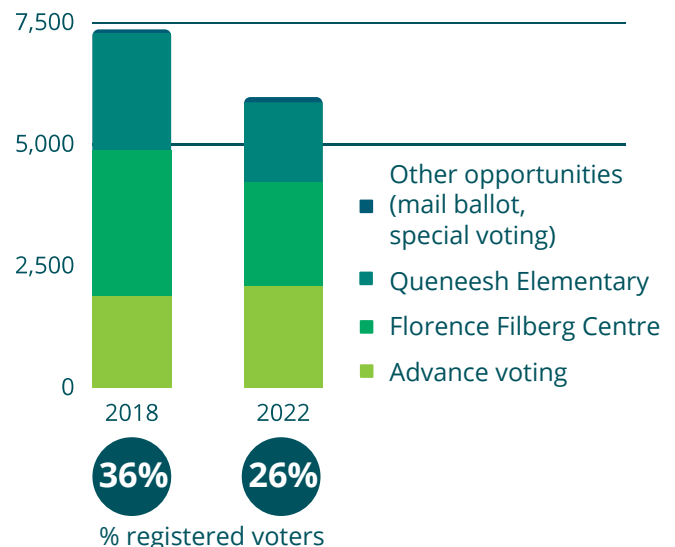
Staff prepared for higher numbers in advance voting and mail ballot voting, including moving advance voting to larger facilities in 2022. The larger facilities and higher staffing levels at advance voting were a positive change that allowed for a higher volume of voters, and the opportunity for election workers to learn their positions prior to general voting day. There was generally positive feedback about the voting process, from voters and from election workers.

Operationally, the election was successful, and staff are confident in the integrity of the electoral process. While

mail ballot voting and advance voting drew more voters than in past years, overall voter turnout was down significantly across the Comox Valley. Turnout is often based on the characteristics of the election and election issues, not election capacity or organization.

The maximum wait time for voters was 20 minutes between 11 a.m. and 1 p.m. at the Florence Filberg Centre on general voting day. At all other voting places and times, wait times were less than five minutes to enter the polling place.

### ELECTION VOTER TURNOUT



# HUMAN RESOURCES

The City's Human Resources division is guided by its mission to use respectful and innovative collaboration and create a safe work environment, while providing specialized leadership, guidance, resources and support that will empower City of Courtenay's employees to succeed.

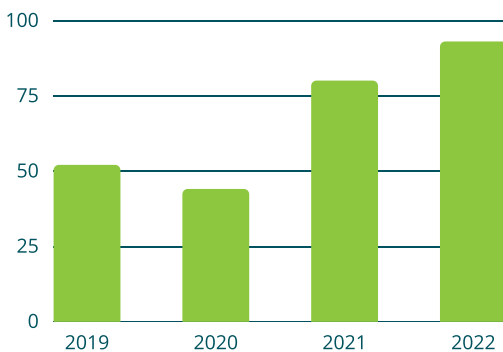
The Human Resources team provides supports to a variety of areas across the City, including Courtenay's strategic priorities, recruitment and staffing, employee and labour relations, health and safety, employee compensation programs, compliance and education on guiding regulations and legislation, the discipline and grievance process, and learning and development.

## Focus areas 2022

- Provided Indigenous Awareness Training to City staff across all departments
- With the goal of improvement in all our service areas, HR commenced a review and update of the City's Human Resources Policies
- Ongoing improvement to our Health and Safety program to the benefit of all employees, contract workers, and visitors
- Introduced a Flexible Work pilot program to staff in recognition of the importance of supporting employees as they balance personal and career obligations
- Successful recruitment for a record number of job postings. Increased recruitment due to employee turnover, capacity building, and the reopening of recreation facilities and programs that had been impacted by closures and cancellations due to the COVID-19 pandemic.

## RECRUITMENT ACTIVITIES

Recruitment activities continue to increase, with staff finding recruitment efficiencies with existing resources.



## Health and safety

The City of Courtenay's Occupational Health and Safety Program statistics continue to reflect strong results despite recognizing a slight increase in employee injuries in 2022. We have seen a decrease in both the severity level and duration of our employee injury claims which are good indications that both our Safety and Return to Work programs are working well.

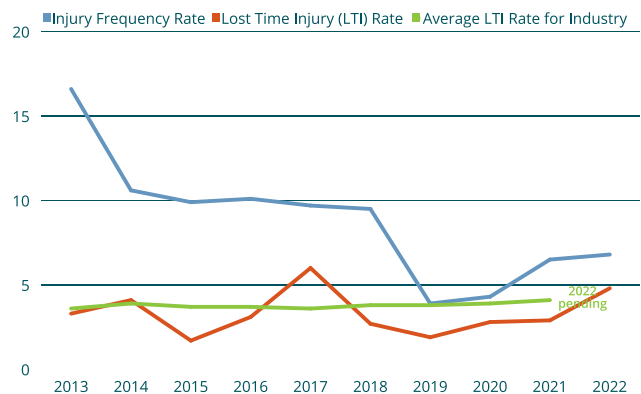
In 2022, the City was awarded the "Most Improved" award by the BC Municipal Safety Association and continues to recognize a significant reduction in WCB insurance premiums. The City's workforce is well-educated and engaged and is championed by two strong, proactive Joint Health & Safety Committees. The workplace participates annually in the WorkSafeBC Partners in Injury Reduction safety audit program earning a Certificate of Recognition which has been maintained for over 8 years.

This has earned the City a significant reduction in WCB insurance premiums at 15% less than the industry base rate. The reduction of injuries is a good reflection of how the safety program has matured along with the City's corporate culture.



Health and safety training has been standardized at a high level, with strong orientation and competency programs at work.

The graph below illustrates City's injury frequency and lost-time injuries from 2013 to 2022, compared to the average lost-time injuries for industry (municipalities).





# COMMUNICATIONS

The City's Communications team supports internal departments and divisions with a variety of communication needs, including capital projects, annual operational requirements, and supports several public-facing communication tools used by the public.

## Courtenay Website

The City of Courtenay website saw a large jump in traffic in 2022, with over 753,000 unique visits - a 15% increase over 2021. While part of the increase can be attributed to a general upward trend in website visits, some can be attributed to the 2022 municipal election, the Official Community Plan update, changes to curbside collection, and events/programs returning that had been on hiatus due to COVID 19 Public Health Orders.

## Social media

Social media followers capture the total number of followers on multiple social media platforms including Facebook, Twitter, LinkedIn, and YouTube. Instagram launched in mid-2021.

The City's total social media followers increased by 9% in 2022.

The City continues to be active on social media communicating policy decisions, engagement opportunities, program information, project updates and other initiatives in the community.

## City Intranet

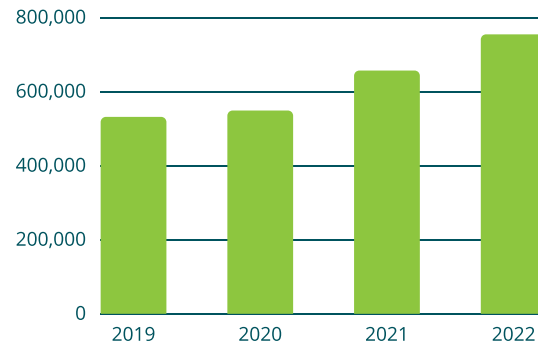
City employees are linked through an internal communication tool where news, shout-outs, updates, documents and events are shared. This tool allows for enhanced communications between staff and is supported jointly by Communications and Human Resources.

## Branding Update and Communication Strategy

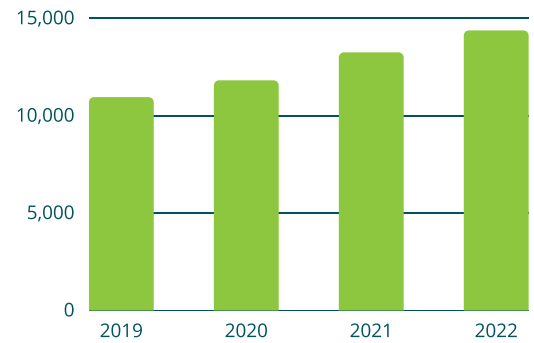
Guided by Council's strategic priorities, in 2022 the communications division began preparations for two major initiatives: a branding update for the City's wide variety of communication channels and both digital and print materials, as well as a communication strategy to guide communication priorities over the next several years.

Updated branding will launch in summer 2023. Progress on the communication strategy is expected in the spring, summer, and fall, including public engagement opportunities and consultation with community partners.

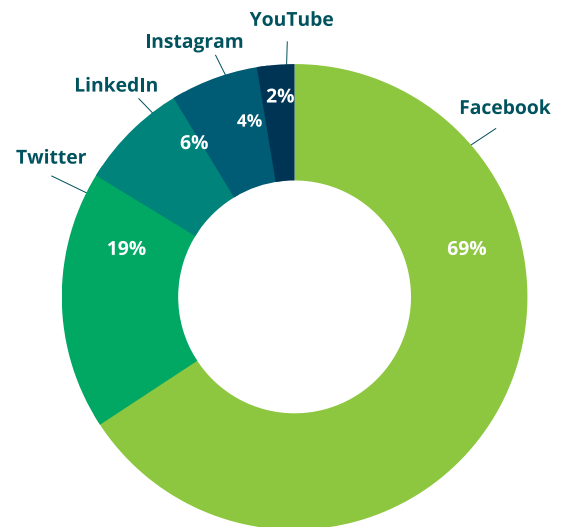
## UNIQUE WEBSITE VISITS:



## SOCIAL MEDIA FOLLOWERS:



## WHERE YOU FOLLOW US:



## PUBLIC WORKS

### Planning for Organics Program, Automated Collection

In November, Courtenay announced two big changes to Curbside Collection over the next two years.

As of 2023, single-residential and duplex households can place food waste at the curb for composting along with their weekly yard waste through the City's residential curbside collection service.

The new Organics program will lower garbage volumes going to the regional Comox Valley Waste Management Centre in Cumberland, as well as reduce greenhouse gas emissions that contribute to climate change.

Collected organics materials are delivered to the new Campbell River Waste Management Centre regional organics facility.

In January 2024, automated collection service is coming to Courtenay. All households with curbside collection will receive three new carts for garbage, organics, and recycling prior to the launch of this new service.

For more information on Curbside Collections, visit [courtenay.ca/wastecollection](https://courtenay.ca/wastecollection)

### Solid Waste Courtenay Collects App

The Courtenay Collects app is a convenient way for households with curbside collection to subscribe to weekly reminders, service alerts and customized calendars.

Year	2019	2020	2021	2022
Households subscribed to Courtenay Collects	782	2011	3418	4026
% of households subscribed	9%	22%	38%	43%
Calendar views	20,246	31,052	139,275	184,924
First time visitors	4,428	7,087	14,457	20,656
New addresses	2,100	2,383	2,051	1,113
Waste Wizard material views	9,469	9,414	14,209	12,296

### Millard Piercy Watershed Steward Signs

City of Courtenay Parks and Communications staff partnered with the Millard Piercy Watershed Stewards and the Pacific Salmon Foundation on the development and installation of ten new interpretive signs at Piercy Creek.

The signs are located along the Copperfield Trail and behind Piercy Creek Estates (off Cumberland Road, near Arden and 20th Streets.) Check them out and learn how we can protect these diverse ecosystems and the aquatic life within them.

## PARKS

### Mile of Flowers

The Mile of Flowers is a tradition dating back to 1967, when Kathleen Kirk set out to commemorate Canada's centennial year. That year she planted 7,800 seedlings as a welcome to tourists. What began as the initiative of one woman now involves hundreds of volunteers and around 30,000 flowers.

In 2020, the Mile of Flowers was cancelled in response to the COVID-19 pandemic, then returned in 2021 in a limited capacity, with all blooms that year planted by City parks staff over a period of several days.

Thanks to the easing of public health restrictions, 2022 saw the return of community volunteers to the Mile of Flowers Plant-In, filling Cliffe Avenue boulevards with colourful blooms.

Everyone was welcomed to help fill the flower beds, and the event included participation by several youth groups.

Following the plant-in, the City of Courtenay maintains the flower beds, watering as needed, using compost and mulch to improve water retention. Water-efficient drip-irrigation systems have been installed in a number of beds. Some have also been converted to water-efficient perennial blooms and shrubs.

The City of Courtenay sends heartfelt thanks to all the community volunteers, clubs and organizations who have helped beautify our community for so many years.



# RECREATION, CULTURE AND COMMUNITY SERVICES

## Strengthening Communities Grant

The \$1.1 million Strengthening Communities' Grant awarded in 2021 is administered by the City of Courtenay on behalf of the Comox Valley region, and supports the Comox Valley's response to the increased demand and need for critical homelessness support services.

To guide the use of these funds, the City has established an advisory committee with representatives from the Comox Valley Coalition to End Homelessness, Wachiay Friendship Centre, and Comox Valley Transition Society.

To date, over \$600,000 in grant funding has been distributed to service providers. As of fall 2022, the program supported over 18,000 individual service interactions across the Comox Valley, 52 engagement events, and over 90 people receiving specialized training towards their work on the front lines supporting or interacting with individuals experiencing homelessness, addiction, or mental health challenges.

The Strengthening Communities' Grant supports:

- A Daytime Community Access Hub providing services six days a week focused on health, hygiene, personal safety, and administrative support to those in need, as well as security services
- Rural outreach on Denman and Hornby Islands facilitating connections to housing and support services
- A peer-based outreach team including cleaning and site remediation activities
- Community engagement and anti-stigma outreach
- Training and capacity building activities for regional local government and First Nations staff, elected officials, outreach workers, and volunteers

## Recreation Fees and Charges Framework

The City of Courtenay completed a framework for user fees and charges for Courtenay Recreation facilities, programs and services.

The framework's goal is ensuring user costs for these important community services are fair, practical, and consistent, as well as establishing a transparent process for setting fees and charges.

Recreation programs and services help meet the social, physical, and mental health needs of the community, with services funded through a combination of individual and group user fees and charges, grants from various sources, and property taxes. The intent has been to align fees and subsidy levels with the amount of benefit the community receive from services, also known as a *benefits-based approach*.

Consultation took place starting in July 2020 through a survey for the public and recreation user groups, with additional feedback opportunities once the draft framework was released in May prior to its final adoption in June 2022.

## Cozy Corner Accessible Playspace

Cozy Corner Preschool at the Lewis Centre now has an accessible outdoor play space. The new play area is used by preschool participants on weekdays, but is available to the public after 3:30 p.m., and all day on weekends and statutory holidays.

This project was made possible thanks to a grant from Employment and Social Development Canada: Early Learning and Child Care small project component under the Enabling Accessibility Fund.



Cozy Corner  
Accessible Playspace

# COURTENAY RECREATION

## Recreation programming

The Recreation Programming Division is responsible for community registered and drop-in programming at various facilities, including:

- Arts and Leisure
- Adapted Programs for Adults
- Active Recreation (*sports and fitness*)
- Cozy Corner Preschool
- Youth Services – The LINC Youth Centre
- Summer Camps and Outdoor Pool

## Recreation Guide Distribution Changes

With more and more people using online options for recreation program information and registration, Comox Valley recreation departments asked the community through an online survey about the preferred way for getting recreation information. Most survey respondents wanted to keep the printed guide, but were open to picking it up rather than having a copy delivered to every household, reducing the environmental footprint.

Starting with the Fall 2022 Recreation Guide, the guide is available for pick-up at local recreation centres, at various community locations, and online through each recreation department's website.

## RECREATION PROGRAM STATISTICS

Year	2019	2020	2021	2022
Activities offered	1,909	937	1,037	1,338
Program registrations	13,365	1,742	5,140	5,928
Wellness Centre participants	56,022	13,638	33,000	7,897
Fitness Class drop-ins	<i>Not available</i>	3,277	8,536	5,625
LINC Youth Centre drop-ins	7,944	2,143	2,155	6,253
People funded by Recreation Access Program	349	471	187	599
LEAP Memberships Issued	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	116
Cozy Corner registrations	54	39	35	54
Outdoor Pool visits	12,476	<i>Pool closed (COVID)</i>	7,159	8,222
Kids in Camps	<i>Not available</i>	<i>N/A</i>	914	915

## Recreation and COVID Adaptations

Courtenay Recreation continued adapting to Public Health Orders in the first quarter of 2022. The following restrictions were in effect from January to March, 2022:

- Reduced offerings based on Public Health Orders
- Vaccination Card (proof of vaccine) for adults participating in physical activity
- Reduced capacity and pre-registration for Wellness Centre drop-ins
- Physical distancing
- No adult programming (except fitness)
- No gatherings or special events

## Leisure for Everyone Accessibility Program (LEAP)

LEAP is a regional program offered in partnership between the Comox Valley Regional District, Town of Comox, Village of Cumberland and the City of Courtenay.

It was initiated as a pilot project in 2022 offering youth (0 - 18 years) 52 free admissions to drop in programs/services and activities at each organization.

A total of 113 youth were issued LEAP passes in 2022.

## New Accessible Bus

Courtenay Recreation purchased a wheelchair accessible passenger bus in the spring of 2022.

The bus is used to transport participants in recreation programs and special events. Two wheelchairs can be transported in the bus and 12 – 18 passengers (12 when wheelchairs are present).



# COURTENAY RECREATION

## Facility operations

The Courtenay Recreation Facility Operations team is responsible for ongoing maintenance and care of all recreation facilities including the Lewis Centre, Florence Filberg Centre, Native Sons Hall, The LINC Youth Centre, the Courtenay and District Memorial Outdoor Pool and various parks auxiliary buildings.

Recreation facility operations also provide customer service (reception), custodial services, indoor and outdoor facility rentals and special events.

While 2020 and 2021 saw a drop in revenue, especially for indoor rental bookings, 2022 saw a rise in both indoor and outdoor facility bookings.

## 2022 Special Events

Special events play an important role in connecting our community. Courtenay Recreation offers free or low-cost events for all ages focused on providing inclusive community activities that strive to limit financial or physical barriers to attendance.

**Family Day, February:** 102 free Claymation Family Kits were distributed to the community in partnership with Comox Valley Arts, plus prizes from local and Indigenous businesses.

**Easter Promenade, April:** This event featured free activities including “Meet the Barnyard Animals”, a Storybook walk, inflatables, crafts and photos with the Easter Bunny. 128 children were signed up for the personalized Easter Egg Hunt.

**Randy Wiwchar Plaza Dedication, June:** The plaza in front of the Sid Williams Theatre was re-named and dedicated to the late Randy Wiwchar, former director of community services for the City of Courtenay and supporter of the arts. 200 people attended and enjoyed speeches, mural and plaque unveiling, live music and a Rotary BBQ.

**Father's Day Kite Fly, June:** The 33rd annual event took place at Goose Spit Park with 55 registrants and prizes given out for a variety of categories.

## INDOOR FACILITY RENTALS

Year	2019	2020	2021	2022
# of Rental Bookings	3,539	478	823	3,560
Rental Hours	25,700	9,598	23,628	18,044
Rental Revenues	\$214,659	\$35,900	\$88,683	\$135,540

## OUTDOOR RENTALS (pool, parks, sports fields)

Year	2019	2020	2021	2022
# of Rental Bookings	6,742	1,539	1,742	2,935
Rental Hours	8,642	5,136	6,339	9,955
Rental Revenues	\$43,758	\$11,100	\$20,500	\$42,943

**Pooch-A-Poolooza, September:** On the last day of the Courtenay Outdoor Pool season, 72 dogs went for a splash in the pool, helping their human friends raise over \$450 for the Comox Valley SPCA.

**Lawrence Burns Park, October:** The City paid tribute to an outstanding community leader and volunteer, Lawrence Burns, with the unveiling of a new sign at Lawrence Burns Park at a formal park dedication event. Lawrence Burns Park is a 1.57 acre naturalized green space at 480 Hunt Road, one block south of Back Road and Ryan Road.



**Halloween Parade and Party, October:** Halloween events took place in downtown Courtenay, at the Lewis Centre and The LINC Youth Centre in partnership with Downtown Courtenay Business Improvement Association.

**Children's Christmas Party and Gnarly Craft Fair, December:** Both events took place at the Florence Filberg Centre on the same day. Santa and Mrs. Claus were in attendance and the youth craft fair was very busy. Over 20 bags of food were donated to CV Food Bank.

**Simms Park Summer Concert Series:** Eight performances took place from June to August at the Simms Park Pavilion in the summer of 2022, with estimated total attendance of over 5,000 people. The last concert included a Food Bank Drive, collecting over 600 lbs of food and \$1,700 for the Comox Valley Food Bank.

## Canada Day in Downtown Courtenay and Lewis Park

Canada Day celebrations featured both a Night Before Showcase on June 30 and the parade and park activities on July 1st. About 20,000 people came out over two days for the celebrations.

On June 30th featured performances included Juno Award winner Georg Leach and Vancouver's favorite dance band, Ten Souljers.

July 1st celebrations included Kin Club's Pancake Breakfast, Comox Valley Concert Band, 5th Street Mile Race, Canada Day Parade, Kids Zone, Courtenay and District Museum's event, FREE outdoor swim at Courtenay and District Memorial Pool, opening ceremonies, Costco Canada Day birthday cake, and the children's bike draw.

Performers included Under the Covers, Hip Replacements, Gordie and Friends, Georgia Strait Big Band, Dolyna Ukrainian Dancers, Uminari Taiko Group Drummers and multi Juno Award Winner Fred Penner.

Thank you to the Canada Day Organizing Team: Edwin Grieve, Brian "Fuzz" Morissette, Jin Lin, Alice and Ken Hansen, Mike Gould, Wendy Harris, Jim Benninger, the late and great Jim Lalic, Mackenzie Gartside, Tracey Clarke, and members of City staff.

Grants received included the Government of Canada - Celebrate Canada for \$19,000 and the Province of BC - Fairs, Festivals and Events Recovery Fund - \$12,920.



Canada Day 2022

# COURTENAY FIRE DEPARTMENT

## Record number of calls

The Courtenay Fire Department responded to 1202 incidents in the City of Courtenay and fire protection districts in 2022, the most calls in their 107 year history. The previous record of 1053 fire department responses was set in 2021.

The call volume for the first five months of 2022 was similar to that of 2021, but the drought like conditions our area experienced over the summer months did result in an increase in fire department responses. Fire alarm activations, open burning complaints and medical response were the calls that increased the most in comparison with previous years.

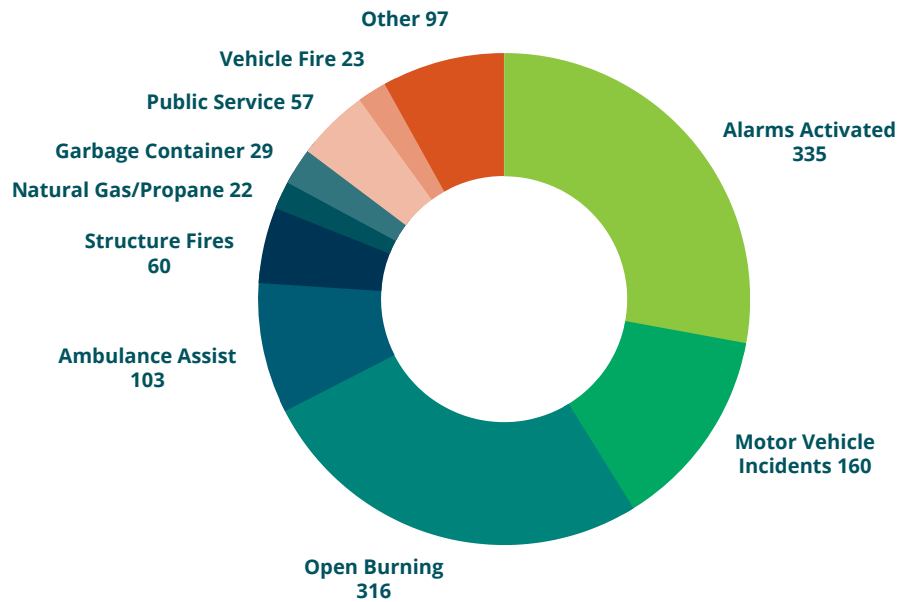
## New ladder truck in operation

The Courtenay Fire Department completed the process of replacing the 75 foot aerial ladder truck with a new aerial platform truck built by Sutphen Fire Apparatus.

The new truck features a 100 foot reach and three-person platform, 2000 gallon per minute delivery through two aerial waterways, and low profile construction to help reduce the risk of rollovers when responding to calls.

This project was completed on time and under budget, and has been responding to emergency calls since mid-December 2022.

## NUMBER OF FIRE DEPARTMENT RESPONSES BY TYPE



## New 100 foot aerial ladder truck





### Member deployments

Even though the 2022 wildfire season in British Columbia was not as destructive as past seasons, the length and intensity of the fire season increased considerably due to historic drought conditions that plagued the province.

The Courtenay Fire Department once again assisted the Province of BC fight these fires, with crews deployed to Apex Resort for a total of 14 days.

During their deployments, crews extinguished hot spots in residential areas, removed fuel loads from homes that had been evacuated, scouted fire activity, and supported the BC Forest Service in their attempts to divert fires around populated areas.

The experience that firefighters gained from participating in these operations is an enormous benefit to our community should we ever have a similar situation happen here. Revenue generated from assistance to the province will be put towards future fire department capital needs.

### FIRE DEPARTMENT BY THE NUMBERS

	2019	2020	2021	2022
Emergency calls	566	553	740	871
Duty calls	240	281	313	331
Fire inspections	1608	1712	1761	1725
Full time staff	6	6	6	7
Paid-for-call firefighters	46	50	50	50
Provisional firefighters (waitlist)	8	8	11	10

### Fire prevention work

Full time staff conducted 1,725 fire inspections in Courtenay and fire protection districts, most of which were found to be free of any major fire code or life safety violations.

The majority of code violations involved burned out emergency lighting and exit signs, or fire extinguishers that required annual servicing.

The fire department's public education program was fully operational in 2022 following two years of limitations during the COVID-19 pandemic. In 2022, Fire Department members once again delivered fire drills, smoke alarm checks, fire safety house training to elementary aged children, and fire extinguisher training at pre-pandemic levels.

### Training and new recruits

2022 was a very busy year for firefighter training, with membership investing over 3,600 hours on topics including fire suppression, auto extrication, rope rescue and self-rescue techniques.

Crews also spent considerable time training how to operate Tower 12, the new 100-foot aerial platform truck that arrived in September.

Ten people with no practical firefighting experience joined the recruit training program in September and are on schedule to be "truck ready" in one calendar year.





## STRATEGIC PRIORITY: **WE PROACTIVELY INVEST IN OUR NATURAL AND BUILT ENVIRONMENT**

- ▶ Focus on asset management for sustainable service delivery
- ▶ Look for regional infrastructure solutions for shared services
- ▶ Support actions to address Climate Change mitigation and adaptation
- ▶ Make progress on the objectives of the BC Climate Action Charter
- ▶ Advocate, collaborate and act to reduce air quality contaminants
- ▶ Support social, economic and environmental sustainability solutions

# ENGINEERING SERVICES

## 5th Street Bridge Reopened to Traffic

The 5th Street Bridge plays an important role in the entire Comox Valley transportation network serving an estimated 20,000 vehicles, 650 pedestrians and 500 cyclists each day. Originally constructed in 1960, the 72 metre steel truss bridge has two vehicle lanes and 1.5 metre sidewalks on both sides of the bridge.

Although the bridge had regular maintenance over the past decades, as with any major asset, periodic major maintenance and repairs are required throughout its lifespan.

Extensive rehabilitation started in April 2021 and continued until February 2022, when the 5th Street Bridge reopened to two-way traffic. The bridge was limited to single-lane traffic for the majority of the project.

The project was Courtenay's largest infrastructure project in decades, and included removal of the existing concrete overlay, repairs to the bridge deck and deck beams, refurbished handrails, removal of the lead paint, recoating of the steel structure, and new road markings.

The lead paint removal required that the bridge be “wrapped” to prevent contaminants from entering the environment. The scaffold installation, as well as subsequent repairs to the bridge deck, resulted in the bridge being reduced to single lane alternating traffic for the duration of the project.

The City of Courtenay was successful in securing a grant of \$1.96 million towards the \$6.99 million project cost through the New Building Canada - Small Communities Fund. The remainder was funded by the City of Courtenay.

The investment in this essential transportation corridor for the Comox Valley has preserved and extended its life well into the future.



## Airshed Update to Prevention of Public Nuisance Bylaw

In Courtenay, emissions from wood smoke resulting from home heating is a concern for our local air quality, particularly during winter evenings when the atmosphere traps smoke near the ground.

As permitted by the Community Charter, in October 2022 the City updated the Prevention of Public Nuisance Bylaw to regulate smoke that causes a nuisance, with a goal of voluntary compliance rather than enforcement.

According to the bylaw, the City of Courtenay considers nuisance smoke to be:

1. Smoke that visibly drifts onto an adjacent property;
2. Smoke that interferes with a person's use and enjoyment of privately-owned real property; or
3. Smoke that interferes with a person's use or enjoyment of public property including sidewalks, roadways, and parks.

Council also authorized a public education campaign to promote wood burning best practices and raise awareness of new wood smoke regulations.

## The Greenwood Trunk sewer main in East Courtenay is Now Complete

The top priority in the City of Courtenay's Sewer Master Plan, the project has increased sewer capacity in East Courtenay for current and anticipated development.

The project includes new sanitary sewer mains off Anderton Road and a new sewer pump station, redirecting substantial sewage flows away from the Courtenay lift station and connecting to an existing section of the Greenwood Trunk Sewer constructed by the Comox Valley Regional District in 2017.

Courtenay's Greenwood Trunk includes 600 metres of gravel roadway, 3.2 kilometres of pipe, and other supporting works, and will allow three smaller lift stations to be decommissioned.



\$1 million of the total project cost was provided through Community Works (Gas Tax) Funds.

For more info visit [courtenay.ca/greenwoodtrunk](https://courtenay.ca/greenwoodtrunk)

## Water and Sewer Master Plans Adopted

The City of Courtenay's Water and Sewer Master Plans adopted by Council in March 2022 are the culmination of 5 years of work by engineering and hydraulic modeling consultants as well as over 1,000 hours of staff time.

The work involved improving the City's underground utility mapping to an accurate and modern geographic information system that is integrated into state of the art water and sewer hydraulic models. The City is now able to model system scenarios in the utilities at its own discretion and schedule in order to evaluate system options.

Utility Master Plans are planning tools to guide utility improvements and infrastructure renewal decisions to ensure investments are completed in an organized and cost-effective manner. The last master plans were completed over a decade ago and in the ensuing years, the City has seen significant growth and operational changes to both the water and sewer systems.

The Water and Sewer Master Plans provide a review of the hydraulic performance of the City of Courtenay's utilities and identify efficiencies and recommended upgrades over the next 20 years.

Projects and costs presented in the Water and Sewer Master Plans do not represent a financial plan, but will be included in other work including a Development Cost Charge bylaw update and an Asset Management Plan for the City.

Projects in these plans will be used as budget drivers in the City of Courtenay's annual budget processes by integrating these plans with concurrent planning for other City infrastructure such as roads, cycling and pedestrian upgrades, as well as other buried utilities.

View master plans: [courtenay.ca/watersewerplans](https://courtenay.ca/watersewerplans)

### *Did you know?*

The City water system consists of 173km of pipes that are tied into the Regional Comox Valley Water system at various locations. In order to keep water pressures relatively similar throughout the City, the water distribution system is divided into 6 pressure zones.

End to end, the sewer mains under Courtenay's streets would stretch 163 kilometres – the same distance from downtown Courtenay to downtown Duncan!



# PUBLIC WORKS

## 4th Street Parklet

Downtown Courtenay now has a new gathering spot, with the completion of a multifunctional and adaptable “parklet” on 4th Street next to the Courtenay & District Museum.

The project was made possible thanks to \$45,320 in grant funding from the Island Coastal Economic Trust (ICET) and Tourism Vancouver Island.

This new outdoor area can host a range of activities and events, including farmer and artisan markets, surrounded by attractive post-and-beam modular seating spaces. Large heritage photo panels that used to adorn 5th and England have been repurposed at this new location.

The new parklet is a short distance away from the Native Sons Hall, Sid Williams Theatre, Florence Filberg Centre, and other cultural and community facilities, as well as many locally-owned downtown shops, restaurants, businesses, plus parks, trails, and the Puntledge and Courtenay rivers.

The parklet was built using innovative and sustainable elements including four shaded seating cubes and a wheelchair-accessible picnic table. Site furnishings and planters are constructed utilizing recycled waste plastic and metals. As the Courtenay & District Historical Society holds a Memorandum of Understanding with the City of Courtenay for proposed museum expansion at this location in the future, the parklet materials could be dismantled and repurposed elsewhere if needs change.

The 4th Street Parklet was inspired by the Downtown Courtenay Playbook adopted in 2016 following consultation with the public, businesses, and other community partners. Feedback gathered through this process identified a need for more public open spaces in the downtown core.

For more information visit [courtenay.ca/parklets](https://courtenay.ca/parklets)

## New EV Charging Station in Downtown Courtenay

Courtenay's vibrant downtown core just got even more electric, thanks to a new dual-head Level 2 electric vehicle (EV) charging station installed in December at the corner of 6th Street and England Avenue in Downtown Courtenay.

The station is strategically located near shops, restaurants, and services, and operated from from 7 a.m. to 9 p.m. daily, with site parking up to two hours.

Other charging stations were installed in early 2023 at the Lewis Centre and City Hall.

In 2023 access to all EV charging stations operated by the City have been updated to 24 hours a day, 7 days per week with a \$3/ hour fee.

Funding for these EV charging stations was provided by the Province of BC and Government of Canada through a successful joint local and regional government funding application with 11 other mid-Vancouver Island jurisdictions.

Learn more: [courtenay.ca/ev](https://courtenay.ca/ev)



4th Street Parklet

## Student Ambassador Program Returns

The City of Courtenay's student ambassador program returned in 2022 after a two-year hiatus. The two student ambassadors visited households in the city to share helpful information about recycling, water conservation, and more, and provided public education at Courtenay's Canada Day celebrations

In 2022 the ambassadors focused on reducing curbside contaminants in recycling bins, and distributed complimentary toilet leak test tablets.

The ambassadors also conducted visual curbside audits of recycling bins to identify common contaminants and assisted interested residents in finding out what can be recycled both curbside and at drop off locations, introducing them to the "Courtenay Collects" waste collection app available at [courtenay.ca/collects](https://courtenay.ca/collects)

## City Hall Reception Upgrades

Visitors to City Hall's reception may have noticed a new look and improved functionality, with new public furnishings and department workstations, flooring, security enhancements, and ergonomic improvements for City staff.

## Clearing Puntledge River Tree Hazard

The City of Courtenay monitored a cluster of fallen trees downstream from the Condensory Bridge throughout the winter of 2021 -2022 in hopes they would dislodge themselves.

In the spring, as the trees were posing a hazard for recreational river users, City staff worked with a local environmental consultant on a plan to safely remove these fallen trees from the river.

The tree removal in late May was more complex and technical than those performed in previous years, taking several days, requiring additional planning and precautions to protect the safety of crews working in the water and on land.

Weather, natural river flows, environmental sensitivity, and BC Hydro water release were all factors influencing the timing of this work.



Tree Hazards on Puntledge River



Student Ambassadors in 2022



## Airpark Lagoon Lookout Roof

A new cedar shake roof at this scenic lagoon viewing platform was designed to maintain original aesthetics and blend in to natural surroundings.

# RECREATION, CULTURE & COMMUNITY SERVICES

## McPhee Meadows Concept Plan

A long-held vision for public access to a large property along the Puntledge River is one step closer to reality with Council's approval of the concept plan for McPhee Meadows.

### The concept plan includes these key features:

- Formalized river access point
- Orchard expansion to allow for demonstration gardens and cultural/heritage learning spaces
- Pedestrian trails around meadow and through the west panhandle
- Access points from Menzies Avenue and 3rd Street
- Washroom facility & parking
- Select invasive species removal
- Native tree/shrub planting for riparian restoration and adjacent property privacy

McPhee Meadows is a 4.6 hectare (11.3 acre) riverfront property that was donated to the City of Courtenay and Nature Trust BC through the federal Ecological Gift Program in 2011. The donor was the late Robert McPhee, a former Courtenay mayor and long-time member of Council who envisioned public access and preserving the site in perpetuity as a public green space. While the park remains closed to the public at this time, the City looks forward to its opening in the future following completion and implementation of the concept plan.

The site is located on the south bank of the Puntledge River around 4.1 kilometres upstream of the Courtenay River

estuary. The land donation and plans for trail access will help secure more than 20% of the estimated 2.6 kilometre Puntledge River Greenway.

The City of Courtenay and the Island Corridor Foundation (ICF) have a licence of occupation in place that covers the ICF lands along Menzies Avenue between 1st and 5th Streets. These lands are considered in the concept plan for access to McPhee Meadows, park, and trail uses, pending confirmation of agreements between the partners.

Under the terms of the land donation agreement, use and maintenance of the McPhee Meadows property must follow certain guidelines. These include maintaining biodiversity and environmental heritage features such as rivers, riparian areas, trees, and eagle nests.

The City retained Urban Systems to assist with preparing the concept plan.



## Aquatic Services Strategy

The Comox Valley Regional District (CVRD) and City of Courtenay joined forces on a community-wide aquatics strategy to shape the future of public swimming in the region for the next 25 years.

Community-wide consultation launched in February 2022, asking Comox Valley residents and various organizations and community partners for feedback on aquatic facilities, including satisfaction with current conditions, accessibility, and features.

Prior to launching consultation efforts, the CVRD and the City completed independent facility condition assessments for their respective aquatic facilities, which concluded that both the CVRD's Comox Valley Sports Centre Pool and the City of Courtenay and District Memorial Outdoor Pool are nearing the end of their expected lifespans.

The Aquatics Strategy will ensure long-term facility plans align with community expectations for aquatic services.

Community consultation, both through the survey and focused sessions, informed the overall aquatics strategy and an options analysis for the renewal, replacement, or relocation of aquatics facilities in the future. Additional focused public engagement sessions included competitive and recreational aquatic user groups, other organized groups with an interest in the provision of aquatic services, as well as key community stakeholders.

The draft Aquatic Needs Strategy was released in early 2023. The strategy considers various conceptual options, including options that will help inform the long-term plan for the City of Courtenay's Memorial Outdoor Pool.





## MANAGING OUR ASSETS

Courtenay's vast network of above and below-ground infrastructure requires ongoing monitoring, maintenance, and renewal. This includes essential services such as water, wastewater, storm, and transportation networks, as well as parks, recreation, and equipment. The estimated replacement value of these assets is over \$1 billion.

### PARKS AND GREEN SPACES

Type of asset	Cumulative totals
Trees planted	69
Total planted trees	4,308
Naturally grown trees (estimate)	30,000
Mowed grass area	40.8 hectares
Trails (paved & unpaved)	37 km
Playgrounds	25
Park benches	156
Park buildings	21
Picnic tables	56
Footbridges	30

### TRANSPORTATION

Type of asset	Cumulative totals
Roads (total lane kms)	170 km (354 lane km)
Sidewalks	178 km
Garbage cans	159
Fire hydrants	809
Street lights	1,525

### PUBLIC WORKS ASSET MANAGEMENT ACTIVITIES BY YEAR

Activity	2019	2020	2021	2022
Public Works service requests	1,576	2,206	2,202	2,106
Roadway paving (some multi-lane roads)	2.6 km (6.0 lane km)	1.8 km (7.0 lane km)	543 m (1.1 lane km)	1.7 km (3.45 lane km)
Potholes repaired	196	301	200	321
Watermains flushed	24 km	21 km	19 km	N/A
Watermain breaks	2	3	3	5
Watermain leaks	42	20	33	81

In 2022, Public Works Services made steady progress with proactive maintenance, such as flushing water mains and roadway paving, while keeping up with reactive maintenance – responding to issues, like potholes and watermain leaks, as they are discovered or reported.

### UTILITIES

Type of asset	Cumulative totals
Sanitary sewer main	170 km
Sanitary sewer connections	8,112
Sanitary Lift Stations	12
Pump stations	20
Water main	173.7 km
Water main connections	8,930
Water meter setters	2,796
Storm main	168.3 km
Storm connections (estimate)	7,382
Catch basins	4,355

## CANADA COMMUNITY-BUILDING (GAS TAX) FUNDING

The Canada Community-Building Fund (CCBF) is a permanent source of funding for municipalities to support local infrastructure priorities. Formerly known as Gas Tax, the fund was renamed in June 2021 to better reflect the program's objectives.

Municipalities select how best to direct the funds across eligible project categories.

The following is a summary of CCBF funding in Courtenay for 2019-2022.

<b>2022 Project Description</b>	<b>2022 Total Federal Grant: \$2,227,566</b>
Cycling Network Plan Improvements	119,066
6th Street Bridge Multi-Use Active Transportation Bridge	128,500
Pedestrian, Cycling, and Pavement Renewal Program	1,300,000
Storm Drainage - 200 Back Road Storm Inlet Improvement	40,000
5th Street Bridge	640,000

<b>2021 Project Description</b>	<b>2021 Total Federal Grant: \$1,822,002</b>
Integrated Rainwater Master Plan	50,000
Cycling Network Plan Improvements	149,907
6th Street Bridge Multi-Use Active Transportation Bridge	171,491
Pedestrian, Cycling, and Pavement Renewal Program	332,212
Storm Drainage - 200 Back Road Storm Inlet Improvement	118,392
Sewer - Greenwood Trunk Construction	1,000,000

<b>2020 Project Description</b>	<b>2020 Total Federal Grant: \$1,392,812</b>
Asset management Storm & Sewer Assessments	248,095
Integrated Rainwater Master Plan	42,041
Cycling Network Plan Improvements	100,976
Road Paving - Grind and Pave Program	1,000,590
Storm Drainage - 200 Back Road Storm Inlet Improvement	1,110

<b>2019 Project Description</b>	<b>2019 Total Federal Grant: \$1,454,924</b>
Road Paving - Grind and Pave Program	927,304
Storm Drainage - 200 Back Road Storm Inlet Improvement	23,620
Storm Drainage - Glacier View Plaza Drainage Improvements	141,368
Asset Management Assessments	147,753
Transportation Master Plan	73,406
Dike Replacement and Flood Prevention Strategy	17,735
Integrated Rainwater Master Plan	105,238
Land Disposition and Acquisition Strategy	18,500



## STRATEGIC PRIORITY: **WE ACTIVELY PURSUE VIBRANT ECONOMIC DEVELOPMENT**

- ▶ Engage with businesses and the public to continue revitalizing our downtown
- ▶ Continue to support Arts and Culture
- ▶ Work with the business and development sectors to mutually improve efficiencies
- ▶ Continue to explore innovative and effective economic development opportunities

## Downtown Courtenay Service Area Review

The Downtown Courtenay Business Improvement Association (DCBIA) is undergoing a bylaw review and update with some support from City staff including a review of service levels, tax rates and fees, and current boundaries.

Council received a progress report from the DCBIA in November 2022 on the completion of *Phase 1*, a review of current operations and best practices research. For *Phase 2, community outreach and engagement*, the DCBIA gathered feedback from downtown businesses and property owners.

*Phase 3* will report back to stakeholders in 2023 on the potential bylaw update.

Ultimately, the DCBIA expects a new bylaw will help better serve the community and continue to revitalize and improve Downtown Courtenay.



## Comox Valley Economic Development Service Review

The City of Courtenay participated with other Comox Valley local governments in a comprehensive review of economic development and tourism services for the region. The process over an 11-month period reviewed the terms and conditions of the service and identified common interests amongst the jurisdictions.

A newly-established Comox Valley Regional Tourism Service will provide tourism information and destination marketing services on behalf of the region.

Economic development services are now the responsibility of individual jurisdictions to implement.

Recognizing the gap left by the end of Comox Valley Economic Development Society, Courtenay Council in cooperation with local hoteliers, Tourism Vancouver Island and the Province reinitiated the Municipal and Regional District Tax (MRDT) on accommodations in 2021 to maintain continuity in tourism marketing.

The City is examining Courtenay's formal role in economic development, beginning with the financial planning process in 2022 and through ad-hoc committees identified through the service review process. A new Courtenay-specific economic development function will be reviewed beginning in 2023.

The City of Courtenay acknowledges and appreciates the work of the Comox Valley Economic Development Society and its volunteer board over many years.

Courtenay's new Official Community Plan (OCP) includes goals, objectives, and policies that support economic development.

**Read more about the OCP on page 51.**

# ARTS AND CULTURE

The City of Courtenay owns and maintains three major cultural facilities downtown including the Sid Williams Theatre, Courtenay Museum & Paleontology Centre and the Comox Valley Centre for the Arts.

The City has agreements with the cultural organizations which occupy the facilities, each with their own non-profit societies and board of directors.

In 2020, the City of Courtenay signed an agreement with Comox Valley Arts that identified their role as a centralized resource for the local arts and culture industry.

## Museum Licence to Occupy, Operating Grant

Council approved an agreement in September 2022 between the City of Courtenay and the Courtenay and District Historical Society for a *License to Occupy and Management and Operating Grant*.

The Courtenay Museum building is a City asset, and this agreement helps establish the technical level of service offered to the Museum by the City. It also supports arts and culture and improves accessibility to this key City service.

It includes the terms and conditions by which the Courtenay and District Historical Society will continue to manage the Courtenay Museum & Paleontology Centre.

It also includes service expectations in return for grant funding, financial, and in-kind support provided by the City to the Society.

## Strategic Cultural Plan

A Strategic Cultural Plan was initiated in 2022, with work continuing in 2023. The plan will highlight the importance of cultural services in the context of supporting the community, personal well-being, enhancing social inclusion, and as a tourism and economic driver for the region.

The project will also identify, support and plan strategic priority recommendations for cultural services and the City's cultural assets that support these services.

These recommendations will be identified as action items for the short term (1-2 years), medium term (3-5 years) and long term (6-10 years).

More information is available at [courtenay.ca/strategicculturalplan](http://courtenay.ca/strategicculturalplan)

## CULTURAL ORGANIZATIONS

Sid Williams Theatre	
Live performances	123
Virtual performances	10
Rehearsals, workshops, recording sessions	64
"Front door" public attendance	32,306
"Stage door" performer/cast attendance	6,092
Virtual event viewers	411
Volunteer hours (restarted August 2021)	4,123
Comox Valley Art Gallery	
Total visits	25,000
School tour participants	2,200
Community make-art workshop participants	2,500
Youth Media Project new films	20
Volunteer hours	1,100
Courtenay and District Museum	
Total visits (includes field trips, special events)	26,500
Volunteer hours	100
Comox Valley Arts	
30 Day Drawing Challenge Participants	1,700
Art kits distributed	100
Volunteer hours	463



### Sid Williams Theatre

The Sid Williams Civic Theatre has been serving the Comox Valley for over 25 years as a performing arts facility, with professional administration since 1992.

The theatre is operated for the benefit of all residents of the Comox Valley and strives to be inclusive and accessible for all, while being dedicated to the stimulation and enhancement of artistic, cultural, and recreation activities in the valley.



### Comox Valley Art Gallery

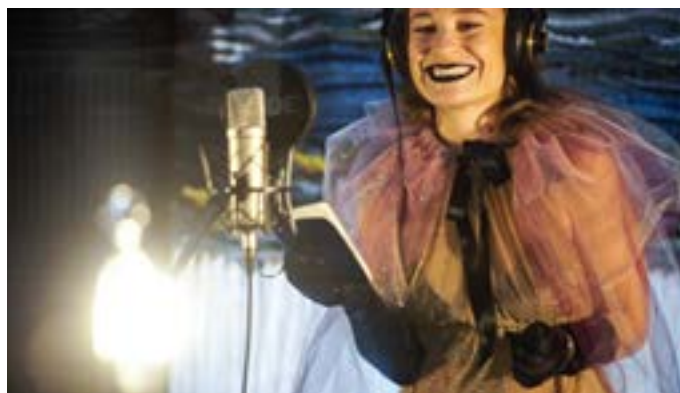
The Comox Valley Art Gallery (CVAG), was established in 1974. Since 2005 CVAG has occupied the main and lower level of the Comox Valley Centre for the Arts located at 580 Duncan Avenue through a partnership with the City of Courtenay. The gallery features contemporary, experimental, and applied art by regional, national, and international artists.

CVAG enlivens the community through public events, performances, all-ages make art projects, youth training and mentorship programs, as well as a gift shop that sells the work of hundreds of local artists.



### Comox Valley Community Arts Council

The Comox Valley Community Art Council (CVCAC) was established in 1960 and plays an integral role in facilitating and promoting arts and cultural activities in the region. CVCAC also provides workshops, events, seasonal programs and other learning opportunities to support its diverse members.



### Courtenay and District Museum and Paleontology Centre

The Courtenay and District Museum and Paleontology Centre was established in 1961 as a non-profit organization with the mandate to collect, preserve, and interpret natural and cultural heritage of the Comox Valley region. Throughout the year, the museum offers on-site and outdoor programming suitable for all age groups.

Program subjects include fossils, geology, First Nations history, pioneer settlement history, social history of the Comox Valley, logging and lumber history, river way study, as well as a series of changing exhibitions spanning over 80 million years.





17th Street Corridor Improvements

## STRATEGIC PRIORITY: **WE PLAN AND INVEST IN METHODS OF MULTI-MODAL TRANSPORTATION**

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

## 17th Street Corridor Improvements

Improvements on 17th Street between Fitzgerald and Willemar Avenues have made this key link in the Comox Valley's active transportation network safer and more accessible for people who walk, cycle, and roll.

This project was almost entirely funded by a \$1.376 million contribution from the Government of Canada and \$344,000 from the Province of British Columbia through the Investing in Canada Infrastructure Program.

Upgrades through the 17th Street Corridor Improvement project completed in 2021 and 2022 include:

- New sidewalks from Rotary Trail to Fitzgerald Avenue
- Shorter road crossing distances for pedestrians
- New pedestrian-controlled flashing beacons
- On-street parking maintained
- Curb-protected cycle tracks from Rotary Trail to Fitzgerald Avenue
- Painted, parking-protected bike lanes from Willemar Avenue to Rotary Trail
- New trees planted on 17th Street at McPhee Avenue

The 17th Street Corridor Improvement Project helps connect the Rotary Trail and the Fitzgerald Avenue and 19th Street bike lanes leading to the Courtenay Riverway, building the active transportation network in west Courtenay. With active travel options encouraging healthy lifestyles, the project was endorsed by School District No. 71, and benefits students, parents, and teachers traveling to Courtenay Elementary and connecting to other local pathways.

As 17th Street is an arterial transportation route, separating bikes and pedestrians from vehicles is especially important. Design considerations included the needs of all modes of transportation using the corridor, including emergency and farm vehicles.

Improving connections for people who walk, cycle, and roll has been a strategic priority for the City of Courtenay for many years. The Connecting Courtenay: Transportation Master Plan and Cycling Network Plan, adopted in 2019 following comprehensive input from community partners and the public, identified a number of gaps in the existing cycling network, including 17th Street.



## CYCLING NETWORK UPGRADES

Year	2019	2020	2021	2022	Total
Neighbourhood bikeway	2.1 km				<b>2.1 km</b>
Painted bike lane		1.8 km	0.5 km		<b>2.3 km</b>
Painted bike lane with buffer	1.1 km		0.5 km	1.1 km	<b>2.7 km</b>
Protected bike lane	0.4 km	2 km		0.5 km	<b>2.9 km</b>
<b>Grand Total: 10 km</b>					



## Extended Evening School Zone Hours

The City of Courtenay extended the evening hours for reduced 30 km/hour speeds in school zones to 8 p.m. on school days. The change, developed with the support of School District No. 71, came into effect starting with the 2022/2023 school year.

School zones are designed to provide a safer environment for children using school facilities. The extension of school zone hours in Courtenay benefits children and youth attending after-hours activities at schools, such as playgrounds, sports, events, and organized community groups.

Previously, school zone hours were in effect from 8 a.m. to 5 p.m. The Motor Vehicle Act gives municipalities the flexibility to extend school zone hours beyond the default hours on school days.

In addition, the City installed “End School Zone” signs to mark the end of all Courtenay school zones. Funding for these new signs was provided by ICBC through their Road

## Age-friendly Grant for Accessibility Audit

Grant funding awarded in 2022 supports accessibility audits on key public open spaces and multi-modal transportation networks within Courtenay’s new growth centres.

The areas targeted for assessment are where future development is expected, and capital infrastructure investment by the City will be focused in accordance with policies contained within the new Official Community Plan (OCP).

Ensuring these areas are liveable, accessible, with access to amenities is a direction of the OCP. As Courtenay’s population is expected to rapidly increase in the 75-years-and-older age category, accessibility will be an important infrastructure improvement wherever deficiencies exist.

Also, accessibility improvements generally have a ‘universal’ appeal and accommodate the needs of all users, not just those with accessibility barriers.

To perform the accessibility audits, City staff are collaborating with the Comox Valley Community Health Network which also has funding to conduct accessibility audits around the valley. This will allow for project efficiencies and will provide consistent methodology and communications to the public.

Look for ways to get involved in evaluating accessibility in Courtenay – and beyond – in 2023! City of Courtenay funding is provided by the Age-friendly Communities program, administered by BC Healthy Communities.

## Pilot Project Reducing Road Speeds in Crown Isle

The City of Courtenay launched a pilot project in a Crown Isle neighbourhood in April 2022 to reduce the posted vehicle speed limit in the area from Courtenay’s default speed of 50 km/hour to 40 km/hour, improving comfort for those traveling on foot, by bike, or with mobility aids.

The study area includes the Crown Isle neighbourhood south of Ryan Road and east of Lerwick Road. New signage alerted commuters in the area to the reduced speed.







## STRATEGIC PRIORITY: **WE SUPPORT DIVERSITY IN HOUSING AND REASONED LAND USE PLANNING**

- ▶ Complete an update of the City's OCP and Zoning Bylaws
- ▶ Assess how city-owned lands can support our strategic land purchases and sales
- ▶ Identify and support opportunities for lower cost housing and advocate for senior government support
- ▶ Encourage and support housing diversity
- ▶ Continue to develop and revisit all infrastructure master plans

## SUBDIVISION AND BUILDING

### 2022 Development Activity

Development interest remained high in 2022 with residential construction value on the rise. This is attributed to population growth with 2021 census data showing Courtenay growing faster than forecasted.

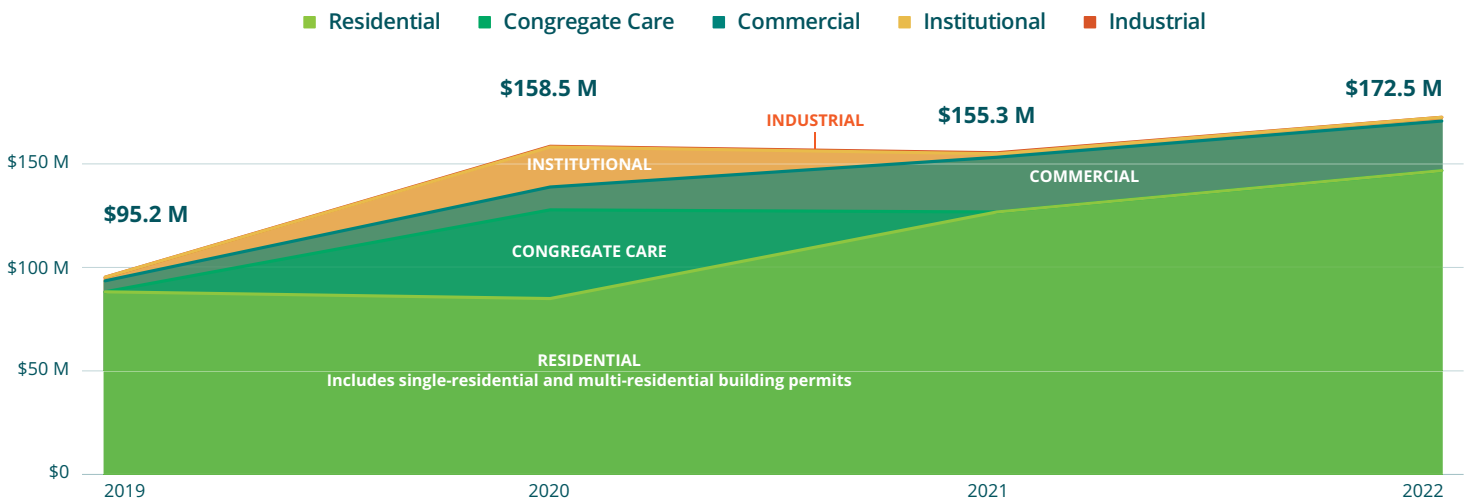
### Building Inspections

For standard buildings, inspections are required at several stages, including footings, underslab, drainage, utilities, insulation, plumbing, framing, insulation and vapour barrier, and before occupancy.

	2019	2020	2021	2022
Subdivision lots approved	213	83	95	18
Total building permits issued	283	214	319	328
Building inspections completed	3,971	3,537	4,635	3,610
Residential units constructed ( <i>multi-residential buildings only require one building permit</i> )	410	399	427	720

### CONSTRUCTION VALUE

	2019	2020	2021	2022
Residential construction value	\$88,144,885	\$84,892,320	\$126,702,940	\$146,720,522
Congregate care construction	\$0	\$42,866,572	\$0	\$0
Commercial construction value	\$5,321,517	\$11,040,650	\$26,499,091	\$23,988,325
Industrial construction value	0	\$350,000	\$500,000	\$12,000
Institutional construction value	\$1,735,000	\$19,312,667	\$1,644,000	\$1,807,720
<b>Total value of construction by year</b>	<b>\$95,201,402</b>	<b>\$158,462,209</b>	<b>\$155,346,032</b>	<b>\$172,528,567</b>



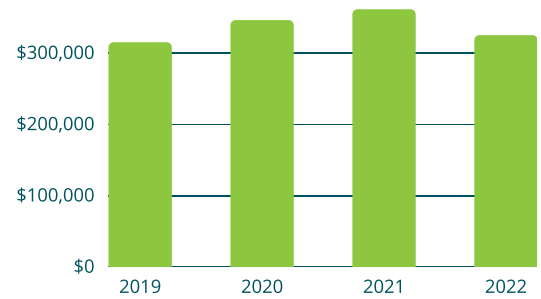
# BUSINESS LICENCING

Business Licences saw an increase in revenue in 2020 and 2021 as more businesses acquired intermunicipal and intercommunity licences which have higher fees. 2022 saw continued growth in intercommunity licences but a slight drop in revenue from the two previous years.

**Intermunicipal** business licences include both the Town of Comox and City of Courtenay.

**Intercommunity** licences are intended for businesses operating in multiple jurisdictions. Participating communities include Campbell River, Comox, Cumberland, Duncan, Lake Cowichan, Ladysmith, Nanaimo, North Cowichan, Parksville, Port Alberni, and Qualicum Beach.

## BUSINESS LICENCE REVENUE



## BUSINESS LICENCES ISSUED

	2019	2020	2021	2022
City business licences	1,833	1,124	1,345	1,270
Intercommunity licences	208	313	400	434
Intermunicipal licences	203	303	356	310

# PLANNING

## Hybrid Public Hearings and Meetings

Public hearings and meetings are an important part of the land use planning process. Following months of virtual-only public attendance at hearings and meetings due to the COVID-19 pandemic, a new hybrid approach with both in-person and virtual options was developed.

A provincial order in September 2021 gave local governments the direct authority to continue holding public meetings virtually, allowing the ability for the City to officially adopt the hybrid method.

This "hybrid" approach is now the standard for offering public hearings and meetings and allows more options for members of the public to attend and provide feedback.

## PLANNING PERMITS AND APPLICATIONS

	2019	2020	2021	2022
Development Permits (including Variances)	29	31	38	36
Rezoning applications	15	15	9	9
Combined OCP and rezoning applications	2	3	4	2
Sidewalk patio permits	4	5	7	3
Sign permits	43	42	42	52
Tree cutting permits	17	15	19	22

## Zoning Bylaw Updates

As part of the new Official Community Plan (OCP), changes were incorporated to the Zoning Bylaw.

The Zoning Bylaw changes are straightforward implementation policies that will expedite important community goals related to more affordable housing throughout Courtenay, and will support active transportation.

Zoning Bylaw changes:

1. Add secondary suites as a permitted use in all traditionally single residential dwelling zones;
2. Establish bike parking requirements for multi-residential dwellings and reduce vehicular parking requirements for multi-residential dwellings; and
3. Locate the Development Permit Area guidelines and Temporary Use Permit land use regulatory tools in the Zoning Bylaw from the OCP.

## A BRAND NEW OFFICIAL COMMUNITY PLAN (OCP)

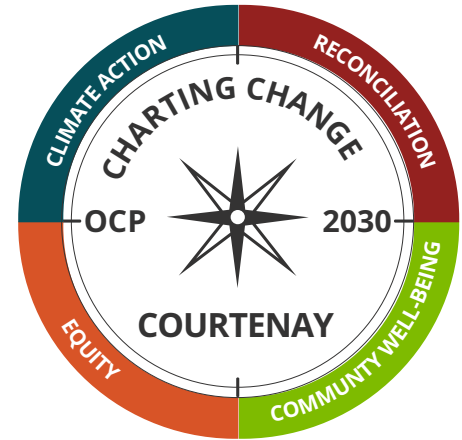
**Courtenay's growth and municipal services are guided by an updated vision, following Council's adoption of a new Official Community Plan (OCP) on July 25, 2022.** The adoption followed a public hearing in June and other bylaw procedures, and concludes nearly three years of research, analysis, and consultation with community partners and the wider community on what's important to Courtenay now and in the future.

Courtenay's OCP is symbolized by a compass which identifies the four core directions of the plan: reconciliation, community well-being, equity, and climate action.

An OCP guides a wide range of land use and other municipal decisions, ensuring they are influenced by a comprehensive community vision. It informs all City operations, services, programs, and development approvals.

Courtenay's OCP includes hundreds of specific policies on a wide range of municipal and community systems such as affordable housing, buildings and construction, transportation, municipal infrastructure, parks and recreation, social infrastructure, arts, culture and heritage, food systems, the local economy, and protection of the environment.

The OCP has been developed with the input of hundreds of community members, stakeholders, public agencies, and K'ómoks First Nation.



### OCP VISION

**Courtenay is responsible for the future, supporting high quality of life with a low-carbon footprint for all.**

### OCP GOALS

- Land is valued as a precious resource
  - Housing choices for all
  - Strong neighbourhoods
- Functional transportation choices
- More space for and time in nature
  - Love for local culture & places
    - A City for everyone
- Economic success emerges from community values & place
  - Investing in relationships



## OCP Policy Highlights

The points below draw attention to how the policy content is presented in order to deliver on the OCP's objective of enduring public engagement beyond the creation of the OCP itself.

- Keystone and bold land use best practices such as strategically focusing privately invested development growth in parallel to public investments in municipal infrastructure, and avoiding expanding municipal boundaries unnecessarily.
- Permitting a variety of housing options into all neighbourhoods.
- Better integrating parks, greenways, and streets to create a seamless and enjoyable active transportation system.
- Reducing the amount of land dedicated to parking and repurposing road space to support public life.
- Adopting higher energy performance building standards than provincial minimums and being a partner in retrofit options such as Property Assessed Clean Energy financing mechanisms.
- Incorporating living landscape elements into site design for water, energy conservation, and biodiversity purposes.
- Designing with nature, and keeping the K'ómoks Estuary 'living' (Q'waq'wala7owkw).
- Reducing life-cycle costs of municipal infrastructure by focusing on conservation efforts and adapting to climate change.
- Ensuring equitable access to municipal services and layering in equity priorities into servicing decisions.
- Designing spaces with the needs for social connection and accessibility in mind.
- Supporting neighbourhood and community development-based organizing as a source of community capacity and resilience.
- Expressing diverse identities in public realm art and cultural programming, and ensuring residents and visitors know they are in K'ómoks First Nation territory by the prominent tangible and intangible celebration of their culture and heritage.
- Ensuring healthy food access and growing opportunities are within walking distance for all residents.
- Supporting value added food manufacturing land uses as economic development, paired with supporting the Comox Valley's renowned rich cultural capital.
- Promoting business retention, development, and investment that are increasingly green, low-carbon, climate resilient, place-based and equity-responsive.
- Supporting economic development that places people at the heart of strategies, able to access adequate supports such as child care and housing in order to participate in the economy.



**Artist rendering showing a Neighbourhood Centre. Climate-friendly design opportunities featured**

## Integration of the OCP

Implementation of the OCP will occur through numerous municipal, stakeholder, and individual actions, incrementally over the next ten years and beyond.

Many implementation actions will require further investigation, consultation, and resourcing. Therefore it is important that implementation of the OCP be viewed as the ongoing incremental decision-making process that it is while holding firm the vision established.

## Corporate Alignment

The City of Courtenay has many plans, policies, and strategies in place that provide detailed direction for planning and development, engineering, parks and recreation, culture, and more. Some of these documents already align with the OCP and may require minor updates, while others require realignment of their approach to prioritize outcomes based on the OCP vision and goals. Whether updating existing plans, policies or strategies, or creating new ones, they must all align with the OCP vision, goals, and related policies.

The OCP is intended to be used as the foundation of all stages of the corporate decision-making process and source of directions, ideas, and actions.

## Performance Monitoring

Council, City staff, partners, and all residents are strongly encouraged to participate in decision-making processes and community wide dialogue in order to respond to the evolving context of the community, and determine whether the OCP vision, goals, and targets are being achieved. Ongoing monitoring and evaluation of the Plan is crucial to the successful implementation of the OCP goals, and related policies.

The primary indicator of the OCP's success is carbon neutrality by 2050. In order to meet this target, a number of policies and actions must be implemented immediately while others can be phased in over time.



### VIEW THE PLAN AND STAY INFORMED

To access the OCP, view background studies, visit [courtenay.ca/OCP](https://courtenay.ca/OCP)





## STRATEGIC PRIORITY: **WE CONTINUALLY INVEST IN OUR KEY RELATIONSHIPS**

- ▶ Build on our good relations with K'ómoks First Nation and practice Reconciliation
- ▶ Value and recognize the importance of our volunteers
- ▶ Consider effective ways to engage with and partner for the health and safety of the community
- ▶ Advocate and cooperate with local and senior governments on regional issues affecting our community
- ▶ Support improving accessibility to all City services

## Guardian Totem Pole

A Guardian totem pole carved by local Indigenous artist Karver Everson was raised in July in a traditional ceremony facilitated by K'ómoks First Nation Hereditary Chiefs.

The Guardian pole was installed in a prominent location next to the Courtenay Riverway near the scenic point east of the lagoon overlooking the K'ómoks Estuary, in the unceded territory of the K'ómoks First Nation.

Master of Ceremony Chief Wedlidi Speck guided the pole unveiling with a spirit of inclusivity, humour, and cultural dedication.

Launched in 2014, the Guardian Pole Project has raised poles at Goose Spit in Comox, Salmon River in Sayward, Puntledge reserve lands, the K'ómoks First Nation cemetery, Hornby Island, Denman Island, and the Comox Valley Art Gallery.

The Guardian Pole installation at the Courtenay Riverway is a collaborative partnership between the K'ómoks First Nation and the City of Courtenay in their ongoing commitment towards reconciliation.

A future phase of Guardian Pole Project will include interpretive signage as well as landscaping under the guidance of a K'ómoks First Nations Elder.

Financial support for the project was provided by Heritage BC for the Province of British Columbia through the 150 Time Immemorial Grant Program.



## Fracture on 5th Exercise

On September 27, 2022 the regional Comox Valley Emergency Program (CVEP) hosted “Fracture on 5th,” a regional emergency training exercise at the Comox Valley Regional District (CVRD) main office on Harmston Avenue. This exercise was two years in the making and featured two Emergency Operations Centre (EOC) exercises, small-scale residential evacuations and an emergency support services reception centre.

Several City of Courtenay staff were involved in the exercises in various roles including as EOC Director, Liaison Officer, Information Officer, Planning Section, mentors, and more. To take part, staff attended various training sessions beforehand. City Communications staff are part of the regional Information Officer team and meet with community partners throughout the year to keep up-to-date on EOC processes.

This exercise brought several organizations and governments in the Comox Valley together, and was a valuable opportunity to practice collaboration for large-scale emergency events.

## Land Donation - Habitat for Humanity

A property on Lake Trail Road donated by the City of Courtenay will support Habitat for Humanity Vancouver Island North’s (Habitat VIN) efforts to build affordable housing for families in the Comox Valley.

The .11 acre property at 2140 Lake Trail Road, valued at \$259,000 by BC Assessment as of July 1, 2021, will be transferred by the City to Habitat VIN for \$1 upon the City’s prior approval of a development plan for the site. The land was originally transferred to the City in 2011 as a condition of approving an adjacent development, also known as an amenity contribution, for future affordable housing.

The City’s recently adopted Official Community Plan (OCP) includes a goal of “Housing Choices for All,” and recommends partnership approaches to deliver and manage non - or below-market housing.

The OCP designates this area on Lake Trail Road as a “Neighbourhood Centre” which is supportive of multi-residential and other mixed uses. A comprehensive review of the City’s zoning bylaw will begin this year; in the meantime, a zoning bylaw amendment will be required to support Habitat’s eventual development plan for the property.

With the help of volunteers and donors, Habitat for Humanity builds decent and affordable homes that provide a solid foundation for local families to build better, healthier lives. Habitat homeowners volunteer up to 500 hours and pay an affordable mortgage when purchasing their home.

## Collaboration with K’ómoks First Nation (KFN)

The City of Courtenay collaborates with K’ómoks First Nation, with representatives meeting monthly to share information on mutual items of interest.

City staff engage with KFN staff to support shared services and economic development initiatives. Recent and ongoing projects include:

- Kus-kus-sum acquisition and revitalization with Project Watershed.
- Sharing of resources and expertise on the management of environmental cleanup issues with City Bylaw Enforcement and KFN Guardian Watchmen. The goal of the KFN Guardian program is to protect and preserve the environment within the K’ómoks Traditional Territory.
- Interim Servicing Agreement for KFN IR#2 (*Pentledge lands near the Condensory Bridge*) to support the commercial campground with potable water and sanitary sewer.
- Ongoing Fire Protection Service Agreement for IR#2 (*Pentledge lands near the Condensory Bridge*).
- Guardian Totem at the Courtenay Riverway and interpretive signage.

## Support for K’ómoks Guardian Watchmen

The K’ómoks Guardian Watchmen are a team of environmental stewards whose goal is protecting and preserving the environment within their Traditional Territory. They are the “eyes and ears of the land and sea, thriving to protect everything from the tops of the mountains to the bottom of the oceans, and everything in between.” They perform regular patrols of reserve lands for invasive plants, illegal dumping, or other harmful activities.

Projects include eco-cultural restoration, fish counts in local streams and rivers, wildlife surveys, goose harvests, hunting ground and fishing area patrols, and traditional village site mapping.

In 2022, the City of Courtenay contributed \$5,000 to the K’ómoks Guardian Watchmen to support their work, and committed to consideration of ongoing support through the City’s annual financial plan process. To learn more about the Guardian Watchmen visit [www.komoks.ca](http://www.komoks.ca)







# FINANCIAL STATEMENTS



Courtenay Estuary

# FINANCIAL REPORTING

## 2023-2027 FINANCIAL PLAN

Municipalities are required by the Community Charter to adopt a balanced five year financial plan by May 15 every year.

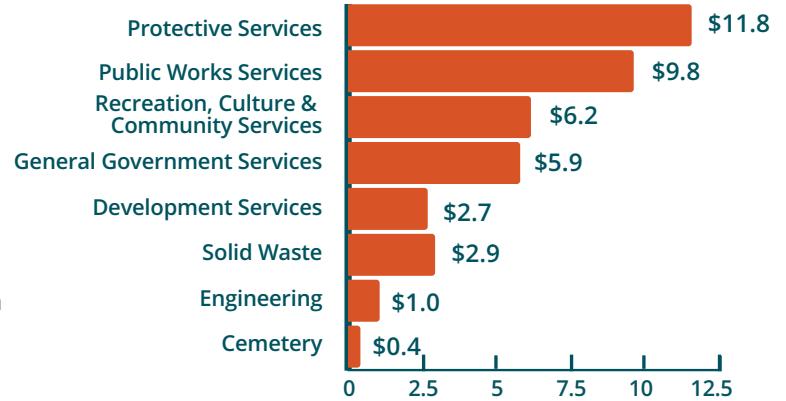
The City's financial plan includes all revenues and expenses in the general, water, and sewer funds. This includes operating costs to maintain infrastructure and provide services to our residents, as well as the costs associated with major capital projects.

Property tax rates are set during the financial planning process based on how much revenue is required to maintain Council-approved levels of services to our community.

Public feedback is sought through open Council budget sessions and the City website, prior to final adoption.

View Courtenay's Financial Plans at [courtenay.ca/financialplan](https://courtenay.ca/financialplan)

### 2023 General Operating Budget in \$ millions



## IMPORTANT 2023 PROPERTY TAX DATES

<b>Late May 2023</b>	<ul style="list-style-type: none"> <li>• 2023 Property Tax Notices mailed</li> </ul>
<b>July 4, 2023</b>	<ul style="list-style-type: none"> <li>• Tax payments due</li> <li>• Provincial Home Owner Grant applications due to the province</li> <li>• Tax Deferment applications due to the province</li> <li>• Last day to avoid 10% penalty on unpaid current taxes and unclaimed grants</li> </ul>
<b>July 5, 2023</b>	<ul style="list-style-type: none"> <li>• 10% penalty added to all unpaid current taxes and unclaimed grants</li> </ul>
<b>August 1, 2023</b>	<ul style="list-style-type: none"> <li>• Tax Installment Preauthorized Payment Plan (TIPP) deductions start for the next taxation year</li> </ul>
<b>September 25, 2023</b>	<ul style="list-style-type: none"> <li>• Statutory property tax sale for all properties three years in arrears of taxes.</li> </ul>
<b>December 31, 2023</b>	<ul style="list-style-type: none"> <li>• Last day to pay current year taxes prior to rollover into arrears category. (<i>Arrears and delinquent category taxes are subject to a daily interest</i>). Last day to claim Home Owner Grants and retroactive Home Owner Grants.</li> </ul>

Learn more: [courtenay.ca/tax](https://courtenay.ca/tax)

For payment options, visit [courtenay.ca/billpayments](https://courtenay.ca/billpayments)



## PROPERTY TAX EXEMPTIONS

Every year, the City of Courtenay receives applications from non-profit organizations that qualify for tax exemption under the requirements of Provincial legislation. For 2022, the following exemptions were approved by Council.

Registered Owners	Exempt Amount of City Property Taxes
Aaron House Ministries	\$2,865
Alano Club of Courtenay	3,793
AVI Health & Community Services	1,052
Canadian Red Cross Society	1,686
City of Courtenay - Leased Office Space	3,067
Comox Valley Boys and Girls Club	810
Comox Valley Canoe Racing Club	540
Comox Valley Child Development Association	15,396
Comox Valley Curling Club	15,344
Comox Valley Family Services Association	7,304
Comox Valley Kiwanis Village Society	13,441
Comox Valley Pregnancy Care Centre	1,738
Comox Valley Recovery Centre Society	3,396
Comox Valley Transition Society	5,807
Community Justice Centre of the Comox Valley	1,315
Courtenay & District Historical Soc. In Trust	2,354
Courtenay Elks Lodge	2,528
Dawn to Dawn Action on Homelessness Society	844
Eureka Support Society	3,379
Glacier View Lodge Society	31,292
Habitat for Humanity V.I. North Society	405
John Howard Society of North Island	5,102
L'Arche Comox Valley	5,547
Old Church Theatre Society	8,867
Royal Cdn. Legion, Courtenay Br. (Pacific) No. 17	8,657
Salvation Army	2,567
Stepping Stones Recovery House for Women Soc.	540
Upper Island Women of Native Ancestry	819
Wachiay Friendship Centre	5,035
Youth for Christ Comox Valley	692
<b>Total Non-Profit Annual Tax Exemptions</b>	<b>\$156,182</b>

Council adopted a ten year Permissive Tax Bylaw to exempt the following City owned properties, managed/occupied by non-profit societies. The 2022 value of properties exempt is as follows:

Island Corridor Foundation	\$21,729
Kus-kus-sum - Project Watershed	32,049
M'Akola Housing Society	14,541
Nature Trust of B.C. - Sandpiper Park	5,205
Nature Trust of B.C. - Arden Rd	2,865
<b>Total 10 year bylaw exemptions</b>	<b>\$76,389</b>

Council adopted a five-year Permissive Tax Bylaw to exempt the following City owned properties, managed/occupied by non-profit societies. The 2022 value of properties exempt is as follows:

Comox Valley Centre of the Arts	\$27,550
Courtenay & District Museum	19,148
Courtenay Airpark	37,436
Courtenay Marina	14,700
McPhee Meadows	2,056
Sid Williams Theatre	26,915
<b>Total City owned properties</b>	<b>\$127,805</b>

Provincial Legislation (the Community Charter) statutorily exempts the building and the land on which the building stands, for places of worship, specific seniors' housing, hospitals and private schools. Council may, by bylaw, permissively exempt the land surrounding the building. In 2022, Council adopted a bylaw to exempt the following surrounding lands:

Anglican Synod Diocese of BC	\$1,775
Bishop of Victoria-Catholic Church	966
Central Evangelical Free Church	2,562
Courtenay Baptist Church	1,057
Elim Gospel Hall	1,302
Foursquare Gospel Church of Canada	2,772
Grace Baptist Church	197
Kingdom Hall of Jehovah Witnesses	540
LDS Church	1,638
Lutheran Church	749
River Heights Church Society	1,107
Salvation Army Canada West	850
Seventh Day Adventist Church	588
St. George's Church	675
Valley United Pentecostal Church	557

<b>Total Permissive Surrounding Statutory Land Tax Exemptions</b>	<b>\$17,335</b>
<b>Total Permissive Exemptions - Overall</b>	<b>\$377,711</b>

## The Corporation of the City of Courtenay

### Management's Responsibility for Financial Reporting

The preparation of information in these Consolidated Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and are outlined under "Significant Accounting Policies" in the notes to the financial statements.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded, and reported properly. Management also maintains a program of proper business compliance.

MNP LLP, the City's independent auditors, have audited the accompanying consolidated financial statements. Their report accompanies this statement.

A handwritten signature in blue ink that reads "Adam Langenmaier". The signature is written in a cursive style and is positioned above the printed name and title.

Adam Langenmaier, BBA, CPA, CA  
Director of Financial Services

To the Mayor and Council of the City of Courtenay:

## Opinion

We have audited the consolidated financial statements of the City of Courtenay (the "City"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, changes in net financial assets and cash flows and related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2022, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

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

## Other Information

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

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

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

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

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

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

MNP LLP

467 Cumberland Road, Courtenay B.C., V9N 2C5

T: 250.338.5464 F: 250.338.0609

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

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

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

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

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

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

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

Courtenay, British Columbia

May 10, 2023

*MNP* LLP

Chartered Professional Accountants

# The Corporation of the City of Courtenay

## Consolidated Statement Of Financial Position - Statement A As at December 31, 2022

	2022	2021
<b>FINANCIAL ASSETS</b>		
Cash on Hand and on Deposit (Schedule 5)	36,502,240	37,888,848
Receivables (Note 1j)	5,656,692	4,254,024
Term Deposits (Schedule 5)	36,860,278	36,031,618
	<b>79,019,210</b>	<b>78,174,490</b>
<b>FINANCIAL LIABILITIES</b>		
Accounts Payable (Note 1k)	12,785,679	13,537,751
Trust and Other Deposits	7,596,609	7,198,292
Deferred Revenue - Development Cost Charges (Note 7)	11,093,943	10,558,658
Deferred Revenue - Other (Note 9)	2,255,353	2,133,611
Long-Term Debt (Schedule 4)	11,880,552	13,423,365
	<b>45,612,136</b>	<b>46,851,677</b>
<b>NET FINANCIAL ASSETS</b>	<b>33,407,074</b>	<b>31,322,813</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventories	335,996	313,184
Prepaid Expenses	692,052	386,606
Tangible Capital Assets (Note 13 & Schedule 3)	181,889,535	174,071,589
	<b>182,917,583</b>	<b>174,771,379</b>
<b>ACCUMULATED SURPLUS (Schedule 2)</b>	<b>\$216,324,657</b>	<b>\$206,094,192</b>

### CONTINGENT LIABILITIES AND COMMITMENTS (NOTE 2)



Adam Langenmaier, BBA, CPA, CA  
Director of Financial Services

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

# The Corporation of the City of Courtenay

## Consolidated Statement Of Operations - Statement B For the year ended December 31, 2022

	2022 Budget	2022	2021
	(Note 14)		
<b>REVENUE</b>			
Taxes for Municipal Purposes	32,153,900	32,277,972	30,444,210
Sale of Services	17,889,700	18,840,107	17,780,296
Revenue From Own Sources	3,799,700	3,395,462	4,008,059
Federal Transfers	1,173,800	2,662,750	3,070,743
Provincial Transfers	3,944,800	2,794,856	2,181,738
Other Local Government Transfers	549,000	510,376	355,922
Contributions	395,900	4,678,808	8,330,460
DCC Revenue	-	228,822	366,280
Investment Income and Taxation Penalties	562,500	2,071,940	846,734
Other	723,400	1,257,802	945,711
Gain on Sale of Tangible Capital Assets	175,000	12,036	4,826
<b>TOTAL REVENUE</b>	<b>61,367,700</b>	<b>68,730,931</b>	<b>68,334,979</b>
<b>EXPENSES</b>			
General Government Services	7,784,960	6,687,803	6,280,503
Protective Services	12,279,785	10,915,294	9,261,174
Transportation Services	9,275,273	10,260,434	7,774,805
Sewer and Water Facilities	14,729,993	13,626,551	13,930,487
Environmental Health Services	4,676,843	4,222,518	4,166,352
Public Health and Welfare Services	443,092	433,271	424,026
Environmental Development Services	1,874,200	2,555,197	1,773,731
Recreational and Cultural Services	11,476,453	9,799,398	8,741,923
<b>TOTAL EXPENSES</b>	<b>62,540,600</b>	<b>58,500,466</b>	<b>52,353,001</b>
<b>ANNUAL SURPLUS (DEFICIT) (Schedule 1)</b>	<b>(1,172,900)</b>	<b>10,230,465</b>	<b>15,981,978</b>
<b>ACCUMULATED SURPLUS AT BEGINNING OF YEAR</b>	<b>206,094,192</b>	<b>206,094,192</b>	<b>190,112,214</b>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<b>204,921,292</b>	<b>216,324,657</b>	<b>206,094,192</b>

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

## The Corporation of the City of Courtenay

### Consolidated Statement Of Change in Net Financial Assets - Statement C For the year ended December 31, 2022

	2022 Budget	2022	2021
	(Note 14)		
ANNUAL SURPLUS	2,451,089	\$10,230,465	\$15,981,978
Acquisition of tangible capital assets	(16,215,000)	(10,920,734)	(10,131,262)
Amortization of tangible capital assets	6,400,000	6,660,570	6,465,930
Losses and other adjustments to tangible capital assets	-	38,725	108,969
Proceeds on sale of tangible capital assets	-	24,954	5,826
Developer tangible capital asset contribution	-	(3,621,460)	(7,502,551)
	(9,815,000)	(7,817,945)	(11,053,088)
Acquisition of supplies inventories	-	(585,415)	(727,169)
Acquisition of prepaid expense	-	(1,195,524)	(1,121,040)
Consumption of supplies inventories	-	562,603	639,866
Use of prepaid expense	-	890,077	1,071,587
	-	(328,259)	(136,756)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	<b>(7,363,911)</b>	<b>2,084,261</b>	<b>4,792,134</b>
<b>NET FINANCIAL ASSETS AT BEGINNING OF YEAR</b>	<b>31,322,813</b>	<b>31,322,813</b>	<b>26,530,679</b>
<b>NET FINANCIAL ASSETS AT END OF YEAR</b>	<b>23,958,902</b>	<b>33,407,074</b>	<b>31,322,813</b>

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

# The Corporation of the City of Courtenay

## Consolidated Statement Of Cash Flow - Statement D For the year ended December 31, 2022

	2022	2021
<b>CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS</b>		
<b>OPERATING TRANSACTIONS</b>		
Annual Surplus	10,230,465	15,981,978
Changes in non-cash items		
Amortization	6,660,570	6,465,930
Change in receivables	(1,402,670)	(490,167)
Change in accounts payable	(752,072)	2,648,935
Change in trust and other deposits	398,317	1,148,383
Change in deferred revenue	657,027	1,097,625
Change in inventories	(22,812)	(87,304)
Change in prepaids	(305,446)	(49,453)
Net (gains)/losses and other adjustments to tangible capital assets	38,725	108,969
Developer Tangible Capital Asset Contribution	(3,621,460)	(7,502,551)
Actuarial adjustment	(478,179)	(543,357)
	11,402,465	18,778,988
<b>CAPITAL TRANSACTIONS</b>		
Cash used to acquire tangible capital assets	(10,920,734)	(10,131,262)
Proceeds on sale of tangible capital assets	24,954	5,826
	(10,895,780)	(10,125,436)
<b>INVESTING TRANSACTIONS</b>		
Purchase of term deposits	(828,660)	(224,254)
Cash Provided by (applied to) Investing Transactions	(828,660)	(224,254)
<b>FINANCING TRANSACTIONS</b>		
Repayment of long-term debt	(1,064,633)	(1,003,030)
Long-term debt proceeds	-	3,400,000
Cash applied to Financing Transactions	(1,064,633)	2,396,970
<b>CHANGE IN CASH ON HAND AND ON DEPOSIT</b>	(1,386,608)	10,826,268
<b>CASH ON HAND AND ON DEPOSIT AT BEGINNING OF YEAR</b>	37,888,848	27,062,580
<b>CASH ON HAND AND ON DEPOSIT AT END OF YEAR</b>	\$36,502,240	\$37,888,848
Interest paid on outstanding debt and included in annual surplus above	\$524,723	\$523,095

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



# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

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

### 1. SIGNIFICANT ACCOUNTING POLICIES

#### (a) Basis of Presentation

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

#### (b) Revenue and Expense Recognition

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

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

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

Taxes for Municipal Purposes are recognized in the year levied.

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

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

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

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

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

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

#### (c) Accrued Payroll Benefits

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

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

# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

### (d) Use of Estimates

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

### (e) Non-Financial Assets

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

### (f) Inventories

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

### (g) Tangible Capital Assets

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

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

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

### (h) Financial Instruments

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

### (i) Debt Charges

Interest payments are charged against current fund balances in the period they become payable and have been accrued to December 31, 2022. Actuarial adjustments are offset against interest charged. Principal payments are applied directly to loan balances in the period they accrue.

# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

### (j) Receivables

Following is a breakdown of receivables outstanding at December 31, 2022 with 2021 comparatives:

	2022	2021
Federal Government	\$1,590,449	\$939,046
Provincial Government	1,174,270	667,957
Regional and other Local Governments	579,745	471,171
Property Taxes	1,249,034	929,666
Other	1,063,194	1,246,184
<b>Total Receivables</b>	<b>\$5,656,692</b>	<b>\$4,254,024</b>

### (k) Accounts Payable

Following is a breakdown of accounts payable and accrued liabilities outstanding at December 31, 2022 with 2021 comparatives:

	2022	2021
Federal Government	\$3,128,561	\$2,905,643
Provincial Government	665,871	925,818
Regional and other Local Governments	533,967	854,245
Employee Retirement Benefits (Note 11)	1,307,000	1,205,200
Trade and accrued liabilities	7,150,280	7,646,845
<b>Total Accounts Payable</b>	<b>\$12,785,679</b>	<b>\$13,537,751</b>

### (l) Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when; contamination exceeding an environmental standard exists, the City of Courtenay is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2022.

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

### (m) Recent Accounting Pronouncements

PS 3280 Asset Retirement Obligations, issued August 2018, establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective for the Municipality as of January 1, 2023. A liability will be recognized when, as at the financial reporting date:

- a. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b. The past transaction or event giving rise to the liability has occurred;
- c. It is expected that future economic benefits will be given up; and
- d. A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

Management is in the process of assessing the impact of adopting this standard on the Municipality's financial results.

### 2. CONTINGENT LIABILITIES AND COMMITMENTS

(a) Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Corporation of the City of Courtenay. Readers are referred to the Comox Valley Regional District 2022 Audited Financial Statements for specific information and detail.

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

2023	1,008,264
2024	986,177
2025	829,644
2026	766,012
2027	661,455
	<b>\$4,251,552</b>

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

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

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

(d) As at December 31, 2022, there existed outstanding claims against the City. These claims have been referred to legal counsel and to the City's liability insurers. It is not possible to determine the City's potential liability, if any, with respect to these matters.

Management has determined that any potential liabilities arising from these outstanding claims are not significant.

### 3. PENSION LIABILITY

The employer and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local government.

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3.761 billion funding surplus for basic pension benefits on a going concern basis.

The City of Courtenay paid \$1,193,865 (2021 - \$1,215,326) for employer contributions to the plan in fiscal 2022.

# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

The next valuation will be as at December 31, 2024, with results available in 2025.

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

#### 4. HOST FINANCIAL ASSISTANCE AGREEMENT

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

#### 5. FEDERAL GAS TAX AGREEMENT FUNDS

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

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

Following is a schedule of Gas Tax receipts and disbursements received in 2022 with comparatives to 2021.

	2022	2021
<b>Opening Balance of Unspent Funds</b>	<b>\$3,051,945</b>	<b>\$2,550,961</b>
<b>Additions:</b>		
Amounts Received During the Year	1,184,542	2,317,692
Interest Earned	60,965	5,293
<b>Deductions:</b>		
Amount Spent on Projects	(2,227,566)	(1,822,002)
<b>Closing Balance of Unspent Funds</b>	<b>\$2,069,886</b>	<b>\$3,051,945</b>

# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

### 6. PROVINCIAL COVID-19 – SAFE RESTART GRANT

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

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

Following is a schedule of Covid-19 Safe Restart Grant receipts and disbursements received in 2022 with comparatives to 2021.

	2022	2021
<b>Opening Balance of Unspent Funds</b>	<b>\$159,500</b>	<b>2,005,246</b>
<b>Additions:</b>		
Interest Earned	2,836	2,957
<b>Deductions:</b>		
Lush Valley Food Action Society - Good Food Box Program		(60,000)
City Hall Foyer Renovation	(19,500)	(80,561)
Downtown Washroom for Public and Vulnerable		(180,949)
Gaming Revenue Shortfall - Infrastructure Reserve contribution		(320,000)
Gaming Revenue Shortfall - Police Contract		(405,000)
Additional Bylaw Enforcement Support		(84,000)
Temp. Manager of Bylaw & additional Bylaw Officer	(142,836)	
Community Services Revenue Shortfalls		(718,194)
Other Revenue Shortfalls		-
<b>Closing balance of Unspent Funds</b>	<b>\$(0)</b>	<b>\$159,500</b>

# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

### 7. DEFERRED REVENUE - DEVELOPMENT COST CHARGES

In order to conform to the Public Sector Accounting Standards of CPA Canada, the unspent development cost charges have been recorded as a liability. Following is a breakdown of cash increases and decreases for the General, Water, and Sewer development costs charge reserves for 2022 and 2021.

#### 2022 Development Cost Charge Reserves

	General BL #2840	Water Utility BL #2840	Sewer Utility BL #2840	Sewer Utility BL #1638	2022 Total
<b>Balance Forward</b>	\$8,580,411	\$679,567	\$1,263,638	\$35,042	\$10,558,658
<b>Increases</b>					
Interest	158,066	12,514	24,291	623	195,494
Other Contributions	408,646	32,107	127,860	-	568,613
	566,712	44,621	152,151	623	764,107
<b>Decreases</b>					
Revenue Recognized to Fund Capital Projects	(228,822)	-	-	-	(228,822)
Reclassifications, redemptions, refunds	-	-	-	-	-
	(228,822)	-	-	-	(228,822)
<b>Ending Balance Deferred Revenue - DCC</b>	<b>\$8,918,301</b>	<b>\$724,188</b>	<b>\$1,415,789</b>	<b>\$35,665</b>	<b>\$11,093,943</b>

#### 2021 Development Cost Charge Reserves

	General BL #2840	Water Utility BL #2840	Sewer Utility BL #2840	Sewer Utility BL #1638	2021 Total
<b>Balance Forward</b>	\$7,191,100	\$537,996	\$1,121,402	\$34,989	\$8,885,487
<b>Increases</b>					
Interest	11,855	919	2,042	53	14,868
Other Contributions	1,423,735	140,653	460,195	-	2,024,583
	1,435,590	141,571	462,236	53	2,039,451
<b>Decreases</b>					
Revenue Recognized to Fund Capital Projects	(46,280)	-	(320,000)	-	(366,280)
Reclassifications, redemptions, refunds	-	-	-	-	-
	(46,280)	-	(320,000)	-	(366,280)
<b>Ending Balance Deferred Revenue - DCC</b>	<b>\$8,580,411</b>	<b>\$679,567</b>	<b>\$1,263,638</b>	<b>\$35,042</b>	<b>\$10,558,658</b>

# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2022

### 8. TRUST AND ENDOWMENT FUNDS

- (a) The Cemetery Perpetual Care Fund has been assigned to the City to be administered as directed by statute. The City holds the assets for the benefit of, and stands in fiduciary relationship to, the beneficiary. Following is a summary of the financial position and activities for 2022 and 2021, which has been excluded from the City's consolidated financial statements.

CEMETERY PERPETUAL CARE FUND FINANCIAL POSITION	2022	2021	CEMETERY PERPETUAL CARE FUND FINANCIAL ACTIVITIES	2022	2021
<b>Financial Assets</b>			<b>Revenue</b>		
Cash on Hand	\$148,871	\$133,978	Fees Levied	\$13,135	\$13,391
Investments - MFA	255,186	249,265	Interest Revenue	9,094	1,416
<b>Liabilities</b>			<b>Expenditure</b>		
Interest Payable to City		1,416	Interest Expense		1,416
<b>Net Financial Position</b>	<b>\$404,057</b>	<b>\$381,827</b>	<b>Excess Revenue over Expenditure</b>	<b>\$22,229</b>	<b>\$13,391</b>

### 9. DEFERRED REVENUE – OTHER

Other Deferred Revenue recorded in the Liability section of the City's Consolidated Financial Statements consists of the revenues related to business license revenue levied and to be recognized in future years, Government transfers received prior to revenue recognition criteria being met. Following is a breakdown of the change in this balance for 2022 and 2021:

	2022	2021
<b>Opening Balance</b>	<b>\$2,133,611</b>	<b>\$2,709,157</b>
Additions to Deferred Revenue	2,255,353	2,133,611
Revenue Recognized	(2,133,611)	(2,709,157)
<b>Ending Balance Deferred Revenue Other</b>	<b>\$2,255,353</b>	<b>\$2,133,611</b>

### 10. MFA DEBT RESERVE FUNDS

The City secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated upon consolidation. As at December 31, 2022 the City had debt reserve funds of \$336,570 (\$353,360 in 2021).



# The Corporation of the City of Courtenay

## Notes to Consolidated Financial Statements

Year ended December 31, 2021

### 11. EMPLOYEE RETIREMENT BENEFIT LIABILITY

Employees with 10 years of continuous service retiring under the terms of the Municipal Superannuation Act are entitled to a payout of up to 72 days of their accumulated unused sick leave bank and up to a maximum of 8 additional severance days for each year of service in which the employee used no sick leave. Additionally, upon death of the employee, the bank, up to a maximum of 72 days, will be payable to the employee's life benefit beneficiary. The value of this liability is calculated by an Actuary engaged by the City and reflects the likelihood that all eligible City employees will become entitled to this benefit. Actuarial valuation assumptions for 2022 were based on an interest (discount) rate of 4.4% per annum (2021 – 2.5%) and an inflation rate of 4.4% (2021 – 2.5%). The total estimated employee retirement benefit liability at December 31, 2022 is \$1,307,000 (\$1,205,200 in 2021) and is included in the accounts payable balance on Statement A.

Following is a breakdown of the benefit liability:

	2022	2021
<b>Accrued benefit liability at beginning of year</b>	\$1,205,200	\$1,150,700
Expense	163,048	161,515
Benefit Payments	(61,248)	(107,015)
<b>Accrued benefit liability at end of year</b>	<b>\$1,307,000</b>	<b>\$1,205,200</b>

### 12. CONSOLIDATED SEGMENT DISCLOSURE BY SERVICE

The City of Courtenay Consolidated Financial Statements includes the financial activities of various services made available to the community. Following is a description of the types of services included in each of the main service segments of the City's financial statements. A detailed summary of the 2022 revenues and expenses with 2021 comparatives for each segment can be found in Schedule 1 of the accompanying financial statements.

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

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

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

**Environmental Health Services:** Includes services related to the collection of garbage, recycling, and yard waste, as well as environmental testing and monitoring.

**Public Health and Welfare Services:** Includes cemetery services.

**Environmental Development Services:** Includes services related to planning, zoning, sustainability, and hotel taxes, as well as actions relating to homelessness.

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

**Water Utility Services:** Provides for the delivery of water to users and includes the planning, development and maintenance of the City's water infrastructure.

**Sewer Utility Services:** Provides for the delivery of sewerage removal and includes the planning, development and maintenance of the City's sewer infrastructure.

**13. TANGIBLE CAPITAL ASSET DETAILS** (See Schedule 3 for further details)

Contributed capital assets received and recognized in the year from developers, for various infrastructure works and related land and parks, and recorded in the consolidated financial statements in 2022 is \$3,621,460 (\$7,502,551 in 2021).

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

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

**14. RESTATEMENT OF 2022 BUDGET**

The budget amounts presented throughout these consolidated financial statements are based upon the Five Year Financial Plan approved by Council on April 25, 2022 except in regard to budget amounts for amortization, tangible capital assets, and the use of debt, reserves and prior year surpluses.

The summary below shows the adjustments to the April 25, 2022 budget approved by Council and reflected in these consolidated financial statements:

**Adjustments to 2022 Budgeted Annual Surplus**

<b>Budgeted Surplus per Council approved Budget</b>	<b>\$</b>
Purchase of Capital Assets	16,215,000
Amortization Budgeted	(6,400,000)
Transfer from Reserves	(9,469,600)
Transfer to Reserves	4,095,200
Use of Prior Year Surplus	(6,678,200)
Debt Issues in Financial Plan	-
Debt principle repayments in Financial Plan	1,064,700
<b>Budgeted Deficit per Consolidated Statement of Operations</b>	<b>\$(1,172,900)</b>

**15. CONTRACTUAL RIGHTS**

Following is the breakdown of the contractual rights at December 31, 2022:

<b>Contractual Right with</b>	<b>Description of Contractual Right</b>	<b>2023</b>	<b>Total</b>
Courtenay Fire Protection District	Courtenay Fire Protection	499,136	\$499,136

# The Corporation of the City of Courtenay

## Consolidated Schedule of Segment Disclosure by Service - Schedule 1 Year ended December 31, 2022

(Note 12)  
Page 1 of 3

	General Government Services		Protective Services		Transportation Services		Environmental Health Services	
	2022	2021	2022	2021	2022	2021	2022	2021
<b>REVENUE</b>								
Taxation	28,937,219	27,141,965	-	-	-	-	-	-
Sales of Services	-	-	672,140	844,686	-	-	4,010,017	3,889,359
Revenue from Own Sources	-	-	987,632	1,590,245	107,774	234,865	-	-
Government Transfers	1,470,880	825,948	76,246	162,261	3,050,125	4,182,434	-	-
Transfer from Other Funds	-	-	-	-	-	-	-	-
Other Revenue	101,938	107,757	-	-	220,073	158,199	-	25,000
Other Contributions	-	50,029	-	-	3,359,059	4,606,424	-	1,604,605
Interest Earned	1,697,439	817,427	45,927	2,750	138,162	10,278	-	-
Gain on sale of TCA	6	-	-	-	4,939	4,826	-	-
<b>Total Revenues</b>	<b>32,207,482</b>	<b>28,943,126</b>	<b>1,781,945</b>	<b>2,599,942</b>	<b>6,880,132</b>	<b>9,197,026</b>	<b>4,010,017</b>	<b>5,518,964</b>
<b>EXPENSES</b>								
Salaries and Benefits	4,467,140	4,295,673	3,210,689	2,808,800	3,022,955	2,859,471	161,280	105,798
Goods and Services	1,773,663	1,416,932	7,369,711	6,133,026	3,614,839	1,226,835	3,626,604	3,569,472
Amortization Expense	249,698	337,521	348,997	327,208	3,500,431	3,401,551	419,634	397,321
Debt Servicing	-	-	(16,079)	(10,364)	25,368	11,132	-	-
Other Expenditures	166,249	176,365	1,976	2,504	92,750	261,744	15,000	93,761
Loss on Disposal of TCA	31,053	54,012	-	-	4,091	14,072	-	-
<b>Total Expenses</b>	<b>6,687,803</b>	<b>6,280,503</b>	<b>10,915,294</b>	<b>9,261,174</b>	<b>10,260,434</b>	<b>7,774,805</b>	<b>4,222,518</b>	<b>4,166,352</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$25,519,679</b>	<b>\$22,662,623</b>	<b>\$(9,133,349)</b>	<b>\$(6,661,232)</b>	<b>\$(3,380,302)</b>	<b>\$1,422,221</b>	<b>\$(212,501)</b>	<b>\$1,352,612</b>

# The Corporation of the City of Courtenay

## Consolidated Schedule of Segment Disclosure by Service - Schedule 1 (continued) Year ended December 31, 2022

(Note 12)  
Page 2 of 3

	Public Health & Welfare Services		Environmental Development Services		Recreational and Cultural Services		Water Utility Services	
	2022	2021	2022	2021	2022	2021	2022	2021
<b>REVENUE</b>								
Taxation	-	-	-	-	-	-	\$1,229,645	\$1,215,773
Sales of Services	-	-	-	-	-	-	7,831,087	7,377,099
Revenue from Own Sources	-	-	533,768	619,452	1,507,540	1,049,110	234,808	406,759
Government Transfers	714,852	84,788	173,082	69,402	482,797	283,570	-	-
Transfer from Other Funds	-	-	-	-	-	-	-	-
Other Revenue	140,543	166,755	795,248	488,000	-	-	-	-
Other Contributions	-	-	234,700	141,259	126,529	175,534	486,750	927,867
Interest Earned	-	-	34,520	2,384	24,133	1,838	59,013	4,983
Gain on sale of TCA	-	-	-	-	7,091	-	-	-
<b>Total Revenues</b>	<b>855,395</b>	<b>251,543</b>	<b>1,771,318</b>	<b>1,320,497</b>	<b>2,148,090</b>	<b>1,510,052</b>	<b>9,841,303</b>	<b>9,932,481</b>
<b>EXPENSES</b>								
Salaries and Benefits	267,564	261,901	1,066,648	1,082,067	5,236,190	4,727,108	974,355	837,736
Goods and Services	120,632	121,468	1,487,785	691,230	3,189,876	2,720,656	5,702,485	5,973,871
Amortization Expense	45,075	40,657	-	-	1,075,117	1,049,754	555,565	536,784
Debt Servicing	-	-	-	-	32,867	(33,847)	(6,744)	(5,006)
Other Expenditures	-	-	764	434	265,348	263,142	-	-
Loss on Disposal of TCA	-	-	-	-	-	15,110	14,092	30,601
<b>Total Expenses</b>	<b>433,271</b>	<b>424,026</b>	<b>2,555,197</b>	<b>1,773,731</b>	<b>9,799,398</b>	<b>8,741,923</b>	<b>7,239,753</b>	<b>7,373,986</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$422,124</b>	<b>\$(172,483)</b>	<b>\$(783,879)</b>	<b>\$(453,234)</b>	<b>\$(7,651,308)</b>	<b>\$(7,231,871)</b>	<b>\$2,601,550</b>	<b>\$2,558,495</b>

# The Corporation of the City of Courtenay

## Consolidated Schedule of Segment Disclosure by Service - Schedule 1 (continued) Year ended December 31, 2022

(Note 12)  
Page 3 of 3

	Sewer Utility Services		Consolidated	
	2022	2021	2022	2021
<b>REVENUE</b>				
Taxation	2,111,108	2,086,472	32,277,972	30,444,210
Sales of Services	6,326,863	5,669,152	18,840,107	17,780,296
Revenue from Own Sources	23,940	107,628	3,395,462	4,008,059
Government Transfers	-	-	5,967,982	5,608,403
Transfer from Other Funds	-	-	-	-
Other Revenue	-	-	1,257,802	945,711
Other Contributions	700,592	1,191,022	4,907,630	8,696,740
Interest Earned	72,746	7,074	2,071,940	846,734
Gains on sale of TCA	-	-	12,036	4,826
<b>Total Revenues</b>	<b>9,235,249</b>	<b>9,061,348</b>	<b>68,730,931</b>	<b>68,334,979</b>
<b>EXPENSES</b>				
Salaries and Benefits	606,934	561,600	19,013,755	17,540,154
Goods and Services	375,636	971,824	27,261,231	22,825,314
Amortization Expense	466,052	375,134	6,660,569	6,465,930
Debt Servicing	11,132	17,823	46,544	(20,262)
Other Expenditures	4,925,519	4,630,120	5,467,606	5,428,070
Loss on Disposal of TCA	1,525	-	50,761	113,795
<b>Total Expenses</b>	<b>6,386,798</b>	<b>6,556,501</b>	<b>58,500,466</b>	<b>52,353,001</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$2,848,451</b>	<b>\$2,504,847</b>	<b>\$10,230,465</b>	<b>\$15,981,978</b>

# The Corporation of the City of Courtenay

## Consolidated Schedule Of Accumulated Surplus & Reserves - Schedule 2 Year ended December 31, 2022

	2022	2021
<b>Surplus</b>		
Invested in Tangible Capital Assets	\$170,008,982	\$160,673,223
General Operating Fund	13,399,070	12,501,874
General Capital Fund	733,665	1,112,772
Water Utility Operating Fund	5,920,905	4,822,489
Water Utility Capital Fund	108,869	108,869
Sewer Utility Operating Fund	3,197,321	3,671,054
Sewer Utility Capital Fund	21,706	21,706
Gaming Fund	1,951,345	1,876,417
<b>Total Surplus</b>	<b>195,341,863</b>	<b>184,788,404</b>
<b>Reserves</b>		
General Fund Reserves:		
Machinery and Equipment	1,767,915	2,358,700
Land Sale	793,955	780,085
New Works and Equipment	4,428,655	4,055,274
New Works - Community Gas Tax Funds (Note 5)	2,069,886	3,051,945
New Works - Covid-19 Restart Grant (Note 6)	-	159,500
General Asset Management Reserve	786,262	869,859
Risk Reserve	106,544	104,682
Public Parking	126,991	122,578
Parkland Acquisition	342,452	311,723
Police Contingency Reserve	792,286	771,211
Assessment Appeal	435,878	319,870
Housing Amenity	1,258,566	1,012,922
Tree Reserve	118,555	120,052
Amenity	680,776	669,693
	<b>13,708,721</b>	<b>14,708,094</b>
Water Utility Reserves:		
Water Utility	1,795,546	1,734,832
Water Asset Management Reserve	1,341,848	1,038,778
Machinery and Equipment	347,794	311,891
	<b>3,485,188</b>	<b>3,085,501</b>
Sewer Utility Reserves:		
Sewer Utility	1,091,521	843,982
Sewer Asset Management Reserve	1,886,448	1,946,031
Machinery and Equipment	810,916	722,180
	<b>3,788,885</b>	<b>3,512,193</b>
<b>Total Reserves</b>	<b>20,982,794</b>	<b>21,305,788</b>
<b>ACCUMULATED SURPLUS (Statement A)</b>	<b>216,324,657</b>	<b>206,094,192</b>

Consolidated Schedule of Tangible Capital Assets - Schedule 3  
For the year ended December 31, 2022

COST	Land		Equipment/ Furniture/		Engineering Structures				Other Tangible Capital Assets		Total	2021
	Land	Improvements	Buildings	Vehicles	Roads	Water	Sewer	Other	Capital Assets			
Opening Balance	-	39,984	414,921	27,452	6,429,247	156,969	5,899,116	159,789	-	\$13,127,478	5,208,890	
Construction-in-progress (CIP)	-	-	-	-	-	-	-	-	-	-	-	
Add: Construction-in-progress	-	36,332	217,170	112,827	302,161	181,484	224,495	138,719	-	1,213,188	8,026,320	
Less: Transfers into Service	-	-	-	-	(6,186,344)	-	(5,730,301)	-	-	(11,916,645)	(107,732)	
Closing Balance	-	76,316	632,091	140,279	545,064	338,453	393,310	298,508	-	2,424,021	13,127,478	
Construction-in-progress	-	-	-	-	-	-	-	-	-	-	-	
Opening Balance	25,523,735	8,028,260	32,742,331	20,042,266	109,702,103	28,029,792	14,577,315	29,508,545	1,233,264	269,387,611	260,047,022	
Tangible Capital Assets	-	-	-	-	-	-	-	-	-	-	-	
Add: Additions (including Transfers into Service)	340,608	455,208	205,290	3,912,034	11,840,618	553,576	6,207,344	1,707,041	23,932	25,245,651	9,715,225	
Less: Disposals	-	-	-	(185,899)	(155,344)	(27,672)	(11,438)	-	(17,466)	(397,819)	(374,636)	
Closing Balance Tangible Capital Assets and CIP	25,864,343	8,559,784	33,579,712	23,908,680	121,932,441	28,894,149	21,166,531	31,514,094	1,239,730	296,659,464	282,515,089	
<b>ACCUMULATED AMORTIZATION</b>												
Opening Balance	-	3,874,633	14,127,959	12,751,791	54,233,594	8,470,662	2,813,356	11,140,437	1,031,068	108,443,500	102,237,410	
Add: Amortization	-	301,060	766,257	974,604	2,874,958	525,039	313,762	815,612	89,277	6,660,569	6,465,930	
Less: Accum Amortization on Disposals	-	-	-	(139,545)	(153,636)	(13,580)	(9,913)	-	(17,466)	(334,140)	(259,840)	
	-	4,175,693	14,894,216	13,586,850	56,954,916	8,982,121	3,117,205	11,956,049	1,102,879	114,769,929	108,443,500	
<b>Net Book Value for year ended December 31, 2022</b>	<b>\$25,864,343</b>	<b>\$4,384,091</b>	<b>\$18,685,496</b>	<b>\$10,321,830</b>	<b>\$64,977,525</b>	<b>\$19,912,028</b>	<b>\$18,049,326</b>	<b>\$19,558,045</b>	<b>\$136,851</b>	<b>\$181,889,535</b>	<b>174,071,589</b>	

# The Corporation of the City of Courtenay

## Consolidated Schedule of Debenture and Other Long-Term Debt - Schedule 4 Year ended December 31, 2022

Bylaw Number		Term Years	Maturity Date	Interest Rate	Principal Outstanding Dec 31/21	Current Year Borrowing	Actuarial Adjustment/ Princ. Reduct.	Principal Outstanding Dec 31/22
<b>General Capital Fund</b>								
2227	Fifth Street Bridge	15	2023	2.90	77,609	-	38,044	39,565
2304	Lerwick Road Ext. Prop Acquisition	25	2029	2.85	458,581	-	48,023	410,558
2354	Repaving Program	20	2025	5.10	121,085	-	29,138	91,947
2355	Lerwick Road Extension	25	2030	0.91	331,733	-	32,654	299,079
2425	Lerwick Road Construction	20	2026	1.53	235,852	-	43,545	192,307
2453	Police Property Acquisition	20	2026	1.53	468,266	-	86,455	381,811
2458	Public Works Maintenance Building	15	2022	2.25	136,209	-	136,209	-
2539	Capital Infrastructure Work	15	2024	2.25	786,223	-	251,865	534,358
2538	Native Sons Hall Renovation	15	2025	1.28	195,441	-	46,369	149,072
2680	Lewis Centre Renovation	15	2027	3.39	1,980,231	-	298,544	1,681,687
2681	Infrastructure Works - Road Paving	15	2027	3.39	735,514	-	110,887	624,627
2978	Fifth Street Bridge Rehabilitation	20	2041	2.58	3,400,000	-	136,483	3,263,517
TOTAL GENERAL CAPITAL FUND					8,926,744	-	1,258,216	7,668,528
<b>Water Capital Fund</b>								
Debenture Debt								
2424	Water Extension - Lerwick Road	20	2026	1.53	196,544	-	36,288	160,256
TOTAL WATER CAPITAL FUND					196,544	-	36,288	160,256
<b>Sewer Capital Fund</b>								
Debenture Debt								
2305	Sewer Extension	25	2029	2.85	343,937	-	36,017	307,920
2353	Sewer Extension	25	2030	0.91	933,593	-	91,897	841,696
2423	Sewer Extension - Lerwick Road	20	2026	1.53	119,236	-	22,014	97,222
2985	Sewer Extension - Greenwood Trunk	25	2045	0.91	2,903,311	-	98,381	2,804,930
TOTAL SEWER CAPITAL FUND					4,300,077	-	248,309	4,051,768
<b>TOTAL ALL CAPITAL FUNDS</b>					<b>13,423,365</b>	<b>-</b>	<b>1,542,813</b>	<b>11,880,552</b>



# The Corporation of the City of Courtenay

## Consolidated Schedule Of Investments - Schedule 5 For the year ended December 31, 2022

	2022	2021
<b>GENERAL OPERATING FUND</b>		
Cash on Hand	\$34,816,708	\$36,173,464
<b>GAMING FUND</b>		
Cash on Hand	1,685,532	1,715,384
<b>Total Cash on Hand and on Deposit</b>	<b>\$36,502,240</b>	<b>\$37,888,848</b>
<b>GENERAL OPERATING FUND TERM DEPOSITS</b>		
Municipal Finance Authority, Money Market Fund at fluctuating rate, no maturity date	\$15,332,338	15,042,244
The Bank of Nova Scotia, various guaranteed investment certificates	\$21,527,940	20,989,374
<b>Total Term Deposits</b>	<b>36,860,278</b>	<b>36,031,618</b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b>73,362,518</b>	<b>\$73,920,466</b>





CITY OF  
**COURTENAY**

830 CLIFFE AVENUE, COURTENAY, BC V9N 2J7  
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# STAFF REPORT

**To:** Council  
**From:** Director of Development Services  
**Subject:** Complete Communities Grant UBCM

**File No.:**  
**Date:** June 28, 2023

## PURPOSE:

The purpose of this report is to seek Council support for an application for funding from the Union of B.C. Municipalities (UBCM) Complete Communities Program. For the City of Courtenay to be eligible for UBCM grant funding, a Council resolution indicating support for the grant application, and direction to provide overall grant management, must be submitted with the application. The Complete Communities Program aligns with several of Council's strategic priorities and contributes to the City's commitment to creating a more complete, compact, and energy efficient community. The funding will assist with implementing many of the OCP policies and the program aligns with our four cardinal directions.

## BACKGROUND:

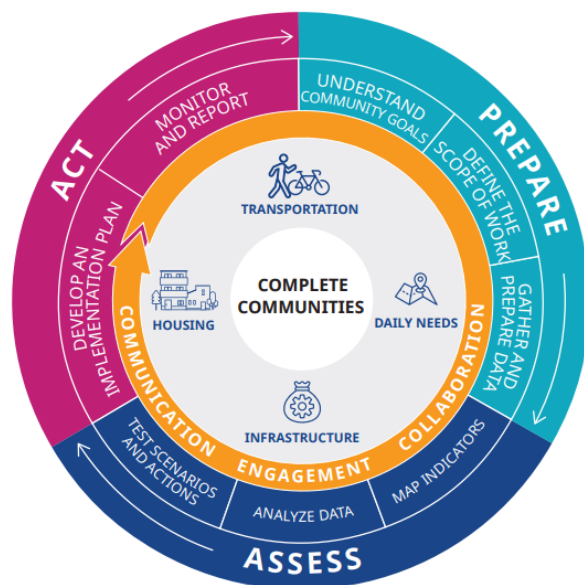
### Complete Communities Fund and Program

Complete communities provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a 15-20 minute walk. The Complete Communities Program, administered by the Union of British Columbia Municipalities (UBCM) on behalf of the Province, supports local governments and modern Treaty Nations in undertaking assessments of their community completeness to identify current strengths, opportunities, and challenges and determine potential actions to increase their completeness.



A minimum of three of the four lenses identified in the Ministry of Housing's *Complete Communities Guide* should be used to assess community completeness: housing, transportation, daily needs, and infrastructure. It is recommended that the City use all four lenses to complete the assessment.

The grant deliverable includes a report that sets out: key assessment findings; identified strengths, opportunities, and challenges to increase community completeness; and an implementation plan that includes potential future actions. The Complete Communities assessment process includes eight steps over three phases: prepare, assess, and act.



- Phase 1: Prepare, involves identifying the community goals that may be supported by creating more complete communities which will inform the scope and scale of the assessment and the data required to complete the project.
- Phase 2: Assess, involves using data to map and measure each of the indicators nested under each lens (housing, daily needs, transportation, and infrastructure).
- Phase 3: Act, includes developing an implementation plan which outlines the necessary steps resulting from the assessment to help meet the identified community goals. The grant program does not include funding for the implementation of the actions developed in this phase.

Geospatial land use assessment is an important component of the Complete Communities program. Completion of the Complete Communities assessment will involve compiling and analyzing geographic data (data that is associated with geographic locations) as it provides context for the analysis and identification of potential actions.

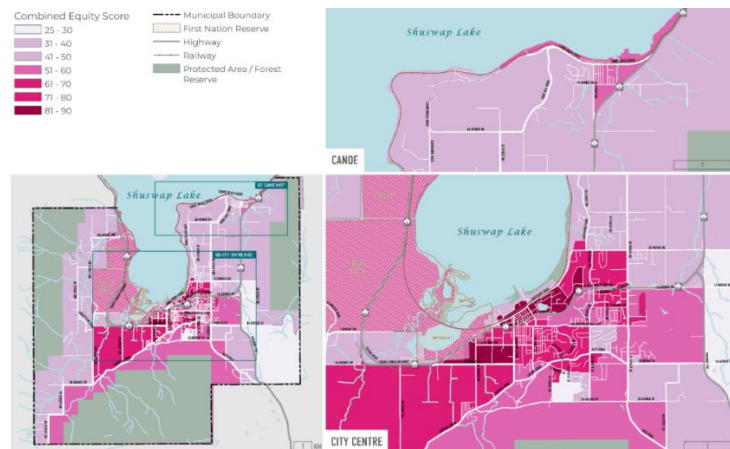
Publicly available data, assembled by the Integrated Cadastral Information (ICI) Society, will be available to the City to access to support the assessment. The grant funding can also be utilized to digitize relevant data such as pedestrian networks, infrastructure, housing types, community parks, facilities, etc. required to complete the assessment. The completion of this mapping would be an asset to the planned OCP review.

## Example Projects

The [Complete Communities Guide](#) highlights several examples of geospatial data compilation and analysis for identifying spatial trends and community needs. The examples offered in the Guide and those mentioned below can be woven into organizational or community discussions about the City's planning processes and opportunities to become more complete to support the City's identified goals. The following geospatial maps are examples of mapping that could be developed for the City of Courtenay as part of the Complete Communities assessment:

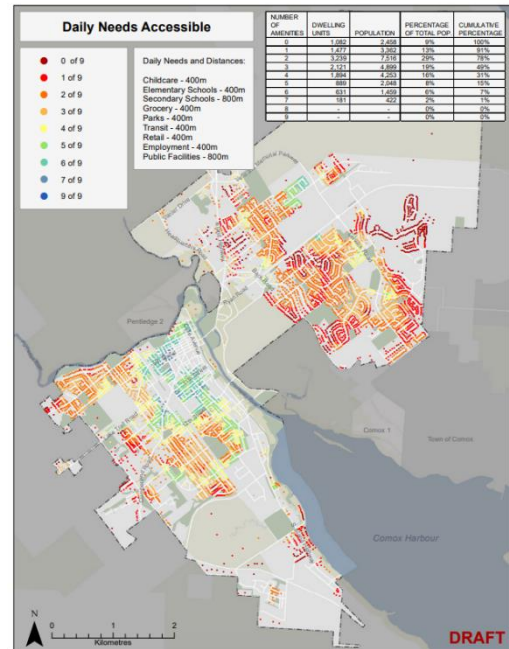
### *Salmon Arm Active Transportation Network Plan – Equity Analysis*

City of Salmon Arm conducted a geospatial equity analysis to develop a transportation network that serves all areas of the city and provides equitable access for all residents. The geospatial map below identifies neighbourhoods where there were higher concentrations of equity-priority groups. The analysis identified underserved areas where there were opportunities to make strategic investments to improve transportation equity.



### Courtenay OCP Review

In the City’s recent Official Community Plan review, residents were engaged about the future of Courtenay, including about many elements that make up complete communities. The City also conducted a spatial analysis of several indicators of the built environment, demographics, and travel behaviour to inform conversations for its OCP review process as illustrated in the map to the right. The analysis provided the City with a broader understanding of the community’s strengths, opportunities, and challenges. The Complete Communities program would support the City in building on this geospatial analysis work in the “act” phase of the assessment process to develop an implementation plan. The implementation plan would outline the necessary steps needed to help meet the identified community goals including details around the type of action, implementation tools, resource requirements, responsibilities, and timelines.



### DISCUSSION:

The Complete Communities program grant can be used to enhance the City of Courtenay’s ability to make evidence-based land use planning decisions through assessments to inform land use decision-making, considering housing need, supply, and location; providing transportation options including increased walkability; and making efficient use of infrastructure.

Two application deadlines are scheduled for 2023/2024: June 16, 2023, and January 12, 2024. UBCM is currently accepting grant applications to the 2023 intake of the Complete Communities Program. Staff recommend submitting the application in the first intake as application success is likely higher than in the second intake.

Local municipalities will be advised of the status of their application within 90 days of the application deadline. The Complete Communities Program must be completed within one year of the date of grant approval.

### POLICY ANALYSIS:

#### Official Community Plan

The City of Courtenay Official Community Plan (OCP) accounts for the diverse and complex ways in which the urban environment impacts well-being. Community well-being is identified as one of four vital navigational tools to guide decision-making as Courtenay moves toward its community vision. The City has committed to taking a systems-based approach to well-being, considering the physical, mental, and emotional well-being of individuals and communities, and the natural ecosystem.

The OCP recognizes the role of housing in meeting the City’s vision and goals. The OCP supports the development and integration of a variety of housing options in all neighbourhoods in the City. Infrastructure and corresponding levels of service will affect Courtenay’s future fiscal performance, public health, safety, and

environment. The OCP supports the need to embrace a holistic approach to land use management and associated infrastructure planning, accounting for long-term lifecycle costs associated with development.

The Complete Communities Program and the four lenses (housing, daily needs, transportation, and infrastructure) greatly align with the above identified policies and would support Courtenay in achieving its community objectives.

### Clean BC Roadmap to 2030

The Complete Communities program aligns with commitments in the Clean BC *Roadmap to 2030*, the Province's plan to achieve its emissions reduction targets while building a cleaner economy. The Complete Communities program would support the City in aligning land use and transportation planning to build connected, mixed-use communities where more people can live closer to jobs, services and transportation choices, and helping to reduce commute times and GHG emissions.

The City of Courtenay is a signatory to the B.C. Climate Action Charter. The Complete Communities program supports the City in fulfilling its commitment to create more complete, compact, and energy efficient communities.

### **FINANCIAL IMPLICATIONS:**

The Complete Communities program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000. In addition to the grant application, the City must provide a budget that indicates the proposed expenditures from the Complete Communities program and other sources (if applicable) that aligns with the proposed activities of the program. If successful, the funding program will provide the City with financial resources to conduct the required geospatial analysis to support several of the implementation actions identified in the recently completed OCP, including completing additional engagement, geospatial analysis, policy review and implementation planning that will directly benefit the completion of the planned OCP implementation including the comprehensive zoning bylaw review.

### **ADMINISTRATIVE IMPLICATIONS:**

To assist with staff capacity, the grant application is being prepared by a consultant. City staff will be required to support with the coordination and preparation of application materials required for submission. If successful, the grant will fund consulting services to complete all phases of the project including public engagement, mapping, and final reporting.

### **STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

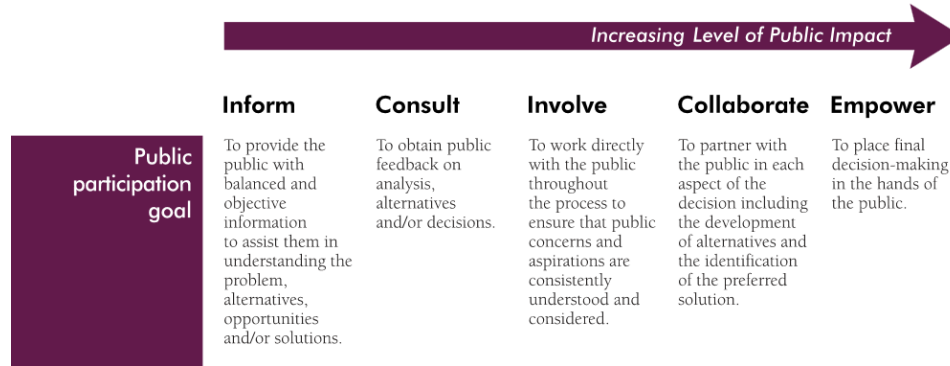
- Buildings and Landscape - Review and update land use regulations and bylaws for consistency with OCP
- Buildings and Landscape - Update Zoning Bylaw - review maximum building heights
- Buildings and Landscape - Support investment and redevelopment in downtown core: Review and evaluate Downtown development incentives e.g. fast tracking/density bonuses/DCC
- Buildings and Landscape - Update Subdivision Bylaw, including offsite frontage improvements



- Social Infrastructure - Develop measures and criteria to track progress for the OCP's four cardinal directions: reconciliation, community well-being, equity, and climate action
- Streets and Transportation - Update cycling network plan and implementation strategy

**PUBLIC ENGAGEMENT:**

Staff would inform the public based on the IAP2 Spectrum of Public Participation if the grant is received:



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

**OPTIONS:**

1. THAT Council support the submission of a grant application to UBCM for the Complete Communities Fund.
2. THAT Council provide alternative direction to staff.

Prepared by: Marianne Wade, Director of Development Services  
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)



## STAFF REPORT

**To:** Council

**File No.:** TUP2301/TUP00008

**From:** Director of Development Services

**Date:** June 28, 2023

**Subject:** Temporary Use Permit No. 2301 – 1885 Cliffe Avenue (BC Housing)

### PURPOSE:

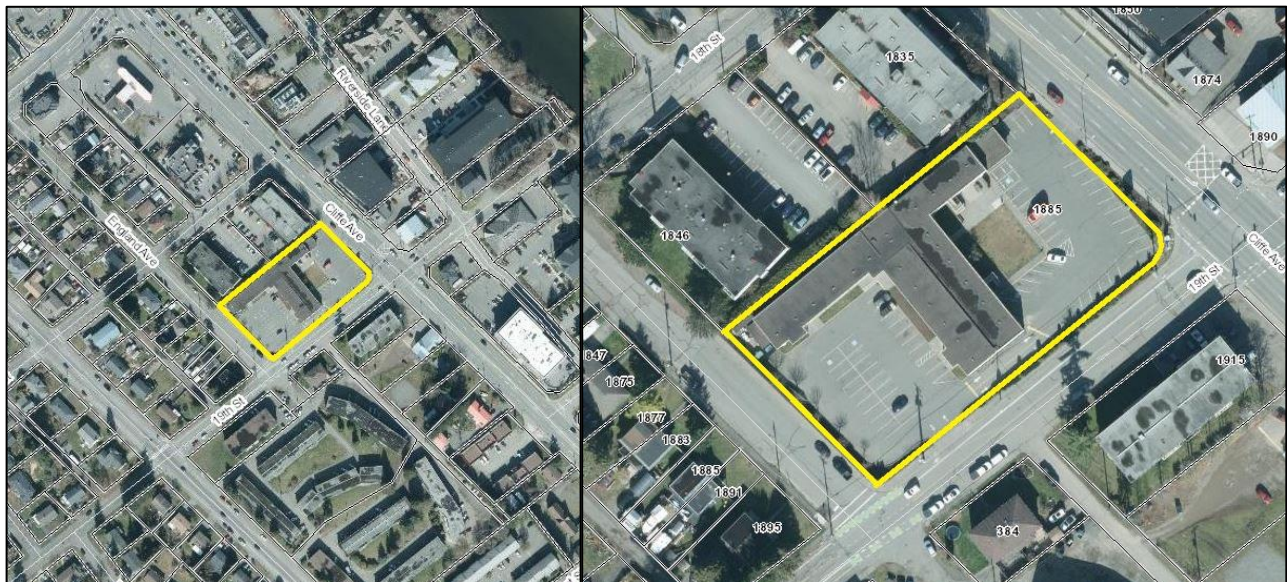
The purpose of this report is to provide Council with information and an update on the application made by BC Housing for a Temporary Use Permit to allow *Supportive Housing* as a use at 1885 Cliffe Avenue for the creation of a BC Housing supportive housing project.

Legal Description: Lot B, Section 68, Comox District, Plan 23642, Except part in Plan VIP72700.

### BACKGROUND:

The subject property is located at 1885 Cliffe Avenue, is zoned Multiple Use 2 (MU-2) Zone and is currently occupied by the Super 8 Motel. The property is approximately 5152 m<sup>2</sup> (55,456 ft<sup>2</sup>) with access from Cliffe Avenue and 19<sup>th</sup> Street. (Figure 1)

**Figure No. 1:** Context Map



BC Housing has purchased the property to facilitate the transfer of residents from the Travelodge to the Super 8, due to the lease at the Travelodge expiring on June 30, 2023. The Super 8 hotel will house 67 residents from the Travelodge while a permanent housing solution can be created.

The existing zoning Multiple Use Two Zone (MU-2) does not permit supportive housing but the OCP has designated this property as Urban Corridor which does supportive and transitional housing. In order for

Council to consider a TUP the use must be supported in the OCP. A Temporary Use Permit (TUP) is required to permit the supportive housing use on the subject property within the Mu-2 zone. The process is guided by Division 8 Temporary Use Permits of the *Local Government Act* and the Development Applications Procedure Bylaw No. 2790.

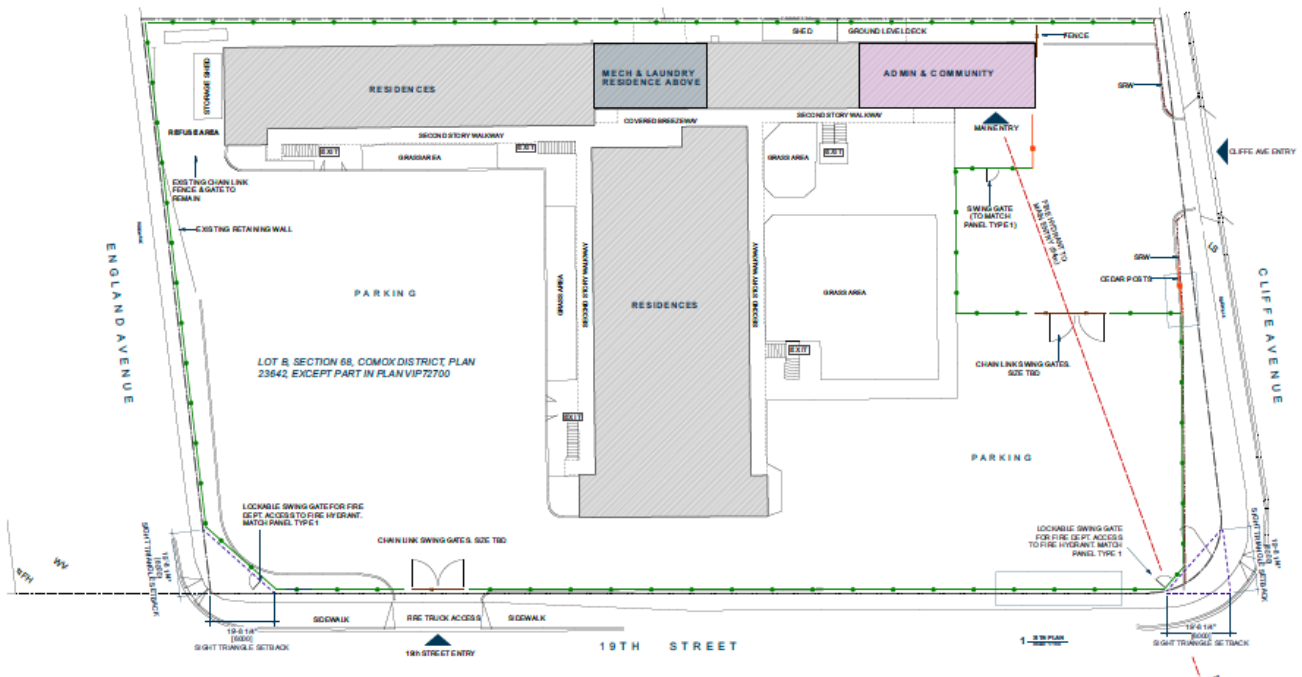
**DISCUSSION:**

BC Housing applied for a TUP on May 19, 2023 and it was incomplete. Staff has been working with BC Housing and their consultants to finalize documents that are required to inform the TUP. The status of these documents is outlined below.

Site Plan

The site plan (Figure 2) has a 2 metre fence which complies with the zoning bylaw and addresses sight triangles on the corners of the lot. There are two entryways identified on the plan and the uses are identified.

Figure 2 Site Plan



Operations

The property will be owned by BC Housing (Provincial Rental Housing Corp) and operated by the Comox Valley Transition Society (CVTS). The operational funding will be provided by BC Housing. CVTS will enter into an Operator Agreement with BC Housing. This operator agreement includes the requirements for a Community Advisory Committee and a good neighbour agreement. A template has been provided to the City. The TUP will require that a signed operator agreement be received prior to issuance of a TUP.

### Fire Protection

The City's Fire Chief has inspected the site and has identified the need for hard wired fire alarms and sprinklers. BC Housing has proposed a two staged approach to fire plan and protection. The initial phase is to provide fire watch which consists of two staff per 24 hours. Campbell River Fire Safety has inspected the building's smoke alarms and fire extinguishers, any deficiencies have been addressed by BC Housing.

- The next phase is to hard wire the smoke alarms and install sprinklers.
- A Fire Plan will be required as part of the TUP.

### Security

There is onsite staff 24/7 and BC Housing is finalizing security hours as part of the Operator agreement. There will be security cameras installed on the property. In addition, there will be a number provided for residences in the area to contact with any concerns as per the Operator agreement with CVTS.

A security plan is required as part of the TUP.

### Code Compliance

As per the BC Building Code, a coordinating professional is required to oversee renovations and to ensure the building meets the building code requirements for life and safety as per the proposed use. A schedule A (coordinating professional) has been received by the City which is a requirement of the TUP. BC Housing has retained a code consultant to perform the code review for the Coordinating professional. City's Building Services is working with the Coordinating Professional to ensure BC Building Code compliance. The Coordinating Professional is a registered Architect.

### **POLICY ANALYSIS:**

The Official Community Plan LU 1 supports housing affordability and diversity. Urban Corridor policy #1 supports mix of land uses and a diversity of multi-residential housing choices to promote establishment of a complete community. The Urban Corridor permitted uses include supportive and transitional housing.

### **FINANCIAL IMPLICATIONS:**

There is no financial impact at this time.

### **ADMINISTRATIVE IMPLICATIONS:**

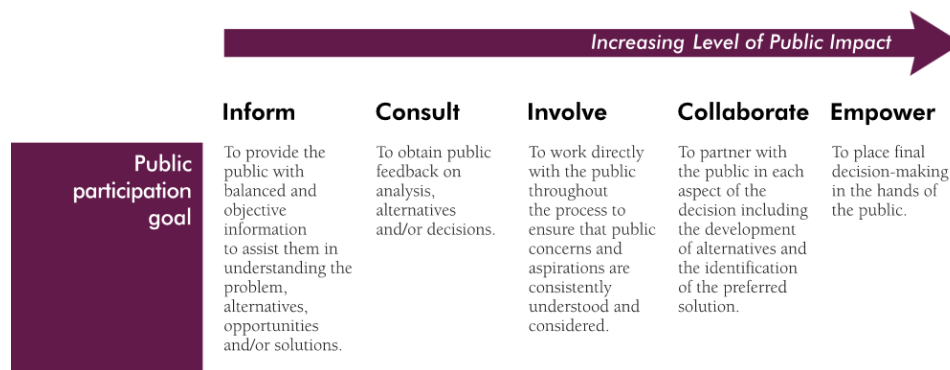
The TUP requires input from various city departments but processing and issuance is part of Development Services responsibilities.

### **STRATEGIC PRIORITIES REFERENCE:**

The 2023-2026 Strategic Priorities are organized and reflect the four cardinal points of Community Well Being, Equity, Reconciliation and Climate Adaptation and this application is consistent with and supports the first three points. The TUP addresses the Affordable Housing strategic priority and provides temporary housing within the overall continuum of housing options.

### **PUBLIC ENGAGEMENT:**

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



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

### Public Information Meeting

As part of the Development Applications Procedure Bylaw requirements for processing TUP, BC Housing held a public meeting on June 8, 2023 at the Native Sons Hall from 6-8 pm. BC Housing has provided an initial summary of this meeting and the report is attachment 1.

This event was placed in social media, a mail out to owners and occupants within 200 metre of the property was done (335 notices mailed), posted public meeting and project information on Let's Talk Housing webpage hosted by BC Housing, and noted in media press releases. An advertisement was placed in the June 7<sup>th</sup> edition of the Comox Valley Record. This is all included in the summary report.

Approximately 110 residents of neighbourhood attend the public information meeting and the summary report list key themes. These include but not limited to: safety concerns, support of additional supportive housing in the area, more should be done to help people experiencing homelessness, fencing and security, and long-term plan for supportive housing.

BC Housing has indicated an update to the June 12, 2023 summary report will be provided prior to Council consideration of the TUP. (Attachment 1)

### Next Steps

As per the *Local Government Act* and the Development Applications Procedure Bylaw, public notice will be given that Council will consider the TUP at the July 12 regular council meeting at 4pm at the CVRD Council Chambers in two forms:

- One is by public notice in the newspaper June 28 and July 5; and
- Second with a mail out to occupants and owners within 200 meters of the site. The total number of notices to be sent is approximately 600.

In addition, the City will utilize our social media platform to inform the public of the meeting date and where they can provide comments to.

**OPTIONS:**

1. THAT Council receive the report for information. (Recommended)
2. THAT Council not receive the report for information.

Prepared by: Marianne Wade, Director of Development Services

Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)

Attachment 1 BC Housing Community Engagement Summary Report June 12, 2023



# Community Engagement Summary Report for

1885 Cliffe Avenue (Super 8 Courtenay)

Courtenay

June 12, 2023

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## Purpose of the Report

The purpose of this Community Engagement Summary Report is to provide an overview of the engagement that took place for 1885 Cliffe Avenue, Courtenay. This report includes how the community members were communicated with and any key themes resulting from the engagement.

## Background

The Province, through BC Housing, is in the process of purchasing the Super 8 hotel in Courtenay to ensure that current residents of the Travelodge are not left without housing when that lease expires in late June. BC Housing is in the process of submitting a temporary use permit application to the City of Courtenay so the Super 8 hotel can be used to provide housing for people staying at the Travelodge Courtenay.

## Engagement Goals

There were three goals as part of community engagement efforts for 1885 Cliffe Avenue.

1. To share information about the purchase of the Super 8 hotel and the eventual move of residents from the Travelodge to the Super 8.
2. To share information about the short term and long term plans for this site. The short-term goal is to move residents successfully. The long-term goal is purpose built supportive housing.
3. To listen and respond to questions the community may have with regards to the proposed housing.

## Engagement Overview

BC Housing sent information letters, launched a public webpage, launched a social media campaign, and hosted in person Open House on June 8, 2023 in an effort to share information, collect feedback and answer questions.

## News Release

The Province, through BC Housing, shared news of the purchase of the Super 8 via media release on May 29, 2023 (**Appendix A**).

## Neighbourhood Letter and Invitation

A neighbourhood letter was created and distributed to 335 properties within a 200m radius of 1885 Cliffe Avenue, Courtenay on May 30, 2023, by BC Housing (**Appendix B**). The mailing list was provided by the City of Courtenay. This letter provided an overview of what is happening at the Travelodge and the Super 8, as well as information about how to submit questions and share feedback, a link to the BC Housing Let's Talk Housing website, and an invitation to the June 8<sup>th</sup> Open House.

## Stakeholder Emails

Information emails and an invitation to the Open House were sent to the following:

- Comox Valley Coalition to End Homelessness
- Comox Valley Transition Society
- Downtown Courtenay BIA
- Island Health
- K'ómoks First Nation
- Wachiay Friendship Centre
- Ronna-Rae Leonard (MLA)
- City of Courtenay

Stakeholders were encouraged to share the information and invitation with colleagues and their own stakeholders.

## Let's Talk Housing Webpage

A dedicated webpage was launched May 29, 2023, to share detailed information about what is happening at the Travelodge and the Super 8 hotels, as well as information about location and operations. The site invited public feedback through an online question and comment forum. It also shared the Community Relations Inbox email.

The Let's Talk Housing page - <https://letstalkhousingbc.ca/courtenay-1885-cliffe-avenue> - has had **459 visits** since going live. The Community Benefits of Supportive Housing research document was downloaded **20 times** and the invitation was downloaded **14 times**. **Nine** persons submitted questions via the Q&A tool

## Social Media Campaign

BC Housing launched a social media campaign (**Appendix C**) focused on sharing the Open House invitation. The campaign reached 7397 individuals and had 11667 impressions.

## Newspaper Ads

BC Housing purchased ad space in the Comox Valley Record sharing the invitation for the in person Open House (**Appendix D**). The ad ran in the Wednesday, June 7<sup>th</sup> edition.

## In Person Meetings

While in Courtenay the week of June 5, 2023, BC Housing representatives met with the following stakeholders:

- Comox Valley Coalition to End Homelessness and some members (Salvation Army, Wachiay Friendship Centre Society, and Dawn to Dawn Action on Homelessness Society)
- Comox Valley Transition Society
- Downtown Courtenay BIA
- K'ómoks First Nation

## Open House: June 8, 2023

BC Housing hosted an in person Open House (Lodge Room, Native Sons Hall 360 Cliffe Ave, Courtenay, BC) on June 8, 2023 from 6:00-8:00pm.

The Open House allowed community members to ask questions and raise concerns. Seven BC Housing representatives were on hand to answer questions, discuss concerns, and share information about plans for the Super 8 and BC Housing's goals for housing in Courtenay. Poster boards were created to share information and encourage conversation (**Appendix E**).

110 persons attended the event. The tone was inquisitive and respectful however, many raised concerns and noted they were against this purchase and move.

BC Housing hired a third-party facilitator to assist with the Open House. Three representatives from Kirk & Co Consulting were on hand to help capture what was being shared by community members and, as objective participants, help with difficult conversations. Kirk & Co Consulting drafted its own engagement report. BC Housing has shared it here (**Appendix F**).

## BC Housing Community Relations Email

Contact information for a monitored inbox was included on notification and presentation materials so that community members and key stakeholders could ask questions and offer input on the project and receive responses from BC Housing staff. To date, BC Housing has received and responded to 36 emails.

## Summary of Comments Received

At the time this report was created (June 12, 2023) there have been 36 questions/comments submitted to BC Housing through the Community Relations email address. Many have been inquisitive in tone. Some have been supportive. More have been against the purchase and move.

Questions have been asked about the purchase, the engagement period and tight timeline operations, questions, and general plans for the redevelopment. Those who have spoken against the TUP for the Super 8 have noted graffiti, garbage, crime, drug use, violence, and decreased property values. BC Housing answered all questions in a timely manner (same day).

## Conclusion

Given the tight timeline and urgent situation, there was really no choice but to move quickly with this engagement. The engagement period was two weeks (May 29, 2023 to June 12, 2023). During this period the community had access to information, opportunities to ask questions in person and online, and share feedback, concerns, and insight in person and online. Highlights include:

- 335 neighbours reached by mail
- 8 community partners reached by email
- 459 views of the website
- 20 downloads of the Community Benefits of Supportive Housing research document
- 14 downloads of in person Open House invitation

- 9 inquiries received by the online Q&A tool
- 36 emails sent to [communityrelations@bchousing.org](mailto:communityrelations@bchousing.org) email address

## Appendix A: News Release

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## NEWS RELEASE

For Immediate Release  
2023HOUS0056-000837  
May 29, 2023

Ministry of Housing

### **Province will purchase hotel for housing in Courtenay**

COURTENAY – The Province, through BC Housing, is in the process of purchasing the Super 8 hotel in Courtenay to ensure residents of the Travelodge are not left without housing when that lease expires in late June 2023.

“We want to make sure that these vulnerable people are not left homeless, which is why we made substantial efforts to purchase this hotel and create a valuable housing resource for the community,” said Ravi Kahlon, Minister of Housing. “These new homes will further add to the significant efforts underway in Courtenay and across the province to tackle the housing crisis and build the homes people need.”

BC Housing is in the process of submitting a temporary-use permit application to the City of Courtenay so the Super 8 hotel can be used to provide housing for people staying at the Travelodge Courtenay.

BC Housing has leased the Travelodge since spring 2020 to provide people facing homelessness a safe place to stay and self-isolate during the pandemic. The lease will expire June 30, 2023. BC Housing explored purchasing the Travelodge, but was unable to come to acceptable terms with the owner.

The Super 8 hotel at 1885 Cliffe Ave. has 67 units, each with its own washroom. The Comox Valley Transition Society (CVTS), which has been operating the Travelodge, will operate the Super 8 to ensure a seamless transition for residents.

As with the Travelodge, the society will have staff on site 24 hours a day, seven days a week, to provide residents with support services, including daily meals, life-skills training and health and wellness services.

Residents are scheduled to start moving into the Super 8 in June. The Province, through BC Housing, will fund the purchase and operating costs of the building.

“This is a substantial investment in our community and will provide housing for those who need it most,” said Ronna-Rae Leonard, MLA for Courtenay-Comox. “I look forward to seeing tenants get settled in over the coming weeks so they can continue to have a safe, comfortable place they can call their own.”

People can learn more about plans for the Super 8 at an information session hosted by BC Housing on Thursday, June 8, from 6-8 p.m., at the Lodge Room, Native Sons Hall, 360 Cliffe Ave.

Once guests have moved in, BC Housing will begin exploring permanent housing options for the

site and will engage with the community to discuss its long-term use.

BC Housing also continues to work with the city and CVTS to identify options for a permanent location for the CONNECT shelter. BC Housing will update the community if a new site is confirmed.

This project is part of a \$19-billion housing investment by the B.C. government. Since 2017, the Province has delivered more than 76,000 new homes for people in B.C., including 743 homes in the Comox Valley.

**Learn More:**

To learn more about plans for the Super 8 hotel, visit:

<https://letstalkhousingbc.ca/courtenay-1885-Cliffe-Avenue>

To learn more about government’s new Homes for People action plan, visit:

<https://news.gov.bc.ca/releases/2023HOUS0019-000436>

To learn more about the Belonging in BC Provincial Homelessness Plan, visit:

<https://news.gov.bc.ca/files/BelongingStrategy.pdf>

To learn about the steps the Province is taking to tackle the housing crisis and deliver affordable homes for British Columbians, visit:

<https://workingforyou.gov.bc.ca/>

**Contacts:**

Ministry of Housing  
Media Relations  
236 478-0251

BC Housing  
Media Relations  
media@bchousing.org

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](https://news.gov.bc.ca/connect)



Appendix B: Neighbourhood Letter and Invitation

May 29, 2023

Dear Neighbour,

BC Housing is working to secure safe homes for those who need them most in Courtenay.

What is happening at the Travelodge?

The Travelodge hotel (2605 Cliffe Avenue, Courtenay) opened in 2020 in response to the urgent need for shelter in Courtenay amidst the COVID-19 pandemic and the housing crisis. It provided vital temporary housing for those experiencing, or at risk of homelessness.

BC Housing's lease of the Travelodge ended on March 31, 2023. BC Housing was able to extend the lease until June 30, 2023 and is now working to find new homes for shelter guests staying at the Travelodge.

What is happening at the Super 8?

BC Housing is in the process of purchasing the Super 8 hotel (1885 Cliff Avenue, Courtenay). The Province, through BC Housing, will fund the purchase and operating costs of the building.

Residents are scheduled to start moving into the Super 8 in June. Once guests have moved in, BC Housing will begin exploring possible permanent housing options for the site and will engage with the community to discuss its long-term use.

We want to hear from you!

BC Housing is committed to reaching out to neighbours and the wider Courtenay community to share information, answer questions, and listen to concerns. Your feedback and comments are important to us! There are many ways you can share feedback.

Let's Talk Affordable Housing in Courtenay - <https://letstalkhousingbc.ca/courtenay-1885-cliffe-avenue> - is a web page that provides an overview of what is happening in Courtenay and additional information about the Super 8 hotel. It also includes a Q&A tool that can be used to submit your questions.



Community Open House – Thursday, June 8, 2023

Please join representatives from BC Housing in person on Thursday, June 8, 2023 to learn more about what is happening at the Super 8 hotel and affordable housing in Courtenay. An invitation with more information is attached.

Email

We also welcome questions and comments by email to [communityrelations@bchousing.org](mailto:communityrelations@bchousing.org)

Sincerely,  
BC Housing

## **YOU'RE INVITED!**

The Province, through BC Housing, is in the process of purchasing the Super 8 hotel in Courtenay to ensure that current residents of the Travelodge are not left without housing when that lease expires in late June. BC Housing is in the process of submitting a temporary use permit application to the City of Courtenay so the Super 8 hotel can be used to provide housing for people staying at the Travelodge Courtenay.

BC Housing is committed to sharing information about what is happening at the Super 8 hotel and answering any questions you may have. Please join us on Thursday, June 8, 2023 to learn more.

---

## **COMMUNITY OPEN HOUSE**

**Date:** Thursday, June 8, 2023

**Time:** 6:00pm-8:00pm

**Location:** Lodge Room, Native Sons Hall. 360 Cliffe Ave, Courtenay, BC

**Format:** Drop-in open house event. No RSVP required.

---

## **BACKGROUND**

BC Housing, in partnership with local community groups, is working to secure homes for those who need them most in Courtenay.

### **What is happening at the Travelodge?**

The Travelodge hotel (2605 Cliffe Avenue, Courtenay) opened as a shelter in response to the urgent need for shelter in Courtenay amidst the COVID-19 pandemic and the housing crisis. It provided vital temporary housing for those experiencing, or at risk of homelessness.

BC Housing's lease of the Travelodge ended on March 31, 2023. BC Housing was able to extend the lease until June 30, 2023 and is now working with the Comox Valley Transition Society to find new homes for shelter guests staying at the Travelodge.

### **What is happening at the Super 8 hotel?**

BC Housing is in the process of purchasing the Super 8 hotel (1885 Cliff Avenue, Courtenay). The Province, through BC Housing, will fund the purchase and operating costs of the building.



Residents are scheduled to start moving into the Super 8 in June. Once guests have moved in, BC Housing will begin exploring possible permanent housing options for the site and will engage with the community to discuss its long-term use.

We look forward to seeing you on June 8 to share more information and answering any questions you may have.

Sincerely,  
BC Housing

## Appendix C: Social Media Campaign

### Copy

Join us in person to learn more about what is happening at the Super 8 hotel and affordable housing in Courtenay.

Date: Thursday, June 8

Time: 6:00pm – 8:00pm

Location: Lodge Room, Native Sons Hall  
360 Cliffe Ave, Courtenay BC

This is a drop-in open house event. No RSVP is required. All are welcome!



## COMMUNITY OPEN HOUSE

Please join representatives from BC Housing in person on Thursday, June 8, 2023 to learn more about plans for the Super 8 hotel and affordable housing in Courtenay.



**Date:** Thursday, June 8, 2023

**Time:** 6:00pm - 8:00pm

**Location:** Lodge Room, Native Sons Hall,  
360 Cliffe Ave, Courtenay, BC

Drop-in open house event. No RSVP required.

Visit [letstalkhousingbc.ca/courtenay-1885-cliffe-avenue](https://letstalkhousingbc.ca/courtenay-1885-cliffe-avenue) or email [communityrelations@bchousing.org](mailto:communityrelations@bchousing.org) to ask questions and submit input.

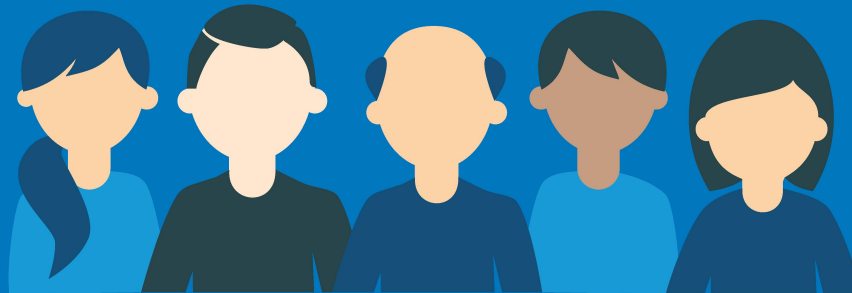


Appendix E: Open House Poster Boards



# Welcome

Temporary homes with supports coming to  
1885 Cliffe Avenue, Courtenay



## Community Open House

**Thursday, June 8, 2023**

Thank you for joining to learn about what is happening at the Super 8 hotel and find out more about the future of affordable housing in Courtenay.

- Please ensure that comments and discussions are respectful.
- Please recognize that the issues are complex and we need thoughtful discussion about how to meet community needs.
- Please do not bring any signs, banners or placards into the venue.



**BC HOUSING**



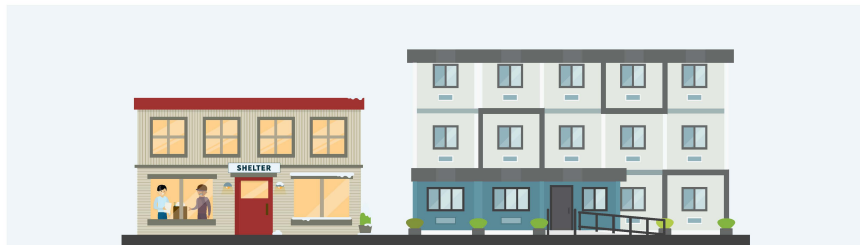
**Comox Valley  
Transition Society**

# What is happening?

## What is happening at the Travelodge?

The Travelodge hotel (2605 Cliffe Avenue, Courtenay) opened as a shelter in response to the urgent need for shelter in Courtenay amidst the COVID-19 pandemic and the housing crisis. It provided vital temporary accommodation for those experiencing, or at risk of homelessness.

BC Housing's lease of the Travelodge ended on March 31, 2023. BC Housing was able to extend the lease until June 30, 2023 and is now working with the Comox Valley Transition Society to find new homes for shelter guests staying at the Travelodge.



## What is happening at the Super 8 hotel?

Shelter guests staying at the Travelodge are in immediate need. BC Housing is in the process of purchasing the Super 8 hotel (1885 Cliff Avenue, Courtenay) as a possible temporary home.

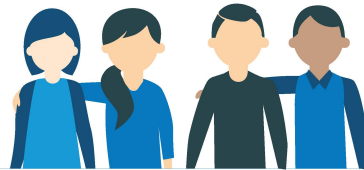
The Super 8 hotel is a temporary solution. It is expected to be open for three years until permanent supportive housing is built to replace it.



# Homelessness in Courtenay and the Comox Valley

**132** = number of homeless included in the 2020 homeless count for Comox Valley\*

**170** = number of people currently on the BC Housing Supportive Housing Registry

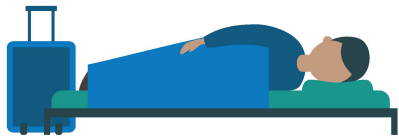


The 2023 homeless count took place March 14, 2023 with a report expected to be released in late 2023.

\*Comox Valley – includes Comox, Courtenay, and Cumberland.



# The Super 8 is a temporary solution.



BC Housing was requested by the City of Courtenay to submit a temporary-use permit application - which is now in process - so that the Super 8 hotel can be used as temporary shelter for people staying at the Travelodge Courtenay.



## Housing residents of the Travelodge is a first step.

Once guests have moved in, BC Housing will concurrently explore possible permanent housing options for the site and will engage with the community to discuss its long-term use.



# Housing First



Supportive housing follows an evidence-based and internationally-demonstrated Housing First model, by first providing stable housing, and then working with a resident to promote recovery and well-being.

## Here is how it works:

People are living on the streets, in shelters and precariously housed, without access to the basic needs of food and a place to live.

**People without homes do not have the capacity to deal with anything beyond basic survival,** which may result in dependence to drug and alcohol, and mental health challenges.

Move people experiencing homelessness into independent and permanent housing. They have a bed to sleep in, a door to close, their own washroom. They have breakfast every morning and one hot meal. Basic necessities are met.

**Provide additional supports, services, guidance** and encouragement as needed,

such as social connection, life skills, employment, finances, health services, recovery plans.

People who live with substance use issues will not be excluded from applying for supportive housing. If we exclude people with substance use issues, they will remain on the street or in shelters, with deteriorating health. **They cannot start their journey to a healthier life until they have a roof over their heads.**

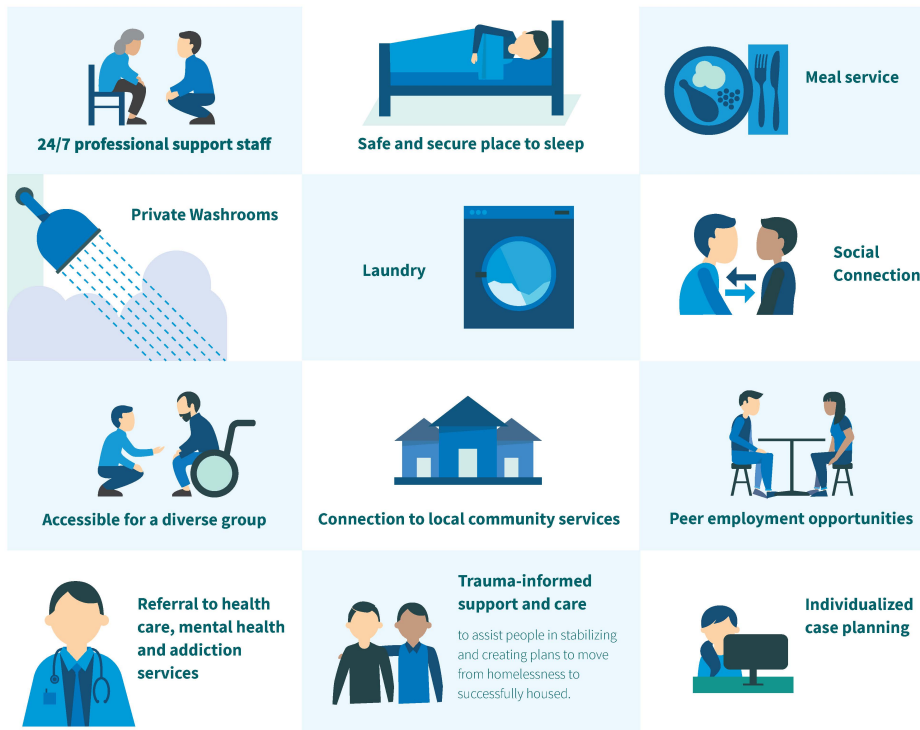


Comox Valley  
Transition Society

# Moving Forward

## The Super 8 is a temporary solution.

Our goal is to build permanent, purpose-built supportive housing in Courtenay.



# Comox Valley Transition Society

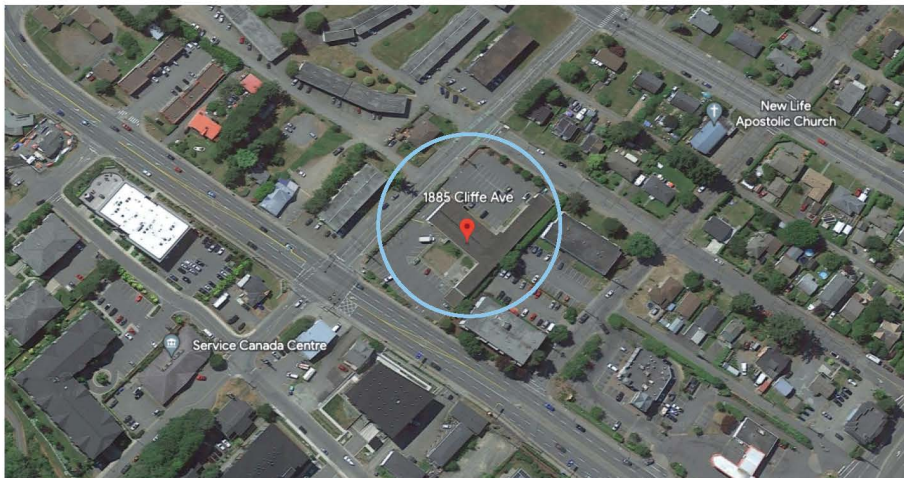
**Comox Valley Transition Society** (CVTS) supports women, children and families in the Comox, Cumberland Courtenay areas and beyond (including Denman and Hornby Islands) who are experiencing or fleeing abuse, overcoming trauma, working toward/through recovery, and those who are unsheltered and/or struggling through poverty. CTVS supports and **empowers** people to make the best decisions for themselves.

The Comox Valley Transition Society has been operating the Travelodge since June 2020 and will operate the Super 8 to ensure a seamless transition for residents.



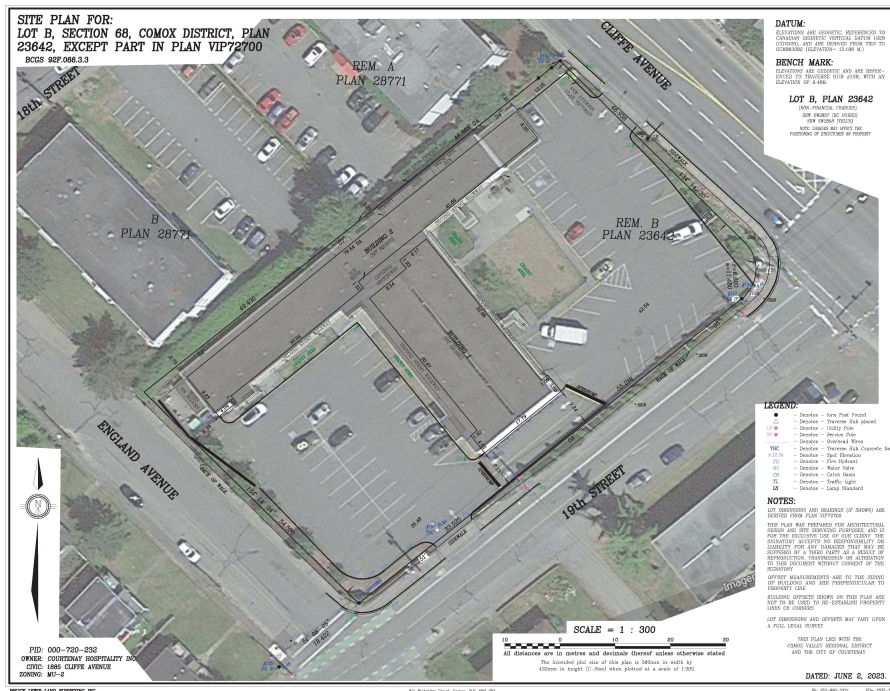
# Location

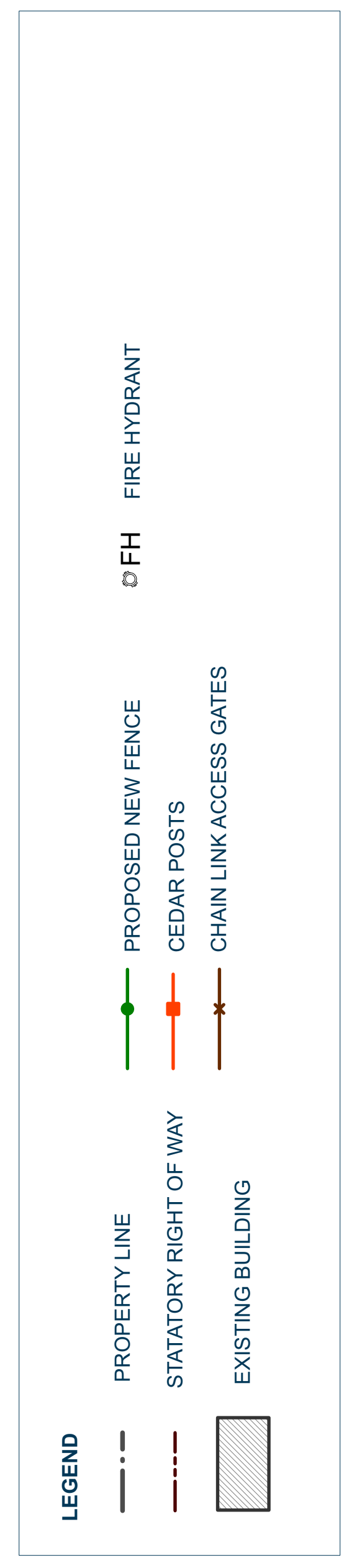
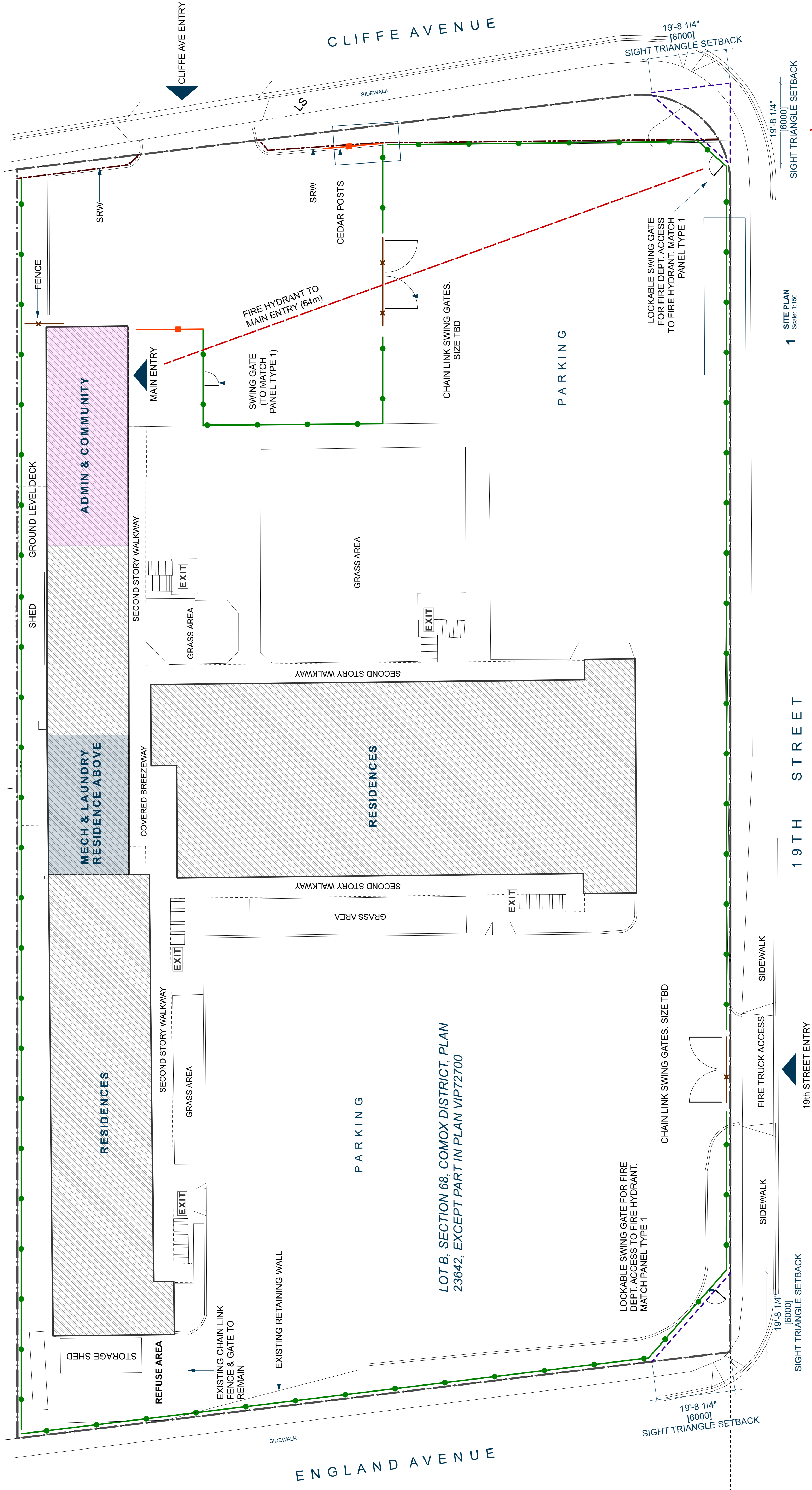
## 1885 Cliffe Avenue, Courtenay





# Proposed Site Plan





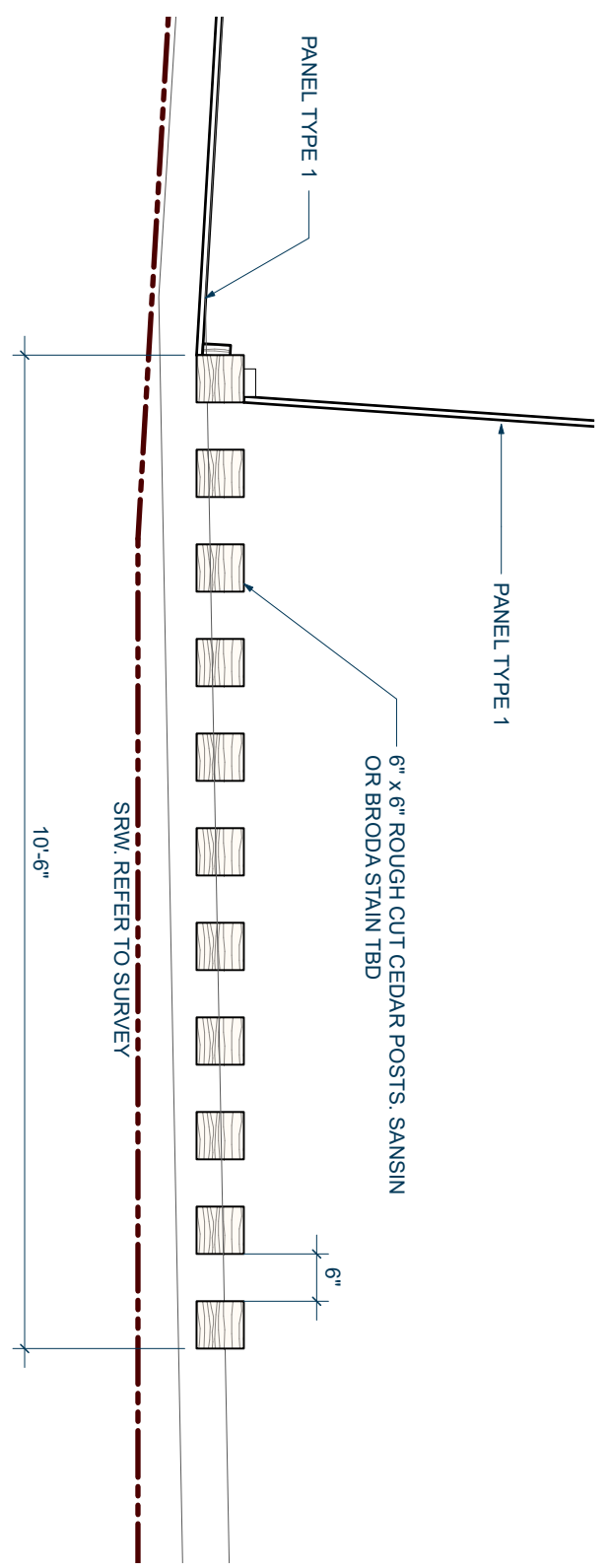
Authority: City of Courtenay  
 Street Address: 1885 Cliffe Avenue  
 Legal Description: Lot B, Section 68, Comox District, Plan 23642, Except Part in Plan V1P72700  
 Zoning: MU-2  
 Project Identification Number: PID: 000-720-232  
 Project Description: Perimeter Fence and Access Gates  
 Building Area: 1111.5 sm  
 Fire Hydrant to Main Entry: 64m

1 SITE PLAN  
Scale: 1:150

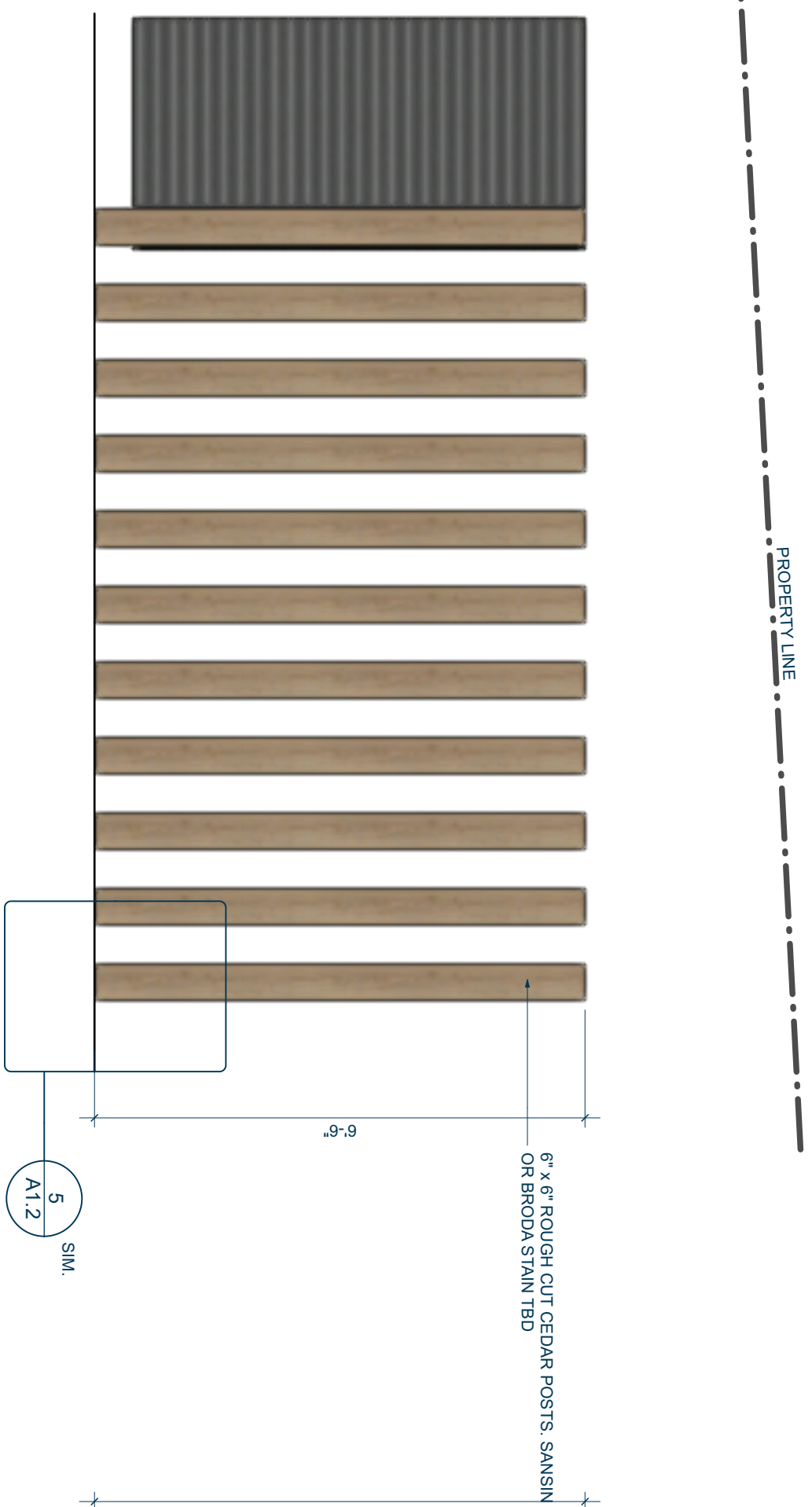
NEIGHBOURHOOD CONTEXT

REGIONAL CONTEXT: COMOX VALLEY

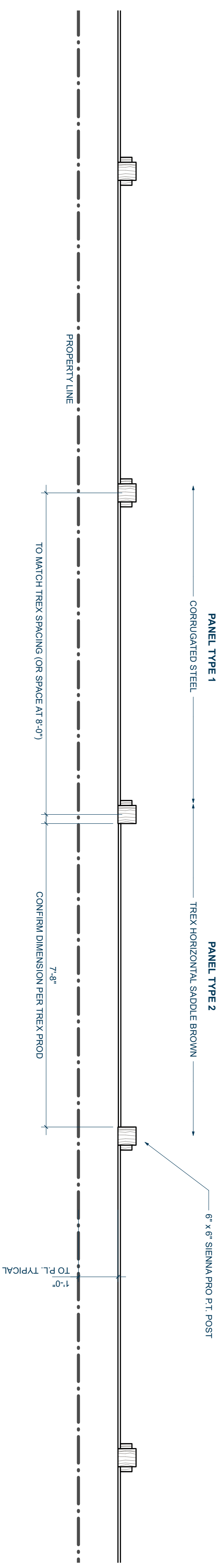
1 CONTEXT  
NTS



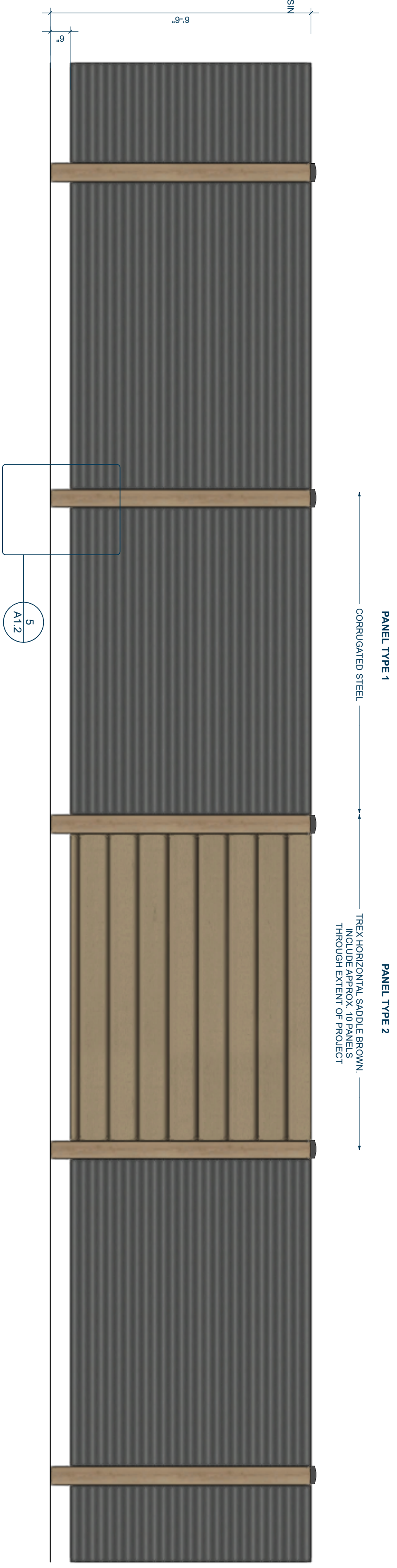
**1 PLAN: CEDAR POSTS**  
Scale: 1/2" = 1'-0"



**2 ELEVATION: CEDAR POSTS AT ENTRY**



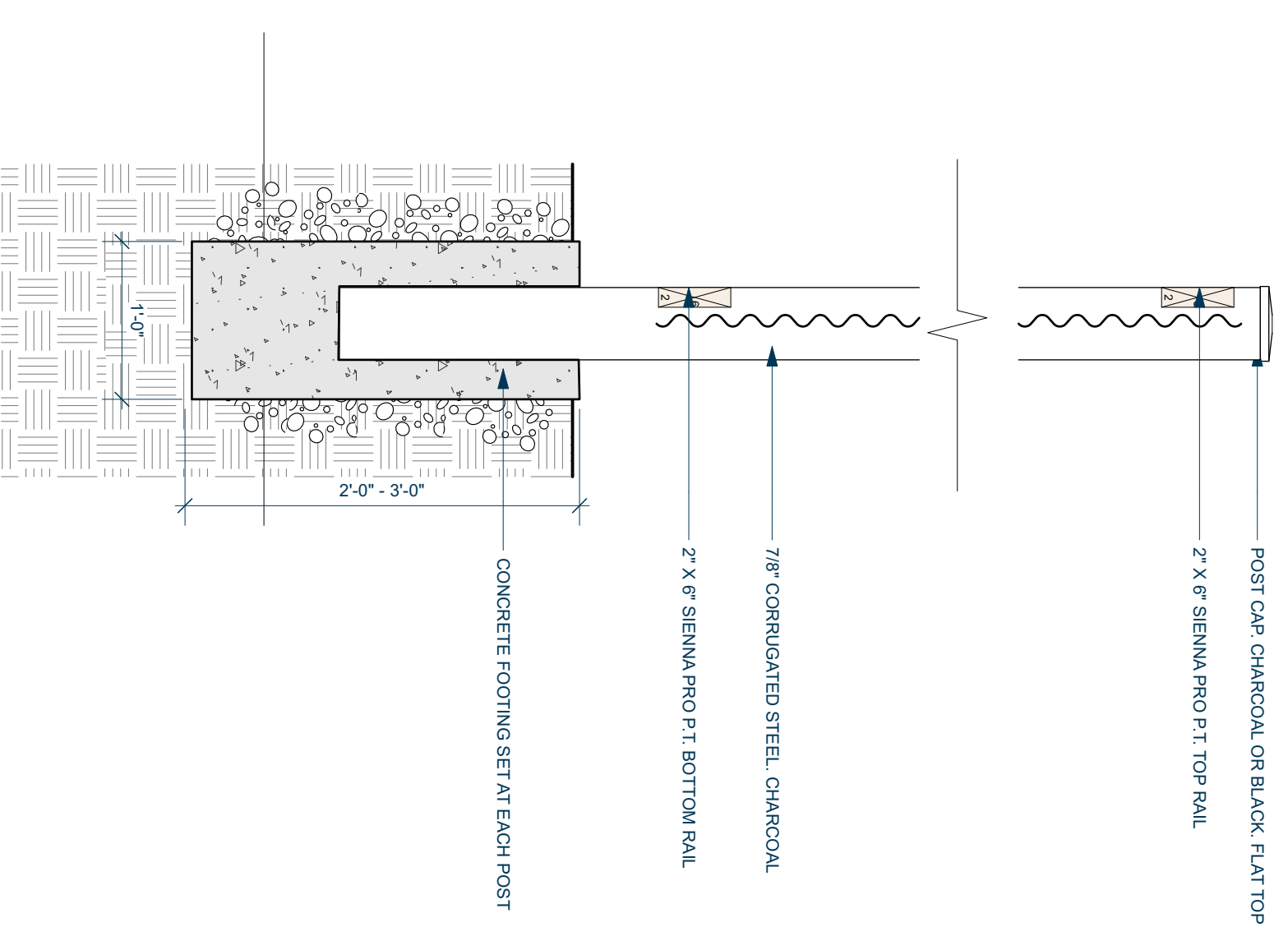
**3 PLAN: FENCE PANELS**  
Scale: 1/2" = 1'-0"



**4 ELEVATION: FENCE PANEL TYPES**



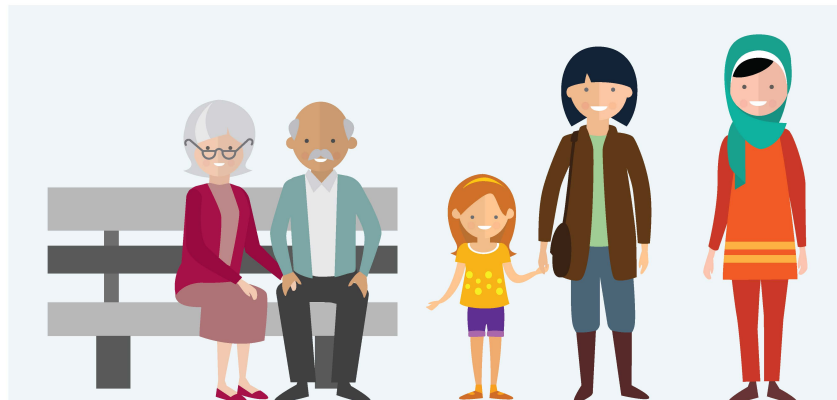
**6 REFERENCE IMAGES**  
Scale: Actual Size



**5 DETAIL: POST FOUNDATION & CAP**  
Scale: 1" = 1'-0"

# Who Would Live Here?

Priority is being given to those who are currently living at the Travelodge.



Supportive housing is for British Columbians experiencing or at risk of homelessness. People experiencing homelessness are not all the same. They can be young people, seniors, or people with physical or mental disabilities. They may have experienced trauma, poverty, or struggled with the high cost of housing.



Staff are on-site 24/7 and work with each resident to understand their needs and help them achieve stable housing.



# Neighbourhood Safety

BC Housing, Comox Valley Transition Society, and the City of Courtenay are committed to building a safe community both inside and outside.

## Experience

CVTS has operated the Travelodge shelter for the past three years and has demonstrated experience in identifying and addressing the needs of people who are experiencing homelessness in Courtenay and across the Comox Valley.

## Staffing

Minimum of two experienced and skilled staff on-site 24/7 to support residents, manage the building and serve as primary point of contact for the building.

## Design Features

Optimized sightlines, lighting improvements, security cameras, staffed reception, fenced perimeter.

## Property Maintenance

Regular sweeps of property and immediate area to ensure cleanliness.

## Agreements

Residents sign program agreement around expectations. Residents will pay rent. A detailed Operating Agreement will set clear responsibilities and expectations for CVTS and BC Housing.

## Fire and Life Safety

- 24-7 security provided by trained security staff
- 24-7 fire watch provided by a third-party contractor

## Community Advisory Committee

A Community Advisory Committee – or CAC – will be set up to mitigate and address concerns as they come up.



# BC Housing and CVTS are committed to being good neighbours.

All Courtenay residents, Super 8 residents included, are expected to:

- **Treat neighbours with consideration.**
- **Avoid excessive noise.**
- **Keep their community clean.**

CVTS and BC Housing are drafting a Good Neighbour Agreement outlining responsibilities and commitments to maintaining a safe community for all.



## Community Advisory Committee

A Community Advisory Committee – or CAC – will be set up to mitigate and address concerns as they come up. This committee will be led by CVTS and be made up of members of your community, including neighbours and community partners.

This committee is a place to share information, ask questions, and raise concerns through respectful dialogue. It is an opportunity to foster a positive relationship and build a strong community together.

**Please watch for more information and an invitation to participate.**



# Ensuring everyone has a place to call home.

BC Housing, in partnership with the City of Courtenay and local agencies and service providers, is building a range of housing to meet the growing needs in Courtenay and the Comox Valley.

Since 2017, the Province has delivered more than 76,000 new homes that have been completed or are underway for people in B.C., including 743 homes in the Comox Valley Region, including this project.



## CONNECT Warming Shelter

BC Housing continues to work with the City of Courtenay and the Comox Valley Transition Society to identify options for a permanent location for the CONNECT warming centre. We will update the community if a new site is confirmed.



# How can I provide input?



Your feedback and comments are important to us!

- Respectfully share your concerns with BC Housing staff here tonight.
- Fill out a comment form.
- **Visit:** <https://letstalkhousingbc.ca/courtenay-1885-cliffe-avenue> and share your ideas and concerns through the pages' Q&A portal.
- **Email:** [communityrelations@bchousing.org](mailto:communityrelations@bchousing.org)





# What should BC Housing consider as we explore more housing options for Courtenay?

Please add your ideas to the board.



Appendix F: Open House Engagement Report Authored by Kirk and Co.

## Engagement Summary Report: Courtenay (1885 Cliffe Ave)

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### Background

The Travelodge hotel (2605 Cliffe Avenue, Courtenay) opened as a shelter in 2020 in response to the urgent need for shelter in Courtenay amidst the COVID-19 pandemic and the housing crisis. It provided vital temporary housing for those experiencing, or at risk of homelessness. BC Housing's lease of the Travelodge ended on March 31, 2023. BC Housing was able to extend the lease until June 30, 2023 and is now working with the Comox Valley Transition Society to find new homes for shelter guests staying at the Travelodge.

The Province, through BC Housing, is in the process of purchasing the Super 8 hotel in Courtenay to ensure that current residents of the Travelodge are not left without housing when that lease expires in late June. Residents are scheduled to start moving into the Super 8 in June. Once guests have moved in, BC Housing will begin exploring possible permanent housing options for the site and will engage with the community to discuss its long-term use.

On June 8, 2023, BC Housing held a community open house in Courtenay to share information with the public about what is happening at the Super 8 and answer questions from the public.

### Participation by the numbers

- 9 digital submissions
- 11 written submissions
- 110 attendees at June 8 open house
- 36 email submissions

### What we heard

A community open house was held at the Native Sons Hall in Courtenay BC on June 8, 2023 from 6:00pm to 8:00pm. Story boards were set up around the room about the need for temporary housing in Courtenay and decision to relocate from the Travelodge to the Super 8, design changes proposed for Super 8, as well as operational information at the Super 8. BC Housing and Comox Valley Transition Society staff were available throughout the room to provide additional detail and answer questions.

Many of the attendees at the meeting were residents of Courtenay including residents living near the Super 8, local government officials and staff, a representative from the MLA's office, as well as supportive housing organizations in the area.

People could provide feedback in a number of ways:

- Speaking directly to BC Housing staff at the community open house
- Completing a feedback form available at the community open house
- Sending comments via email
- Making an online submission through [letstalkhousingbc.ca](http://letstalkhousingbc.ca)
- In addition, a QR code was provided that provided direct access to [letstalkhousingbc.ca](http://letstalkhousingbc.ca) page that provided information on the Super 8 site

## KEY THEMES

Below are the key themes that were identified in the online meetings and email submissions. Themes were determined based on frequency of comment.

- Concerns about public and resident safety, including an increase in public drug use and violence and the impact on the community.
- Comments about the speed of the process and lack of notification to local residents and businesses
- Comments in support of additional supportive housing in the area
- Comments that more should be done to help people experiencing homelessness
- Questions or comments about the design of hotel and grounds (amenities, fencing, etc.)
- Questions about the long-term plan for supportive housing in the area including location of permanent site
- Comments providing support for supportive housing but not in this location
- Comments demonstrating uncertainty about hotel capacity

## Notification Methods

- 335 letters/invitations were delivered to residents and businesses within a 200-metre radius of the Super 8 hotel. Letters were sent on May 30, 2023.

- Let's Talk Housing web page dedicated to Super 8 site went live on May 29, 2023 with information and Q&A portal
- BC Housing news release issued May 29, 2023 and received publicity through the Comox Valley Record and via social media



## STAFF REPORT

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**To:** Council  
**From:** Director of Engineering Services  
**Subject:** Sandwich Watermain Funding Reallocation

**File No.:** 5335-20  
**Date:** June 28, 2023

---

### **PURPOSE:**

The purpose of this report is to secure the additional funds required to complete the Sandwich Watermain Upgrades project by reallocating \$203,250 from the Water Utility Operating Fund into the Sandwich Watermain Upgrades Capital project budget in 2023.

### **BACKGROUND:**

The Sandwich Watermain Upgrades project was identified by city staff as a necessary capital expenditure due to insufficient fire hydrant coverage in existing north Courtenay residential neighbourhoods. This project will ensure that the neighbourhood meets provincial regulatory design standards for the coverage area of a fire hydrant in relation to occupied buildings.

These neighbourhoods, once serviced by the Sandwich Water District supply system, were connected to the City of Courtenay water distribution system in recent years, through the Sandwich Water Conversion project. Analysis of these newly connected water distribution networks indicated insufficient number of fire hydrants and lack of capacity to deliver the necessary water flow rate for additional fire hydrants.

The project work consists of the installation of six new fire hydrants with the necessary upgrade of the supporting watermains and property service connections. Detailed design was carried out in 2022 with the creation of a Class B cost estimate. This estimate was used to secure the \$1,376,500 project budget in the 2023 five year capital plan, with council direction to proceed into construction for the project in 2023. Later, in spring of 2023, a more refined Class A cost estimate confirmed the validity of the Class B estimate used for budgeting, with their two values being within 1% of one another. With this information, the City felt confident proceeding to tender with available budget.

### **DISCUSSION:**

Construction tender bidding closed on June 8, 2023. All received bids have exceeded the allocated 2023 budget, with the lowest being \$203,250 over. The three lowest bid values are within 10% of each other providing a strong indication of the current market rates, and that the received bid pricing is fair. The following table summarizes the tender results.

<b>Tenderer</b>	<b>Tender Price (excl. GST)</b>
Hazelwood Construction Services Inc.	\$1,261,455.26
Edgett Excavating Ltd.	\$1,270,660.00
Copcan Holdings Ltd.	\$1,382,542.25
Ridgeline Mechanical Ltd.	\$1,941,549.52

The estimate created during detailed design phase was based on actual 2022 construction prices, escalated to the 2023 year, with a 30% contingency added for the degree of design accomplished at the time of 2023 financial planning. Construction market cost rates have been volatile in recent years following the COVID-19 pandemic and have yet to settle into predictable trends.

Removing project scope was considered to bring the project into alignment with the 2023 budget. However, this leaves the remaining necessary project work to be completed in a later year, potentially exposing the works to further escalation and/or inflation. Further, carry-over projects with smaller scope often receive reduced interest from contractors, and therefore less competition and worse pricing. Therefore, budget reallocation is recommended to complete the project in its entirety this year.

The estimated project costs compared to the actual costs received in bidding are summarized in the table below.

<b>Project Budget Item</b>	<b>Estimated Project Budget</b>	<b>Revised Project Budget</b>	<b>Difference</b>
Finalize Detailed Design and Tender Prep	\$11,423.09	\$11,423.09	\$0.00
Construction Costs	\$937,490.00	\$1,261,455.26	\$323,965.26
Construction Admin (Consulting)	\$100,000.00	\$100,817.00	\$817.00
Contingency	\$327,586.91 <sup>1</sup>	\$206,054.30 <sup>2</sup>	<b>-\$121,532.61</b>
<b>Total</b>	<b>\$1,376,500.00</b>	<b>\$1,579,749.65</b>	<b>\$203,249.65</b>

1: 30% Contingency on Construction and Consulting Admin Costs for 2023 budgeting

2: 15% Contingency on market received Construction and Consulting Admin Costs

After receiving fair market pricing through competitive bidding, the revised project budget total is \$1,579,750 which includes a 15% contingency. With the previously allocated budget of \$1,376,500, there remains a discrepancy of \$203,250 needed to complete the entire project work.

Staff recommend the reallocation of \$203,250 from the Water Utility Operating Fund to the capital project budget.

**FINANCIAL IMPLICATIONS:**

The 2023-2027 Water Fund Financial Plan was approved by council in May, 2023 which included the \$1,376,500 water capital budget allocated for the Sandwich Watermain Upgrades project.

The Water Utility Operating Fund currently has \$5,920,905 available funding. It is proposed that the additional \$203,250 required to complete the Sandwich Watermain Upgrades project in its entirety be reallocated from the Water Utility Operating Fund.

**ADMINISTRATIVE IMPLICATIONS:**

The Sandwich Watermain Upgrades project is being led by Engineering Services, with support from other City Departments. Consultants with technical knowledge specific to this work have been utilized in developing the detailed design and to support the administration of the construction contract. The estimated costs associated with external consultants are included in the project budget.

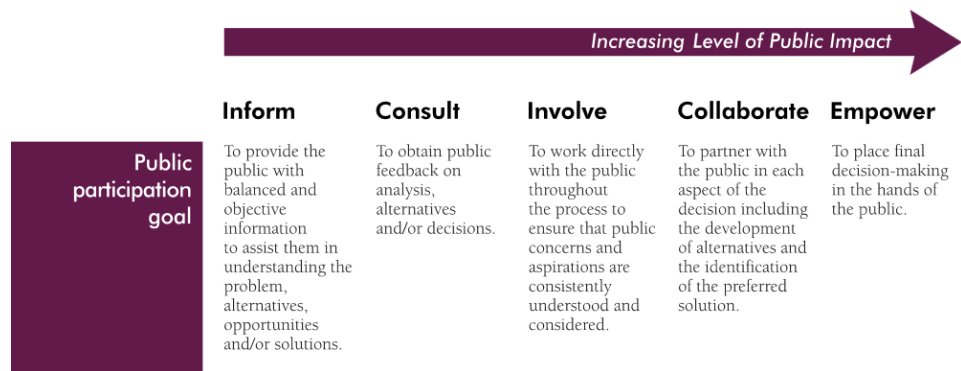
**STRATEGIC PRIORITIES REFERENCE:**

This recommendation addresses the following strategic priority:

- Public Safety - Build capacity for emergency planning and local response

**PUBLIC ENGAGEMENT:**

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



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

**OPTIONS:**

1. THAT Council direct staff to reallocate \$203,250 from the Water Utility Operating Fund into the Sandwich Watermain Upgrades capital project fund in 2023.
2. THAT Council provide alternative direction to staff.

Prepared by: Garret Wright, Engineering Technologist  
Reviewed by: Chris Davidson, P.Eng, PMP, Director of Engineering Services  
Reviewed by: Adam Langenmaier, BBA, CPA, CA, Director of Financial Services (CFO)  
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



Sharon Gregson  
Coalition of Child Care Advocates of BC  
2772 East Broadway  
Vancouver, BC V5M 1Y8

Mayor Bob Wells  
The City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Subject: Urgent - UBCM Child Care Resolution

To Honourable Mayor Bob Wells and Council,

The Coalition of Child Care Advocates of BC is a longstanding, non-profit organization dedicated to the creation of a high-quality, affordable, accessible child care system in BC. We appreciate that your Council shares this vision to support families with young children, and the local economy in your community.

In recent years there has been measurable progress toward a quality child care system in BC with historic provincial and federal investments. New publicly-funded affordability measures for families including \$10 a Day sites, wage enhancements for educators, and more licensed programs are making a positive difference.

However, local and Indigenous governments and nonprofit organizations across BC are still facing significant child care challenges, with demand for licensed child care outstripping supply, and a severe shortage of early childhood educators.

One of the major obstacles facing local governments when they want to expand child care in their communities is the grant-based application process required to access provincial capital funding. The current process places a major burden on applicants, usually local government staff working with non-profit agencies, requiring them to coordinate all aspects of design, development, and implementation.

Significant technical expertise and organizational capacity are also necessary to complete the online applications, which often does not exist at the local level or pulls resources away from other municipal duties.

To address this urgent issue, we request that your Council adopt the resolution shared below, as originally supported by the Regional District of Nanaimo, or a similar resolution. Once adopted we hope the resolution will be forwarded to your local area association and on to the 2023 UBCM Convention.

This resolution urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant

applications process.

The resolution further requests the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Evidence-based research makes clear that such a systemic approach will lead to a more equitable and accessible child care system across British Columbia.

Thank you for your attention to this matter, and for recognizing that child care is a priority for healthy communities. Please reach out should any clarification be required.

Yours sincerely,

Sharon Gregson  
Spokesperson \$10 a Day  
Coalition of Child Care Advocates of BC

### **Sample Resolution**

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply; AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and non-profit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and non-profit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation

File: 3900-02

May 25, 2023

**Via email:** [aproton@courtenay.ca](mailto:aproton@courtenay.ca)

City of Courtenay  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7

Attention: Ms. Adriana Proton, Manager of Legislative Services

Dear Ms. Proton:

**Re: Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4”**

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The Comox Valley Regional District (CVRD) Board, at its meeting of May 23, 2023, gave three readings to Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4”. The intent of the bylaw is to expand the service to incorporate the City of Courtenay, Town of Comox, and Village of Cumberland as direct participants within the service.

This proposed change to the service is aligned with the after-action reports from recent regional emergency exercises and the feedback received through direct engagement with councils and senior staff at each municipality. In short, full regionalization of the service can:

- Enhance advanced planning, response and recovery from hazards, risks, and vulnerabilities;
- Strengthen our regional advocacy and key messaging for the emergency management service and in emergency events;
- Provide a more consistent approach to integrating disaster risk reduction;
- Enable full Board participation in governance of the service; and
- Ensure that all Comox Valley local governments can meet the pending requirements under new emergency management legislation and employ best practices.

This bylaw, prior to submission for approval from the Inspector of Municipalities, requires written consent of two-thirds of the existing and prospective participants in the service, that being Electoral Areas A, B and C, the City of Courtenay, Town of Comox, and Village of Cumberland.

In light of the above, the board requests your council to consent to the bylaw amendment under section 346 of the *Local Government Act* by considering the following resolution:

THAT the City of Courtenay consent to the adoption of the Comox Valley Regional District Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4” under section 346 of the *Local Government Act*.

By way of background information, please find attached the staff report dated May 4, 2023, that was presented to the Electoral Areas Services Committee. Also attached is Bylaw No. 766 at third reading.

If you have any questions or would like CVRD staff to attend your Council meeting, please contact me at 250-334-6052 or via email at [ldennis@comoxvalleyrd.ca](mailto:ldennis@comoxvalleyrd.ca).

We look forward to hearing from you at your earliest convenience.

Sincerely,

***L. Dennis***

Lisa Dennis

Manager of Legislative Services

Attachments: Staff report dated May 4, 2023  
Bylaw No. 766

**DATE:** May 4, 2023**FILE:** 7130-03**TO:** Chair and Directors  
Electoral Areas Services Committee**FROM:** James Warren  
Deputy Chief Administrative OfficerSupported by James Warren  
Deputy Chief Administrative OfficerJ. Warren**RE: Comox Valley Emergency Management Program Service Expansion****Purpose**

To seek support for expansion of the Regional Emergency Management service through an amendment to Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Bylaw No. 1341, 1991” to include the City of Courtenay, Town of Comox, and Village of Cumberland as direct participants.

**Recommendation from the Deputy Chief Administrative Officer:**

THAT an amendment to Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Bylaw No. 1341, 1991” to include the City of Courtenay, Town of Comox, and Village of Cumberland as participants be approved;

AND FURTHER THAT participating area approval for the amending bylaw be authorized to be given by electoral area director and municipal council consents pursuant to sections 346 and 347 of the *Local Government Act*.

**Executive Summary**

With the support of the Electoral Areas Services Committee, staff approached and presented the benefits and rationale for moving to a truly regional emergency management service delivery. Such engagement has included the Town of Comox, City of Courtenay, Village of Cumberland, while also informing K’ómoks First Nation.

- Feedback from respective Councils and Chief Administrative Officers indicated support, in principle, for moving to a truly regional service delivery model though some analysis related to requisition methods was requested.
  - The service establishment bylaw currently determines that funds are collected by a property value tax on land and improvements. Staff are not recommending any amendments to the method of cost recovery; however, options do exist to collect revenues through parcel taxes or a population basis. By incorporating the municipalities into this service and moving away from the contracted services model, funding for the service will come into line with most all Comox Valley Regional District (CRVD) regional services. The Emergency Management Service is one of many essential community protective services. Protective services along with a multiple of other tax base supported services, are funded through the tax base, using assessment values to determine the equitable amount per household and business. Municipalities further determine fairness across the residential and non-residential tax base. Although not perfect and at times challenging during volatile housing markets periods, this is the most common method currently available when considering ability to pay and fair share of local services. Alternative means for raising funds for this service can be considered however the CVRD would look first for rationale to move this particular service to something that is a different philosophy.

- The next step will require amending the service establishment bylaw to include the City of Courtenay, Town of Comox, and Village of Cumberland as participants alongside the current participants being Electoral Areas A, B and C and changing the name of the service from Comox Valley Emergency Program Extended Service to Comox Valley Emergency Management Service.

The following describes the approach and legislative steps that have been or will be required to achieve this outcome:

1. Seek Chief Administrative Officer’s feedback following presentations to municipal councils (completed April 18).
2. Develop the amending bylaw (appendix A) to include municipalities in Comox Valley Emergency Management Service.
3. The Comox Valley Regional District Board considers three readings of amending Bylaw No. 1341.
4. Seek written consent from Electoral Area A (Baynes Sound – Denman/Hornby Islands), Electoral Area B (Lazo North), and Electoral Area C (Puntledge – Black Creek) elected representatives;
5. Request and receive council resolutions from Town of Comox, Village of Cumberland, and City of Courtenay to adopt amending Bylaw No. 1341
6. Seek approval from the Inspector of Municipalities to adopt amending the bylaw (could take two to three months).
7. Board considers final adoption of amending the bylaw.

Prepared by:

Concurrence

Concurrence:

*H. Siemens*

*J. Martens*

*D. DeMarzo*

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Howie Siemens  
 Manager of  
 Emergency Programs

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Jake Martens  
 General Manager of  
 Corporate Services

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Doug DeMarzo  
 General Manager of  
 Community Services

**Government Partners and Stakeholder Distribution (Upon Agenda Publication)**

City of Courtenay	✓
Town of Comox	✓
Village of Cumberland	✓
K’ómoks First Nation	✓

**Background/Current Situation**

The service helps prepare, educate, coordinate and support the Comox Valley for emergencies. Over the past few years we have seen the importance of collaborating together regionally and how all of us participant in training can lead to building capacity that can support any local Comox Valley Emergency Operations Centre activation and operations.

Attachment: Appendix A: Bylaw No. 1341 Comox Valley Emergency Program Extended Service Establishment Bylaw 1991 (recommended changes included)

**REGIONAL DISTRICT OF COMOX-STRATHCONA**  
**BYLAW NO. 1341**

**A bylaw to establish an extended service in  
 Electoral Area A, B and C to provide for preparation for emergencies**

**WHEREAS** a regional district may, by by-law, establish and operate an extended service under the provisions of Part 24 of the Municipal Act;

**AND WHEREAS** the Regional Board of the Regional District of Comox-Strathcona wishes to establish an extended service for Electoral Areas A, B, and C to provide for preparation for emergencies ;

**AND WHEREAS** the Regional Board of the Regional District of Comox-Strathcona has waived the assent requirement of Section 795(2)(a)(i) of the Municipal Act;

**NOW THEREFORE**, the Regional Board of the Regional District of Comox-Strathcona in open meeting assembled, enacts as follows:

1. The Regional Board hereby establishes an extended service for Electoral Areas A, B, C and K to operate a program in preparation for emergencies and to provide Emergency Programs under the Emergency Program Act.
2. This service shall be known as the Comox Valley Emergency Management Service (the 'service').
3. Electoral Areas A, B, C, the City of Courtenay, the Town of Comox and the Village of Cumberland are the participating areas for this extended service.
4. The annual costs of providing the service established under Section 1 shall be recovered:
  - a. by the requisition of money under Section 805(1)(a) to be collected by a property value tax on land and improvements to be levied and collected under Section 810.1(1).
5. The maximum amount that may be requisitioned annually for the cost of the service is \$0.0375 per \$1,000 of net taxable value of land and improvements included in each Electoral Area.
6. The cost of providing the Services established under Section 1 shall be apportioned on the basis of costs allocated in the annual budget or the annual budget as amended, for each participating Electoral Area.
7. This bylaw may be cited as the "Comox Valley Emergency Program Extended Service Establishment Bylaw 1991".

**COMOX VALLEY REGIONAL DISTRICT**

**BYLAW NO. 766**

**A bylaw to amend the service establishing bylaw for the Comox Valley Emergency Program Extended Service to expand the service boundary and participants.**

**WHEREAS** the Comox Valley Emergency Program Extended Service was created by the adoption of Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991” on October 28, 1991;

**AND WHEREAS** the board wishes to amend the bylaw to expand the service to incorporate the City of Courtenay, Town of Comox, and Village of Cumberland as direct participants within the service;

**AND WHEREAS** pursuant to the *Local Government Act* (RSBC, 2015, c.1), at least two-thirds of the participants have given consent on behalf of the electors to the adoption of this bylaw;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained;

**NOW THEREFORE** the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

**Amendment**

1. Bylaw No. 1341 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991” is hereby amended by as follows:

a) Replacing Section 1, which reads as follows:

“The Regional Board hereby establishes an extended service for Electoral Areas A, B, C and K to operate a program in preparation for emergencies and to provide Emergency Programs under the Emergency Program Act.”

with the following:

“The Regional Board hereby establishes an extended service for Electoral Areas A, B, C, the City of Courtenay, the Town of Comox and the Village of Cumberland to operate a program in preparation for emergencies and to provide emergency management.”



- b) Inserting Section 2 as follows:

“This service shall be known as the Comox Valley Emergency Management Service (the ‘service’)”

and renumbering the remainder of the sections.

- c) Replacing Section 2, which reads as follows:

“Electoral Areas A, B, C and K are the participating areas for this extended service.”

with the following:

“Electoral Areas A, B, C, the City of Courtenay, the Town of Comox and the Village of Cumberland are the participating areas for this extended service.”

- d) Replacing Section 4 which reads as follows:

“The maximum amount that may be requisitioned annually for the cost of the service is \$0.0375 per \$1,000 of net taxable value of land and improvements included in each Electoral Area.”

with the following:

“The maximum amount that may be requisitioned annually for the cost of the service is \$0.0375 per \$1,000 of net taxable value of land and improvements.”

- e) Replacing Section 5, which reads:

“The cost of providing the Services established under Section 1 shall be apportioned on the basis of costs allocated in the annual budget or the annual budget as amended, for each participating Electoral Area.”

with the following:

“The annual cost of the service shall be apportioned amongst the participants on the basis of the converted value of land and improvements for hospital purposes in the participating areas.”

### **Citation**

This Bylaw No. 766 may be cited as “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4”.

- Read a first and second time this 23<sup>rd</sup> day of May 2023.**
- Read a third time this 23<sup>rd</sup> day of May 2023.**
- Consented to in writing by the Electoral Area A (Baynes Sound – Denman/Hornby Islands) director this day of 2023.**
- Consented to in writing by the Electoral Area B (Lazo North) director this day of 2023.**
- Consented to in writing by the Electoral Area C (Puntledge – Black Creek) director this 23<sup>rd</sup> day of May 2023.**
- Consent from the City of Courtenay this day of 2023.**
- Consent from the Town of Comox this day of 2023.**
- Consent from the Village of Cumberland this day of 2023.**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4” as read a third time by the Board of the Comox Valley Regional District on the 23<sup>rd</sup> day of May 2023.

\_\_\_\_\_  
 Deputy Corporate Legislative Officer

- Approved by the Inspector of Municipalities this day of 2023.**
- Adopted this day of 2023.**

\_\_\_\_\_  
 Chair

\_\_\_\_\_  
 Deputy Corporate Legislative Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 766 being “Comox Valley Emergency Program Extended Service Establishment Bylaw 1991, Amendment No. 4” as adopted by the board of the Comox Valley Regional District on the \_\_\_\_ day of \_\_\_\_ 2023.

\_\_\_\_\_  
 Deputy Corporate Legislative Officer

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**Subject:** RE: Request to waive DCC Fees for Construction of the Field House at Vanier Turf

**From:** Stefan Szkwarek [REDACTED]

**Sent:** Tuesday, June 20, 2023 9:58 AM

**To:** Wells, Bob <[mayor@courtenay.ca](mailto:mayor@courtenay.ca)>; Cole-Hamilton, Will <[wcole-hamilton@courtenay.ca](mailto:wcole-hamilton@courtenay.ca)>; Frisch, David <[dfrisch@courtenay.ca](mailto:dfrisch@courtenay.ca)>; Hillian, Doug <[dhillian@courtenay.ca](mailto:dhillian@courtenay.ca)>; Jolicoeur, Evan <[ejolicoeur@courtenay.ca](mailto:ejolicoeur@courtenay.ca)>; McCollum, Melanie <[mmccollum@courtenay.ca](mailto:mmccollum@courtenay.ca)>; Morin, Wendy <[wmorin@courtenay.ca](mailto:wmorin@courtenay.ca)>; Garbutt, Geoff <[ggarbutt@courtenay.ca](mailto:ggarbutt@courtenay.ca)>; Proton, Adriana <[aproton@courtenay.ca](mailto:aproton@courtenay.ca)>

**Cc:** Philip Statham [REDACTED]; Claudia Vachon [REDACTED]; Katie Schmutz [REDACTED]; Cheri Tilley <[cvuscsoccer@gmail.com](mailto:cvuscsoccer@gmail.com)>; Darrin McLeod <[darrin@cvusc.org](mailto:darrin@cvusc.org)>

**Subject:** Request to waive DCC Fees for Construction of the Field House at Vanier Turf

To: Mayor and Council, City of Courtenay  
Cliffe Avenue  
2J7

830  
Courtenay, BC V9N

Copy: Adriana Proton, Manager of Legislative Services; Geoff Garbutt, CAO

Dear Mayor and Council,

Re: Soccer fieldhouse funding request

As you may know, in 2020 the Comox Valley United Soccer Club (CVUSC) made a proposal to build a storage/change room/washroom facility at the Vanier Turf Field and requested support from the Comox Valley Regional District. Please see the attached presentation, which outlines the proposal, the history of the Soccer Club's contributions to the community, and the benefit to our over ~~1200~~ 1500 members and the community as a whole.

The project has the support of:

- the School District to donate land to build on and conduct building maintenance;
- CVUSC to provide approx. \$145k of funding for materials;
- CVUSC volunteers to provide approx. \$150k of in-kind volunteering;
- The Regional District with a grant of \$115,000.

The project is ready to proceed but due to material and labour costs increasing substantially over the past 3 years, we have an approximate shortfall of \$100k. While we will be exploring

further grants from different levels of government to offset this unforeseen expense, once building permits are approved and our user agreement is renewed, we will be embarking with the project nonetheless.

To help defray some of the excess cost, we are requesting a grant from the City to cover the Development Cost Charges of \$14,335.24. This amount was not accounted for in our fundraising and it would cement the volunteer commitment to building this facility if we could count on the City to help us with this shortfall which, once paid, will secure the permitting required for the project.

Thanks very much for your consideration. The original presentation to the RD is attached for your reference.

Stefan Szkwarek

President

Comox Valley United SC





# FIELD HOUSE AT VANIER TURF

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STEFAN SZKWAREK – PRESIDENT, COMOX VALLEY UNITED SOCCER CLUB

12 MAY 2020

# OUTLINE

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- Background
- Field house – purpose and plans
- Summary of costs and considerations
- How and when will we get this done?
- Conclusion and Ask

# BACKGROUND – WHO WE ARE

---

- Comox Valley United Soccer Club is a non-profit organization offering cradle-to-grave soccer programs (age 4 to 55+) in the Comox Valley.
- The club was formed in 1999 by way of a merger between 2 youth clubs and several adult teams in the Comox Valley.
- Currently the club has approximately 1200 registered players (1000 youth and 200 adults), however, this number fluctuates up to 1500 registrations depending on the season.

# BACKGROUND –HOW WE GOT HERE

---

- The club is very proud to have provided significant investment in local sports infrastructure (approx. \$800K to date)
  - VV Clubhouse in 2003
  - Vanier Turf field contribution
  - Purchased soccer goals at various locations in the Valley (Valley View, Vanier, Highland)
- The field house at Vanier has been a long planned Infrastructure project
  - Initially, the turf was meant to be built at VV; 2 fields with lights at a cost of \$2.2M, however this did not come to fruition
  - Turf was eventually built at Vanier but the issue has been no change rooms or washrooms at that location



# BACKGROUND – PLAN FOR INFRASTRUCTURE IMPROVEMENTS

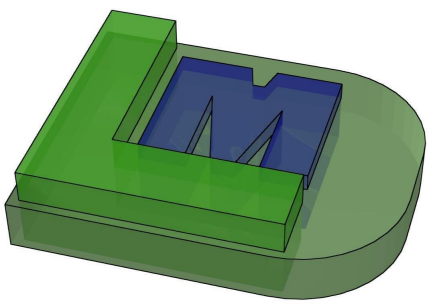
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- CVUSC has identified three key infrastructure goals to ensure that quality soccer programming can be made available for our youth and adults alike
  - **Construct a Field House at Vanier Turf (change room, washroom and storage facility)**
  - Extend our agreement with the SD on use of the turf by contributing funds (approx. \$125K for future maintenance costs)
  - Build additional soccer capable facilities in the valley to facilitate year round training and play
    - Additional Turf(s)
    - Indoor facility

# WHY A FIELD HOUSE?

---

- Users will include youth teams, ensure privacy for women's teams, fully comply with league rules for our Div I men's team, accommodate tournament play.
- A field house at the Vanier Turf has been a goal since the turf came into operation. Currently the site lacks adequate storage for club programming and additionally there is no access to washrooms year round or change rooms and showers for home and visiting teams using the facility.
- Facility could potentially be used by other user groups, field hockey, athletics etc. **The SD is motivated to have this facility for use by G.P. Vanier students as well.**



DATE 05-03-20

DRAWING

GENERAL NOTES



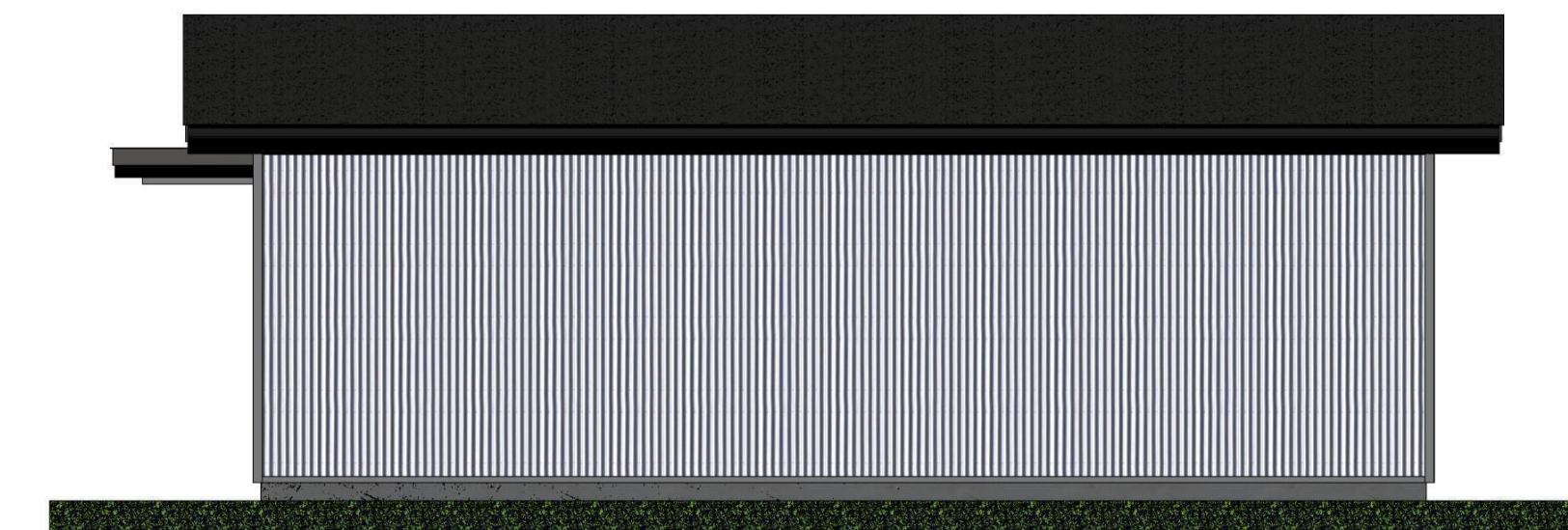
PROJECT  
FIELD HOUSE  
**COMOX VALLEY UNITED  
SOCCER CLUB**

**DM**  
BUILDING  
DESIGNS

PAGE  
A100



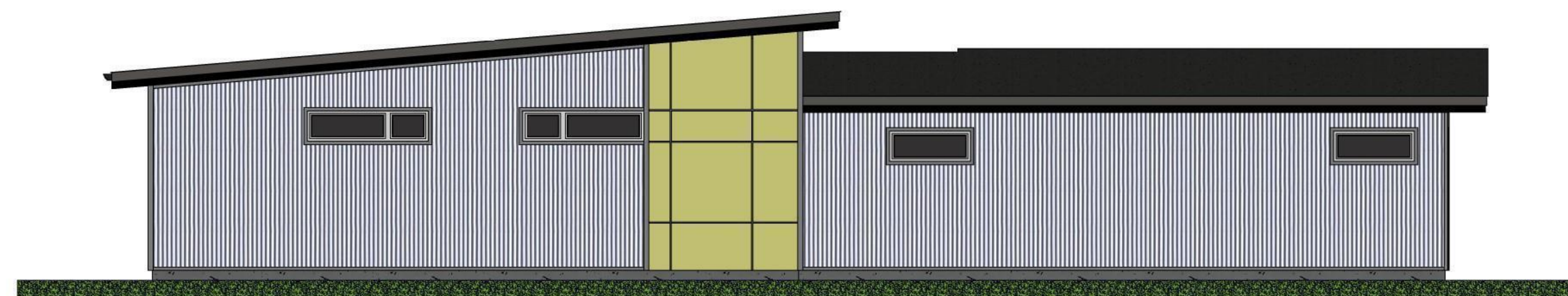
SOUTH EAST ELEVATION



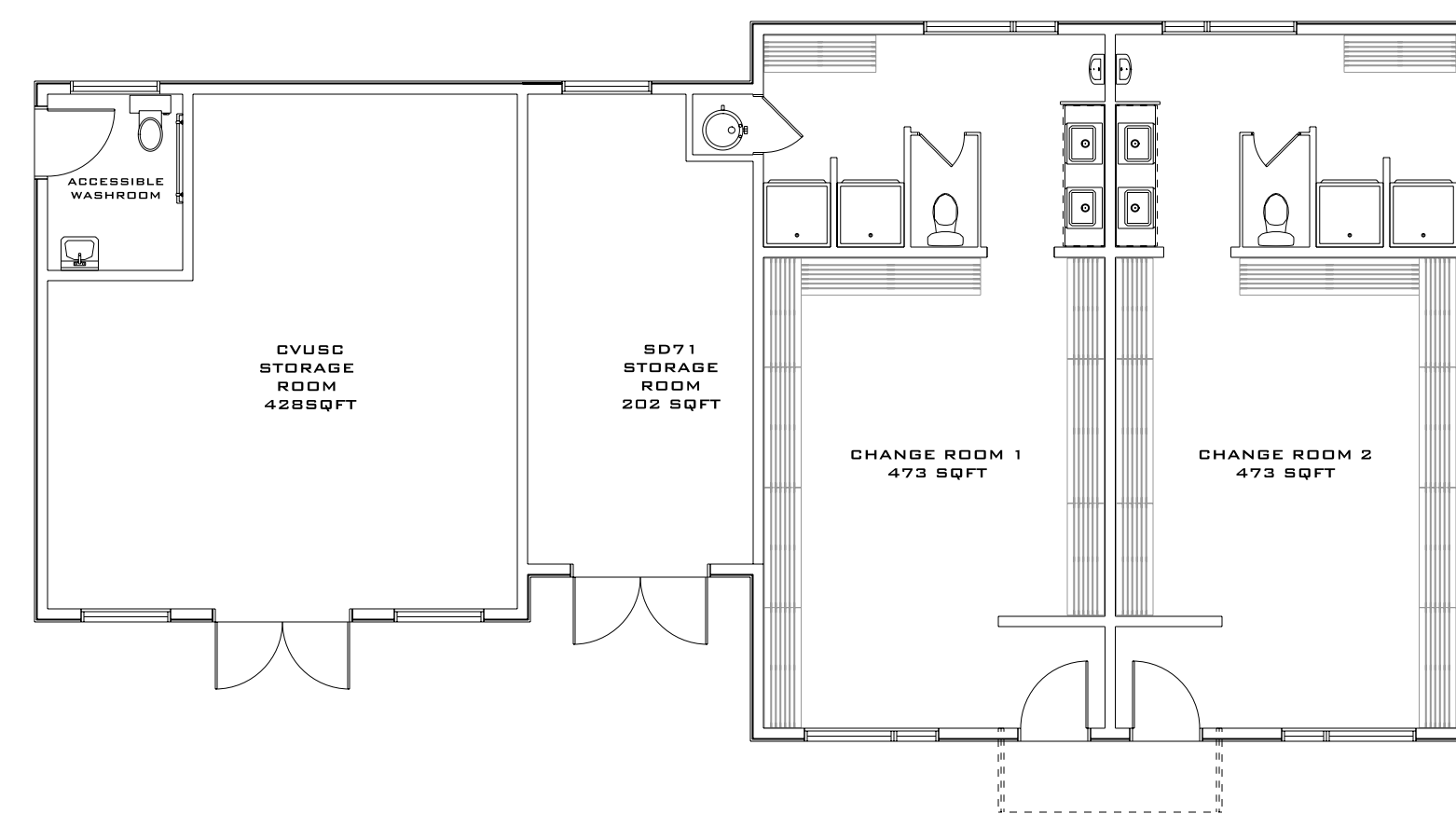
NORTH WEST ELEVATION

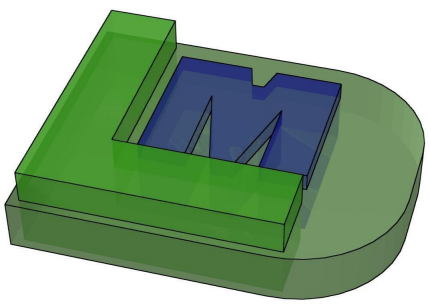


NORTH EAST ELEVATION



SOUTH WEST ELEVATION





DATE 05-03-20

DRAWING MAIN FLOOR  
SCALE 1/4"=1'-0"

FOUNDATION  
SCALE 1/4"=1'-0"

EXTERIOR DIMENSIONS ARE TAKEN FROM OUTSIDE OF WALL SHEATHING  
INTERIOR DIMENSIONS ARE TAKEN FROM FACE OF WALL STUD OR CENTRE OF WALL AS NOTED

DO NOT SCALE DRAWINGS

ALL DRAWING ASPECTS TO BE CHECKED AND VERIFIED BY THE OWNER/BUILDER PRIOR TO PROCEEDING WITH CONSTRUCTION

ALL CONSTRUCTION TO CONFORM TO THE CURRENT EDITION OF THE BC BUILDING CODE AND MEET ALL LOCAL GOVERNMENT BY-LAWS.

STRUCTURAL ENGINEERING INCLUDING SEISMIC IS THE RESPONSIBILITY OF THE OWNER/BUILDER AND IS TO BE DONE PRIOR TO CONSTRUCTION COMMENCING.

BUILDING TO BE LOCATED ON SITE BY A BC LAND SURVEYOR

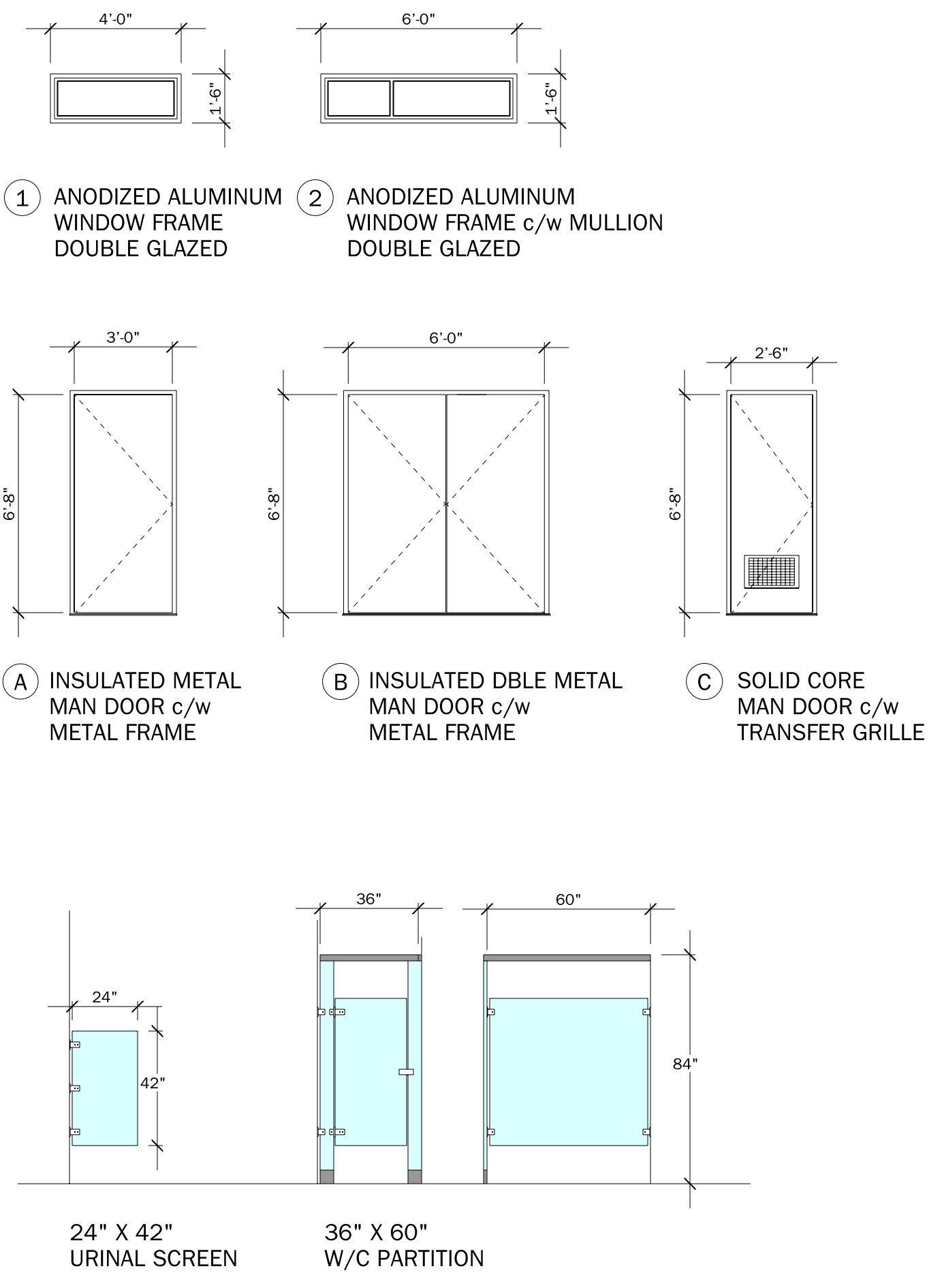
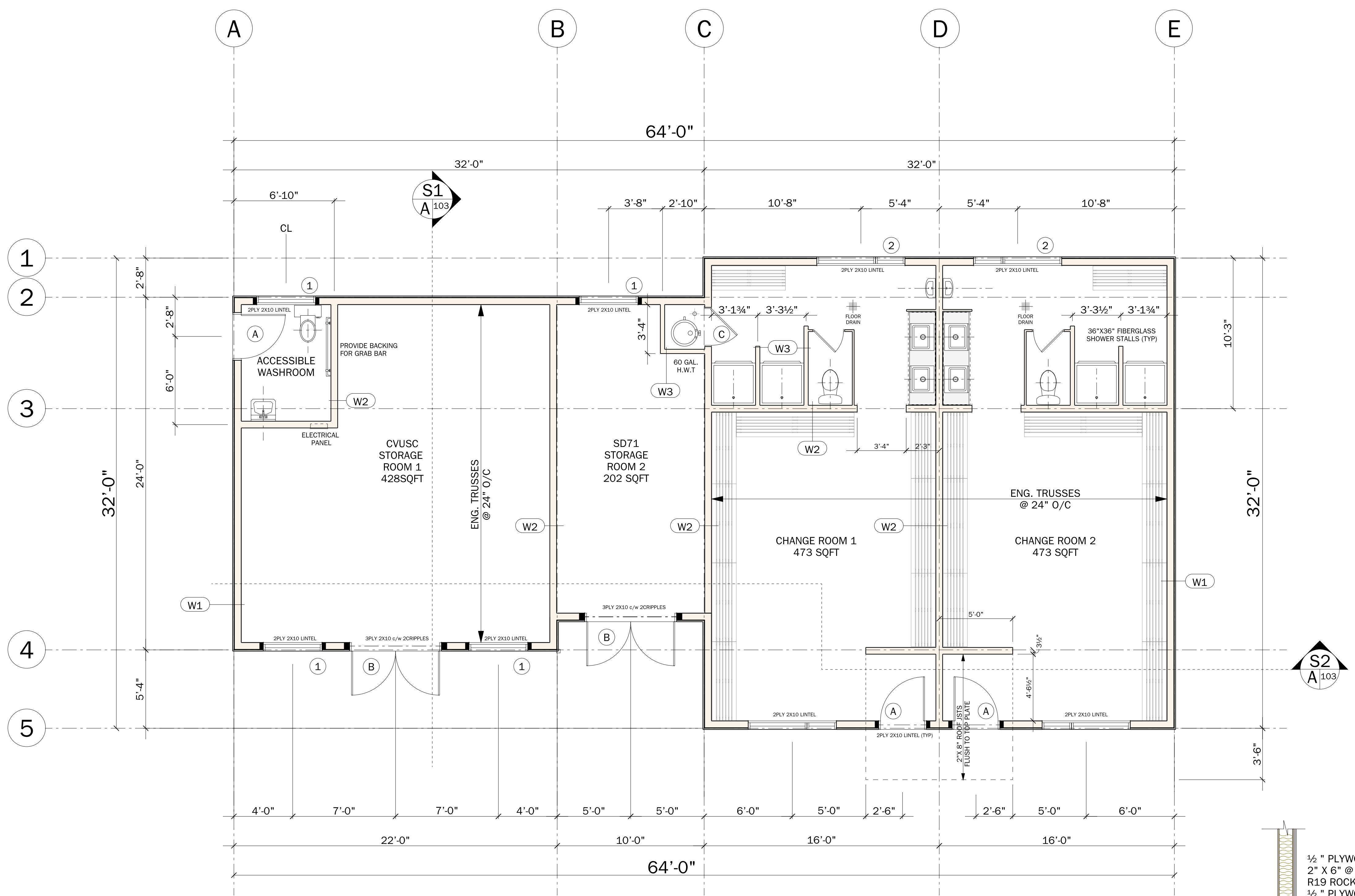
DRAWINGS REMAIN THE SOLE PROPERTY OF DM BUILDING DESIGNS AND MAY NOT BE USED WITHOUT PRIOR WRITTEN PERMISSION. THE REPRODUCTION OF THIS PLAN IN WHOLE OR PART IS PROHIBITED.



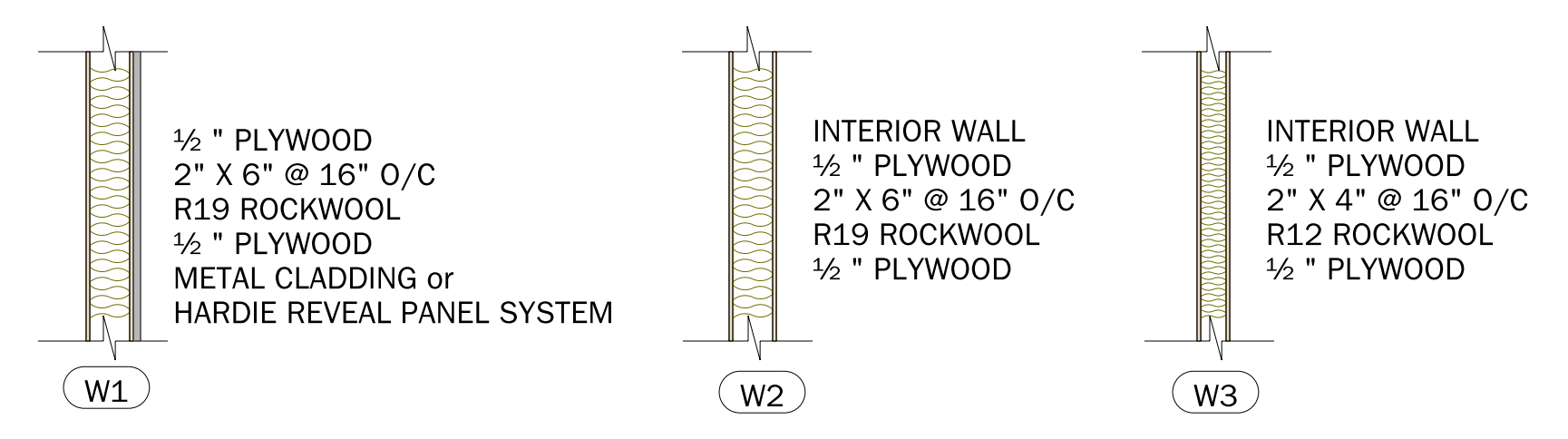
PROJECT FIELD HOUSE  
**COMOX VALLEY UNITED SOCCER CLUB**

DM BUILDING DESIGNS

PAGE A101



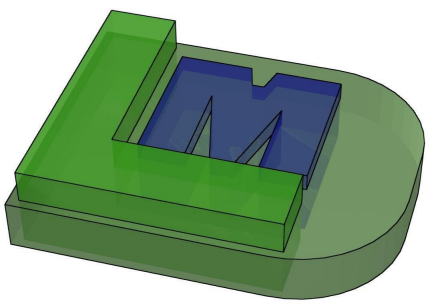
2 DOORS AND WINDOWS  
SCALE 1/4" = 1'-0"



3 WALL ASSEMBLIES

1 FLOOR PLAN  
SCALE 1/4" = 1'-0"

GROSS FLOOR AREA 1772 SQ.FT.  
SR1 428 SQ.FT SR2 202 SQ.FT.  
CR1 473 SQ.FT. CR2 473 SQ.FT.



DATE 05-03-20

DRAWING FOUNDATION  
SCALE 1/4"=1'-0"  
DETAIL SCALE 3/4"=1'-0"

EXTERIOR DIMENSIONS ARE TAKEN FROM OUTSIDE OF WALL SHEATHING  
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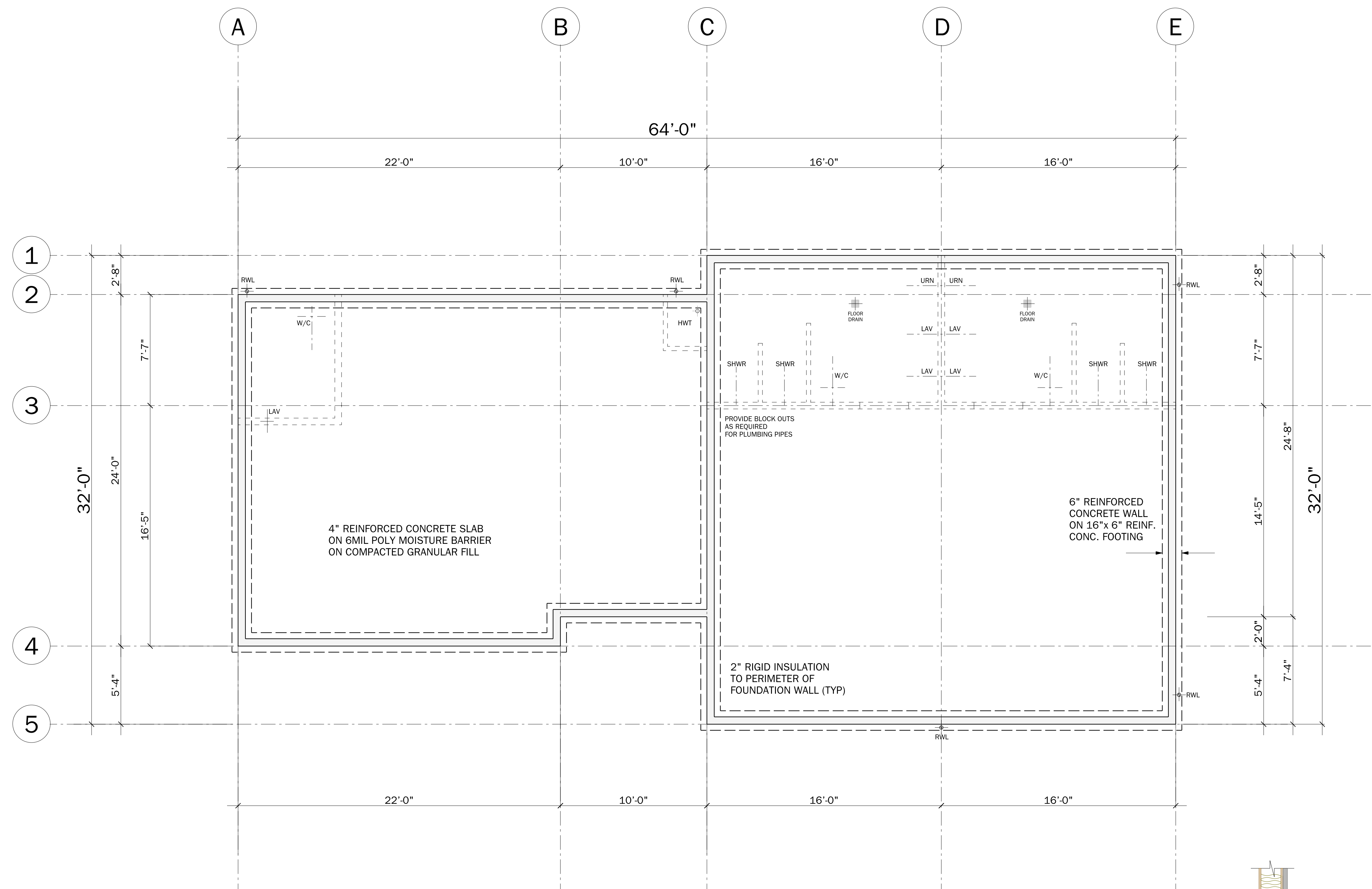


PROJECT FIELD HOUSE  
COMOX VALLEY UNITED SOCCER CLUB

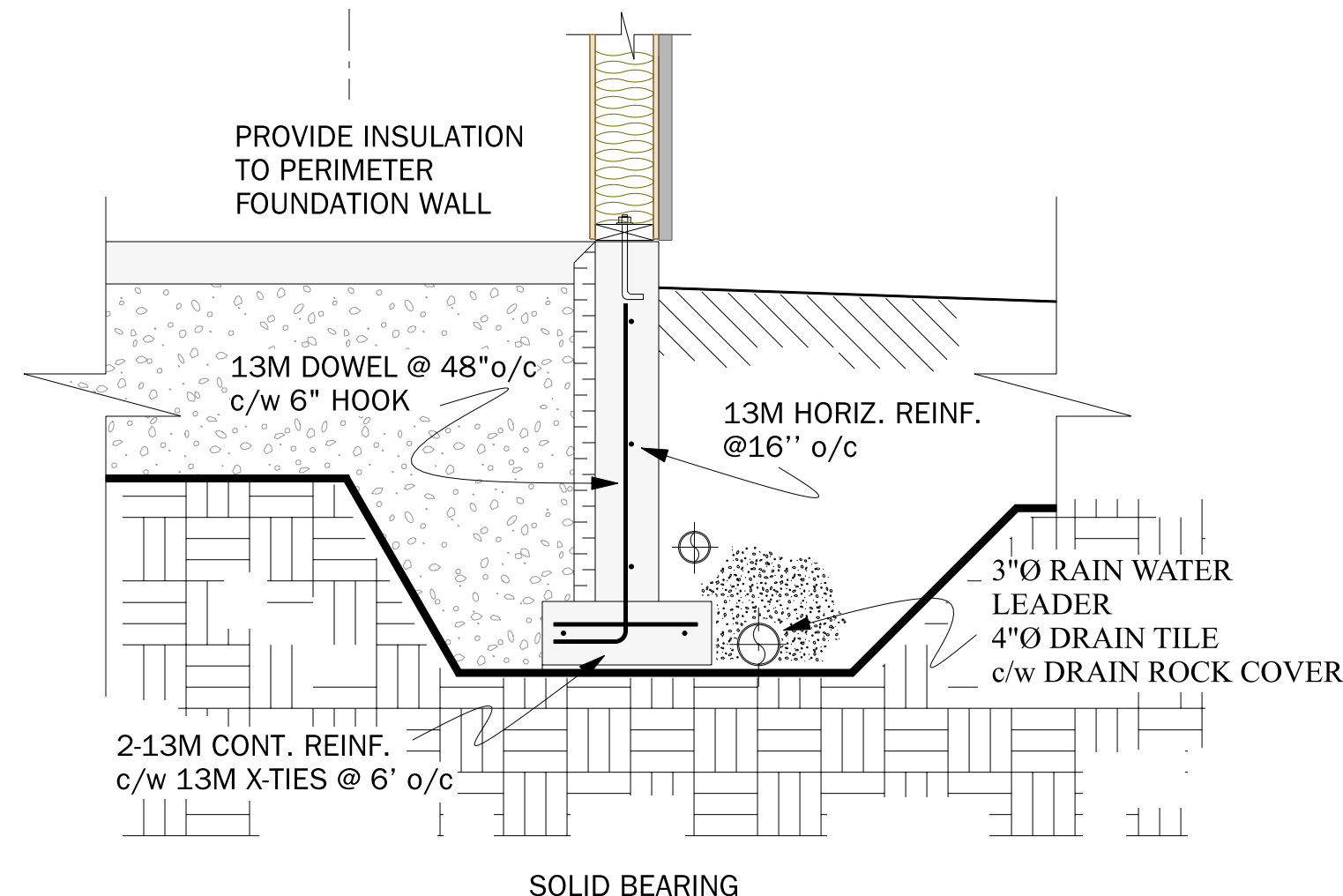
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DM BUILDING DESIGNS

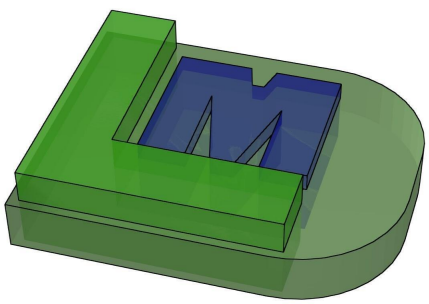
A102



1 FOUNDATION PLAN  
SCALE 1/4" = 1'-0"



D5 FOUNDATION DETAIL  
SCALE 3/4" = 1'-0"



DATE 05-03-20

DRAWING BUILDING SECTIONS  
SCALE 1/4"=1'-0"

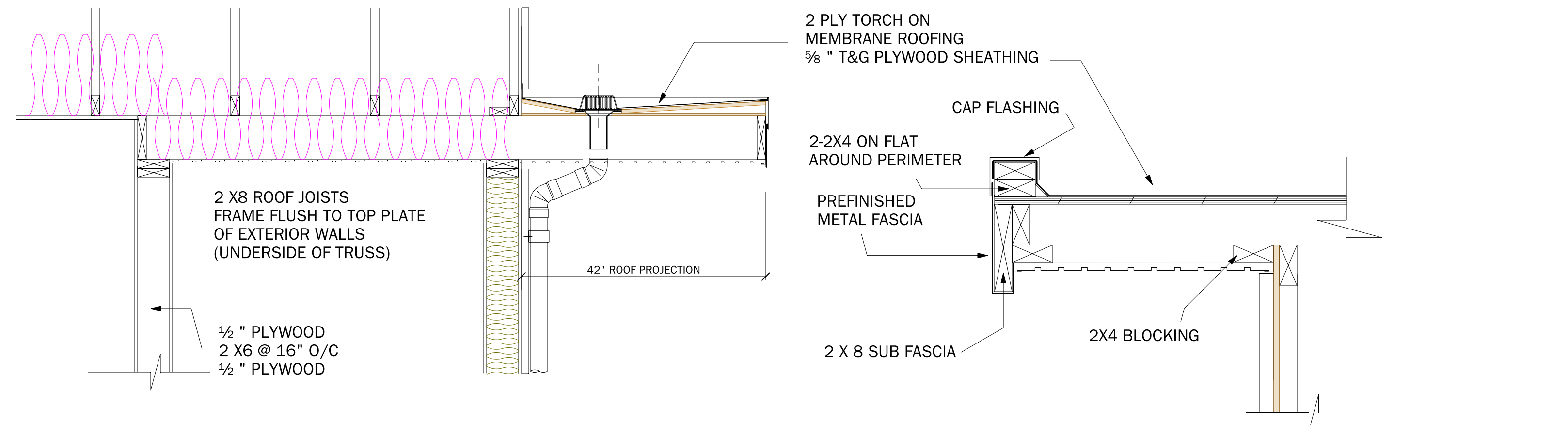
GENERAL NOTES  
EXTERIOR DIMENSIONS ARE TAKEN FROM OUTSIDE OF WALL SHEATHING  
INTERIOR DIMENSIONS ARE TAKEN FROM FACE OF WALL STUD OR CENTRE OF WALL AS NOTED  
DO NOT SCALE DRAWINGS  
ALL DRAWING ASPECTS TO BE CHECKED AND VERIFIED BY THE OWNER/BUILDER PRIOR TO PROCEEDING WITH CONSTRUCTION  
ALL CONSTRUCTION TO CONFORM TO THE CURRENT EDITION OF THE BC BUILDING CODE AND MEET ALL LOCAL GOVERNMENT BY-LAWS.  
STRUCTURAL ENGINEERING INCLUDING SEISMIC IS THE RESPONSIBILITY OF THE OWNER/BUILDER AND IS TO BE DONE PRIOR TO CONSTRUCTION COMMENCING.  
BUILDING TO BE LOCATED ON SITE BY A BC LAND SURVEYOR  
DRAWINGS REMAIN THE SOLE PROPERTY OF DM BUILDING DESIGNS AND MAY NOT BE USED WITHOUT PRIOR WRITTEN PERMISSION. THE REPRODUCTION OF THIS PLAN IN WHOLE OR PART IS PROHIBITED.



PROJECT FIELD HOUSE  
**COMOX VALLEY UNITED SOCCER CLUB**

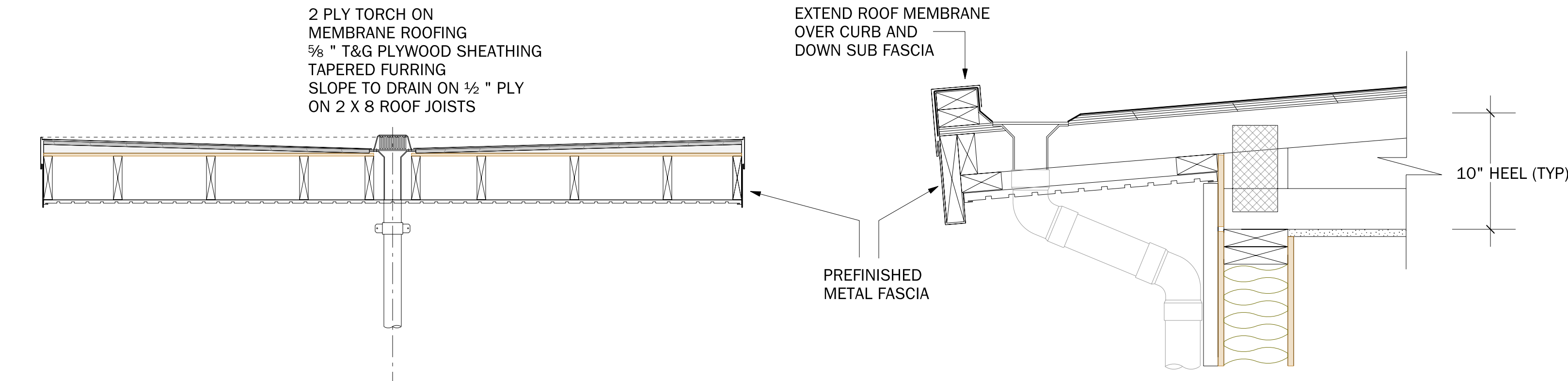
DM BUILDING DESIGNS

PAGE A103



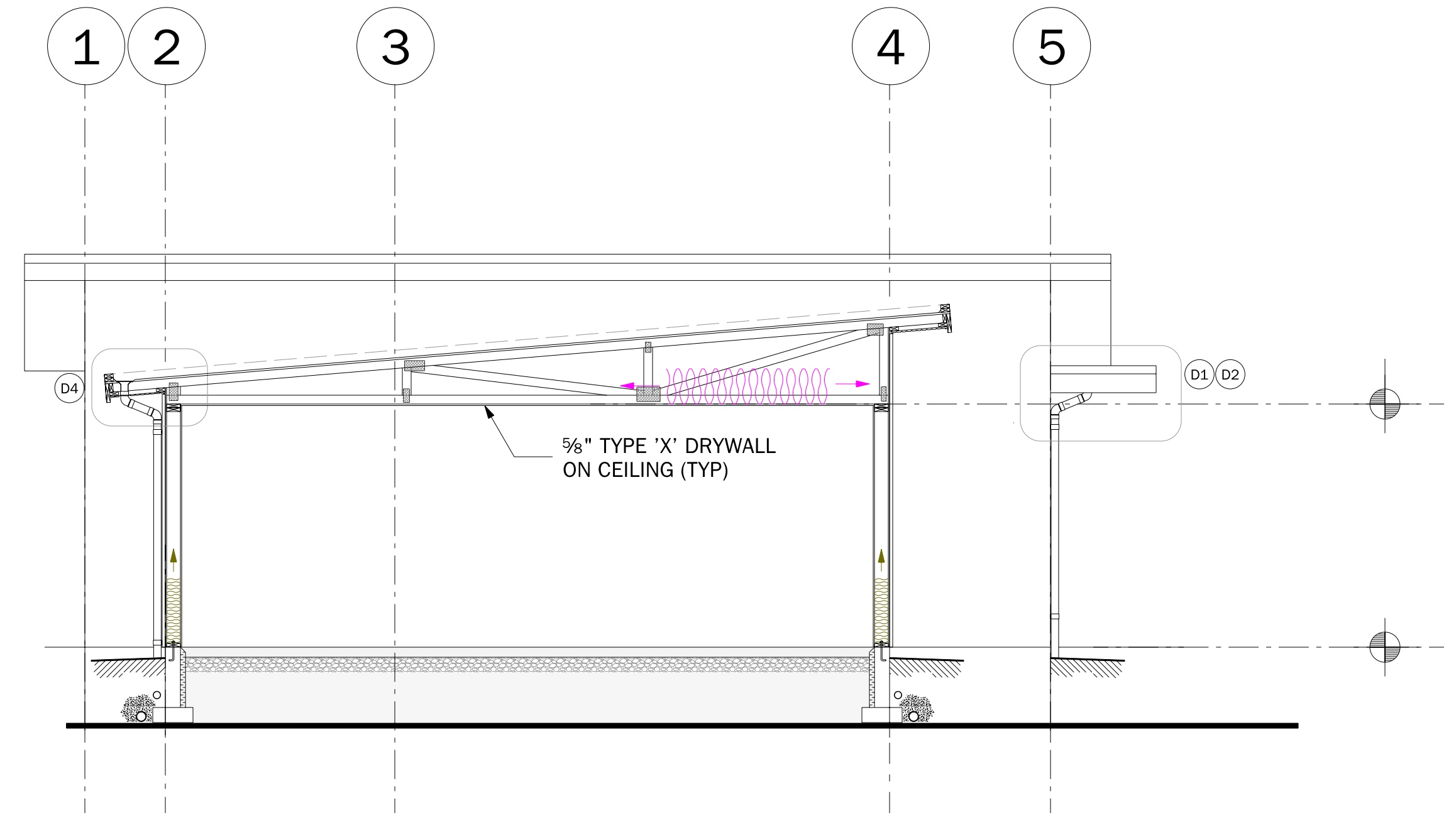
**D1 ROOF CANOPY SIDE VIEW**  
SCALE 3/4" = 1'-0"

**D3 OVERHANG**  
SCALE 1 1/2" = 1'-0"

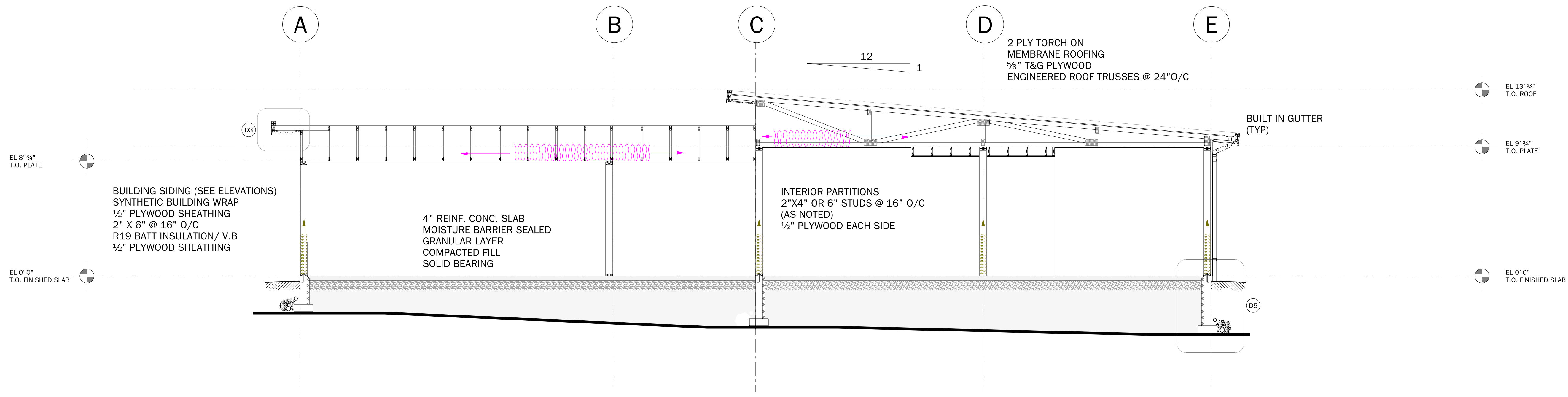


**D2 ROOF CANOPY FRONT VIEW**  
SCALE 3/4" = 1'-0"

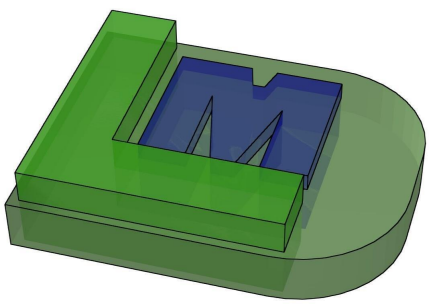
**D4 GUTTER**  
SCALE 1 1/2" = 1'-0"



**1 BUILDING SECTION S1**  
SCALE 1/4" = 1'-0"



**2 BUILDING SECTION S2**  
SCALE 1/4" = 1'-0"



DATE 05-03-20

DRAWING ELEVATIONS  
SCALE 1/4"=1'-0"  
PERSPECTIVE  
N.T. SCALE

EXTERIOR DIMENSIONS  
ARE TAKEN FROM OUTSIDE  
OF WALL SHEATHING  
INTERIOR DIMENSIONS  
ARE TAKEN FROM FACE OF  
WALL STUD OR CENTRE  
OF WALL AS NOTED

DO NOT SCALE DRAWINGS  
ALL DRAWING ASPECTS TO  
BE CHECKED AND VERIFIED  
BY THE OWNER/BUILDER  
PRIOR TO PROCEEDING WITH  
CONSTRUCTION

ALL CONSTRUCTION TO  
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BY-LAWS.

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INCLUDING SEISMIC IS THE  
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CONSTRUCTION COMMENCING.

BUILDING TO BE LOCATED ON  
SITE BY A BC LAND SURVEYOR  
DRAWINGS REMAIN THE SOLE  
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MAY NOT BE USED WITHOUT  
PRIOR WRITTEN PERMISSION.  
THE REPRODUCTION OF  
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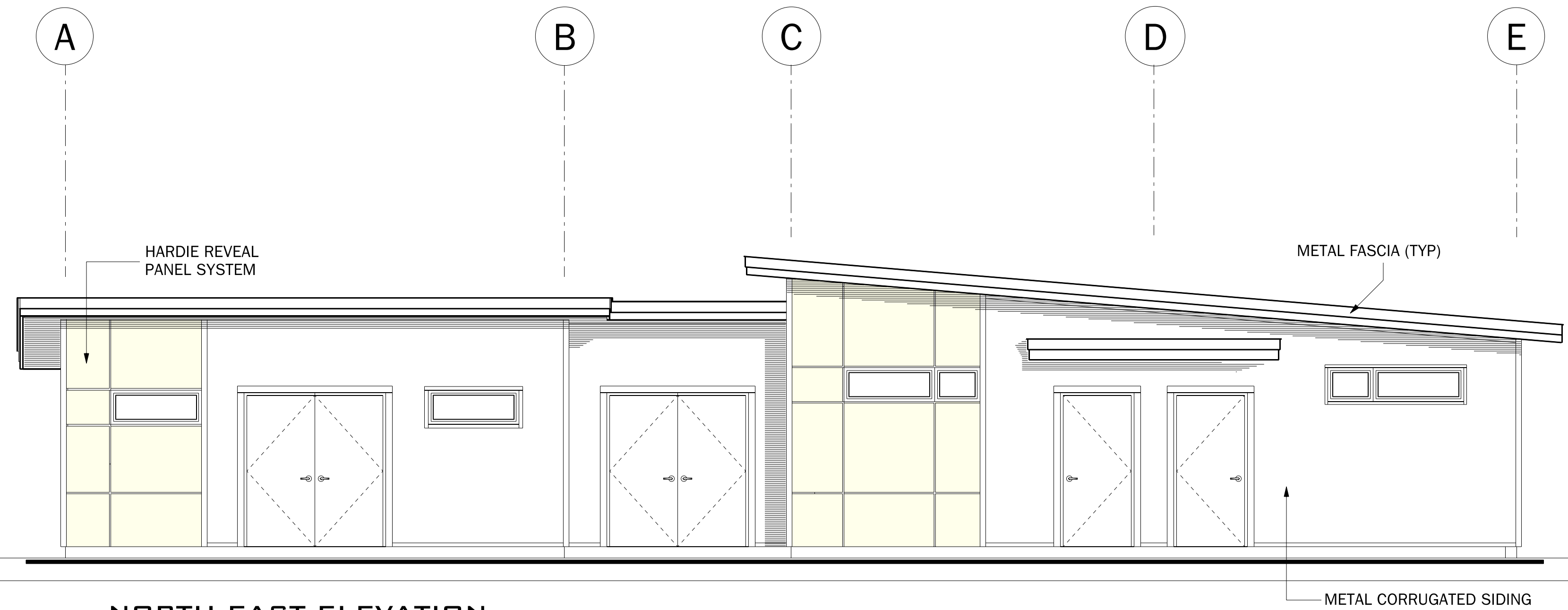
GENERAL NOTES



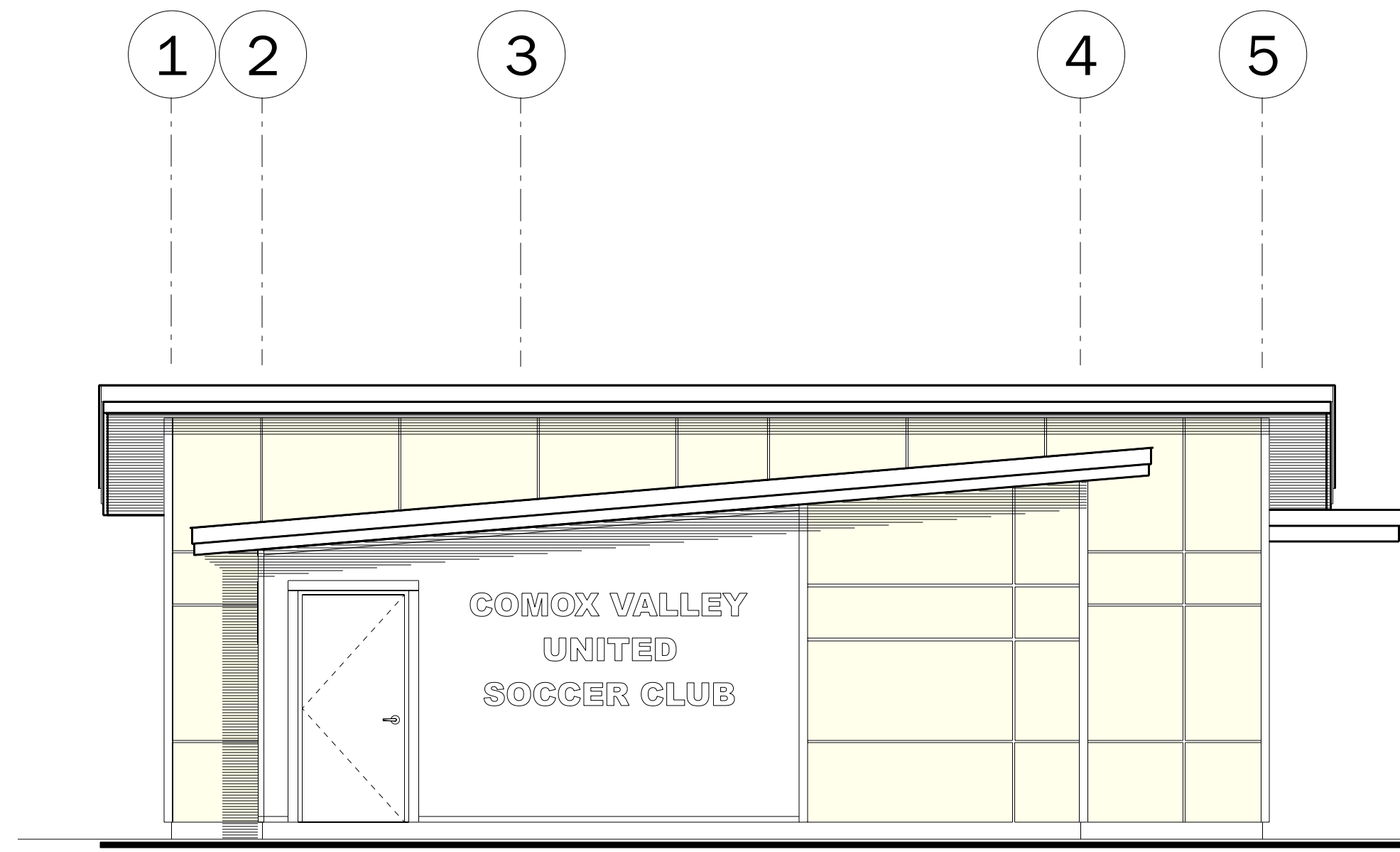
PROJECT  
FIELD HOUSE  
COMOX VALLEY UNITED  
SOCCER CLUB

DM  
BUILDING  
DESIGNS

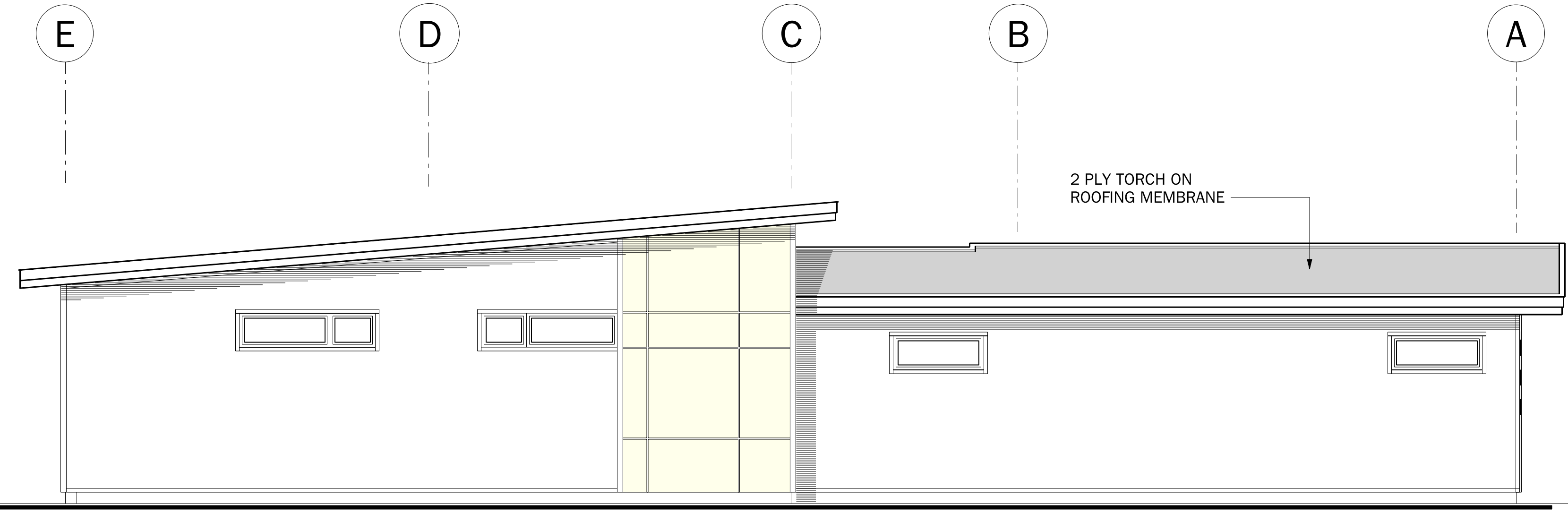
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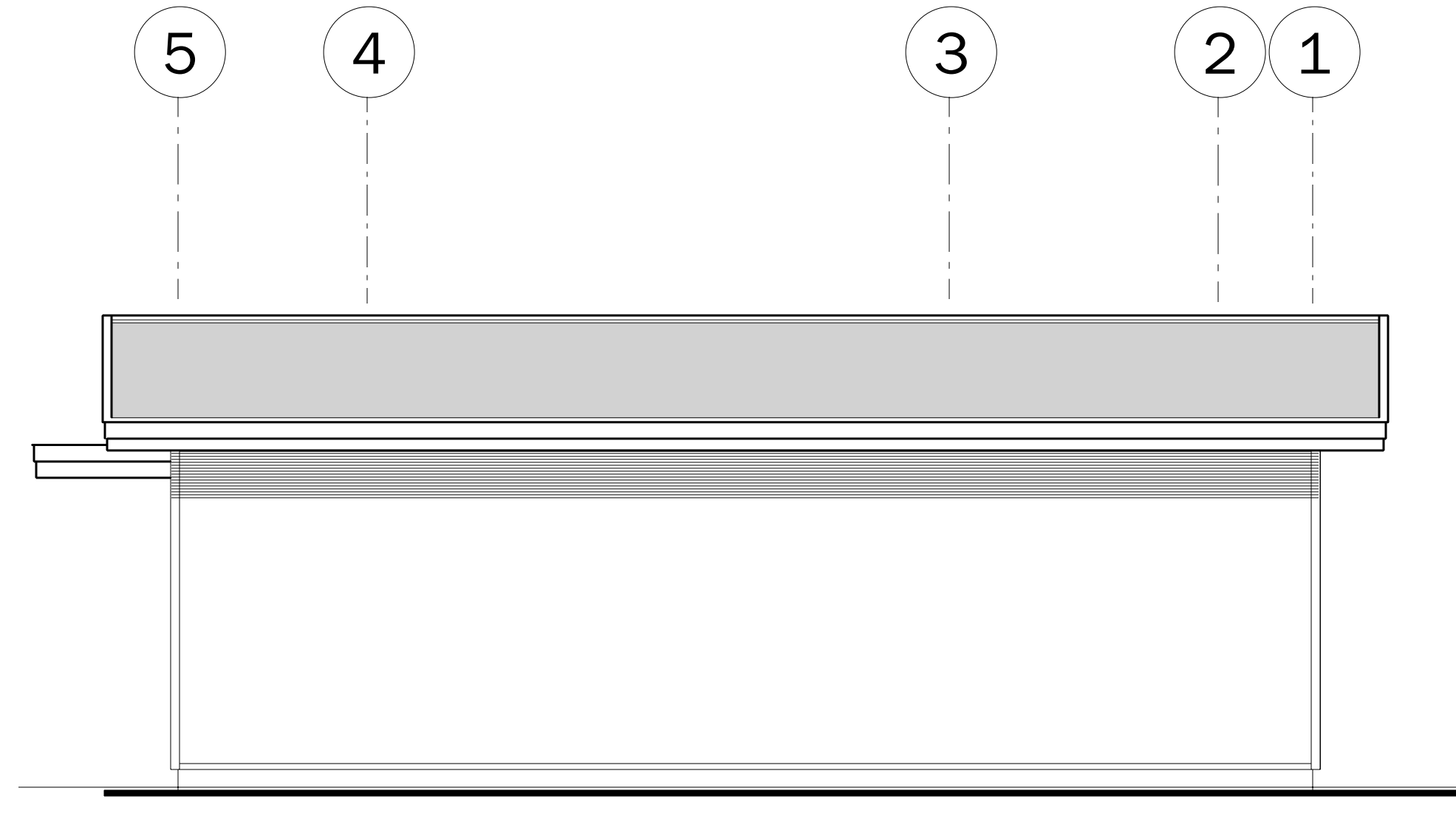
1 NORTH EAST ELEVATION  
SCALE 1/4" = 1'-0"



1 SOUTH EAST ELEVATION  
SCALE 1/4" = 1'-0"



1 SOUTH WEST ELEVATION  
SCALE 1/4" = 1'-0"



1 NORTH WEST ELEVATION  
SCALE 1/4" = 1'-0"



Project: comox valley soccer  
 Owner: sd 71/regional district  
 Architect: Dennis M  
 Location: \_\_\_\_\_

Section	Description	Control Budget	NOTES
	<b>DIVISION 1 - General Requirements</b>		
01000	Staff Overhead	\$1,200	
01100	Monthly Site Costs	\$800	
01200	Fixed Site Costs	\$2,500	
01300	Temporary Services	\$500	
01400	Weather Conditions	\$600	
01500	Equipment	\$7,400	
01700	Subsistence/Travel	\$0	
01800	Design Costs	\$4,200	
01900	Land Acquisition	\$3,000	
01990	Miscellaneous General Requirements	\$0	
	<b>TOTAL DIVISION 1</b>	<b>\$20,200</b>	
	<b>DIVISION 2 - Site work</b>		
02050	Demolition	\$0	
02080	Hazardous Material Abatement	\$0	
02100	Site Preparation	\$0	
02200	Earthwork	\$9,000	
02500	Paving and Curbs	\$4,000	
02600	Site Services	\$12,500	
02700	Foundation Drains	\$3,200	
02800	Site Improvements	\$3,000	
02900	Landscaping & Irrigation	\$2,000	
02990	Miscellaneous Division 2	\$0	
	<b>TOTAL DIVISION 2</b>	<b>\$33,700</b>	
	<b>DIVISION 3 - Concrete</b>		
03010	Concrete Supply	\$21,420	
03100	Concrete Formwork	\$4,000	
03200	Concrete Reinforcing	\$5,000	
03300	Concrete Placing	\$0	
03400	Concrete Finishing	\$2,700	
03500	Specialty Concrete finishes	\$0	
03600	Concrete Accessories	\$0	
03700	Grout	\$0	
03800	Concrete Restoration and Cleaning	\$0	
03900	Precast Concrete	\$0	
03990	Miscellaneous Concrete	\$0	
	<b>TOTAL DIVISION 3</b>	<b>\$33,120</b>	
	<b>DIVISION 4 - Masonry</b>		
04100	Unit Masonry	\$0	
04200	Masonry Refit	\$0	
04300	Wind Bracing	\$0	
04400	Exterior Stone	\$0	
04500	Masonry Restoration & Cleaning	\$0	
04600	Facade Work	\$0	
04990	Miscellaneous Masonry	\$0	
	<b>TOTAL DIVISION 4</b>	<b>\$0</b>	
	<b>DIVISION 5 - Metals</b>		
05100	Structural Steel & Metal Joists	\$0	
05200	Steel Trusses	\$0	
05300	Metal Decking	\$0	
05400	Metal Fabrications	\$3,000	
05500	Metal Fabrications Installation	\$0	
05600	Embedded Metals Install	\$0	
05700	Ornamental Metal	\$0	
05800	Expansion Joints	\$0	
05990	"Miscellaneous" Metals	\$0	



	<b>TOTAL DIVISION 5</b>	<b>\$3,000</b>	
	<b>DIVISION 6 - Wood &amp; Plastics</b>		
06010	Wood and Plastics	\$300	
06200	Rough Carpentry	\$75,000	
06400	Finish Carpentry	\$8,000	
06600	Architectural Woodwork	\$2,300	
06990	Miscellaneous Wood & Plastics	\$0	
	<b>TOTAL DIVISION 6</b>	<b>\$85,600</b>	
	<b>DIVISION 7 - Thermal &amp; Moisture Protection</b>		
07100	Waterproofing	\$0	
07200	Insulation	\$0	
07300	Shingles and Roofing Tiles	\$0	
07400	Preformed Roofing & Siding	\$56,240	
07500	Membrane Roofing & Flashings	\$45,000	
07600	Firestopping	\$0	
07700	Roof Specialties & Accessories	\$1,200	
07800	Skylights	\$0	
07900	Caulking & Sealants	\$0	
07990	Misc.Moisture & Thermal	\$0	
	<b>TOTAL DIVISION 7</b>	<b>\$102,440</b>	
08000	<b>DIVISION 8 - Doors &amp; Windows</b>		
08100	Metal Doors & Frames	\$19,870	
08200	Wood Doors & Frames	\$0	
08300	Special Doors	\$0	
08400	Entrances and Storefronts	\$0	
08500	Metal Windows	\$0	
08600	Wood and Plastic Windows	\$6,800	
08700	Hardware	\$0	
08800	Glazing	\$0	
08900	Curtain Walls	\$0	
08990	Miscellaneous Doors & Windows	\$0	
	<b>TOTAL DIVISION 8</b>	<b>\$26,670</b>	
09000	<b>DIVISION 9 - Finishes</b>		
09200	Steel stud and Drywall	\$8,700	
09300	Tile	\$0	
09500	Ceiling Systems	\$0	
09600	Interior Flooring	\$8,900	
09700	Special Flooring	\$0	
09900	Painting/Wall Covering	\$12,600	
09990	Miscellaneous Finishes	\$0	
	<b>TOTAL DIVISION 9</b>	<b>\$30,200</b>	
10000	<b>DIVISION 10 - Specialties</b>		
10100	Visual Display Boards	\$0	
10150	Compartments & Cubicles	\$0	
10200	Louvre's and Vents	\$0	
10300	Fireplaces	\$0	
10400	Identifying Devices	\$0	
10500	Lockers	\$0	
10600	Demountable Partitions	\$2,600	
10700	Operable Partitions	\$0	
10800	Toilet and Bath Accessories	\$3,750	
10900	Wardrobe & Closet Specialties	\$0	
10990	Miscellaneous Specialties	\$0	
	<b>TOTAL DIVISION 10</b>	<b>\$6,350</b>	
11000	<b>DIVISION 11 - Equipment</b>		
11001	Vault and Bank Equipment	\$0	
11100	Loading Docks/Dock levelers	\$0	
11200	Waste Handling	\$0	
11400	Food/Restaurant	\$0	
11500	Health/Spa Equipment	\$0	

11600	Laboratory	\$0	
11700	Medical	\$0	
11990	Miscellaneous Equipment	\$0	
	<b>TOTAL DIVISION 11</b>	<b>\$0</b>	
12000	<b>DIVISION 12 - Furnishings</b>		
12100	Artwork	\$0	
12200	Laboratory Casework	\$4,000	
12300	Residential Cabinets	\$0	
12500	Window treatment	\$0	
12600	Furniture	\$0	
12700	Multiple Seating	\$0	
12800	Interior Plants and Planters	\$0	
12990	Miscellaneous Furnishings	\$0	
	<b>TOTAL DIVISION 12</b>	<b>\$4,000</b>	
13000	<b>DIVISION 13 - Special Construction</b>		
13100	Pools, rinks and Kennels	\$0	
13200	Special Purpose rooms	\$0	
	<b>TOTAL DIVISION 13</b>	<b>\$0</b>	
14000	<b>DIVISION 14 - Conveying Systems</b>		
14100	Dumbwaiters	\$0	
14200	Elevators	\$0	
14300	Escalators/Moving Wlkwys	\$0	
14400	Lifts	\$0	
14500	Mat.Handling Systems	\$0	
14600	Hoists & Cranes	\$0	
14700	Turntables	\$0	
14800	Scaffolding	\$0	
14900	Linen/Garbage chutes	\$0	
14990	Misc. Conveying Systems	\$0	
	<b>TOTAL DIVISION 14</b>	<b>\$0</b>	
15000	<b>DIVISION 15 - Mechanical</b>		
15100	Mechanical System	\$0	
15300	Fire Protection	\$0	
15400	Plumbing	\$20,000	
15500	H.V.A.C (curb)	\$0	
15600	Refrigeration	\$0	
15700	Controls/Instrumentation	\$0	
15800	Testing & Balancing	\$0	
15990	Misc.Div15 Items	\$11,025	
	<b>TOTAL DIVISION 15</b>	<b>\$31,025</b>	
16000	<b>DIVISION 16 - Electrical</b>		
16100	Electrical System	\$17,500	
16200	Security	\$0	
16400	Service & Distribution	\$8,000	
16500	Lighting	\$4,000	
16700	Special Systems	\$0	
16800	Communications	\$0	
16900	Controls/Instrumentation	\$0	
16990	Misc.Div16 Items	\$0	
	<b>TOTAL DIVISION 16</b>	<b>\$29,500</b>	
17000	<b>DIVISION 17 - Contractors Fee</b>		
17110	Contractors Fee	\$24,348	6%
	<b>TOTAL DIVISION 17</b>	<b>\$24,348</b>	
18000	<b>DIVISION 18 - Contingency</b>		
18100	Contingency 3.5% of contract	\$15,050	
	<b>TOTAL DIVISION 18</b>	<b>\$15,050</b>	

19000	<b>DIVISION 19 - Cash Allowances</b>		
19200	Permits		
	<b>TOTAL DIVISION 19</b>		<b>\$0</b>
	<b>SUBTOTAL DIVISION 1 - 19</b>		<b>\$445,203</b>
	<b>DIVISION 92 - Change Orders</b>		
A	Pending		
B	Approved		
	<b>TOTAL DIVISION 92</b>		<b>\$0</b>
	<b>TOTAL INCLUDING CHANGE ORDERS</b>		<b>\$445,203</b>

# COSTS – WHERE WE STAND

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- CVUSC to provide approx. \$145k of funding for materials.
- CVUSC volunteers to provide approx. \$150k of in-kind volunteering.
- SD has agreed in principle to donate land for us to build on and conduct building maintenance.
- Still short approx. \$150k – looking for support from regional partners to get this done!

# GOING FORWARD; HOW AND WHEN

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- **How?** Team Effort (Club, Volunteers, RD, SD)
  - Legacy of community coming together to build the turf field etc. Soccer club has a culture of volunteering to build rec facilities for the benefit of the valley and has an extensive volunteer base who are professionals in the construction industry. Businesses and private organizations have a history of supporting youth and recreation.
- **When?** As soon as we can, but....
  - Appreciative of COVID 19 and restrictions etc. we are confident that when the time is right that this could be a really positive community project to rally around. Agreement in principle from the three main stakeholders, followed by in-kind commitments, finalization of the plan and construction schedule. Likely build to start in spring-summer 2021.

# CONCLUSION AND ASK

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- CVUSC is an engaged and committed community partner that has contributed over \$800K in capital and in-kind investments to local sports infrastructure and is looking to build on this in the years to come (fieldhouse, turf improvements, additional facilities).
- CVUSC is looking for the following from the RD:
  - An agreement in principle for this project to commence when possible, mindful of COVID19 related restrictions and constraints.
  - Funding of up to \$150k to support the nearly \$300k contributed by CVUSC and in-kind volunteer contributions.

# QUESTIONS?

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## STAFF REPORT

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** Union of BC Municipalities (UBCM) Meeting Requests

**File No.:**  
**Date:** June 28, 2023

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### **PURPOSE:**

To identify priority issues for ministerial meetings with provincial elected officials and senior staff at the 2023 Union of BC Municipalities (UBCM) conference.

### **EXECUTIVE SUMMARY:**

The 2023 UBCM conference is scheduled for September 18 to 22, 2023. Each year UBCM provides an opportunity for Council to schedule 15-minute meetings with the Premier and 20 to 30-minute meetings with Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs) to discuss matters of concern for the community and to seek support for important projects. These meeting requests are managed through the Office of the Premier on a request basis and acceptance is discretionary. Requests to meet with the Premier and Cabinet Ministers must be submitted by June 30, 2023. Requests to meet with MACCs must be submitted by August 30, 2023.

Staff have identified five topics for Council's consideration. Once topics are confirmed staff will submit meeting requests and develop Briefs for the meetings. Staff note that in addition to UBCM meetings, steps are underway to request and secure meetings with Ministry and provincial agency staff to discuss these strategic priority projects.

### **BACKGROUND:**

Ministry staff have provided a template for applications to meet with the Premier and MACCs. Given the combination of strategic focus areas and capital projects, City staff have identified five areas of focus for Councils consideration with two areas for Ministerial Meetings and three areas MACC's. The topics are as follows:

#### Minister

- Budget commitment for the construction of Purpose Built Supportive Housing Units and Shelter in Courtenay
- Increased Funding for Mental Health and Substance Use Comox Valley (Complex Care)

#### Provincial Ministries, Agencies, Commissions and Corporations

- McPhee Meadows park development project - Grant
- East Side Fire Hall project - Grant
- Anderton Dike Remediation project - Grant



**DISCUSSION:**

The following provides an overview and background in the format required for Ministry and MACCs meeting requests for Council's background and consideration.

*Minister Meetings:*

1. Budget commitment for Purpose Built Supportive Housing Units and Shelter in Courtenay
  - a. Request Meeting: Ministry of Housing
  - b. Purpose: Confirm funding allocation towards new purpose built supportive housing units and shelter
  - c. Summary: Courtenay is at the epicentre of the housing, mental health, and toxic drug supply crises. While the purchase of the Super 8 maintained the number of supportive housing units in Courtenay it did not address the need for those living on the street. Courtenay needs at least 100 additional units of permanent supportive housing (including the ~60 at the Super 8) as well as a purpose built shelter to adequately relocate the Connect overnight shelter and day services.
  
2. Increased Funding for Mental Health and Substance Use Comox Valley
  - a. Request Meeting: Ministry of Mental Health and Addictions (MHSU)
  - b. Purpose: Seek increased funding for MHSU in Comox Valley (Council Motion March 22/23)
  - c. Summary: Comox Valley lacks the continuum of MHSU services locally necessary to support those living in our community. This is further evidenced by the Substance Use Strategy report completed by Walk With Me that identifies gaps including medical detox, managed alcohol, safer supply, OPS, OAT, and other recommendations such as a services Hub, network improvements, culturally safe services, and reducing stigma in health care.

*Provincial Ministries, Agencies, Commissions and Corporations:*

3. Seeking grant support for McPhee Meadows park development project
  - a. Request Meeting: Ministry of Environment and Climate Change Strategy
  - b. Purpose: Support for current grant application (Federal - Natural Infrastructure Fund for \$1M), and seek additional future grant opportunities.
  - c. Summary: McPhee Meadows is an 11-acre green space along the Puntledge River that was donated to the City in 2010. The City is working to develop this into a public park, while preserving and restoring its riparian and wildlife habitat features, and accentuating its First Nations history. The City is seeking support for a current grant application (Federal Natural Infrastructure Fund for \$1M), and also seeking additional future grant opportunities. Total project cost is estimated to be \$3.1M.
  
4. Seeking grant support for the East Side Fire Hall project
  - a. Request Meeting: Ministry of Public Safety and Solicitor General
  - b. Purpose: Support for future grant opportunities to fund the East Side Fire Hall project and advocate for additional supports for emergency response capital infrastructure.
  - c. Summary: Currently the City of Courtenay is limited in Fire Service to one Fire Hall, on the West Side of the River. An East Side Fire Hall is needed to improve fire safety, and meet growing commercial and residential demands for fire protection in East Courtenay. This

## Union of BC Municipalities (UBCM) Meeting Requests

will reduce fire response times, reduce commercial and public facility insurance costs, and allow setback reductions in residential developments. The City is seeking grant opportunities to help fund this much needed critical safety infrastructure. Total project cost is currently estimated to be \$16.5M.

5. Seeking grant support for the Anderton Dike Remediation project
  - a. Request Meeting: Ministry of Forests
  - b. Purpose of Meeting: Seek support for upcoming grant application (Federal - Infrastructure Canada - Disaster Mitigation and Adaptation Fund, due July 19 2023), and seek additional future grant opportunities.
  - c. Summary: The Anderton Dike is located along the west bank of the Courtenay River, is approximately 210 meters long, and is constructed of vertical concrete and steel sheet pile. It currently provides flood and erosion protection to a multi-family structure, a sanitary lift station, and a park. The City is seeking support for a planned upcoming grant application (Federal - Infrastructure Canada - Disaster Mitigation and Adaptation Fund, due July 19 2023), and also seeking additional future grant opportunities.

**FINANCIAL IMPLICATIONS:**

Meetings to solicit support from Ministers and provincial/agency staff has the potential for positive financial impacts on the delivery of core and emerging service areas and initiatives. Successful grant applications will assist in the delivery of key capital programs contained within the City's annual and long-term financial plans.

**ADMINISTRATIVE IMPLICATIONS:**

Developing submitting UBCM meeting requests and related briefing notes is coordinated by the Office of the City Manager, with materials prepared by the various departments responsible for the subject areas or projects.

**STRATEGIC PRIORITIES REFERENCE:**

Seeking provincial support for City priorities, projects and infrastructure works to support the short, medium and long-term goals of the municipality and will further our four overarching principles of Equity, Community Well Being, Climate Action and Reconciliation. These five requests will help the City move forward on the Strategic Priorities of Affordable Housing, Natural Environment, Parks and Recreation, Municipal Infrastructure, Good Governance and Public Safety.

This initiative specifically addresses the following strategic priority actions:

- Affordable Housing - Explore approaches to develop affordable housing: Review potential of city property for housing partnerships with BC Housing
- Social Infrastructure - Continue working with community agencies to deliver day services. Explore role in the provision of social support services, including future of Connect Centre.
- Public Safety - East Side Fire Hall: Construction

**OPTIONS:**

Union of BC Municipalities (UBCM) Meeting Requests

1. THAT based on the June 28, 2023, staff report "Union of BC Municipalities (UBCM) Meeting Requests", Council direct staff to prepare five meeting requests with corresponding briefs as follows:

Ministry

Budget commitment for the construction of Purpose Built Supportive Housing Units and Shelter in Courtenay

Increased Funding for Mental Health and Substance Use Comox Valley (Complex Care)

MACC's

McPhee Meadows Park development project - Grant

East Side Fire Hall project - Grant

Anderton Dike Remediation project - Grant

2. THAT Council direct staff to prepare meeting requests with corresponding briefs on topics of their choosing.
3. THAT Council provide alternate direction to staff.

Prepared by: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)



THE CORPORATION OF THE CITY OF COURTENAY

## COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Frisch



Date (MMM-YYYY): Jun-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	DATE (MMM-DD)	EVENT/LOCATION	COMMENTS
1.	Jun-08	Super 8 Open house	BC Housing's plan to continue housing those in need, 3 year temporary plan, eventual permanent housing
2.	Jun-14	Mike's Miles for CV Head Injury Society	Walked with Mike to fundraise for the CV Head Injury Society
3.	Jun-20	Kuskussum site visit	Met with Project Watershed and KFN to review the site remediation
4.	Jun-20	Parking with Purpose Webinar	UDI Capital Region and Watt Consulting info on Traffic demand management and Parking demand realities
5.	Jun-21	National Indigenous Peoples Day Forum	Recieved presentations on First Nations Reconciliation and KFN Historical context, language, culture insights
6.			
7.			
8.			



THE CORPORATION OF THE CITY OF COURTENAY

## COUNCIL MEMBER REPORT

To: **COUNCIL**

File No.: 0540

From: Councillor Hillian

Date (MMM-YYYY): Jun-2023

Subject: **REPORT OF ACTIVITIES AND EVENTS**

	<b>DATE</b> (MMM-DD)	<b>EVENT/LOCATION</b>	<b>COMMENTS</b>
1.	Jun-01	Sewage Agenda review mtg; Development Applications Procedure Bylaw workshop; Code of Conduct review workshop	
2.	Jun-02	Hospital Board agenda review mtg; Child Development Centre mural unveiling	
3.	Jun-03	Community Clean-Up event; Lake Trail community event	
4.	Jun-05	Meeting with Mayor; July 1st Committee meeting	
5.	Jun-06	Tsolum School presentation; Sewage Commission; Water Committee; Regional District Board meeting	Presentation to Tsolum elementary students regarding parks and community amenities.
6.	Jun-07	South Sewer Extension webinar; Downtown Business Association AGM	
7.	Jun-08	Sewer Conveyance project - Lazo hill webinar	
8.	Jun-09	Physician Recruitment Task Force meeting; meeting with Transition Society Executive Director re Connect Centre	

	<b>DATE</b> <i>(MMM-DD)</i>	<b>EVENT/LOCATION</b> <i>(Max. 115 characters)</i>	<b>COMMENTS</b> <i>(Max. 115 characters)</i>
9.	Jun-13	South Sewer Extension - Royston Open House	
10.	Jun-14	Community Justice Centre Facilitator meeting	
11.	Jun-15	Regional District Strategic Planning June 15 &16	
12.	Jun-17	Tour of Cumberland Chinatown in support of Miner's Memorial Weekend	
13.	Jun-19	July 1st committee meeting	
14.	Jun-20	Meeting with MLA re Kus-kus-sum & site visit; regional recreation open house	
15.	Jun-21	National Indigenous People's Day forum	
16.	Jun-22	Comox Strathcona Waste Management Board meeting & tour of organics facility	
17.	Jun-26	Talk by Isobel McKenzie, BC Seniors Advocate	
18.	Jun-27	Comox Valley Regional District Board meeting	

## B.C. Affordable, Net Zero, Offsite Wood Housing Industrial Development UBCM Resolution Background Brief

### Strategy Needed to Address BC's Biggest Housing Supply Constraint

The single biggest constraint on increasing new housing supply is construction labour force shortfalls. This dynamic is also increasing construction costs.

While B.C.'s population has grown 8% in the last five years, the construction labour force shrunk 3% ([Statistics Canada, 2023](#)). This shortfall will worsen with 38,000 projected retirees over the next decade and insufficient replacements, leaving a 19,000 worker shortfall ([Build Force, 2023](#)).

The B.C. Government has yet to address this fundamental constraint. Without a robust strategy, B.C. will never meet its housing supply and affordability targets.



Alex Boston with Statistics Canada data, 2023

### Offsite Wood Construction: Delivering Supply, Affordability, Climate Action & Economic Development

The central strategy for addressing labour force constraints is transforming the traditional approach to construction to drive productivity step changes. This requires shifting construction into high tech offsite construction manufacturing plants. Offsite construction can achieve the productivity gains essential to meeting supply targets. Offsite wood frame and mass timber offsite construction can also deliver B.C.-wide affordability, climate action and economic benefits ([Blackbox Offsite Solutions, 2021](#); [Building Intellect, 2015](#); [McKinsey, 2019](#); [WPI Economics, 2017](#)).

#### Affordability and supply

- Accelerate construction schedules up to 50% and cutting costs up to 20%\*

#### Climate action and waste

- Deliver net zero new buildings, top of B.C.'s Energy Step Code (only way to scale province/industry-wide!)
- Reduce embodied carbon in apartment construction with engineered wood over concrete
- Cut construction waste to landfills by 50 to 90%\*

#### Economic and community development

- Improve labour productivity up to 50% \*
- Reduce workplace injury and mortality rates in one of B.C.'s most dangerous sectors
- Reduce construction disruptions to businesses, residents and traffic by halving construction schedules
- Generate secure, value-added jobs in forest-based towns and Indigenous communities
- Grow a new industrial sector in B.C. with immense domestic and international market potential

*\*Gains depend on effective policy support and industry engagement.*

Industrial countries with similar demographic conditions to B.C.—a rapidly rising ratio of seniors to workers, notably in construction—and similar building performance objectives (seismic, energy, carbon) are solving these problems with robust offsite construction policy, e.g. Japan, Germany, Austria and across Scandinavia.

### B.C.'s Offsite and Mass Timber Construction Industry: North American Innovators

B.C. is home to an offsite wood frame and mass timber manufacturing industry that is much more mature than most North American jurisdictions. This leadership has been driven by entrepreneurial construction, manufacturing and forest products players, talented engineers, architects and tradespeople, and local and provincial policy innovation on climate, energy and construction. While some of this innovation is in our big cities, most is based in small towns manufacturing homes for fast growing urban areas (see [Appendix A](#)).

Still, however, less than 15% of single family and only a couple percent of multi-family units in B.C. are offsite built ([Canadian Home Builders Association, 2021](#); [NRCan, 2021](#)). In Sweden, more than 80% of single family units are built offsite, more than half of multi-family units include advanced offsite constructed components and a rapidly rising share of multi-family is built mostly offsite, rising from close to zero in 2000 to above 10% today ([Nordregio, 2023](#)).

To deliver on affordability, climate and economic development, B.C. must move from innovation to market transformation. This is necessary, in fact, for some innovators to not only thrive but survive. Entrenched barriers are increasing costs, overwhelming benefits. This transition requires an offsite construction industrial policy framework.

### Innovation to Market Transformation: Industrial Policy Framework with a Market Demand Corner Post

Regardless of benefit, novel products and approaches confront barriers. Offsite construction has many including builder knowledge and familiarity, work force capacity, and policy—local, provincial and federal—that inadvertently favours on site construction. An offsite industrial policy framework is necessary to hurdle these barriers. To understand the problems and advance solutions, effective and efficient collaboration is essential: local, provincial and federal governments, manufacturers, builders, developers, contractors, co-op and non profit housing organizations, Indigenous housing and forestry players, labour, academia, forestry companies, investors...

The single biggest barrier to scaling offsite construction is inadequate demand from building project developers, both private and public sector. Market demand must form a policy corner post. A strategic opportunity for methodically building demand and growing capacity while at the same time making a transformative impact on affordability is harnessing the immense untapped potential on strategically located and underutilized public lands.

There are over 4,000 public land parcels in B.C. communities (see table below and [Appendix B](#)). Most are *not* strategically located for housing. Many do not have underutilized land. However, many do. Medium intensity potential for multi-family/mixed used projects is approximately 15% based on preliminary screening across several representative geographies of A) developable land and B) location, specifically proximity to jobs, services and transit to manage transportation cost (public and household), congestion and carbon. Fifteen percent is approximately 650 projects. If an average of 80 housing units were built per project (a range of low rise with ~30 units to mid and high rise up to ~180), this could generate 50,000 housing units on land the public already owns. A growing number of public land holders across North America are seizing on underutilized land to deliver affordability (see [Appendix C](#)).

If a large share of these projects are built offsite, a substantial, predictable project pipeline is created, enabling investment into offsite construction plant expansion. Interested municipalities and public land holders from health boards to school boards to post-secondary could voluntarily step forward to support projects, dealing an ACE card for British Columbians, delivering on *Affordability, Climate* and *Economic* development. While rental revenue at affordable rates can amortize investment in whole or part, the province needs a sophisticated business model as part of its policy framework, aggregating provincial, federal and private sector capital to support individual projects.

Interested municipalities could grow the project pipeline, delivering more housing supply and affordability by pre-zoning land and pre-approving a suite of attractive offsite manufactured designs for builders and developers, expediting permitting. Housing types can include coach houses, RS multiplex, and/or low rise and mid-rise mass timber. Smaller municipalities could collaborate to aggregate the volumes that help deliver bigger cost reductions.

#### Preliminary Public Land Holding Coarse Screening

Site Types	Total	Project Estimates			
		Medium		Low	
Transit Sites: exchanges, stations, depots, park and rides	200	60	30%	30	15%
Ferry Terminals	50	10	20%	5	10%
Hospitals	110	33	30%	17	15%
Public Post Secondary: campuses	60	24	40%	12	20%
Public K-12: school sites only	1500	225	15%	113	8%
Miscellaneous Public*	>2000	~300	~15%	~150	~7.5%
Total	>4000	~650	~15%	~350	~7.5%

\*Includes provincial facilities (court houses, crown corps, core government facilities) as well as municipal: libraries: ~250, city halls:~160, fire halls:~400, rec centres: ~200, golf courses, diverse dedicated parking lots.

Prepared by Alex Boston [Alex@BostonConsulting.co](mailto:Alex@BostonConsulting.co)

Alex Boston has served scores of B.C. local governments as well as provincial and federal governments, utilities, real estate developers, transit authorities, social service organizations and research institutes. This analysis was supported in part by Forest Innovation Investment and Real Estate Foundation of B.C. while Alex was Renewable Cities ED and MJ Wosk Centre for Dialogue Fellow at SFU



## Appendix A: BC Offsite Mass Timber and Wood Frame Manufacturers

<a href="#">Adaptive Homes</a>	Columbia Shuswap	<a href="#">Kalesnikoff</a>	Central Kootenay
<a href="#">BC Passive House</a>	Squamish-Lillooet	<a href="#">Kinsol Timber Systems</a>	Cowichan Valley
<a href="#">Brisco Manufacturing</a>	East Kootenay	<a href="#">Nexus Modular Solutions</a>	Cowichan Valley
<a href="#">Collective Carpentry</a>	East Kootenay	<a href="#">NRB Modular Solutions</a>	Thompson-Nicola
<a href="#">Factor Building Panels</a>	Squamish-Lillooet	<a href="#">Seagate Mass Timber</a>	Metro Vancouver
<a href="#">FraserWood</a>	Squamish-Lillooet	<a href="#">Winton Homes–Sinclar FP</a>	Fraser–Fort George
<a href="#">Intelligent City</a>	Metro Vancouver	<a href="#">Spearhead</a>	Central Kootenay
<a href="#">Tag Panels</a>	Squamish-Lillooet	<a href="#">StructureCraft</a>	Fraser Valley
<a href="#">Paradigm Panels</a>	Thompson-Nicola	<a href="#">Structurlam</a>	Okanagan-Similkameen
<a href="#">Kandola</a>	Cariboo		

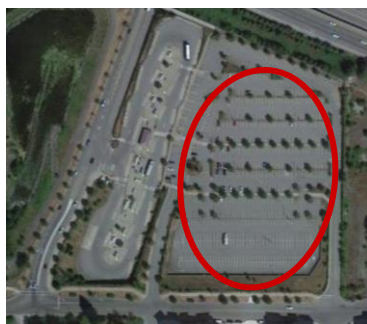
Companies operating in B.C. prefabricating advanced components, wood frame or mass timber buildings for both single and multi-family developments. Please contact the author with omissions/corrections.

## Appendix B: Underutilized Land—Foundations for Housing and Economic Development



Bus Exchanges

Phibbs Exchange, North Vancouver



Park & Rides

Carvolth Exch. Park & Ride, Langley



Rapid Transit Stations

Scott Road Station, Surrey



Transit Depots

Port Coquitlam Transit Centre



Hospitals

Royal Jubilee Hospital, Victoria



Ferry Terminals

Departure Bay Terminal, Nanaimo



Municipal Facilities

Prospera Place, Kelowna



K-12 Schools

Caledonia Secondary, Terrace



Post-Secondary Schools

Simon Fraser University, Burnaby

## Appendix C: Precedents for Housing & Community Development on Public Land

### Montpelier Transit Centre

**Location:** Montpelier

**Population:** 8,000

Thirty units of net zero, affordable and market housing in three storeys atop a bus exchange podium close to jobs, services and parks and integrated into the bike network. The site was most recently a parking lot and prior to that a scrap yard. *Image: Ryan Bent Photography*



### Potrero Yard Modernization Project

**Location:** San Francisco

**Population:** 900,000

Built on a surface bus depot, Portero has 575 affordable rental units are stacked atop a three-storey bus depot equipped with electric charging, a transit administration office and retail. Once a surface bus depot, Portrero is close to jobs, services and parks, car-free with ample bike parking. *Image: SF Municipal Transportation Agency*



### Casa del Maestro

**Location:** Santa Clara Unified School District, Silicon Valley

**Population:** 15,000 students and 1,600 teachers and staff

The district built “House of the Teacher” in the 1990s to retain teachers. Today, more than 80 school sites in California are at various stages of workforce housing development. [UCLA City Lab](#) found 80% of schools had a median of 2.4 ha of developable land that didn’t interfere with recreation, building access and traffic. *Image: UC Berkeley*



### Fire Hall #5

**Location:** Vancouver

**Population:** 630,000

Thirty one social housing units operated by the YWCA in a four-storey light wood frame are built atop two storeys of fire and rescue services, including a board room, kitchen, dormitory and gym. The Fire Hall re-build met LEED Gold standards. *Image: BOP Architects*



### The Exchange

**Location:** UBC

**Population:** 15,000 permanent residents and 12,000 students

275 units from micro suites to large studios and townhouses are integrated into multiple buildings of five to fourteen storeys atop TransLink’s busiest bus exchange. The exchange’s experience to pedestrians, riders and bus operators was enhanced. *Image: Dialog*



## **Zoning Amendment Bylaw No. 3063 – 1814 Grieve Ave**

Purpose is to rezone the property from R-1S to R-1E to allow compact 3-lot subdivision keeping existing house with secondary suite.



## Staff Recommendation

THAT Council give First and Second Readings to “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) subject to the following conditions prior to adoption;

- a. 219 Covenant for Community Amenity Contributions; and
- b. 219 Covenant to ensure a 3m vegetation buffer is installed along the northeast and southeast property lines.
- c. A Preliminary layout Plan be issued.

THAT Council not hold a public hearing as per section 464(2)(b) of the Local Government Act as “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) consistent with the City’s Official Community Plan; and

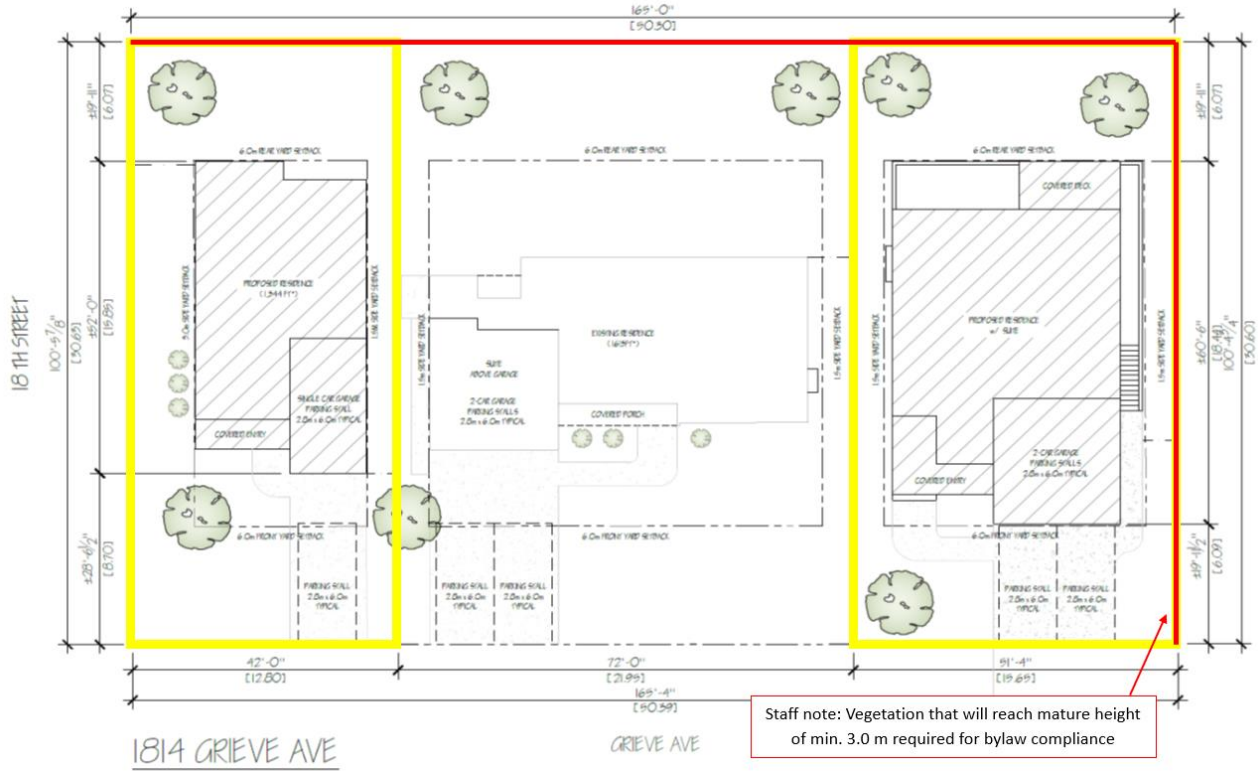
THAT Council direct staff to issue public notice as per section 467 of the Local Government Act that a public hearing will not be held for “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave).



# Subject Property – Location and OCP Land Use Designations



# Plan View



Staff note: Vegetation that will reach mature height of min. 3.0m required for bylaw compliance



# Site Plan



# Consistency with OCP

Building and Landscape Objective 4: “The design of new buildings complement neighbourhood character”

- Single detached dwellings and suites permitted throughout neighbourhood
- 2-storey design consistent with existing and neighbouring home

Urban Residential Policy 1: “Support gentle infill that encourages greater housing choices and tenure types”

- Proposal target density 32 units/ha 17<sup>th</sup> (13 units/ac – 3 lots with 5 units over 1560 m<sup>2</sup>)
- Neighbours’ existing maximum density 26 units/ha (10 units/ac – 4 permitted units including suites on 2 lots ½ size of subject property)

Affordable Housing Objective 1: “A variety of housing options are permitted and positively integrated in all neighbourhoods”

- Small lots suit construction of modest-sized detached homes that can add less expensive single detached housing
- 1 new suite expected

Affordable Housing Objective 2: “No net loss of rental housing”

- Existing house and suite retained







# STAFF REPORT

**To:** Council  
**From:** Director of Development Services  
**Subject:** Zoning Amendment Bylaw No. 3063 – 1814 Grieve Ave

**File No.:** 3360-20-2201/RZ000065

**Date:** June 28 2023

## PURPOSE:

The purpose of this report is for Council to consider an application to rezone the property located at 1814 Grieve Avenue from Residential One S Zone (R-1S) to Residential One E Zone (R-1E). This would facilitate a proposed subdivision for the creation of two additional lots while retaining the existing home on the remainder lot.

**LEGAL DESCRIPTION:** Lot 4, Section 68, Comox District, Plan 15115

## BACKGROUND:

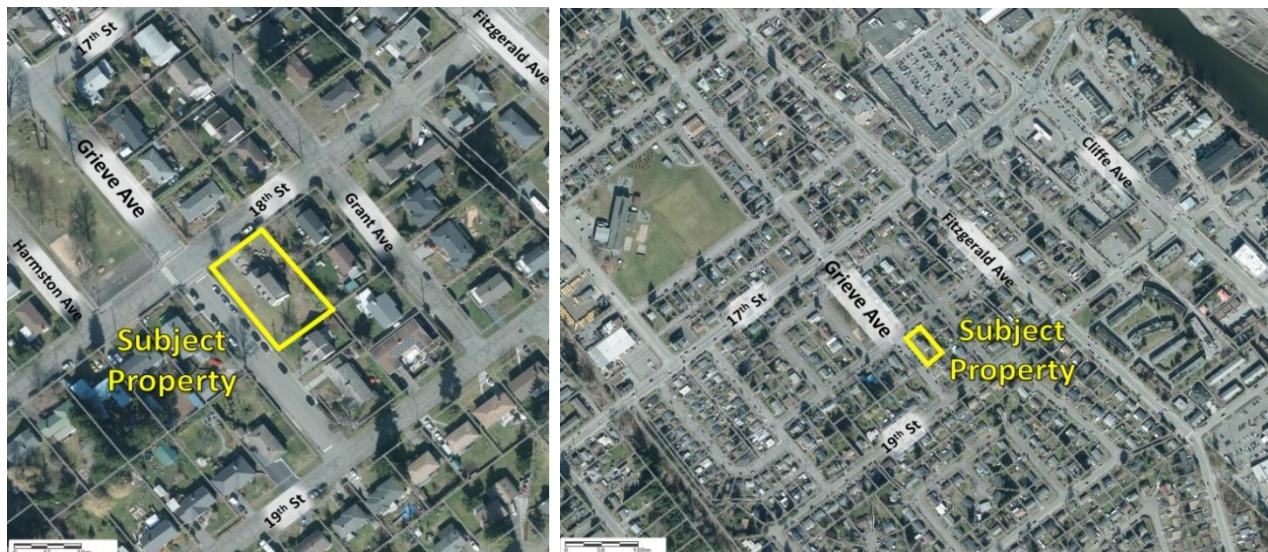
The subject property currently has a single detached house in the centre of the property with a secondary suite above the attached garage and is located at 1814 Grieve Avenue (**Figure 1**).

The property has a total area of 1,560 m<sup>2</sup> (0.4 acre), is within the Residential One S (R-1S) zone and designated Urban Residential within the Official Community Plan. The property was rezoned from R-1 to R-1S to allow the secondary suite in June 2021 (Bylaw No. 3027).

The subject property is located diagonally across from Maple Park, within 500 m of Courtenay Elementary School and Thrifty Foods, and within 1 km of Downtown, the Driftwood Mall and numerous parks. (**Figure 2**).



**Figure 1:** View of Subject Property at 1814 Grieve Ave



**Figure 2:** Subject Property Location and Context

These destinations are easily accessible by car or bicycle and within walking distance to bus stops. Nearby land use is mostly single detached residential (zoned R-1) with a number of townhouses on Fitzgerald Avenue.

The applicant is proposing to create two single residential dwellings with secondary suites to either side of the existing dwelling (Figure 3). A subdivision application will be required to create the two proposed lots as illustrated in Figure 4 below:

- A 390 m<sup>2</sup> corner lot (proposed Lot 1)
- A 669 m<sup>2</sup> central lot retaining the existing suited house
- A 474 m<sup>2</sup> interior lot suitable for another suited residence (proposed Lot 2)

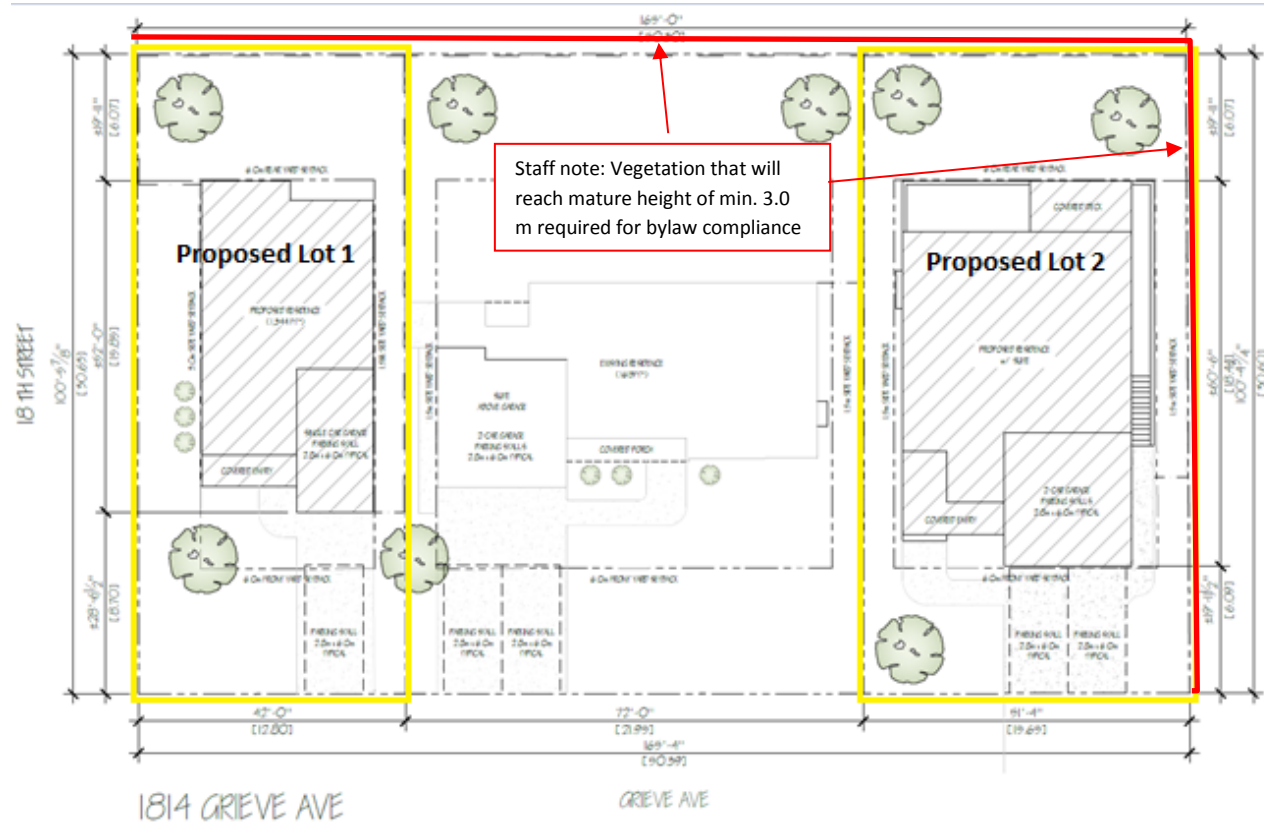


Figure 3: Site Plan

The development proposal facilitates infill development within an established neighbourhood, designated Urban Residential in the Official Community Plan (OCP). The property is not subject to a Local Area Plan. The Figure 4 conceptual rendering shows the existing house and secondary suite with 2 new proposed homes of similar styles on either side.



Figure 4: Conceptual Rendering

**DISCUSSION:**

**Zoning Bylaw No. 2500, 2007 Review**

The R-1E zone was created to facilitate compact lot creation and development to enable residential intensification while preserving existing housing stock. The applicant’s rationale for the rezoning can be found in Attachment 3. Table 1 below compares the R-1S Zone to the proposed R-1E zone.

Section 8.1.55 (1) requires that a vegetated buffer that will reach a minimum of 3.0 m in height upon maturity shall be provided and maintained to the satisfaction of the City on all pre-existing property lines adjoining all other adjoining properties. The intent is to provide screening for neighbours to improve fit of increased residential density. A section 219 covenant will be required to ensure this buffer is maintained.

Attribute	Existing R-1S Zone	R-1E Zone	Proposed Development
Permitted Use	a. Single residential; b. Secondary suite; c. Accessory buildings and structures	a. Single residential; b. Secondary suite (min. lot 450 m <sup>2</sup> ); c. Secondary residence (min. lot 600 m <sup>2</sup> ); d. Carriage house (min. lot 600 m <sup>2</sup> ); e. Home occupation; f. Accessory buildings and structures	Single residential; Secondary suite (min. lot 474 m <sup>2</sup> )
Density (min. lot size)	a. 650 m <sup>2</sup> ; b. 725 m <sup>2</sup> (corner)	300 m <sup>2</sup> (3,230 ft <sup>2</sup> )	390 m <sup>2</sup> (4,199 ft <sup>2</sup> )
Density (max. Floor Area Ratio)	N/A	0.7	<0.7 to be required for building permit
Min. Lot Frontage	a. 18.0 m; b. 19.5 m corner	a. 10 m; b. 13 m corner lot	13 m
Max. Lot Coverage	40%	40%	<40%
Front Setback (minimum)	7.5 m	6.0 m (a 1.0 m projection is permitted)	6.0 m
Rear Setback (minimum)	9.0 m	6.0 m (a 1.0 m projection is permitted)	6.0 m
Side Setbacks (minimum)	a. 1.5 m and total 4.5 m both sides; b. 4.5 m any one side that flanks street	a. 1.5 m; b. 3.0 m any side that flanks a street, excluding a lane; c. 3.0 m on one side of the principal building where a secondary residence or carriage house behind the principal building lacks side or rear street or laneway access (in order to ensure access)	a. 1.6 m; b. 3.0; c. N/A

Attribute	Existing R-1S Zone	R-1E Zone	Proposed Development
Principal Bldg. Height	8.0 m	8.0 m	<8.0 m to be required for building permit
Vehicular Parking Stalls	2 per single residential unit; 1 per secondary suite. Standards in accord with Zoning Div. 7	2 per single residential unit; 1 per secondary suite. Standards in accord with Zoning Div. 7 as well as zone specific options described in rows below	Design complies – see next row
Parking Reduction option for strata lots when 2 Secure Covered Bicycle Spaces provided	N/A	Minimum requirement for primary residence may be reduced by 1 vehicular space	Existing residence can use garage for bikes to meet (3-1=2) requirement if subdivision occurs before garage is renovated to face Grieve Ave
Parking Max. Yard Area	N/A	50%	<50%
Landscape Screening Height Min.	N/A	3.0 m (upon maturity, along pre-existing property lines, to City's satisfaction)	To be required for building permit
Min. Driveway Width (Division 7)	4.57 m	4.57 m	Corner lot driveway needs to broaden as annotated by staff – easily accommodated

**Table 1:** Zoning Analysis

**Infrastructure**

At subdivision, security for the off-site works will be required for the frontage improvements to centreline of Grieve Avenue and 18<sup>th</sup> Street fronting 1814 Grieve Avenue. These road works including removal and replacement of pavement, concrete curb, pavement markings, signage, sidewalk, boulevards and driveway letdowns on Grieve Avenue; and new pavement & replacement of the existing driveway letdown with new sidewalk on 18<sup>th</sup> Street per Bylaw 2919.

**Landscaping**

Tree cutting (permit required) on site will occur to facilitate the proposed subdivision and construction thereafter. The Tree Density Target for this property is 8 trees. The site plan (Figure 3) shows the 8 proposed trees as well as the additional 3 m landscape screening to be secured by a *Land Title Act* Section 219 covenant at building permit stage.

Prior to building permit issuance, the landscape plan and cost estimate that includes plants and growth medium, prepared by a qualified professional, is required to meet Zoning Bylaw No. 2500, 2007, Section 8.1.55 (1) requirements for each proposed lot. Security for estimated cost must be provided, to be released upon confirmation of acceptable planting by the qualified professional.

## Subdivision

An application will need to be made to support the zoning amendment and a requirement for a Preliminary Layout Review (PLR) will be required to be issued prior to zoning adoption.

## POLICY ANALYSIS:

This proposal meets the following objectives and policies detailed in Official Community Plan Bylaw 3070, 2022.

### Urban Residential Land Use Designation:

- *Policy 1:* Support gentle infill that encourages greater housing choices and tenure types
  - The small lots proposed suit construction of modest-sized detached residences while retaining the existing house and adding one more secondary suite.

### Buildings and Landscape:

- *Objective 4:* The designs of new buildings complement neighbourhood character
  - The proposed design is consistent with the existing and neighbouring home and the new dwellings to be permitted are single detached dwellings and suites in keeping with the neighbourhood.

### Affordable Housing:

- *Objective 1:* A variety of housing options are permitted and positively integrated in all neighbourhoods
  - Policy AH 1: Support higher housing densities, including amending the Zoning Bylaw to permit two dwelling units per single residential lot, in all residential land use designations, as described in the Managing Growth Policy section of this Plan, and in accordance with protection of Environmentally Sensitive Areas policies.
    - The proposed development increases the number of units from two to five.
  - Policy AH 2: Amend the Zoning Bylaw to reduce the minimum lot size requirements and establish maximum lot size requirements in the Urban Residential designation to support densification of existing and future neighbourhoods. In the establishment of lot sizes, ensure that the ability to accommodate a secondary dwelling unit is considered, and that wherever Environmentally Sensitive Areas are present, their protection shall take precedence.
    - The proposal re-zones the Urban Residential property to R-1E, the residential zone with the smallest minimum lot size (300 m<sup>2</sup>) and allowance for secondary suites at 450 m<sup>2</sup>, which the proposal will meet for two of the three lots post-subdivision.
  - Policy AH 4: Require that a diversity of housing types and unit sizes be provided in new rezoning applications for subdivisions. Ensure that development of multi-residential units occur in early phases of the subdivision.
- *Objective 2:* No net loss of rental housing
  - The proposal retains the existing house with its secondary suite while increasing supply.

**Community Amenity Contribution**

Staff have been empowered to negotiate the community amenity monetary contributions as part of a rezoning application for net gain in density, the increase in density is two lots.

The OCP does not provide an exemption for zoning amendment applications made prior to the adoption of the OCP. This application was made prior to the adoption of the OCP and considerable time was spent with the applicant in the pre-application process. There is no guidance in the OCP for staff to negotiate community amenity contributions in this situation in Part D, Section B Community Amenity Contribution Policy.

New OCP Bylaw No. 3070, 2022, preferentially targets affordable housing units and ‘in-kind’ capital community amenity assets, or monetary contributions in lieu, of \$5,000 per net new lot up to 650 m<sup>2</sup> per net new lot for the Affordable Housing Amenity Reserve Fund and \$1,000 per net new lot for the Parks, Recreation, Culture, and Senior Facility Reserve Fund. The total contribution to meet these monetary targets would be \$12,000 for the proposed development.

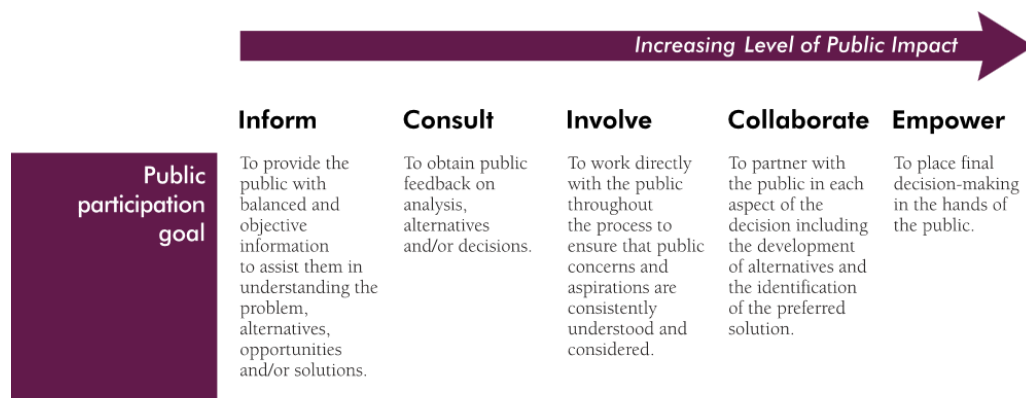
The applicant has provided a letter willingness to provide community amenity contributions based on the now repealed OCP CAC policy as follows: \$1,000 per net new lot to the Affordable Housing Amenity Reserve Fund as well as \$1,000 per net new lot to the Parks, Recreation, Culture and Senior Facilities Reserve Fund, totalling \$4,000.

The difference between the new CAC Policy and the repealed CAC policy is \$8000. Council can request staff to revisit the negotiation of CAC contributions with the applicant as noted in Council Options.

Should Council support the proposed Community Amenity Contribution, a *Land Title Act* Section 219 covenant will be required to secure the community contribution prior to adoption of the bylaw.

**PUBLIC ENGAGEMENT:**

Staff inform and consult the public based on the IAP2 Spectrum of Public Participation.



The first Public Information mailout was provided February 3<sup>rd</sup>, 2022. The applicant distributed an alternative public information package to property owners and occupants within 100 m of the property and collected and summarized feedback. Unfortunately, the mailout contained errors.

A second mailout was provided March 17<sup>th</sup> within a two-week period in accordance with the Alternative Development Information Meeting process. The information and summary of the consultation process and public comments can be found in **Attachment 2**.

One comment was received in support of the development based on expected impact on property values, noted in the second summary. The City received three comments opposing the development after the applicant completed the summary report. Issues raised include neighbourhood fit and density, trees and greenspace, vehicle parking and traffic, building height, and uncertain affordability impact.

The subject property is located within 800 m of Cliffe Avenue, a designated highway. In accordance with Section 52(3) of the **Transportation Act** the Ministry of Transportation must grant its approval prior to adoption of the bylaw.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The Comox Valley Regional Growth Strategy (RGS) is a framework for future land use, and sets basic direction for planning, policies, and action for all member municipalities, including Courtenay. The RGS is guided by a number of growth management principles that are incorporated by this proposed application:

This 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:

- Promote the efficient use of land, provide greater transportation choices, reduce public servicing costs, and achieve environmental benefits through compact growth.
- Promote intensification, compact growth and supportive public transit services throughout designated Municipal Areas as the primary means of accommodating population and employment growth.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this application as the fees are designed to offset administrative costs.

**ADMINISTRATIVE IMPLICATIONS:**

Processing Zoning Bylaw amendments is a statutory component of the corporate work plan and a core duty of the Department of Development Services. Work to date has primarily been carried out by Development Services staff, although other departments have provided referral comments. It is not expected to cause delays for other projects.

Should Council deny the rezoning amendment a zoning amendment could not be reconsidered for a year unless Council considers a request to reconsider with 2/3 vote in favour.

**ASSET MANAGEMENT IMPLICATIONS:**

The applicant submitted a site servicing report on servicing capacity and a general site servicing plan. Based on this, staff confirmed site servicing. Detailed engineering plans will be required as part of the subdivision application. Staff have identified in review of the preliminary engineering plans that Grieve Ave and 18<sup>th</sup> St frontage improvements will be required as part of the subdivision PLR.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses some of the goals that guide Council’s strategic priorities:

- The proposal provides allows two net new small lots for infill housing located in walking distance to the downtown and services. This location is near the Frequent Transit Route #1 Anfield Centre / Comox Mall and cycling routes allowing for reduced vehicle dependence. Infill housing makes efficient use of existing municipal infrastructure.

**OPTIONS:**

1. Recommended Option

THAT Council give First and Second Readings to “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) subject to the following conditions prior to adoption;

- a. 219 Covenant for Community Amenity Contributions; and
- b. 219 Covenant to ensure a 3m vegetation buffer is installed along the northeast and southeast property lines.
- c. A Preliminary layout Plan be issued.

THAT Council not hold a public hearing as per section 464(2)(b) of the *Local Government Act* as “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) consistent with the City’s Official Community Plan; and

THAT Council direct staff to issue public notice as per section 467 of the *Local Government Act* that a public hearing will not be held for “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave)..

2. THAT Council give First Reading of “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) and request further information from staff. (see Community Amenity Contributions)
3. THAT Council defeat “Zoning Amendment Bylaw No. 3063” (1814 Grieve Ave) (see administrative implications)

Prepared by: Mike Grimsrud, Planner II

Reviewed by: Dave Pady, RPP, MCIP, Manager of Development Planning  
Marianne Wade, RPP, MCIP, Director of Development Services

Concurrence: Geoff Garbutt, RPP, M.PI., RPP City Manager (CAO)

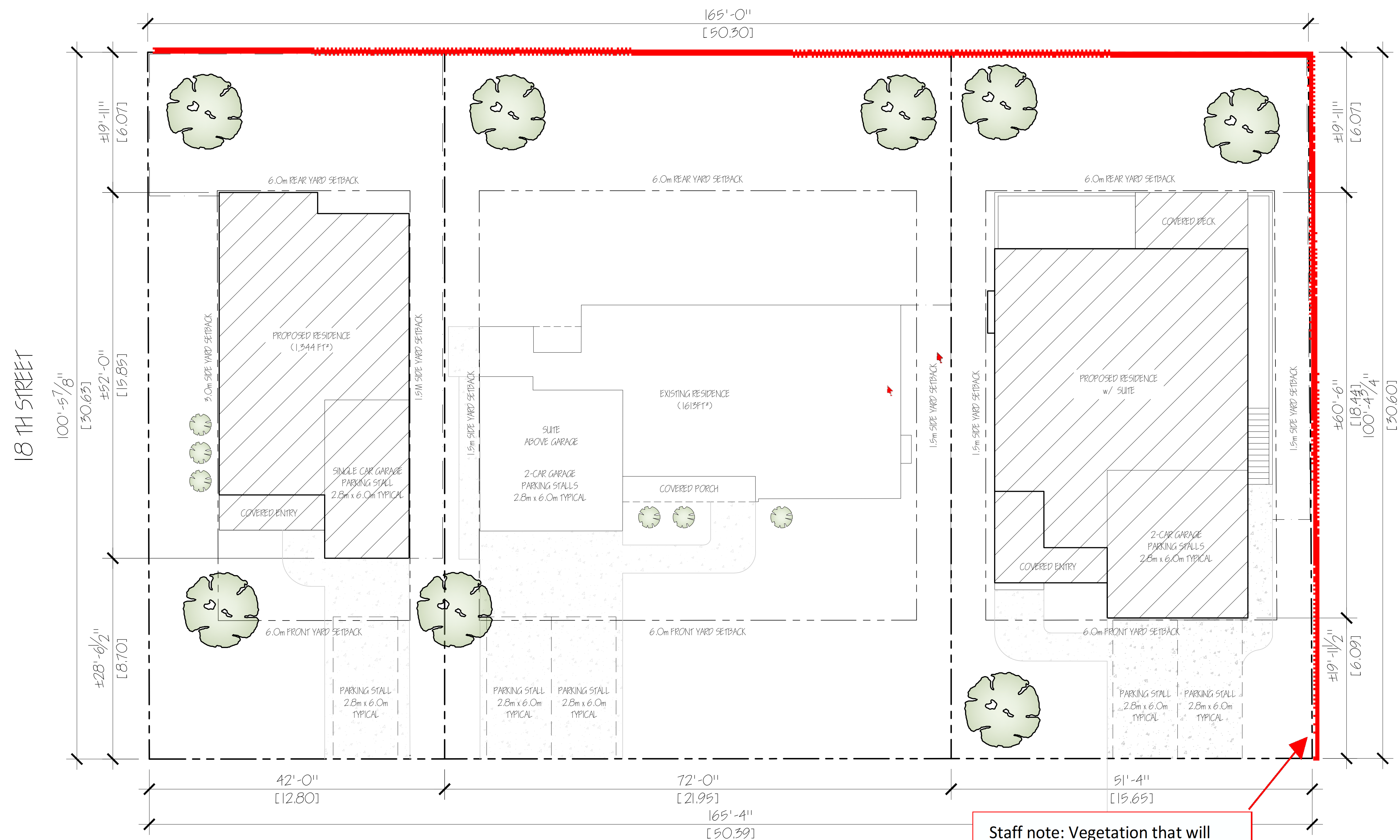
Attachments to the staff report

Attachment 1 – Concept Site Plan and Perspectives

Attachment 2 – Public Information Mailout Summary

Attachment 3 – Applicant’s Summary





1814 GRIEVE AVE  
SCALE: 1/8" = 1'-0"

Staff note: Vegetation that will reach mature height of min. 3.0 m required for bylaw compliance

1814 Grieve Ave.  
Lot 4, Plan VIP15115, Section 68, Comox Land District  
PID 004-192-150  
Area -Jurisdiction -Roll: 06-204-01211.010

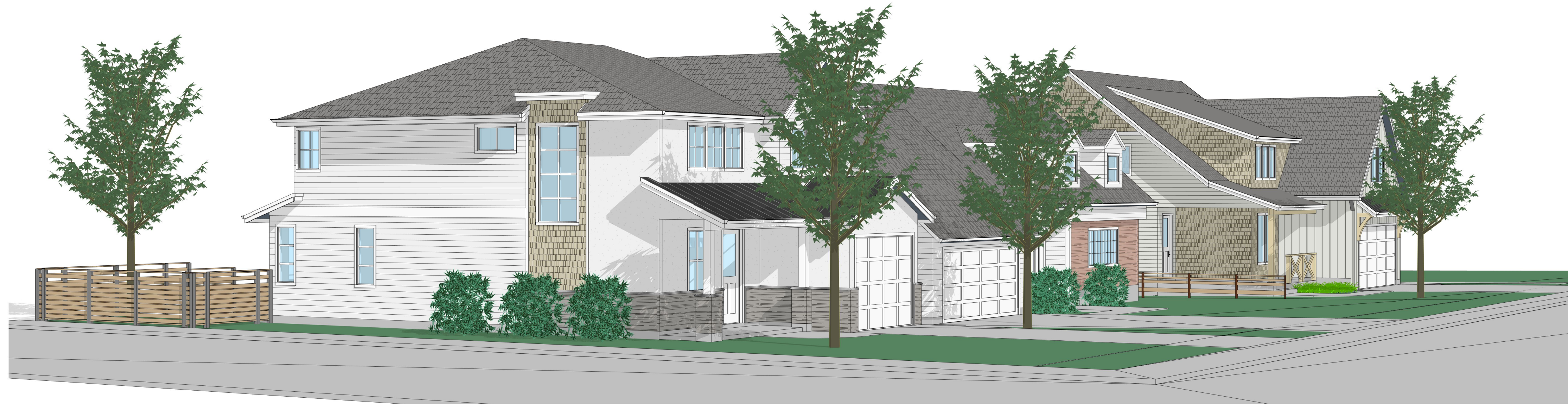
Required & Proposed per lot	Corner of 18th and Grieve	1814 Grieve Ave	Faces Grieve
	Proposed Lot 1 - single family	Current house lot- with secondary suite	Proposed Lot 2- with secondary suite
Zoning	R-1 E	R-1 E	R-1 E
Building use	Single Family	Single family with Secondary suite	Single family with Secondary suite
Site Area	Not less than 300 m2 - 4208.44 sq ft	Not less than 450M2- 7229.04 sq ft	Not less than 450 m2 - 5133.08 sq ft
Site coverage-Not more than 40%	Not more than 40%	Not more than 40%	Not more than 40%
Footprint of Building area	154.82 SQ M	149.85 SQ M	190.45 SQ M
Building height- Not to exceed 8.0M	Not to exceed 8.0M	Not to exceed 8.0M	Not to exceed 8.0M
Parking- 2 per single dwelling/ 1 per extra dwelling unit	2 per lot without suite	2 per single dwelling/ 1 per extra dwelling unit	2 per single dwelling/ 1 per extra dwelling unit
Front setback- 6.0M	6.0 M	6.0 M	6.0 M
Rear setback- 6.0M	6.0 M	6.0 M	6.0 M
Side setback- 1.5M	1.5 M	1.5 M	1.5 M
Side flanking street setback- 3.0M	3.0 M	3.0 M	3.0 M

WIND ROSE | DESIGN INC.



PLEASE NOTE:  
EXISTING AND PROPOSED DWELLINGS  
MAY NOT APPEAR EXACTLY AS ILLUSTRATED

**WIND ROSE** | DESIGN  
INC.



PLEASE NOTE:  
EXISTING AND PROPOSED DWELLINGS  
MAY NOT APPEAR EXACTLY AS ILLUSTRATED

**WIND ROSE** | DESIGN  
INC.

Summary report of the mail out notification: Date Feb.21.23

Dear City of Courtenay,

Please summary of the mail out for 1814 Grieve Ave.

- a) Date of mail out; - Feb.3/23
- b) Number of comments received and by which means (email, mail and phone calls received); zero
- c) Information provided in the mail out; - Attached
- d) A summary of questions raised /response and major discussion points. - none

Thanks so much!

Tatum Taker

[REDACTED]  
[REDACTED]

To Whom It May Concern,

This letter is to inform you that an application for development permit to rezone 1814 Grieve Ave to R-1 E (current zoning is R1-S) in recognition of the land use for greater densification and inclusionary land use regulation by converting an over sized, under utilized parcel through the provision of smaller lot sizes and secondary suites within single family residential lots.

The change of zoning would allow for two additional lots to be subdivided from the current lot size of 0.39 acres, to create three lots with an area of not less than 300 m<sup>2</sup> per lot. The original house will remain on the centre lot with the lot size of 668.9m<sup>2</sup>, and the two additional lot sizes being 473.8 m<sup>2</sup> and 390.1 m<sup>2</sup>. These sizes meet all the requirements under the zoning R-1E.

The change of zoning to R-1 E would provide secondary suites in single family residential lots that are greater than 450m<sup>2</sup>, this zoning would increase density and provide opportunity for more affordable housing, giving a variety of housing types, thus a more compact community by creating lots consistent with current lots without introducing multi- family. The provision of small lot infill to the existing neighbourhood supports the increase in density near major destinations in the city. As well as provides affordable housing options with the mix of legal suites in residential single-family homes. This will allow for three single family homes with two of the homes meeting the requirements for legal rental suites, giving 5 residences and creating a variety of affordability. R-1E zoning exists at 1550 Willemar Ave, which is in close proximity to the subject property of 1814 Grieve Ave.

The building design and landscape requirements will be recognized as per City of Courtenay, using the property to promote and enhance the neighbourhood by matching architectural details of adjoining properties, the neighbourhood consists of two story with basement buildings of single-family homes. The new buildings of single family homes would take into consideration the scale and massing to enhance surrounding properties by taking considerable care to balance the elevations to create contemporary styling. The goal would be to propose building designs to incorporate attractive design by using multiple face, multiple roof lines, for a contemporary updated appearance using materials that will have longevity.

All of the proposed lots will have street to garage access off of Grieve Ave. All door fronts will face towards Grieve Ave, keeping the street scape style consistent with neighbouring properties. The landscape will incorporate a street side tree per lot to enhance a warm entry feel from the road side. Great consideration will be taken to keep the charm and character in the neighbourhood.

The trees on street scape will use native species to appropriately enhance the neighbourhood by incorporating recommended landscape design to respect our community and environment. They also offer cooling shade and rainwater absorption. Standard Building Code requirements for green energy will be incorporated. The requested R-1 E zoning and the proposed building

design for this site are expected to result in short-term, low level environmental impact to the neighbourhood; much of which can be addressed through City standard mitigation measures.

Thank-you for your review of this proposal, I look forward to your response with the success of the adopted Zoning R1-E and subdivision for greater densification and inclusionary land use.

Yours truly, Tatum Taker

1814 Grieve Ave, Courtenay, BC V9N 2W7

[REDACTED]

[REDACTED]

650			1742	1741	1754	1739	
1757			1758	1757	1766	1753	
1773			1774	1773	1778	1767	
1789	PARK 607	GRIEVE AVE	579	1789	GRANT AVE	515	503
18TH ST							
630	620	1815	<b>SUBJECT PROPERTY</b>	1815	1814	1815	
				1845	1846	1847	
		1875	1850	1855	1860	1875	
631	625	1875	1870	565	541	531	1891
19TH ST							
FITZGERALD AVE							

[REDACTED] relevant documents on The City of Courtenay website [www.courtenay.ca/devapptacker](http://www.courtenay.ca/devapptacker) (search by file number or address)

<https://prospero.courtenay.ca/TempestLive/ourcity/Prospero/Details.aspx?folderNumber=RZ000065>

FOLDER NUMBER: RZ000065

Email is best for comments☺



Summary report of the mail out notification: Date Feb.21.23

Staff Note:  
Summary date not  
updated from  
previous summary.  
Received April  
10th 2023

Dear City of Courtenay,

Please summary of the mail out for 1814 Grieve Ave.

- a) Date of mail out; **March.17/23**
- b) Number of comments received and by which means (email, mail and phone calls received); **one**
- c) Information provided in the mail out; - **Attached**
- d) A summary of questions raised /response and major discussion points. – **Response was it will increase their neighbouring property value, so go for it!**

Staff note: 3 additional comments were received by the City and sent to the applicant after this summary was written, attached below and discussed in Staff Report SR DDS 2023-05-10 Zoning Bylaw No. 3063 (1814 Grieve Ave)

Thanks so much!

Tatum Taker

[Redacted signature]



To Whom It May Concern,

This letter is a follow-up to inform you that an application for development permit to rezone 1814 Grieve Ave to R-1 E (current zoning is R1-S) in recognition of the land use for greater densification and inclusionary land use regulation by converting an over sized, under utilized parcel through the provision of smaller lot sizes and secondary suites within single family residential lots.

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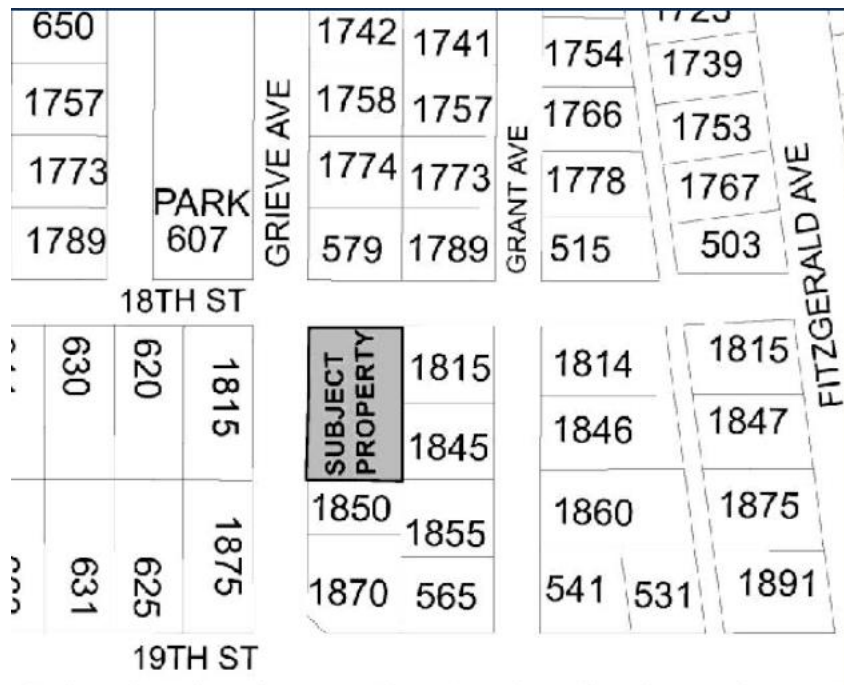
Yours truly, Tatum Taker

1814 Grieve Ave, Courtenay, BC V9N 2W7

[REDACTED]

[REDACTED]

See map below to locate property.



View relevant documents on The City of Courtenay website [www.courtenay.ca/devapptacker](http://www.courtenay.ca/devapptacker) (search by file number or address)

<https://prospero.courtenay.ca/TempestLive/ourcity/Prospero/Details.aspx?folderNumber=RZ000065>

FOLDER NUMBER: RZ000065

Please return your Comments by: March.31/22 to Myself, Tatum Taker or the city (see below).  
Comments can be submitted to the City of Courtenay by one of the following methods:

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

**From:** [REDACTED]  
**To:** [PlanningAlias](#)  
**Subject:** Folder RZ000065  
**Date:** Monday, March 20, 2023 3:30:20 PM

---

I had responded to Tatum Taker's proposal in February.  
As requested, I am forwarding this to the City of Courtenay.

- > Dear Tatum
- > Thank you for your letter of proposal.
- > I discussed this with a realtor, and his advice is that it should increase our property value, provided that the new homes are well maintained with responsible owners/tenants.
- > We trust that the new owners/tenants will also be good neighbours.
- > Regards

[REDACTED]

- >
- >

**From:** [REDACTED]  
**To:** [PlanningAlias](#)  
**Subject:** Comments re:folder number RZ000065  
**Date:** Thursday, March 30, 2023 8:26:45 PM  
**Attachments:** [1814 Grieve Comments.docx](#)

---

Please see the attached letter with comments regarding Folder Number RZ000065.

[REDACTED]

RE: Rezoning Proposal for 1814 Grieve Ave. Folder Number RZ000065

To Whom It May Concern:

I am writing this letter in response to the rezoning proposal for the lot next door to ours at 1814 Grieve Ave.

I am very disappointed to see this being put forward. Our previous neighbours, [REDACTED] built that house and lived in it until they passed away. I believe they were instrumental in creating Maple Park across the street. I am certain that they would be disappointed in this plan as well.

I will comment on the items in the Sustainability Compliance Checklist:

***Balances the scale and massing of buildings in relation to adjoining properties:*** I do not believe it does. Our neighbourhood has many larger lots and older homes. Adding two houses to this corner lot leaving the existing home in place would be overcrowding. We inquired about the space between our houses when 1814 Grieve Ave was being put on the market and we were told that the lot is 10 feet too narrow to build another house there. There is already a suite in the existing house. That is enough.

***Supports a range of incomes:*** Is there anywhere stated what the proposed rent would be? The checklist states that the suites would support lower rent options, but it is not specific. I do not believe that Tatum Taker is interested in providing anyone with affordable housing. If the rent that would be charged is in line with what is currently the norm, that does not support affordability.

***Is a positive impact on views and scenery and preserves and provides greenspace, trails, and landscaping:*** I feel that the trees and greenspace that are currently in place are more positive for the neighbourhood. Adding two more houses on this lot with driveways facing the front as well as reorienting the driveway of the existing house will allow very little space for yards. Another point which is NOT in line with the existing neighbourhood.

***Provides multi-functional street:*** The existing house on this lot has a suite. At one point there were 4 SUV's, two large boats and a storage unit parked on this property (where one additional house is proposed). Not to mention a trampoline and two storage sheds as well. This alone was unsightly. If two new houses are built, each with a suite, and each dwelling having two vehicles, that is 8 MORE vehicles on this corner. The parking available for each unit would not accommodate for this, which puts extra vehicles on the street. This does NOT improve our neighbourhood.

From the OCP re: Infill Areas

***These areas include all lower-density residential zones throughout the city, often referred to as single residential. Today some neighbourhoods of Courtenay, within these areas, are***

*permitted a secondary residence, while others are not. In support of the growth strategy, infill development will be permitted throughout Courtenay in the form secondary suites and duplexes and detached secondary residences. Multi-residential will be supported along the Frequent Transit Network.* The plan mentions allowing secondary suites or detached secondary residences. TWO additional residences EACH with a suite is too much densification for our neighbourhood and does not fit with the OCP in my opinion.

In addition to the items outlined above there have been concerns with the owners of the single house. The first tenants of the house [REDACTED] let their dog run loose on the yard. They did not clean up after the dog and it was very unsightly, disgusting, and likely a health hazard. I complained several times to bylaw enforcement and there is a file that you can look up. To me this speaks to their care for the neighbourhood. [REDACTED]

[REDACTED]

We were excited when a new family was moving in next door, we were looking forward to the possibilities. We are disappointed with [REDACTED] and hope that this proposal does NOT get approved. The one house with a suite seems to be enough for our neighbourhood to handle.

Thank you for your consideration,

[REDACTED]

**From:** [REDACTED]  
**To:** [PlanningAlias](#)  
**Subject:** Folder Number: RZ000065  
**Date:** Thursday, March 30, 2023 6:18:20 PM

---

Hello,

We are writing this in response to an application for rezoning from R-1S to R-1E for the purposes of subdivision and development, Folder Number: RZ000065. We have been homeowners and residents in this neighbourhood since December 2012. We feel strongly that if this application is approved that it would be a disservice to this neighbourhood. We have read through the OCP and from our understanding this would not be within the OCP guidelines. This is a neighbourhood of generous lots and single family homes with the option of secondary residences. This project does not fit with the distinctiveness of the existing community. Does this development fit within Courtenay's Official Community Plan?

We did receive 2 letters from the developer and they were vague in every aspect of their plans. For example the noted comparison to 1550 Willemar Avenue is not within close proximity nor does it compare to the scope of development being proposed. The letters mention affordability over and over again, without any elaboration. They also mention density which isn't a characteristic of this neighbourhood.

While we support affordable housing and density (in appropriate areas), these are some of the negatives we see with this development.

- increased traffic in a quiet residential area with a park across the street and many children in the area. Not to mention the environmental impact of increased traffic.
- people have chosen to live here for its quiet family oriented nature and this has the potential to open the door to further rezoning applications.
- the adjoining lots will be negatively impacted by the close proximity of the purposed dwellings.

Thank you,

[REDACTED]

Sent from [Mail](#) for Windows

**From:** [REDACTED]  
**To:** [PlanningAlias](#)  
**Subject:** Folder Number RZ000065  
**Date:** Friday, March 31, 2023 11:26:50 AM

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## Re: 1814 Grieve Avenue

Thank you for providing us with this opportunity to comment on the proposed development at 1814 Grieve Avenue.

We understand the need for housing and the need for affordable housing, however, we have concerns about the proposed development for this lot.

From our perspective, the planned proposal of three houses with five residences seems excessive. We believe this would create far too much density for the lot as well as for the street and the neighbourhood.

In addition to over density, including the increase in vehicle traffic and on-street parking challenges, are the proposed 'multiple' roof lines. We are concerned that roof lines will exceed the current roof lines on the existing house and neighbouring homes. In addition, we are not sure that the plans for the new proposed houses and their roof lines will be in keeping with the more simple and humble designs of this low key 1960's neighbourhood.

We do not understand the sentence in the letter that states, "*The new buildings of single family homes would take into consideration the scale and massing to enhance surrounding properties by taking considerable care to balance the elevations to create contemporary styling.*"

To summarize, we believe this development is too aggressive for this neighbourhood. We believe only one new dwelling should be allowed and there should only be a maximum of three residences, not five, as proposed by the developer.

Thank you,

[REDACTED]



Nov.17/21

City of Courtenay  
830 Cliffe Avenue  
Courtenay BC V9N2J7

## Sustainability Conformance Statement and Evaluation

**Attention:** Department of Planning Services

Re: 1814 Grieve Ave.  
Lot 4, Plan VIP15115, Section 68, Comox Land District  
PID 004-192-150  
Area -Jurisdiction -Roll: 06-204-01211.010

### **Summary Overview**

Topside Pacific Ventures Ltd is proud to be applying for development permit to rezone 1814 Grieve Ave to R-1 E (current zoning is R1-S) in recognition of the land use for greater densification and inclusionary land use regulation by converting an oversized, under utilized parcel through the provision of smaller lot sizes and secondary suites within single family residential lots.

### **Land Use**

The change of zoning would allow for two additional lots to be subdivided from the current lot size of 0.39 acres, to create three lots with an area of not less than 300 m<sup>2</sup> per lot. The original house will remain on the centre lot with the lot size of 668.9m<sup>2</sup>, and the two additional lot sizes being 473.8 m<sup>2</sup> and 390.1 m<sup>2</sup>. These sizes meet all the requirements under the zoning R-1E.

The change of zoning to R-1 E would provide secondary suites in single family residential lots that are greater than 450m<sup>2</sup>, this zoning would increase density and provide opportunity for more affordable housing, giving a variety of housing types, thus a more compact community by creating lots consistent with current lots without introducing multi- family. The provision of small lot infill to the existing neighbourhood supports the increase in density near major destinations in the city. As well as provides affordable housing options with the mix of legal suites in

residential single-family homes. This will allow for three single family homes with two of the homes meeting the requirements for legal rental suites, giving 5 residences and creating a variety of affordability. R-1E zoning exists at 1550 Willemar Ave, which is in close proximity to the subject property of 1814 Grieve Ave.

### **Building Design**

The building design and landscape requirements will be recognized as per City of Courtenay, using the property to promote and enhance the neighbourhood by matching architectural details of adjoining properties, the neighbourhood consists of two story with basement buildings of single-family homes. The new buildings of single family homes would take into consideration the scale and massing to enhance surrounding properties by taking considerable care to balance the elevations to create contemporary styling. The goal would be to propose building designs to incorporate attractive design by using multiple face, multiple roof lines, for a contemporary updated appearance using materials that will have longevity.

### **Transportation**

The site is located at the corner of 18<sup>th</sup> St and Grieve Ave, which is within close proximity to public transit, more importantly it is within walking distance of parks, schools, grocery stores and commercial spaces. Thrifty's is on the corner of 17<sup>th</sup> St and Cliffe Ave, as well as the retail plaza that includes Starbucks and Brown social house. The site is centrally located with Courtenay Elementary School walking distance, a mere 700m to the northwest, and Driftwood Mall 1.4km to the South. This subdivision proposal satisfies the City's desire to provide greater densification within an urban site to allow walking/biking to everyday amenities to promote a healthy lifestyle.

### **Infrastructure**

Sewer, water, gas, hydro, telephone, road, sidewalk, garbage collection services already exist to the current home at 1814 Grieve Ave. No extension of City services is required. Only the connection of laterals to the 2 new buildings will be needed. Any additional studies that may be required will be provided upon request.

### **Character & Identity**

All of the proposed lots will have street to garage access off of Grieve Ave. All door fronts will face towards Grieve Ave, keeping the street scape style consistent with neighbouring properties. The landscape will incorporate a street side tree per lot to

enhance a warm entry feel from the road side. Great consideration will be taken to keep the charm and character in the neighbourhood.

### **Environmental**

The trees on street scape will use native species to appropriately enhance the neighbourhood by incorporating recommended landscape design to respect our community and environment. They also offer cooling shade and rainwater absorption. Standard Building Code requirements for green energy will be incorporated. The requested R-1 E zoning and the proposed building design for this site are expected to result in short-term, low level environmental impact to the neighbourhood; much of which can be addressed through City standard mitigation measures.

Thank-you for your review of this proposal, I look forward to your response with the success of the adopted Zoning R1-E and subdivision for greater densification and inclusionary land use.

Yours truly, Tatum Taker

Topside Pacific Ventures Ltd.  
1808 Astra Rd. Comox, BC, V9M4B4



**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3063**

**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. 3063**”.
- 2. That “Zoning Bylaw No. 2500, 2007” be hereby amended as follows:
  - (a) by rezoning Lot 4, Section 68, Comox District, Plan 15115 (1814 Grieve Avenue), as shown in bold outline on **Attachment A** which is attached hereto and forms part of this bylaw, from Residential One S Zone (R-1S) to Residential One E Zone (R-1E); 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 \_\_\_\_\_, 2023

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Public Hearing notice waiver published in two editions of the Comox Valley Record on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and the \_\_\_\_\_ day of \_\_\_\_\_, 2023 (pursuant to Section 467 of the *Local Government Act*)

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2023

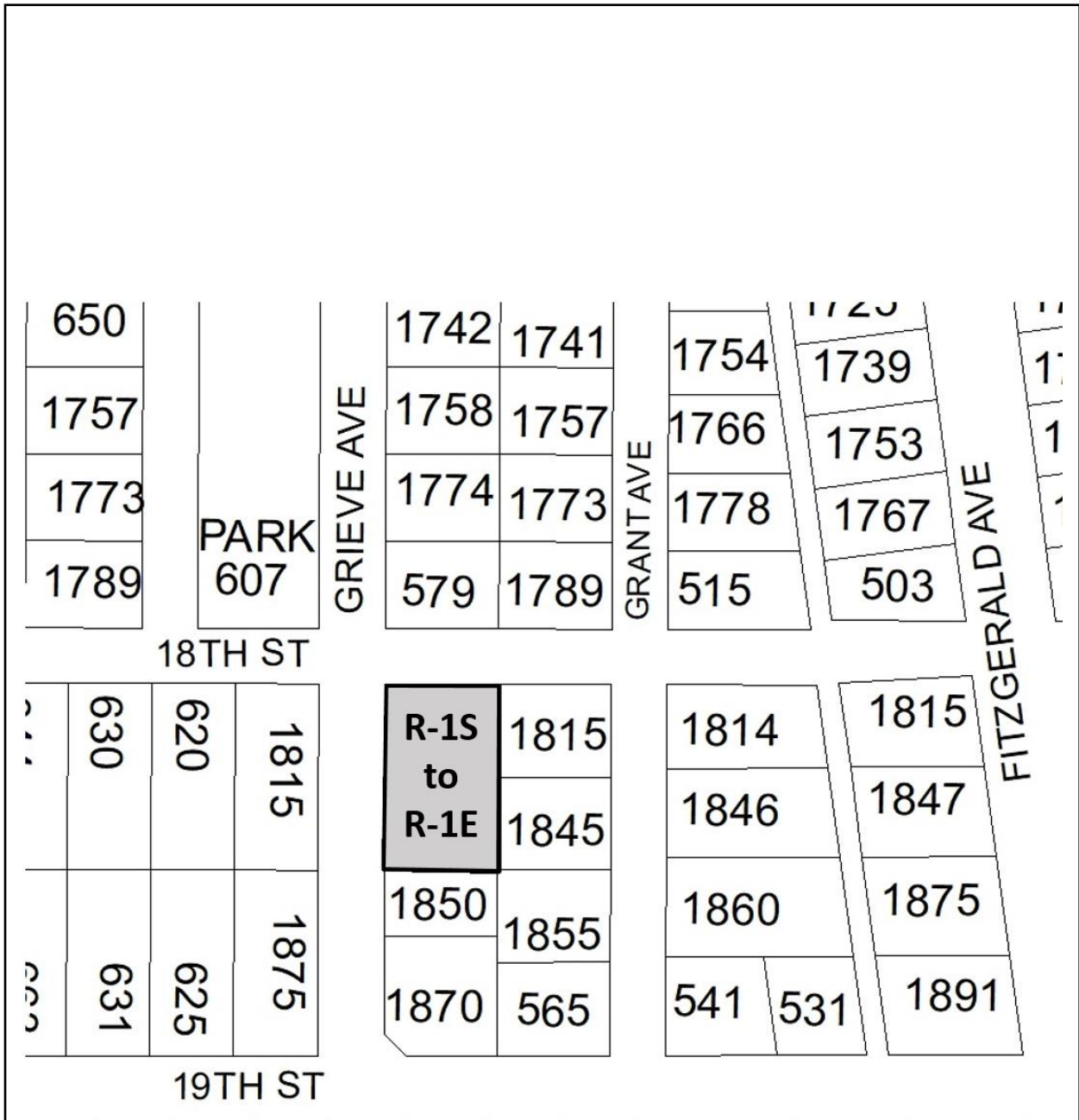
Finally passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Adriana Proton, Corporate Officer

Approved under S.52 (3) (a) of the *Transportation Act*

\_\_\_\_\_  
Tallina McRae, Development Services Officer  
Ministry of Transportation and Infrastructure  
Vancouver Island District



**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 3063, 2023  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007



## STAFF REPORT

**To:** Council

**File No.:** 3360-20-2302/RZ000078

**From:** Director of Development Services

**Date:** June 28, 2022

**Subject:** Zoning Amendment Bylaw No. 3095 – 4655a Madrona Place

### PURPOSE:

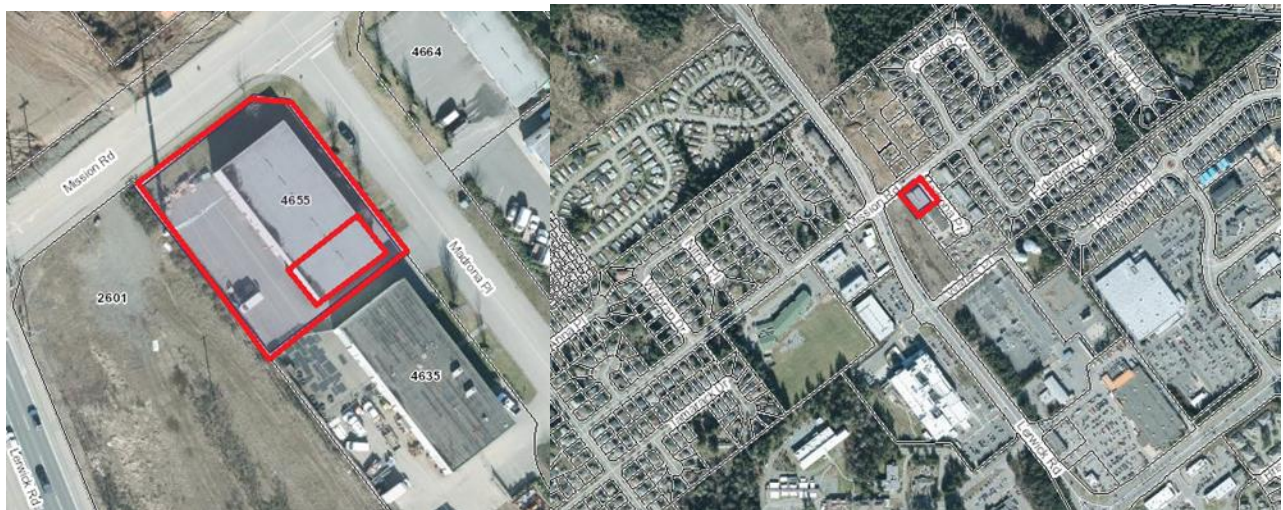
The purpose of this report is for Council to consider a Zoning Bylaw text amendment to Part 24 – Industrial Two Zone (I-2), section 8.24.1 *Permitted Uses* to add day care use on a site-specific basis for the subject property located at 4655a Madrona Place

**Legal Description:** Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235.

### BACKGROUND:

The subject property is one unit in a multi-unit light industrial building in the Upper Ryan Road neighbourhood (Figure 1).

**Figure 1 – Subject Property Location/Context**



The building is approximately 30 years old and the unit (Figure 2) purpose-built as a dance studio which generally operates after school and evenings. The facility is currently made up of three dance studios, an office, storage space, change rooms and three washrooms and operates from 4:30 to 9 pm. There are up to 150 dance registrants each season with a maximum of 35 dance students in the building (10 to 14 students per studio room) at any one given time and two dance instructors.

**Figure 2 – Subject Building Unit**



The subject property is located in the Industrial Two (I-2), Light Industrial zone and the 'Town Centre' land use designation in the OCP (Figure 3)

**Figure 3 – Zoning and OCP Land Use**

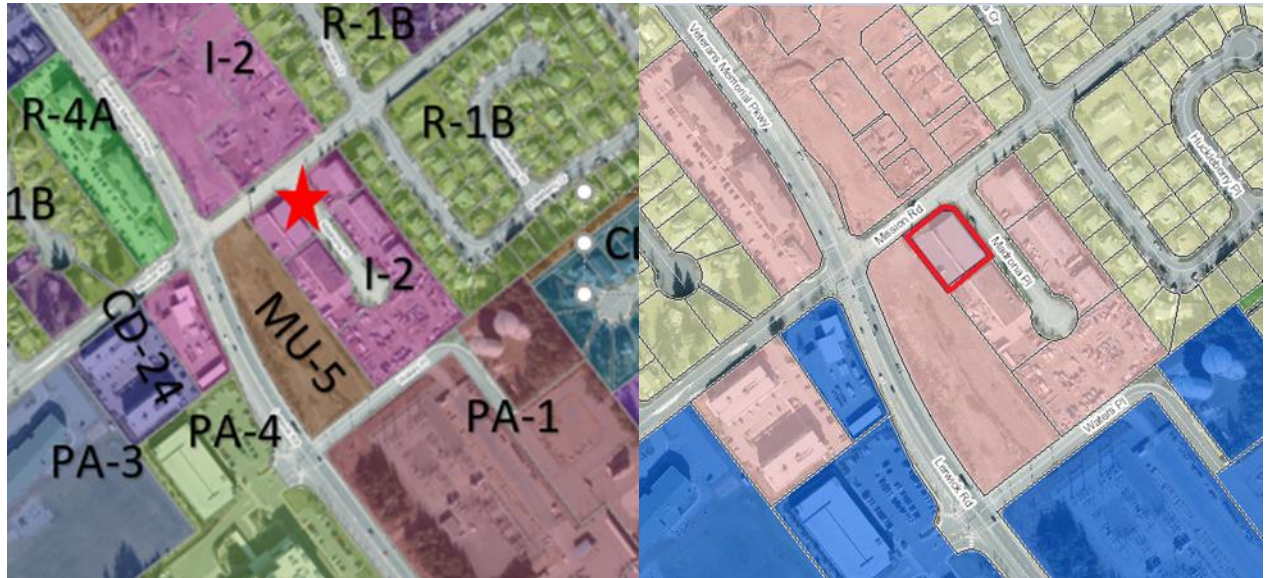


Table 1 below describes the surrounding zones, land designations, and actual uses surrounding the subject property.

**Table1 Surrounding Land Uses and Zoning**

Direction	OCP	Zone	Actual Use
North East	Town Centre and Urban Residential	I-2, R-1B, CD-1A	Light Industrial residential
North	Town Centre	R-4A	Townhouse (under construction)
East	Town Centre Institutional	1-2 PA-1	BC Hydro Facilities
Southwest	Town Centre Institutional	PA-3 PA-4 CD-24 MU-5 I-2	NI Hospital vacant land Fortis BC Facilities
West	Town Centre and Urban Residential	I-2 R-1B	Light Industrial buildings Multi-Dwelling Apartment

The applicant is proposing to provide child care operation to accommodate up to a maximum of 16 children ages 2.5 to 5 years which will operate Monday to Friday from 7:30 am to 3:30 pm. Attachment 1 contains the applicant's proposal.

Child care operations are licensed by Island Health pursuant to the *Community Care and Assisted Living Act* and *Child Care Licensing Regulations*, the applicant will be required to obtain this license prior to obtaining a business licence for the child care operations.

**DISCUSSION:**

Zoning and OCP Review

The subject property is zoned I-2 zone which permits a wide range of uses including facilities for adults with disabilities, fitness facility, and school but does not permit day care. Currently, Daycare is a permitted use in R-4, R-4A, and CD-10 zones. The current Zoning Bylaw has limited zones that permit day care which impacts supply of child care services.

Bylaw 2948 was an amendment to the I-2 zone for a site specific use for day care and family development uses for 1625 and 1679 McPhee Avenue. These properties are designated in the OCP as a neighbourhood centre which permits community services which includes child care (day care). Similar situation to the subject property.

Although OCP General Land Use policy 2 (p.57) states that "Community Services including childcare facilities are supported in all land use designations except Agricultural, Light Industrial, and Future Growth, the subject property is designated as a Town Centre and not Light Industrial which does permit community services which includes child care (day care).

It is the zoning that designates the subject property as Light Industrial and the OCP land designation encourages community services for the subject property as it is within the Town Centre. Given that the I-2 zone has been amended once to permit site specific zoning for day care and that the OCP has designated this subject property as Town Centre which permits child care, staff are proposing a site specific amendment for

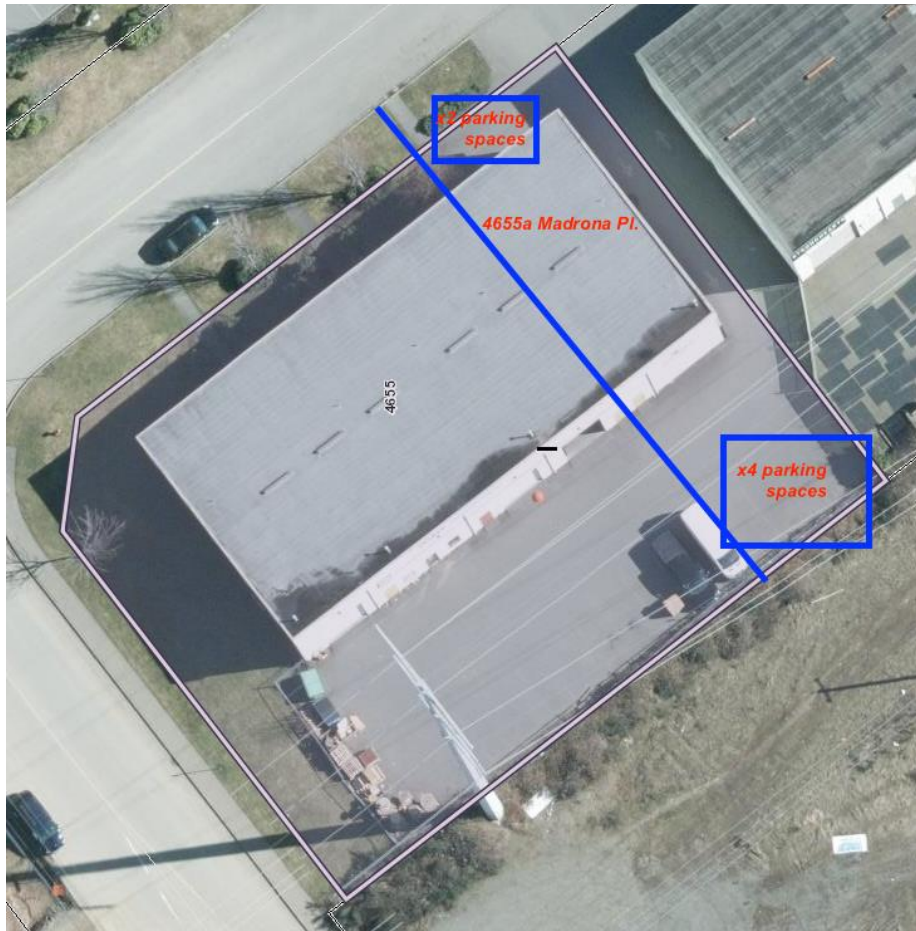


the day care use at 4655a Madrona Place. Staff acknowledge that the zoning for this area will be considered in the zoning bylaw update to align with the OCP policies.

### **Parking**

The subject property unit has six parking spaces: two in front, four in the rear of the building as shown in Figure 4. The remainder of spaces are used by other building tenants.

Figure 4 – Location of Parking Spaces



Division 7 of the Zoning Bylaw regulates off-street parking and loading spaces.

*“7.1.2 (3) states where more than one use is located on a parcel or involves collective parking for more than one building or use, the **total number of spaces shall be the sum of the various classes of uses calculated separately**, and a space required for one use or a loading space shall not be included in calculations for any other use. However, parking and loading space requirements for churches/places of worship and associated assembly halls or classrooms shall be the greater of the requirements for the two uses calculated separately, provided the two are not used concurrently.”*

Schedule 7A of the Zoning Bylaw establishes the minimum number of off-street parking spaces based on the proposed use as one parking space per employee. “Dance studio” use isn’t a specifically identified use in the parking regulations. The closest use includes school and day care, both of which require 1 space per employee.

The child care program will have three staff and the dance studio has two staff, totalling five employees. The applicant owns and operates both businesses. As per Figure 4 there are six parking stalls and the Zoning Bylaw requires 5 parking spaces as such the parking requirements can be met.

#### Licensing for Day care

In consultation with the applicant, an Island Health licensing officer indicated that off-site locations of the outdoor play spaces are permissible subject to safety plan and approval. All aspects of the childcare centre will be reviewed by Island Health and must be approved prior to operation.

#### Need for Day care

The *Comox Valley Child Care Action Plan* prepared for the Comox Valley Regional District in partnership with the City of Courtenay and Town of Comox, December 2019 clearly identifies the need as follows:

- 81% of children in the Comox Valley do not have access to licensed child care
- 87% of children aged 0 – 3 do not have access to licensed child care
- 88% of children 6-12 do have access to licensed before and after school care

### **OCP POLICIES**

This proposal meets the following objectives detailed in Official Community Plan Bylaw 3070, 2022.

#### Land Use:

- *General Land Use Policies*
  - 2. Community services facilities including childcare facilities are supported in all land use designations except Agricultural, Light Industrial, and Future Growth.
    - The subject property is zone I-2 but has a Town Center land use designation.
- *Objective 2:* The majority of community growth is strategically guided into growth centres to create more 10-minute neighbourhoods
  - Policy LU 6 Co-locate residential, commercial, institutional, and suitable employment-generating land uses in the Downtown, Town Centres & Urban Corridor, and Neighbourhood Centres.
    - The subject property is located in the Upper Ryan Road Town Center and close to numerous residential neighbourhoods and large employers.

#### Social Infrastructure:

- *Objective 2:* Coordinated, inclusionary, and systems-based responses are in place to address evolving complex social issues.
  - Policy SI 9 Work regionally to increase child care spaces as identified in the Comox Valley Child Care Action Plan (2019).
    - This childcare center will provide an additional 16 childcare spaces.

Local Economy:

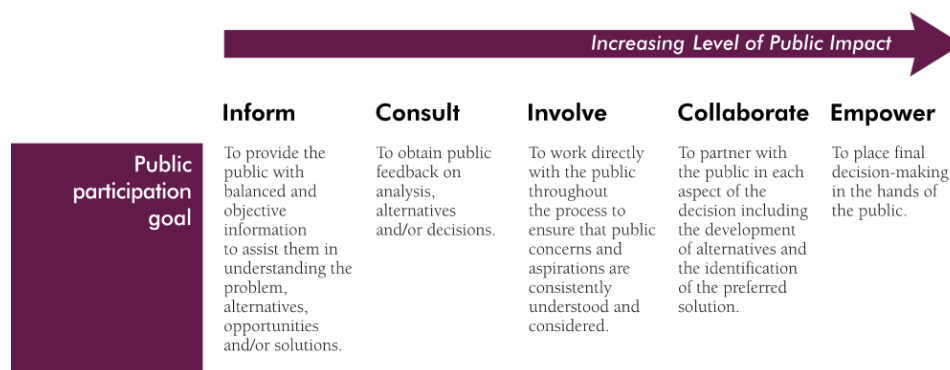
- **Objective 4:** People are at the heart of local economic development and are able to access adequate supports to participate in the economy.
  - LE 17 Ensure that social policies such as, but not limited to, *affordable housing* and child care are integrated with economic policies to support 'people-centred' forms of economic development.
    - The business owner is expanding her dance studio business to provide necessary childcare in a growing neighbourhood and will provide employment for two early childhood educators.

Community Amenity Contribution:

- Policy 6 identifies child care facilities as a desirable community amenity.
  - This childcare centre will provide an additional 16 childcare spaces in the region.

**CITIZEN/PUBLIC ENGAGEMENT:**

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



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

As required by Development Applications Procedures Bylaw No. 2790, 2014 a sign was posted on the property and a notice of the application was mailed to 33 neighbours within a 100 m radius of the subject property on March 14. The notice is included as **Attachment 2**. As permitted in Development Applications Procedure Bylaw No. 2790, the Interim Director of Development Services determined no Public Information Meeting was necessary given the consistency with the OCP.

Two responses were received. One response supported the proposed child care. The second response asked how the additional vehicle traffic of the child care activity might and the new multi-family development in the area might impact them. Staff response is below:

*Due to the low volume of traffic (a maximum of 16 additional vehicles coming to the childcare centre to drop off/pick up children) and the location in a Town Center, a traffic impact study was not required. The proponent anticipates that some of the children will live in the surrounding neighbourhoods so walking is an option. The commenter lives across Mission Road. “Connecting Courtenay, the City’s Transportation Master Plan”, published in September 2019 identifies future improvements for roads, intersections, pedestrians and cycling. The intersection at Mission Road and*

*Veteran’s Memorial Parkway/Lerwick Road is not identified as being a high vehicle collision intersection or one with unreasonable levels of vehicular congestion.*

The application is consistent with the Official Community Plan. In accordance with Section 464(2) of the *Local Government Act* staff are recommending that Council give public notice under section 467 that a public hearing will not be held as the proposed bylaw is consistent with the OCP.

As required by Section 52(3) of the **Transportation Act** where the subject property is located within 800 m of a controlled access highway, the Ministry of Transportation must grant its approval prior to Council’s consideration of approval. The subject property is located within 800 m of Ryan Road, a designated highway.

**REGIONAL GROWTH STRATEGY REFERENCE:**

The Comox Valley Regional Growth Strategy (RGS) is a framework for future land use, and sets basic direction for planning, policies, and action for all member municipalities, including Courtenay. The RGS is guided by a number of growth management principles that are incorporated by this proposed application:

- Promote the efficient use of land, provide greater transportation choices, reduce public servicing costs, and achieve environmental benefits through compact growth.
- Promote intensification, compact growth and supportive public transit services throughout designated Municipal Areas as the primary means of accommodating population and employment growth.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications related to the processing of this Zoning Bylaw amendment application as the fees are designed to offset the administrative costs.

**ADMINISTRATIVE IMPLICATIONS:**

Processing this application is part of the core duties of the Department of Development Services. Should Council not move forward with the zoning bylaw amendment a rezoning application could not be considered for a year unless Council considers a request to reconsider with 2/3 vote in favour.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications related to this proposed new use.

**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses some of the goals that guide Council’s strategic priorities:

The proposal will provide much needed childcare services in the Region as over 80% of children in the Comox Valley do not have access to licensed childcare thereby adding to the City’s social infrastructure. The location in the Upper Ryan Town Center is close to surrounding residential neighbourhoods and large employers thereby making this a stronger neighbourhood.

**OPTIONS:**

1. (Recommended) THAT Council give First and Second Reading to “ Zoning Amendment Bylaw No. 3095” to amend Zoning Bylaw No. 2500, 2007, Part 24 – Industrial Two Zone (I-2), section 8.24.1 *Permitted Uses* to add day care use in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235 (4655a Madrona Place); and

THAT Council not hold a public as per section 464 2 (b) of the *Local Government Act* as the proposed zoning is consistent with the Official Community Plan; and

THAT a public notice is given as per section 467 of the *Local Government Act*.

2. THAT Council give First and Second Reading to “ Zoning Amendment Bylaw No. 3095” to amend Zoning Bylaw No. 2500, 2007, Part 24 – Industrial Two Zone (I-2), section 8.24.1 *Permitted Uses* to add day care use in Unit A of Strata Lot 5, District Lot 236, Comox District, Strata Plan VIS5235 (4655a Madrona Place); and

THAT Council hold a public hearing as per section 464 (1) for “Zoning Amendment Bylaw No. 3095; and

3. That Council direct staff to issue a public notice as per section 466 of the *Local Government Act*.
4. THAT Council give First Reading to Zoning Amendment Bylaw No. 3095 and refer to staff for further information prior to second reading.
5. THAT Council deny Zoning Amendment Bylaw No. 3095. provide alternative direction to staff. (Please see Administrative Implications).

Prepared by: Brigid Reynolds, RPP, MCP, MCIP, Contract Planner

Reviewed by: Dave Pady, RPP, MCIP Manager of Development Planning  
Marianne Wade, Director of Development Services, RPP, MCIP

Concurrence: Geoff Garbutt, RPP, M.PI., MCIP, City Manager (CAO)

Attachments to the staff report

Attachment 1 – Applicant Proposal

Attachment 2 – Public Information Mail Out Notice

Attachment 3 – Bylaw No. 3095, 2023



**Address:** 4655A Madrona Pl, Courtenay, BC, V9N 9E7 **Phone:** 250 334 1074 **Email:** [info@studiogdanceacademy.com](mailto:info@studiogdanceacademy.com)

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November 21, 2022

Attention: City of Courtenay

With our growing community and need for childcare within the Comox Valley region, I am writing to you to fulfill the request to allow a licenced childcare centre to run at my current business address that is presently operating as a dance studio. Address: 4655a Madrona Pl, Courtenay, V9N 9E7. The building zoning is I-2 and I am requesting for a “text amendment” to allow for a licenced child care centre to run in addition to the evening dance classes that are presently operating.

There are x3 dance studios within the building, one of which will be converted into the “group childcare” class room for ages 30 months – 5 years. The building currently has 3 washrooms, x6 parking spaces available for staff; x4 are located at the back the building, and x2 are located at the front.

The proposed plan for the childcare program is as follows:

- 8:00am – 4:30pm: Childcare centre operating hours (Mon – Fri).
- The remaining two empty dance studios will be used for recreational use to explore dance, drama, music, singing, arts and crafts.
- 16 children maximum.
- x3 staff members for the childcare program (above licensing ratio at 1:8).
- Outdoor playtime at the following locations within walking distance: Elderberry Crescent green space, Walbran Park, and Sandwick Park.
- Planned opening date: Summer 2023

The dance studio/ classes will continue to operate as follows:

- 3:45pm – 9:00pm: dance class operating hours (Mon – Fri).
- Use of upstairs studio and the studio at the rear of the building with high ceilings.
- Within the first opening hour of dance classes, there is a cross-over with the childcare program operating times. Dance classes will be scheduled strategically to avoid the same finish time as the childcare program within that particular hour. Alternatively, dance class clients can use the back door to enter the building within the hour cross-over period.
- x2 staff members for the dance studio.



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All licensing requirements were discussed with Stephen Morgan at Island Health Childcare licensing department in April 2022; one of which was finding alternative options for outdoor play space. As the building does not have allocated outdoor space, Stephen did emphasis that, as long as a safety plan is proposed and approved by Island Health for transporting the children to the nearest play area/ green space, then a childcare facility can still be approved for licensing.

Additionally, I am currently at NIC full time completing my ECCE certification until June 2023, therefore, I am also becoming familiarized of the finer details required for a licensed facility.

Further plans and detailed information regarding meeting the licensing requirements will be proposed to Island Health in due course upon approval of the requested "text amendment" for zoning.

If you would like further information, please do not hesitate to contact me on:

Email: [info@studiogdanceacademy.com](mailto:info@studiogdanceacademy.com)



Regards

A handwritten signature in black ink, appearing to read "Gemma Stefan".

Gemma Stefan

Owner & Artistic Director of Studio G Dance Academy Ltd  
R.A.D Registered Teacher (CBTS) *Royal Academy Of Dance*  
*BA Jazz Theatre Dance*



**Address:** 4655A Madrona Pl, Courtenay, BC, V9N 9E7 **Phone:** 250 334 1074 **Email:** [info@studiogdanceacademy.com](mailto:info@studiogdanceacademy.com)

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March 14<sup>th</sup> 2023

**Re: SITE SPECIFIC REZONING TO ADD DAYCARE AS PERMITTED USE IN  
THE INDUSTRIAL TWO ZONE FOR PROPERTY 4655A MADRONA PL, COURTENAY**

To Owner & Occupant,

We are writing to you to inform you of the request for a “text amendment” proposed to The City of Courtenay, in order for a licensed daycare to be permitted at address: Studio G Dance Academy Ltd, 4655a Madrona Pl, Courtenay, BC, V9N 9E7. The building is zoned 1-2 (Industrial Two) and will remain under this code, yet permit a “daycare” to operate along side the long-standing dance service offered to local families in the community.

The building was “purpose built” for recreational dance classes in 2002 and successfully still offers this service to children aged three years to nineteen years old during after school hours. In addition to the evening dance classes, Studio G Dance Academy Ltd is striving to provide the community with a quality childcare service for 30 months to five years old, with an emphasis on performing arts during regular school hours. With the current lack of childcare within the Comox Valley community, we hope to help local families with young children by offering an innovative performing arts daycare.

See map of property on reverse side.

To view relevant documents on The City of Courtenay website, visit: [www.courtenay.ca/devapptracker](http://www.courtenay.ca/devapptracker)  
Search by address or file number: RZ000075

If you have any questions or comments for Studio G Dance Academy Ltd, please contact us via email or phone by Friday, March 31<sup>st</sup> 2023.

Contact: 250-334-1074 / [info@studiogdanceacademy.com](mailto:info@studiogdanceacademy.com)

Sincerely,

A handwritten signature in black ink, appearing to read "Gemma Stefan", is enclosed in a thin black rectangular border.

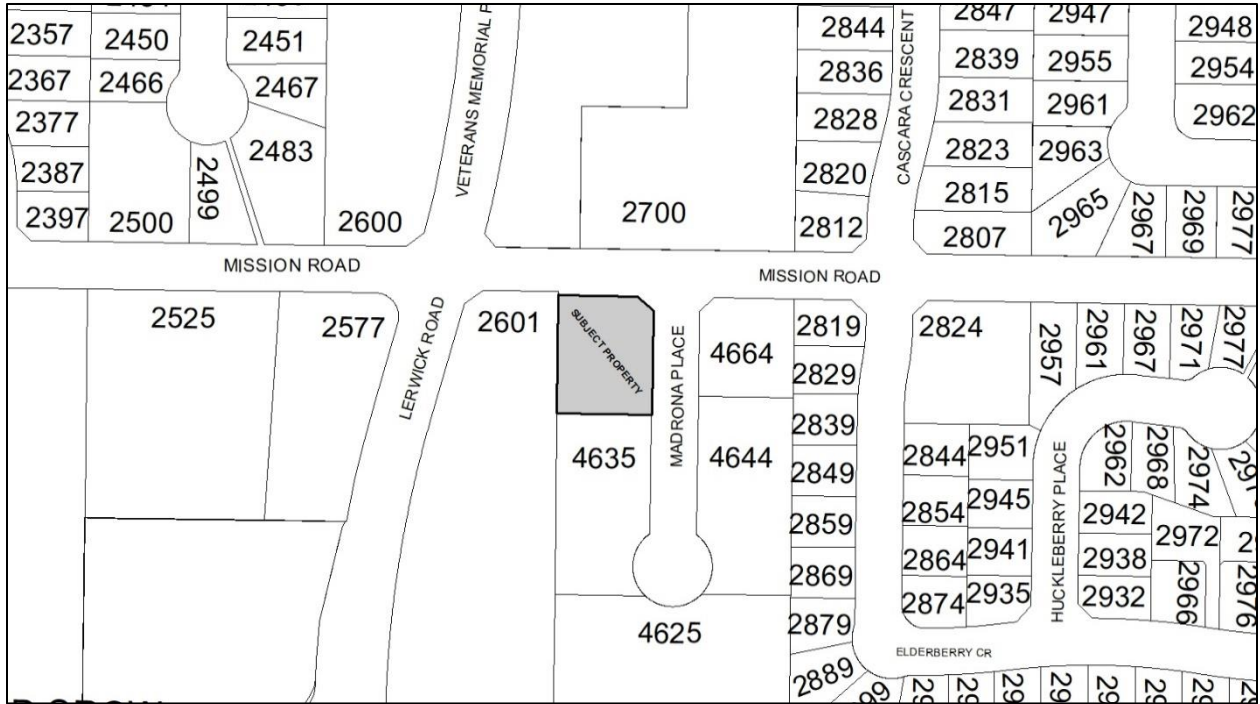
Gemma Stefan  
Owner & Artistic Director  
*BA Hons Jazz Theatre Dance*  
*R.A.D CBTS*

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**SGDA**







**THE CITY OF COURTENAY**  
**ATTACHMENT "A"**  
 Part of Bylaw No. 3095, 2023  
 Amendment to the  
 Zoning Bylaw No. 2500, 2007

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3102**

**A bylaw to amend Council Procedure Bylaw No. 2370, 2013**

WHEREAS the *Community Charter* requires that a council must, by bylaw, establish the general procedures to be followed by council and committees in conducting their business.

NOW THEREFORE the Council of the City of Courtenay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “*Council Procedure Amendment Bylaw No. 3102, 2023*”.
2. Council Procedure Bylaw No. 2730, 2013 is hereby amended as follows:
  - a) By deleting **Section 2** and substituting the following:

***Definitions***

***2. In this bylaw:***

*“Acting Mayor” means the person designated to act in place of the Mayor pursuant to section 4(1) of this bylaw;*

*“Closed Meeting” means a regular or special Council meeting, Committee of the Whole meeting, or Committee meeting, or portion thereof, closed to the public pursuant to section 90 of the Community Charter;*

*“Corporate Officer” means the Corporate Officer appointed pursuant to Section 148 of the Community Charter and includes their Deputy or Delegate;*

*“Commission” means a municipal commission established under Section 143 of the Community Charter;*

*“Committee” means a standing, select, or other Committee of Council, but does not include Committee of the Whole;*

*“Delegation” means an address to Council or Committee at the request of the person wishing to speak and which is generally related, but not limited to, an item of business on the agenda of the Meeting at which the person wishes to appear;*

*“Inaugural Meeting” means the first Council meeting following a General Local Election;*

*“Member” means any member of Council and includes the Mayor;*

*“Notice Board” means the notice board located at City Hall, 830 Cliffe Avenue, Courtenay, B.C.*

*“Public Notice Posting Place” means the notice board located at City Hall and the City of Courtenay Website;*

*“Robert’s Rules of Order” means the text, Robert’s Rules of Order, Newly Revised, 12th Edition by Henry M. Robert (Public Affairs, 2020), or the most recent subsequent edition.*

- b) By deleting **Section 3** and substituting the following:

***Application of Rules of Procedure***

- 3.** (1) *The provisions of this bylaw govern the proceedings of Council and all Committees of Council, as applicable.*
- (2) *In cases not provided for under this bylaw, Robert’s Rules of Order apply to the proceedings of regular Council, standing Committees, select Committees, and Committee of the whole to the extent those rules are:*
- a) *applicable to the circumstances;*
  - b) *not inconsistent with provisions of this bylaw; and*
  - c) *not inconsistent with the Community Charter or other applicable enactments.*

- c) By deleting **Section 4(2)**.

- d) By deleting **Section 5** and substituting the following:

***Inaugural Meeting***

- 5.** *Following a general local election, the first regular Council meeting will be held on the first Monday in November.*

- e) By deleting **Section 6** and substituting the following:

***Notice Requirements for Regular Council Meeting Schedule***

- 6.** (1) *Prior to December 31st each year, the Corporate Officer must provide to Council, for approval, an annual schedule of all regular meetings including dates, times and places and give notice of the availability of the schedule in accordance with the Community Charter.*

- (2) *At least 48 hours before a regular meeting of Council, the Corporate Officer will give public notice of the time, place, and date of the meeting by posting a notice and a copy of the agenda, except for those meetings closed to the public, at the Public Notice Posting Place.*
- (3) *Where revisions to the annual schedule of regular Council meetings are made as a result of a cancellation or a change to the date, time, and/or place of a regular Council meeting, the Corporate Officer will post a notice at the Public Notice Posting Place.*

f) By deleting **Section 7** and substituting the following:

***Regular and Special Council Meetings***

- N7.** (1) *Unless Council otherwise resolves, regular and special Council meetings will take place in the Civic Room located at 770 Harmston Avenue, Courtenay or at Courtenay City Hall located at 830 Cliffe Avenue, Courtenay.*
- (2) *Notwithstanding Subsection (1), and subject to Subsections (3) and (4), Council may meet at a place other than City Hall, or outside the boundaries of the City.*
- (3) *Where a Council meeting is to be held at a place other than the Civic Room or at Courtenay City Hall, the Corporate Officer will post a notice as to the alternate location at the Public Notice Posting Place.*
- (4) *Regular Council meetings will:*
- a) *be held in accordance with the schedule of Council meetings, as approved by Council; and*
  - b) *begin at 4:00 p.m., unless preceded by a Closed Meeting, or a public hearing.*
- (5) *Notwithstanding Subsection (4), the Corporate Officer may, in consultation with the Mayor and City Manager, cancel, postpone or reschedule a regular Council meeting, and establish a different day, time or place for that meeting.*

g) By deleting **Section 8** and substituting the following:

***Notice of Special Council Meetings***

- 8.** *Except where notice of a special meeting is waived by a unanimous vote of all Council Members, at least 24 hours before a special meeting of Council,*

*the Corporate Officer will give public notice of the time, place and date of the special meeting by posting a notice, and a copy of the agenda, except for those meetings closed to the public, in the Public Notice Posting Place.*

h) By deleting **Section 9** and substituting the following:

***Electronic Meetings***

- 9.** (1) *Subject to Section 128 of the Community Charter, regular Council meetings may be conducted by means of electronic or other communication facilities.*
- (2) *Subject to Section 128.1(1) of the Community Charter, special meetings of Council may be conducted by means of electronic or other communication facilities.*
- (3) *Subject to Section 128.2(1) of the Community Charter, Committee meetings may be conducted by means of electronic or other communication facilities.*
- (4) *At least 48 hours before an electronic regular Council meeting, special meeting of Council, or Committee meeting, the Corporate Officer will give advanced public notice in the same manner as provided in Section 6(2) of the way in which the meeting is to be conducted by means of electronic or other communication facilities.*
- (5) *A member of Council or a Committee who is unable to attend in person at a regular Council meeting, a special meeting of Council or a Committee meeting may participate in the meeting by means of electronic or other communication facilities if the requirements of Subsection (5) are met.*
- (6) *The following rules apply in relation to a meeting referred to in Subsection (5):*
- a) *the meeting must be conducted in accordance with this bylaw;*
  - b) *the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member of Council or a Committee; and*
  - c) *Except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member of Council or a Committee.*

(7) *Members of Council or a Committee who are participating under this Section in a meeting conducted in accordance with this Section are deemed to be present at the meeting.*

i) By deleting **Section 10** and substituting the following:

***Order of Business at Regular Meetings***

**10.** (1) *Prior to each:*

- a) *Regular Council meeting;*
- b) *Regular Council public hearing; and*
- c) *Special Council meeting;*

*the Corporate Officer, in consultation with the Mayor and City Manager, must prepare an agenda of all items to be considered by Council at such meeting, and Council must proceed in the order set out, unless that order is varied by Council.*

(2) *The agenda for a regular Council meeting may consist of any items of interest to Council or requiring Council action or direction.*

(3) *Late items not included on the agenda may be considered at a regular Council meeting if the introduction of the late item is approved by a majority vote of Council.*

(4) *The agenda for a regular Council public hearing may consist of any items referred to a public hearing by Council motion or for which a public hearing is required by legislation, or other Council policy.*

(5) *The agenda for a special Council meeting shall include only those items which are identified in the notice of such meeting.*

(6) *Council may add a late item of an urgent nature to a special Council meeting that was not stated on the notice with a 2/3 majority vote of those present.*

j) By deleting **Section 11**.

k) By deleting **Section 12(1)**.

l) By deleting **Section 13** and substituting the following:

***Delegations to Council Meetings***

13. (1) *The Mayor and or the Corporate Officer is responsible for considering Delegation requests, having the authority to approve or deny based on the criteria contained in Section 13(3) and 13(4).*
- (2) *The Corporate Officer is responsible for determining:*
- a) *the meeting type the Delegation will be presenting to including regular or special Council meeting, Closed Meeting, standing or select Committee; and*
  - b) *the meeting date of the Delegation's presentation.*
- (3) *Delegation requests must include:*
- a) *the full particulars of the subject matter;*
  - b) *the proposed action which is within the jurisdiction of Council;*
  - c) *the name and department or division of the city staff that the Delegation has consulted with;*
  - d) *the names and addresses of the person(s) or the organization comprising the Delegation; and*
  - e) *the name, address, email address and telephone number of the designated speaker(s).*
- (4) *Except otherwise permitted by Council, Delegations must not be heard to address the following:*
- a) *a bylaw in respect of which a public hearing has been or will be held where the public hearing is required under an enactment as a pre-requisite to the adoption of a bylaw;*
  - b) *an issue which is before the courts or on which Council has authorized legal action;*
  - c) *a matter in respect of which a city-led public consultation process is planned or in progress;*
  - d) *the promotion of commercial projects and services; and*
  - e) *the promotion of a political party or of a candidate for elected office.*
  - f) *publicly tendered contracts or proposal calls for the provision of goods or services for the city, between the time that such contract or proposal call has been authorized and*



*the time that such a contract or proposal call has been awarded, either by Council or city staff;*

*g) a Delegation having appeared before Council within the previous twelve (12) months on the same topic or request; or*

*h) a purpose or subject that is beyond the jurisdiction of Council.*

*(5) Only two (2) Delegations are permitted at each meeting of Council unless by resolution Council permits additional Delegations at a meeting.*

*(6) The maximum time for appearance of a Delegation before Council is ten (10) minutes, with an additional allowance to respond to Council's questions, if any.*

*(7) A presentation by a Delegation at a Council or Committee meeting shall be confined to the subject which was indicated in the application.*

*(8) Questions of members of Council shall be limited to seeking clarification or additional details and not engage in a debate on the merits of the issue.*

*(9) Council may waive strict compliance with Section 13(6) by resolution passed by a majority of Members present.*

*(10) A motion resulting from a Delegation must be made by way of a notice of motion.*

m) By deleting **Section 14** and substituting the following:

***Public Attendance at Meetings***

**14.** *(1) Unless a meeting or part of a meeting is authorized to be closed to the public in accordance with Section 90 of the Community Charter, all meetings shall be open to the public.*

*(2) Before closing a meeting or part of a meeting to the public, Council must pass a resolution in accordance with Section 92 of the Community Charter.*

n) By deleting **Section 15** and substituting the following:

***Minutes of Council Meetings***

15. (1) *Minutes of the proceedings of Council meetings must be:*
- a) *legibly recorded with decisions and action items;*
  - b) *adopted by resolution of Council;*
  - c) *certified as correct by the Corporate Officer; and*
  - d) *signed by the Chair of the meeting.*
- (2) *The Corporate Officer must record in the minutes:*
- a) *the text of every motion;*
  - b) *the names of any Members who voted in the negative regarding a motion;*
  - c) *the name of any Member absent from the meeting at a vote.*
- (3) *Discussion may be recorded in the minutes at the discretion of the Corporate Officer.*

o) By adding a new section, **Section 16**, after Section 15 as follows:

***Minutes of Committee, Commission and Board Meetings***

16. (1) *Minutes of the proceedings of Committee, Commission and board Meetings must be:*
- a) *legibly recorded with decisions and action items;*
  - b) *adopted by the Committee, Commission or board by resolution;*
  - c) *certified as correct by the Committee Secretary; and*
  - d) *signed by the chair of the meeting; and*
  - e) *meet the minute standards established by the Corporate Officer.*
- (2) *Draft or amended minutes must be provided to Council for information.*
- (3) *The Committee Secretary must record in the minutes:*
- a) *The text of every motion;*

- b) *The names of any Members who voted in the negative regarding a motion;*
- c) *The name of any Member absent from the meeting at a vote.*
- (4) *Discussion may be recorded in the minutes at the discretion of the Committee Secretary.*

p) By deleting **Section 16** and substituting the following:

***Adjournment***

- 17.** (1) *If there is no quorum of Council present within fifteen (15) minutes of the scheduled time for a Council Meeting, the Corporate Officer must:*
- a) *record the names of the Members present;*
  - b) *record the names of the Members absent; and*
  - c) *adjourn the meeting until the next scheduled Council meeting.*
- (2) *A Council meeting may continue after 9 p.m. only by an affirmative vote of two-thirds (2/3) of the Council members present.*
- (3) *A motion for continuation under Section 17(2) must establish a specific time for the adjournment of the Council meeting.*

q) By deleting **Section 17**.

r) By adding a new section, Section 35.1, after Section 35 as follows:

***Notice of Motion***

- 35.1.** (1) *A Council member who wishes to bring before Council a motion resulting from a Delegation, presentation, agenda item or other business that is not listed as Council action on the meeting agenda may do so by way of notice of motion.*
- (2) *A Council member making a notice of motion must provide written notice and the motion as it is to appear on the agenda to the Mayor, City Manager and Corporate Officer on or before 4:30 p.m. on the Monday of the week preceding the week of the meeting at which the motion is to be considered.*
- (3) *Upon receipt of the written notice and motion, the Corporate officer will circulate a copy of the motion to Council as soon as practicable.*

(4) *The notice of motion must be read aloud at the meeting preceding the meeting at which the motion is to be considered.*

(5) *Council may waive strict compliance with this Section 35.1 and present such a motion for immediate consideration by a 2/3 majority vote of all the members present.*

3. Upon the foregoing amendments being made to the *Council Procedure Bylaw No. 2730, 2013*, all sections following any deletions or additions to the bylaw shall be renumbered sequentially and all internal cross-referencing between sections shall be renumbered accordingly.
4. If any section or subsection of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

Read a first time this 31st day of May, 2023.

Read a second time this 31st day of May, 2023.

Read a third time this \_\_ day of \_\_\_\_\_, 2023.

Notice published pursuant to section 94 of the Community Charter on the 14<sup>th</sup> and 21<sup>st</sup> day of June, 2023.

Finally passed and adopted this \_\_ day of \_\_\_\_\_, 2023.

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Mayor Bob Wells

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Adriana Proton, Corporate Officer

**CITY OF COURTENAY**  
**BYLAW NO. 3086, 2023**

**A bylaw to establish a Growing Communities Reserve Fund**

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WHEREAS, it is deemed expedient to hold the transfer of funds received from the Province of British Columbia according to the terms of the Growing Communities Funding Agreement;

NOW THEREFORE, the Council for the City of Courtenay, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "Growing Communities Reserve Fund Establishment Bylaw No. 3086, 2023".
2. There shall be and is hereby established a reserve fund, in accordance with Section 188 of the *Community Charter*, to be known as the "Growing Communities Reserve Fund".
3. Net proceeds received from the Province of British Columbia under the Growing Communities Funding Agreement and interest earned on the fund balance shall be placed to the credit of the "Growing Communities Reserve Fund".
4. Monies in the "Growing Communities Reserve Fund" will be solely used for the purposes allowed under the Growing Communities Funding Agreement.

READ a first time by the City Council this 14<sup>th</sup> day of June, 2023.

READ a second time by the City Council this 14th day of June, 2023.

READ a third time by the City Council this 14th day of June, 2023.

ADOPTED by the City Council this \_\_\_ day of \_\_\_\_, 2023.

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Bob Wells, Mayor

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Adriana Proton, Corporate Officer

**THE CORPORATION OF THE CITY OF COURTENAY**

**BYLAW NO. 3093**

**A bylaw to authorize the borrowing of the estimated cost of Sewer Capital Projects.**

WHEREAS it is deemed desirable and expedient to rehabilitate sewer infrastructure.

AND WHEREAS the estimated cost of sewer infrastructure including expenses incidental thereto is the sum of \$3,008,500 of which the sum of \$2,500,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the City of Courtenay in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out sewer infrastructure replacement generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding two million five hundred thousand dollars (\$2,500,000).
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with sewer infrastructure projects.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty years.
3. This bylaw may be cited as “**Sewer Infrastructure Projects 2023 Loan Authorization Bylaw No. 3093, 2023**”.

Read a first time this 25<sup>th</sup> day of January, 2023.

Read a second time this 25<sup>th</sup> day of January, 2023.

Read a third time this 25<sup>th</sup> day of January, 2023.

Received the approval of the Inspector of Municipalities this 17<sup>th</sup> day of May, 2023.

Assent of the electors of the City of Courtenay is not required per Section 7 of the *Municipal Liabilities Regulation* (approval-free liability zone).

Reconsidered and finally passed and adopted this                    day of                    , 20   .

\_\_\_\_\_  
Mayor Bob Wells

\_\_\_\_\_  
Adriana Proton, Corporate Officer